

**PPII and CMOM Working Groups Meeting  
Oneida County Sewer District  
September 24, 2014**

**I. Plan Review Procedures Matrix**

Working Group members were presented with a matrix that describes the sequence for review and approval of lateral and sewer extensions. This matrix will be a component of the Plan Review Procedures developed in 2013 with input from Working Group members. The Plan Review Procedures document outlines the minimal levels of review and inspection for new lateral and extension connections. (Please see Figure 1 for a copy of this document.) Working Group members have been asked to provide feedback by October 16 so that a final version may be presented at the next meeting.

**II. Standard Operating Guidelines**

Five additional draft Standard Operating Guidelines (SOGs) were presented to the Working Groups. Working Group members have been asked to provide feedback regarding the following draft SOGs by October 16 so that a final version may be presented at the next meeting.

- Confined Space Entry: This SOG will provide a template for confined space entry procedures. However, due to varying circumstances, the detailed procedures for handling confined space entry must come from each individual municipality. The town of Marcy shared a copy of their confined space form. It was requested that a general boilerplate form be included with the SOG as an attachment.
- Manhole Inspections
- Manhole Maintenance and Repair
- Pump Station Checks/Inspection
- Traffic Safety

**III. FOG Materials**

Working Group members were presented with draft resident and foodservice establishment (FSE) FOG program introduction letters. It is expected that the resident letter would be provided to municipalities for customization and mailing. Further, the OCSD would be responsible for sending the letter to FSEs. Both letters would include educational materials, such as a brochure, poster, etc.

Working Group members were also reminded to provide a comprehensive list of restaurants, including business name, address, and owner/operator contact information.

It was requested that feedback be provided by October 16 so that a final version may be presented at the next meeting.

#### **IV. PPII Materials**

PPII educational door tags were provided to one representative from each municipality in attendance. Working Group members were also asked to provide any additional feedback on a template letter that could be used to inform residents of Operation Ripple Effect and subsequent voluntary surveys. (Please see Figure 2 for a copy of the final letter.)

#### **V. PPII Voluntary Surveys**

Voluntary surveys, or inspections, are a critical component of identifying the magnitude of the PPII problem. Initial materials were provided to the towns of Marcy, New Hartford, and Paris. These materials included:

- a. Resident information, including owner's name and tax ID
- b. Corresponding map of the area, including owner's name and tax ID
- c. Spreadsheet for data collection
- d. Explanations of each of the ten questions to be asked during inspections

The door tags provided should be used to leave behind if no one is home at the survey time. Brochures are also available to distribute during this process. Additionally, Working Group members were asked to provide feedback on the efficacy of public education materials, as well as express the need for new materials that might prove helpful.

Finally, Working Group members were encouraged to contact engineering team member Brian Whittaker, O'Brien & Gere, for training or assistance.

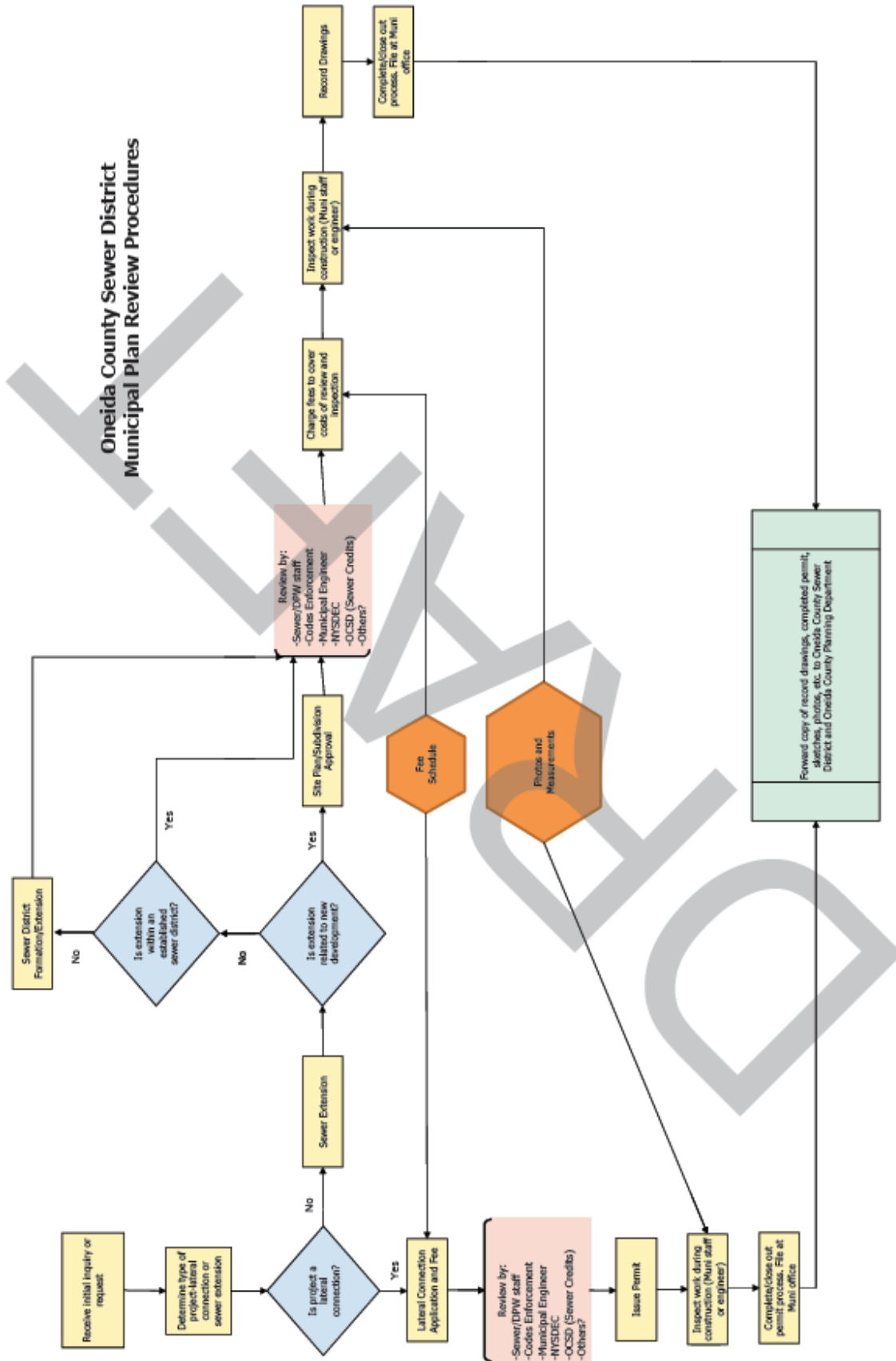
#### **VI. Task Assignment**

- a. Working Group members should distribute provided PPII materials to residents.
- b. Feedback on the following items has been requested by October 16:
  1. Plan Review Procedures Matrix
  2. Standard Operating Guidelines
  3. FOG residential and FSE letters
- c. Complete restaurant inventory, including owner contact information

#### **VII. Next Meetings**

- a. CMOM: October 29 at 10 a.m. at Marcy Town Hall
- b. PPII: October 29 at noon at Marcy Town Hall
- c. Full Steering Committee: December 3 at noon at Marcy Town Hall

Figure 1: Plan Review Procedures Matrix



## Figure 2: PPII Residential Template Letter

<DATE>

Dear Resident,

### **Did you know that you could help reduce sanitary sewer overflows into the Mohawk River?**

On an average day, the Oneida County Sewer District's (OCSD) Water Pollution Control Plant has sufficient capacity to treat residential wastewater. But during heavy rainfalls and significant snowmelts, stormwater pushes our system beyond capacity – causing the untreated excess to overflow into the Mohawk River.

The <Town/Village/City> of <MUNICIPALITY NAME>, as a member of the OCSD, is participating in sewer repair and rehabilitation efforts to eliminate these overflows. Together, Oneida County, an engineering team, and OCSD member municipalities have developed a plan to eliminate overflows through a combination of sanitary sewer repairs, pumping/treatment capacity upgrades, and private property infiltration/inflow removal. Success is critical. If overflows are not eliminated, Oneida County and its ratepayers face steep economic development and environmental consequences.

The <Town/Village/City> of <MUNICIPALITY NAME> will be conducting home surveys that will help to develop projects that alleviate issues caused by excess stormwater. The home survey is anticipated to take no more than 15 minutes, and is only for the purpose of identifying where sump pumps and roof leaders are located and where they discharge. **Please note that the purpose of this survey is to help define the problem and design a fix.**

<MUNICIPALITY> officials will be in your neighborhood on:

- <DATE and TIME #1>
- <DATE and TIME #2>

If you have questions, please contact <NAME AND PHONE>.

We appreciate your cooperation in this important project and look forward to seeing you.

Sincerely,

<NAME>, <TITLE>  
<MUNICIPALITY>  
<ADDRESS>  
<PHONE>  
<EMAIL>