



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 5/23/16

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 5:24 p.m.

Minutes from April 25, 2016, meeting for approval.

Motion to approve the minutes from April 25, 2016, meeting by Bill Starr. Seconded by Diann Potter.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report

for

May 23, 2016

(as written by Supt. Adams)

Administration–

Common Council approved the declaration of emergency project for the digester rehabilitation. The digester work is well underway. The on-site chlorine generator installation is complete. We are still working with the rate controller provider to tune the control loop.

We are working with EFC on getting all the necessary approvals for the large change order under which we are executing the emergency project.

We received our annual inspection report from DEC. The report was unqualifiedly positive. This is a reflection on the hard work and good process control of Ed Poole and of the positive contributions of the entire staff.

Operations–

For the first time since September of last year, we are back in compliance on our 12-month phosphorus discharge limit. We're under by less than 12 pounds, but it's better than being over.

We are continuing to do seasonal tank cleaning. Effluent quality remains very high.

Maintenance–

The installation project for the PAC delivery system will start this week. The PAC system is for phosphorus removal. We have to this point been using a temporary system which is part of the reason we were out of compliance on phosphorus.

We have started seasonal grounds work. Over the next month we will, as staff time is available, work on the front entrance flower beds and mulching.

Bruce Adams

Superintendent of Wastewater

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

Finance: Financial statements and abstracts dated 4/30/16, and 5/16/16, were submitted for approval.

Motion to approve financial statements and abstracts by Bill Starr. 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, which had been tabled on March 28, 2016, and April 25, 2016, due to a request for additional information of a plumber's bill from Mr. Lowell. Mr. Lowell submitted a copy of the plumber's bill on 5/10/16, as requested by the board. Bill Starr made a motion to grant a credit of \$118.00, to Mr. Lowell as water did not enter into the system.

Motion to approve a credit of **\$118.00**, by Bill Starr. Seconded by Todd Morris. Diann Potter denied the approval of a credit, with John Troy voting to approve the credit. **APPROVED**

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.

The board reviewed Mr. and Mrs. Van Patten's grievance, which had been tabled from March 28, 2016, and April 25, 2016. As per the letter sent on April 26, 2016, the grievance was denied by the board due to lack of additional information that was requested previously. The board had requested clarification on the nature of the leak and a copy of repair receipts or plumber's bill.

Motion to deny the grievance by Diann Potter. Seconded by Todd Morris. **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 sewer grievance was reviewed by the board and a decision was made to table the grievance until the next board meeting on May 23, 2016, as additional information on the source of the leak was requested. A letter requesting this information was sent on April 26, 2016, by Margie Becker.

Mr. Frare had stopped into the Wastewater Treatment Plant office on 5/4/16, and submitted a CD of photographs and the piece of pipe that had split from inside his basement wall, causing major damage to his property. Mr. Frare stated that he was out of town in February when his neighbor contacted him about the damage to his property. He returned home immediately to check on his home. Mr. Frare further stated that the Water Department had advised him that 51,000 gallons of water had been discharged from the leak.

The board reviewed Mr. and Mrs. Frare's grievance, as well as the photographs and piece of split pipe which were submitted on 5/4/16. A motion was made by Bill Starr to grant a credit of \$168.00, to Mr. Frare towards his sewer billing as water did not enter into the system.

Motion to approve a credit of **\$168.00**, by Bill Starr. Seconded by Todd Morris. Diann Potter denied the approval of a credit, with John Troy voting to approve a credit. **APPROVED.**

Sewer Grievance:

Peter and Edward Bennedy submitted a sewer grievance on 5/16/16, for property located at 34 South Avenue, City of Cortland. Mr. Bennedy reported that a leak was detected on 2/26/16, and subsequently repaired at that time. He is requesting relief towards the sewer portion of his billing.

The board reviewed Mr. Bennedy's grievance application. It was the decision of the board to table the grievance until the next meeting on Monday, June 27, 2016, at 5:30 p.m. The board is requesting the additional information as to the source and location of the leak as well as a copy of receipts with the cost of the supplies/parts used in repairs of the leak. A motion was made by Diann Potter to table the grievance.

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

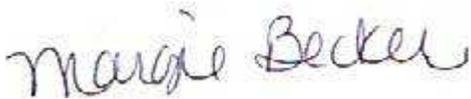
New Business: No new business

Old Business:

John Troy mentioned the continued effort of finding a new board member to serve. John stated that Gary Thomas, a former board member and current Common Council member, had offered to serve; however, this is pending approval by Mayor Tobin. The board will continue the search in hopes of coming to a completion for a full board.

Motion to Adjourn at 5:54 p.m. by Todd Morris. Seconded by Diann Potter. **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