



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 4/25/16

Time: 5:30 pm

**Conference Room,
Cortland Wastewater**

■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Present
- Commissioner Todd Morris – Present
- Commissioner Diann Potter – Present
- Village of McGraw Mayor Allan Stauber – Absent
- Bruce Adams, Supt. of Wastewater – Present

Meeting called to order at 5:28 p.m.

Minutes from March 28, 2016, meeting for approval.

Motion to approve the minutes from March 28, 2016, meeting by Bill Starr. Seconded by Diann Potter.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

April 25, 2016

(as written by Supt. Adams)

Administration–

NYSERDA has denied Cortland's application for grant monies toward the digester/CHP project under PON 2828. At Mack Cook's recommendation, we are going to re-apply under the next funding opportunity.

I am going to seek a Council resolution at the next meeting declaring the digester rehabilitation an emergency project. This will allow us to complete the project within a very tight time frame. This will both allow us to meet the disposal requirements of C'Ville Yoghurt and stop the odors associated with gas venting caused by our inadequate methane gas piping system.

I will be seeking Council approval at the second May meeting to create an Assistant Plant Operator position and fill it by promotion. Also, to incorporate those duties from the Deputy Chief Operator position that do not devolve to the APO into the Operator of Record job description and ask for a pay increase for that position.

Operations–

New operator trainee Kevin Bradshaw is fitting in and learning quickly. He displays an excellent work ethic and brings many talents from his previous employment experiences. I signed off on his probationary period last week.

With the improved weather, we are beginning tank cleaning operations.

The process continues to run well.

Sanitaire will be onsite do execute some SCADA programming changes next week. We hope to run a modified process using timed cycles but without the decanters to see if we can get nitrogen and phosphorus removal. Sanitaire will be back in late June to oversee a restart of the SBR process.

Maintenance–

Laborer Luke Hopkins has been promoted to Maintenance Mechanic. With the skill set he brings, I anticipate he will do well in this role. Phil Opera will be working with him in managing the CMMS. We look forward to improving the inventory system and incorporating elements of predictive maintenance in our program in the next few years.

Plant staff will be involved in two projects over the next few months. We are currently pouring a pad for a 40-ton briner for the on-site chlorine generation. We will also be running delivery piping for the PAC project.

Bruce Adams

Superintendent of Wastewater

Bruce Adams requested a vote/letter of support by the board to present to the Council at the 2nd meeting in May, regarding creating the Assistant Plant Operator (APO) position, which will be a combination of Operator 2 and Deputy Chief duties and the remainder of the Deputy Chief duties rolled into the Operator of Record position, currently held by Edward Poole. Bruce Adams reported that he will be seeking a pay increase for Edward Poole, as well as looking for a particular pay rate for the APO position. An agreement was made by the board for a vote of support. A motion was made by Diann Potter, seconded by Todd Morris.
UNANIMOUS

Bruce Adams also reported to the board that the digester project has begun. The gas holder has been pulled out and the contractors are repairing the concrete on top. The brick/insulation facade has been removed. The contractors are also putting in the second of our two new belt press feed pumps and the first pump is operating very well.

John Troy reported that the new manager of the Solid Waste Department had discussed at their last meeting the possibility of pretreatment of leachate. Bruce Adams mentioned that he had heard this and that the cost as well as obtaining a SPDES permit through NYSDEC may be challenging as well as obtaining community approval.

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

Finance: Financial statements and abstracts dated 3/31/16, and 4/15/16, were submitted for approval.

Motion to approve financial statements and abstracts by Diann Potter. Seconded by Todd Morris.
UNANIMOUS

Sewer Grievance:

A sewer grievance application was received from Andrew Lowell on 3/14/16, for property located at 27 West Court Street, City of Cortland. Mr. Lowell reported that a concealed pipe located in the attic had burst due to extreme cold temperatures in mid February and was not discovered until days later. The burst pipe caused severe damage to the entire middle of the house, both floors. Mr. Lowell requested relief towards the sewer portion of his billing due to the unexpected expenses incurred from the damage to his property.

The board reviewed Mr. Lowell's grievance on March 28, 2016, and a decision was made to table the grievance until additional information could be obtained from Mr. Lowell. The board had requested a copy of the plumber's bill. A letter was sent on 3/29/16, requesting this information by Margie Becker.

Mr. Lowell's grievance was addressed by the board; however, the requested additional information was not available at this time. It was the decision of the board to table the grievance once again in order to extend to Mr. Lowell additional time to obtain a copy of the plumber's bill previously requested. The board further noted that if the information is not available by the next WWAB meeting on May 23, 2016, the grievance will no longer be considered.

Motion to TABLE the grievance by Todd Morris. Seconded by Diann Potter. **UNANIMOUS**

Sewer Grievance:

Dirk and Diane Van Patten submitted a sewer grievance on 3/23/16, for property located at 36 Hubbard Street, City of Cortland. Diane Van Patten reported that after her tenants moved out of the apartment on the property, a leak was discovered. Mrs. Van Patten further reported that she was unaware of the leak and that there were additional occupants residing in the apartment at that time resulting in additional water usage. She had requested relief towards the sewer portion of her billing.

Mr. and Mrs. Van Patten's grievance application was reviewed by the board on March 28, 2016, and a decision was to table the grievance until additional information could be obtained from the Van Patten's, i.e., nature of the leak, repair receipts or plumbers bill. A letter requesting the additional information was sent by Margie Becker on 3/29/16.

The board addressed Mr. and Mrs. Van Patten's grievance; however, the additional information requested was not available at this time. It was the decision of the board to once again table the grievance in order to extend to the Van Patten's additional time to provide the board with the requested information. The board also noted that if this information is not available by the next WWAB meeting on Monday, May 23, 2016, the grievance will no longer be considered.

Motion to TABLE the grievance by Bill Starr. Seconded by Diann Potter. **UNANIMOUS**

Sewer Grievance:

A grievance application was received from Christine and Jerry Frare on 4/20/16, for property located at 11 Rosewood Avenue, City of Cortland. Mr. and Mrs. Frare had noted a leak that had been detected on 2/21/16, and had submitted a copy of a plumber's bill. They are requesting relief towards the sewer portion of their billing from the 1st quarter.

The board reviewed Mr. and Mrs. Frare's grievance application. A decision was made by the board to table the grievance until the next Wastewater Advisory Board meeting, on Monday, May 23, 2016, at 5:30 p.m. The board has requested additional information or

clarification as to the type and source of the leak. A letter of request will be sent to the Frare's by Margie Becker on 4/26/16.

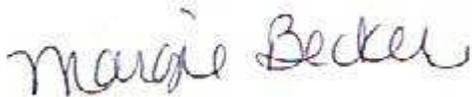
Motion to TABLE the grievance by Diann Potter. Seconded by Todd Morris. **UNANIMOUS**

New Business: No new business

Old Business: No old business

Motion to Adjourn at 5:53 p.m. by Todd Morris. Seconded by Diann Potter. **UNANIMOUS**

Respectfully submitted by:

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

City of Cortland WWTF