

**Clinton Township Sewerage Authority**  
**Meeting Minutes—February 1, 2018**

Chairman Krommenhoek called the meeting to order at 6:32 p.m. Members present were Peter Geiger, Edward Schneider, Michael McCue (via telephone) and Michael Maurer. Also present were C. Gregory Watts, Attorney, Nancy Wohlleb, Engineer, William Colantano, Auditor, Roger Parr, Licensed Operator, Meliss Paulus, Administrator and Council Liaison Brian Mullay. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

**Oath of Office – Edward Schneider**

Mr. Edward Schneider was reappointed to a five-year term by Mayor and Council of Clinton Township. Mr. Watts administered the Oath of Office to Mr. Schneider.

**Minutes**

December 7, 2017 – Open and Closed Sessions

A motion was made by Peter Geiger and seconded by Chairman Krommenhoek to approve the open and closed session minutes of the December 7, 2017 meeting. There being no further discussion, the roll was called.

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

**Rate Hearing**

Chairman Krommenhoek called the CTSA Rate Hearing to order at 6:34 p.m. Let the record show there was no one from the public present. Mr. Colantano presented the 2018 User Rates at \$500.00 per year per equivalent dwelling unit (EDU) based on the 2018 budget adopted by the Authority and approved by the State of New Jersey. The previous user rate of \$480.00 per year has been unchanged for the past four years. The connection fee for 2018 will increase from \$2,743.33 per EDU to \$2,821.58. This is based on the calculation of the total capital cost and debt service accumulated divided by the number of users at the end of the year. A base user fee was previously established to be charged for unused reserved capacity. This was calculated using debt service and capital reserve. This calculates to \$87.80 per EDU. Chairman Krommenhoek moved and Edward Schneider seconded a motion to approve the 2018 user rate at \$500.00 per year for each EDU. There being no further discussion, the roll was called.

**Resolution #1-2018**

Steven Krommenhoek	Yes
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Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Peter Geiger moved and Chairman Krommenhoek seconded a motion to approve the 2018 connection fee at \$2,821.58 per EDU. There being no further discussion, the roll was called.

Resolution #2-2017

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Edward Schneider and Chairman Krommenhoek seconded a motion to approve the 2018 base user fee at \$87.80 per EDU. There being no further discussion, the roll was called.

Resolution #3-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Let the record show Mr. Mark Van Doren entered the meeting at 6:43 p.m. He had no questions or comments regarding the established rates. Mr. Van Doren has interests in the rehabilitation of the County Rd. 641 pump station schedule.

The 2018 rate hearing concluded at 6:44 p.m.

Ms. Guliet Hirsch entered the meeting at 6:45 p.m. Ms. Hirsch is present on behalf of her client, Nagle Creek, requesting capacity.

**Reorganization**

Mr. Krommenhoek noted this is the reorganization meeting for the Authority. Mr. Watts asked for nominations for Chairman.

Peter Geiger nominated Steven Krommenhoek to be elected Chairman of the Board of Directors. Michael Maurer seconded the nomination of Steven Krommenhoek for Chairman. There being no other nominations, the roll was called.

Resolution #4-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Mr. Watts turned the meeting over to Chairman Krommenhoek. The Chairman asked for nominations for Vice-Chairman.

Edward Schneider nominated Peter Geiger to be elected Vice-Chairman of the Board of Directors. Edward Schneider moved and Chairman Krommenhoek seconded this nomination. There being no other nominations, the roll was called.

Resolution #5-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek nominated Katrin Glode-Sethna to be elected Treasurer of the Board of Directors. Michael Maurer seconded this nomination. There being no other nominations, the roll was called.

Resolution #6-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek asked for nominations for Secretary. Chairman Krommenhoek nominated Edward Schneider to be elected Secretary of the Board of Directors. This was seconded by Peter Geiger. There being no other nominations, the roll was called.

Resolution #7-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes

Michael McCue Yes

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. Chairman Krommenhoek moved and Peter Geiger seconded the motion to accept the proposal from Watts, Tice & Skowronek. There being no further discussion, the roll was called.

Resolution #8-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Michael Maurer moved and Peter Geiger seconded a motion to appoint William Colantano of Bedard, Kurowicki & Co., as auditor for the CTSA for 2018. There being no further discussion, the roll was called.

Resolution #9-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Peter Geiger moved and Chairman Krommenhoek seconded a motion to accept the proposal for engineering services as submitted by Mott MacDonald. There being no further discussion, the roll was called.

Resolution #10-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Mr. Doug Borden has been risk manager since 2009. The risk manager is paid directly by the Joint Insurance Fund. Chairman Krommenhoek moved and Peter Geiger seconded a motion to appoint Doug Borden of Borden Perlman as Insurance Risk Manager. There being no further discussion, the roll was called.

Resolution #11-2018

Steven Krommenhoek	Yes
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Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek moved and Peter Geiger seconded a motion to designate The Hunterdon County Democrat, The Courier News and the Hunterdon Review as the official newspapers for the Authority. There being no further discussion, the roll was called.

Resolution #12-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek moved and Michael Maurer seconded the motion to designate Bank of America, Peapack-Gladstone Bank, Unity Bank, Northfield Bank and New Jersey Cash Management as the official depositories for the Authority. There being no further discussion, the roll was called.

Resolution #13-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Peter Geiger moved and Chairman Krommenhoek seconded the motion to establish the mailing fee of \$100.00 for 2018. There being no further discussion, the roll was called.

Resolution #14-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek moved and Edward Schneider seconded the motion to set the scheduled meeting dates as the first Thursday of each month. There being no further discussion, the roll was called.

Resolution #15-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek moved and Peter Geiger seconded the motion to establish reimbursement for mileage at \$ .545 cents per mile as allowed by the IRS for 2018. There being no further discussion, the roll was called.

Resolution #16-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek moved and Peter Geiger seconded a motion to appoint Meliss Paulus as Public Agency Compliance Officer for 2018. There being no further discussion, the roll was called.

Resolution #17-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Chairman Krommenhoek moved and Peter Geiger seconded a motion to appoint Katrin Glode-Sethna as Certifying Officer for 2018. There being no further discussion, the roll was called.

Resolution #18-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

**Old Business/Current Business**

Capacity Requests

Ms. Guliet Hirsch, Archer Law, on behalf of Nagle Creek LLC, owner of 107 Annandale-High Bridge Rd., Block 61, Lot 3, has requested an additional unit of capacity to allow the property to be returned to the original two-family use. The property currently has a septic system and has one EDU from the original allocations provided in the Annandale section of Clinton Township. This property is located across from the County Rd. 641 pump station. It was recommended the owner have their engineer review the feasibility of the requested connection and establish an escrow to allow for the CTSA attorney to draft a reservation agreement and engineer to review preliminary plans if the owner wishes to proceed after their engineer reviews the feasibility of the connection. Chairman Krommenhoek moved and Peter Geiger seconded a motion to allocate an additional one EDU (300 gallons per day) for 107 Annandale-High Bridge Rd. subject to approvals by the Clinton Township Planning Board. There being no further discussion, the roll was called.

Resolution #19-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Capital Budget Plan

Mr. Van Doren asked questions regarding the schedule. There was an issue with the size of the control panel not being large enough to hold all of the equipment therefore, delaying the issuance of the permit until approvals were received. Approvals were submitted to the building department.

NHHS

There was nothing new to report or discuss.

Town of Clinton Treatment Cost Litigation

This will be discussed in Executive Session.

Preventative Maintenance Program – BB

There was nothing new to report or discuss.

Ansuya

Mr. Parr will confirm the plug is still in the line during the construction phase and request the line be cleaned prior to flow being accepted into the Deer Meadow pump station.

Part-Time Administrative Assistant

Chairman Krommenhoek reported the position was advertised on the League of Municipalities website, the Clinton Township website and the Hunterdon Review website and newspaper during the past several months. Fourteen resumes were received and reviewed. Six applicants were selected for interviews. Two declined interviews. Four were scheduled. Chairman Krommenhoek and Katrin Glode-Sethna submitted evaluations and determined Nicole Paulus is the best qualified candidate for the position of part-time administrative assistant. Chairman Krommenhoek moved and Peter Geiger seconded a motion to approve offering the position of part-time administrative assistant to Nicole Paulus for a maximum of twenty hours per week at an hourly rate of \$20.00. This will be subject to the issuance to her of a written offer of employment and her acceptance of that offer. There being no further discussion, the roll was called.

Resolution #20-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Professional Services RFQ

There was nothing new to discuss or report.

Clinton Township COAH

Mr. Watts reported there is a Planning Board meeting scheduled for February 5<sup>th</sup> for the Beaver Brook Homestead location known as the Willows at Annandale. He is drafting a reservation agreement that will be sent to the current property owner. Ms. Wohlleb needs to confirm the gallons requested once the plans are received and an escrow established.

**New Business**

Operator's Report

Mr. Parr provided a report. The voltage regulator on the generator at Deer Meadow and the battery at the Mews required replacement by P3. The Stem generator was serviced by Cummins under the warranty. This was the last covered service. The major service for the generators will be scheduled in the near future with P3. A sewer back-up was reported at 12 Harvest Court. NSU investigated and reported it to be on the customer-side.



(Mr. Colantano left the meeting at 7:22 p.m.)

Refund Overpayment – 22 La Costa Drive

The previous owner has requested her payment that was submitted after the closing of the property took place be refunded to her in the amount of \$120.00. Ms. Paulus confirmed the 4<sup>th</sup> quarter bill was paid in full by the escrow account then the auto-payment was received creating a credit on the account. The appropriate paperwork has been received and confirmed to authorize the refund. Peter Geiger moved and Chairman Krommenhoek seconded a motion to authorize the refund of \$120.00 to the previous owner, Judith Richterman as recommended by Ms. Paulus. There being no further discussion, the roll was called.

Resolution #21-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Vouchers

Peter Geiger moved and Edward Schneider seconded a motion to approve all vouchers in the Control Register and Check Register. There being no further discussion, the roll was called.

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Michael McCue	Yes

Ms. Hirsch inquired about the letter the Authority received regarding the transfer of capacity. Mr. Watts stated it was not received in time for this meeting but would be on the March agenda. Ms. Hirsch thanked the Authority and left the meeting.

Executive Session

Chairman Krommenhoek stated there is a need to enter into executive session for the purposes of discussing the arbitration with the Town of Clinton. No action is anticipated to be taken upon entering into open session. Peter Geiger moved and Chairman Krommenhoek seconded a motion to enter into executive session at 7:37 p.m. for the purposes of discussing arbitration with the Town of Clinton. No action is anticipated to be taken. The motion passed unanimously.

**Open Session**

Chairman Krommenhoek moved and Peter Geiger seconded a motion to close executive session and enter into open session at 7:52 p.m. The motion passed unanimously.

There being no further business to discuss, upon motion duly made, seconded and unanimously passed the meeting was adjourned at 7:53 p.m.

ATTEST:

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Meliss Paulus, Administrator

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Steven Krommenhoek, Chairman