



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 11/28/11

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 5:28 p.m.

Minutes from October 24, 2011 meeting for approval.

Motion to approve the minutes from October 24, 2011, meeting by Paul Lorenzo. Seconded by Bill Starr.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

November 28, 2011

(as written by Chief Adams)

Administration–

In two separate meetings with Delaware Engineering we made plans on how to proceed with the BNR requirements. I received a call from Ron Entringer of DEC who gave a favorable review of our BNR submission. Delaware recommends waiting until we get DEC's written comments before committing to a course of action.

I attended the Pretreatment Coordinators' meeting at Rochester. While there I had a conversation with Virginia Wong which may lead to a path to permitting Marietta's discharge.

The Wastewater Department has switched over to the County Highway Department for fueling all its vehicles. This will result in 20 to 25% saving over purchasing at retail as had been the practice.

On 11/9/11, I presented the 2012 Sewer Fund budget to the Common Council. Though there were only 3 aldermen present, the budget seemed to be well received. I also gave a report on a number of potentially costly liabilities the department is facing. Mack Cook is working on funding some of those with money remaining in a 2006 bond issue.

At the recommendation of Mack Cook, we are requesting of Common Council that the Deputy Chief salary be increased in order to attract more candidates. I also discovered the DEC's list of licensed operators did not include all contiguous counties. Upon approval of the new salary request, I will send out another mass solicitation.

Cortland has been approached by a start-up company that wants to install a Combined-Heat-and-Power system that would use digester gas to produce electricity and heat. There would be no capital cost to Cortland and we would purchase the power at a savings versus National Grid. Mack Cook and I are exploring all the ramifications of this offer. On 11/16/11, we went to Gloversville to learn about their CHP installation.

Operations-

There were no violations for the period.

I am pursuing antifoam treatment options for use next year should we still be using chlorine for disinfection. When I asked Meghan Gilbert about using antifoam, she replied it was just like any other water treatment chemical. If we can show it will not hamper our ability to meet our permit it is an acceptable option.

Maintenance-

Work continues on preparing to accept FSE grease-trap waste. We have not gotten DEC approval yet, but a meeting with our inspector is scheduled for 11/29. Delaware Engineering will attend in defense of our proposal.

Ridley Electric came in to service a sizeable list of electrical issues.

Servicing small engine equipment. Yard-work equipment for storage and snow removal equipment for service.

We received a quote for moving the A/C condensor from the basement to the roof. Air Temp can do the job for \$15,166 plus an additional \$3,670 for required roof work.

Staff discovered a sink hole in the yard behind the CCB which may be caused by a leak in the boiler hot water line. We will need to coordinate with DPW to dig up the lines and inspect for damage.

The 1994 UPS for all the computers in the Control Room finally failed. Staff purchased replacement batteries from Graingers and did the repair in house. Savings over purchasing manufacturer's batteries was \$200. Savings over purchasing a new UPS was \$2,000.

The facility's automated alarm system has been configured to send maintenance-related alarms to the mechanics first while process-related alarms continue to go to the operators first.

Bruce Adams

Chief Operator

Bruce Adams presented to the board a copy of the new operator's schedule for 2012 for staff coverage for their review.

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

Finance: Bills: Abstracts dated 10/21/11, 11/04/11, and 11/18/11 were submitted for approval.

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

Financial Statements:

October financial statements were submitted.

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

Sewer Grievances:

Catholic Charities of Cortland: A grievance application was submitted by Mr. Richard Stout, property manager, on behalf of Catholic Charities of Cortland for the property located on 8 Riverview Avenue, City of Cortland. Mr. Stout reports that the occupant of the apartment in question was away for an extended period of time (during the 3rd quarter billing period). He reports that while the resident was away, his toilet fill valve broke loose resulting in water running continuously to the tank and did not shut off. The leak was detected on 8/16/11 and repaired the same day. Mr. Stout is requesting an adjustment to his sewer bill due to the continuous water leak.

Motion to approve a credit of \$95.00 by Bill Starr, Seconded by Sally Horak . **UNANIMOUS.**

Grievance Application Form Discussion:

Paul Lorenzo presented to the board a draft of the updated grievance application form for the board's approval. The board was pleased overall with the form, with a few minor adjustments requested by John Troy and Sally Horak. John Troy requested to place the finalization of the form on the agenda for the next board meeting on December 19th.

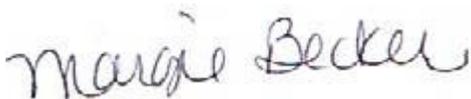
Motion to place the finalization of the form on December 19th agenda by John Troy. Seconded by Paul Lorenzo. **UNANIMOUS.**

New Business: No new business

Old Business: No old business.

Motion to Adjourn at 6:18 pm by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Respectfully submitted by:



Margie Becker
City of Cortland WWTF