

Clinton Township Sewerage Authority

Meeting Minutes—October 6, 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.

Statement of Covid 19 Relief Measures – Sewer Payment Plan

Chairman Krommenhoek stated that outstanding amounts from March 9, 2020-March 15, 2022, are eligible for payment plan. Payment plan information is posted on the Clinton Township Sewerage Authority website, inside and outside the office, Council Facebook, Council meetings, and CTSA council meetings.

Pledge of Allegiance

Attendance Roll Call:

Steven Krommenhoek, Chairman	present
Peter Geiger, Vice Chairman (remotely)	present
Edward Schneider, Secretary	present
Katrin Glode-Sethna, Treasurer (remotely)	present
Joseph Wrba	present
Daniel McTiernan	present

Also present:

Bill Glaser, Council Liaison
C. Gregory Watts, Attorney
Nancy Wohlleb (remotely), Engineer
Roger Parr (remotely), Licensed Operator
Laura Atwell, Auditor (6:12 p.m.)
Meliss Paulus, Administrator
Tara Stokes (remotely), Clerk

Minutes

September 1, 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 September 1, 2022, meeting. There being no further discussion, a voice vote was called. All Ayes. Motion carried.

New Business

Operator's Report

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

- September 15th - NSU operators inspected the three Waters Edge PS FM flush locations. One of the three had a substantial amount of water in the access manhole. As indicated in the attached images the arrangement of the valve would make it difficult to connect a flush hose to the valve.
- September 20th – NSU operator pulled the trash basket for cleaning at Deer Meadows PS and was not able to lower the basket due to the guide rails and basket being contorted. Proposal to follow for possible replacement.
- September 28th – NSU operator inspected the Cryan's Tavern PS and found a significant amount of grease floating on top of the liquid level. Apgar & Son was called to clean the PS.
- October 2nd - NSU received a high wet well level alarm from the Deer Meadow PS. NSU operator responded and found both pumps needed to be reset on the HMI. NSU will follow up with Pumping Services on this issue.
- October 6th - NSU operator inspected the Cryan's Tavern PS and again found less significant amount of grease than on September 28th. NSU will monitor.

Mr. Parr provided a proposal from Natural Systems Utilities to replace the trash basket and guide rails at the Hamden Road PS for a total of \$6,425.00. These repairs need to be made on an emergent basis because of health, safety, and welfare of the public.

Katrin Glode-Sethna moved and Edward Schneider seconded the motion to replace the trash basket and guiderails at Hamden Road PS for a total of \$6,425.00. There being no further discussion, the roll was called.

Resolution #74-2022

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

Mr. Parr provided a proposal to replace the DOT battery backup in the amount of \$830.00. This will prevent call outs needed for Natural Systems Utilities to manually reset the telemetry.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to approve the proposal. There being no further discussion, the roll was called.

Resolution #75-2022

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

A brief discussion ensued regarding Water's Edge PS to replace the air releases; re-arrange valves in the flush pits; and flush the force main. Mr. Parr and Mrs. Wohlleb will discuss and review to provide a proposal at the next meeting for the repairs needed.

It is noted that Mr. Parr left the meeting at 6:49 p.m.

Public Comment

Mr. Walter Wilson was in attendance to question the current agenda and confirmation his previous request for capacity for the property located at 107 Alton Place was still active. Additionally, Mr. Wilson requested to know the capacity allotments for Grayrock Road, Lots 3 & 4 in Clinton Township. Ms. Paulus will provide that information to him.

Old Business/Current Business

Capacity Requests

- Clinton Fuel LLC - 1707 Route 31 South (Block 69, Lot 3)
- Headley Farm Estate – (Block 46, Lots 33 & 33.01)

There was nothing new to report or discuss.

- Hunterdon County Vo-Tech – 1445 Route 31 (Block 79, Lot 1)

A brief discussion ensued regarding the ongoing issues of capacity allocations. Mrs. Wohlleb advised that NJ DEP has strict criteria on the methodology of the calculation needed to assess whether the sewer connection needs a TWA. At this time, no calculation has been done by Vo-Tech according to NJ DEP requirements and no formal capacity request has been made to the authority.

- 1734 Route 31 (Block 70, Lot 12)

Ms. Paulus received notification of an application before the Clinton Township Board of Adjustment for approval to demo the current office building on-site and build a brand-new medical office by Mr. DeSapio. Mr. Watts will draft a letter to send to Mr. DeSapio regarding the sewer connection requirements since the capacity of 2,580 gallons per day was privately purchased.

Pending Connections

- 13 Moebus Place - Warehouse
- NJDOT – Beaver Ave. New Garage/Wash Bay
- 248-250 Hamden Rd
- 1728 Route 31

There was nothing new to report or discuss.

- 6 West Street

It is noted that Clinton Township Council in their September 28, 2022 meeting has vacated the public right of way portion of Washington St between Center St. and West St. This does not impact the sewage lines.

- 240 Hamden Rd

A brief discussion ensued that a reservation agreement needs to be executed. Mr. Watt's will draft a reservation agreement to send to the property owner.

Capital Budget Plan

There was nothing to report or discuss.

Town of Clinton Treatment Cost Litigation

This will be discussed in closed session.

Preventative Maintenance Program

Mr. Parr is working on updating the spreadsheet with all of the pump information.

Clinton Twp. COAH

- Clinton LIHTC LLC/Clinton Woods (84 Affordable, Community Bldg)
- Ingerman - Rt. 31 (80 Affordable, 64 Market, 1 onsite Super)
- Grayrock Rd. (6 Affordable, 24 Market)

There was nothing new to report or discuss.

Mini Pump Stations

There was nothing new to report or discuss.

Beaver Brook 3

Chairman Krommenhoek sent over the Beaver Brook 3 flow meter installation timeline provided by Mrs. Wohlleb for review by the Town of Clinton.

Country Club Drive Associates

This will be discussed in executive session.

Maple Ave/Route 641 Infiltration & Inflow

There was nothing new to report or discuss.

It is noted Walter Wilson left the meeting at 7:41 p.m.

JIF Inspection Report

The Clinton Township Sewerage Authority received a Loss Control Report on August 31, 2022 prepared by J.A Montgomery. Ms. Paulus requested the board adopt a resolution to acknowledge the report as received and reviewed.

Chairman Krommenhoek moved, and Edward Schneider seconded a motion to knowledge receipt of the Loss Control Report as received and reviewed. There being no further discussion, a voice vote was called. All ayes. Motion carried.

Resolution #76-2022

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

NHHS

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There is nothing new to report or discuss.

- Rebuild

Mrs. Wohlleb provided a proposal from Mott McDonald for additional consulting engineering services concerning obtaining a Treatment Works Approval permit from NJDEP in connection with the rebuild in the amount of \$9,700.00. The proposal is conditional on notice to proceed from the Authority.

Chairman Krommenhoek moved, and Katrin Glode-Sethna seconded the motion to approve the proposal of \$9,700.00 from Mott McDonald for additional consulting services contingent upon further direction from the Authority to do so. There being no further discussion, the roll was called.

Resolution #77-2022

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

New Business

2021 Audit

Ms. Atwell presented the 2021 audit completed by BKC Certified Public Accountants, P.C. No recommendations and no findings were made. Ms. Atwell commended Ms. Stokes on the knowledge she has both demonstrated and gained.

Chairman Krommenhoek moved, and Edward Schneider seconded a motion to acknowledge the 2021 Audit has been received, accepted, and that there were no action items. There being no further discussion, the roll was called.

Resolution #78-2022

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

2023 Budget Introduction

Ms. Atwell presented the 2023 Budget Introduction based off the Budget Committee meeting held on September 8, 2022 with Edward Schneider, Katrin Glode-Sethna, Meliss Paulus, Tara Stokes, and Jim Huntington in attendance.

Ms. Atwell proposed an increase of \$20 per year or \$5 per quarter on the 2023 yearly sewer fee. It is important to note that the rate had not changed in the last three years. There were increases in line items for professional fees due to on-going projects, treatment costs, computer/IT risk management, insurance, and education. Additionally, some changes were made to bring it more in-line with actual costs.

Chairman Krommenhoek moved, and Edward Schneider seconded a motion to acknowledge the introduction of the 2023 budget. There being no further discussion, the roll was called.

Resolution #79-2022

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

League of Municipalities

Ms. Paulus requested that the board adopt a resolution to authorize its members and employees to attend the League of Municipalities Conference in Atlantic City, NJ on November 15-17, 2022. Additionally, the Authority agrees to pay each person's registration fees, hotel room, and up to \$75.00 per day for meals and reasonable transportation services.

Chairman Krommenhoek moved, and Joseph Wrba seconded a motion to approve the attendance of its members and employees to the League of Municipalities Conference on November 15-17, 2022. Additionally, the Authority agrees to pay each person's registration fees, hotel room, and up to \$75.00 per day for meals and reasonable transportation services. There being no further discussion, the roll was called.

Resolution #80-2022

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

Vouchers

Edward Schneider 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
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 8:03 p.m. to discuss litigation matters involving Country Club Drive Associates and the remaining issue with the Town of Clinton. Action is not anticipated to be taken upon exiting executive session.

It is noted that Ms. Atwell left the meeting at 8:13 p.m.

Open Session

Upon motion duly made, seconded, and unanimously passed the motion to exit executive session and enter open session 8:16 p.m. All ayes.

The Authority believes that it will be receiving a settlement document or Memorandum of Understanding from the Town of Clinton prior to the Authority's next meeting. Mr. Watts requested the board authorize Chairman Krommenhoek to execute a final settlement document/Memorandum of understanding with the Town of Clinton at such time that Chairman Krommenhoek, Peter Geiger, and Mr. Watts are all in agreement that said document is in proper form.

Edward Schneider moved, and Katrin Glode-Sethna seconded a motion to authorize Chairman Krommenhoek to execute a final settlement document/Memorandum of understanding with the Town of Clinton at such time that Chairman Krommenhoek, Peter Geiger, and Mr. Watts are all in agreement that said document is in proper form. There being no further discussion, the roll was called.

Resolution #81-2022

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

There being no further business to discuss, upon motion duly made, seconded, and unanimously passed the meeting was adjourned at 8:18 p.m.

ATTEST:

Taralyn Stokes, Clerk

Steven Krommenhoek, Chairman