

Clinton Township Sewerage Authority
Meeting Minutes—October 7, 2021

Chairman Krommenhoek called the meeting to order at 6:35 p.m.

Statement of Adequate Notice

Chairman Krommenhoek stated adequate public notice had been provided in accordance with the Open Public Meetings Act.

Pledge of Allegiance

Attendance Roll Call:

Steven Krommenhoek, Chairman	present
Peter Geiger, Vice Chairman	present
Edward Schneider, Secretary	present
Katrin Glode-Sethna (remotely), Treasurer	present
Michael Maurer	present
Daniel McTiernan (remotely)	present – 6:36 p.m.

Also present:

Brian Mullay, Mayor
Tom Kochanowski, Council President
C. Gregory Watts, Attorney
Nancy Wohlleb (remotely), Engineer
Roger Parr (remotely), Operator – 8:24 p.m.
Laura Atwell, Auditor – 6:37 p.m.
Tara Stokes (remotely), Clerk
Meliss Paulus, Administrator

Minutes

September 2, 2021 – Open and Closed Sessions

A motion was made by Michael Maurer and seconded by Peter Geiger to approve the open and closed session minutes of the September 2, 2021, meeting. There being no further discussion, a voice vote was called. All Ayes. Motion carried.

Public Comment

Lara Schwager, Senior Vice President of Development PIRHL, on behalf of PIRHL regarding the Clinton Woods affordable housing development. Ms. Schwager requested Chairman Krommenhoek endorse the TWA and DOT approval needed for Clinton Woods as both are time sensitive. Ms. Schwager expressed concern over the established escrow of \$22,000 to date and billing from Mott McDonald. Ms. Schwager indicated a check in the amount of \$10,000 will be sent Friday. Ms. Schwager feels PIRHL has billed for engineering that should be shared with the CTSA and the NHHS for the pump station upgrades. Also mentioned was the now defunct Le-Compte development.

Chairman Krommenhoek requested Ms. Paulus schedule a meeting with Chairman Krommenhoek, Ms. Schwager, and Mott McDonald to go over the established escrow and billing from Mott McDonald. Ms. Schwager left the meeting at 6:46 p.m.

Executive Session

Chairman Krommenhoek moved, and Peter Geiger seconded the motion to enter executive session at 6:46 p.m. to discuss contractual matters and litigation. Action may be taken upon exiting executive session. Roll was called. All Ayes.

Open Session

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to exit executive session and enter open session 8:20 p.m.

Chairman Krommenhoek moved, and Katrin Glode-Sethna seconded the motion to authorize the New Service Agreement between the Town of Clinton and the Clinton Township Sewerage Authority be signed conditioned upon the Authority and the Town of Clinton reaching an agreement on the disposition of past service charges that have been escrowed, that acceptable language is added to the Agreement that would exclude from late interest charges any moneys paid in good faith by the Authority into escrow pursuant to the Service Agreement and that certain typographical errors are corrected. There being no further discussion, the roll was called.

Resolution 67# -2021

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

Edward Schneider asked Mayor Mullay to clarify the letter dated September 30, 2021. Mayor Mullay stated the Township will be the recipient of funds, \$1.2M (1/2 in 2021 and half in 2022) via the American Rescue Plan Act (ARP) and Coronavirus Local Fiscal Recovery Fund (LFRF). It is the intent of the Township to transfer approximately \$342,000 to the CTSA for improvements to the CTSA's sewer system. This requires the CTSA to work with the Township to provide information needed for the Township's Project and Expenditure Report. There will be additional money available for capital and infrastructure improvements in the 2023 budget.

It is noted Mr. Parr joined the meeting at 8:24 p.m. Mayor Mullay and Mr. Kochanowski left the meeting at 8:30 p.m.

2022 Budget

Ms. Atwell, Auditor, introduced the 2022 Budget. She noted increases in line items for professional fees due to on-going projects and legal expenses related to the on-going litigation with Country Club Drive Associates, maintenance labor/repairs, water

rate increased, computer/IT risk management, education, and telephone – Mission Controls. Decreased budgeted items were electric due to favorable rate obtained in the auction process, debt service/interest and treatment costs. Ms. Atwell noted some changes were made to bring it more in-line with actual costs. Mr. Schneider asked about the surplus utilized, which is \$43, 716 vs. \$80,000 from last year. There will not be an increase in user rates.

Peter Geiger moved and Katrin Glode-Sethna seconded the motion to introduce the 2022 Budget as presented for submission to the State of NJ for approval. There being no further discussion, the roll was called

Resolution #68 -2021

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

Old Business/Current Business

Capacity Requests

There was nothing new to report or discuss.

Pending Connections

- 6 West St
- 1728 Route 31
- 248-250 Hamden Rd
- 13 Moebus Place - Warehouse
- NJDOT – Beaver Ave. New Garage/Wash Bay
- 1707 Route 31 – Gas Station/Coffee Shop

There was nothing new to report or discuss.

- 14 Moebus Place – Yaros

This property has connected is awaiting final approval by Mott MacDonald. Billing will commence with the 4th quarter.

Capital Budget Plan

This will be reviewed at next month's meeting.

Town of Clinton Treatment Cost Litigation

Mr. Watts, Attorney, advised that Town of Clinton treatment cost litigation was discussed in closed session.

Preventative Maintenance Program

Mr. Parr will make recommendations for the next area to be cleaned and videoed for the November 4, 2021, meeting.

Clinton Twp. COAH

- Clinton LIHTC LLC/Clinton Woods

Additional forms for the permit application to the NJ Dept. of Transportation is required for a utility opening on the southside of State Highway Route 31. This requires the endorsement of the CTSA. Chairman Krommenhoek moved, and Michael Maurer seconded the motion to authorize the Chairman execute the NJDOT application. There being no further discussion, the roll was called.

Resolution 69# -2021

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

- Ingerman - Rt. 31 (80 Affordable, 64 Market, 1 onsite Super)
- Grayrock Rd. (6 Affordable, 24 Market)

There is nothing new to report or discuss.

Mini Pump Stations

Cryan's Tavern has failed to maintain the bi-weekly cleaning of their grease trap as directed several years ago. Ms. Paulus has sent several emails requesting this information. Chairman Krommenhoek directed Ms. Paulus send a bill for excessive grease related expenditures for Cryan's Tavern PS.

Beaver Brook 3

Mrs. Wohlleb provided an updated proposal. It is noted that Beaver Brook 3 will be discussed at the November 4, 2021, meeting.

Comminutors vs. Trash Baskets

Ms. Paulus advised that the CTSA was provided two quotes back in 2019 and will request updated quotes for 2021.

Country Club Drive Associates

Ms. Paulus has been searching for requested discovery and OPRA documents.

Maple Ave/Route 641 Infiltration & Inflow

There is nothing new to report or discuss.

Ms. Atwell left the meeting at 8:54 p.m.

NHHS

- I & I

The infiltration of Manhole 14 must be addressed by the NHHS. Mr. Parr stated injecting gel is not going to be enough. Ms. Paulus was directed to email Mr. Knipe, Facilities Manager asking what the plan is, where pipes are, other leakers, and cross connections. Ms. Paulus will send out an email to schedule a meeting with NHHS, Vo-Tech, MM.

- Rebuild

Mott MacDonald had a crew on-site yesterday. Mrs. Wohlleb has been working on uploading information to the I-Bank in the next three weeks. She will be processing Hunterdon County Conservation permit. The NHHS is contracting with an environmental company to clean out the building at the pump station.

New Business

Operator's Report

Mr. Parr reported all stations are operational, have been inspected weekly, data collected, and baskets cleaned. High level alarms were tested. Mr. Parr reported the following activities/issues:

- September 18th - NSU received a power failure alarm from the Deer Meadow, County Rd 641, DOT, Stem, Maple Ave, Mews Pump Stations. NSU operator responded to reset the Stem PS Remote Monitoring Communication and found pump 1 soft start had failed. NSU Services troubleshot the soft start and found a fuse had blown because of the power failure.
- September 23rd – Cryan's Tavern PS wet well was cleaned by Apgar. One week later the wet well was in the same condition with grease as the previous week before the cleaning.
- October 4th - NSU received a wet well low-level alarm from the Mews PS. The NSU operator responded and found the lead pump float had failed. The operator replaced the lead pump float.
- October 4th – NSU received a seal fail alarm at Maple Ave PS for pump 1. NSU Services will pull and troubleshoot the pump.
- October 5th – NSU received a pump 2 fail at BB1. The operator found a blown fuse, replaced the fuse, and blew again. NSU Services will pull and troubleshoot the pump.

Mr. Parr additionally noted that the NHHS Trash Basket is working to the point where it has been almost full. It may have to be emptied twice a week. He recommended increasing the size for the upgrade.

JIF Inspection Report

The Joint Insurance Fund conducted an inspection on August 26, 2021. A Loss Control Report was issued and distributed for review and corrective action to be taken. Ms. Stokes has been addressing the findings. She noted the Hazardous Communications Plan just needs to be signed, Hazardous Substance Fact Sheets Poster has been made visible, and Right-To-Know training records have been provided. Ms. Paulus stated the fuel tank at DOT needs to be removed, tree trimming at Hamden, exposed wires inside the control panel at Stem need to be terminated properly and confined space entry signage at DOT, Hamden, Maple, and Stem pump stations.

Chairman Krommenhoek moved, and Katrin Glode-Sethna seconded the motion to acknowledge receipt and review of the Loss Control Report and accept the findings of the 2021 JIF Inspection report. There being no further discussion, the roll was called.

Resolution #70-2021

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

It is noted that Mrs. Wohlleb and Mr. Parr left the meeting at 9:20 p.m.

Personnel Policy Manual

The NJ JIF is requiring the Authority adopt a Personnel Policies Manual. The Authority currently has only a handbook. The Manual is in the process of being completed. Ms. Paulus recommended that the CTSA adopt a resolution to accept the updated Procedures Manual Policy and Employee Handbook required by NJ JIF. Mr. Watts, Attorney, acknowledged that the checklist needs to be submitted to the NJ JIF by no later than November 1, 2021.

Chairman Krommenhoek moved, and Peter Geiger seconded the motion to adopt the new Personnel Policies Manual conditioned upon the receipt of a letter from its counsel C. Gregory Watts, Esq. that the manual conforms to all of the JIF requirements as well as a memo from the Authority's Administrator certifying the form of the Personnel Policies is in compliance with all applicable Rules and Regulations. There being no further discussion, the roll was called.

Resolution #71-2021

Steven Krommenhoek	Yes
Peter Geiger	Yes

Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Beaver Ave Development (79 Beaver Ave) Lease

It is noted that the Beaver Ave Development Lease will be discussed at the November 4, 2021, meeting.

Vouchers

Katrin Glode-Sethna moved, and Chairman Krommenhoek 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	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

There being no further business to discuss, Edward Schneider moved, seconded by Chairman Krommenhoek, and unanimously passed the meeting was adjourned at 9:23 p.m.

ATTEST:

Taralyn Stokes, Clerk

Steven Krommenhoek, Chairman