



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 08/22/11

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 – Present
- 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 5:30 pm.

Minutes from July 25, 2011 meeting for approval.

Motion to approve the minutes from July 25, 2011 meeting by Paul Lorenzo. Seconded by Sally Horak,
UNANIMOUS

Plant Manager's Report:

Plant Managers Report
for
August 22, 2011
(as written by Chief Adams)

Administration-

The DMR-QA 31 study has been submitted with the following issue: none of the testing that should have been done at the plant was able to be completed as the eligible period had already elapsed when I discovered the study documentation. Study data for our two contract labs were able to be submitted, thanks to the help of Towana Joseph, the EPA coordinator for this program in our region.

Cedarwood Engineering has submitted a draft Chesapeake Bay compliance report for comment. A preliminary review looks very good. I hope to get this approved for submission to the DEC at the September 6 Common Council meeting. The City narrowly avoided being locked into the more expensive B&L plan, as the B&L study had been submitted to the DEC, though it is not clear authorization had been granted by the City to do so. I had a conversation with Ron Entringer of DEC's Water Quality Management office and he agreed to delay reviewing the B&L study to give us time to submit a study more in line with DEC's intent in the compliance effort.

Barton & Loguidice has completed the amended staffing study. This will be on the agenda for approval at the September 6 Common Council meeting. If approved, it will then be submitted to the DEC, as required in the 6/29/11 inspection report.

Meghan Gilbert, our DEC inspector, dropped in for a non-inspection visit. She was taking an intern to several plants for educational purposes.

The City has introduced a proposed law to disallow the facility accepting untreated "frac" waste. A public hearing on the law will be held on September 6.

EPA has delivered a report on their audit of our pretreatment program. It was generally favorable, but noted some areas which need to be addressed. EPA noted within the report they did not interpret the MBAS data as showing the facility had excess capacity for accepting MBAS. This will be an issue in approving Marietta's request to resume discharging into the City's collection system with an achievable MBAS limitation. I have been working with Marietta's engineer to formulate a response.

Operations-

There was a violation of the semi-annual silver limitation. This is a mathematical violation caused by a too-high detection level in the lab testing. I have asked the lab to write a letter explaining the detection level used and proposing options for a lower detection level testing to prevent this from happening in the future. There were no other violations.

Three of the aeration basins have had the diffusers swapped out. Progress continues on the remaining basins.

We are currently building biomass in anticipation of the return of SUNY students at the end of the month. Effluent quality continues to improve.

Maintenance-

The maintenance staff has completed repairs on the West Final Settling Tank. We will switch tanks later this week and clean the East tank and inspect for necessary repairs.

The issue we had been having with the disinfection chemical feed system have been resolved.

The Interim Director of Administration & Finance authorized moving ahead on the VFD replacement project. Installation began last Friday and will finish up on Thursday. After completion of this project, I will seek to take advantage of the NYSERDA rebate program to replace the two older raw sewage pump VFD's.

Operations staff found a hole worn through the gas holder where it rubs against the overflow pipe. It is not currently leaking gas due to a layer of sludge on the inside surface. Maintenance staff will patch with fiberglass and polyester resin, though long-term success may be problematic. The issue causing this cannot be addressed without removing the gas holder, which would be prohibitively expensive. Unless some other compelling reason comes up requiring removing the gas holder, we will continue to patch as necessary.

Bruce Adams
Chief Operator

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

Finance: Bills: Abstracts dated 7/29/11, and 8/15/11 were submitted for approval.

Motion to approve the Bills by Paul Lorenzo, Seconded by Todd Morris. **UNANIMOUS**

Financial
Statements:

August financial statements were submitted.

Motion to approve the Financial Statements by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Sewer Grievance:

A recommendation was brought up by Todd Morris that a tougher stand needed to be addressed on grievances brought to the board when deciding the outcome of each grievance. Sally Horak and Paul Lorenzo agreed, with discussion by Paul and Todd regarding what criteria would be used in determining the outcome of each grievance.

John Troy requested that this be placed on September 26th meeting agenda for Todd Morris and Paul Lorenzo to discuss the criteria to be established for all sewer grievances.

Mr. Michael Stokoe: Mr. Stokoe was in attendance to discuss his grievance application which had been tabled from July's meeting at his request so he could be present at tonight's meeting. It was noted by Todd Morris that Mr. Stokoe had filed previous grievances on the same rental property. Mr. Stokoe stated he had two plumbers, Dan White as well as Mr. Barello, inspect the property and was unable to find any signs of leaks so he could not understand why the bill would be so high. He further states that there were no issues with the residents and at this point, it is unknown why and how this is happening.

Sally Horak made a suggestion that possibly the water meter may not be working properly and should have the Water Department look at it. Paul Lorenzo also made the recommendation that Mr. Stokoe do a walk through on the property every week to check the meter and check the next quarterly statement.

Motion to approve a \$944.00 credit by John Troy. Seconded by Sally Horak. **UNANIMOUS**

Ms. Linda Fox: The application submitted by Ms. Fox reports that she received the notice late due to a recent move and did not receive it in time. She reported that she immediately went to the residence and found no leaks and has since shut off the water to the residence which is currently unoccupied. It was noted by Paul Lorenzo that Ms. Fox did not have the property inspected by a plumber to determine this and recommended that it be stated in a letter to her that she have a licensed plumber look at the property to prevent any further grievance applications.

Motion to approve a \$513.00 credit by John Troy. Seconded by Sally Horak. **UNANIMOUS**

Mr. Daniel Stoklosa: This grievance was submitted by Mr. Stoklosa asking for a 50% reduction in his sewer bill for the 3rd and 4th quarters, due to a leak found in the plumbing on his rental property which he was not aware of until he received the 3rd quarter bill.

Motion to approve a \$775.00 credit by Sally Horak, Seconded by Paul Lorenzo.

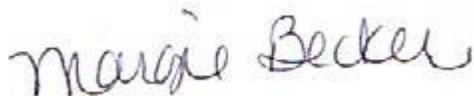
**New
Business:**

John Troy informed the board of a special meeting held on Wednesday, 8/23/11, evening with the County Highway Committee to discuss local law affecting the county landfill.

Old Business: No old business.

Motion to Adjourn at 6:45 pm by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker".

Margie Becker
City of Cortland WWTF

