

Clinton Township Sewerage Authority
Meeting Minutes—February 6, 2020

Chairman Krommenhoek called the meeting to order at 6:30 p.m. Members present were Edward Schneider, Katrin Glode-Sethna, Michael Maurer and Daniel McTiernan. Also present were C. Gregory Watts, Attorney, Nancy Wohlleb, Engineer, William Colantano, Auditor, Jim Huntington, Operator, Meliss Paulus, Administrator, Beth Konkle, 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 – Steven Krommenhoek

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

Minutes

January 9, 2020 – Open and Closed Sessions

A motion was made by Michael Maurer and seconded by Edward Schneider to approve the open and closed session minutes of the January 9, 2020 meeting. There being no further discussion, the roll was called.

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

Public Comment

There was no one from the public in attendance.

Reorganization

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

Resolution #6-2020

Katrin Glode-Sethna 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 nomination 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 #7-2020

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 #8-2020

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

Resolution #9-2020

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 #10-2020

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. The rate was increased \$5.00 from \$175.00 to \$180.00 per hour. It has not been increased since 2016. Edward Schneider moved and Michael Maurer seconded the motion to accept the proposal from Watts, Tice & Skowronek. There being no further discussion the roll was called.

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

Resolution #11-2020

Edward Schneider moved and Chairman Krommenhoek seconded a motion to appoint William Colantano of Bedard, Kurowicki & Co., as auditor for the CTSA for 2020. There is a \$500.00 increase which was included in the approved budget. There being no further discussion the roll was called.

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

Resolution #12-2020

Edward Schneider moved and Katrin Glode-Sethna seconded a motion to accept the proposal for engineering services as submitted by Mott MacDonald. There was no increase in the hourly rate. There being no further discussion the roll was called.

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

Resolution #13-2020

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 Katrin Glode-Sethna seconded a motion to appoint Doug Borden of Borden Perlman as Insurance Risk Manager. There being no further discussion the roll was called.

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

Resolution #14-2020

Chairman Krommenhoek moved and Katrin Glode-Sethna 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.

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

Resolution #15-2020

Edward Schneider moved and Katrin Glode-Sethna 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 the roll was called.

Steven Krommenhoek	Yes
Peter Geiger	Absent

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

Resolution #16-2020

Chairman Krommenhoek moved and Edward Schneider seconded the motion to establish the mailing fee of \$100.00 for 2020. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #17-2020

A discussion ensued regarding the setting of meeting dates for the upcoming year. The meetings shall be scheduled for the first Thursday of each month commencing at 6:30 p.m. to be held in the CTSA office located at 79 Beaver Avenue. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to set the scheduled meeting dates as stated below:

March 5, 2020
April 2, 2020
May 7, 2020
June 4, 2020
July 2, 2020
August 6, 2020
September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020
January 7, 2021
February 4, 2021

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

Resolution #18-2020

Edward Schneider moved and Chairman Krommenhoek seconded the motion to establish reimbursement for mileage at \$.575 per mile as allowed by the IRS for 2020. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #19-2020

Chairman Krommenhoek moved and Edward Schneider seconded a motion to appoint Katrin Glode-Sethna as Certifying Officer for 2020. There being no further discussion a voice vote was called. All ayes. Motion carried.

Executive Session

Chairman Krommenhoek stated there is a need to enter executive session for the purposes of discussing the litigation with the Town of Clinton and Country Club Drive Associates. No action is anticipated to be taken upon entering open session. Chairman Krommenhoek moved and Edward Schneider seconded a motion to enter executive session at 6:48 p.m. for the purposes of discussing litigation with the Town of Clinton and Country Club Drive Associates. The motion passed unanimously.

Open Session

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded a motion to close executive session and enter open session at 7:26 p.m. The motion passed unanimously.

(Mr. Colantano left the meeting)

Old Business/Current Business

Capacity Requests

Ms. Paulus stated no formal requests have been received.

Pending Connections

- 2 West St. – Annandale Reformed Church

Ms. Paulus received information from the Clinton Township Construction Department this failed plumbing inspection back in December but is connected. A bill for the first quarter has been issued.

- 6 West St. – Old Municipal Building

Mr. Mullay inquired if Mrs. Wohlleb, CTSA Engineer, received the revised plans. Mrs. Wohlleb is not in receipt of the plans and noted a TWA is required, which is a 90-day approval process.

Capital Budget Plan

There was nothing new to report or discuss.

Town of Clinton Treatment Cost Litigation

This was discussed in Executive session.

Preventative Maintenance Program

There was nothing new to report or discuss.

Clinton Twp. COAH – Willows @ Annandale

Mrs. Wohlleb responded to an email from the project engineer regarding the offsite manhole lids. The lids must have CTSA on them. She also advised the sewer lines must be cleaned and videoed prior to accepting flow.

Stem Pump Station

Mr. Huntington reported the building was erected on Monday. Electrical work is being installed and will be completed by Feb. 7th. Tentative date for normal power to be restored from JCP&L is scheduled for Wednesday, Feb. 12th.

Mini Pump Stations

There was nothing new to report or discuss.

Beaver Brook 3

There was nothing new to report or discuss.

Comminutors vs. Trash Baskets

Ms. Paulus and Mr. Parr reviewed the proposal submitted by Pumping Services. It was noted there are no charges for pumping and hauling. There would also be additional charges incurred to have an NSU licensed operator on-site. No action will be taken at this time.

JIF – Domestic Violence Policy for Public Employees

Mr. Watts made the final changes to the policy. It is now in proper form and should be adopted by the Authority. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to adopt the Domestic Violence Policy for Public Employees as mandated by N.J.S.A. 11A:2-6(a). There being no further discussion, the roll was called.

Resolution #20-2020

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

Country Club Drive Associates

This was discussed in Executive Session.

New Business

Operator's Report

Mr. Huntington reported all stations are operational, have been inspected weekly, data collected, and baskets cleaned. High level alarms were tested. A call came in from Cryan's Tavern the alarm was activated. Operator responded and found the pump float was tangled up in the pump power cable. The float was untangled, and all floats were rearranged to help prevent further issues. An emergency call was received on Saturday, February 1st, for a backup at a residence located at 17 Maple Ave. Operator responded and opened all manholes in the immediate area. Manholes were free flowing. The cleanout could not be located. The issue appears to be in the resident's lateral. Ms. Paulus reported it was on the customer's side of the lateral. It was excavated, a new cleanout was installed, and the line is now clear. The resident noted the original cleanout was located during excavation. He sent an email to extend his gratitude to NSU operator, Mr. Heffer and Ms. Paulus for their assistance in resolving this issue.

NJDOT – Route 31, Rt 78/22 to Grayrock Rd.

NJDOT is planning to perform construction work in the vicinity of Routes 31, 78 and 22 and Grayrock Rd. NJDOT requested the Authority execute a Utility Engineering and Construction Agreement. Mrs. Wohlleb and Mr. Watts have reviewed the documents. It was advised the agreements should be executed by the Authority. It is not anticipated to have much impact, if any, to the Authority's facilities. Katrin Glode-Sethna moved and Michael Maurer seconded the motion to authorize Chairman Krommenhoek execute the agreements with NJDOT. There being no further discussion, the roll was called.

Resolution #21-2020

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

Connections to Force Main – Route 31

There has been some interest and requests to connect into the force main located on Route 31. As previously discussed, multiple connections into a force main are not encouraged. Mrs. Wohlleb discussed several options to connect into the force main. The desired connection is a gravity connection and most likely the most expensive. The interested parties should have their engineers submit plans on how they wish to connect. The downstream capacity of the Town of Clinton line also must be considered. One of the properties was allocated 400 gallons of sanitary sewer capacity by Resolution #35-2015 but a Reservation Agreement was never sent to the property owner. Mr. Watts has the agreement drafted and will send to the property owner.

Vouchers

Edward Schneider moved and Katrin Glode-Sethna 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	Yes
Michael Maurer	Yes
Daniel McTiernan	Yes

There being no further business to discuss, upon motion duly made, seconded and unanimously passed the meeting was adjourned at 8:00 p.m.

ATTEST:

Meliss Paulus, Administrator

Steven Krommenhoek, Chairman