



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 11/25/13**

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

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

Minutes from October 28, 2013, meeting for approval.

**Motion** to approve the minutes from October 28, 2013, meeting by Paul Lorenzo. Seconded by Sally Horak.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**November 25, 2013**

(as written by Chief Adams)

**Administration–**

I have switched contract laboratories effective December 16. This is due to ongoing turnaround time issues with our current lab. Standard time between sample collection and receipt of results is 14 days. Our current lab has been experiencing times of up to 40 days, and I've had to repeatedly plead for results in time to submit our monthly DMR by the deadline. As a bonus, the lab we are moving to has quoted lower prices, so we may see notable savings going into 2014.

We are finalizing the required documentation for the EFC loan, including a resolution by Common Council on November 19 authorizing the Mayor to sign the loan.

Also at the 11/19 Council meeting, aldermen authorized applying for WQIP grant money for the UV disinfection and chemical phosphorus removal portions of the upgrade. Any grant monies received could reduce the amount Cortland would have to borrow towards the upgrade.

**Operations-**

We have been having minor issues with sludge settleability. We have been taking tanks down and cleaning them more frequently as a result, but are at no current risk of violating our permit. This is a fairly common occurrence at the changing of the seasons.

We have dropped and cleaned both skimming tanks at the primary clarifiers. You'll recall we gave up on the mechanical mixers which had failed repeatedly and are using air to mix. The air is not as effective, requiring some manual attention.

With the holiday season, we have more people than usual on vacation, but it is not impeding proper operations.

**Maintenance-**

We have been working on winterizing the plant. We are awaiting permission from DEC to use non-toxic RV anti-freeze in the off-line tanks.

We are at about 80% completion on painting the inside of the Sludge Dewatering building.

Took the PistaGrit off line and did a thorough inspection and servicing along with photographic documentation. This is one of the very few pieces of major equipment which is not a part of the upgrade.

The majority of the block walls are up on the GBT building. The GC estimates the building will be complete to the point of being able to begin equipment installation by the end of December. We met with BDP to discuss the delivery schedule for the GBT.

Facility staff tapped the non-potable water line to supply the GBT building.

Bruce Adams

Chief Operator

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

**Finance:** Bills: Abstracts dated 10/30/13 and 11/15/13, were submitted for approval.

Financial Statements for October 2013 were submitted.

**Motion** to approve bills and financial statements by Bill Starr. Seconded by Sally Horak. **UNANIMOUS**

**Sewer Grievance:**

Tabled from 10/28/13. A sewer grievance application was originally received on 9/10/13, from James C. Cosimo, c/o Badjad Property Management, LLC, for property located at 3 Huntington Street, City of Cortland. Mr. Cosimo reported a leak that was detected on 11/08/12, and was repaired on 11/12/12, by Ron Van Dee Plumbing and Heating. Mr. Cosimo stated via letter sent with his grievance application that he had been experiencing health issues that prevented him from closely monitoring the property during that time. He further stated that he was not aware that he could appeal his sewer billing and is asking the board for consideration in a reduction in his 4th Quarter (2012) billing. It was the decision of the board to table the grievance until clarification could be obtained from Mr. Cosimo as to the nature of the leak and type of repair made. A letter of request was sent to Mr. Cosimo on 9/24/13, requesting this information.

A decision was made by the board to table the grievance again until the next WWAB meeting on November 25th, to allow more time for Mr. Cosimo to submit the requested additional information. A second request letter was sent to Mr. Cosimo by Margie Becker on 10/29/13, with the condition set by the board that if no response is received, the grievance will be denied.

Mr. Cosimo responded via letter on 11/18/13, stating that the leak, which was located in the basement, was a cold water line that is connected to a three-bay sink behind the kitchen area. He had received a notice from the Water Department reporting an abnormally high bill and he immediately contacted a plumber after finding the leaking pipe and approximately an inch of water in the basement.

Upon review of the information provided by Mr. Cosimo, it was the decision of the board to grant a credit of \$262.00, towards the sewer portion of his bill.

**Motion** to approve a credit of **\$262.00**, by Bill Starr. Seconded by Sally Horak. **UNANIMOUS**

Outcome grievance letter submitted.

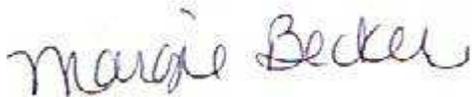
**New Business:**

John Troy made mention of the county's progress regarding the proposal with Onondaga County in which the Cortland County landfill would accept the ash from their facility. The legislators met with area town boards to discuss this proposal and received favorable feedback. This project will involve building a new transfer station at the landfill that will include the processing of trucks delivering the ash from Onondaga County. John also related that this should decrease the amount of leachate that comes from the landfill to the wastewater plant for disposal. Bruce Adams asked if this would affect the wastewater plant's capability of disposing the solids to the landfill, in which John stated that he would have to check on this and advise Bruce on how this will be handled.

**Old Business:** No old business

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

Respectfully submitted by:



City of Cortland WWTF