



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 04/25/11

Time: 5:30 pm

**Conference Room,
Cortland Wastewater**

■ 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
- Bruce Adams, Deputy Chief – Present
- Tom McCall, Maintenance Supervisor – Present
- Mayor Feiszli – Present
- Mr. Perfetti, Corporation Council - Present
- Jeremy Houghtaling, Cortland Standard –
Present

Meeting called to order at 5:30 pm.

Minutes from March 28, 2011 meeting for approval.

Motion to approve the minutes from March 28, 2011 meeting by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Motion to go into Executive Section by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Meeting went into Executive Section to discuss the Chief Operator Position

Chief Operator's Position (Mayor Feiszli):

It was decided by Mayor Feiszli that an announcement for her decision on the Chief Operator's Position was not going to be made public at that time. She felt it was more appropriate to call and discuss her decision privately with Bruce Adams and Tom McCall.

Plant Manager's Report (Deputy Chief Adams):

Operations: SUNY Cortland tour week went very well. We had excellent weather for the event. Tom McCall and Brian McCall represented the facility for the majority of the tours. On April 7th the Cortland Fire Department came in to give training on some SCOTT SCBA equipment which they are giving to us. This will replace our very old SCBA equipment. They also performed a fit test on our newest employee; Matt Field. The Fire Department is also giving the facility some gas detection equipment for entry into small confined locations. Training has not been completed but they will return to do that at a later date.

High flows are still being seen for the month. There was a peak of 12 mgd today (April 25th); the permit is an average of 9 mgd. That average was exceeded for March and believe it will be the same for April. The clarifier baffle came out March 27th and Bruce hopes to get an aeration basin offline soon but is going to wait until the flow is below 10 mgd. The east chlorination contact tank was cleaned; and the west chlorination was cleaned before the tours took place.

The March DMR went in on April 21st. There were several violations related to wet weather flows as noted on the cover letter.

The April 11-12th effluent composite sample was, in his estimation, tampered with. Bruce sent a letter to our DEC inspector advising

her of the matter. He also had a staff meeting to reinforce to the staff the seriousness of sample-tampering or any other form of falsification of official information. Bruce informed the staff that he was making no specific accusation, nor would he without incontrovertible proof; he just wanted to make sure the staff was all on the same page.

Maintenance:

Blue Heron has begun working on the lime slurry feed system. That system is what is needed when the belt press sludge has not been fully stabilized. That is to have enough lime to bring the pH balance above 11 which will bring the significant pathogen kill. Concrete work for converting an unused tank to a lime slurry storage tank was done on April 12th and 13th. They also took out the old plate steel hatch in the SDB and will be replacing it with a Bilco hatch. This will make it safer and faster to move large, heavy items into and out of the SDB basement.

Effluent Water Pump motor came back from Auburn Armature. That was the one that kicked out high temperature readings. The facility has not received the official report as to the problem of the motor yet. It was installed by Blue Heron and wired by Ridley Electric. The motor is running now and it has been checked after a few hours and is working good.

A meeting was held between the facility and Marietta. The Mayor was present as well and it was a productive meeting. They provided their Engineer Report and Bruce is reviewing it. There is another one scheduled for next month (May) as well.

Paul Lorenzo asked if there was another test completed on the sample Bruce believed to be tampered with. Bruce responded by saying that the sample can not be re-tested. Bruce also believes that the facility will be in violation for that week. Paul Lorenzo asked what would happen if the facility is in violation; will the facility be fined. Bruce stated that he didn't believe the facility would be.

John Troy asked about the Work Orders printout; wondering if the list that was provided is the orders that the facility is behind on. Bruce stated that the list is based on a query from a database showing work orders more than two weeks old that have not been completed. Paul Lorenzo asked if things have been moving along. Bruce stated right now there is a hole due to Gary Conklin's retirement. Bruce went down to Civil Service to find out what needed to happen from their perspective. He has not spoken to the Mayor to obtain her perspective for the City's part. John Troy stated he has received good feedback from various people involved in the SUNY Cortland Tours.

Ed Poole completed his Grade 4A Course at SUNY Morrisville. Also, Matt Field completed his Basic Lab class.

Motion to approve the Plant Manager's Report by Bill Starr. Seconded by Sally Horak.
UNANIMOUS

Finance: Bills: The Abstracts dated March 23rd, April 1st and 18th were provided to the board for approval. Paul Lorenzo made a statement that a lot of lab testing is completed for the facility. Bruce Adams replied by stating that there will be more in the future. He will be adding once weekly on the primary effluent. That test will provide a good source to properly model an aerobic system. Paul asked if they are in line for our budget. Bruce stated he has to look into that.

Motion to approve the Bills by Sally Horak. Seconded by Paul Lorenzo. **UNANIMOUS**

Financial
Statements:

Bruce stated that a voucher was returned to us due to not having enough money in that particular budget line. It is for half the maintenance costs the water department uses for printing the bills. Bruce has put in a request to transfer funds from another budget line.

Motion to approve the Financial Statements by Paul Lorenzo. Seconded by Bill Starr.
UNANIMOUS

Sewer
Grievance:

One grievance application was received. Mr. Besler requesting a grievance due to an outside water hose running without it being known to him. He contacted a licensed plumber to fix the issue. The average of the previous three quarters, deduct that from the current charges (sewer portion only) and that figure is the maximum figure the board would approve. After the calculation was completed a maximum figure of \$218.00 was determined. It was recommended by the board that Mr. Besler receive a credit of \$218.00. A letter will be sent to him informing him of the board's decision.

Motion to approve a \$218.00 credit by Paul Lorenzo. Seconded by Bill Starr.
UNANIMOUS

New Business: Sherry O'Brien stated that Harvey Davis was in the office today (April 25th) to return various items to the City. A list was signed by Harvey and Sherry along with photos for the record. If anyone would like a copy of this information it is available.

Motion to Adjourn at 6:40 pm by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Sherry O'Brien". The signature is written in dark ink on a light-colored background.

Sherry O'Brien
City of Cortland WWTF