

Clinton Township Sewerage Authority

Meeting Minutes—December 1, 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 (remotely), Vice Chairman	present
Edward Schneider, Secretary	present
Katrin Glode-Sethna (remotely), Treasurer	present
Joseph Wrba (remotely)	present
Daniel McTiernan	present

Also present:

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

Minutes

November 3, 2022 – Open Session

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

Public Comment

None

Old Business/Current Business

Capacity Requests

- Beaver Ave Development LLC – 77 Beaver Ave (Extend Reservation Agreement)

There was an early request made by Beaver Ave Development LLC to extend the reservation agreement for the property located at 77 Beaver Avenue for the term of one year until February of 2024. Connection fees had been paid in full.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to approve the extension of the reservation agreement for one year until February 2024. There being no further discussion, the roll was called.

Resolution #92-2022

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

Pending Connections

- 6 West Street

It is noted that this property is going before the Clinton Township Planning Board for a proposed lot size change in the near future, no other specifications are changing.

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

There was nothing new to report or discuss.

- 1734 Route 31

It is noted that this property went before the Clinton Township Board of Adjustment on November 28, 2022 for preliminary approval for a two story medical office. It was recommended at that meeting by the Clinton Township Board of Adjustment that the developers reach out to the Clinton Township Sewerage Authority regarding a possible sewer connection.

Capital Budget Plan

There was nothing new to report or discuss.

Town of Clinton Treatment Cost Litigation

This will be discussed in closed session.

Preventative Maintenance Program

There was nothing new to report or discuss.

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

Ms. Paulus advised that we need to authorize Mott McDonald to go out to bid for the Beaver Brook 3 flow meter project.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to approve Mrs. Wohlleb on behalf of Mott McDonald to go out to bid for the Beaver Brook 3 flow meter project. There being no further discussion, the roll was called.

Resolution #93-2022

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

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 Balaney Contracting LLC is going out December 2, 2022 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

Ms. Wohlleb and Ms. Stokes had an onsite meeting with Mike Tartaglia, and other two representatives from NHHS, back on November 18, 2022 to clarify on site sewer mapping and address the concerns of construction staging in the driveway which effects the existing sewer lines. There are several proposed technical solutions to address concerns, but a meeting needs to be held with NHHS and Vo-Tech construction management. It was stated that NHHS plans to investigate I&I after the Vo-Tech project. Ms. Wohlleb noted cleanouts missing caps. An onsite meeting with the architect, engineer, construction representative, Chairman Krommenhoek, and Mrs. Wohlleb. Agreements are needed as soon as possible.

Ms. Paulus received two proposals from Natural Systems Utilities and Mott McDonald for construction engineering services, which will be discussed in closed session.

- HC Vo-Tech

Chairman Krommenhoek advised that a conference call has been requested by Vo-Tech representatives with himself and Mrs. Wohlleb. They will coordinate schedules for a conference call to take place next week. The Reservation Agreement will be drafted and forwarded to HCVSD.

Water's Edge Force Main

Mr. Parr submitted a rough draft on what is currently needed, with pictures for the replacement of the Water's Edge force main. The information has been forwarded to Mrs. Wohlleb for review and to provide a detailed scope of work prior to proceeding on the replacement for the next meeting.

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:

- November 9th – NSU reported to the CTSA that a tree had fallen across the Maple Ave PS access.
- November 9th – NSU operator noticed the Stem PS P1 cable restraint was broken. The operator temporarily tied up the cable until NSU Services can replace it with the proper restraint.
- November 14th – Pumping Services came to troubleshoot and resolve the PLC issue at Cramer Creek PS where the pump controls would not reset out of the backup float control.
- November 16th – NSU operator found the building heater at Deer Meadow PS not working. NSU Services was able to troubleshoot the heater and determined the heater needs to be replaced. Proposal attached.
- November 17th - Skoda contacted NSU and said they will be directional boring today for the DOT Maintenance Garage gas lines on the north side of Beaver heading east and making the gas connection approximately 170’ west of Austin Hill Road. Once the directional boring is complete, they will provide an as built and video of the gravity sewer line.
- November 29th – NSU Services repaired the Deer Meadow PS hoist as per the approved proposal.

Mr. Parr provided a proposal from Natural Systems Utilities for the replacement of the Deer Meadow PS heater in the amount of \$1,472.00.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to Natural Systems Utilities for the replacement of the Deer Meadow PS heater in the amount of \$1,472.00. There being no further discussion, the roll was called.

Resolution #94-2022

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 from Pumping Services Inc to inspect the pump at the Hamden Rd PS in the amount of \$1,375.00.

Chairman Krommenhoek moved, and Katrin Glode-Sethna seconded the motion for Pumping Services to inspect the pump at the Hamden Rd PS in the amount of \$1,375.00. There being no further discussion, the roll was called.

Resolution #95-2022

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 quote for the replacement of the pump at the Hamden Rd PS in the amount of \$32,603.55 by Pumping Services Inc, which is already state contract so no bidding would be required.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to authorize the purchase of a new pump for the Hamden Rd pump station from Pumping Services in the amount of \$32,603.55. There being no further discussion, the roll was called.

Resolution #96-2022

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

Balaney Contracting Snow Removal

Ms. Paulus solicited four proposals from various contractors for the 2023 snow removal season. Only one snow plowing proposal was received from Balaney Contracting LLC. The contract has been reviewed by Mr. Watts, who has recommended that the board conditionally adopt the contract by Balaney Contracting LLC based on Mr. Watts's suggested changes.

Chairman Krommenhoek moved, and Peter Geiger seconded the motion to conditionally approve the contract by Balaney Contracting LLC based on Mr. Watt's suggested changes for the 2023 snow removal season. There being no further discussion, the roll was called.

Resolution #97-2022

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

Tier 1 Compliance – NJ JIF Cyber Security

Ms. Stokes requested that the board adopt the Tier 1 compliance resolution provided by the NJ JIF, memorializing that all Tier 1 cyber security compliance has been met. Additionally, this will lower the CTSA's insurance deductible until the remaining Tier 2 and Tier 3 compliance can be achieved.

Chairman Krommenhoek moved, and Katrin Glode-Sethna seconded the motion to adopt the Tier 1 compliance resolution from the NJ JIF memorializing that all Tier 1 cyber security compliance has been met. There being no further discussion, the roll was called.

Resolution #98-2022

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

Restricting Office Access

A brief discussion ensued regarding the adoption of a resolution to designate employee access only office space for security purposes contingent upon additional information from the NJ MEL and NJ JIF.

Edward Schneider moved, and Chairman Krommenhoek seconded the motion to adopt a resolution designating employee access only office space for security purposes contingent upon additional information from the NJ MEL and NJ JIF. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #99-2022

CD Renewal Northfield Bank

Ms. Paulus received updated interest rates for the Certificate of Deposit maturing December 15, 2022, and additional accounts held by Northfield Bank. All accounts were earning a 0.05% interest rate prior. Northfield Bank offered 2.25% interest rate for an 8-month CD, as well as 2.0% interest for all remaining non certificate of deposit accounts.

Additionally, Ms. Paulus received additional interest rates from Unity Bank, Peapack Gladstone Bank, and Bank of America. Unity Bank offered a 2.0% interest rate on a 9 month-CD; Peapack Gladstone Bank offered a 0.1% interest rate on an 11-month CD and 1.489% interest rate on a 13-month CD; and Bank of America offered a 0.05% interest rate on a 10 month-CD and 2.96% interest rate on a 13-month CD. All banks did not offer any additional interest rates on non-certificate deposit accounts.

Chairman Krommenhoek moved, and Edward Schneider seconded the motion to accept the proposed rates from Northfield Bank, a 2.25% interest rate on an 8 month- CD and 2.0% interest rate on all remaining non certificate of deposit accounts. There being no further discussion, the roll was called.

Resolution #100-2022

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 (abstain check#8079)
Peter Geiger	Yes (abstain check#8080)
Edward Schneider	Yes (abstain check#8082)
Katrin Glode-Sethna	Yes (abstain check#8081)
Joseph Wrba	Yes (abstain check#8084)
Daniel McTiernan	Yes (abstain check#8085)

Executive Session

Upon motion duly made, seconded, and unanimously passed, the Clinton Township Sewerage Authority entered executive session at 7:35 p.m. to discuss litigation matters involving Country Club Drive Associates, remaining issue with the Town of Clinton, contractual and personnel matters. Action may be taken upon exiting executive session.

It is noted that Mrs. Wohlleb and Mr. Huntington left the meeting at 7:56 p.m.

Ms. Stokes left the meeting at 7:59 p.m. and Ms. Paulus left the meeting at 8:18 p.m. during the discussion of personnel matters.

Open Session

Upon motion duly made, seconded, and unanimously passed the motion to exit executive session and enter open session 8:35 p.m. All ayes.

The CTSA received two proposals for the construction phase engineering of the North Hunterdon High School pump station upgrade - Natural Systems Utilities in the amount of \$88,740.00 and Mott McDonald in the amount of \$109,000.00.

Chairman Krommenhoek moved and Edward Schneider seconded the motion to award Natural Systems Utilities, contingent upon Mr. Watts's review, the contract for the construction phase engineering of the North Hunterdon High School pump station upgrade. There being no further discussion, the roll was called.

Resolution #101-2022

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes

Katrin Glode-Sethna	Yes
Joseph Wrba	Yes
Daniel McTiernan	Did Not Vote

Chairman Krommenhoek moved and Edward Schneider seconded the motion to award Ms. Stokes, CTSA Clerk, a salary increase to \$51,000.00 effective January 1, 2023 based on Ms. Stokes's favorable performance review. There being no further discussion, the roll was called.

Resolution #102-2022

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

Chairman Krommenhoek moved and Edward Schneider seconded the motion to award Ms. Paulus, CTSA Administrator, a salary increase to \$80,000.00 effective January 1, 2023 and a \$7,500.00 bonus effective immediately based on Ms. Paulus's favorable performance review. There being no further discussion, the roll was called.

Resolution #103-2022

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 8:39 p.m.

ATTEST:

Taralyn Stokes, Clerk

Steven Krommenhoek, Chairman