



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 01/28/13**

**Time: 5:30 pm**

**Conference Room,  
Cortland Wastewater**

■ **Members:**

- Chairman John Troy – Present
- Vice Chair William Starr – Absent
- Commissioner Sally Horak – Absent
- 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 5:30 p.m.

Minutes from December 17, 2012, meeting for approval.

**Motion** to approve the minutes from December 17, 2012, meeting by Paul Lorenzo. Seconded by Todd Morris.  
**UNANIMOUS**

**Plant Manager's Report:**

## ***Plant Managers Report***

for

# **January 28, 2013**

(as written by Chief Adams)

### **Administration–**

Cedarwood Engineering will deliver our Facility Plan this week. This is a broad-brush outline of what we plan to do to meet the needs of the facility in the upcoming upgrade. It primarily addresses Chesapeake Bay requirements, but includes other items as well. This will then be reviewed by DEC. Upon acceptance by DEC as adequate to the requirements, we will be approved for EFC monies towards the upgrade.

Seeler Engineering's toxicity testing showed a surprising lack of toxicity at even high dose rates of MBAS. As is customary, the actual WET testing was done at 6.25%, 12.5%, 25%, 50% and 100% dilution rates. The only dilution rates that showed effect were the 100% dilutions. That does not provide a data set that can be used to calculate a curve. I requested another round of testing to be done at 50%, 67.5%, 75%, 87.5% and 100% dilutions. The reactor part of the testing was completed on Sunday.

On January 18 we received the report on our EPA RMP audit from last January. Several deficiencies were noted, primarily concerning the recurring requirements of the program. I have engaged a safety consultant with specific expertise in RMP requirements. I will submit a response which includes an expedited schedule for voluntary compliance with the program.

The City has been discussing the intermunicipal wastewater contracts with our client communities. The Cortlandville contract was renewed for 32 years in order to allow Cortlandville to apply for grant money to repair their sewer line. The renewal included language to reopen the terms for negotiation in 2014. We are meeting with representatives of all three communities on February 1 to discuss the issues involved. Cortland has engaged the services of a seasoned municipal attorney with extensive experience in these types of agreements.

On January 18 we met with representatives of Byrne Dairy together with Cedarwood Engineering and our DEC inspector. The New York EFC has agreed to include the pretreatment equipment which will be required for Byrne's facility in our Facility Plan, meaning it will be funded in the same package as our plant upgrade.

I performed the annual pretreatment inspections of our significant industrial permittees.

On January 24 I attended a DEC informational meeting regarding the current state of the Chesapeake Bay initiative. DEC feels EPA is likely to approve New York's Final WIP II and TMDL in a matter of

weeks. This will lock in the nutrient removal numbers we have been designing towards.

### **Operations-**

The three new high-speed turbine blowers have arrived.

Two of the old Lamson blowers have been removed and replaced with the Neuros blowers. This is being done by staff under the direction of John O'Connell.

Eight of 16 new air distribution actuators have arrived. One has been installed so staff could verify installation technique. The remainder will be installed this week.

Conducted plowing and salting throughout the month as needed.

During the brief warming period our flows increased to near 8 MGD. We put on an additional aeration basin and the second primary clarifier in response.

5 of us traveled to Canandaigua to inspect an installation of the same type of digester equipment we are considering for our upgrade.

### **Maintenance-**

Our two mechanics went through five days of on-site training on the new MVP maintenance management software. So far the software has been performing well and the company is very responsive when the mechanics have a question.

Changed South Wemco motor and pulleys. This drives the pump that controls the digester heat. It had started drawing excessive current and tripping out the overload circuit.

We continue to have issues with the SCADA system in the Primary Complex. We have installed timer switches on two of the primary sludge pumps as a fallback way to achieve primary pumping during the off-shifts.

We winterized the West final clarifier, including installing a drain line to prevent accumulation of standing water. This is both to prevent freeze damage to in-tank equipment and to keep the tank ready to on-line immediately should the need arise.

We have repainted the entire first floor of the Sludge Dewatering Building and will continue with the other floors.

Bruce Adams

Chief Operator

Dan Quail had asked about the MVP maintenance system and its ability to track what is maintained as well as preventive maintenance and the time it takes. Bruce Adams stated that we shoot for at least 80/20 PM vs CM and the hours invested, however, the only issue is the time it takes to do the entries into the database. One of the maintenance staff does the CMMS. We do track when things are maintained which goes into the database and it also keeps track of scheduled maintenance.

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

**Finance:** Bills: Abstracts dated 12/20/12, 12/30/12, and 1/16/13, 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 Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

**Sewer Grievance:**

Ann Wittmaack resubmitted a sewer grievance application on 12/19/12, for the property located at 136 North Main Street, City of Cortland. The original grievance was reviewed by the board on 11/26/12, and was denied due to lack of additional information. Ms. Wittmaack had reported that she had repaired a faucet drip at the above location on 10/15/12. Ms. Wittmaack attached a copy of her repair receipt as well as a letter of support for her grievance. She is requesting relief towards the sewer portion of her bill.

Upon review by the board, it was noted by Paul Lorenzo that based on the calculations of each quarter on her billing statement, showed that she would be using 1 3/4 gallons of water per minute daily for the entire quarter and should have been detected prior to the quarterly billing. Paul further stated that the Water Department must have sent her a note advising her of an increase in her water output. Therefore, the board is denying the grievance.

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

**Sewer Grievance:**

A sewer grievance application was submitted by Mr. James Cronk on 1/17/13, for the property located at 4 Greenbush Street, City of Cortland. Mr. Cronk reported that there was a toilet leak which was detected approximately around 12/1/12, and was repaired by himself on 12/11/12. He is seeking an adjustment to the sewer portion of his bill.

**Motion** to approve a credit of **\$117.00** by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

**New Business:**

Dan Quail, Controller for Pall Trinity, was present to address the board regarding their industrial billing for the 3rd quarter. Bruce Adams stated that after a number of discussions with Dan Quail on the reported results that were given by Pall Trinity, the 1200 mgs figure on the BOD should have been 120 mgs, which actually reduces the billing on the O&M by 62%. John Troy had asked Dan Quail if he was in concurrence with this, which Bruce had stated this was a simple clerical error.

Bruce then stated that the main reason of Dan Quail's presence at the meeting was to discuss the sample itself. Dan reports that they have put in place a system for review

whereas more than one person will review the sampling results for confirmation of matching results. They are currently keyed in by the lab in Syracuse and will be reviewed by more than one person. Dan went on to further explain that they are seeing an increase in their TSS (suspended solids), which have been averaging 48 in 2010, 27 in 2011, and 47 in 2012, previously it was 260. They did a process review to see if there were any upsets in their system and have found none. Dan also states they are trying to take a step back to further understand that looking back on their industry, the results have been 16, 4.5, 26 and 260, with the most recent result out of manhole #3 reporting a 190 by the R&D lab. It is believed that the R&D lab may have been doing something the day it was tested and they cannot pin point where the high readings of the TSS are coming from. Dan reports that they are in the process of identifying those processes which could lead to a high content of solubles or, for example, alcohol.

Dan stated that he is favorable to more sampling as it reduces the risks as well as giving better averages over time, however, Pat Stock, Sr. HSE Manager, is not in favor of more sampling. Paul Lorenzo then asked if this was the way large corporations work as in more sampling to get better results, in which Bruce stated that every sample that is collected and analyzed is reportable under EPA guidelines. Paul felt that this did not seem right, somehow trying to cheat the system. Bruce then replied that Pall is not trying to cheat the system, only to improve their odds of collecting a good sample, however, they also improve their odds of catching themselves doing something wrong. Bruce further stated that they are looking for ways to manage their risks. Paul then asked who decides when to take that sample. Bruce stated that Pall does which is self reported by them, however, we take a sample once a year which is a requirement and typically this is done during the 4th quarter. Dan stated that Pall Trinity is very focused on "green" and has made significant reductions in their carbon footprint over the last two years, reducing their water and electrical usage just being smarter and that is what they are trying to do; how to manage their water and waste, becoming more green to save money and also is good for the environment. Dan further explained that they are trying to reduce their costs but you have to look at the processes in which they are trying to manage this process better. Bruce then went on to explain that Pall Trinity being a large corporation understand the risks associated with trying to cheat. Paul then stated that he feels it is important that maybe they need to make some kind of presentation there to better understand their processes. Dan further explained that it was not in the best interest of any employee trying to cheat the system, and anyone caught will be fired. Dan stated basically they are just trying to reduce their risks and costs in all areas. They are now looking at a credit towards the last quarter (3rd) from their industrial billing. Bruce stated that it is up to the board to decide as well as speaking to Mack Cook regarding issuing a check versus a credit against future billing.

**Motion** to approve a refund to Pall Trinity by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

**Old Business:** No old business.

**Motion** to Adjourn at 6:32 p.m by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Respectfully submitted by:

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

City of Cortland WWTF