

**Clinton Township Sewerage Authority**  
**Meeting Minutes—December 6, 2018**

Chairman Krommenhoek called the meeting to order at 6:35 p.m. Members present were Edward Schneider, Katrin Glode-Sethna, Michael Maurer and Michael McCue. Peter Geiger was present via teleconference. Also present were C. Gregory Watts, Attorney, Bill Colantano, Auditor, Nancy Wohlleb, Engineer, Brian Mullay, Clinton Township Council, Nicole Paulus, Administrative Assistant and Meliss Paulus, Administrator. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

**Minutes**

November 1, 2018 – Open and Closed Sessions

A motion was made by Edward Schneider and seconded by Michael Maurer to approve the open and closed session minutes of the November 1, 2018 meeting. There being no further discussion, the roll was called.

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

**Old Business/Current Business**

641 / High Bridge Road

Mr. Van Doran was present to discuss his concerns about the Headley Farm. Mr. Mullay reported that the developer is responsible for how the sanitary sewage would be treated.

2019 Budget

Mr. Colantano reported that the 2019 Budget was approved by the State. Three copies of the 2019 Budget were given to Ms. Paulus which will be handed in to the State. Mr. Colantano noted that the 2019 Budget does reflect the ten dollar rate increase and the budget in total is up by \$5,000.00. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to adopt the 2019 Operating Budget on the 6<sup>th</sup> day of December 2018. There being no further discussion, the roll was called.

Resolution #62-2018

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

Capacity Requests

Mrs. Wohlleb reviewed plans submitted for the connection of 107 Annandale-High Bridge Rd. The property has received approval to convert a single-family home into a two-family home. The applicant revised his computations such that his pumping rate would be reduced to 10 gpm and the force main be shortened so that the gravity portion of the lateral is maximized. Mr. Watts suggested that a Memorandum be prepared that would be signed by the property owner and the Authority which details the responsibility of the property owner and transfers with the property.

CTSA received plans from Frey Engineering for the Annandale Reformed Church at 2 West Street. Currently the Annandale Reformed Church has one unit of sewer capacity and they are formally requesting permission for an additional unit of capacity. An escrow check has been received in the amount of \$1,500.00; therefore Mrs. Wohlleb will begin her review to determine how much capacity they will require.

CTSA is in receipt of letter from Attorney Alan Y. Lowcher for 1734 N. Route 31 requesting confirmation that said property is within the Township of Clinton's sewer service. CTSA will request an escrow in the amount of \$1,500.00. Once escrow is received Mrs. Wohlleb will begin her review.

CTSA obtained plans from Engineering & Land Planning Associates for 6 West Street. The lot currently contains the former Clinton Township Municipal Building. The existing building will be partially demolished and the remaining two-story 1,974 SF building will be renovated into a 42 seat restaurant on the first floor and two apartment units on the second floor. A second 4,400 SF building with ten apartment units will be constructed in the northeast of the property. CTSA will request an escrow in the amount of \$1,500.00. Once escrow is received Mrs. Wohlleb will begin her review. Mrs. Wohlleb will prepare letter to inform the Engineer that a Treatment Works Approvals (TWA) is required for the project.

Capital Budget Plan (Maple Ave & 641)

Payment #8 has been submitted for payment in the amount of \$21,701.27. Steve Krommenhoek moved and Katrin Glode-Sethna seconded a motion to approve payment #8 in the amount of \$21,701.27 to DeMaio Electrical Co., Inc. There being no further discussion, the roll was called.

Resolution #63-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Michael McCue	Did not vote

## Town of Clinton Treatment Cost Litigation

This was discussed in Executive session.

### Preventative Maintenance Program – BB

Mr. Huntington is negotiating the quote he received.

### Ansuya

There is nothing new to report or discuss.

### Clinton Twp. COAH – Willows @ Annandale

Ms. Paulus reported that the contractor is having difficulty locating the existing sewer line to sever and cap it. They are requesting assistance in locating the line.

### Stem Pump Station

Mr. Nickerson joined meeting via teleconference at 7:30 pm to discuss the Stem Pump Station. Mr. Nickerson prepared Work Order Proposal / Estimate which he presented and reviewed with the Board. The Board requested two additional line items be included for backup power and bollards. The work is estimated to take two to three weeks.

### Country Club Drive Associates

There was nothing new to report or discuss.

## **New Business**

### Operator's Report

Discussion occurred regarding the NJDOT property located across from the DOT pump station. Apgar removed the standing liquid, it was found that the manhole in question was just a clean out as can be seen in the picture of the Operator's Report. NSU operator could not find any blockages and all flow was normal. The overflow was contained and insignificant. Chairman Krommenhoek inquired about if the Authority has a recorded easement on this property. Mr. Watts will request a property search.

Ms. Paulus reported that Mission Controls were installed at DOT, 641 and Maple Avenue. CTSA received a quote from PCS to purchase and install a Mission Control at BB3. There has been another odor complaint at Beaver Brook #3. Ms. Paulus had a discussion with TOC WWTP Superintendent, Mr. Paul Klitsch. It was discussed that Ms. Paulus should prepare a letter to Mr. Klitsch requesting that the meter be removed at BB3 to prevent these issues. NSU operators have made several changes at several pump station to the floats to increase run times and decrease cycle times to help prolong the life of the pumps.

Mr. Nickerson noted that decals have been received and will be placed at the pump stations.

Ms. Paulus reported that a final invoice was received for Cryan's pumps in the amount of \$6,753.39 which includes the purchase of two pumps, capacitors, square D size one compactor and labor. Resolution #49-2018 was originally approved for the purchase of a back-up pump based upon the original quote of \$1,919.00. Therefore, Resolution 49-2018 requires an amendment to include the total cost. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded a motion to approve an Amendment to Resolution #49-2018 to include the purchase of two pumps, capacitors, square D size one compactor and labor in the amount of \$6,753.39. There being no further discussion, the roll was called.

Resolution #64-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Michael McCue	Did not vote

Vouchers

Ed Schneider moved and Michael Maurer 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 (abstain to Check #6953)
Peter Geiger	Yes (abstain to Check #6954)
Edward Schneider	Yes (abstain to Check #6955)
Katrin Glode-Sethna	Yes (abstain to Checks #6947,6956)
Michael Maurer	Yes (abstain to Check #6957)
Michael McCue	Did not vote

Executive Session

Chairman Krommenhoek stated there is a need to enter into executive session for the purposes of discussing the pending mediation matter with the Town of Clinton and High Bridge and the Authority, as well as personnel matters. It is anticipated action will be taken upon entering open session. Upon motion duly made, seconded and unanimously passed, the Clinton Township Sewerage Authority entered executive session at 8:03 pm. Those in attendance were Chairman Krommenhoek, Peter Geiger (via telephone), Edward Schneider, Michael McCue, Katrin Glode-Sethna, Michael Maurer, C. Gregory Watts, Nicole Paulus and Meliss Paulus.

Open Session

Upon motion duly made, seconded and unanimously passed, the Authority adjourned the closed session and entered into open session at 8:47 p.m.

The Authority reviewed the job performance of its administrator, Meliss Paulus and administrative assistant, Nicole Paulus. A motion was made by Katrin Glode-Sethna and seconded by Edward Schneider granting a salary increase of \$2,500 to \$70,500 commencing 1/1/19, and a bonus for 2018 of \$7,000 to Meliss Paulus. The resolution includes granting Nicole Paulus an increase of \$1.00 per hour to \$21.00 per hour effective 1/1/19. Nicole's rate of pay will be reviewed in six months. There being no further discussion, the roll was called.

Resolution #65-2018

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Michael McCue	Did not vote

There being no further business to discuss, upon motion duly made, seconded and unanimously passed the meeting was adjourned at 8:49 p.m.

ATTEST:

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Nicole Paulus, Administrative Assistant

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Steven Krommenhoek, Chairman