

Minutes Approved

6-28-10

Wastewater Advisory Board

Meeting: May 24, 2010

Location: Wastewater Plant Conference Room

Members:	Chairman John Troy	Present
	Vice Chair William Starr	Present
	Commissioner Sally Horak	Present
	Commissioner Todd Morris	Present
	Commissioner Paul Lorenzo	Present
	Village of McGraw Trustee	Absent
	Village of Homer Trustee	Absent
	Town of Cortlandville Trustee	Absent
	Harvey Davis, Plant Manager	Present
	Tom McCall, Operator II	Present

Guest: Jennie Jackson, Representative of 31 Charles Street

Call the meeting to order at 5:30 pm.

Minutes for April 26, 2010 for approval. **Motion** to approve the minutes for April 26, 2010 by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Plant Managers Report: Harvey Davis presents the Plant Managers Report: Mr. Davis begins by introducing Tom McCall to the Board again. Mr. Davis updates the Board on the staffing issues for the plant. Mr. Davis wants to thank Mr. Troy and the Board for their support for pleading with the council for additional staff. We have made two hires. Jeffrey Stone started on May 18, 2010. He originally applied for the position in August of 2008. Jim McCracken will start on June 1. Mr. Swindon's last day on the job will be July 9th and then he will be on vacation until August 20 and then he will retire. Wayne would like to come and speak to the Board at next months meeting. He is interested in becoming a consultant for the City. We would like to also schedule a plant tour for the Board at an upcoming meeting.

We did receive a letter from Kathy Barone of the DEC that provided us with a website to estimate our staffing level. Northeast Guide for Estimating Staffing at Publicly and Privately Owned Wastewater Treatment Plants. We downloaded this program and there is a spreadsheet that we are going through manually. Right now we are at 15.67 people without the BNR requirements that are going to add another half man. This does include the pretreatment, sampling and collection work that we do. Barton and Logidou was

hired by the City for \$9500 to do an in-depth study to submit to the DEC. This will contain a hierarchy and transition plan. It is an independent study and we can guarantee that it will be more than 8 people. We have had a very good applicant pool. There will clearly be a hole when Wayne leaves and you can not replace his experience. Ongoing issues with our accounts, there are copies of invoices for you. The EMA invoice for \$11,000 was rejected because it didn't go out for bid. This was an emergency repair and I haven't had a chance to address it with the Finance Office. There is too much administrative work to deal with right now between council members, the Mayor, DEC and I have had conversations with the Mayor asking her how much time she wants me to devote to answering council questions. I have a plant to run and a pretreatment program to operate. I have also told the Mayor that any questions or concerns that the council has needs to go through her right now. Apparently the Personnel Committee had some questions; my suggestion to Ron is that the Personnel Committee needs to work through the Waste Water Advisory Board. I explained to him that this Board is our reporting structure and the personnel committee is just redundant. The unit replaced by EMA failed. We have three raw sewage pumps, one of them was giving us erroneous alarms so we shut it down to test it, and then one of the remaining two failed so we only had one pump which if that failed we would have raw sewage pumping directly into river. EMA acquired a pump and installed it for us. I will deal with this when I have time. The Finance Office also rejected an invoice for Bio-analytic for our wet testing. I had Bruce write up an explanation, that they do toxicity testing for all the labs around and dealing with them directly has eliminated the mark up cost. Bruce also got another bid that was \$300 higher and did not include shipping. We are still going to use Bio-analytic. The other issue was the invoice for the \$500 study and we do not know what the scope of the work was. We have forwarded it to the Mayor. I believe that each department should be doing their own abstract and I am not going to authorize work for other departments. DPW has been sending their vouchers here so that we do an abstract and I am not authorizing that those invoices be paid. This particular invoice came in Lori Crompton's name. I contacted Lori and she didn't know anything about it. Shelley contacted the company and they told her that no report was issued for it. Paul Lorenzo states that he was under the impression that it was for clarification of something in the sewer fund and if Mr. Gazda had a question, why didn't he come to the Board? Mr. Gazda says that this firm made some suggestions and they were implemented and working. The reason they are working is because we are budgeted for 11 people, we have eight so that is why there is not a cash flow problem. Mr. Gazda authorized payment for the invoice, which is fine but it did come out of the sewer fund.

The Invensy's voucher was for a Magnetic flow meter. Bruce is preparing a response, we keep one spare and this meter it is a part that is for that particular meter. You can't put Ford parts on a Chevy. It was denied because the Procurement Policy was not followed, Ron asked if there was a law passed to use the standardization clause, and its not pertinent when you are buying a part for a specific piece of equipment.

Maintenance wise, we have been taking tanks off line because we have reached our summer flow level. We are down to 3 aeration tanks, both chlorine contact tanks have

been cleaned and one is off line, we started our summer chlorination season on May 15 for chlorination and dechlorination. We have no belt press delivery date. We are hoping for September or October because we are going to have to dewater sludge outdoors on a temporary basis. Thursday, Barton and Loguidice were here with three engineers, and an operation specialist. Along with Kathy Barone from NYS DEC, to start our BNR study. They were here from 8 am until 12:50 pm so that we could get through the plant and go over the different processes. We have been impressed with their knowledge and their views as operators opposed to engineers.

Staffing is still an issue. Our schedule was brought up by the Council. Our schedule is designed to limit call ins. We have coverage from 4 in the morning to 3 in the afternoon. The schedule has eliminated on call pay. The plant is continuously being monitored. Ken Dye asked if the plant was automated, how many calls we were receiving. From January 2004 to the end of 2009, 12,100 text messages were sent through the alarm system. If there is no response to the text message, the alarm system will then begin to call and in that same time frame there were 7500 phone calls. All the coverage and monitoring of this plant didn't cost the City a penny. The plant is not automated, it is always monitored. There are a lot of considerations and variables that dictate what and when we do things.

John Troy states that he did ask the Mayor to speak at the council meeting regarding hiring staff. Mr. Troy made sure they knew he was speaking on behalf of the Board. He states that some of the questions from council members were good and some of the questions were a little out of line. Dan Quail wants to run everything through a personnel committee. He wants the hiring of our staff to be through the personnel committee because he claims that Harvey only hires his "cronies". The Charter gives department head the rights to hire.

Harvey signed a contract with the City. That will be forwarded to all the Board members. A point of contention was a letter written from Andy Damiano which gave Harvey 247 sick days credit towards the 325 sick days required for insurance. This was to compensate for loss of salary and time when he transferred from private to public.

Motion to accept the Plant Managers Report by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Approval of Bills: Bills have been accepted.

Motion to accept bills by Sally Horak. Seconded by William Starr. **UNANIMOUS**

Financial Statements: Financial statements have been accepted.

Motion to accept financial statements by William Starr. Seconded by Paul Lorenzo. **UNANIMOUS**

Sewer Grievances:

Sewer Grievance application for Richard Jackson and his property at 31 Charles Street. Mr. Jackson's daughter, Jennie Jackson is here to represent her father. She explains that there are two houses on one lot, the pipe that brings the water to the back house had a hole in it. She said that her father does not have a problem paying for the water used but he does not feel he should have to pay for the water that leaked out into the ground. Property owner hired someone with a backhoe to dig up the pipe and repair it.

Motion to relieve \$260.65 to account 15-05600 off of the sewer bill by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

New Business:

Waste Water Grievance Form: Changes made to existing form

Motion to accept Grievance Form by Todd Morris. Seconded by sally Horak. **UNANMINOUS**

Wayne Swindon will be retiring and would like to come and speak to the Board.

July meeting tour of the plant.

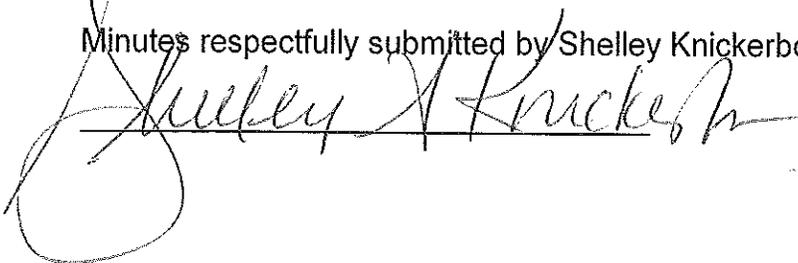
Old Business:

Plumbing and Heating list provided to the Board.

The next Advisory Board meeting will be on June 28, 2010 at 5:30 pm.

Motion to Adjourn at 6:39 pm by Todd Morris. Seconded by William Starr. **UNANIMOUS**

Minutes respectfully submitted by Shelley Knickerbocker

A handwritten signature in cursive script, reading "Shelley Knickerbocker", is written over a horizontal line. The signature is fluid and somewhat stylized, with a large loop at the beginning.