



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 3/26/12

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 – Absent
- Commissioner Paul Lorenzo – Present
- Village of McGraw Mayor Martin – Present
- Village of Homer Trustee Mike Berry – Present
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

Meeting called to order at 5:28 p.m.

Minutes from January 23, 2012, meeting for approval.

Motion to approve the minutes from January 23, 2012, meeting by Bill Starr. Seconded by Paul Lorenzo.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

February 27, 2012

(as written by Chief Adams)

Administration–

I have selected a Deputy Chief. John O'Connell III will start March 27. He has 23 years' experience in wastewater, including 12 with the Weedsport Department of Public Works as supervisor of sewer and water and 11 with Koester Associates as their service and retrofit manager. His résumé makes him uniquely suited to be a valuable asset to the facility.

The DEC's Environmental Funding Corporation continues to express enthusiasm for our BNR plans. That enthusiasm includes highly-placed support for making sure Cortland places well on the Environmental Funding Corporation's Intended Uses list. They have also stated that incorporating our current debt into the new funding is a viable option.

Conversations with EPA have not been fruitful regarding utilizing existing data to show an ability to accept Marietta's wastewater. Marietta's engineer is proposing to conduct a study to empirically determine Cortland's capacity to assimilate Marietta's wastewater.

The Pretreatment Program Annual Activities Report has been completed and sent in.

Operations-

There were no violations for the period.

The scum well mixers associated with the primary clarifiers have proven too problematic to continue using. Tom McCall has designed and installed an air line system to utilize air from the grit system to keep the scum pits mixed.

We moved the wasting flow source point in anticipation of utilizing the existing source point as an addition point for the phosphorus removal chemical.

Jim Suozzo is prepared to begin dose-testing PAC for phosphorus removal. We are awaiting authorization from our DEC inspector to proceed.

Maintenance-

In the process of changing the source point of the wasting line, two RAS pump VFDs were destroyed. They were replaced this past week. I am hoping to get the cost reimbursed through the same NYSERDA program we've already used.

The new wasting source point necessitated a new wasting control strategy. This in turn revealed the wasting meter transmitter was not providing an accurate signal. Replaced transmitter with spare in stock. We will need to purchase another spare.

Work is all but complete on the FSE grease trap waste acceptance modifications. All that remains is getting the odor-control system operational. Although I am still awaiting DEC's written testing requirements, I plan to begin accepting waste as soon as the odor control system is up.

Bruce Adams
Chief Operator

Plant Managers Report
for
March 26, 2012
(as written by Chief Adams)

Administration—

Cedarwood Engineering has produced an amendment to the Conceptual Implementation Plan. This amendment covers the new ideas that have been brought to the table for achieving BNR at lower overall costs. We continue to get encouraging signals from DEC regarding EFC funding.

Our Waste Hauler Permit has been renewed for the coming year.

I met with the mayor of Homer to explain the intermunicipal billing process. She seemed very pleased with finally getting her questions answered.

Seeler Engineering, working for Marietta, has rewritten their draft work plan for determining the POTW's ability to assimilate surfactants. Due to issues with surfactants in the leachate, the City may take the lead in executing that study.

There has been talk that ELAP will require settleable matter testing be done by certified labs. If that turns out to be the case, that will add \$11,000 to \$18,000 to our annual laboratory testing budget. I am waiting for clarification from our DEC inspector.

Operations-

There were no violations for the period.

We will start testing PAC dosage rates for phosphorus removal the week of April 2.

We have been executing an aggressive sampling regimen for Cedarwood to profile a mass balance for phosphorus around the primary clarifiers.

We started having issues with foaming from the leachate during the week of March 4. This resulted in several instances of what are technically sewer overflows, though only foam was involved. The landfill has stopped taking Marietta's solid waste and DPW took physical steps to prevent overflows. We saw some degradation of process here, but I believe it was more a matter of changing temperature than surfactant loading. DEC has been down both to check out the sewer and to look at the WWTP process. A letter is forthcoming with sampling requirements.

Unusually early warm weather has resulted in earlier-than-normal biomass population growth. I have

been increasing wasting to keep it under control. We are anticipating no high spring flows this year, which will allow an earlier start on tank cleanings and planned tank modifications.

Maintenance-

The boiler conversion project is underway. All the piping modifications have been completed and NYSEG has installed a meter and regulator to handle the required feed rate. Work should begin this week on getting the long-abandoned Cleaver-Brooks boiler running on natural gas, after which the Hurst boiler will be converted to natural gas.

Annual contract maintenance on the Cummins generators has been completed.

The lighting refit project is underway.

FSE grease acceptance preparations are complete. However, the Kaiser compressor which is part of the odor control system needs work. We are having a service company come in to repair it.

Replaced 53' of bar screen chain. Mike Parsons fabricated new bucket brackets from chain links and sheet stock.

Replaced outside lights on final clarifiers and primary complex. These are not part of the energy project refit.

Bruce Adams

Chief Operator

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

Mayor Brian Tobin was present at tonight's meeting to introduce himself and meet the board. He stated how important all committees and boards are to the community and extended his thanks to all board members for their continued service to the community.

Finance: Bills: Abstracts dated 2/01/12, 2/14/12. and 3/14/12, were submitted for approval.

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

Financial Statements were presented. Paul Lorenzo questioned the office expense incurred on the January 12th budget. Bruce Adams explained that he had spoken about this last year and was looking at replacing the computers and on his initial conversation with Dave Stathis, DPW, replacing them on a 3-3 rotation, however, Mack Cook, Finance Director, had advised him to replace all the computers and software entirely. Also the SCADA system had software issues with running on Windows 7. Bruce further explained that this expense was covered with an encumbrance from the 2011 budget.

Paul Lorenzo asked how the personal expenses be one-half of what was budgeted. Bruce Adams explained that the Deputy Chief's salary as well as the laborer's salary has not yet been included in the expenditure. Bruce further explained that as soon as the Deputy Chief is in place, he will remind the council about the laborer's position. He had been authorized by the council last year to fill the Operator 1 position which had been filled by promotion due to the laborer doing well on the test, leaving the laborer position open. Bill Starr had asked about the loss and does it count as additional overtime to make up for the loss and can we justify the cost. Bruce also explained that this is what we told the DEC in terms of staffing the facility and

he has done a good job controlling the overtime but as we are getting into the warm weather and working on the tanks, he anticipates doing some extra pressing. As we get into the warm weather and really wasting a lot of sludge to get down into the process of our summer biomass, there will be a lot of additional pressing associated with this and will involve a lot of overtime. A laborer will be able to do more work that will free up the operators to do more operator duties.

Motion to approve financial statements by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Sewer Grievances: A sewer grievance application was submitted by Melissa Casterline and Jerry Barney on 1/30/12, regarding the property located at 11 Willow Avenue, City of Cortland. Ms. Casterline reported a leaking toilet which was repaired on 1/7/12. They are requesting a credit on the next quarterly billing.

Motion to deny the application made by Paul Lorenzo, seconded by Bill Starr. **UNANIMOUS**

Marc Palumbo submitted a sewer grievance on 3/26/12, for the property located 38 Clinton Avenue, Apt. 3, City of Cortland. Mr. Palumbo reported that the float valve on the toilet failed causing a constant flow of water. This was not reported to him by the tenant and was discovered after receiving his water and sewer bill on 9/17/11. Mr. Palumbo repaired the toilet immediately himself the same day. He is requesting a \$300.00 deduction on the sewer portion of his bill.

Motion to table the discussion for Mr. Palumbo's application for the next board meeting on April 23, 2012. made by Paul Lorenzo, who requested that the new grievance application form be mailed to Mr. Palumbo so that he can resubmit his grievance on the correct form. Seconded by Sally Horak. **UNANIMOUS**

Outcome grievance decision letter for Joseph Tarantino was provided.

New Business: No new business.

Old Business: Mayor Robert Martin stated that their 30 year contract with the City Wastewater Treatment Plant is due to expire in July 2012. He reports that there has been a lot of expansion as far as the industrial waste and the number of users and wanted to readdress this. Mayor Martin also stated that he has met with Mayor Genevieve Suits (Homer) as well as Mr. Tupper regarding the contracts and they discussed looking at sharing the cost of hiring an independent counsel from out of the county to look at the contracts, go through them and can understand them then meet with them collectively. Bruce Adams did state that Homer's contract had been expired for 10 years now. Mayor Martin further stated with the way the times are now, he believes now is a good time to address the issues of the contracts with all participants at the same time so they can all be on board to an agreement. Bruce then added that he had met with Mayor Genevieve Suits regarding the contracts and stated the need to get everyone together on this as well. Bruce also stated that it has been his recommendation to the administration that we do seek an outside source to look at this.

Motion to Adjourn at 6:25 pm by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker". The ink is dark and the handwriting is fluid and legible.

City of Cortland WWTF