



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 4/23/12

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, Mike Berry – Present
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

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

Minutes from March 26, 2012, meeting for approval.

Motion to approve the minutes from March 26, 2012, meeting by Paul Lorenzo. Seconded by Sally Horak.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

April 23, 2012

(as written by Chief Adams)

Administration–

John O'Connell started on March 27 as Deputy Chief Operator. John has been highly effective in focusing available manpower to meet facility needs. The work order backlog is being whittled down in rapid fashion.

The City received a Notice of Violation citing a bypass and improper operation of the POTW. The bypass referred to the foam caused by the County leachate. We have been working with DPW and County Solid Waste to generate short term solutions which seem to be working. We are also discussing longer-term solutions. In my response to the NOV, I contested the finding of improper operation. Our engineer supported us in this and accompanied me to a meeting with our DEC inspector.

We continue to be in discussions with DEC and EFC regarding securing funding for the BNR project. We have a meeting tomorrow with NYSERDA regarding funding for the co-gen part of the project.

Cortland will propose to EPA and DEC that we perform testing to assess the facility's ability to treat surfactants. This testing will include effluent toxicity and process interference determinations. The results of this testing will be used to support writing a discharge permit for a local manufacturer.

I submitted a Water Treatment Chemical usage notification for an antifoam product. Until we get a decision on that, we have stretched a silt fence across the outfall to minimize any visible foam.

Operations-

Drained and cleaned East Final Clarifier. Installed baffle as recommended by engineer to improve effectiveness of clarifier. Also installed flight sweeps to better clear sludge from floor of tank.

Drained and cleaned West Final Clarifier. Left off line in response to flow conditions.

Drained and cleaned both Chlorine Contact Tanks. Left East tank off line due to flow conditions.

Drained and cleaned two Aeration Basins.

On advice of engineer, stopped flow to one Aeration Basin to improve F/M ratio without overloading the anaerobic digesters. The engineer will visit on Tuesday to further assess the biological process.

The anaerobic digesters have exhibited frothing/foaming which is problematic due to the methane piping geometry. Much labor and overtime has been expended in dealing with sludge in the methane piping. The digesters seem to have improved markedly since implementing the engineer's suggestions.

FSE grease waste acceptance project is complete. Awaiting first use.

Maintenance-

The boiler project is in process. All the piping is done, the gas service has been upgraded and work is ongoing in putting the Cleaver-Brooks boiler back in service. Once that is done, the Hurst boiler will be converted to natural gas/biogas. At that point we will be able to have the Hurst boiler inspected as required by the City's insurer.

The lighting retrofit project is complete except for one change order item.

Replaced worn sprockets and missing wear strips in East and West Final Clarifiers.

A pump in the Port Watson pump station has failed. Auburn Armature has quoted a repair cost of \$4,957. Replacement cost is \$9,200.

Replaced a failed motor on the grit remover paddle drive.

Bruce Adams

Chief Operator

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

Bruce Adams submitted a written recommendation and agreement to the board for their approval and signatures on Deputy Chief, John O'Connell's vacation package as part of his benefits on hire. All other benefits will follow the union contract.

Motion to approve the vacation benefit package by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Finance: Bills: Abstracts dated 3/28/12 and 4/10/12, were submitted for approval.

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

Financial Statements:

Motion to approve financial statements by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Sewer Grievance: Marc Palumbo submitted a sewer grievance on 3/26/12, for the property located 38 Clinton Avenue, Apt. 3, City of Cortland. This grievance was previously reviewed by the board on 3/26/12, and was tabled for the April 23rd meeting so that Mr. Palumbo could resubmit his application on the new grievance form, which was mailed to him. 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 approve a \$250.00 credit on Mr. Palumbo's account by Paul Lorenzo. Seconded by Todd Morris.
UNANIMOUS

Sewer Grievance: Dominick and Mary Contento submitted a sewer grievance on 4/5/12, for the property located at 12 Peaceful Drive, City of Cortland. Mrs. Contento reports a leak in the bathroom sink faucet detected on 3/8/12, and was repaired on 3/14/12, by a licensed plumber, Ken Romer & Sons. She is requesting an adjustment on her quarterly sewer bill from 4/01/12.

Motion to approve a \$41.00 credit on the Contento's account by Bill Starr. Seconded by Sally Horak.
UNANIMOUS

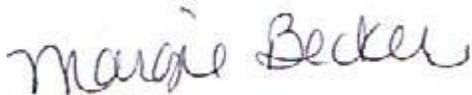
Outcome grievance decision letter for Melissa Casterline and Jerry Barney was provided.

New Business: No new business.

Old Business: No old business.

Motion to Adjourn at 6:05pm by Sally Horak. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF