



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 5/18/15**

**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
- Village of McGraw Mayor Allan Stauber – Present
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President - Absent

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

Minutes from April 27, 2015, meeting for approval.

**Motion** to approve the minutes from April 27, 2015, meeting by Sally Horak. Seconded by Todd Morris.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**May 18, 2015**

(as written by Chief Adams)

**Administration–**

I addressed the Cortland County Solid Waste Committee on 5/12 to discuss the possibility of a joint composting project. The conversation went well and I believe that there is definitely an opportunity for a project that benefits both entities as well as the residents they serve. I also reiterated the analysis I had done on Barton & Loguidice's leachate treatability study in connection with a potential "ah for trash" partnership. The survey work on Clinton Avenue is complete. Cedarwood Engineering will use the data in assembling a report on the condition of the potable water and storm sewer systems. This will be combined with the existing sanitary sewer study and the previous gateway study into an overall package which will be used to apply for state EFC funding and grants.

The CPE is under way. I am currently arranging the Environmental Benefit Project training also required in the consent order. We will utilize New York Rural Water Association to provide the training.

**Operations–**

Disinfection season started on the 15<sup>th</sup>. We have acquired and installed a new chlorine process residual analyzer, as the old one was becoming increasingly unreliable and difficult to service. It seems to be working well so far. We are retaining the dechlor analyzer as there is little else on the market that has the same functionality. Although it is also becoming difficult to maintain, we are confident we can rely on it for one or two more seasons.

As a result of a toxic loading event in March compounded by high Spring flows in April, the facility had a number of permit violations for April. The violations were for percent removal of CBOD5 and TSS for the month, settleable matter on two separate days, average flow for the month and average phenolics for the month. The latter is a mathematical violation caused by a too-high detection limit on the lab test used for phenolics. We are looking into using a lower detection limit in the future.

**Maintenance–**

Blower number 3 failed on a main rotor seizure. The vendor and manufacturer are standing behind their product and we are expecting a replacement core early this week. The manufacturer will honor an extended warranty for all three blowers due to the control system issues we had early on.

Now that we are back to normal flows, we are dropping, cleaning and servicing process tanks.

The SBR decanters are installed in four of the aeration basins. Sanitaire has been out and verified proper installation. Concrete work in the remaining tanks is under way.

Modification of the aeration piping to accommodate the SBR process is also under way.

Bruce Adams

Superintendent of Wastewater

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

**Finance:** Financial statements and abstracts dated 4/30/15, and 5/15/15, were submitted for approval.

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

**Sewer Grievance:**

A sewer grievance application was submitted by Victoria Marsh on 4/28/15, for property located at 12 Jewett Avenue, City of Cortland. Ms. Marsh reported that due to the extreme cold weather this past winter, she kept the water running from her taps continuously to prevent the water lines from freezing. Ms. Marsh also reported that her neighbors main water line froze and they had advised her to leave her tap running to prevent freezing. She is requesting a reduction in her sewer billing.

Ms. Marsh was present and stated that she kept the tap running at a steady stream in her basement sink and a small stream running in her downstairs bathroom sink to prevent her water lines from freezing. This was reflected in her water and sewer billing and she respectfully requests that her sewer bill be reduced to an amount consistent with previous billings.

John Troy explained to Ms. Marsh how the board makes a determination on credits when reviewing grievance applications. John further stated that the maximum allowable credit on her grievance application would be \$177.00. Todd Morris made a motion to grant this credit.

**Motion** to approve a credit of **\$177.00**, by Todd Morris. Seconded by Sally Horak. **UNANIMOUS**

**Sewer Grievance:**

John P. and Pia K. Tucker submitted a sewer grievance application on 4/7/15, for property located at 14 Jewett Avenue, City of Cortland. Mrs. Tucker reported that twice this year, their water lines had frozen. Once thawed, she kept the water running continuously to prevent further freezing.

The Tuckers are requesting relief towards the sewer portion of their bill due to severe weather requiring them to continuously run water to prevent further freezing of their water lines.

Upon review of the Tucker's application by the board, a motion was made by Bill Starr to table the grievance until the next board meeting on Monday, May 18, 2015, in order to obtain clarification from the Water Department on the billing statement readings between the 2nd quarter of 2014, and the 1st quarter of 2015, as they are identical.

Bill Starr had asked Margie Becker about the similarities in the billings on two separate quarters and what the outcome was. Margie Becker reported that she had spoken with Stephanie Mattice, Water Department, on 4/28/15, regarding the similarities and why the amounts listed on the quarters in question were the same and if these were actual meter readings. Stephanie explained when reading the billing statement, the letter next to the meter reading on the quarterly billing indicates that they are actual readings (R). The readings that have (M) are actual readings, but at the minimal amount. If the meters were inaccessible, then the readings would be estimated and indicated by the letter (E). The identical charges are based on the readings, which are similar.

John Troy stated that the maximum allowable credit that could possibly be granted would be \$33.00. A motion was made by Bill Starr to approve a credit.

**Motion** to approve a credit of **\$33.00**, by Bill Starr. Seconded by Sally Horak. **UNANIMOUS**

#### **Sewer Grievance:**

Vince and Jean Minnella submitted a sewer grievance application on 4/07/15, for property located at 64 Church Street, City of Cortland. Mrs. Minnella reported that due to the severe cold weather, they left the water running at night to prevent their water lines from freezing.

Mrs. Minnella is requesting a reduction in her sewer billing.

Upon review of the Minnella's application by the board, a motion was made by Todd Morris to table the grievance until the next board meeting on Monday, May 18, 2015, in order to obtain clarification from the Water Department on the billing statement readings between the 3rd quarter of 2014, and the 1st quarter of 2015, as they are identical.

The board reviewed the grievance and John Troy advised that the maximum allowable possible credit of \$12.00, based on the Minnella's billing, could be granted. A motion was made by Todd Morris to approve a credit of \$12.00.

**Motion** to approve a credit of **\$12.00**, by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

Bruce Adams reported to the board that he has decided to pass the Ford Expedition on to DPW and is looking to procure two vehicles, one of which we will split the cost with the general fund. The use of this vehicle will be used interchangeably with Mack Cook and Bruce Adams to attend conferences and meetings out of town. He is looking at an Equinox. To replace the Expedition, Bruce stated that they are looking at a Yukon; however, he has to wait until the end of June for the state bid pricing as the dealership has to wait for GM to release the 2015 pricing which won't be until mid June for the state contracts.

Bruce Adams also made mention to the board that the municipal contracts with McGraw and Homer have been expired and he has begun the process of looking at them. He has forwarded the information to the corporate counsel and it is pending.

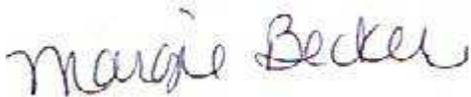
John Troy made mention to the board regarding finding a replacement for Paul Lorenzo, and requested that the board think about a possible replacement. Bruce Adams

**New Business:** No new business

**Old Business:** No old business

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

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker".

City of Cortland WWTF