



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 1/23/12

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 – Present

Meeting called to order at 5:30 p.m.

Minutes from November 28, 2011, meeting for approval.

Motion to approve the minutes from November 28, 2011, meeting by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Board Nominations:

John Troy requested that the first order of business added to the agenda this evening was to appoint a Chairman and Vice Chairman.

Motion to appoint John Troy to the seat of Chairman of the Wastewater Advisory Board made by Paul Lorenzo, seconded by Sally Horak. **UNANIMOUS.**

Motion to appoint William Starr to the seat of Vice Chairman of the Wastewater Advisory Board made by John Troy, seconded by Paul Lorenzo. **UNANIMOUS.**

Plant Manager's Report:

Plant Managers Report
for
December 19, 2011
(as written by Chief Adams)

Administration–

The meeting with Meghan Gilbert on 11/29/2011 went well. Jim Suozzo and John Moffett were also in attendance. We discussed the BNR project as well as the FSE grease-trap waste and Cortland's WET action level.

In response to employees' expressed concerns regarding half-weekends, I presented the schedule I showed the Board last month. The employees decided they would rather stay with the schedule that was agreed to in the contract. An unforeseen attribute of that schedule is the employees will have uneven pay periods.

We have not yet gotten the Common Council to approve the lighting refit project. It will be up for a vote on the 20th.

Tom McCall has agreed to continue as the department's Safety Coordinator. This function now pays a stipend of \$750.

I took part in a conference call regarding Chesapeake Bay TMDLs. During the conversation, Jim Suozzo asked whether a facility that had opportunity to "do a bang-up job" on biological nutrient removal might be moved to the front of the pack on the Environmental Facilities Corporation list of loan recipients. In a follow-on phone conversation between Jim and the DEC, the DEC seemed to express some enthusiasm for that idea.

Margie Becker and I attended a presentation by ADP describing what that company can do for Cortland in streamlining the payroll process, helping us meet the requirements of the City's Corrective Action Plan and providing managerial tools to better utilize staff resources. We found it an informative presentation and look forward to seeing this process through.

Because this department has significantly underspent its budget for 2011, the Finance Department is asking that the General Fund be reimbursed for several outstanding amounts that had been “advanced” to the Sewer Fund in the past.

Operations-

There were no violations for the period.

We had to put our East Final Clarifier on line in response to wet weather flow. We are hoping to still have time to install the floor sweeps in at least the West Final Clarifier before winter closes in. If we do in fact only get the sweeps in one tank it will be a good opportunity to judge their effectiveness.

Maintenance-

The facility’s influent flow meter has failed. VSG Enviromation was able to restore a valid 4-20mA output, but the instrument readout and the totalizer relays are non-functional. The replacement is scheduled to be installed on 12/23/2011.

Work continues on preparing to accept FSE grease-trap waste. We have gotten DEC verbal approval, with details to follow in a letter.

Bruce Adams
Chief Operator

Plant Managers Report for **January 23, 2012** (as written by Chief Adams)

Administration–

We have granted SIU permit extensions to Albany Interational, Apex Tools, Cortland County and Pall Trinity. This will allow them time to submit renewal applications. Pall has already submitted theirs.

I have completed annual pretreatment inspections for the three industries for which it was required.

We had a meeting on January 4 in Albany with DEC and Cedarwood Engineering to discuss our plans for implementing BNR. DEC seemed enthusiastic about not only Cortland’s anticipated removal capabilities, but also our willingness to move ahead quickly. DEC has suggested they may be willing to finance half the project via EFC.

Cedarwood has advised me another client of theirs is interested in purchasing nitrogen credits from us once we are removing in excess of our requirement.

Despite the story in the paper, we are still in the running for the dairy plant. It is clear the company would prefer to site in Cayuga County, but there is a strong business case for siting in Cortland County.

By mutual agreement, the City has dropped its suit against three of our employees and the union has dropped its three improper practice charges. This is great progress toward an environment free of acrimony where staff can focus on doing superlative work and the City can focus its Law Department’s efforts on matters that better serve the residents.

On January 20, Mayor Brian Tobin came to the plant to introduce himself to the staff.

Operations-

There were no violations for the period.

We will be adding a number of samples to our regular schedule. These samples will allow Cedarwood Engineering to develop a mass balance for phosphorus around the primary clarifier.

Cedarwood anticipates starting work on phosphorus removal the second week of February. We are moving the activated sludge wasting source point, as the current point will be the addition point for the phosphorus removal chemical.

We drew down the secondary digester and opened the hatch to do a cursory inspection of the interior. No one else on staff had ever seen the inside of this digester.

The new schedule has been in place from the beginning of the year. It is working well and we have more manpower available during the week.

Maintenance-

We are looking at converting our Hurst boiler to natural gas/biogas so we can remove the 8000 gallon in-ground oil tank. We can also rehab the Cleaver Brook #4 and convert it to natural gas so we are not reliant on a single boiler. This will also allow for the insurance inspection on the Hurst.

We have purchased 10 new computers. Existing computers were as old as 2004 and not newer than 2007. The City generally tries to replace computers on a three-year basis. I have installed 4 of the computers so far, the maintenance computer on an emergency basis as the old one failed.

Time Warner will install cable to provide broadband service. All of the City's departments are moving to Time Warner. They will run line underground from Port Watson at their expense. Work will likely be done in April.

The influent flow meter was finally replaced on January 13. The service company had initially ordered the wrong transmitter in an effort to save us some money.

We have decided to abandon the primary scum well mixers. They have been too susceptible to failure from rag fouling. We will be mixing them with air instead. Rather than purchasing a compressor, Tom McCall has suggested using the PD blower associated with the grit remover. He'll be installing the lines in the next several weeks.

The chlorine/sulfur dioxide injector water feed line has cracked at one of the Ys. Tom McCall is rebuilding the whole distribution tree.

The main drive gear on one of the belt press feed pumps shattered. It was repaired using parts from one of the abandoned pumps in the influent building.

Installed new sample line for phosphorus sampling.

Bruce Adams

Chief Operator

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

Finance: Bills: Abstracts dated 12/07/11, 12/19/11, 1/04/12, and 1/18/12, were submitted for approval.

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

Financial Statements:

November and December financial statements and January 2012 budget status reports were submitted. Bruce Adams had also submitted a copy of the memo with an attached list of expenditures he had received from Lori Crompton, City of Cortland Finance Department, regarding the transfer of funds from the Wastewater to settle the 2005 Bond Issue. John Troy requested that this discussion of the Bond Issue be tabled for February's meeting for further review.

Motion to table the Bond Issue discussion for February's meeting agenda by John Troy. Seconded by Paul Lorenzo. **UNANIMOUS**

Sewer Grievance: Mr. Joseph Tarantino submitted a grievance application for his property located at 4 Rickard Street, Cortland. Mr. Tarantino reported that he had a leak which ran into his basement. This was detected on 9/21/11, and repaired on 9/22/11. It was the decision of the board to approve a credit of \$148.00, which was on average with Mr. Tarantino's sewer bill.

Motion to approve a **\$148.00** credit by Sally Horak, seconded by Paul Lorenzo. **UNANIMOUS**

Outcome grievance decision letter for Catholic Charities was provided.

Grievance Application Form Finalization Discussion:

Recommendation for the approval of the Grievance Application form created by Paul Lorenzo was made by Bill Starr.

Motion to approve the new Grievance Form by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS.**

New Business:

Bruce Adams submitted a quotation from The Blake Group and is requesting the board's approval for the conversion of the Hurst boiler and the Cleaver boiler to natural gas, which will give the plant two operational boilers. Bruce stated that this will not only allow the digester to be maintained at a certain temperature, but will also allow insurance inspection on the Hurst boiler. The most important aspect, however, will be the removal of the 8,000 gallon in-ground oil tank which is an environmental liability. Also, the cost is significantly less than heating oil. Bruce requested a statement of support for the project from the board to submit to the Common Council for their next meeting. Paul Lorenzo had asked what the plant currently has, which Bruce explained the Hurst and only two Cleaver Brooks boilers. Todd Morris affirmed that we currently have two retrofitted boilers. It was agreed by the board members that a letter of approval be submitted to the Common Council for the project.

Motion to approve the submission of the letter by Paul Lorenzo, seconded by Todd Morris. **UNANIMOUS.**

Old Business: No old business.

Motion to Adjourn at 6:03 pm by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker". The ink is dark and the signature is centered on the page.

City of Cortland WWTF