

March 7, 2016  
Clinton, New York

The regular meeting of the Village Board of Trustees was held on Monday, March 7, 2016 at 7:00 pm in the meeting room of Lombard Memorial Hall, Clinton, New York.

Present were:

John A. Lane	Mayor
John L. Crossley	Trustee
Thomas P. Firsching	Trustee
Carrie B. Evans	Trustee
Amy M. Smith	Trustee
William P. Schmitt	Village Attorney
Robert D. Rockwell	Assistant DPW Superintendent
Daniel J. English	Chief of Police
James J. Cunningham	Operator WWTP

Also present were: Jeffrey Landry, Hamilton College; Mike Jaquays; The Waterville Times and others.

Mayor Lane opened the meeting with the pledge of allegiance.

Mayor Lane requested approval of the February 1, 2016 regular meeting minutes. On the motion of Trustee Crossley, seconded by Trustee Smith and unanimously carried, the minutes were approved.

Mayor Lane requested approval to pay the bills. On the motion of Trustee Crossley, seconded by Trustee Evans and unanimously carried, bills totaling \$78,287.85 were audited and ordered paid. Distribution as follows: General - \$21,811.32; Water - \$10,040.57; Sewer - \$46,435.96.

Mayor Lane provided the Finance Committee Report.

Village of Clinton, NY

Finance Committee Minutes

March 3, 2016

In attendance: Mayor John Lane, Trustee Amy Smith, Village Clerk Treasurer Rozanne D'Acunto

1. **Jan. 2016 Budget Reports, Revenue and Expenditures** – general discussion; reports to be provided to full Board at next meeting.
2. **Bank Reconciliations for Jan. 2016** – are complete and filed; no discrepancies.
3. **Payroll Overtime Report** – figures continue to be down as winter continues to be mild; the Committee recommends Board approval.
4. **Review of Clearing Account** – The Village Clerk stated that the Clearing Account has no current issues.
5. **Review and Approve Balance Sheet 2 (Fund Balance)** – was reviewed.

**6. Other Business:**

- a) Corrective Action Plan which resulted from the 2014 NYS Audit was discussed. The Clerk confirmed that the 2015-2016 Budget Reports will be sent to the state in the 3<sup>rd</sup> quarter as outlined in Recommendation #9, 12/189/14 letter to the Chief Examiner.
- b) Review of Financial Controls was held and it was noted that all invoices continue to be reviewed and authorized by two board members after being prepared/reviewed by Village Clerk and appropriate Dept. Heads. All checks issued by the Clerk's office have dual signatures required.
- c) Motion to increase the Water and Sewer Rates effective with the next billing cycle will be given:
  - a. Water, in the Village, by \$1.00 (4.8% increase)
  - b. Water, outside Village, \$2.00 (4.8% increase)
  - c. Sewer by \$2.00 (5.1% increase)
- d) Upcoming 2016-2017 Budget process was reviewed. A public meeting will be on April 4<sup>th</sup>. The deadline for approval is May 1<sup>st</sup> with a submission to the State due 10 days prior. Department Heads have been asked to submit requests to the Village Clerk in a timely manner. Preliminary figures are being compiled by the Clerk and will be shared with the Village Board at March 7<sup>th</sup> meeting.
- e) NYS Constitutional Tax Limit Increase: the Village Clerk will be attending an upcoming Webinar. Discussion was had that only the General Fund is restricted by the State Tax Cap. The Water Fund and the Sewer Funds are not restricted.

Respectfully submitted,

Mayor John Lane, Trustee Amy Smith, Village Clerk Rozanne D'Acunto

Mayor Lane requested a motion to accept the Finance Committee Minutes. On the motion of Trustee Crossley, seconded by Trustee Firsching and unanimously carried, the Financial Committee minutes were approved.

Assistant Superintendent Rockwell provided February's DPW Report which included trips to the Oneida Herkimer Solid Waste Center, green waste collected, fuel usage, utility costs, equipment maintenance, sign maintenance, general maintenance, park maintenance, road maintenance, sewer maintenance, storm water maintenance, dig-safely locations, sidewalk maintenance and tree maintenance.

Assistant Superintendent Rockwell provided the Water Report which included the total amount of water pumped in the month of February which was 15,229,600 gallons, utility costs, meter replacement, water pipe repairs, chlorine, fluoride and fire hydrants and water wells updates.

Fire Chief Huther was attending OSHA (Occupational Safety and Health Administration) training so was not in attendance. Trustee Crossley handed out February's Fire Report which included the total number of calls which was 71. Medical-38; Fire-33; Mutual Aid to Westmoreland.

Police Chief English provided the police report for February with a total of 194 calls. He discussed the new officers that have been hired by the KPD.

Operator Cunningham provided the WWTP Report for the month of February. The plant processed 56 million gallons of wastewater and sent 60 cubic yards of biosolids to the landfill. All EPA and DEC permit requirements were achieved. Operator Cunningham discussed the problems that occurred on February 14, 2016 due to sub-zero weather. Also, he updated the Board on the improvements that were made this month. He discussed the WWTP Project that went out to bid. So far nine contractors have picked up plans. There will be a pre-bid meeting on March 9, 2016 at 10:00a.m. On March 23, 2016 bids will be opened at 11:00a.m. in the Village Office.

Along with his report he attached NYSDEC (NYS Department of Energy Conservation) inspection report which is below.

## NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Region 6  
207 Genesee Street, Utica, NY 13501-2885  
P: (315) 793-2554 | F: (315) 793-2748  
www.dec.ny.gov

March 2, 2016

The Honorable John A. Lane and Village Board  
Village of Clinton  
PO Box 242  
Clinton, NY 13323

**Re: Clinton WWTP  
SPDES Permit No. NY0021385  
Clinton (V), Oneida County**

Dear Mayor Lane and Village Board:

On February 23, 2016, New York State Department of Environmental Conservation (DEC) conducted an announced inspection of the Village of Clinton Wastewater Treatment Plant (WWTP). The purpose of the inspection was to determine compliance with the facility's State Pollutant Discharge Elimination System (SPDES) Permit.

I would like to thank James Cunningham (Chief Operator) for accompanying me on the inspection and answering our wastewater operating- and maintenance-related questions.

In addition, we had a discussion concerning the proposed WWTP's ultra-violet (UV) and dissolved oxygen construction projects and the timeline for going out to bid for this project, which looks like April 2016.

The schedule of compliance in the SPDES Permit requires the construction and operation of disinfection (UV) and dissolved oxygen treatment facilities to be completed no later than on **September 1, 2018**.

Monitoring only (May 1 to October 31) for dissolved oxygen (once per week) and effluent limit of 0.1 mg/l total residual chlorine (TRC) is required until August 31, 2018, as noted in the schedule compliance on page 7 of 11 of the permit (copy attached).

Results of the inspection indicate that the Village of Clinton WWTP was compliant with the conditions and requirements of its SPDES Permit. The WWTP was well maintained, and the plant was producing a good quality effluent at the time of my inspection.

James Cunningham has developed a long-term assessment management capital plan for proposed capital improvements at the WWTP. The management system moves from a passive "fix-it-when-it breaks" posture to an active program of preventive maintenance. DEC fully supports and strongly encourages the community's effort on this matter.



Department of  
Environmental  
Conservation

In regard to the capital projects, the WWTP has recently completed the boiler upgrade project located in the basement of the main control building (ex: asbestos removal, elevation of the equipment and control panel, etc.).

In other business, we discussed results of the sewer inspections, pipe cleaning, and closed circuit television (CCTV) program. It appears that the Timothy P. O'Hara, P.E., Investigation was quite helpful in pinpointing some problems located in the sanitary sewer collection system.

The Clinton Sewer Service Area (CSSA) includes three members and services the village of Clinton and a portion of the town of Kirkland and the Hamilton College Area via (inter-municipal) a service agreement for the operation and maintenance of the wastewater facilities. This CSSA service agreement was signed on October 8, 1975.

It is my understanding that the CSSA Board (members) has recently enacted a new (updated) CSSA service agreement.

This office has still not received a copy of the new CSSA service agreement. Has the CSSA service agreement been enacted? If so, a copy must be submitted to our office by April 1, 2016.

Highlights of the WWTP inspection include:

1. A review of the monthly reports for the last 12 months indicates that the WWTP has been in compliance with its SPDES Permit effluent limits for the entire period.
2. Monitoring records were reviewed, and the following observations were made.
  - a. Daily SPDES analysis is performed at the WWTP while monthly BOD<sub>5</sub> Ammonia and Total Suspended Solids are done at a commercial (CES) laboratory.
  - b. Records were well organized and readily available at the time of inspection.
  - c. Chain of custody records were employed.
  - d. Calibration records for pH meter and other equipment must be readily available and provided to DEC upon request.
3. It was noted that Whole Effluent Toxicity (WET) Effluent Testing is being performed as required by your permit.
4. It was noted that a short-term effluent monitoring program (3 months) for copper and lead is being performed as required by your permit. Sampling shall be once per week and must be submitted by March 1, 2016. Sample type shall be grab. The permittee shall use the most sensitive approved EPA analytical method as promulgated under 40CFR Part 136 for the parameters listed. The permittee shall submit a summary of the results of the analyses to the addresses listed above and shall include daily flow data.
5. The WWTP's staff maintains a good process control testing program, which can help ensure a good quality effluent.




6. The biological process was experiencing some sludge settleability problems as a result of filamentous organisms. To help control the filaments, the staff were spraying a chlorine solution on the surface foam at the aeration tank.
7. Housekeeping at the WWTP was considered to be good.
8. The wastewater staffs continue to do a good job operating the WWTP.
9. The WWTP's staff currently operates the sludge (dewatering) belt press 1 to 2 days per week, about 6 hours per day during the winter season.
10. The flow meter at Outfall 001 is being checked to ensure accurate flow measurements as required by the permit.
11. Also, no noticeable sewage odors were observed at WWTP during the inspection.
12. All major wastewater treatment units were in operation at the time of the inspection except for anaerobic digesters (out of service).
13. It is my understanding that the village is also looking into possible grant funding for the rehabilitation of the existing anaerobic digesters.

Attached is a copy of the inspection report that was filled out as part of the inspection. The report should be self-explanatory.

In summary, James Cunningham and staff appear to be doing a good job of operating the WWTP.

Your cooperation in helping to protect New York's water is greatly appreciated. If you have any questions regarding this letter, please feel free to contact me at (315) 793-2741.

Sincerely,

  
David E. Marcisofsky  
Environmental Program Specialist  
Division of Water  
Region 6, Utica

kt

attachments

cc w/attach.: James Cunningham

ec w/o attach.: Tara Blum, P.E., Regional Water Engineer – DEC Watertown

file: SPDES Municipal - Clinton WWTP – NY0021385

Operator Cunningham received the William D. Hatfield Award for his Wastewater Facility Operations which is below.

## **WASTEWATER FACILITY OPERATIONS**

### **William D. Hatfield Award**

The purpose of the William D. Hatfield Award is to recognize operators of water pollution control plants who are doing an outstanding job in performance of their duties, as well as operators demonstrating distinguished professionalism. It is awarded annually to a member of the NYWEA.

Water Environment Federation Awards

### **2015 Recipient**

**James Cunningham**



**Jim Cunningham** is President of New Water Technologies, Inc. Jim's corporation specializes in the management of water and wastewater utilities for municipal and industrial clients in New York State, as well as providing systems performance evaluations throughout the United States, Europe, South America and the Middle East. Jim is a US Air Force water purification veteran, he holds a BS degree in Environmental Science, and is a former adjunct professor at SUNY Morrisville-Water and Wastewater programs. He provides training for the US Government commerce department in Washington DC. Jim has been featured in the NYS Conservationist magazine (Essential Conservationist Jan. 1983) and has published numerous articles for the New York Water Environment Association. He is author and co-author of several books including Diet for Small Lakes written in conjunction with the NYSDEC. Jim is a former Chair of the Central Chapter of NYWEA, Past President of the New York State Federation of Lake Associations, and current President of the Madison County Federation of Lake Associations. Jim has been awarded by the USEPA for outstanding wastewater facility management, received the Uhl T. Mann award for outstanding wastewater facility management, and is the recipient of the Linn Enslow award. Jim currently serves on NYWEA's Member Education Committee and the Operator Certification Governance Council.

Codes Officer Schreppel was attending OSHA (Occupational Safety and Health Administration) training so was not in attendance.

Mayor Lane addressed Chairman Sweetland who provided the CHPC report which included new business, old business and administrative business. She distributed the CHPC Report for their March 3, 2016 meeting. Chairman Sweetland discussed that Tatyana Knight will take the place of Commissioner Scofield due to her resignation. Mayor Lane requested a motion to appoint Tatyana Knight to fill in for the rest of Commissioner Scofield's term. On the motion of Trustee Crossley, seconded by Trustee Firsching and unanimously carried, the appointment was approved. There is now an alternate commissioner's position which needs to be filled. This is tabled until the next meeting in April. Chairman Sweetland announced the CHPC processed 501 applications since 1991.

Mayor Lane addressed Historian Richard Williams. Historian Williams distributed a list that he prepared of 35 Historical Markers in the Town of Kirkland. He did say Clinton is 229 years old. He discussed the markers and the maintenance that is required. The County and State use to maintain their markers but had stopped. The Kirkland Highway Department has maintained a few over the years. He talked about a sign that went in front of the Kirkland Art Center a couple years ago. This Spring the Kirkland Arena will have a plaque placed on the front of the building. In 2010 the arena was put on the National Register List.

Mayor Lane discussed the Mercy Flight Central that he would like to give money to in exchange for providing service to the Village of Clinton residents. Attorney Schmitt will talk to Fire Chief Huther regarding this matter and get back to the Board.

Mayor Lane requested a motion to have the Annual Meeting on April 4, 2016. On the motion of Trustee Firsching, seconded by Trustee Evans and unanimously carried, the motion was approved.

Mayor Lane requested a resolution to have a public hearing for the 2016-2017 budgets on April 4, 2016 at 7:00pm. On the motion of Trustee Firsching, seconded by Trustee Crossley and unanimously carried, the resolution was approved.

Mayor Lane requested a resolution to have a public hearing for the tax levy limit on April 4, 2016 at 7:00pm. On the motion of Trustee Firsching, seconded by Trustee Crossley and unanimously carried, the resolution was approved.

Mayor Lane requested a resolution to extend Scully Refuse Contract for another year 6/1/16-5/31/17; \$118,780. On the motion of Trustee Evans, seconded by Trustee Firsching and unanimously carried, the resolution was approved.

Mayor Lane requested a resolution to adopt the Standard Work Day and Reporting Resolution for the Clerk/Treasurer and Deputy Clerk/Treasurer for NYS Retirement. On the motion of Trustee Crossley, seconded by Trustee Firsching and unanimously carried, the resolution was approved.

Mayor Lane and the Board discussed the water and sewer rate increase. The rate increase will be applied to the water and sewer bills on April 1, 2016.

Mayor Lane requested a motion to increase the water rates by \$1.00 in the Village and \$2.00 outside the Village. Sewer rates would increase both inside and outside the Village by \$2.00. The sewer flat rate would increase from \$218 - \$230 (every six months). On the motion of Trustee Firsching, seconded by Trustee Evans and unanimously carried, the motion was approved.



Water rates will be for every 1000 cu.ft. used:

Inside - \$21.75

Outside- \$43.50

Sewer charges are based on water usage:

Inside and outside - \$41.25

Flat sewer rate – from \$218 - \$230 (every six months)

Mayor Lane discussed the 2016-2017 budgets and requested that the departments get their budgets into the Clerk within a couple weeks.

The Board discussed financing for water and sewer infrastructure repairs.

Mayor Lane requested an approval to transfer \$10,986 from WWTP reserve account 4661 to sewer checking 4367 for February's Invoice #151, Timothy P. O'Hara, P.E., PLLC.- WWTP Improvements. On the motion of Trustee Firsching, seconded by Trustee Evans and unanimously carried, it was approved.

Mayor Lane requested a motion to adjourn the meeting. On the motion of Trustee Firsching, seconded by Trustee Evans and unanimously carried, the meeting was adjourned at 7:50pm.

Village Clerk