



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 09/26/11**

**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, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

Meeting called to order at 5:20 pm.

Minutes from August 22, 2011 meeting for approval.

**Motion** to approve the minutes from August 22, 2011 meeting by Paul Lorenzo. Seconded by Sally Horak.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***  
for  
**September 26, 2011**  
(as written by Chief Adams)

**Administration—**

The "Corrective Action Plan" for the DMR-QA31 study has been submitted. This was in relation to Life Science's "not acceptable" result for cadmium. This submission completes the DMR-QA31 study.

The Common Council approved submission of Cedarwood Engineering's Chesapeake Bay Conceptual Implementation Plan to the DEC. Initial, off-the-cuff response from DEC was very positive. Jim Suozzo has reported having a conversation with DEC wherein DEC expressed a willingness to provide funding for the "low-hanging fruit" implicit in Cortland's ability to achieve significant biological nutrient reductions at low to moderate cost versus most other facilities in the watershed.

The Common Council approved submission of Barton & Loguidice's revised staffing study.

The Common Council unanimously passed Local Law #1, prohibiting the Cortland WWTP from accepting untreated hydro-fracking wastewater.

I have submitted a treatment plan for FSE grease to DEC. DEC said an engineer's recommendation would be required. Jim Suozzo of Cedarwood Engineering reviewed my plan and wrote a letter endorsing it as likely to work as proposed, and offering a couple of suggestions should we experience problems. At this point we are still waiting to hear from DEC. County Health Department Director of Environmental Health Joel Miranti has arranged a temporary disposal option at Watertown's treatment facility. Transportation costs will prevent this from being a long-term solution.

EPA is so far firm in their opinion that current data shows the Cortland WWTP is unable to accept additional MBAS. This would preclude Cortland from issuing a permit for Marietta to discharge process wastewater. I am working with Cedarwood to determine whether the proposed BNR upgrades might improve MBAS removal rates. Seeler Engineering is looking into whether evidence can be found showing a more favorable toxicity rating for MBAS.

After a two-year absence, the Cortland WWTP once again participated in the Cortland County Conservation Field Days at Camp Owahta in Solon. I consider this an important public education opportunity. Today's sixth-graders are tomorrow's informed voters. It's vital they understand the value of proper wastewater treatment to public health and environmental protection.

I have solicited applications for the position of Deputy Chief and received three applications. I will check references and conduct interviews over the next two weeks and make a hiring decision. This is an important part of moving the department forward. I have not been able to devote the time to hands-on management that has been needed.

The labor union has voted to accept the proposed contract. It will still need to be approved by the Common Council. I anticipate they will vote on it on October 4.

The company that is considering Cortlandville as a candidate site for a large dairy production facility is close to a decision. We have been working on providing a competitive wastewater treatment rate. Having this company choose Cortlandville would go a long way towards filling the gap left in our budget when Buckbee Mears folded.

### **Operations-**

There were no violations for the period.

The staff has completed swapping out the diffusers on three more aeration basins. Only two remain to be done.

There was a wet weather event starting on September 7. We baffled the North end weirs and put on a second primary clarifier on the afternoon of the 7<sup>th</sup>. Tom and Ed came in that evening and put on the second final clarifier. The next morning we started a partial bypass around the primary clarifiers to avoid submerging the skimmings trough. After 25 hours, we closed the bypass. The extra clarifiers were taken off line last week.

### **Maintenance-**

Conducted inspection and made needed repairs in West Secondary Clarifier.

Inspected, adjusted clearance and repacked Raw Sewage Pump #2. Pump will need to have the shaft sleeve replaced, but can continue to be operated until time is available to complete the repair.

Inspected, adjusted clearance and repacked Return Activated Sludge Pumps #1 & #3.

Repaired and adjusted electric security gate.

Prepared materials list for FSE grease treatment modifications. Began work on the project.

Returned the Kawasaki Mule to full functionality. This vehicle had been increasingly unusable for the past 4 to 5 years. Previous maintenance staff had expended considerable time trying to diagnose and repair. The new maintenance mechanics correctly diagnosed a badly worn clutch and improperly adjusted flywheel.

Bruce Adams  
Chief Operator

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

**Finance:** Bills: Abstracts dated 8/25/11, and 9/13/11 were submitted for approval.

**Motion** to approve the Bills by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

## Financial Statements:

August financial statements were submitted.

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

## Grievance Applications:

No new grievances were submitted this month. Outcome letters for Ms. Linda Fox, Mr. Daniel Stoklosa and Mr. Michael Stokoe were provided.

John Troy turned the discussion of the meeting regarding the establishment of criteria for sewer grievances over to Paul Lorenzo, in which a grievance form he had created with additional information was presented to the board. Paul had made revisions and recommendations on the Grievance form that is currently used by the City of Cortland WWAB. Todd Morris made the suggestion of incorporating into the new form of how much time has lapsed between the discovery and detection of the problem and when the repair was done. This is in the current form and Paul agreed this should be added. Paul also spoke of adding a note on the form as to how often the property is checked by the owner.

Paul Lorenzo had asked if residents were notified by the Water Department if their water usage showed a significant increase during the current quarter billing compared to the last quarter. Paul had also requested a list that shows arrearages owed by residents that can be compared to future grievance applications that will assist in outcome determinations. Bruce Adams affirmed that this could be done by Stephanie Mattice at the Water Department. Margie will speak with Stephanie and obtain this list for the board, as well as check on notification procedures by the Water Department to residents warning them of high water usage. It was also noted by Todd Lorenzo that the last grievance list presented showed a clustered area of high water usage. Paul had asked if the individuals on the grievance list were notified by the Water Department of their usage, in which Bruce stated that the Water Department has a list of letters they send out to residents.

A question was brought up by Paul Lorenzo regarding the required use of a licensed plumber within the City of Cortland as opposed to a non-licensed plumber that was stated on the current Grievance form. Paul noted that there was no clear statement on whether a person doing repairs is licensed. It was noted by Bruce and John that most property owners or managers do their own minor repairs. Paul stated that there used to be a list of licensed plumbers. Margie will request a list of current licensed plumbers from Shelly Knickerbocker at the Code Enforcement office. Bill Stark had asked a question as to whether the City Charter would have to be changed, in which John Troy stated that as the board was given the obligation/responsibility to review grievances, there should be no problem with a new grievance form being established once it has been voted on and approved with public notification regarding the new form.

John Troy requested that the grievance application criteria discussion for possible action be continued on the agenda for the October 24, 2011 WWAB meeting.

**Motion** to place on October 24<sup>th</sup> agenda by John Troy. Seconded by Paul Lorenzo. **UNANIMOUS**

**New  
Business:**

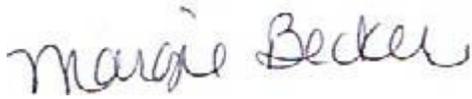
No new business.

**Old Business:**

No old business.

**Motion** to Adjourn at 6:25 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