



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 03/25/13**

**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 – Absent
- 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 5:28 p.m.

Minutes from February 25, 2013, meeting for approval.

**Motion** to approve the minutes from February 25, 2013, meeting by Sally Horak. Seconded by Todd Morris.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**March 25, 2013**

(as written by Chief Adams)

**Administration–**

Our contracted safety consultant has continued to help us with our RMP compliance effort. We will be doing staff training this week in support of that effort. Once our compliance measures are complete, we will have to have another consultant come in to audit the program. That should satisfy EPA's findings of non-compliance.

We are still negotiating with Byrne Dairy as to whether they want Cortland to include building a pretreatment facility in the upcoming project. We feel this will be a positive move for both entities, but Byrne is calculating the finances of doing it themselves versus amortizing Cortland's debt. We have asked them to make a decision ASAP as we need to finalize our EFC submission.

The Central New York Regional Planning and Development Board is prepared to give us the \$30,000 greenhouse gas reduction incentive for our blower project. The only thing remaining to be done is for the City to enter into a contract with them. That contract has been reviewed by Corporation Counsel and will be on the Common Council agenda for 4/2/2013.

We have gotten another inquiry into the possibility of selling nitrogen credits. We will not be in a position to pursue this until our new process is up and running. However, it's clear this will be a viable revenue stream.

On 3/14/2013 we had an unannounced PESH safety inspection conducted by the NYS Department of Labor. The inspector was generally very complimentary of the facility and what she saw. She had a few small recommendations, but said we are doing a good job.

**Operations-**

We moved the influent sampler to a position in the basement of the Screening Building. The prior location was causing excessive sampling error alarms. In order for the new location to be compliant, we had to reroute a drain return line to a spot downstream of the new sampler location.

Put a fifth aeration basin on line to handle the flow increase caused by warm weather.

**Maintenance-**

We completed the rehab on Raw Sewage Pump #1. That is all three pumps. These pumps were last serviced in this manner in 1994.

Staff continues to do interior painting. We are also continuing to remove obsolete equipment.  
A third 12" plug valve at the RAS pumps has been replaced.  
Replaced the fuel filter system for the Carbon Building emergency generator.

Bruce Adams  
Chief Operator

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

**Finance:** Bills: Abstracts dated 2/27/13 and 3/13/13, were submitted for approval.

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

Financial Statements:

Bruce Adams and Margie Becker had informed the board that the City is changing the accounts payable system to a new software program, MUNIS. The abstracts and vouchers will no longer be prepared for the invoices. All bills/invoices received will be coded by Margie Becker and sent up to City Hall for processing and payment through MUNIS. Margie Becker informed the board that she will continue to keep an abstract of invoices and budget as well as photocopy all bills/invoices that are sent to city hall for payment. This is a back up system for our use to assist in keeping track of our budget. Bruce Adams informed the board that we will also soon be implementing a purchase order system created through MUNIS, however, this is still in the works.

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

**Sewer Grievance:**

Daryl Andersen submitted two grievance applications for the property located at 89 Lincoln Avenue, City of Cortland, on 3/18/13. Mr. Anderson reports that he replaced the toilet seals in two bathrooms of this property due to a leak which had been detected on 12/12/12 and repaired on 12/13/12. He is requesting relief on the sewer portion of his bill. Todd Morris stated that the grievance applications are unclear, as there are two of the applications for one property with the same problem. John Troy then stated that there were was not enough information to include receipts for repairs made for the two toilets. John Troy made a motion to table the grievance until a request for the information as well as clarification of the two grievances could be obtained from Mr. Andersen for the board's review.

**Motion** to table the grievance by John Troy. Seconded by Sally Horak . **UNANIMOUS**

**Sewer Grievance:**

A grievance application was received from Kaaren Pierce on 3/21/13, for the property located at 51 Clinton Avenue, City of Cortland. Ms. Pierce states that late in the fall, (date unknown), while walking her son's dog, she noticed that the outside faucet by the front porch was running. It appeared as though someone had forgotten to shut it off, according to Ms. Pierce. She is requesting relief towards the sewer portion of her bill.

**Motion** to approve a credit of **\$98.00** by Todd Morris. Seconded by Sally Horak. **UNANIMOUS**

**Sewer Grievance:**

An application for a sewer grievance was received on 3/25/13, from Jimmy Souzas with regard to property located at 79 Groton Avenue, City of Cortland. Mr. Souzas reports that upon receiving his 4th quarter water bill for this property, he was shocked to discover the high amount due. He immediately contacted the water office and spoke with Margaret, who researched his billing and found the usage for the 4th quarter to be quite high. He then went to the property and spoke to the tenants in which he states that there were no mention of any leaks. He also has a property manager that regularly speaks with the tenants and he reported no issues. Upon further investigation and questioning of the tenants (college students), they stated that there was a leak but they did not report this to the property manager or himself due to being afraid of jeopardizing their security deposit. Mr. Souzas states that the tenants had brought in a handyman to look at the toilet and kitchen sink as well and that the work was completed without his knowledge. Mr. Souzas is requesting a partial reduction in the sewer portion of his bill. Upon review of the application, letter and bill submitted by Mr. Souzas, Sally Horak made a motion to the board for a partial credit of \$550.00, which was approved.

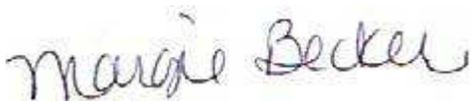
**Motion** to approve a credit of **\$550.00** by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

**New Business:** No new business.

**Old Business:** No old business.

**Motion** to Adjourn at 6:03 p.m by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF