



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 08/26/13

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

Meeting called to order at 5:30 p.m.

Minutes from July 22, 2013, meeting for approval.

Motion to approve the minutes from July 22, 2013, meeting by Paul Lorenzo. Seconded by Sally Horak.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

August 26, 2013

(as written by Chief Adams)

Administration–

We are working on addressing the EPA's expressed concerns with the engineering studies for treatability of surfactants. I have decided to not pursue issuing a mass limitation as that was going to stretch out the timeline and greatly increase the complexity of the regulatory process. The proposed pretreatment process will not require the latitude the mass limit was intended to provide.

The bids for the equipment for the Solids Handling Project have been awarded and they are under budget. We have submitted the construction and electrical specifications to the DEC for review and comment. We anticipate putting that contract out for bid within the next few weeks.

When doing the second-quarter intermunicipal billing, I discovered the contractual O&M basis for the first quarter had been calculated at considerably less than it should have been. I notified the municipalities of the error and we sent invoices for the underbilled amount along with the second-quarter billings.

The Village of Homer asked for a meeting to discuss the billing increases. Mack Cook and I met with Homer's mayor and clerk on August 14. We explained the increases were being driven primarily by increased flow through the Homer meter. Part of the increase is also attributable to the increase in the interfund transfer compared to the last several years. Homer and Cortlandville plan to work together to determine the possible extent of I&I contributing to their increased flow.

DEC investigator Chad Donk was here on August 1 to conduct an interview with me. He tells me he is close to wrapping up his investigation. Mr. Donk gives me no hint what his findings or remedies might be. We have initiated a Comprehensive Performance Evaluation on a proactive basis, as we believe that will definitely be a requirement coming out of this investigation.

Operations-

The facility weathered the rain event of August 8th and 9th well. Our flow quadrupled on the 9th and we staffed overnight that night to keep an eye on things. But everything functioned properly and we did not need to do any internal bypassing.

We cleaned aeration basin #5.

Industrial sampling for the third quarter has been completed.

Maintenance-

Boiler #2 has had its internal inspection and though it needs a couple of small issues fixed, it is now good to go until 2015 when it will be decommissioned.

The piping changes within the digester building have been completed. This is preparatory to the GBT project this summer.

The double doors at the back of the Influent building were failing. We were quoted about \$10,000 to replace them with the same type doors. We have instead replaced them with an Overhead Door for about \$2500. This door will also work better for us because it doesn't block the walkway when open.

Bruce Adams

Chief Operator

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

Finance: Bills: Abstracts dated 7/30/13 and 8/15/13, were submitted for approval.

Motion to approve the Bills by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Financial Statements:

Motion to approve financial statements by Paul Lorenzo. Seconded by Sally Horak. **UNANIMOUS**

Sewer Grievances:

An application for a sewer grievance was received on 7/22/13, by Luis Perreux, for property located at 118 Madison Street, City of Cortland. Mr. Perreux reported a leak that was detected in March 2013, with repair being completed in June 2013, replacing the water heater. Mr. Perreux is requesting relief towards the sewer portion of his billing. The sewer grievance was reviewed by the board on Monday, 7/22/13, and the decision was to table the grievance until the next board meeting, Monday, 8/26/13, until further information could be obtained from Mr. Perreux.

Mrs. Perreux was present and provided all information requested by the board. Bill Starr had asked Mrs. Perreux why there was a gap in time from when the leak of the water heater was discovered until it was replaced, from March until June. Mrs. Perreux reported that her family had just moved back into the area this year and noticed water in the basement, believing that this was from water seeping in from outside. She also stated that they constantly checked on this and discovered the problem was due to a leak in the water heater. She further reports that they had someone come in to take a look at it and they recommended the water heater be replaced. Due to financial constraints, they were unable to complete the repair until June. Mrs. Perreux reported that she had applied for an energy grant through New York State to assist in replacing the water heater; however, she was denied. Bill Starr

explained to Mrs. Perreux that although the board sympathizes with her situation, it is a policy that as the water did not go into the system, a credit is denied. After further discussion by the board, a credit of \$321.00 was approved, which was the maximum allowable credit per John Troy.

Motion to approve a credit of **\$321.00**, by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Outcome grievance letter submitted.

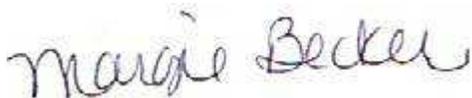
New Business: No new business

Old Business:

Bill Starr stated that he received the email Bruce Adams had sent to the board. The email was an excerpt from the City Charter regarding the board's duties and responsibilities in making decisions on grievances. Bill Starr stated that he thought there was a document specifically stating that grievance applications for swimming pools were no longer accepted by the board. Bruce Adams went on to explain that this was the exact language of the City Charter and could be accessed on the city's website. John Troy then stated that in the past, numerous applications were reviewed by the board for swimming pools and the board, then, decided to no longer accept these grievances from property owner's unless they felt the owner did due diligence. John further stated that it was noted at one point, but was not formalized.

Motion to Adjourn at 6:00 p.m by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF