



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 6/25/12**

**Time: 5:30 pm**

**Conference Room,  
Cortland Wastewater**

#### ■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Absent
- 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 – Present
- John O'Connell, Deputy Chief - Present

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

Minutes from May 21, 2012, meeting for approval.

**Motion** to approve the minutes from May 21, 2012, meeting by Paul Lorenzo. Seconded by Sally Horak.  
**UNANIMOUS**

Bruce Adams introduced the new Deputy Chief, John O'Connell, to the board.

**Plant Manager's Report:**

## ***Plant Managers Report***

for

**June 25, 2012**

(as written by Chief Adams)

### **Administration–**

Common Council has approved filling both vacant positions.

I have submitted a proposed course of action to permanently prevent any recurrence of the bypass that led to DEC's Notice of Violation. The proposal is to accept leachate at the POTW, utilizing the South thickener as an equalization tank.

Cedarwood Engineering has submitted a NYSERDA application for our proposed blower project. NYSERDA is currently estimating an incentive of \$55,793.40 based on electrical savings of 464,945 kWh. The incentive could end up being higher if savings turn out to be higher than NYSERDA's conservative estimate.

Three of four Significant Industrial User permit renewals have been completed and the last is nearly complete. These permits will be in effect through 12/31/2016.

On request of Administration, I inspected the Buckbee Mears pretreatment plant. It was nearly in ruins.

### **Operations-**

Performed annual pretreatment sampling for Albany International and Apex Tool.

Took East Final Clarifier offline. Cleaned and inspected.

### **Maintenance-**

The replacement aluminum steps for the Influent Building have been installed.

We replaced an 8" and a 12" plug valve in the RAS pump piping.

Repaired air piping in Basin #7. Installed additional bracing to better support the weight of the piping.

Applied weed control to all curbing and other appropriate areas.

Took down three dead trees on the East side of the facility. This was done with staff resources rather than hiring a contractor.

Modified exhaust fan in SDB MCC to draw outside air in rather than exhaust. This will prevent drawing

H2S-laden air from being drawn into the MCC. Hydrogen sulfide is corrosive to wiring, so this change is designed to prolong the life of the MCC.

Installed repaired pump into Port Watson St. pump station.

Nearly completed project to move RAS VFDs up to main floor. This will prevent water damage to these drives, which has cost many thousands of dollars in the past. Plant staff is doing much of the work in order to keep the cost of the project as low as possible.

Bruce Adams

Chief Operator

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

**Finance:** Bills: Abstracts dated 5/23/12, 6/06/12, and 6/20/12, were submitted for approval.

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

**Financial Statements:** Paul Lorenzo had asked about the variance differences on the Budget Analysis monthly breakdown sheet and why; for example, the Personal Services (codes G-8110-100-00, G-8120-100-00, and G-8130-100-00). This was then explained by Bruce Adams that looking at the three separate codes, the G-8120-100-00 budget line belongs to Chris Bistocchi, DPW. This is the portion of sewer rent to cover maintenance (operation costs). The G-8110-100-00 is the administration expense and the G-8130-100-00 is operation costs. Bruce further explained that we are currently running behind on the supply/tools and maintenance budget line (code G-8130-405-00) due to maintenance expenses and will anticipate requesting a transfer of funds from other lines to this account to Mack Cook, Finance Director, which Bruce had already spoken to him about previously. Also, the building and equipment maintenance repair budget line (G-8130-407-00) took a huge hit, having been utilized to cover the boiler project instead of being paid from a bond. Bruce states that he is hoping to be able to use the remaining unexpended funds from a 2006 bond issue to use for a bar screen. We still have a 1978 bar screen installed and is very maintenance intensive with a 1" spacing with a lot of things that aren't being caught. Bruce is working with Mack Cook on obtaining possible funds from this bond issue for the bar screen. Paul also commented that the utilities cost are lower than expected. Bruce reports that this is due primarily from a roll off recapture tariff on the delivery portion for the cost by National Grid. He also states Rob Avery, Director of Buildings and Grounds, negotiates our electrical supply contracts and obtained a favorable contract and that the cost of kWh are down considerably from last year. Otherwise we are in good shape financially.

John Troy asked for clarification on the Revenue Accounting sheet. Bruce explained that the estimated items listed on this sheet was anticipated income for the year from the sources listed, however, he will check with Lori Crompton at Finance to obtain further clarification on the differences in estimated and anticipated incomes from various sources.

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

**Sewer Grievance:** No new sewer grievances.

Outcome grievance decision letters for Katy Oursler, Ann Rongo, Ann Ruggio, and Ithacor Properties were provided.

**Motion** to move into Executive Session by Sally Horak, Seconded by Paul Lorenzo. **UNANIMOUS**

**Motion** to return from Executive Session by Sally Horak, Seconded by Paul Lorenzo. **UNANIMOUS**

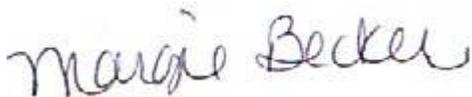
**New Business:** Plant Tour: After adjournment of the meeting, the board will be going on a tour of the Wastewater Treatment Plant.

An invitation was extended to the members of the Common Council. Julie Bird, (1st Ward) Council Member, had expressed interest to Bruce Adams of attending the tour, however, she was unable to attend due to a prior commitment. John Troy was unable to participate in the tour as well but will speak with Julie Bird and other council members offering another opportunity to tour the plant at a convenient time and date.

**Old Business:** No old business.

**Motion** to Adjourn at 5:50 p.m by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF