

Clinton Township Sewerage Authority
Meeting Minutes—April 4, 2019

Chairman Krommenhoek called the meeting to order at 6:33 pm. Members present were Peter Geiger, Katrin Glode-Sethna, Michael Maurer and Daniel McTiernan. Also present were C. Gregory Watts, Attorney, Nancy Wohlleb, Engineer, Roger Parr, Operator, Brian Mullay, Clinton Township Council Liaison, Meliss Paulus, Administrator and Nicole Paulus, Administrative Assistant. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

March 7, 2019 – Open and Closed Sessions

A motion was made by Katrin Glode-Sethna and seconded by Peter Geiger to approve the open and closed session minutes of the March 7, 2019 meeting. There being no further discussion, the roll was called.

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

Old Business/Current Business

Capacity Requests

Nancy Wohlleb sent comments to the engineer for 6 West Street and requested engineer to reconsider alignment to relocate the existing sewer main so it is not as close to the buildings. Mrs. Wohlleb has not received response yet. Additional capacity will be required. Nancy will send a letter to Meliss detailing the required EDU's for the proposed development.

Mrs. Wohlleb reported we are still waiting for revised plans to include the grease trap for 2 West Street, Annandale Reformed Church. Nancy has also suggested for the two properties to coordinate connection into the sewer line.

The homeowners at 214 Hamden Road have a failing septic system. They are looking into the possibility of connecting to the Authority's sewer lines. The homeowner's engineer submitted plans which proposed connecting into the force main located in front of the property. Mrs. Wohlleb requested the engineer to submit plans to connect to the Authority's gravity sewer line. She did note that in order for the property to connect they would have to run 500± feet of sewer line. Mrs. Wohlleb did suggest coordinating with neighbor to offset costs. The homeowners' engineer is working on a quote, once received Mrs. Wohlleb will provide comment.

Previously, the property at 107 Annandale-High Bridge Road had received approval to convert a single-family home into a 2-family home, as well as connecting to the Clinton Township sewerage system. Originally, the property had 1 EDU and they requested an additional EDU of capacity. They signed a reservation agreement and received approval from the Township. Additionally, they paid 25% of the connection fee and the Authority needs a resolution to authorize the Chairman to sign the reservation agreement. A motion was made by Katrin Glode-Sethna and seconded by Michael Maurer to authorize Chairman Krommenhoek to sign on behalf of the Authority the reservation agreement. There being no further discussion, the roll was called.

Resolution #25-2019

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

Capital Budget Plan

There was discussion concerning the disposal of the shed. Ms. Paulus stated that the Authority must obtain additional proposals for said work.

Discussion also ensued regarding the work truck. Ms. Paulus noted she will put a sealed bid in the paper.

Chairman Krommenhoek noted that Peter Geiger and himself will review the Capital Budget Plan for discussion at next month's Board meeting.

Town of Clinton Treatment Cost Litigation

This was discussed in Executive session.

Preventative Maintenance Program

Mr. Parr stated they are proposing to clean and TV Water's Edge or the Mews. The Authority authorized Mr. Parr to obtain quotes for cleaning and televising the Mews.

Ansuya

There was nothing new to report or discuss.

Clinton Twp. COAH – Willows @ Annandale

Mrs. Wohlleb received some shop drawings and submittals regarding manhole covers, etc. which were also sent to the Operator. Mrs. Wohlleb will coordinate with the Operator regarding construction on the Authority's portion of the new sewer being installed by the Developer, so someone is present to witness installation on behalf of the Authority.

Stem Pump Station

Ms. Paulus noted that the generator quotes were submitted to the insurance company for their review.

Mini Pump Stations

Attorney Watts prepared a memorandum concerning a proposed procedure for the Authority to turn over the mini pump stations to the homeowners. Chairman Krommenhoek suggested this topic be put on hold until after the Town of Clinton Litigation is resolved.

Beaver Brook 3

Mr. Parr noted that Mr. Niezgoda agreed that the current meter configuration is not operating properly and seemed open to change. This item will be discussed further at the next board meeting.

Comminutors vs. Trash Baskets

Mrs. Wohlleb is in the process of drafting request for proposal to obtain quotes. This item will be discussed further at the next board meeting.

New Business

Operator's Report

Mr. Parr reported that all stations are operational and alarms were tested. During the weekly inspection of the Cryan's PS it was found that the wet well had a significant amount of grease. NSU contacted Chris Cryan to notify her of the grease issue. Cryan's had wet well cleaned. Cryan's Tavern has not been submitting grease trap reports as previously agreed to. The Board asked Attorney Watts to prepare a letter to Cryan's requesting their attendance at the next board meeting. In February the Mews PS water service line ball valve split due to freezing and sprayed water on the ceiling. Mr. Parr noted that he will assess the damage to the building, as well as the blower, to prepare an estimate of repairs. On March 11, 2019 the resident at 8 Lexington called the CTSA office to report that the manhole (MHOK0036) in his backyard is well above ground level and someone actually fell and requires stitches. NSU investigated the manholes in question. All manholes in the vicinity were flowing freely and there was no evidence of a backup. It was noted that manhole 36 may have been previously raised to prevent in flow. Mr. Parr will reach out to a contractor to discuss options to remedy the issue and obtain quotes. On March 23, 2019 NSU went out in response to pump 2 fail and low-level alarm at the Mews. Float had failed and both floats were replaced.

Coppola Services, Inc., Wind River Environmental and Russell Reid submitted proposals for cleaning the wet wells for the following stations: Waters Edge, Mews, DOT, Stem, Cramer Creek and Hamden. Upon review of proposals, the Authority feels the proposal from Russell Reid is in the best interest of the Authority and its users. Katrin Glode-Sethna moved and Peter Geiger seconded the motion to approve Russell Reid's

quote in the amount of \$4,790.00 for wet well cleaning. There being no further discussion, the roll was called.

Resolution #26-2019

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

Signature Card

The Authority maintains bank accounts with Northfield Bank. Since the Authority has a new member, Daniel McTiernan, new signature card must be executed for Northfield Bank. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded a motion to approve Daniel McTiernan to have signature rights. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #27-2019

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

46 West Street – Block 50 Lot 2

Ms. Paulus reported that the homeowner at 46 West Street, Joanne Gepp, informed the Authority that her residence has been converted back to a single-family home. Previously, the home at 46 West Street was a two-family residence. Ms. Paulus confirmed with the Clinton Township Tax Assessor that the home was converted back to a single-family home since at least 2005. Therefore, Mrs. Gepp would like to return one (1) EDU of sewer capacity back to the Authority so that the additional charges can be stopped. Mrs. Gepp also acknowledges that if the house is ever to be reconfigured back to a two-family residence it would be subject to the availability of additional wastewater treatment capacity and that a connection fee would be charged for the additional unit of capacity. Mrs. Gepp has submitted to the Authority a written and signed letter detailing such. Ms. Paulus also requested that the Board consider making this change retroactive to January 1, 2019, therefore crediting Mrs. Gepp's account. Chairman Krommenhoek made a motion and Katrin Glode-Sethna seconded the motion to accept the return of one (1) EDU of capacity from 46 West Street, as well as making this change retroactive from January 1, 2019. There being no further discussion, the roll was called.

Resolution #28-2019

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

IT/Computer

Ms. Paulus stated that due to the increase in cyber-attacks, especially on municipalities, the Authority requires to obtain the services of a computer specialist to install and set up the necessary firewall precautions including secure wifi connections. Additionally, new email accounts need to be set up which include Microsoft subscriptions. The Authority is in receipt of two proposals from River Net Computers, LLC for said services. Estimate ID# RNES-2025 in the amount of \$1,688.02 includes the Ubiquiti Networks Router, battery backup and necessary components/parts and technical assistance. There was also an email received from River Net for Carbonite cloud at a cost of \$71.99 per year. Estimate ID#RNES-2026 in the amount of \$652.39 includes new email set-up and configuration, as well as installation of Office 365 on workstations. It was determined by the Board to hold off on approving the Estimate ID#RNES-2026. Chairman Krommenhoek moved and Peter Geiger seconded a motion to approve Estimate ID#RNES-2025 in the amount of \$1,688.02 for Ubiquiti Networks Router, battery backup and necessary components/parts and technical assistance; further, approving the Carbonite cloud at \$71.99 per year. There being no further discussion, the roll was called.

Resolution #29-2019

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

Money Market Bank Account

Ms. Paulus noted that next month the CD for the money market bank account at Northfield Bank matures next month. The Authority is waiting for interest rates from Northfield Bank.

Vouchers

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

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

Executive Session

Chairman Krommenhoek stated there is a need to enter into executive session for the purposes of discussing the litigation with the Town of Clinton. No action is anticipated to be taken upon entering into open session. Chairman Krommenhoek moved and Michael Maurer seconded a motion to enter into executive session at 8:02 p.m. for the purposes of discussing litigation with the Town of Clinton. The motion passed unanimously.

Open Session

Chairman Krommenhoek moved and Michael Maurer seconded a motion to close executive session and enter into open session at 8:15 pm. The motion passed unanimously.

There being no further business to discuss, upon motion made by Michael Maurer and seconded by Chairman Krommenhoek and unanimously passed the meeting was adjourned at 8:16 pm.

ATTEST:

Nicole Paulus, Administrative Assistant

Steven Krommenhoek, Chairman