



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 01/23/2023

Time: 5:30 pm

**Conference Room,
Cortland Wastewater
Treatment Plant**

■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Absent
- Commissioner Diann Potter – Absent
- Commissioner Stephen Broyles – Present
- Commissioner Carrie Kane – Present
- City of Cortland Mayor-Present
- Town of Cortlandville Trustee- Absent
- Village of McGraw Mayor – Present
- Village of Homer Trustee – Absent
- Bruce Adams, Superintendent – Present
- Ed Poole, Chief Operator – Present

Meeting called to order at 5:42 pm by John Troy.

Previous Meeting's Minutes:

Minutes from October 24, 2022 meeting were presented for approval.

Motion to approve the minutes by Carrie Kane, second by Steven Broyles. UNANIMOUS

Superintendent's Report: Submitted by Superintendent Bruce Adams

- ❖ Cycled air pilot is working quite well, even in the cold weather. DEC is happy with the progress.
- ❖ Reapplying for 2023 Water Quality Improvement Project grant with amended engineer's report to reflect what has been learned in the pilot program.
- ❖ Our discharge permit renewal is reaching finalization.
- ❖ Generator and digester mixer repair: Digester is going up to temperature with water only. It is a lengthy process. Once up to correct temperature sludge can be fed in.
- ❖ Contacted the regional water engineer regarding I&I abatement. He suggested applying for a planning grant and using it to assess the scope and nature of the infiltration. That report would then be used for the WQIP project. It can be associated with the Chesapeake Bay compliance.
- ❖ Reviewed new five-year term limits and expirations for WWAB board members.
- ❖ Discussion of the COVID state testing, testing has increased to twice weekly. They currently are not testing for other diseases (ex. Polio and RSV).

Motion to approve the Superintendent's Report by Carrie Kane, second by Steven Broyles. UNANIMOUS

Chief Operator's Report: Submitted by Chief Operator Edward Poole

- ❖ Last three months nice effluent, 97-99% removal.
- ❖ No violations.
- ❖ Meghan Gilbert from the DEC and Kevin Maine from Rural Water came to review nitrogen removal pilot. Ms. Gilbert also performed a plant inspection, which went well. Report coming soon.
- ❖ Within 1300lbs of the 2025 Chesapeake Bay limits limit for nitrogen.
- ❖ Brent is doing really well. He has Basic Operations training later this year for 1A license.
- ❖ Foaming issues with digesters, awaiting analysis. Likely caused by Fats Oils & Grease (FOGs).
 - Primary bypassed in pilot program which increased FOGs. We want turn primaries back on and feed out of the bottoms. Quote received today for plumbing, we are awaiting 2 more.
- ❖ W2O found a couple of leaks in the boiler system. Little water loss. Looking into alternatives to heating loops underground for the buildings.
- ❖ Maintenance staff is doing a lot of labeling and repairs. They replaced the heat exchanger in the generator.
- ❖ Generator will be going the end of the week. It will take up to a month to get the generator at full speed.
- ❖ Industrial digester has no microbes currently, as working up to temperature with just water.

Motion to approve the Chief Operator's Report by Carrie Kane, second by Steven Broyles. UNANIMOUS.

Financial Statements:

Financial statements presented for approval.

Motion to approve Financial Statements by Carrie Kane, second by Steven Broyles. UNANIMOUS

New Business:

- ❖ Elect Chair Person- Carrie Kane nominated John Troy, second by Steven Broyles. UNANIMOUS.
- ❖ Elect Vice Chair Person- Carrie Kane nominated William Starr, second by Steven Broyles UNANIMOUS.

- ❖ Discussion of revising Grievance application. Will be reviewed at April meeting.

- ❖ Discussion of new Water and Sewer billing that will have a conversion of units to gallons on the bill.

Grievances:

Grievances Tabled from October WWAB Meeting:

❖ Stan Gurka's grievance for \$5533.50 reviewed. Tabled again until April due to lack of information.
Motion to table Gurka's grievance by John Troy, second by Carrie Kane. UNANIMOUS.

❖ Joseph Ludwig's grievance for \$228.48 reviewed. Tabled again until April due to lack of information.
Motion to table Ludwig's grievance by Carrie Kane, second by John Troy. UNANIMOUS.

New Grievances:

❖ Jeffrey Fitts' grievance for \$449.82 reviewed.
Motion to approve Fitts' credit for \$322.00 by John Troy, second by Carrie Kane. UNANIMOUS.

❖ Joe Hage's grievance for \$999.60 reviewed. Lack of information.
Motion to table Hage's grievance by John Troy, second by Carrie Kane. UNANIMOUS

❖ Neb Hage's grievance for \$45.70 in penalties reviewed.
Motion to approve Hage's credit of \$45.70 by John Troy, second by Carrie Kane. UNANIMOUS.

❖ Anthony Steiner's grievance for \$164.22 reviewed.
Motion to approve Steiner's credit of \$160.00 by Carrie Kane, second by Steven Broyles. UNANIMOUS.

Old Business:

None

Next Meeting April 24, 2023

Motion to adjourn at 6:18pm by John Troy, second by Carrie Kane. UNANIMOUS

Minutes taken by:

Carrie Lynch

Sr. Account Clerk

City of Cortland WWTP