

Clinton Township Sewerage Authority

**Meeting Minutes—September 7, 2023**

Chairman Krommenhoek called the meeting to order at 6:49 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	absent
Edward Schneider, Secretary	present
Katrin Glode-Sethna, Treasurer	absent
Joseph Wrba	absent
Daniel McTiernan	present

**Also present:**

Bill Glaser, Council Liaison  
Ted Del Guercio (remotely), Bond/General Counsel  
Nancy Wohlleb (remotely), Engineer  
Roger Parr (remotely), Licensed Operator  
Prantik Chakraborty (remotely), Engineer  
Laura Atwell, Auditor  
Meliss Paulus, Administrator

**Minutes**

July 20, 2023– Open Session

A motion was made by Edward Schneider and seconded by Daniel McTiernan to approve the open session minutes for the July 20, 2023 meeting. There being no further discussion, a voice vote was called. 2 Ayes, 1 Abstain. Motion carried.

**Public Comment**

None

## Old Business/Current Business

### Capacity Requests

There was nothing new to report or discuss.

### Pending Connections

- 6 West Street - pulling permits
- 13 Moebus Place – Warehouse
- 248-250 Hamden Rd
- 1707 Route 31 – Dunkin Donuts/Gas Station

### Route 31 Development

- 1728 Route 31 – Caldwell Property
- 1732 Route 31 – Fair Share Housing Ingerman
- 1734 Route 31 – Medical Office Building

A discussion ensued regarding the connections and conveyance for three properties, 1728, 1732 & 1734 Route 31. Mrs. Wohlleb was directed to send an email to Andy Holt, Town of Clinton Sewer Engineer.

As previously discussed, Kevin Benbrook submitted a request for the approval to transfer 2,560 gpd to 1734 Route 31. This capacity is subject to the “right of first refusal” by Clinton Township. Chairman Krommenhoek moved and Edward Schneider seconded the motion to acknowledge the transfer of 2,560 gallons per day for 1734 Route 31 contingent upon receiving confirmation Clinton Township waives their right of first refusal. There being no further discussion, the roll was called.

### Resolution #57-2023

Steven Krommenhoek	Yes
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Yes

### Capital Budget Plan

There was nothing new to report or discuss.

### Preventative Maintenance Program

There was nothing new to report or discuss.

### Clinton Twp. COAH

- Clinton LIHTC LLC/Clinton Woods (84 Affordable, Community Bldg)

The force main was tested. Three buildings were issued TCOs contingent upon receiving required as-builts.

### Mini Pump Stations

There was nothing new to report or discuss.

### Beaver Brook 3

The contractor has started work. There were some concerns that were addressed and resolved. Expect to be complete in a couple of weeks.

### Country Club Drive Associates

There is nothing new to report or discuss.

### Maple Ave/Route 641 Infiltration & Inflow

There was nothing new to report or discuss.

### NHHS

- I & I

There was nothing new to report or discuss.

- Rebuild

The Notice to Proceed has authorization to be issued to VNL. A preconstruction meeting will be scheduled with NJDEP. Weekly meetings are being held. Submittals are on-going. Survey is needed and timeline. Request has been made to Mott MacDonald for signed sealed plans and CAD file. Questions arose about a manhole and generator.

- HC Vo-Tech

Vo-tech is discussing the Reservation Agreement with NHHS.

### Water's Edge Force Main

Chairman Krommenhoek requested Mrs. Wohlleb submit a proposal to prepare a bid package. Mrs. Wohlleb noted a NJ DOT permit will be required to perform the work.

## New Business

### Operator's Report

Mr. Parr provided a written report. The following activities/issues were reported:

- Pump Station Activities
  - All stations are operational. The stations have been inspected weekly, with data taken and baskets cleaned. All pump station high level alarms were tested for the month.
  - 7/21/23 - BB1, BB2, Hamden and Cramer Stations were cleaned by Russell Reid.
  - 8/24/23 – All PS fire extinguishers annual inspection was performed.
  - 8/30/23 – NSU Services replaced the failed flow meter at Deer Meadows PS.
- Pump Station Issues
  - 7/21/23 – NSU operator found the Hamden Road PS wet well low-level float to be faulty. NSU Services replaced and tested the float.
  - 7/21/23 – NSU operator found BB1 P2 ragged up during the wet well cleaning. NSU Services responded to pull the pump and unclog it.
  - 7/26/23 – NSU operator discovered a tree had fallen across the access to the Der Meadow PS. The tree has been cleared.
  - 8/24/23 – Mews PS P2 overload tripped. NSU Services responded to pull the pump and cleared the rags from the pump.
  - 8/30/23 – NSU operator found a partial blockage ahead of the comminutor at the Stem PS. NSU Services responded to pull the comminutor and cleared the blockage.
- Collection System Activities
  - None
- Alarms
  - 8/1/23 - NSU operator received an alarm for Stem PS P1 VFD failure. NSU Services responded and found P1 was faulty. NSU Services replaced the pump with a spare.
  - 8/11/23 – NSU received a utility power fail alarm at DOT and County 641 PSs. NSU operator responded to switch power to the generator at the DOT PS and reset the pumps at County 641 PS.
- SSO's
  - None
- Additional Items

Mr. Parr reported Pump #1 at the Stem pump station failed. NSU Services pulled the pump and replaced it with a spare. Mr. Parr provided two quotes, one by NSU Services to repair the pump at a cost of \$15,103.75, and a quote from Reiner Pump Systems to replace the pump at a cost of \$18,120.00. Since Reiner Pump is part of the Passaic Valley Sewerage Commission Contract B364, no bidding or other proposals are required.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to accept the quote from Reiner Pumps in the amount of \$18,120.00 to replace the pump at the Stem pump station. There being no further discussion, the roll was called.

Resolution #58-2023

Steven Krommenhoek	Yes
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Yes

(Mrs. Wohlleb, Mr. Parr, and Mr. Chakraborty left the meeting at 7:51 p.m.)

NJUA Joint Insurance Fund Loss Control Report

Ms. Paulus reported on July 26, 2023, JA Montgomery conducted an inspection of the DOT, Hamden Rd, Maple Ave, Mews, NHHS and Stem pump stations. The Authority received a perfect 100-point score on the pump station inspection with no point deductions. Mr. Thomson noted the Authority and NSU should be commended for maintaining a safe work environment for their respective employees. Ms. Paulus noted the credit should go to Ms. Stokes, Mr. Parr, Mr. Koehler, and Mr. Deisenroth.

Chairman Krommenhoek moved and Edward Schneider seconded the motion to acknowledge the inspection findings from the JA Montgomery inspection have been received and reviewed. There being no further discussion, the roll was called.

Resolution #59-2023

Steven Krommenhoek	Yes
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Yes

2022 Audit

Ms. Atwell presented the 2022 audit completed by BKC Certified Public Accountants, P.C. Highlighted expenditures were treatment costs and maintenance and repairs. A total of \$43,000.00 of surplus was utilized. There was one recommendation noted that the current software is deficient. With the change from a software program to

web-based, deposits recorded in the accounts receivable accounting system are not reconciling with bank deposits. The corrective action plan is to accounts receivable accounting systems.

Chairman Krommenhoek moved, and Daniel McTiernan seconded a motion to acknowledge the 2022 Audit has been received, accepted, and that the corrective action plan will resolve the finding of inadequate accounts receivable accounting system. There being no further discussion, the roll was called.

Resolution #60-2023

Steven Krommenhoek	Yes
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Yes

Everyone thanked Ms. Atwell.

Ms. Stokes provided multiple quotes for the renewal of the \$256,024.91 Certificate of Deposit, set to mature with Northfield Bank on August 15, 2023 and \$712,718.80 set to mature on August 24, 2023. Ms. Paulus negotiated 5% at Northfield Bank for a period of eight months.

Chairman Krommenhoek moved and Edward Schneider seconded the motion to authorize the renewal of its Certificate of Deposit in the amount of \$256,024.91 and \$712,718.80 with Northfield Bank for a period of eight months. There being no further discussion, the roll was called.

Resolution #61-2023

Steven Krommenhoek	Yes
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Yes

(Ms. Atwell left the meeting at 8:22 p.m.)

2024 Budget Committee

Ms. Paulus requested two members are needed for the 2024 Budget Committee. It will be scheduled for the third week in September. Mrs. Glode-Sethna and Mr. Schneider have volunteered previously. Mr. Schneider offered to volunteer. Chairman Krommenhoek offered to volunteer if Mrs. Glode-Sethna is not available.

## Vouchers

Chairman Krommenhoek moved, and Edward Schneider 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	Absent
Joseph Wrba	Absent
Daniel McTiernan	Yes

There being no further business to discuss, upon motion duly made, seconded, and unanimously passed the meeting was adjourned at 8:26 p.m.

ATTEST:

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Meliss Paulus, Administrator

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Steven Krommenhoek, Chairman