



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 10/24/16**

**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 – Absent
- Village of McGraw Mayor Allan Stauber – Present
- Bruce Adams, Supt. of Wastewater – Present

Meeting called to order at 5:26 p.m.

Minutes from September 26, 2016, meeting for approval.

**Motion** to approve the minutes from September 26, 2016, meeting by Bill Starr. Seconded by Todd Morrison.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

for

**October 24, 2016**

(as written by Supt. Adams)

**Administration–**

All of the dated requirements in the EPA pretreatment program compliance order have been completed, and all within stipulated deadlines.

I have drafted a budget for 2017 and submitted it to the mayor's office. The mayor has submitted it unchanged to the Common Council at its 10/18/16 meeting. I will be answering any questions the Council may have regarding the budget at the budget workshop on 10/24/16.

The generation equipment we will be purchasing is twice what the original estimate was. This was due to the decision to generate 4160V rather than 480V as well as the decision to have the generator supplied in a sound-reducing enclosure rated to no more than 60 dB. That cost increase eats up almost the entire contingency for the Koester contract. We are also looking at an unexpected \$150,000 cost to apply a protective coating in the whey receiving tank, which was found to have significant damage from the corrosive effects of the acid whey. There is sufficient funding within the overall project to do that as a change order.

**Operations–**

The West digester, formerly the Secondary digester, is fully operational. Mr. Poole reports it is functioning very well, producing a digested sludge that is noticeably better stabilized than was being produced by the unrehabbed primary digesters. The cover has been removed from the South digester and Hubbard Construction is removing the gritty remnants of sludge that couldn't be pumped out.

We have increased our 12-month phosphorus cushion from 924 lbs in August to 1,586 lbs for September. Our disinfection season ended on 10/16/16. We had no numeric violations at all this season. The new on-site generation system worked very well, despite a few normal start-up issues. We used gas sulfur dioxide for dechlorination all season. Switching over to sodium thiosulfate is in the facility plan for the overall project.

**Maintenance–**

The WQIP PAC project is nearly complete. The portion done by WWTP staff is done save for applying insulation on exterior piping. That leaves only the last of the wiring and SCADA integration, which are being

done by contractors.

This week we will be putting the chlorine generation system into storage mode for the off season.

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 9/30/16, and 10/16/16, were submitted for approval.

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

**Sewer Grievance:**

Mountain Village, LLC, c/o Ann Wittmaack, submitted a sewer grievance on 7/29/16, for property located at 161 Port Watson Street, Apt. 1 & 2, City of Cortland. Ms. Wittmaack reported that she thoroughly checked her property that included conducting a test on the toilets; however, she was unable to locate any possible leaks. She further reported that the tenants indicated that they may have used more water than usual, and that she will have a plumber come out to inspect the property. She is requesting relief towards the sewer portion of her billing.

After review of Ann Wittmaack's (Mountain Village LLC), grievance, a decision was made by the board to table the grievance until the next WWAB meeting. The board requested clarification on any findings of leaks, possible causes or problems located by a licensed plumber indicating high water usage. On September 26, 2016, the board met and addressed Ms. Wittmaack's grievance; however, the additional information requested was unavailable. The board decided to once again table the grievance in order to give Ms. Wittmaack additional time to provide the information. The board further noted that if this information was not available at the next board meeting on October 24, 2016, Ms. Wittmaack's grievance would no longer be considered.

A letter of request for additional information was sent by Margie Becker on 9/27/16. At this time, the information is unavailable to the board. A motion was made by Todd Morris to deny the grievance.

**Motion** to deny the grievance by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

**Sewer Grievance:**

A sewer grievance application was received from Jerry Contento, Jr., on 10/11/16, for property located at 119 1/2 Pendleton Street, City of Cortland. Mr. Contento reported that he has been paying on his sewer billing for years and is not connected to the city

sewer system. He is requesting a credit on his account as well as a waiver for future billings.

Mr. Contento's grievance application was reviewed by the board. A recommendation was made by John Troy to table the grievance in order to obtain additional information and clarification from the Water Department as to the sewer billings, if their property is connected to the city's sewer system, or if they have their own septic service.

**Motion to TABLE** the grievance by Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

**Sewer Grievance:**

GFI Properties, LLC, submitted a sewer grievance on 10/17/16, for property located at 64 Elm Street, City of Cortland. The property owner is requesting a credit of \$2.18, for a penalty charged on their account for the 2nd quarter. GFI Properties, LLC, reported that they did not receive their first bill, that it was mailed to the previous owner after they had purchased the property. They further reported that the bill was never forwarded to them, nor were they notified of the bill.

In reviewing the grievance of GFI Properties, LLC, by the board, a motion was made by Bill Starr to grant the credit of \$2.18, for the penalty.

**Motion** to approve a credit of **\$2.18**, by Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

**Sewer Grievance:**

Brandon M. Finch submitted a sewer grievance on 10/11/16, for property located at 22 Locust Avenue, City of Cortland. Mr. Finch reported that his sewer bill is excessive due to pool repairs from a leak and that the water did not go into the sewer system. He further reported that he filled a 16' x 32' rectangular pool with 21,100 gallons of water from a garden hose, and that the Water Department reported 30 units of water was used.

Mr. Finch's grievance was discussed by the board and a motion to grant a credit of \$60.00, was made by Bill Starr with a note to Mr. Finch explaining that the board does not typically grant credits for swimming pools.

**Motion** to approve a credit of **\$60.00**, by Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

**Sewer Grievance:**

A sewer grievance was received from Eugene and Marilyn Palmer on 10/19/16, for property located at 10 York Street, City of Cortland. Mr. and Mrs. Palmer are requesting a credit of \$8.85, on their sewer billing due to a late read on their meter which put their bill over the minimum amount billed.

Eugene and Marilyn Palmer's grievance application was reviewed and discussed by the board. A motion was made by Bill Starr to grant the credit of \$8.85. towards the sewer portion of their billing for the late reading.

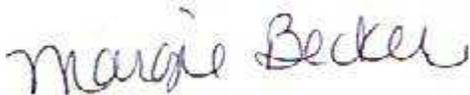
**Motion** to approve a credit of **\$8.85**, by Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

**New Business:** No new business

**Old Business:** No old business

**Motion** to Adjourn at 5:43 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