



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 12/20/10

Time: 5:30 pm

**Conference Room,
Cortland Wastewater**

■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Present
- Commissioner Sally Horak – Absent
- Commissioner Todd Morris – Present
- Commissioner Paul Lorenzo – Present
- Village of McGraw Trustee – Absent
- Village of Homer Trustee – Absent
- Harvey Davis, Plant Manager – Present
- Tom McCall, Maintenance Supervisor – Present

Meeting called to order at 5:35 pm.

Minutes from November 22, 2010 meeting for approval.

Motion to approve the minutes from November 22, 2010 meeting by Todd Morris. Seconded by William Starr. **UNANIMOUS**

Plant Manager's Report:

Administration: Special Assessment is calculated in October which was not known before this November. This is due to the October meeting being cancelled. So now it is known that the October meeting must take place and the grievances handled no later then that.

Harvey Davis spoke of working with the Common Council regarding increasing the staffing at the facility. He believes some progress was made at the meeting held last Monday (12/13/10). Email was forwarded to board members for their information. The figures that Harvey Davis provided did not match with the information Brian Gazda provided the council. Harvey Davis believes there is some support within the council but it is yet to be known for sure.

A staffing study was received by Harvey Davis and it was concluded that there should be 14 on staff. One thing was that they didn't care for the operator's being alone on the weekends. It was also noted that they felt a Lab Technician should be on staff, to which Harvey Davis disagrees. The Operators have to complete lab work to be certified so why would there need to be a single person just for that position? There is a reason why they are cross-trained. Harvey Davis is on staff already so why does a consultant need to be hired? Harvey Davis has been consulting for years. Harvey Davis will be receiving equivalent pay in a year to what is paid to Barton & Loguidice.

There was a budget submitted for 11 positions in 2010 and 12 in 2011. It has been thought that when the council approves the budget, they approve the positions, but that is not the case. Approval from the council is needed in order to fill the position. Now the city wants to create a specialized position.

City paid Barton & Loguidice to complete a staffing study. The city failed to look at the fact that Harvey Davis has been in the business as long if not longer then Barton & Loguidice.

Meeting – 9 positions – information was not provided by Brian Gazda to Harvey Davis, nor did Harvey Davis provide that specific information to Brian Gazda. The city was missing minutes from meeting due to the recorder not being turned on. Brian Gazda didn't have the information correct even after the meeting. Carlos Ferrer found information in the back of his book to where it shows how many positions the WWTF budgeted for. Reporting has been completed and the facility is now up to date. September and October's DMR's were completed and mailed out last week (15th & 16th). There were no violations found.

Operations:

The new Belt Press was installed the week of December 6th and became operational on December 13th. There was a point within the installation where it was discovered the measurements were done incorrectly and there was an additional 5' section of conveyor that was not needed. Blue Heron shipped the section of conveyor back to the manufacture and within two days it was returned while installation resumed. The press is fully operational at this time with a project completion set for late January 2011. Even though there is a new roll-up garage door yet to be installed, and some additional lime feed system modifications to be performed, the important portion of the project is complete. The facility went 8 days without pressing and hauling sludge. This was accomplished by reducing our solids inventory the previous week. The cold weather also helped by having less bio-mass to deal with. Some video was taken during the process and footage may be shown at the next board meeting. Talk of a tour this spring for the board members was suggested as well.

The routine PM schedule was carried out through this month. There was a significant amount of interaction with Blue Heron Construction during the demolition and installation of the new press.

Harvey Davis took the opportunity to thank Don Chambers (County Highway Supervisor) for his assistance through the process. Mr. Chambers arranged access & egress to the landfill to accommodate the facilities extraordinary solids needs prior to the belt press installation.

Todd Morris asked what is the cost of leachy vs. cost of what is sent up, is it known whether the city breaks even or loses money? Harvey Davis's response was that there is a thought that the city breaks even but he believes that the city loses money. There are factors that go into it that are out of anyone's control. When the WWTF hauled for Andy Damiano there were some calculations done and it was determined that it was about \$18,000 swing based on a 4½ cents per gallon cost.

Some people say that the county needs the wastewater plant more than the city needs the landfill. Harvey Davis believes that both are needed. Selling the landfill from the city's side – they wanted to make sure that the deal does not just automatically become part of someone else's contact. If that was the case, there is an opportunity the city may lose money. It would be best if a pipe was placed through McGraw from the landfill to the WWTF so there is a continuous flow to the WWTF.

Cortland County performed the Annual Bulk Storage Inspection. There were several deficiencies found due to changes in the requirements. Cortland Pump was called in and made the necessary changes to return to compliance.

Motion to approve the Plant Manager's Report by Todd Morris. Seconded by Todd Morris. **UNANIMOUS**

Finance: John Troy asked if he still needed to approve the Vouches before they go to the city. Harvey Davis stated he will look into it and let him know. John Troy stated if he needed to he will come in and sign them. Harvey Davis believes that the board should approve the vouches so they know what is going on. The board was provided December's Abstracts and a key for the budget codes.

Motion to approve the Finance Report by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Freeville Violation

Letter: In April Freeville received a new permit, but Cortland WWTF was not provided a copy of this permit so Cortland did not sample to obtain the proper information. Freeville's DMR was not received by Cortland either. A copy of the report is needed, and Harvey Davis feels they need to know why they received the violation; timing manner or insufficient information. If it is a timing issue then Harvey Davis believes Cortland should pay the fine, if it is due to insufficient information then it is due to Freeville not providing Cortland with the permit so Cortland should not be responsible.

Sewer
Grievance:

Mr. Martin Dunham (Absentee Landlord) – Property located at 22 North Church St., Cortland. Paul Lorenzo suggested that we find out who the Property Manager is and where they are located. It was noted that it is possible for that much water to run through the system. The board recognized that this is not the first Absentee Landlord that has submitted a Sewer Grievance due to a disgruntle tenant.

A decision has been made to award a refund of \$200.00 and notification that this is a one-time refund that will result in a paragraph being added to Mr. Dunham's result letter. Thought of submitting a Public Notice that this type of grievance will not be approved was recommended but not agreed upon at this time.

Motion to approve a \$200.00 credit and paragraph added to letter stating it is a one-time credit, with a recommendation that he speaks to his Property Manager about this type of situation by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

**New
Business:**

Approval for 2011 meeting schedule (see attached).

Harvey Davis stated he is working closely with Tom McCall for the next year to help him move into the Chief Operator position. Harvey Davis is hoping that the council will move to appoint Tom McCall into the position so he and Ed Poole know where they stand with their role with the city before Harvey Davis retires at the end of 2011. Harvey Davis believes that due to Tom McCall and Ed Poole both making changes in their personal lives; it provides them more time to take a more administrative role in the positions, and also shows their dedication. Harvey Davis believes that the Mayor agrees with his recommendation. Harvey Davis also stated that he feels the council has obtained a better understanding of things over the last 60 days. The council spoke about raising the rates to \$3.00 per unit next year. Harvey Davis also believes that they have an understanding of the repair reserve fund that they didn't have before now, cumbrances that were left over from past years in the amount of \$485,000 (+/-) that is unencumbered reserve money that should get pigeon hold in a capital or repair reserve fund. This is due to when some people see that money is available it needs to be spent. That money should be used for capital repair projects, and when it is placed in a reserve it can only be used for a particular reason. Harvey Davis believes that the state likes to see 30 or 40% of ones budget in a reserve fund. When there is a capital project in the near future they would even allow more in the reserves for that purpose. Harvey Davis is going to recommend the council to look at that. Lori Crompton informed Harvey Davis that there is an additional \$300,000 (+/-) delegated for debt service payments. Harvey Davis received a copy of next year's approved budget, even though it may have some modifications; debt will be retired in 2013 & 2014 and if the Chesapeake Bay parameters are pushed back 12 to 15 months it would help the city retire some of the debt service which would reduce the strain on the rate payers, townships and county in the future. Back in 1999 when Andy Damiano and Harvey Davis looked at things they suggested to push back the project until 2015. During a recent council meeting

Harvey Davis provided them a copy of a few letters that were written trying to explain to them that if the state was on board back in 1992 when the plant was upgraded in 1995 things would not be this way now. Andy Damiano wrote a letter back in 1999 to Congressman Walsh and to our Rep. in the House of Representatives looking for the information on the Chesapeake Bay project and how it was frustrating to him due to not getting it, and that he spent \$13 million on an upgrade to find out 36 months later that it might have not been everything that was needed. Harvey Davis tried to explain to the council that this had nothing to do with the day-to-day operations of the facility so the increase in expenses was not the fault of the facility itself. The expenses of the facility have been flat since 1993.

Motion to approve the schedule for 2011 meetings by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Paul Lorenzo asked about the status of Marietta. Harvey Davis stated that he received an email from the Pretreatment Coordinator in Utica stating that Marietta is no longer hauling their waste to Oneida County it is going to Buffalo and it is being used for cooling water. That didn't sound right to Harvey so he contacted the other Pretreatment Coordinator's and the EPA. Harvey Davis believes the EPA will guide him as to where he can find out the new shipment location.

Motion to place the meeting into Executive Section my Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

Meeting was then placed in Executive Section for reasons of a Personnel Matter.

Motion to Adjourn at 6:30 pm by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:

Sherry O'Brien
City of Cortland WWTF



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Wastewater Advisory Board
251 Port Watson Street
Cortland, New York 13045
Phone: 607.756.7227
Fax: 607.756.6822

John Troy, Chairman
William Starr, Vice Chairman
Sally Horak, Commissioner
Paul Lorenzo, Commissioner
Todd Morris, Commissioner

Schedule for the 2011 Wastewater Advisory Board Meetings:

All meetings are held at the Wastewater Treatment Facility in the conference room, located at 251 Port Watson St, Cortland, NY @ 5:30 pm unless otherwise noted:

January 24, 2011
February 28, 2011
March 28, 2011
April 25, 2011
May 23, 2011
June 27, 2011
July 25, 2011
August 22, 2011
September 26, 2011
October 24, 2011
November 28, 2011
December 19, 2011