



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 5/21/12

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

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

Minutes from April 23, 2012, meeting for approval.

Motion to approve the minutes from April 23, 2012, meeting by Sally Horak. Seconded by Paul Lorenzo.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

May 21, 2012

(as written by Chief Adams)

Administration–

One of our two maintenance mechanics hired last July has resigned. Joseph Canaday has taken a job with the City of Norwich that is not provisional in nature. We will utilize an operator as a maintenance mechanic in an out-of-title capacity until we get the eligibility list from Civil Service.

The status of the City's NOV for bypass is indeterminate. I have had a great deal of difficulty in getting any response from DEC to my inquiries regarding this issue. Our DEC permit writer phoned on May 11 to inform me we could not use the antifoam product he had just approved until the NOV was resolved. Unfortunately, I cannot get in touch with our DEC inspector to find out what will constitute a resolution.

We are currently planning to move forward on the aeration blowers and air valve actuators. These upgrades are at the heart of the portion of the BNR project that deals with nitrogen removal. There are NYSERDA funds available to defray the cost of the blowers, but we will still need to access EFC funding. DEC is working to help us score high in the EFC "Intended Use List", which improves our chances of getting that funding.

We met this morning with the two engineers who will be conducting the surfactant treatability and toxicity tests. We have decided on a schedule for the tests. If the tests show favorable results, this will form the basis of a line of reasoning to EPA and DEC that Cortland can treat Marietta's, and now the landfill leachate's, wastewater.

The wastewater department has switched over to Time Warner Cable as an internet service provider. We are the last City department to do so.

Operations-

Pressed all materials out of the secondary digester and cleaned the annular space.

We took two more aeration basins off line. They have been cleaned and are scheduled for repairs upon receipt of needed parts.

JCI, our chlorine supplier, came in and provided chlorine safety training as they do every year.

We started our disinfection feed on May 14, in order to be compliant with our May 15 requirement. The

system seems to have started up and run quite well this year.

We have been doing a lot of extra sampling. This is a result of the BNR project as well as the NOV. This extra sampling will likely continue for some time.

Although it is a temporary situation, we have been somewhat stymied in our efforts by vacations, a leave of absence and a resignation.

Maintenance-

The boiler project is substantially complete. All that remains is automating the fuel change adjustments on Boiler 3. That work will have to wait for higher heat demand, i.e. colder weather. In the meantime, we're using Boiler 3 for biogas exclusively and switching over to Boiler 2 on natural gas when the biogas is depleted. This seems to be working well.

We have repaired a long-standing roof leak in the Primary building. This had previously been addressed with a suspended tarp and garden hose.

We have removed some deteriorating concrete steps from the Influent building. Aluminum steps are being built by a fabricator and will be installed this week.

There was an issue with the Primary building generator that prevented its automated functioning. This has been repaired.

Now that we are into the growing season, we are mowing lawns twice per week.

Bruce Adams
Chief Operator

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

Finance: Bills: Abstracts dated 4/25/12 and 5/09/12, were submitted for approval.

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

Financial Statements:

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

Sewer Grievance: Ms. Oursler's mother, Mrs. Christie, presented to the meeting on her daughter's behalf. Katy Oursler had submitted a sewer grievance on 4/23/12, for the property located at 56 Lincoln Avenue, City of Cortland. Ms. Oursler reports that her father had discovered a leaking toilet while checking her property around 1/15/12. A letter was submitted by Mr. David Christie, father of Katy Oursler on her behalf, and he states that the flapper valve to the toilet was not seated properly. Mr. Christie repaired the flapper valve with his own supplies. Ms. Oursler is requesting a reduction in the sewer portion of her bill.

Mrs. Christie was given an explanation on the determination process of a grievance by John Troy. She then went on to explain that there was a toilet leak in the property that had run onto the floor. She further reports that the tenants had vacated the property a month earlier and that this leak could have possibly occurred before they left. Bill Starr had asked Mrs. Christie if she checked the property weekly, either calling the tenants or going over to the property, in which she stated that she connects with the tenants via email or in person. Paul Lorenzo made the recommendation to check the property upon the tenant leaving.

Motion to approve a \$250.00 credit on Ms. Oursler's account by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Sewer Grievance: Ann Rongo submitted a sewer grievance application on 5/3/12 for the property located at 192 Central Avenue, City of Cortland. Ms. Rongo reported a leak that was repaired by Joseph Rongo on 2/10/12. Ms. Rongo reports that the property is checked once a week and she is requesting a reduction in her sewer bill as the water did not go into the sewer.

Motion to approve a \$51.00 credit on Ms. Rongo's account by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Sewer Grievance: A sewer grievance was submitted by Ithacor Properties, Inc., on 5/3/12, for the property located at 11 Greenbush Street, City of Cortland. The property manager reports a leaking bath tub faucet discovered in the 2nd apartment on 4/16/12, which was repaired the same day by the manager. Ithacor Properties, Inc., is requesting a refund on the sewage portion of their bill from 4/1/12.

Motion to deny the application by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Sewer Grievance: An application for sewer grievance was submitted by Ann Ruggio on 5/4/12, for the property located at 56 Owego Street, City of Cortland. Ms. Ruggio states that she had purchased the property on 7/22/11, and reports that her meter readings have been consistently high for the past several quarters and could not locate the source of any leaks. Ms. Ruggio also stated she had replaced all faucets and two of the three toilets when she purchased the property in July 2011. She had two plumbers inspect the property with no leaks found. Ms. Ruggio had spoken with Stephanie at the water department and requested that the meter be tested. Upon inspection and testing of the meter by the water department personnel on 4/17/12, showed that the water meter was not counting all of the water being used or going through the meter, actually under-registering the water usage. A new chamber was installed into the meter and Ms. Ruggio was advised by Stephanie Mattice at the Water Department that they would read the meter each week and report the findings to her. Ms. Ruggio is requesting an adjustment to her billing on 4/1/12.

Motion to deny the application by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Outcome grievance decision letters for Marc Palumbo and Mr. and Mrs. Contento were provided. An updated Grievance List was provided as well.

New Business:

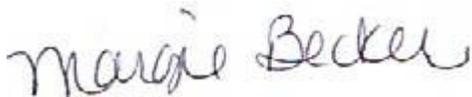
Todd Morris suggested that a tour of the plant be scheduled in the future for the board members. John Troy made the recommendation that a tour be placed on the agenda for next month's WWAB meeting on June 25th. John Troy also requested that an invitation be extended to the City Council members to participate in the tour. An invitation will be sent to the city council members by Margie Becker.

Old Business:

No old business.

Motion to Adjourn at 6:25 p.m by Sally Horak. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker".

City of Cortland WWTF