

Clinton Township Sewerage Authority
Meeting Minutes—December 5, 2019

Chairman Krommenhoek called the meeting to order at 6:31 pm. Members present were Peter Geiger, Edward Schneider, Katrin Glode-Sethna and Michael Maurer. Also present were C. Gregory Watts, Attorney, Jim Huntington, Licensed Operator, Brian Mullay, Council Liaison, and Meliss Paulus, Administrator. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

November 7, 2019 – 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 7, 2019 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
Daniel McTiernan	Absent

Public Comment

None

Old Business/Current Business

Capacity Requests

6 West St.

Councilman Mullay reported this is on the Planning Board Agenda for final approval and the additional capacity requirements have been resolved.

2 West St.

The balance of the connection fee was paid and permits were issued.

A request for capacity was received for a proposed Wawa on Route 31. The request could not be fulfilled as the Authority does not have any available capacity for new development. The requestor will be notified.

A request for capacity to service three individual homes located at Block 81, Lot 9 on Hamden Road was received. Three separate reports were submitted stating the current septic systems are not adequate to continue to service the homes. This property is located

across from the Hamden Road pump station and is in the sewer service area. It is also noted this property is in an environmentally sensitive area with the risk of contamination from the failing septic systems. There is a force main across from this property and the owner was previously informed a connection would have to be made into the gravity line further up on Hamden. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to authorize the availability of one EDU for each home subject to establishing an escrow in the amount of \$2,500.00 and engineering plans for review and approval of the Authority's engineer. There being no further discussion, the roll was called.

Resolution #58-2019

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

Capital Budget Plan

Ms. Paulus will contact Mr. Parr regarding the issues at the Hamden Rd. and North Hunterdon High School pump stations.

Town of Clinton Treatment Cost Litigation

This was discussed in Executive session.

Preventative Maintenance Program

Mr. Huntington will draft a request for proposal and forward to Mr. Watts for review in order to obtain a competitive quote.

Clinton Twp. COAH – Willows @ Annandale

Councilman Mullay stated the temporary leasing office will start accepting applications on December 9th. The Authority will require the sewer line be cleaned and videoed prior to accepting any flow and the information regarding the licensed operator on record must be filed with the DEP and Town of Clinton.

Stem Pump Station

All paperwork is in order and work has been coordinated with JCP&L. Inspection of the temporary conduit is pending. Once approved all underground wiring will be pulled, the electrician will mount his equipment and NSU will mount temporary controls. Pump trucks will be scheduled to handle the flow while power is being transferred. Building is scheduled to be set on January 9, 2020.

Mini Pump Stations

There was nothing new to report or discuss.

Beaver Brook 3

Chairman Krommenhoek replied to Mayor Kovach's letter stating the Authority is utilizing degreaser to minimize the odor issue caused by the accumulation of grease as stated in the letter received. This issue will be resolved when a suitable flow meter is approved by the Town and installed by the Authority.

Comminutors vs. Trash Baskets

Chris Wohlleb, Mott MacDonald requested additional information from NSU regarding the davit.

Administrative Assistant

Chairman Krommenhoek reported eleven resumes were received and reviewed. Chairman Krommenhoek and Mrs. Glode-Sethna assessed the applicants and selected five for interviews. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to enter into executive session at 7:01 p.m. for the purposes of discussing personnel matters. Action is anticipated to be taken. The motion passed unanimously.

Peter Geiger moved and Chairman Krommenhoek seconded the motion to close executive session and enter open session at 7:10 p.m. The motion passed unanimously.

Chairman Krommenhoek moved and Peter Geiger seconded the motion to authorize the offer of employment for the position of part-time administrative assistant to Elizabeth Konkle at an hourly rate of \$21.50 per hour and benefits as outlined in the personnel policy. Mr. Watts will draft an offer of employment letter. There being no further discussion, the roll was called.

Resolution #59-2019

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

New Business

Operator's Report

Mr. Huntington reported all stations are operational and alarms were tested. There were a few power outages. DOT pumps were not alternating, lead pump float was replaced. At Beaver Brook 3, the meter sump pump failed and was replaced. Meter and piping were flushed and cleaned. An alarm was received at the Mews for pump #2 failure. The impellor was clogged. The pump was cleaned and put back into service. Generator running alarm was received at BB 2 for an unknown reason. All systems were normal

Mr. Huntington submitted the sixth amendment to the professional services agreement between the Authority and Natural Systems Utilities for the year 2020. It is noted the monthly fee for year 2020 will be \$11,100.00, an increase of \$12.00. Katrin Glode-Sethna moved and Edward Schneider seconded the motion to accept the sixth amendment for operator services as submitted by Natural Systems Utilities for the year 2020. There being no further discussion, the roll was called.

Resolution #60-2019

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

(Mr. Huntington left the meeting at 7:38 p.m.)

JIF – Domestic Violence Policy for Public Employees

The Joint Insurance Fund supplied a draft of a required policy titled “Domestic Violence Policy for Public Employees”. Chairman Krommenhoek attended this class at the League of Municipalities and provided additional information on the subject. Mr. Watts will amend the proposed policy for review at the next meeting.

Investment – Money Market

The money market is due for renewal on the 15th. Rates were solicited from various banks. Northfield Bank was the most lucrative at 2.05% for 9 months. The Authority would prefer 12 months if available. Ms. Paulus will inquire. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to renew the money market account at Northfield Bank at 2.05% for a period of nine months if the twelve month term is not available. There being no further discussion, the roll was called.

Resolution #61-2019

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

Country Club Drive Associates

This was discussed in Executive Session.

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.

Steven Krommenhoek	Yes (abstain from #7219)
Peter Geiger	Yes (abstain from #7220)
Edward Schneider	Yes (abstain from #7221)
Katrin Glode-Sethna	Yes (abstain from #7222)
Michael Maurer	Yes (abstain from #7223)
Daniel McTiernan	Absent

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 and Country Club Drive Associates and personnel matters. Action is anticipated to be taken upon entering open session. Chairman Krommenhoek moved and Peter Geiger seconded a motion to enter executive session at 7:46 p.m. for the purposes of discussing litigation with the Town of Clinton and Country Club Drive Associates and personnel matters. The motion passed unanimously.

Open Session

Upon motion duly made, seconded and unanimously passed the Authority closed executive session and entered open session at 8:20 p.m.

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to award the CTSA Administrator, Meliss Paulus a salary increase of 2.12%, (\$1,500.00) and a bonus for 2019 in the amount of \$7,500.00. There being no further discussion, the roll was called.

Resolution #62-2019

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

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

ATTEST:

Meliss Paulus, Administrator

Steven Krommenhoek, Chairman