

Clinton Township Sewerage Authority

**Meeting Minutes—December 7, 2023**

Chairman Krommenhoek called the meeting to order at 8:06 a.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	present
Edward Schneider, Secretary	present
Katrin Glode-Sethna (remotely), Treasurer	present
Joseph Wrba (remotely)	present
Daniel McTiernan	present

**Also present:**

Bill Glaser (remotely), Council Liaison  
Chris Langhart, Bond/General Counsel  
Nancy Wohlleb (remotely), Engineer  
Roger Parr (remotely), Licensed Operator  
Meliss Paulus, Administrator  
Tara Stokes (remotely), Clerk

**Minutes**

November 2, 2023– Open Session

A motion was made by Peter Geiger and seconded by Edward Schneider to approve the open session minutes for the November 2, 2023 meeting. There being no further discussion, a voice vote was called. All ayes.

**Public Comment**

None

## Old Business/Current Business

### Capacity Requests

There was nothing new to report or discuss.

### Pending Connections

- 6 West Street
- 13 Moebus Place – Warehouse
- 248-250 Hamden Rd

There was nothing new to report or discuss.

- 1707 Route 31 – Dunkin Donuts/Gas Station

Ms. Wohlleb responded to proposed connection plans to connect to existing Water's Edge force main. She suggested this property work with the Route 31 Developers.

### Route 31 Development

Ms. Paulus received information from the Highlands Council that grant funding is potentially available for this project. This information was passed to the developers to make them aware. Ms. Paulus suggested that the board create a sub-committee of board members for the future Route 31 development plans. A meeting is to be scheduled with the CTSA, Route 31 Developers, and Highland Council.

- 1728 Route 31 – Caldwell Property
- 1734 Route 31 – Medical Office Building

There was nothing new to report or discuss.

- 1732 Route 31 – Fair Share Housing Ingerman

It is noted that this project is in the process of obtaining funding by the end of December. Final site plan approval was granted in November.

### Capital Budget Plan

Ms. Paulus advised that the board needs to start thinking about potential future pump station rehabilitation for the DOT pump station.

### Preventative Maintenance Program

Mr. Parr will discuss the three proposals for the cleaning and videoing of the sections of Beaver Avenue and Grayrock Road during the Operator's Report.

### Clinton Twp. Fair Share Housing

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

Ms. Paulus was advised that all buildings are TCO'ed. Clinton Woods is looking to obtain CO's and there is some occupancy already. Mr. Parr expressed that there is no flow meter and the data appears to be volumetric. Mr. Parr did receive the as-built which included the force main. Ms. Wohlleb will review and advise.

### Mini Pump Stations

There was nothing new to report or discuss.

### Beaver Brook 3

Mrs. Wohlleb is waiting on the close out documentation from CFM to close out the contract and convert from a performance bond to a maintenance bond. Carmine did submit a decreased cost change order for the unused police allowance in the amount of \$2,500. The contract was reduced from \$78,900 to \$76,400. Ms. Paulus advised that there is between 9,000-10,000 gallons of flow per day. A resolution for the CFM change order will be passed at the January 2024 meeting after receiving supporting documentation and approval by Mott MacDonald.

### Country Club Drive Associates

This will be discussed in executive session.

### Maple Ave/Route 641 Infiltration & Inflow

There is nothing new to report or discuss.

### NHHS

- I & I

There was nothing new to report or discuss.

- Rebuild

Mr. Parr advised that there is an onsite meeting at 10 a.m. on December 8, 2023, for anyone available to attend. Ms. Paulus received a no cost change order from VNL as proof that the cost of the ABB VFD is being offset by patching the existing building. A resolution will need to be passed to authorize Chairman Krommenhoek to sign the change order.

Chairman Krommenhoek moved, and Joseph Wrba seconded a motion to authorize Chairman Krommenhoek to sign the no cost change order from VNL to show the ABB VFD is being offset by patching of the existing building. There being no further discussion, the roll was called.

Resolution #72-2023

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

- HC Vo-Tech

Ms. Paulus advised that NSU is having direct contact with EPIC now. A brief discussion ensued regarding the rain and run off concerns at the project site and what steps VNL has repeatedly taken to appropriately address concerns.

Water's Edge Force Main

There was nothing new to report discuss as this is currently on hold due to discussions of potential development projects in the area.

19 Southgate

Mr. Langhart and Mr. Ted Del Guerccio III of McManimon, Scotland & Baumann LLC sent a letter of denial for the encroachment of the easement regarding the proposed construction of an in-ground swimming pool to the property owners, property engineers, and Clinton Township engineer. A brief discussion ensued regarding a mark out request received by NSU on approximately for the construction of an in-ground pool to begin November 28, 2023. Clinton Township officials were additionally notified of the denial by the Clinton Township Sewerage Authority for the encroachment on the easement regarding the construction of an in-ground swimming pool.

Mrs. Wohlleb left the meeting at 8:43 a.m.

**Executive Session**

Upon motion duly made, seconded, and unanimously passed, the Clinton Township Sewerage Authority entered executive session at 8:44 p.m. to discuss litigation matters involving Country Club Drive Associates. Action is not anticipated to be taken.

Mr. Pralgever, Special Counsel, entered the meeting at 8:44 a.m.

**Open Session**

Upon motion duly made, seconded, and unanimously passed the motion to exit executive session and enter open session 9:03 a.m. All ayes.

Mr. Pralgever, Special Counsel, left the meeting at 9:03 a.m.

## 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.
  - November 6-29<sup>th</sup> – P3 performed minor PMs on all PS generators and made the repairs to the DOT PS. The battery was replaced as well as the belts and the mouse nests were removed.
- Collection System Activities
  - November 5<sup>th</sup> – NSU received an email from the CTSA office indicating an odor complaint at 5 Guildford Court. The NSU operator responded and checked several manholes in the area. No odors were detected, and all manholes were free flowing. After a second response to 5 Guildford Court, Elizabethtown Gas was on site again with a sniffer and indicated there was a gas leak.
- Alarms
  - November 20<sup>th</sup> – NSU operator responded to a low-level alarm. The operator found rags wrapped around the pump lead float causing the pump not to shut off. The operator removed the rags and tested the system.
- Additional Items
  - Beaver Ave and Grayrock Road VPI and Jetting estimates
  - BB3 High Float installation estimate
  - BB1 manhole MHBB0022 images
  - 139 total mark-out requests received.
  - 24 requests were in the service area.
  - 6 requests required an in-field mark out.

Mr. Parr requested three proposals for the cleaning and videoing of the sections of Beaver Avenue and Grayrock Road. The only two proposals received were from Russell Reid in the amount of \$6,345.00 and JG Environmental LLC in the amount of \$6,925.00. Wind River Environmental did not respond to the request for proposal. A police presence will need to be requested, which will not be included in the proposals.

Chairman Krommenhoek moved, and Katrin Glode-Sethna seconded the motion to approve the cleaning and videoing of Beaver Avenue and Grayrock Road by Russell Reid in the amount of \$6,345.00 with the work expected to start in January or February 2024. There being no further discussion, the roll was called.

Resolution #73-2023

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 Natural Systems Utilities in the amount of \$1,621.00 for high-level alarm installation at the Beaver Brook 3 pump station.

Peter Geiger moved, and Chairman Krommenhoek seconded the motion to accept the NSU proposal of \$1,621.00 for the purchase and installation of a high-level alarm at the Beaver Brook #3 pump station. There being no further discussion, the roll was called.

Resolution #74-2023

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

Mr. Parr submitted pictures of a manhole near the Beaver Brook #1 pump station. There is a tree near this manhole. He will provide an estimate for the removal of the tree for the January 2024 meeting.

Snow Plowing Proposals

Ms. Paulus requested three proposals and did not hear back from any potential vendor except Balaney Contracting LLC who previously handled the 2022-2023 snow removal season with no minimum snow removal cost.

Chairman Krommenhoek moved, and Peter Geiger seconded a motion to approve the snow removal contract for the 2023-2024 season with Balaney Contracting LLC with no minimum snow removal cost. There being no further discussion, the roll was called.

Resolution #75-2023

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

Genesis Networking LLC

Ms. Paulus advised that it was time to renew our cyber security risk management contract with Genesis Networking LLC for the 2024 year in the amount of \$8,208.00 and renewal the firewall license in the amount of \$469.00. Genesis Networking LLC is part of NJ Start, NJ state contract, so it is not necessary to bid for services.

Chairman Krommenhoek moved, and Edward Schneider seconded a motion to approve the renewal of the cyber security risk management contract with Genesis Networking LLC in the amount of \$8,208.00 and renewal of the firewall license in the amount of \$469.00. There being no further discussion, the roll was called.

Resolution #76-2023

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

Mr. Parr left the meeting at 9:20 a.m.

**Vouchers**

Peter Geiger moved, and Chairman Krommenhoek seconded a motion to approve all vouchers in the Control Register and Check Register. Each board member abstained from their personal 2023 director's stipend check. There being no further discussion, the roll was called.

Steven Krommenhoek	Yes (abstain ck#8376)
Peter Geiger	Yes (abstain ck#8377 & 8384)
Edward Schneider	Yes (abstain ck#8379)
Katrin Glode-Sethna	Yes (abstain ck#8378)
Joseph Wrba	Yes (abstain ck#8381)
Daniel McTiernan	Did Not Vote

**Executive Session**

Upon motion duly made, seconded, and unanimously passed, the Clinton Township Sewerage Authority entered executive session at 9:22 a.m. to discuss personnel and contractual matters. Action may be taken upon exiting executive session.

Ms. Stokes left the meeting at 9:25 a.m.

Mr. Wrba left the meeting at 9:31 a.m.

Ms. Paulus left the meeting at 9:43 a.m.

**Open Session**

Upon motion duly made, seconded, and unanimously passed the motion to exit executive session and enter open session 10:00 a.m. All ayes.

Peter Geiger and Chairman Krommenhoek the motion to award Ms. Stokes, CTSA Clerk, a salary increase to \$56,500.00 effective January 1, 2024 based on Ms. Stokes's favorable performance review and a bonus of \$2,500.00 contingent upon passing the Qualified Purchasing Agent exam. There being no further discussion, the roll was called.

Resolution #77-2023

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

Peter Geiger and Chairman Krommenhoek the motion to award Ms. Paulus, CTSA Administrator, a salary increase to \$84,000. effective January 1, 2024 and an \$8,000.00 bonus effective immediately based on Ms. Paulus's favorable performance review. There being no further discussion, the roll was called.

Resolution #78-2023

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 10:01 a.m.

ATTEST:

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Taralyn Stokes, Clerk

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Steven Krommenhoek, Chairman