



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 07/25/11

Time: 5:30 pm

**Conference Room,
Cortland Wastewater**

■ **Members:**

- Chairman John Troy – Present
- Vice Chair William Starr – Absent
- Commissioner Sally Horak – Present
- Commissioner Todd Morris – Present
- Commissioner Paul Lorenzo – Absent
- Village of McGraw Trustee – Absent
- Village of Homer Trustee – Absent
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

Meeting called to order at 5:33 pm.

Minutes from June 27, 2011 meeting for approval.

Motion to approve the minutes from June 27, 2011 meeting by Sally Horak. Seconded by Todd Morris.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report
for
July 25, 2011
(as written by Chief Adams)

Administration—

On 7/19 the Common Council voted unanimously to approve me as Chief Operator.

The City has engaged the services of Cedarwood Engineering to give us another option on meeting the Chesapeake Bay Phase I requirements. My initial meeting with Jim Suozzo was very encouraging. He has some excellent ideas on improving BNR at much lower cost than was recommended in the two reports we've seen to date. We have another meeting scheduled for tomorrow.

We received a report on our DEC inspection of 10/2010. It requires the City to submit a stamped, signed staffing study by 8/31. Since this report will be binding on the City, we amended our contract with B&L to adapt their study to come into line with the changes I've made. I met with Don Davis of B&L and he sees no difficulties in doing this. He did say he will likely still recommend a dedicated laboratory tech, though it will be by way of a recommendation for future action.

On 7/14 I discovered the DMR-QA Study 31 report pamphlet in a 2010 binder. The initial response for this study was due on 3/14, with additional follow-ups on 7/1 and 7/22. I immediately tried to contact the EPA person in charge of this, but she was on vacation. I also followed up with our contract labs. At this point I'm not sure we're going to be able to make this right, because we've missed important deadlines, but I'll keep trying.

I have decided to delay filling the Operator I/trainee position until Civil Service establishes an eligible list. Any hire at this point would be provisional, and with the number of candidates, it is likely the provisional hire would not end up in the top three.

We continue to work towards resolving the Marietta issue. I have written a permit for the Compounding facility for non-process wastewater. We are pursuing a plan to use waste allotment to give Marietta a useable discharge target. I have been discussing this with the other SIUs and with EPA. We did get an initial unfavorable response from the EPA, but I'm hopeful Marietta's engineer will be able to craft a convincing response.

The City approved the lighting retrofit project. This will change out most of the facility's lighting, resulting in significant energy savings. Project costs will be paid for by the savings.

I'm still waiting for approval on the VFD replacement project and the Xerox lease.

The FSE grease acceptance issue, while not exactly back-burnered, has been progressing slowly. I have decided to use a live bacterial product for treatment utilizing one of our thickening tanks. We still have to devise a way to mix and aerate the tank as well as fashion a receiving hook-up. Additionally, whatever plan we come up with has to be submitted to DEC for approval.

Operations-

There were no permit violations for the month of June. The effluent quality is improving as the F/M ratio increases. We have been cleaning the aeration basins in preparation of changing out the diffusers, which is done every five years. This week we will be inspecting the West Final Clarifier to determine what repairs are needed. Upon completion of those repairs, we will switch tanks and clean the East Final Clarifier.

We had been asked to accept some pipeline test water for treatment. I was assured it was not gas drilling waste and that it consisted of plain water with a trace of methanol. Tom McCall and I went to the site to get a sample and inspect the operation. The sample smelled strongly of mercaptans and had a lot of suspended solids, presumably picked up from the sides of the pipeline. I refused the waste on the mercaptans alone, but would otherwise have conducted lab tests on the sample before accepting it.

On 7/7 I conducted a training session for staff on the chlor/dechlor system. It is my intent to do more training sessions of this type and to have staff conduct these as well.

Maintenance-

I'm very pleased to report we were able to hire two highly-qualified maintenance mechanics. J. C. Canaday and Mike Parsons had been maintenance mechanics at NYSEG/AES Westover power plants for 12 and 22 years, respectively. J. C. started on 7/18 and Mike started this morning. I have already spoken with them about my desire to improve our maintenance program to a predictive rather than merely preventive maintenance program.

We have been having ongoing issues with our chlor/dechlor residual analyzers. This has caused call-ins and forced us to run in manual some of the time. I think part of the problem is the age of the analyzers and part of it is the low overnight flows we've been seeing.

Bruce Adams
Chief Operator

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

Finance: Bills: Abstracts dated 6/16/11, 7/07/11, and 7/18/11 were submitted for approval.

Motion to approve the Bills by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Financial
Statements:

July's financial statements were submitted.

Motion to approve the Financial Statements by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

**Sewer
Grievance:**

Sherry O'Brien has created a list dating from 2010 forward showing who has filed Grievances due to the possibility of a customer requesting multiple Grievances. As long as this is updated monthly when needed it may be a good tool for the board to use. The board agreed.

Mr. Daniel Stoklosa: This grievance was generated in May. It was placed on the Agenda for June's meeting. It was decided at that time additional information was needed by the applicant. Two letters of request were mailed to the owner with no response returned. Due to that the board decided to deny the application. It was stated in a letter to Mr. Stoklosa that once he has obtained the information requested he may file another grievance.

Motion to approve the denial by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Ms. Connie Cowen: The application completed by Ms. Cowen stated there was a water leak that she fixed herself. Receipt of supplies was provided.

Motion to approve a \$820.00 credit by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Mr. Americo DiIorio: This grievance was in regards to a tenant who Mr. DiIorio is in the process of obtaining an eviction notice for. Mr. DiIorio was escorted by police to gain access to the apartment so he may check for leaks. No leaks were found. Do to that reason it has been determined by Mr. DiIorio the tenent purposely left the water on.

Motion to approve a \$296.00 credit by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Mr. Martin Dunham: The grievance in question was the same type of application that was approved back on December 30th, 2010. It stated in Mr. Dunham's letter that the credit that was granted to him was a one-time grievance. Due to this reason this grievance application was denied.

Motion to approve the denial by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Mr. Michael Stokoe: This application was tabled by the request of the customer. He was unavailable for this meeting, but feels at this time would be able to meet Augusts' meeting.

Motion to approve table the application by Todd Morris. Seconded by Sally Horak. **UNANIMOUS**

**New
Business:**

No new business.

Old Business:

No old business.

Motion to Adjourn at 6:10 pm by Todd Morris. Seconded by Sally Horak. **UNANIMOUS**

Respectfully submitted by:

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

Sherry O'Brien
City of Cortland WWTF