



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 05/20/13**

**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 Mayor Allan Stauber – Present
- Village of Homer Trustee – Absent
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

Meeting called to order at 5:28 p.m.

Minutes from April 22, 2013, meeting for approval.

**Motion** to approve the minutes from April 22, 2013, meeting by Todd Morris. Seconded by Sally Horak.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**May 20, 2013**

(as written by Chief Adams)

**Administration–**

We held an informational workshop about the planned facility upgrades for Common Council and the public on April 30. The Advisory Board was well-represented with 3 members in attendance. Topics for the workshop were the scope of the project, the necessity of the project, how the project will be financed and the importance of the facility to local business development. Judging from feedback received, the workshop was well-received and Council appears to enthusiastically support our plan.

On May 7 the Common Council approved a contract with Fiscal Advisors to assist with the bonding and other financing considerations of the planned facility upgrades. The agenda for the May 21 meeting includes a negative declaration on the SEQR and approving the bonding for the project.

We are hammering out the details of this year's portion of the upgrades. We will be doing the gravity belt thickener project this summer into late fall with a planned completion date before the end of the year. We will be doing the new bar screen over the winter.

We have submitted a Form NY-2A application for permit modification to include the controlled diversion structure outfall in the permit. This was in response to a request from DEC investigator Chad Donk. The application details our plan to replace the passive flapper valve with a lockable, sealable gate valve that will prevent future bypasses. We have also ordered a stand-alone alarm system for high influent channel level.

Our waste hauler permit lapsed at the end of April. Normally the DEC sends notification 60 days prior to expiration, and we've no reason to suspect they didn't this year but we did not receive it. We suspended sludge hauling until we got it straightened out, which took just over a week. The DEC Materials Management office was very helpful throughout this process. We had no operational issues associated with the delay in sludge hauling.

Staff had their annual pulmonary function test and respirator fit testing.

**Operations-**

Pressed sludge 12 hours per day for three days to clean out the secondary digester. The timing on this was fortuitous as it was only two weeks later we discovered our waste hauler permit lapsed.

Both final clarifiers and both chlorine contact tanks were cleaned twice.

Started disinfection process. Special care was taken with equipment preparation to ensure a trouble-free start-up. Combined with a very clean effluent, that has resulted in much lower overtime costs for off-shift problems than is ordinarily the case with disinfection start-up.

**Maintenance-**

Repaired all outside lighting.

Normal seasonal mowing and groundskeeping.

Staff trimmed trees around front parking lot, redid all mulched areas and planted flower beds and baskets.

Cleaned upstairs Control Room.

Serviced and painted non-potable hydrants.

Repaired roof leaks on Primary Complex building. This was done to protect the new blowers. Staff assisted the roofers to keep expenses down.

Bruce Adams

Chief Operator

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

**Finance:** Bills: Abstracts dated 4/30/13 and 5/15/13, were submitted for approval.

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

Financial Statements:

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

**Sewer Grievance:**

Daryl Andersen had submitted two sewer grievance applications on 3/18/13, for the property located at 89 Lincoln Avenue, City of Cortland. The grievances were addressed at the WWAB meeting held on Monday, 3/25/13, as well as on Monday, 4/22/13; however, the decision of the board was to table the grievances once again for the next meeting on Monday, 5/20/13, to allow time for Mr. Andersen to provide the additional information as requested. A second letter of request for additional information was sent to Mr. Andersen on 4/23/13. Mr. Andersen sent a letter in response on 5/20/13, stating that there were two toilets in the house that had leaking flappers. He replaced new tank assemblies as well as sink fixtures for the entire house to eliminate any possible problems. He further reports that he is a contractor and purchases many supplies through various local hardware stores, but was unable to obtain the specific receipts for

the supplies used to make the repairs on the property. Mr. Andersen is requesting relief towards his sewer bill from the 4th quarter (2012).

A determination by John Troy that a possible credit of \$461.00 for the first application, acct#19-31530; and a possible credit of \$253.00 for acct#19-31531, based on the quarterly billing averages could be issued, for a total of \$714.00, on the property.

**Motion** to approve a total credit of **\$714.00**, by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

**Sewer Grievance:**

William and Mary Anne Ramiza submitted a sewer grievance application on 5/02/13, for the property located at 37 Madison Street, Apt. 1, City of Cortland. Mr. Ramiza reports a leak in the bathroom sink faucet, broken shower head, as well as a leak in the water closet. A leak in the kitchen sink faucet was also reported. The leaks were detected on 3/7/13, and repaired at that time by Luke Searles Plumbing, Inc. (a copy of the receipt was attached with the grievance application). Mr. Ramiza is requesting a reduction in the sewer portion of his billing.

A determination by John Troy of a possible maximum credit of \$232.00, could be approved based on the quarterly billing averages.

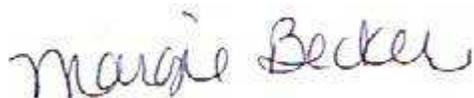
**Motion** to approve a credit of **\$232.00**, by Sally Horak. Seconded by Todd Morris. **UNANIMOUS**

**New Business:** No new business

**Old Business:** No old business.

**Motion** to Adjourn at 5:50 p.m by Todd Morris. Seconded by Sally Horak. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF