

Clinton Township Sewerage Authority
Meeting Minutes—February 7, 2019

Chairman Krommenhoek called the meeting to order at 6:32 pm. Members present were Edward Schneider, Michael Maurer and Daniel McTiernan. Also present were C. Gregory Watts, Attorney, Nancy Wohlleb, Engineer, William Colantano, Auditor, Jim Huntington, Operator, Meliss Paulus, Administrator, Nicole Paulus, Administrative Assistant and Brian Mullay, Council Liaison. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Oath of Office – Edward Schneider

Mr. Daniel McTiernan was appointed to a five-year term as an alternate member by Mayor and Council of Clinton Township. Mr. Watts administered the Oath of Office to Mr. McTiernan.

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

Minutes

January 10, 2019 – Open and Closed Sessions

A motion was made by Edward Schneider and seconded by Chairman Krommenhoek to approve the open and closed session minutes of the January 10, 2019 meeting. There being no further discussion, the roll was called.

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

Reorganization

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

Resolution #3-2019

Edward Schneider 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 further discussion a voice vote was called. All ayes. Motion carried.

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

Resolution #4-2019

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 further discussion a voice vote was called. All ayes. Motion carried.

Resolution #5-2019

Chairman Krommenhoek nominated Katrin Glode-Sethna to be elected Treasurer of the Board of Directors. Michael Maurer seconded this nomination. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #6-2019

Chairman Krommenhoek nominated Edward Schneider to be elected Secretary of the Board of Directors. This was seconded by Michael Maurer. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #7-2019

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. The rate has not increased for the past several years. Michael Maurer moved and Chairman Krommenhoek seconded the motion to accept the proposal from Watts, Tice & Skowronek. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #8-2019

Edward Schneider moved and Michael Maurer seconded a motion to appoint William Colantano of Bedard, Kurowicki & Co., as auditor for the CTSA for 2019. The slight increase was included in the approved budget. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #9-2019

Chairman Krommenhoek moved and Edward Schneider seconded a motion to accept the proposal for engineering services as submitted by Mott MacDonald. There were only nominal increases to 3 categories. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #10-2019

Mr. Doug Borden has been the risk manager since 2009. The risk manager is paid directly by the Joint Insurance Fund. Michael Maurer moved and Edward Schneider seconded a motion to appoint Doug Borden of Borden Perlman as Insurance Risk Manager. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #11-2019

Jim Huntington of Natural Systems Utilities submitted the fifth amendment to their original proposal to provide operator services for the Authority's consideration. This amendment was presented to the Authority to coincide with the timing of the reorganization meeting. Mr. Huntington noted there was no increase in the monthly fee from the fourth amendment that was approved in June 2018. Chairman Krommenhoek moved and Edward Schneider seconded the motion to accept the proposal from Natural Systems Utilities. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #12-2019

Pumping Services and Toby Barkman Excavating submitted proposals to provide emergency service for the Authority's consideration. Michael Maurer moved and Chairman Krommenhoek seconded the motion to accept the proposals from Pumping Services and Toby Barkman. There being no further discussion a voice vote was called. All ayes. Motion carried.

Mr. Huntington suggested that the Authority request proposals for cleaning and jet-vac services as soon as possible.

Resolution #13-2019

Michael Maurer moved and Chairman Krommenhoek 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 a voice vote was called. All ayes. Motion carried.

Resolution #14-2019

Edward Schneider moved and Chairman Krommenhoek seconded the motion to designate PNC Bank, Bank of America, Peapack Gladstone Bank, Unity Bank, NJ Cash Management, Provident Bank and Northfield Bank. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #15-2019

Chairman Krommenhoek moved and Edward Schneider seconded the motion to establish the mailing fee of \$100.00 for 2019. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #16-2019

A discussion ensued regarding the setting of meeting dates for the upcoming year. The first Thursday in July would fall on the Fourth of July holiday. It was decided the meeting would be scheduled for July 25th and there would not be a meeting scheduled for August. Chairman Krommenhoek moved and Michael Maurer seconded the motion to set the scheduled meeting dates as stated below:

March 7, 2019
April 4, 2019
May 2, 2019
June 6, 2019
July 25, 2019
September 5, 2019
October 3, 2019
November 7, 2019
December 5, 2019
January 9, 2020
February 6, 2020

There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #17-2019

Chairman Krommenhoek moved and Edward Schneider seconded the motion to establish reimbursement for mileage at \$.58 cents per mile as allowed by the IRS for 2019. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #18-2019

Edward Schneider moved and Chairman Krommenhoek seconded a motion to appoint Nicole Paulus as Public Agency Compliance Officer for 2019. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #19-2019

Chairman Krommenhoek moved and Edward Schneider seconded a motion to appoint Katrin Glode-Sethna as Certifying Officer for 2019. There being no further discussion a voice vote was called. All ayes. Motion carried.

Rate Hearing

Chairman Krommenhoek called the CTSA Rate Hearing to order at 6:55 pm. Mr. Colantano presented the connection fee calculation for 2019. The connection fee will increase from \$2,821.58 per equivalent dwelling unit (EDU) to \$2,918.74. This is based on the calculation of the total capital cost and debt service accumulated divided by the number of EDUs billed at the end of the year. Mr. Watts opened the floor up to discussion. No public comment was made regarding the connection fee. Chairman Krommenhoek moved and Michael Maurer seconded a motion to approve the 2019 connection fee of \$2,918.74 per EDU. There being no further discussion, the roll was called.

Resolution #20-2019

Steven Krommenhoek	Yes
Peter Geiger	Absent

Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Daniel McTiernan	Yes

Mr. Colantano reported the 2019 User Rates at \$510.00 per year per equivalent dwelling unit (EDU) based on the 2019 budget adopted by the Authority and approved by the State of New Jersey. Mr. Colantano noted that this is a two percent increase from the 2018 user fee of \$500.00. Since 2008 the user rate has increased by \$110.00 or 27.5% mainly due to Town of Clinton treatment costs which have increased by 41%. Chairman Krommenhoek opened the floor up to discussion. Mrs. Ingeborg Lincoln from 28 Summit Court was present and noted that she is retired and on a fixed income so this increase has her concerned and was surprised there was an increase two years in a row. Mrs. Lincoln went on to question a line item in the budget regarding Town of Clinton Police Department allocation. Attorney Watts responded that the Town of Clinton is required to provide security for its wastewater treatment plant where all the sewage is treated from Clinton Township, so a small portion of security costs are included in their treatment costs. Mrs. Lincoln questioned if there was a provision for residents who do not make a certain income. The Authority noted they are not aware of any provisions in this regard. Chairman Krommenhoek moved and Edward Schneider seconded a motion to approve the 2019 user rate at \$510.00 per year for each EDU. There being no further discussion, the roll was called.

Resolution #21-2019

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

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 \$87.76 per EDU. No public comment was made. Chairman Krommenhoek moved and Edward Schneider seconded a motion to approve the 2019 base user rate at \$87.76 per EDU. There being no further discussion, the roll was called.

Resolution #22-2019

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

The 2019 rate hearing concluded at 7:08 pm. The court recorder left at the conclusion of the rate hearing.

Old Business/Current Business

Capacity Requests

Ms. Paulus stated no formal requests have been received.

Capital Budget Plan

Discussion ensued regarding the comminutors. Ms. Paulus noted we need to do more research prior to making decisions. Chairman Krommenhoek questioned if the Authority is required to utilize comminutors. Mrs. Wohlleb stated no but there must be a screening method. Mrs. Wohlleb and Mr. Huntington both agreed that there is no legal requirement to have comminutors. Mr. Huntington went on to state that he would propose to replace Beaver Brook #1 first then keep that comminator as a backup for Beaver Brook #2. The Authority agreed that they must obtain two more quotes for the trash baskets. Mr. Huntington will provide specifications for quote preparation.

Mini Pump Stations

Attorney Watts recommends preparation of a report to be presented to the affected homeowners as to where the mini pump stations are located, as well as the costs that the Authority has incurred on the upkeep of these pumps to date. Said homeowners would then be invited to a board meeting at which the report would be presented. Attorney Watts and Mrs. Wohlleb will work on report and have ready for the next board meeting. It was also determined that the Authority should confirm whether the Township's code/ordinance would affect turning over mini pump stations to homeowners.

Town of Clinton Treatment Cost Litigation

This was discussed in Executive session.

Preventative Maintenance Program

Mr. Huntington stated that this year cleaning and videoing the sewer lines will occur. Mr. Huntington will review Mr. Rolak's plan with Mrs. Wohlleb to determine which lines will be cleaned and videoed.

Ansuya

There is nothing new to report or discuss.

Mrs. Ingeborg Lincoln left the meeting at 7:24 pm.

Clinton Twp. COAH – Willows @ Annandale

Mr. Mullay noted that he does not think more construction will occur until after winter. (Mr. Colantano left the meeting at 7:26 pm). Mr. Huntington has previously attended one pre-construction meeting. It was discussed that Ms. Paulus should touch base with the contractor in regard to when the contractor intends to do work along Austin

Hill Road as the Authority should have a representative present for inspection of said work.

Beaver Brook 3

Mr. Huntington reported that Paul Klitsch is retiring as of March 31, 2019. The Authority gave Mr. Huntington to proceed with scheduling a meeting with Paul Klitsch.

New Business

Operator's Report

Mr. Huntington reported that 55 mark outs have been completed. Mr. Huntington went on to report that all stations are operational. The stations have been inspected weekly, with data taken and baskets cleaned. All pump station high level alarms were tested for the month. Natural Systems Utilities received a quote from PCS to purchase and install a mission control unit for BB3. It was noted that nothing will be done at BB3 until the meter is fixed. The operators have continued to make adjustments at pump stations to the pump floats to increase run times and decrease cycle times to help prolong life of the pumps. On January 23, 2019 during a site inspection at the Miller House pump station, the operator found the pump discharge pipe was leaking. On January 29, 2019 the pump discharge check valve was replaced and insulated by Natural Systems Utilities. On February 4, 2019 the Authority notified Natural Systems Utilities that water was coming out of the Mews pump station building. Upon arrival it was found that the potable water pipe had frozen. Natural Systems Utilities will make the appropriate repairs. The pipe will be heat traced and insulated to mitigate any future freezing. Mr. Huntington noted that the nothing out of the ordinary occurred at the collection systems, alarms were quiet and no over flows. It was also discussed that the past debris issue at the Mews pump station appears to have improved and no issues have occurred recently. It was noted that a police report was filed previously.

Servicing Generators

Ms. Paulus presented the three proposals the Authority received for servicing the generators which include one major service and one minor service at each generator. She reported that P3's quote was in the amount of \$3,995, GenServe's quote was in the amount of \$7,480 and R&J's quote was in the amount of \$7,872. Mr. Huntington recommended P3 as they are very good and reliable. Mr. Huntington stated that P3 will have additional charges however the total cost will still remain lower than the base fees of GenServe and R&J. Ms. Paulus also noted that P3's travel time and expense is more reasonable since P3 is located in Alpha, NJ. Chairman Krommenhoek moved and Michael Maurer seconded the motion to approved P3's quote in the amount of \$3995 to service the generators. There being no further discussion, the roll was called.

Resolution #23-2019

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

Michael Maurer	Yes
Daniel McTiernan	Yes

Shed

Mr. Huntington presented the Natural Systems Utilities quote in the amount of 6,850.00 for the DOT pump station cleanup. NSU proposes to demo the existing storage shed and remove the disabled vehicle from the site. It was noted that this item will be discussed further at the next board meeting.

Truck

Small discussion occurred regarding the Authority's truck. Chairman Krommenhoek suggested to donate the truck to local school or fire department for demonstrations. It was also noted that the diesel engine could be worth something if sold as is. It was stated that the plow would only be worth something for scrap metal as the plow is no longer functional. This item will be discussed further at the next board meeting.

Copier

Resolution #24-2019

Ms. Paulus requested that the Authority approve disposal of the old copier. Ms. Paulus noted that the copier is no longer needed, is of no value and parts are no longer made. Chairman Krommenhoek moved and Michael Maurer seconded the motion to dispose of old copier. There being no further discussion a voice vote was called. All ayes. Motion carried.

Mr. Huntington left the meeting at 7:54 pm.

Vouchers

Edward 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
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Michael Maurer	Yes
Daniel McTiernan	Yes

Mr. Mullay and Mrs. Wohlleb left the meeting prior to entering executive session.

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. Daniel McTiernan moved and Edward Schneider seconded a motion to enter into executive session at 7:55 pm for the purposes of discussing arbitration with the Town of Clinton. The motion passed unanimously.

Open Session

Edward Schneider moved and Chairman Krommenhoek seconded a motion to close executive session and enter into open session at 8:22pm. The motion passed unanimously.

There being no further business to discuss, upon motion duly made, seconded and unanimously passed the meeting was adjourned at 8:22 pm.

ATTEST:

Nicole Paulus, Administrative Assistant

Steven Krommenhoek, Chairman