



## **Town of Cortland**

### **Board of Trustees Town Board Meeting**

Cortland Fire Department, 30 W North Ave. Cortland, IL 60112

January 08, 2024 at 7:00 PM

#### **AGENDA**

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**CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**

**APPROVAL OF AGENDA**

**PUBLIC WISHING TO SPEAK**

**NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION**

1. Consideration of an Ordinance Granting a Zoning Map Amendment for Property Located at 45 W. Chestnut Ave, Cortland Illinois. (*This ordinance, if passed, would grant an amendment to the zoning map from applicant Brian Blazyk from R-1 Single Family Residence with Special Use to C-1 Limited Retail Business for Parcel 09-29-130-008 at 45 W Chestnut Ave.*)
2. Consideration of a motion to approve a quote from SciCorp Biologic for the purchase of Biological SR2 Treatment Additive Solution not to exceed \$27,000.00 (*for biological treatment to mitigate phosphorus at the Sewer Treatment Plant*)
3. Consideration of a motion to approve a Resolution Authorizing the Destruction of Audio Recording of Closed Session Minutes (*This would approve the destruction of May 09, 2022, audio tape*)

**PARKS ADVISORY COMMITTEE REPORT**

**COMMENTS**

**DEPARTMENT HEAD REPORTS**

**MAYOR'S REPORT**

**ADJOURNMENT**

**TOWN OF CORTLAND  
DEKALB COUNTY, ILLINOIS**

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ORDINANCE NO. 2024-XX

AN ORDINANCE GRANTING A ZONING MAP AMENDMENT FOR PROPERTY  
LOCATED AT 45 W. CHESTNUT AVENUE, CORTLAND, ILLINOIS

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**ADOPTED BY THE  
MAYOR AND BOARD OF TRUSTEES  
OF THE TOWN OF CORTLAND**

**This \_\_\_\_ day of January 2024**

**Effective date:**

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Published in pamphlet form by authority of the Mayor and Board of Trustees of the Town of  
Cortland, DeKalb County, Illinois this \_\_\_\_ day of January 2024.

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## ORDINANCE NO. 2024-XX

### AN ORDINANCE GRANTING A ZONING MAP AMENDMENT FOR PROPERTY LOCATED AT 45 W. CHESTNUT AVENUE, CORTLAND, ILLINOIS

**WHEREAS**, a hearing before the Planning Commission was requested by Brian Blazyk, owner of 45 W. Chestnut Avenue located in the Town of Cortland, seeking to rezone the property to “C-1” Limited Retail Business; said property being legally described as follows:

LOTS 9, 10, 11 AND 12 IN BLOCK 5 TOGETHER WITH THE SOUTH HALF OF THE VACATED ALLEY LYING NORTHERLY OF THE ABOVE-DESCRIBED PROPERTY, ALL IN THE ORIGINAL TOWN OF CORTLAND ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK “A” OF PLATS, PAGE 6 ON JANUARY 22, 1855, IN DEKALB COUNTY, ILLINOIS.

PIN: 09-29-130-008

**WHEREAS**, the application of the Applicant for such **zoning map amendment** was made in accordance with the provisions of the Cortland Town Code; and

**WHEREAS**, pursuant to the required published notice and proper notification by the Applicant of adjacent property owners, the Planning Commission held a public hearing on December 7, 2023; and

**WHEREAS**, the Planning Commission has recommended approval of the rezoning (zoning map amendment) for the parcel to “C-1” Limited Retail Business by a 4-2-0 vote; and

**WHEREAS**, the Town of Cortland Board of Trustees, after examining said application and recommendation, along with the Advisory Report in accordance with Section 9-9-2. B of the Town Code, has determined that all requirements for the zoning map amendment have been met; and

**WHEREAS**, the corporate authorities of the Town of Cortland are authorized by the Illinois Municipal Code, 65 ILCS 5/11-13-5, to vary the application of zoning regulations relating to the use, construction, or alteration of buildings or structures or use of land within the Town; and

**NOW THEREFORE, BE IT ORDAINED** by the Corporate Authorities of the Town of Cortland, DeKalb County, Illinois as follows:

**SECTION 1:** That the **zoning map amendment** is hereby approved, and the property described above shall henceforth be zoned C-1 Limited Retail Business and shall be so depicted on the Town’s official zoning map. Further, that the Findings of Fact and Recommendation of the Cortland Planning Commission dated December 19, 2023, is attached hereto, and incorporated herein as Exhibit “A.”

**SECTION 2:** That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THIS BOARD OF TRUSTEES** of the Town of Cortland, Illinois, at a regular meeting thereof held on the \_\_\_\_\_ day of January 2024 and approved by me as Mayor on the same day.

AYE:

NAY:

ABSENT:

\_\_\_\_\_  
Mark Pietrowski, Mayor

**ATTEST:**

\_\_\_\_\_  
Cheryl Aldis, Town Clerk

## Findings of Fact

### **a. Existing use(s) and zoning of the property in question.**

The subject property is improved with a one-story frame structure and asphalt parking lot. The current use of the structure is not confirmed. A Change of Use or Certificate of Occupancy has not been requested by the owner since the transfer of the property from the Methodist Church to Transcend Properties.

The subject property is zoned R-1, Single Family Residence with Special Use Permit.

### **b. Existing use(s) and zoning of other lots in the vicinity of the property in question.**

Except for a vacant lot owned by the petitioner to the northwest of the subject property, all adjacent land uses are single family residences located within an established neighborhood.

All adjacent properties including across road right of way are zoned R-1 Single Family Residence.

### **c. Suitability of the property in question for uses already permitted under existing regulations.**

Developing the property for residential use is appropriate as the Subject Property is in an established neighborhood adjacent to roadways and has access to existing utilities.

### **d. Suitability of the property in question for the proposed use.**

The applicant intends to use the existing structure for a commercial use. Developing the property for commercial use is appropriate as the site has existing adjacent roadways and utilities.

### **e. The trend of development in the vicinity of the property in question, including changes (if any) which may have occurred since the property was initially zoned or last rezoned.**

The Subject Property has been zoned R-1 since town records were kept. There have been no recent changes in zoning to the subject property. The use of the property has been for religious purposes since the construction of the building. The trend of development would be a continuation of the current zoning.

### **f. The effect the proposed amendment would have on implementation of this Municipality's Comprehensive Plan.**

The proposed amendment would have an impact on the Town's ability to implement the Comprehensive Plan.

**FINDINGS OF FACT AND RECOMMENDATION  
TO THE TOWN OF CORTLAND BOARD OF TRUSTEES  
PC 23-01**

**To:** Cortland Board of Trustees  
**From:** Cortland Planning Commission  
**Date:** December 19, 2023  
**Subject:** Request to Rezone Property from R-1 Single Family Residence with a Special Use Permit to C-1 Limited Retail Business – 45 West Chestnut Avenue, Cortland, IL 60112  
**Applicant/** Brian Blazyk/Transcend Properties  
**Owner:** 1715 W Cortland Ct, Suite 3  
Addison, IL 60101

The Cortland Planning Commission conducted a Public Hearing on December 7, 2023, at 7:00 p.m. at the Cortland Town Hall, 59 S Somonauk Road, Cortland, Illinois. The purpose of the Public Hearing involved consideration of the request by Brian Blazyk as applicant and owner. The applicant has filed with the Town of Cortland a request for a map amendment of district boundaries in accordance with Title 9, Chapter 3 of the Cortland Town Code regarding his property at 45 West Chestnut Avenue, Cortland Illinois, PIN 09-29-130-008. The applicant is requesting rezoning of the subject property from R-1 Single Family Residence with a Special Use Permit to C-1 Limited Retail Business.

Public notice was given through publication in the Daily Chronicle.

The Planning Commission reviewed and considered the material and information presented at the public hearing. The Findings of Fact were read into the record by Chair Hedrick. A motion was made and seconded to accept the Findings of Fact. The motion passed. A second motion was made and seconded to recommend that the Town Board approve the rezoning from R-1 Single Family Residence with a Special Use Permit to C-1 Limited Retail Business with a request to itemize several factors the Commission would like the Board to consider in the recommendation letter. The items the Commission would like considered are alcoholic use, operating hours, adequate parking, deviation from Comprehensive Plan Future Land Use Map, and impact on adjacent properties. The motion passed.

Respectfully Submitted,



Mark Hedrick, Chairman  
CORTLAND PLANNING COMMISSION

## ADVISORY REPORT

**TO:** Planning Commissioners

**FROM:** Brandy Williams, Engineer and Zoning Administrator

**DATE:** December 4, 2023

**SUBJECT:** PC 23-01: Request to Rezone Property from R-1 Single Family Residence with a Special Use Permit to C-1 Limited Retail Business – 45 West Chestnut Avenue, Cortland IL 60112  
Public Hearing scheduled for December 7, 2023, 7:00 PM

**APPLICANT/** Brian Blazyk  
**OWNER:** Transcend Properties  
1715 West Cortland Court, Suite 3  
Addison, IL 60101

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### PROPOSAL

The applicant has filed with the Town of Cortland a request for a map amendment of district boundaries in accordance with Title 9, Chapter 3 of the Cortland Town Code regarding his property at 45 West Chestnut Avenue, Cortland Illinois, PIN 09-29-130-008. The applicant is requesting rezoning of the subject property from R-1 with a Special Use Permit to C-1 Limited Retail Business. The petitioner's application is attached as Exhibit A.

### LOCATION AND DESCRIPTION

The subject property is located at 45 West Chestnut Avenue, at the northwest corner of West Chestnut Avenue and South Ottawa Street. This property includes Lots 9, 10, 11, and 12 together with the south half of the vacated alley lying northerly of the above-described property all in Block 5 in the Original Village of Cortland, platted in 1855. The total area is 15,246 sq ft. The subject property is improved with a one-story frame structure and asphalt parking lot. The current use of the structure is not confirmed. A Change of Use or Certificate of Occupancy has not been requested by the owner since the transfer of the property from the Methodist Church to Transcend Properties.

Existing and Surrounding Zoning: The subject property is zoned R-1, Single Family Residence with Special Use Permit. All adjacent properties including across road right of way are zoned R-1 Single Family Residence. An excerpt of the zoning map has been included as Exhibit B.

The 2022 Official Zoning Map can be found on the Town of Cortland website and at:

[https://www.cortlandil.org/vertical/sites/%7B869DC155-25BA-43FB-B05D-BD63FEA0657C%7D/uploads/Cortland\\_Zoning\\_Map\\_2022.pdf](https://www.cortlandil.org/vertical/sites/%7B869DC155-25BA-43FB-B05D-BD63FEA0657C%7D/uploads/Cortland_Zoning_Map_2022.pdf)

Existing and Surrounding Land Uses: With the exception of a vacant lot owned by the petitioner to the northwest of the subject property, all adjacent land uses are single family residences located within an established neighborhood.

#### BACKGROUND

The basis of the subject property was created in 1855 via platting in the Original Village of Cortland. The subject property was recently modified when the petitioner joined two parcels to create the boundary as it exists today.

Until June 2022, the structure was used as a church. Religious institutions are a permitted use in R-1 Single Family Residence districts per Cortland Zoning Code. In 2007, the Cortland United Methodist Church received a Special Use Permit to establish and operate a carillon on the property.

Due to the age of the structure, records are limited. From all indications received, the structure has been used as a church since its construction which roughly coincides with the founding of the Original Village of Cortland. Prior to the town's re-addressing system, the address of this property was 4409 Chestnut Street.

Staff has not located any variances that were granted for this property.

#### COMPREHENSIVE PLAN

The Town adopted a Comprehensive Plan in September 2023, which guides development throughout the community. The Future Land Use Map associated with this document depicts this property as Public Institutional uses.

The site was constructed and operating as a church prior to the development of the adjacent neighborhood. The Town's Comprehensive Plan was created after this property was developed. The proposed rezoning does not coincide with the Comprehensive Plan. Staff views granting rezoning as a deviation from the vision plan.

Note: An excerpt of the Comprehensive Plan is attached as Exhibit C. The full Comprehensive Plan can be found on the Town of Cortland's website and at:

[https://www.cortlandil.org/vertical/sites/%7B869DC155-25BA-43FB-B05D-BD63FEA0657C%7D/uploads/Cortland\\_2023\\_Comprehensive\\_Plan\\_v05\\_Final.pdf](https://www.cortlandil.org/vertical/sites/%7B869DC155-25BA-43FB-B05D-BD63FEA0657C%7D/uploads/Cortland_2023_Comprehensive_Plan_v05_Final.pdf)

#### STANDARDS UPON WHICH REVIEW SHOULD BE TAKEN

Section 9-9-2 of the Town's Zoning Code addresses the Planning Commission's role in evaluating amendments to the Code, including Map Amendments. Subsection B4 states that the Commission is to provide the Town Board with a written report, that includes your recommendation, and reasons therefore including the findings of fact used to make your recommendation. A copy of the standards to be used and some examples of how the Findings of Fact may be crafted are included in Exhibit D. Please keep in mind that these examples are suggestions only and are based upon information available at this time. Additional information may be presented during the hearing process which may impact how these points are addressed.

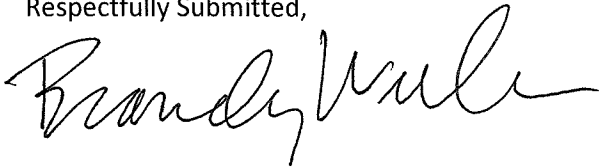


PLANNING COMMISSION ACTIONS

Open the Public Hearing and accept any and all testimony related to the proposal. Once all testimony has been presented the Commission may close the hearing. After closing the hearing, the Commission may discuss the merits of the presented information, establish the Findings of Fact upon which decisions may be made and render a recommendation to the Town Board.

As this is a request to rezone property, the Planning Commission may recommend to either approve or deny the request (no conditions may be imposed upon the rezoning). It is important to note that any motion must be made as a positive statement. (I.E., “I make a motion to approve the request to rezone the 15,246 sq ft Transcend Properties property known as Lots 9, 10, 11, and 12 and adjacent half of vacated alley in Block 5 of the Original Village of Cortland from its present classification of R-1 with Special Use Permit to C-1.”)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Brandy Williams', with a stylized, cursive script.

Brandy Williams  
Engineer and Zoning Administrator

Exhibit A – Application for Rezoning Petition  
Exhibit B – Town of Cortland 2022 Official Zoning Map (Excerpt)  
Exhibit C – Town of Cortland Comprehensive Map (Excerpt)  
Exhibit D – Findings of Facts Example



Date Filed: 11-1-23

Job Number: J23-3

PC Number:

## Submittal requirements for a Zoning Map Amendment

Name of Applicant: Brian Blazyk of Transcend Properties  
 Name of Project: 45 W Chestnut

Submittal Date: 10/31/2023

### Applicant

1. Completed Land Development Application, including ..... ☐
  - a. All of Part I of the application is complete, including, but not limited to: ..... ☐
    - i. Applicant/Contact information is provided
    - ii. Trust information, if appropriate, has been provided
    - iii. If Land Owner isn't the applicant, a notarized letter from the property owner granting the applicant permission to pursue the amendment
  - b. All of Part II of the application is complete, including, but not limited to: ..... ☐
    - i. Complete (not short) Legal Description of the property(ies) involved has been provided
    - ii. Parcel Identification Numbers have been provided
    - iii. Total acreage involved in the rezoning
    - iv. Current and proposed zoning has been noted
    - v. Proposed Land Use
    - vi. Identification of which Fire Protection and School District property is located within
  - c. Application has been signed, notarized and dated ..... ☐
2. Completion of financial obligation document provided by the Zoning Administrator ..... ☐
3. Submittal of application fees ..... ☐

### Number of documents to be provided

1 Original – paper

3 Copies - paper

All documents must also be provided in a pdf format

*This document is being provided as a tool to help ensure that your application is complete.  
 No application will be processed unless it is deemed to be complete by the Zoning Administrator.  
 No application will be deemed to be complete until, at a minimum, all the items listed above have been provided.*



Date Filed:	11/1/2023
Job Number:	J23-3
PC Number:	

## LAND DEVELOPMENT APPLICATION

THE UNDERSIGNED RESPECTFULLY PETITIONS THE TOWN OF CORTLAND TO REVIEW AND CONSIDER GRANTING THE FOLLOWING APPROVAL ON THE LAND HEREIN DESCRIBED.

(Check all that apply)

- ☐ Annexation\*
 ☒ Rezoning from R-1 ☒ to C-1 ☒
- ☐ Text Amendment (attached proposed language)
- ☐ Special Use Permit for a:
 ☐ Planned Unit Development
 ☐ Other \_\_\_\_\_
- ☐ Planned Unit Development:
 ☐ Concept Plan
 ☐ Preliminary Development Plan
 ☐ Final Development Plan
- ☐ Subdivision Plat:
 ☐ Preliminary Subdivision Plat
 ☐ Final Subdivision Plat

\* Attach an original copy of the annexation petition to this application

PLEASE PRINT OR TYPE IN BLUE OR BLACK INK

### PART I. APPLICANT INFORMATION

APPLICANT	LAND OWNER (If not the Applicant)	CONTACT PERSON (If not the Applicant)
Name: BRIAN BLAZYK		
Company: TRANSCEND PROPERTIES		
Address: 1715 W CORTLAND CT, STE 3		
ADDISON IL 60101		
E-mail: BBLAZYK1@GMAIL.COM		
Phone: 847-343-8033		

IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY?

☒ YES

☐ NO

(If the Applicant is not the owner of the subject property, a notarized letter from the Owner authorizing the Applicant to file the **Land Development Application** must be attached to this application.)

IS THE APPLICANT AND/OR OWNER A TRUSTEE OR A BENEFICIARY OF A LAND TRUST?

☐ YES

☒ NO

(If the Applicant and/or Owner of the subject property is a Trustee of a land trust or beneficiary(ies) of a land trust, a disclosure statement identifying each beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)



Date Filed:	11/ /2023	Item 1.
PC Number:		

# Cortland Land Development Application

## PART II. PROPERTY INFORMATION

**ADDRESS OF PROPERTY:** 45 W. CHESTNUT AVE, CORTLAND IL 60112  
**PARCEL INDEX NUMBER(S):** 09-29-130-008  
**LEGAL DESCRIPTION:** A FULL LEGAL DESCRIPTION MUST BE ATTACHED TO THIS APPLICATION  
**TOTAL AREA OF SUBJECT PROPERTY(IES) (ACRES):** 0.35  
**IF SUBDIVIDING, NUMBER OF LOTS BEING CREATED:**  
**CURRENT ZONING:** R-1 special use **PROPOSED ZONING:** C-1  
**RECOMMENDED LAND USE:** PUBLIC INSTUTION  
*(Based upon the recommendations of the Cortland Town Plan)*  
**PROPOSED LAND USE:** A UNIQUE PLACE TO GATHER = RESTAURANT/BAR  
**NAME OF PROPOSED DEVELOPMENT:** 45 W CHESTNUT  
**The subject property is located in which FIRE PROTECTION DISTRICT?** Cortland  
**The subject property is located in which SCHOOL DISTRICT?** Cortland - Dekalb  
**Attach relevant checklist(s) and associated information as outlined during the pre-application meeting.** ☒

I, BRIAN BLAZYK, hereby apply for review and approval of this application and represent that the application and requirements thereof and supporting information have been completed in accordance with the Zoning Ordinance and/or Subdivision Ordinance of the Town of Cortland.

Signature of Applicant

Date

State of Illinois

County of DuPage

Signed before me on November 4th, 2023 by Brian Blazyk Applicant

Signature of Notary Public





SOUTH PARCEL:

LOTS 9, 10, 11 AND 12 IN BLOCK 5 TOGETHER WITH THE SOUTH HALF OF THE VACATED ALLEY LYING NORTHERLY OF THE ABOVE DESCRIBED PROPERTY, ALL IN THE ORIGINAL TOWN OF CORTLAND ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK "A" OF PLATS, PAGE 6 ON JANUARY 22, 1855 IN DEKALB COUNTY, ILLINOIS.





# COMPASS

Community Online Map Property And Search Site



Item 1.

**Address and Owner**

Site Address  
45 W CHESTNUT AV CORTLAND

Mailing Address (On Most Recent Tax Bill)  
No address on file

Current Owner  
TRANSCEND PROPERTIES LLC

Parcel Number  
0929130008

**Property Description [Questions](#)**

Acreage  
0

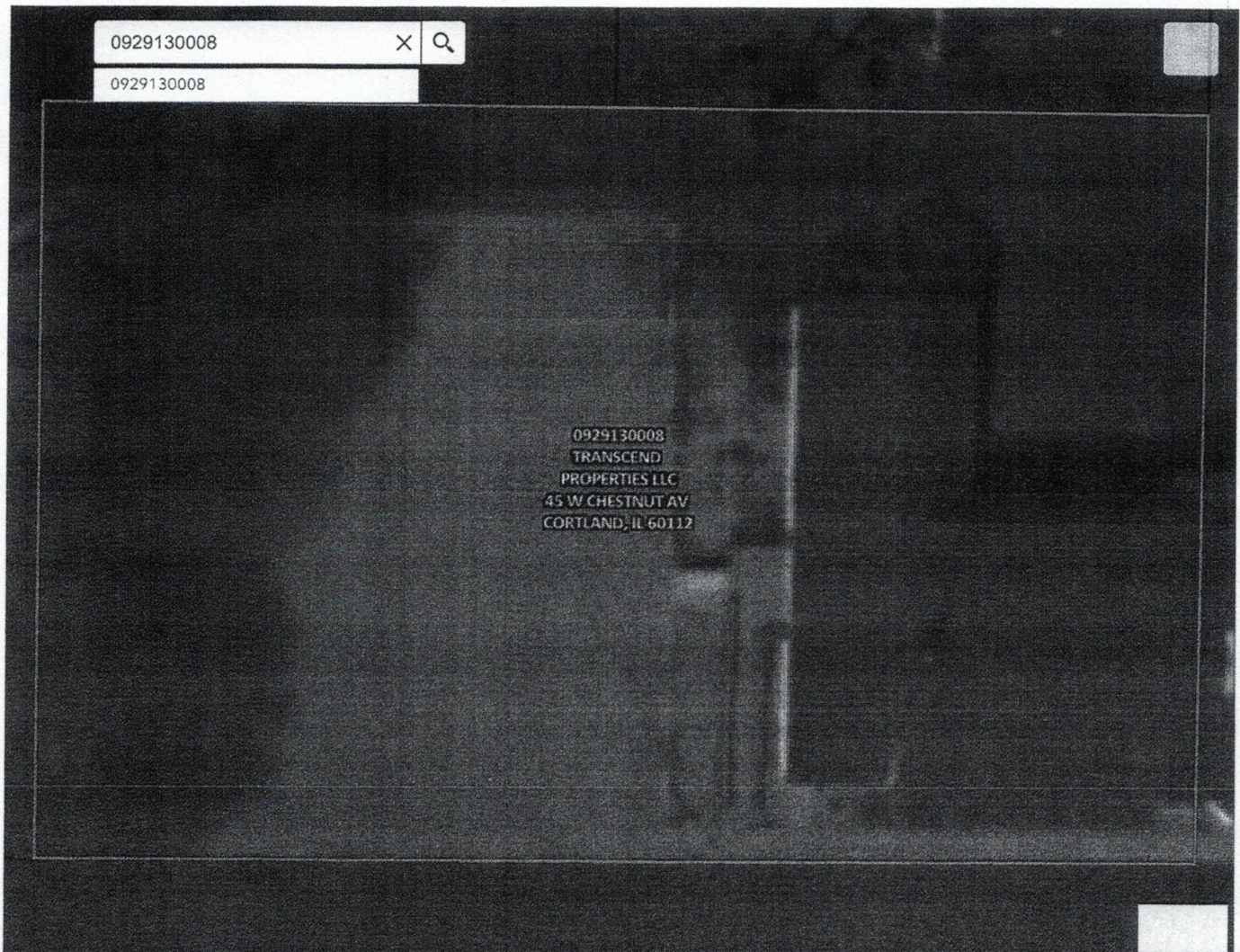
Lot Dimensions  
154 X 99

Brief Property Description  
LOTS 9, 10, 11, 12 & ADJ VAC ALLEY - BLK 5 - CORTLAND (ORINGAL TOWN)

**Land Use Information**

Land Use Description  
-

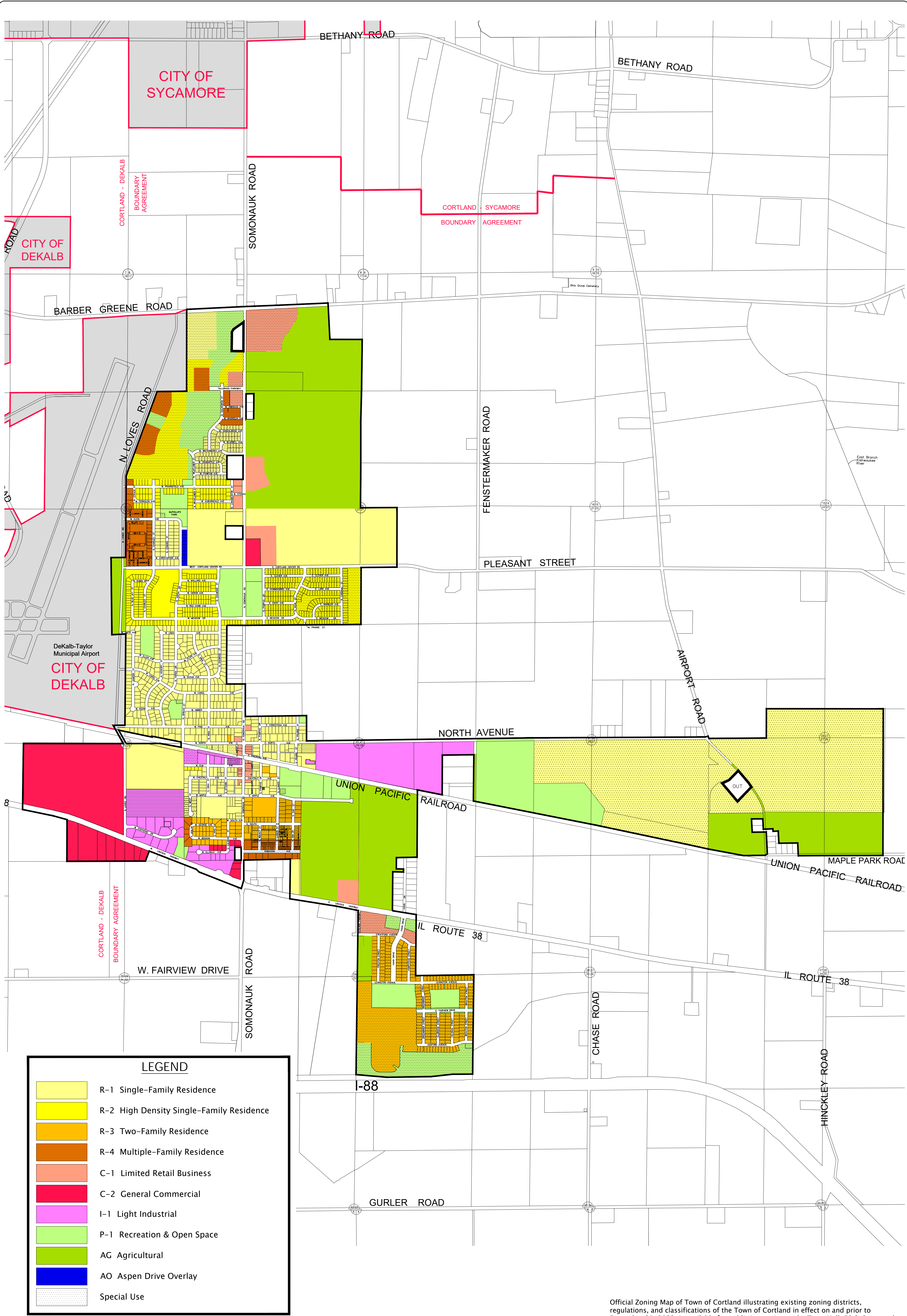
Property Class Description  
0060 Improved Commercial



Aerial: Spring 2019

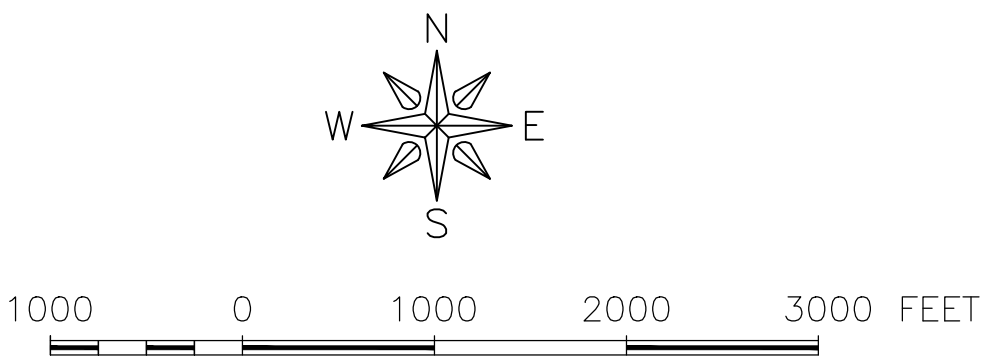
Click on any parcel on the map, then click "More Info" to open a new tab with the map and related property information on the newly selected parcel.

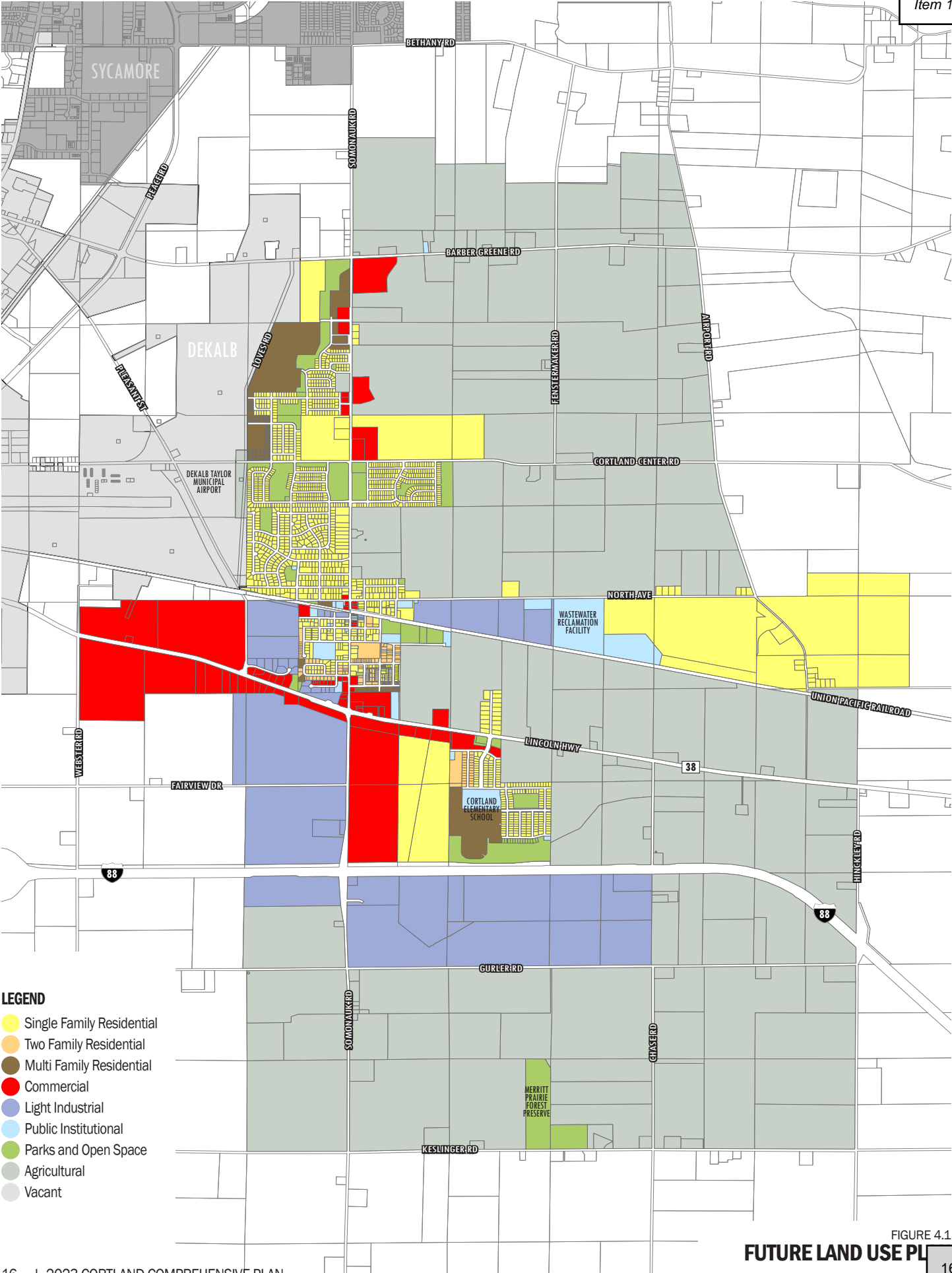




# 2022 Official Zoning Map

## Town Of Cortland, Illinois





- LEGEND**
- Single Family Residential
  - Two Family Residential
  - Multi Family Residential
  - Commercial
  - Light Industrial
  - Public Institutional
  - Parks and Open Space
  - Agricultural
  - Vacant

FIGURE 4.1  
FUTURE LAND USE PL



## **Findings of Fact Standards**

- a. Existing use(s) and zoning of the property in question.**
- b. Existing use(s) and zoning of other lots in the vicinity of the property in question.**
- c. Suitability of the property in question for uses already permitted under existing regulations.**
- d. Suitability of the property in question for the proposed use.**
- e. The trend of development in the vicinity of the property in question, including changes (if any) which may have occurred since the property was initially zoned or last rezoned.**
- f. The effect the proposed amendment would have on implementation of this Municipality's Comprehensive Plan.**



# Town of Cortland

## Agenda Request

Item 2.

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

**ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR**

☒ **RESOLUTION**      ☐ **ORDINANCE**      ☐ **INFORMATION**      ☐ **OTHER**

**DATE PREPARED:** 12-29-2023

**FOR MEETING ON:** 01-08-2024

**DESCRIPTION/TITLE:**

Initiate biological treatment to mitigate phosphorus in the effluent water at the STP.

**REQUIRED ACTION:**

Approve the quotation from SCICORP BIOLOGIC for the purchase of biological treatment additive.

**STAFF/COMMITTEE RECOMMENDATION:**

Approve the quotation from SCICORP BIOLOGIC for \$26,662.00

**STATEMENT OF CONCERN/SUMMARY:**

**AGENDA PLACEMENT:**

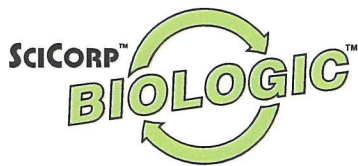
☐ BOARD REVIEW OF PENDING BUSINESS      ☒ NEW BUSINESS      ☐ CONCERNS      ☐ STAFF REPORTS  
☐ COMMITTEE OF THE WHOLE      ☐ PRESIDENT'S REPORT      ☐ CONSENT AGENDA      ☐ UNFINISHED BUSINESS  
☐ PUBLIC HEARING

Prepared by: Joel Summerhill

Approved by:

Date 12-29-2023

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## PRODUCT DATA SHEET

# BIOLOGIC™ SR2

For use in Municipal Wastewater Treatment



Item 2.

### PRODUCT DESCRIPTION

SciCorp BIOLOGIC™ SR2 is a proprietary plant-based blend of organic micronutrients that stimulates specific aerobic, anaerobic, and facultative bacteria species. The product enables the rapid elimination of odors and reduction of biosolids. BIOLOGIC™ SR2 does not contain bacteria or enzymes.

### WASTEWATER APPLICATIONS

For use in in municipal/domestic wastewater treatment applications including Activated Sludge, SBRs, BNRs, RBCs, Trickling Filters, and Aerated/Facultative/Anaerobic Lagoons

### BENEFITS

- Rapidly eliminates odors: reduces formation of H<sub>2</sub>S, ammonia and mercaptans and eliminates complaints from workers and neighbours
- Accelerates the breakdown of biosolids and reduces operating costs related to aeration and sludge handling and disposal by up to 25%
- Reduces fats, oils and grease and scum
- Increases activity rates of bacteria and biological treatment efficiency
- Significantly reduces accumulated organic sediment/sludge in lagoons
- Increased removal efficiency and reduces effluent concentrations for BOD, COD, and P

### APPLICATION PROCEDURE

- Apply product at a continuous rate of between 1- 50 ppm based on wastewater flow at the headworks of the system. Dose rate is based on organic load and needs to be confirmed by a SciCorp engineer. (Product is typically metered into the system using a low flow liquid pump)
- For immediate odor control a shock dose may be recommended for lagoons/holding tanks where the product is diluted in water and sprayed over the surface of the lagoon/tank.

### PACKAGING

Product is sold in 5-gallon (20 L) pails, 55-gallon (210 L) drums or 265-gallon (1000 L) totes

### FEATURES

Non-toxic, environmentally friendly, and safe around people/animals (no special handling required)

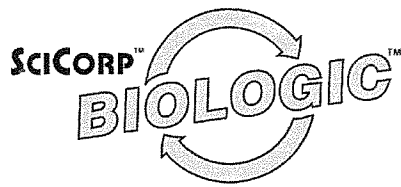


### COMPOSITION

Contains active ingredients consisting of proprietary plant extracts, micro-nutrients, and minerals. Product is UL ECOLOGO® certified. There are no known chronic hazards associated with this product

#### KEY PRODUCT CHARACTERISTICS/PROPERTIES (see SDS for more details)

Physical state:	Liquid (store at temps between 40°F – 120°F)
pH:	3.0 – 4.0
Solubility in water:	99.9% in water
Stability/Shelf Life:	2 Years
Specific Gravity:	1:11 @ 72°F



## **PROPOSAL**

**To:** Town of Cortland Aerated Lagoon

**For:** Odor Control Phosphorus Reduction, Sludge Reduction and Overall Operational Improvement – in 4 Cell Aerated Lagoon Facility

**Date:** October 19, 2023

**From:** SciCorp International Corp.

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This is a proposal from **SciCorp International Corp. (SciCorp)** to provide a solution to reduce odor, if any, reduce phosphorus in effluent, reduce sludge inventory and improve effluent quality.

This proposal recommends the use of a liquid micro-nutrient product (**BIOLOGIC™ SR2**) to significantly reduce odors, reduce biosolids reduce phosphorus and improve performance in all aspects of the lagoon operation. This proposal is based on the information provided in the **Scicorp** questionnaire provided by Joel Summerville.

### **1.0 BIOLOGIC™ SR2**

(**BIOLOGIC™ SR2**) is a product produced by **SciCorp International Corp.** consisting of plant-based organic micronutrients that have been demonstrated to stimulate most types of bacteria. The technology has been used worldwide to eliminate odors in operating plants and improve performance. (**BIOLOGIC™ SR2**) has been effectively applied at WWTPs that



range in size from high capacity municipal and industrial plants to very small, low flow lagoon facilities.

**(BIOLOGIC™ SR2)** has also been demonstrated to significantly reduce generation of hydrogen sulfide and other odor or gases by sulfur reducing bacteria present in sludge and organic waste. The micronutrients create conditions that allow aerobic/anaerobic bacteria to outcompete hydrogen sulfide producers for available carbon. **BIOLOGIC™ SR2** will reduce biosolids generation, and/or inventory energy consumption for aeration if applicable.

The product also facilitates the biological uptake of phosphorus in wastewater treatment.

Further information regarding how **(BIOLOGIC™ SR2)** works to improve wastewater treatment and reduce overall operating costs related to odor control, energy consumption and reduced bio solids generation is available upon request.

## 2.0 WASTEWATER TREATMENT FACILITY CONFIGURATION

### 2.1 General

It is our understanding that the system is configured as follows:

The raw incoming wastewater to the facility is pumped to the aerated lagoon via a lift station. Treatment consists of four cells operated in series with three aerated cells and one storage cell.

### 2.2 Lagoon

- Total lagoon volume – 285,000,000 gallons



## **2.3 Hydraulic Retention Time**

- Total Retention – 300 days

## **2.4 Aeration System**

- One 75 Hp Blower with 195 aerators

## **2.5 Sludge Content**

- Cell 1 - approximately 1 ft

## **3.0 PLANT DATA**

The wastewater data for the plant is summarized as follows:

### **3.1 Influent Quality**

- Average Daily Flow – 300,000 gal /day
- Average BOD – 200 mg/l (assumed)
- Average TSS – 100 mg/l (assumed)
- Temperature – 4/20°C
- Average Phosphorus – 3-5 mg/l

### **3.2 Effluent Discharge**

- Continuous discharge
- Effluent is filtered in disc filter and is disinfected using UV system.



### 3.3 Effluent Quality

- Average BOD – 5 mg/l estimated.
- Average TSS – 5 mg/l estimated.
- Average Phosphorus – 2-3 mg/l
- Discharge phosphorus limit – 1 mg/l

## 4.0 CURRENT TREATMENT CHALLENGES

- Phosphorus removal to achieve regulator's limit.
- Some sludge accumulation in Cell 1 and,
- Occasional higher ammonia levels in effluent

## 5.0 ANTICIPATED BENEFITS

- 5.1 Odor, if any will be significantly reduced from pumping station and treatment cells.
- 5.2 Sludge volume accumulated in Cell 1 and 2 will be significantly reduced over a 6 – 9-month period.
- 5.3 Floating sludge and scum will disappear from Cell 1 and 2
- 5.4 We estimate that phosphorus concentrated in treated effluent will reduce to anticipated level below 1 mg/l
- 5.5 Effluent quality with respect to TSS/BOD/NH<sub>3</sub> will improve.
- 5.6 Odors and grease accumulation in lift station will dissipate.
- 5.7 Variable speed of blower could be reduced by up to 25%.



## 6.0 BIOLOGIC SR2 APPLICATION RATE & METHOD

### 6.1 Daily Dosage in Lift Station

SciCorp recommends a **BIOLOGIC™** SR2 application rate of 2 gal /day. The product can be applied using a small peristaltic pump at the lift station.

### 6.2 Shock Dosage for Phosphorus Removal in Cell 1, 2, 3

- Initial shock dosage – 264 gallons
- Repeat shock dosage of 264 gal every 4-months for Cell 1, 2, 3 during first year, if needed
- Total initial volume of shock dosage – 264 gal

## 7.0 APPLICATION LOCATIONS

SciCorp recommends that the following application protocol be used at the Lagoons:

7.1 100% of daily dosage added at lift station.

7.2 Cell 1,2,3 - Initial shock treatment by surface spray over lagoon surface diluted 1:50.

## 8.0 BIOLOGIC™ SR2 PRICE PROPOSAL

- **Lift Station** Daily Dosage - one tote (264 gal) – 132 days of treatment
- **Shock Dosage** Initial shock treatment – one tote (264 gal)
- Suggested Order -Initial Shock dosage plus 4-month supply for lift station.

Product volume = 2 Totes @ 264 gal = 528 gal





- Cost of initial order 528 gal @ \$49.00 = \$ 25,872.00
- Shipping Cost estimated @ 750.00
- Total Proposal Cost estimated \$ 26,622.00

**SciCorp** provides ongoing value-added services to all our clients through ongoing advice and contact with our wastewater engineers and a support staff.

Please call us at your convenience to discuss next steps with respect to this proposal.

Best Regards,

A handwritten signature in black ink, appearing to read "DZ Maat", with a horizontal line extending to the right.

Derk Z. Maat M.Eng., P.Eng

*Chief Executive Officer*

**SciCorp International Corp.**

[www.SciCorp.net](http://www.SciCorp.net)

**RESOLUTION 2024-XX****A RESOLUTION AUTHORIZING THE DESTRUCTION OF  
AUDIO RECORDING OF CLOSED SESSION MINUTES**

**WHEREAS**, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

**WHEREAS**, this governmental body has complied with that requirement; and

**WHEREAS**, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and
2. Approves the written minutes of the closed meeting; and

**WHEREAS**, for the verbatim record by tape of the meetings set forth in paragraph 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings set forth in paragraph 1; and

**WHEREAS**, this governmental body may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, as follows:

1. Based upon the statements made within the preamble to this resolution, the Board of Trustees of the Town of Cortland hereby orders the destruction of the verbatim record being an audio tape of the following executive session meetings as listed in Exhibit A.
2. This Resolution shall be in full force and effective immediately upon its passage.

**PASSED** by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on January 08, 2024.

Ayes:

Nays:

Absent:

**APPROVED** by the Mayor on the 08<sup>th</sup> day of January 2024.

(SEAL)

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Mark Pietrowski, Mayor

**ATTEST:**

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Cheryl Aldis, Town Clerk

**EXHIBIT A**

**Town of Cortland Board of Trustees Meeting Dates, Closed Session Tapes:**

**May 09, 2022**