

**Clinton Township Sewerage Authority**

**Meeting Minutes— October 3, 2024**

Chairman Krommenhoek called the meeting to order at 8:31 a.m.

**Statement of Adequate Notice**

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

**Statement of Low-Income Household Water Assistance Program (LIHWAP)**

Chairman Krommenhoek read the following statement regarding the Low-Income Household Water Assistance Program (LIHWAP):

The State Low Income Household Water Assistance Program (LIHWAP) can help you pay arrears for your water and sewer bills. The program may also be able to help address tax liens due to water and sewer arrears. To get more information and apply, go to [waterassistance.nj.gov](http://waterassistance.nj.gov) or call NJ211.

**Pledge of Allegiance**

**Attendance Roll Call:**

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

**Also present:**

Bill Glaser (remotely), Council Liaison  
Chris Langhart, General Counsel  
Laura Atwell, Auditor  
Kelsey Oakes (remotely), Auditor  
Roger Parr (remotely), Licensed Operator  
Prantik Chakraborty (remotely), Licensed Operator  
John Ruschke (remotely), Engineer  
Meliss Paulus (remotely), Administrator  
Tara Stokes, Clerk

**Minutes**

September 5, 2024 – Open Session

A motion was made by Edward Schneider moved and seconded by Katrin Glode-Sethna to approve the open session minutes from the September 5, 2024, meeting. There being no further discussion, a voice vote was called. All ayes.

### **Public Comment**

Mr. Wilson was present to ask where the documentation for the proposed 108 Alton Place development should be sent to. Mr. Langhart, General Counsel, recommended that Mr. Wilson forward any documentation to Mr. Langhart for further review. Mr. Langhart provided Mr. Wilson his contact information.

### **2025 Budget Introduction**

Ms. Atwell presented the 2025 Budget Introduction based off the Budget Committee meeting held on September 27, 2024 with Edward Schneider, Katrin Glode-Sethna, Meliss Paulus, Tara Stokes from the Clinton Township Sewerage Authority and Laura Atwell and Julia Sinkbeil from BKC, CPAs, PC in attendance.

Ms. Atwell proposed an increase in the rate from \$540.00 to \$560.00 for the year. This is an increase of \$5.00 per quarter or increase of \$20.00 per year. Inflation has continued to increase treatment costs as well as electricity.

Mr. McDonald joined the meeting at 8:45 a.m.

Mr. Wilson left the meeting at 8:47 a.m.

Chairman Krommenhoek moved, and Daniel McTiernan seconded a motion to acknowledge the introduction of the 2025 budget. There being no further discussion, the roll was called.

#### Resolution # 63-2024

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

Ms. Atwell and Ms. Oakes left the meeting at 8:50 a.m.

### **Old Business/Current Business**

#### Capacity Requests

There was nothing new to report or discuss.

#### Pending Connections

- 13 Moebus Place – Warehouse
-

There was nothing new to report or discuss.

- 248-250 Hamden Road

There was nothing new to report or discuss.

- 6 West Street

There was nothing new to report or discuss.

- 10 & 12 Grayrock Road – Grayrock Crossing

There was nothing new to report or discuss.

- 1707 Route 31 – Dunkin Donuts/Gas Station

Ms. Paulus was contacted by Adam Kaczorowski of Bayer-Risse Engineering for a status update on what is needed to endorse the NJDOT permit. Ms. Paulus sent a letter to the bond company on July 25, 2024 advising that the Clinton Township Sewerage Authority requires a bond posted before being able to sign off on the NJDOT permit. That was the last correspondence.

#### Route 31 Development

- 1734 Route 31 – Medical Office Building

There was nothing new to report or discuss.

- 1732 Route 31 – Fair Share Housing Ingerman

A brief discussion ensued regarding a power of attorney document that was requested to be signed by the Clinton Township Sewerage Authority for Ingerman to start work on the county road. Mr. Ruschke recommended that the Clinton Township Sewerage Authority have a signed developer's agreement prior to signing off on any other documents.

Additionally, Mr. Ruschke reached out to Mr. Long of Ingerman for an update on the required force main testing of Water's Edge. Unfortunately, no update was available and so Mr. Ruschke will continue to follow up with Mr. Long of Ingerman.

- 1728 Route 31 – Caldwell Property

There was nothing new to report or discuss.

#### Capital Budget Plan

Ms. Paulus previously advised that the DOT pump station should be the next pump station to be upgraded. Engineering will need to be reviewed by Mott McDonald.

### Preventative Maintenance Program

There was nothing new to report or discuss.

### Mini Pump Stations

Mr. Langhart, General Counsel, advised that he responded to an attorney with Kearns Rotolo Law Firm representing Cryan's Tavern located at 2 Beaver Avenue regarding the quarterly sewer billing for the property. Additionally, Mr. Langhart advised of the required grease trap cleaning of Cryan's every two weeks, with copies of the grease trap cleaning reports being sent to the Clinton Township Sewerage Authority in a timely manner. Kearns Rotolo Law Firm will discuss with Cryan's.

### Country Club Drive Associates

There was nothing new to report or discuss.

### Maple Ave/Route 641 Infiltration & Inflow

There was nothing new to report or discuss. Ms. Paulus and Mr. Langhart are drafting the letters to be sent out to property owners in the area.

### NHHS

- I & I

There was nothing new to report or discuss.

- Rebuild

Mr. Chakraborty provided a status update on the North Hunterdon High School pump station replacement. The pump station is active and flowing. Mission Controls is active. The demolition plan is next. A change order will be needed for the physical disconnection of pipes and paperwork will be provided for the next meeting. Mr. Nielson, DOBCO, sent an email that VNL LLC is responsible for paving up the gate and DOBCO is responsible paving the rest. The delay in the area being paved by DOBCO will leave the new manholes exposed in the road. Mr. Chakraborty recommended ordering debris covers to be placed around the exposed manholes. Additionally, Mr. Chakraborty will provide a completion report with pictures to DOBCO in the event any exposed manholes become damaged. Any required documentation to close out the project by NJDEP will be provided when it becomes available.

After reviewing the pump run times in Mission Controls at the North Hunterdon High School pump station, Mr. Krommenhoek requested Mr. Parr review for accuracy and to follow up.

Ms. Paulus advised the board that a resolution needs to be passed for payment application number 8 to VNL LLC regarding the North Hunterdon Regional High School pump station replacement in the amount of \$149,646.00.

Chairman Krommenhoek moved, and Daniel McTiernan seconded a motion to authorize payment application number 8 to VNL LLC regarding the North Hunterdon Regional High School pump station replacement in the amount of \$149,646.00. There being no further discussion, the roll was called.

Resolution #64-2024

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

- HC Vo-Tech

A brief discussion ensued regarding the lack of a signed reservation agreement and unpaid connection fees. The Clinton Township Sewerage Authority recommended to Mr. Chakraborty that VNL LLC plug the line, should there be any indication of new flow.

Water's Edge Force Main

There was nothing new to report or discuss.

OpenGov Inc. Contract (I-Gov Merger)

Ms. Stokes advised that the Clinton Township Sewerage Authority merged off I-Gov billing software platform as of September 15, 2024 and onto the OpenGov Inc billing software platform. However, no response has been received from OpenGov Inc regarding a signed contract.

**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.
- Pump Station Issues
  - 9/23 – The Clinton Township Sewerage Authority office received a call from NJDOT in reference to broken concrete in the median on Halstead Street just before the intersection of Route 31. NSU investigated and marked out the Water's Edge force main. The force main is in proximity of the broken concrete but, is approximately 8' deep. There is no indication of a force main break currently.

- Collection System Activities
  - None
- Alarms
  - None
- SSO's
  - None
- Additional Items
  - 154 total mark out requests received.
  - 20 requests were in the service area.
  - 2 requests required an in-field mark out.

On September 23, 2024 Ms. Paulus received a phone call from NJDOT regarding broken concrete in the median of Halstead Street just before the intersection of Route 31. Mr. Chakraborty reviewed the force main mapping and reported that there is a Clinton Township Sewerage Authority force main, a High Bridge force main, and an abandoned force main all in that shared area. The Clinton Township Sewerage Authority force main line is surrounded by an 8-foot casting. Mr. Chakraborty is scheduled to complete the mark out today, October 3, 2024 and more information will be provided as it becomes available.

Mr. Chakraborty left the meeting at 9:19 a.m.

A brief discussion ensued regarding the scope of work for the Cramer's Creek pump station sinkhole repair. Mr. Ruschke recommended sending three contractors to the site to write up a proposal as the most cost-effective approach. Mr. Parr agreed with the approach and recommended Toby Barkman Excavating and Conover as two potential contractors and will research additional contractors for proposals.

Mr. Parr left the meeting at 9:24 a.m.

#### Adoptable Model OPRA Request Form

Effective September 3, 2024, P.L. 2024, c. 16 requires all agencies subject to OPRA to "adopt the form established by the Government Records Council . . . for the use of any person who requests access to a government record held or controlled by the public agency." N.J.S.A. 47:1A-5(f).

In accordance with this new requirement, the Government Records Council ("GRC") has established an updated version of the old "Model OPRA request form" to include the following required items: 1) certifiable statements addressing commercial purpose and pending litigation have been added to the "Requestor Information" box; 2) new and amended exemptions have been added to the "Reasons For Denial" list, and 3) the information page has been changed to reflect relevant new and amended provisions.

Chairman Krommenhoek, and Katrin Glode-Sethna seconded a motion to adopt the Model OPRA Request Form in accordance with N.J.S.A 47:1A-5(f). There being no further discussion, a voice vote was called. All Ayes.

Resolution #65-2024

**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
Daniel McTiernan	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Yes
James McDonald	Did Not Vote

There being no further business to discuss, upon motion duly made, seconded, and unanimously passed, the meeting was adjourned at 9:27 a.m.

ATTEST:

---

Taralyn Stokes, Clerk

---

Steven Krommenhoek, Chairman