



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 9/24/12

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

Meeting called to order at 5:27 p.m.

Minutes from August 27, 2012, meeting for approval.

Motion to approve the minutes from August 27, 2012, meeting by Paul Lorenzo. Seconded by Sally Horak.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

September 24, 2012

(as written by Chief Adams)

Administration–

We have been approached by another dairy business interested in siting a large plant in the Finger Lakes East business park. The company is very serious and foresees 150 jobs at the end of the initial build-out, which would be two to three years. We are working with Cedarwood Engineering to put together a highly innovative billing package.

Jim Suozzo has been working with DEC regarding DEC's investigation of this department. He says it is going very well. DEC has indicated to him they do not currently believe there has been any wrong-doing at the facility. We will get a consent order, which is likely to instruct the City to investigate the source of the effluent foam and to do a Composite Performance Evaluation. As previously noted, the consent order is instrumental in securing EFC funding for our upcoming projects.

With the consent order, EFC has told us funding is certain for 2013. Right now the timeline is: design money in Q1 2013; design finalized Q3 2013; go out for bids Q1 2014 and begin construction shortly thereafter.

Our Utilities budget line is doing remarkably well. Our maintenance lines not so much. I requested a transfer of \$50,000 from the utilities line to the Supplies/Tools/Oils line and \$20,000 from the Utilities line to the Equipment & Building Repairs line. The Finance Department executed the transfer on 9/12 and the changes are reflected in the Budget Analysis spreadsheet. Finance also transferred \$13,451.89 from Utilities to reimburse the General Fund for retirement contributions, which was budgeted at the same rate as 2011 but had gone up.

A meeting has been set for Oct. 4 between Cortland, DEC, EPA and our engineers to discuss the Marietta testing and permitting. We will detail the test results we have gotten so far and describe our thoughts on additional testing. We will seek their input on the testing and also propose a demonstration pretreatment project to assess any potential impact on the facility of accepting Marietta's full wastestream.

Operations-

On 8/28 we switched secondary clarifiers but had to abort when we started having issues pumping RAS. It turned out that algae mats had formed in the offline tank and plugged the lines and pumps. We have since corrected the issue and will increase the frequency with which we dewater offline tanks.

This week we are switching primary clarifiers. We will also be switching aeration basins in order to correct an apparent air leak in the downpipes in basin 7.

Maintenance-

There was a problem with the SCADA panel associated with the Primary Complex. This was very difficult to troubleshoot and went unresolved for several weeks. During that time we had to pump primary sludge manually. This caused some operational issues, but nothing that threatened permit compliance. It finally turned out to be ambient heat. This was resolved by staff and saved us at least \$4,000 to \$5,000 over hiring a Pennsylvania company to come in. (Our system is so obsolete there isn't anyone closer to work on it.)

Serviced all three dump trucks and backhoe.

Installed a timer switch on the Carter piston pump used to recirculate the FSE grease trap waste. This will cut down considerably on wear to the pump and labor used in cleaning and maintaining the pump.

Ordered a modulating valve actuator for Boiler #3. When installed, we will be able to switch this boiler between biogas and natural gas. We are currently only using natural gas in Boiler #2. This will be an issue in the cold months as it doesn't generate enough heat to meet demand for extended periods.

Replaced a 6" valve on one of the West FST tele lines.

Repaired sub station luminaries.

We have begun preparing tankage and outside water lines for cold weather.

Bruce Adams
Chief Operator

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

Finance: Bills: Abstracts dated 8/29/12 and 9/12/12, were submitted for approval.

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

Financial Statements:

Motion to approve financial statements by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Sewer Grievances: No new sewer grievances submitted.

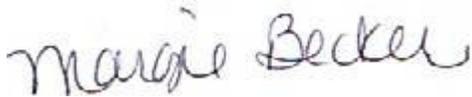
Outcome grievance decision letters were provided.

New Business: No new business.

Old Business: No old business.

Motion to Adjourn at 5:47 p.m by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Respectfully submitted by:

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

City of Cortland WWTF