

**Clinton Township Sewerage Authority**

**Meeting Minutes—April 7, 2022**

Chairman Krommenhoek called the meeting to order at 6:32 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 (remotely), Vice Chairman	present
Edward Schneider, Secretary	present
Katrin Glode-Sethna (remotely), Treasurer	present
Joseph Wrba	present
Daniel McTiernan	present

**Also present:**

Bill Glaser, Council Liaison  
C. Gregory Watts (remotely), Attorney  
Nancy Wohlleb, Engineer  
Jamie Shirtz, Engineer  
Roger Parr (remotely), Operator  
Jacqueline Klapp (remotely), Public Hearing Transcriber  
Chris Langhart (remotely), Bond Council  
Tara Stokes (remotely), Clerk  
Meliss Paulus, Administrator

**Minutes**

March 3, 2022 – Open and Closed Sessions

A motion was made by Edward Schneider and seconded by Chairman Krommenhoek to approve the open and closed session minutes for the March 3, 2022 meeting. There being no further discussion, a voice vote was called. All Ayes. Motion carried.

**Public Comment**

It is noted that there was no public comment made.

## **Public Hearing**

The public hearing for the North Hunterdon Regional High School pump station replacement project opened at 6:35 p.m. Mr. Glaser, Council Liaison asked for an overview description of the project. Ms. Wohlleb provided the history of the NHHS pump station, as well as the planned upgrades due to both age of the pump station; fair share housing project; and fully funded Hunterdon County Vo-Tech school. No public comment was made. The hearing closed at 6:48 p.m.

It is noted that Mr. Watts, Ms. Klapp, and Mr. Langhart left the meeting at 6:48 p.m. at the conclusion of the public hearing.

## **Old Business/Current Business**

### Capacity Requests

- 1734 Route 31 LLC (Block 70 Lot 12)

Ms. Paulus received capacity request from the Law Office of Lavery, Selvaggi, Abromitis, and Cohen on behalf of 1734 Route 31 LLC. Ms. Paulus contacted the law office to ask additional clarification questions to the capacity request and is awaiting a follow-up.

### Pending Connections

- 6 West Street
- 13 Moebus Place - Warehouse
- NJDOT – Beaver Ave. New Garage/Wash Bay
- 240 Hamden Rd

There was nothing new to report or discuss.

- 248-250 Hamden Rd

Mrs. Wohlleb advised that she was notified the property is being sold. Gregory VandeRydt, of RYDT Consulting, would like to schedule a meeting with the CTSA to revisit the sanitary sewer connections for the front two houses (248 & 250) next week. Ms. Wohlleb and Ms. Paulus will try to coordinate schedules for a meeting on April 18<sup>th</sup> with RYDT Consulting.

- 1728 Route 31

This was discussed at the end of meeting.

### Capital Budget Plan

A capital budget plan meeting was held on March 28, 2022, between Ms. Wohlleb, Ms. Paulus, Ms. Stokes, Chairman Krommenhoek, Mr. Parr, and Mr. Langhart to discuss improvements to DOT PS, Hamden Rd PS, and Deer Meadow PS.

As a follow up to the March 28, 2022 meeting, Mrs. Wohlleb provided a limited desktop analysis for the recommended capital improvements for DOT PS. The analysis included a review of the potential NJDEP permitting requirements as well as potential financing options. A brief discussion ensued before it was suggested that this be discussed on a later date.

#### Town of Clinton Treatment Cost Litigation

It is noted that the distribution of the escrow requires additional review, and an email was sent to Town of Clinton Counsel from Mr. Watts, Counsel with a response pending. This will be discussed on a later date.

#### Preventative Maintenance Program – Deer Meadow

Mr. Parr advised that the Deer Meadow section was mostly clean during the cleaning and videoing done by Russell Reid. There is one area in Dear Meadow that needs further investigation. Mr. Parr will review and follow up with the CTSA for the May 5, 2022, meeting.

Chairman Krommenhoek requested that Beaver Brook, the next section to be cleaned and inspected in the Preventative Maintenance Program, be discussed in executive session.

#### Clinton Twp. COAH

- Clinton LIHTC LLC/Clinton Woods

Ms. Paulus advised that property ownership transfer from Clinton Township to Clinton LIHTC LLC/Clinton Woods was on March 24, 2022. Clinton LIHTC LLC/Clinton woods also paid the portion of the connection fee in accordance with the agreement.

- Ingerman - Rt. 31 (80 Affordable, 64 Market, 1 onsite Super)

Councilman Glaser reported the developer has secured their financing and will follow-up with Mayor Mullay for additional information.

- Grayrock Rd. (6 Affordable, 24 Market)

There was nothing new to report or discuss.

#### Mini Pump Stations

A discussion has continued regarding the status of the future of the mini pump stations and is still being reviewed. Cryan's has not responded to the letter mailed out by Mr. Watts, Counsel, in February and the bill remains unpaid.

### Beaver Brook 3

Chairman Krommenhoek, Ms. Paulus, Ms. Stokes, Mr. Parr, Mrs. Wohlleb, and Ms. Shirtz had a meeting with the Town of Clinton to present a proposal for installing a flow meter on Beaver Brook 3 on March 24, 2022. The Town of Clinton requested a timeline of construction to be completed for additional review.

Chairman Krommenhoek requested that Beaver Brook 3 be discussed further in executive session.

### Comminutors vs. Trash Baskets

NSU was awarded the contract at the March 3, 2022 meeting to remove the existing comminator, base, and install a new davit for trash basket removal at the Beaver Brook #2 pump station. Mr. Parr advised that some materials have been received but are still waiting on others. Additionally, Mr. Parr will review project start date and lead times for materials and provide a follow up.

### Country Club Drive Associates

It is noted that on May 24, 2022 and May 25, 2022 there will be virtual mediation meetings between CTSA and Country Club Drive Associates. It is anticipated that Mr. Watts, Mr. Tice, Chairman Krommenhoek, and Mr. Geiger will be attending the mediation meetings.

### Maple Ave/Route 641 Infiltration & Inflow

Mr. Parr advised NSU inspected some manholes on April 4, 2022, during a dry weather event. Additionally, Mr. Parr plans on inspecting manholes on April 8, 2022, proceeding a major wet weather event. Findings of the inspections will be provided to the CTSA for further review.

### JIF Inspection Report

Ms. Paulus will be contacting Samson Concrete and Masonry for the tree trimming needed at Hamden Rd PS.

Mr. Parr advised that the confined space signs were placed at all the applicable pump stations.

A brief discussion ensued about the removal of the DOT PS oil tank. It was recommended that removal of the DOT PS oil tank be included in the plans for the DOT PS upgrade.

### NHHS

- I & I

There was nothing new to report or discuss.

- Rebuild

Mrs. Wohlleb advised that construction is moving on schedule, and it was noted that there has been much effort to coordinate permitting, technical review, and construction plans between the CTSA, NHHS, and Vo-Tech. Nothing is needed from the CTSA at this time.

## 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:

- March 7<sup>th</sup> - NSU received a power failure alarm from the Cramer Creek PS and BB2. Power was restored shortly after, no response needed from a NSU operator.
- March 12<sup>th</sup> - NSU received a power failure alarm from the Cramer Creek PS, Hamden Road PS, BB1 PS and BB2 PS. Power was restored shortly after, no response needed from a NSU operator.
- March 16<sup>th</sup> - NSU received a power failure alarm from the Cramer Creek PS, NHHS PS and BB2. Power was restored shortly after, no response needed from a NSU operator.
- March 25<sup>th</sup> – NSU operator received a low-level alarm from DOT PS. The operator responded and found rags attached to the low-level float. Removed the rags and tested.
- March 30<sup>th</sup> – Hamden Road PS - Diesel Dialysis removed the generator fuel, cleaned the fuel tank, installed the correct fuel tank vents, and treated the new fuel that NSU Services supplied. Report and vent before and after images attached.
- March 31<sup>st</sup> – NSU Services pulled Mews PS pump 2 and BB1 PS pump 1 for evaluation and installed the new pumps.

Mr. Parr advised that Water's Edge PS average run times per start have doubled in the last 4 years. A recommendation was made to replace the pump and a proposal from Reiner Pump Systems Inc in the amount of \$10,410.00 to replace the pump was provided.

Peter Geiger moved and Chairman Krommenhoek seconded the motion to accept the proposal of Reiner Pump Systems Inc, for the replacement of the Water's Edge PS pump in the amount of \$10,410.00. There being no further discussion, the roll was called.

### Resolution #52 -2022

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

It is noted that Mr. Parr left the meeting at 7:39 p.m.

Ms. Paulus reported that the Government Records Council held a determination hearing March 29, 2022 regarding GRC complaint Elizabeth M. Konkle v. Clinton Township Sewerage Authority (Hunterdon) (2020-100). The Government Records Council unanimously decided in favor of the Clinton Township Sewerage Authority, Custodian of Record.

Ms. Stokes requested that the CTSA amend previously passed resolution 42-2022. MuniPay only allows one account signer, and the price of the in-office credit card reader increased from \$190.00 to \$229.00.

Chairman Krommenhoek moved and Edward Schneider seconded the motion to amend resolution 42-2022, appoint Katrin Glode-Sethna as the signer for all MuniPay matters, and approve the additional expenditure of \$229.00 for the in-office credit card reader. There being no further discussion, the roll was called.

Resolution #53-2022

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

Resolution #54-2022

Ms. Stokes requested that the CTSA adopt a Cyber Incident Response Plan and appoint an Incident Response Manager in accordance with the cyber security risk management requirements from the NJ JIF.

Chairman Krommenhoek moved and Edward Schneider seconded the motion to adopt a Cyber Incident Response Plan and appoint Tara Stokes, Clerk, as the Incident Response Manager in accordance with the cyber security risk management requirements from the NJ JIF. There being no further discussion, a voice vote was called. All ayes. Motion carried.

Resolution #55-2022

Ms. Stokes requested that the CTSA adopt a Master Technology Policy in accordance with the cyber security risk management requirements from the NJ JIF.

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to adopt a Master Technology Policy in accordance with the cyber security risk management requirements from the NJ JIF. There being no further discussion, a voice vote was called. All ayes. Motion carried.

Ms. Paulus received a request from William Caldwell of 1728 Route 31, to extend the sewer reservation agreement that previously expired February 27, 2022. It was

recommended that the CTSA extend the reservation agreement for a period of one year until February 27, 2023.

Resolution #56-2022

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to extend the sewer reservation agreement for 1728 Route 31 for a period of one year until February 27, 2023. There being no further discussion, a voice vote was called. All ayes. Motion carried.

P.L. 2021, c.317 state law requires residential customers to be offered an installment plan for any Clinton Township Sewerage Authority Sewer arrearages accruing between March 9, 2020 and March 15, 2022. To maintain the installment plan, a residential customer must make timely payments on all current charges. Sewer liens that were sold before January 1, 2022 cannot be included in the installment plan. A brief discussion ensued before the board approved Meliss Paulus, Administrator, and Tara Stokes, Clerk to have the authorization to set up payment plans for residential customers without the need to pass a formal resolution for each individual account in accordance with the rules set forth in P.L. 2021, c.317. This information will be posted in the office, on the website, announced at CTSA public meetings, Clinton Township Council meetings. Ms. Paulus will also ask Mayor Mullay and Council President Strauss to post this information on their official Facebook pages.

Vouchers

Edward Schneider 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
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Yes
Daniel McTiernan	Did not vote

**Executive Session**

Upon motion duly made, seconded, and unanimously passed, the Clinton Township Sewerage Authority entered executive session at 8:00 p.m. to discuss the contractual matters. No action will be taken upon exiting executive session.

**Open Session**

Upon motion duly made, seconded, and unanimously passed the motion to exit executive session and enter open session 8:24 p.m. All ayes.

There being no further business to discuss, upon motion duly made, seconded, and unanimously passed the meeting was adjourned at 8:24 p.m.

ATTEST:

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Taralyn Stokes, Clerk

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Steven Krommenhoek, Chairman