



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 06/24/13**

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

Meeting called to order at 5:25 p.m.

Minutes from May 20, 2013, meeting for approval.

**Motion** to approve the minutes from May 20, 2013, meeting by Paul Lorenzo. Seconded by Todd Morris.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**June 24, 2013**

(as written by Chief Adams)

**Administration–**

We hosted an EPA film crew doing a training video on emergency preparedness and disaster recovery. This was arranged through John O'Connell's participation on an EPA-oriented committee. We are one of several communities which will be featured in the video and the resulting training tool will be used nationwide.

By request of Byrne Dairy, I wrote an official letter attesting the ability of Cortland Treatment Facility to accept their wastewater and DAF float and whey waste. They needed the letter for their application to Cortlandville Planning Board.

On June 18 the Common Council unanimously approved moving forward with the plant upgrade project. Earlier in the day I had taken two members of the Council over to the Dryden treatment plant to show them what an SBR facility looks like.

Cedarwood Engineering has produced an equipment bid package for Phase 1, which includes the GBT project and the new bar screen. We are advertising the bid package now and will open bids on July 10 at 2:00 PM. A follow-on bid package for construction of the GBT building will go out in two to three weeks.

**Operations-**

We took advantage of excavation and confined space safety training offered here in Cortland. This will be useful as we begin the upgrade project in earnest, since we will be doing a lot of digging for laying in pipes.

We did lots of tank cleaning, including the East primary clarifier, both secondary clarifiers, both chlorine contact tanks and aeration basins #1 and #8.

**Maintenance-**

Normal summer groundskeeping.

Opened up the East wall of the screening building. Currently working on framing in the opening in steel in preparation for installing a roll-up door. This will be used for removing the old bar screen and bringing in the new one. It will also be used for getting the tipster in and out that we will be using for screenings with the new bar screen.

We had a break in the chlorine solution line where it exits the influent pump gallery. Staff excavated the line and replaced the broken section. This went very well and was excellent practice for the upcoming pipe work.

Did repair work as needed in process tanks as they came off line.

Bruce Adams  
Chief Operator

Paul Lorenzo had asked Bruce Adams on the status of Marietta in regards to a time frame that we will be accepting waste from their plant. Bruce Adams stated that he is in the process of preparing the permit for Marietta and that we are also going to provide manpower in overseeing their pretreatment operations. Bruce also reported that we are anticipating start up either the end of the fourth quarter 2013, or beginning of the first quarter of 2014. Paul also inquired about the finances involved and also if Marietta would be reimbursing the City for expenses incurred, which Bruce stated that Marietta will reimburse the city for use of our manpower.

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

**Finance:** Bills: Abstracts dated 4/30/13 and 5/15/13, 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 Grievances:** No new grievances.

Grievance outcome letters were submitted.

**New Business:** No new business

**Old Business:** No old business.

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

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker". The ink is dark and the signature is written in a fluid, connected style.

City of Cortland WWTF