



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 12/22/14

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 – Absent
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

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

Minutes from November 24, 2014, meeting for approval.

Motion to approve the minutes from November 24, 2014, meeting by Sally Horak. Seconded by Paul Lorenzo. **UNANIMOUS**

Plant Manager's Report:

Plant Managers Report

for

December 22, 2014

(as written by Chief Adams)

Administration–

Our new DEC inspector, May Elprince, conducted an annual facility inspection on December 17. I was out sick but John O'Connell reports the facility looked ship-shape and the inspection went well.

Cedarwood Engineering reports they have heard there will be significant state funding for infrastructure repairs available in 2015. 2016 will be a much leaner year. Therefore we are planning to accelerate our grant application efforts in order to secure funding for the Clinton Avenue project in the upcoming CFA round.

Our meeting with EFC to discuss including the whey treatment MBR costs and a partial funding of the Marietta pretreatment equipment has been postponed while EFC's legal department does some research. Cedarwood still believes the MBR is a given and the Marietta funding is better than even odds.

I met with the mayor on December 19 to discuss departmental activities and priorities. I will be submitting a list of departmental goals for the mayor's review. Upon his approval, I will forward the list to the Advisory Board, but the list will be mostly things we have been discussing all along.

Operations–

The new roll-off truck for sludge moving is on-site and in use. The second roll-off is not on-site as we are having it fitted with rollers to ease operations. Our 10-wheelers have been delivered to the DPW and are being refitted as salt spreaders.

The MBR whey pretreatment project is complete and we have been accepting whey into it since December 18. The process appears to be functioning well and as previously noted, this will take a big load off of the facility's main process.

Maintenance–

Work orders which had gotten back-logged due to MBR work have now all been caught up.

Performed welded repairs to two leaks in Boiler #2. Boiler is back up and operational.

We have sent all our chlorine and SO2 regulators out for annual rebuilding service.

We replaced the pulley assembly on the North Wemco pump, which had been becoming increasingly noisy.

We have begun receiving equipment on-site for the SBR upgrade. Concrete work for the decanter mounts is currently anticipated to start the first or second week of January.

All of the summer groundskeeping equipment has been serviced for off-season storage.

Bruce Adams
Chief Operator

Bruce Adams reported that Edward Poole has started his training in completing the required monthly Discharge Monitoring Report (DMR) and signing off on them.

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

Finance: Financial statements and abstracts dated 11/30/14, and 12/16/14, were submitted for approval.

Motion to approve financial statements and abstracts by Bill Starr. Seconded by Paul Lorenzo. **UNANIMOUS**

Sewer Grievance:

A sewer grievance application was submitted by Timothy A. and Linda A. Smith on 11/18/14, for property located at 75 Maple Avenue, City of Cortland. Mr. and Mrs. Smith reported that they had left for vacation on July 30, 2014, and upon returning home on August 7, 2014, discovered that their outside spigot had split and water was spraying out. They are requesting credit towards the sewer portion of their billing.

The board reviewed the grievance application and a motion was made by Todd Morris to table the grievance until the next WWAB meeting on Monday, December 22, 2014. The board requested that additional information and clarification be obtained from Mr. and Mrs. Smith as to any repairs made to the outside spigot with copies of bills and receipts for parts purchased for repairs, or a plumber's bill. A letter of request for additional information was sent by Margie Becker on 11/25/14. Mr. Smith submitted a copy of his expense receipt on 12/19/14, for the board's review.

After consideration by the board of Mr. and Mrs. Smith's grievance application, a motion was made by Paul Lorenzo to issue a credit of \$64.00.

Motion to approve a credit of **\$64.00**, by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Sewer grievance outcome letter was submitted.

New Business:

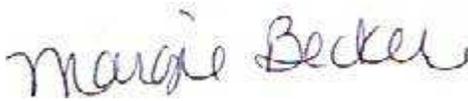
The 2015 Wastewater Advisory Board meeting schedule was submitted and approved by the board.

Old Business:

The list of licensed plumbers was obtained by Margie Becker and submitted to the board, per their request from November's WWAB meeting. Paul Lorenzo made a proposal that this list be attached to the grievance application with an additional heading on the list stating, "List of Plumbers Known to the City of Cortland". Paul Lorenzo noted that this list should be utilized by property owners when repairs are required with the use of a plumber. The board was in agreement to this. Margie Becker will make the appropriate changes on the plumbers list and notify the Water Department to assist in attaching it to the grievance applications.

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