



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 1/26/15**

**Time: 5:30 pm**

**Conference Room,  
Cortland Wastewater**

#### ■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Present
- Commissioner Sally Horak – Absent
- 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 5:37 p.m.

Minutes from December 22, 2014, meeting for approval.

**Motion** to approve the minutes from December 22, 2014, meeting by Bill Starr. Seconded by Todd Morris.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**January 26, 2015**

(as written by Chief Adams)

**Administration–**

We received the report of our annual inspection conducted 11/17/14. The report found the facility well managed and well operated.

Common Council has approved using \$40,000 from each of Sewer and Water reserve funds to produce a full study of the Clayton Avenue infrastructure for use in applying for potential Upstate Redevelopment grants.

Common Council approved the creation of the Operator of Record position and appointing Ed Poole into it. The remainder of the proposed changes require changes to the City Charter. There will be a public hearing regarding those changes on 2/3/15. Council will then vote on the Charter changes and the remainder of the Wastewater Department reorganization at the 2/17/15 meeting.

After years of conscientious and invaluable service, Wastewater Advisory Board member Paul Lorenzo will be leaving the Board upon the expiration of his current term on 1/31/15. On behalf of the City and the Department I offer heartfelt thanks for Mr. Lorenzo's service and contribution.

**Operations–**

The second roll-off has been delivered. The new truck is working well and saving labor and fuel costs due to reduced trips to the landfill.

Although the MBR treatment process started out well, we have in the past three weeks had significant difficulties with it, primarily associated with excessive foam formation. We believe these issues have been primarily caused by low pH. We will reseed and restart the MBR process this week. Byrne will pH adjust the whey prior to delivery moving forward.

We moved the permanganate addition point to the primary sludge pumping line. This has proved to be more effective than the previous addition point of just before the GBT.

**Maintenance–**

Repaired Boiler #3.

Almost all of the equipment associated with the SBR process has been delivered. We have started doing some prep work and installation of ancillary equipment, but cold weather has limited what has been practical to this point.

The contractors are on site. The electrical contractor is installing conduit and wiring until the new SBR control panels are delivered. The concrete contractor is on temporary hiatus pending improved weather.

Snow removal work as needed.  
Rebuilt two waste sludge pumps.

Bruce Adams  
Chief Operator

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

**Finance:** Financial statements and abstracts dated 12/31/14, and 1/16/15, were submitted for approval.

**Motion** to approve financial statements and abstracts by Bill Starr. Seconded by Todd Morris.  
**UNANIMOUS**

**Sewer Grievance:** No sewer grievance applications were received for this month.  
Sewer grievance outcome letter was submitted.

**New Business:** Nominations for Appointment of Board Chairman and Vice Chairman for 2015.

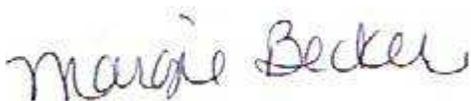
As required under the charter, every January a Chairman and Vice Chairman must be nominated. A nomination was made by Bill Starr for John Troy as Chair, seconded by Todd Morris. John Troy nominated Bill Starr for Vice Chair, seconded by Todd Morris.  
**UNANIMOUS**

John Troy expressed his thanks on behalf of the board for Paul Lorenzo's service to the board.

**Old Business:** The updated plumber's list was submitted to the board. The list will be attached to the grievance applications.

**Motion** to Adjourn at 5:55 p.m by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF