

Clinton Township Sewerage Authority

Meeting Minutes—November 3, 2022

Chairman Krommenhoek called the meeting to order at 6:31 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	present
Edward Schneider, Secretary	present
Katrin Glode-Sethna, Treasurer	absent
Joseph Wrba (remotely)	present
Daniel McTiernan	present

Also present:

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

Minutes

October 6, 2022 – Open and Closed Sessions

A motion was made by Edward Schneider and seconded by Peter Geiger to approve the open and closed session minutes for the October 6, 2022 meeting. There being no further discussion, a voice vote was called. All Ayes. Motion carried.

Public Comment

Old Business/Current Business

Capacity Requests

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

Dr. Todd Bonsall, Hunterdon County Vo-Tech Superintendent, was present to request capacity for the proposed new construction on the North Hunterdon High School campus. There have been several discussions regarding the 4,425 gpd of capacity requested and the methodology used to determine the required capacity. Dr. Bonsall stated there is only one dishwasher for the culinary class, one shower in the lab for safety reasons, electrical, plumbing, HVAC, welding classes. There aren't any science labs. Mrs. Wohlleb reiterated calculations must be done according to TWA guidelines, even though the calculated capacity is below the TWA minimum of 8,000 gpd. Chairman Krommenhoek moved, and Peter Geiger seconded the motion to allocate 4,425 gpd of sanitary sewage capacity for the new construction of the Hunterdon County Vo-Tech on the campus of North Hunterdon High School conditioned upon Mrs. Wohlleb receiving the calculations that would determine if a TWA were required. There being no further discussion, the roll was called.

Resolution #82-2022

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

Mr. Watts will draft a reservation agreement. Dr. Bonsall noted there will be a meeting on Monday November 7th at 10 a.m. either on-site or via zoom. He thanked the board and left the meeting at 6:54 p.m.

Pending Connections

- 6 West Street
- 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.

- 240 Hamden Rd

The reservation agreement and required connection fees were received. Chairman Krommenhoek moved, and Peter Geiger seconded the motion to authorize the Chairman sign the agreement. There being no further discussion, the roll was called.

Resolution #83-2022

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

Capital Budget Plan

Mr. Parr provided Chairman Krommenhoek an updated list of the pumps. Mr. Parr suggested the pump at Hamden Rd. be evaluated. He will contact Pumping Services for a proposal. This was installed in 2014. This pump was approximately \$24,000. Mr. Huntington and Mr. Parr will work on specs as this would have to be bid out.

Town of Clinton Treatment Cost Litigation

This will be discussed in closed session. Ms. Paulus noted the 2021 Audit and 2023 estimated treatment cost were received.

Preventative Maintenance Program

Mr. Parr provided an updated spreadsheet with all the current pump information.

Clinton Twp. COAH

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

Councilman Glaser reported framing has started. Mrs. Wohlleb noted 2 sewer sections are incomplete.

- 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 stated the Town of Clinton has approved the plans for the redesign of metering the flow at Beaver Brook 3. The Memorandum of Understanding and distribution of the escrow needs to be settled prior to going out to bid.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to conditionally approve the bid provided from Mott McDonald for engineering services

for the Beaver Brook 3 flow meter installation contingent upon the Memorandum of Understanding with the Town of Clinton being signed. There being no further discussion, the roll was called.

Resolution #84-2022

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

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.

JIF Inspection Report

Ms. Paulus reported that she is in the process of requesting proposals to remove the tree branches at Beaver Brook 1 PS, Deer Meadow PS, and Hamden Rd PS.

NHHS

- I & I

There is nothing new to report or discuss.

- Rebuild

It is anticipated the Town of Clinton will be endorsing the TWA within a week. At which time, the bid could be advertised. Construction Phase Engineering services would have to be secured prior to awarding the contract. Proposals are requested from Mott MacDonald and Natural Systems Utilities. Specific services are required and scope of work. This will be forwarded to Natural Systems Utilities.

2023 Sewer Rate Increase

Ms. Paulus reported that the Clinton Township Sewerage Authority has received notice from its auditors that the New Jersey Division of Local Government Services requires a Resolution recognizing the proposed user rate increase as the source of additional revenues being budgeted for 2023; the annual rate hearing for the Authority will not occur until January or February, 2023; and in order to have the Authority's 2023 budget approved, it acknowledges that user fees for the 2023 fiscal year are planned to be increased from \$520.00 per year to \$540.00 per year per EDU.

Chairman Krommenhoek moved, and Peter Geiger seconded the motion to acknowledge the planned rate increase in its user fees from \$520.00 per year to \$540.00 per year per EDU, which increase will commence as of January 1, 2023. There being no further discussion, the roll was called.

Resolution #85-2022

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

2023 Budget Amendment

Ms. Paulus reported that the New Jersey Department of Pensions and Benefits issued the new 2023 pension contribution rates which are increasing from \$11,505.00 to \$19,866.00. Ms. Atwell advised that the Clinton Township Sewerage Authority had previously approved the 2023 Authority Budget at the October 6, 2022 meeting but finds it necessary to amend the 2023 Budget for the increased pension contribution of \$8,866.00. A brief discussion ensued, and it was agreed to increase the fund balance utilized for \$8,866.00.

Chairman Krommenhoek moved, and Peter Geiger seconded the motion to amend the 2023 Budget in accordance with the increase in the fund balance utilized for \$8,866.00. Additionally, a copy of this resolution will be submitted to the Director of Local Government Services for approval. There being no further discussion, the roll was called.

Resolution #86-2022

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

Resolution to Adopt 2023 Budget

Ms. Atwell reported that the 2023 annual budget and capital budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Peter Geiger moved, and Chairman Krommenhoek seconded the motion to adopt the 2023 Annual Budget and Capital Budget/Program of the Clinton Sewerage Authority for the fiscal year beginning January 1, 2023 and ending December 31, 2023 including all

amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services. There being no further discussion, the roll was called.

Resolution #87-2022

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

It is noted that Ms. Atwell left the meeting at 7:18 p.m.

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:

- October 10th - NSU Services replaced the Deer Meadow PS trash basket.
- October 17-18th - P3 Generator Service performed minor PMs on all generators.

Mr. Parr provided a work order from Natural Systems Utilities for the replacement of the Dear Meadow PS trash basket in the amount of \$1,554.00 that was completed on October 10, 2022. These repairs needed to be made on an emergent basis because of health, safety, welfare of the public as well as the safety of the licensed operators.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to accept the work order for the replacement of the trash basket at the Deer Meadow PS for a total of \$1,554.00. There being no further discussion, the roll was called.

Resolution #88-2022

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

Mr. Parr provided a proposal from Natural Systems Utilities to repair the davit and winch at the Deer Meadow PS in the amount of \$1,449.50. The existing hoisting davit and winch requires minor repairs to be within safety compliance.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to approve the proposal of \$1,449.50 to repair the davit and winch at the Deer Meadow PS. There being no further discussion, the roll was called.

Resolution #89-2022

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

The quote for the replacement of the pump at DOT will be held until the December meeting.

Mr. Parr reported on the Water's Edge force main. The cleanouts and flushing manholes were installed incorrectly. Mrs. Wohlleb and Mr. Huntington will develop a scope of work to go out for bid.

It is noted that Mr. Parr and Mr. Huntington left the meeting at 7:41 p.m.

OPRA Office Hours

Ms. Paulus requested the board adopt modified OPRA office hours in regulation with N.J.S.A. 47:1A-5.a which states under certain criteria, custodians may set OPRA hours during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less. The Clinton Township Sewerage Authority modified OPRA office hours would be Monday, Tuesday, and Wednesday from 9 a.m. to 11 a.m.

Chairman Krommenhoek moved, and Peter Geiger seconded the motion to approve modified the OPRA office hours of Monday, Tuesday, and Wednesday from 9 a.m. to 11 a.m. There being no further discussion, a voice vote was called. All ayes. Motion carried.

Resolution #90-2022

It is noted that Mrs. Wohlleb left the meeting at 7:48 p.m.

Genesis Network Group LLC - 1 Year Contract Renewal

Ms. Stokes requested that the board accept the proposal to renew its contract for the term of one year with Genesis Network Group LLC for managed IT services in the amount of \$7,478.40. Genesis Network Group LLC provided a favorable audit report of the Clinton Township Sewerage Authority regarding compliance with current IT and cyber security requirements from the NJ JIF.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to approve the proposal to renew its contract for the term of one year with Genesis Network

Group LLC in the amount of \$7,478.40. There being no further discussion, the roll was called.

Resolution #91-2022

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

NJDOT Maintenance Roadway NJ173

Ms. Paulus is in receipt of an email from Jason Arroyo, NJDOT. It appears there are 9 manholes that may have to be replaced due to the improvements planned for Route 173. Mrs. Wohlleb noted this is an unusual agreement that the CTSA would be required to provide the castings, which are estimated to be \$1,000 each. Ms. Paulus was directed to contact Mr. Arroyo to inquire why this would be the financial responsibility of the Authority as well as who determined they would have to be replaced.

Ms. Paulus solicited proposals for snowplowing from four contractors. This will be on the December agenda.

Vouchers

Peter Geiger 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	Absent
Joseph Wrba	Yes
Daniel McTiernan	Yes

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 litigation matters involving Country Club Drive Associates, remaining issue with the Town of Clinton, and personnel matters. Action may 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 8:22 p.m. All ayes.

There being no further business to discuss, upon motion duly made, seconded, and unanimously passed the meeting was adjourned at 8:23 p.m.

ATTEST:

Taralyn Stokes, Clerk

Steven Krommenhoek, Chairman