



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 12/17/12

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 – Absent
- 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 5:30 p.m.

Minutes from November 26, 2012, meeting for approval.

Motion to approve the minutes from November 26, 2012, meeting by Sally Horak. Seconded by Todd Morris.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

December 17, 2012

(as written by Chief Adams)

Administration–

Cedarwood Engineering has completed their treatability testing of Marietta's waste stream. They have produced a written report supporting a permit limit of 50 mg/l . Seeler Engineering has started the final round of toxicity testing, after which Seeler will write a report on the toxicity data which will include a discharge limitation recommendation. Cedarwood will then write a full report and I will draft a discharge permit for Marietta.

On 11/27 we were visited by Chad Donk and Meghan Gilbert in response to a complaint regarding our effluent. No violations were noted and no action will result.

Cedarwood has produced a draft industrial billing formula. This will be refined as we continue to nail down the operating and debt costs that will be associated with the upgraded plant going forward.

On 12/5 we had a meeting with NYSERDA regarding the potential incentives associated with electrical generation using whey as a feed stock for making methane. The meeting was attended by Cortland, Cedarwood Engineering and Byrne Dairy representatives. NYSERDA is very supportive of the effort and gave us some additional information on the particulars of the incentive program we'll be using.

On 12/12 representatives of Cortland, Cedarwood Engineering and Byrne Dairy met with State Senator Jim Seward. The discussion revolved around the current status of the Byrne project and how the Cortland WWTP is partnering with Byrne to make the wastewater disposal side of the equation as easy as possible. We made no specific requests of the Senator but rather gave him a bird's eye view of the situation and received a promise of support should it become necessary. The Senator expressed enthusiasm for our innovative approach to a public/private partnership.

On 12/12 we received permission from DEC to begin receiving leachate at the treatment facility. This has been working well so far. More importantly, it removes that material from the collection system, preventing recurrence of the bypass we were cited for in March. Additionally, it gives us operational control of addition rates for this high-strength waste.

Operations-

On 11/19 and 11/29 we had a violations of our settleable matter permit. The 11/19 violation was caused by an obstruction in the Return Activated Sludge pump. We have replaced the inlet and outlet pressure

gauges on these pumps and have scheduled weekly open-volute cleanings. The 11/29 violation was caused by a process imbalance related to low food-to-mass (F/M) ratios. We have been working on restoring that balance since and have in the last week or so seen marked improvement.

On 11/30 we resumed feeding PAC in response to the “straggler floc” issue. It remains unclear whether the PAC is having any significant effect on the floc settling.

The East final clarifier and both chlorine contact tanks have been cleaned this month.

We made additional modifications to the FSE grease tank and also modified the South thickener to receive leachate.

We located the source of the effluent water system leak to the South of the Carbon Building. This leak has been getting progressively worse for up to four years. We traced it finally to a bad join located under a large electrical wireway. We replace 6 feet of pipe and the leak has been resolved.

We changed our activated sludge wasting source back to the Combined Aeration Tank Effluent (CATE) from Return Activated Sludge (RAS). RAS is a more conventional source, but it may be part of our F/M issue as we had been seeing BOD removal in our primary clarifiers which we hadn't seen before. Normally you want to see removal, but this isn't a normal plant due to our practice of wasting into the primary clarifiers.

Maintenance-

We swapped out the cutters in the Muffin Monster in the primary sludge feed line. This was overdue and will result in better grinding of the fibrous and other material in the primary sludge before going into the anaerobic digesters. This in turn results in easier operation of the digesters and belt dewatering press.

RDI was not going to be able to service our SCADA problem until some time in January as they are still swamped with post-Sandy work. I got them to release us from our purchase order and hired Turnkey instead. They are sending someone out this Thursday. Hopefully we will get a resolve in short order.

Training started today on the new computerized maintenance management system software. Training will continue through the week, after which we will be exclusively using the new system. The company is also porting our existing data into the new database.

Bruce Adams

Chief Operator

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

Finance: Bills: Abstract dated 12/05/12 was submitted for approval.

Motion to approve the Bills by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Financial Statements:

Motion to approve financial statements by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Sewer Grievance:

Mr. Glenn Anderson of GleBe Properties had submitted a sewer grievance on 10/29/12, for the property located at 12 Madison Street, City of Cortland, which was reviewed by the board on 11/26/12, for a toilet leak. Mr. Anderson was seeking relief towards the sewer portion of his bill. The board had decided to table the grievance for the next board meeting on 12/17/12, until additional information could be obtained. A letter was sent to Mr. Anderson requesting this information on 11/27/12. As of this date and time, no additional information was received from Mr. Anderson and, therefore, the board made the decision to deny the grievance application.

Motion to deny the grievance application by Sally Horak. Seconded by Bill Starr. **UNANIMOUS**

Sewer Grievances:

Mr. Peter Bennedy of B&B Properties had submitted a grievance application for the property located at 34 South Avenue, City of Cortland, on 10/31/12, which was reviewed by the board on 11/26/12, for a running toilet. Mr. Bennedy was seeking relief on the sewer portion of his bill. It was the decision of the board to table the grievance until the next board meeting on 12/17/12, as additional information was requested by the board. A letter was sent to B&B Properties, c/o Mr. Peter Bennedy, on 11/27/12, requesting this information. Mr. Bennedy had stopped into the office on 12/10/12, and dropped off a letter submitted by his tenant, Teri Clark, at 34 South Avenue, in support of Mr. Bennedy's request for relief on the sewer portion of his bill. After consideration of the grievance application and letter from the tenant, Sally Horak made a motion to grant a credit of \$252.00, for relief towards the sewer portion of Mr. Bennedy's bill.

Motion to approve a credit of **\$252.00**, on B&B Properties (Mr. Bennedy's) account by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Mr. Peter Bennedy of B&B Properties also submitted a second sewer grievance for the property located at 76 1/2 Central Avenue, City of Cortland, on 10/31/12, which was reviewed by the board on 11/26/12, as well. It was the decision of the board to table this grievance as well until the next board meeting on Monday, 12/17/12, pending additional information requested by the board. A letter was sent to B&B Properties, c/o Peter Bennedy on 11/27/12, requesting this information. The board met and reviewed this grievance and was noted that Mr. Bennedy did not provide the information as previously requested. Therefore, the board made the decision to deny the grievance application.

Motion to deny the grievance application by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

Bill Starr made mention that the grievance application should be updated in the new year to include a statement regarding the board's policy on denial of grievances for water having gone through the system, to maintain consistency on decisions.

New Business: Approval of the 2013 Wastewater Advisory Board meeting schedule.

No other new business.

Old Business: No old business.

Motion to Adjourn at 6:05 p.m by Todd Morris. Seconded by Sally Horak. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker". The signature is written in dark ink on a white background.

City of Cortland WWTF