



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 7/23/12

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 June 25, 2012, meeting for approval.

Motion to approve the minutes from June 25, 2012, meeting by Paul Lorenzo. Seconded by Sally Horak.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

July 23, 2012

(as written by Chief Adams)

Administration–

The open position of Maintenance Mechanic has been filled. Phillip Tryon comes with a long resume including more than 20 years in the maintenance department of Pall Trinity, 12 of them as a supervisor.

The Common Council at its July 17 meeting approved both the proposed employee raises and the contract with Cedarwood to draft a new industrial billing formula.

On July 3 the facility was visited by the DEC to investigate unspecified issues.

Jim Suozzo and Mack Cook met with DEC on July 18 to discuss the investigation. They both report the meeting went very well. It is likely the department will come out of this in a stronger position overall and with a better chance of landing EFC money in 2013 than had previously been the case.

Cedarwood has prepared contract specifications for the blower replacement project. This will be on the Common Council agenda for 8/7/12 and bid opening is scheduled for 8/23/12.

The EPA conducted an inspection of the department's Risk Management Program on July 16. Although I was apprehensive regarding the status of our program owing to personell issues over the last several years, it seemed to go well. We won't know the EPA's actual opinion of our program until we receive the report.

We have already had three Common Council members confirm they will attend the facility tour on July 25.

Operations-

Switched secondary clarifiers. Cleaned and inspected West FST and repaired collector gearbox.

Summer time means operators on vacation. We are still staying ahead of the work load.

We held both staff informational meetings and safety meetings in July.

We are switching aeration basins in order to clean, inspect and repair as necessary the two that have remained online since last fall.

The East chlorine contact tank has been cleaned and left off line.

Maintenance-

The project to move the RAS VFDs up to the MCC and thus prevent future water damage is all but complete. All units are now upstairs and only a small amount of wiring remains to be done. This project was done at a third of the cost we had originally been quoted because we performed most of the labor with plant staff.

A section of 12" pipe that we suspected had a bad gasket in fact turned out to be worn through. We have replace that section and will plan on inspecting other sections in the same area for similar wear as tank operations allow.

All work orders that were backlogged from 2011 have been completed and closed. We are now working exclusively on 2012 work orders. The staff have been exemplary in getting the backlog cleared up.

Mowing, such as is required in this dry weather, continues. We also trimmed back the hedges by the front door. They are bit unsightly at the moment, but they will fill in again, and now the sidewalk is fully accessible.

Bruce Adams

Chief Operator

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

Finance:

Bills: Abstracts dated 7/02/12 and 7/16/12, were submitted for approval. Paul Lorenzo had asked a question regarding the payment on the abstract dated 7/2/12, to Wells Fargo Finance for the energy efficient lighting project. Paul had asked why the lighting project was being paid as a loan payment and how long the loan is for. Bruce Adams stated that this was how the project agreement was set up and he would find out exactly how long the loan is for and will let the board know.

Motion to approve the Bills by Sally Horak. Seconded by Paul Lorenzo. **UNANIMOUS**

Financial Statements:

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

Sewer Grievance:

Mrs. Angela Thurlow was present for the meeting tonight to address her grievance application which she had submitted on 7/12/12, for the property located at 82 Tompkins Street, City of Cortland. Sally Horak and Paul Lorenzo requested to be recused at this time.

Mrs. Thurlow reports that there were six tenants residing on the property and upon receiving her water and sewer bill, noticed an increase. She states that the handle of the toilet was broken which may have caused the water to be running constantly. This was not reported to her by the tenants. The leak was detected

on 5/31/12 and repaired on 6/12/12. Mrs. Thurlow is requesting relief towards her bill to assist in covering expenses.

Upon review of the application by the board, the quarterly billing notice attached did not show the past quarterly billings for comparison, therefore, a credit amount could not be calculated based on the averages of the past quarters to present. Mrs. Thurlow was asked by Bill Starr if she had a recollection of what she had paid in the past but she was unable to recall this information. John Troy then requested that Margie Becker obtain a copy of the quarterly billings and determine the credit for Mrs. Thurlow on behalf of the board. This was explained to Mrs. Thurlow by John Troy and she will be notified of the credit awarded to her by letter.

ADDENDUM: A copy of the quarterly billings were obtained from Stephanie Mattice, Water Department on 7/24/12.

Motion to approve a credit of \$287.00 as determined by Margie Becker via quarterly billings on behalf of the board on Mrs. Thurlow's account by Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

New Business:

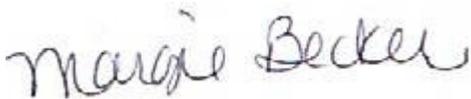
John Troy, who is also Chairman of County Solid Waste Committee, spoke to the board regarding the legislation for the acceptance of "BUD" (beneficial use determinate) materials for Cortland County and out of county areas at the landfill. John further stated that the landfill would only accept DEC approved materials plus screen and be more stringent in approving materials, i.e. construction debris, petroleum materials. John further stated that this should have no affect on the Wastewater Treatment Plant and all materials coming into the landfill has to be leachate tested prior to acceptance. Currently the materials accepted at the landfill have to be covered everyday and now they are covering with shale costing quite a bit of money. If this legislation passes, it will be a \$100,000 yearly savings for the county. This will be addressed on the agenda in August for the county.

Old Business:

Bruce Adams reported that he will be conducting a tour for three of the council members 1st Ward Julie Bird, 2nd Ward Kathryn Silliman, and 4th Ward John Bennett on Wednesday, 7/25/12, at 5:00 p.m. The council members had expressed an interest but were unable to attend the plant tour on 6/25/12, during the last WWAB meeting.

Motion to Adjourn at 6:05 p.m by Bill Starr. Seconded by Paul Lorenzo. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF