

Clinton Township Sewerage Authority
Meeting Minutes—May 14, 2020

Chairman Krommenhoek called the meeting to order at 6:34 p.m. Members present were Peter Geiger, Edward Schneider, Katrin Glode-Sethna, Michael Maurer and Daniel McTiernan. Also present were C. Gregory Watts, Attorney, Nancy Wohlleb, Engineer, Jim Huntington and Roger Parr, Operator, Brian Mullay, Council Liaison. Meliss Paulus, Administrator. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act. It is noted this meeting was held as a virtual (teleconference) meeting due to the COVID-19 pandemic.

Minutes

March 5, 2020 – Open and Closed Sessions

A motion was made by Katrin Glode-Sethna and seconded by Peter Geiger to approve the open and closed session minutes of the March 5, 2020 meeting. There being no further discussion, the roll was called.

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Public Comment

Mrs. Elizabeth Konkle was the sole person to identify herself as being a participant in this meeting.

Old Business/Current Business

Capacity Requests

Ms. Paulus stated no formal requests have been received.

Pending Connections

- 6 West St. – Old Municipal Building

There was nothing new to report or discuss.

Capital Budget Plan

There was nothing new to report or discuss.

Town of Clinton Treatment Cost Litigation

Mr. Watts reported Mr. Cushing called him yesterday. The service agreement was reviewed by Mr. Watts. He will be forwarding 10-12 items to Chairman Krommenhoek and Vice-Chairman Geiger for their review and comment prior to contacting Mr. Cushing.

Preventative Maintenance Program

There was nothing new to report or discuss. Work may be performed in the fall.

Clinton Twp. COAH – Willows at Annandale

Ms. Paulus reported TCO's were issued therefore the 2nd quarter bill was sent. Council President Mullay stated three buildings are complete. Mr. Geiger inquired to the final cleaning. Mrs. Wohlleb noted the cleaning and TV work had been completed previously. There will be a property management company.

Stem Pump Station

Natural Systems Utilities submitted change order #1 in the amount of \$6,067.00 for additional work not anticipated in the original contract for alarm responses, additional oversight, structural analysis, project foreman additional time caused by JCP&L permitting delays and meetings required to supply final plans necessitated by additional municipal permit requirements. Michael Maurer moved and Chairman Krommenhoek seconded the motion to approve Change Order #1 issued by Natural Systems Utilities in the amount of \$6,067.00. There being no further discussion, the roll was called.

Resolution #27-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Mini Pump Stations

There was nothing new to report or discuss.

Beaver Brook 3

There was nothing new to report or discuss.

Comminutors vs. Trash Baskets

No action will be taken at this time.

Country Club Drive Associates

Mr. Watts noted we are in discovery stage where admissions and requests for interrogatories are being exchanged. The Authority determined the need to hire an expert engineer with experience in wastewater to advise during the litigation. A proposal dated April 9, 2020 was received from Kelly Engineering. Mr. Watts vetted Mr. Daniel Kelly. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to authorize retaining Kelly Engineering to provide professional services in connection with the pending litigation with Country Club Drive Associates not to exceed \$25,000. There being no further discussion, the roll was called.

Resolution #28-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

New Business

Personnel Matter – Elizabeth Konkle to be discussed in open session

Chairman Krommenhoek stated that the next matter to be discussed under new business would deal with the Authority's part-time Administrative Assistant, Elizabeth Konkle. Mr. Watts confirmed that Ms. Konkle was participating in the meeting by telephone and confirmed that Ms. Konkle wished her personnel matter to be discussed in open session.

Mr. Watts then referenced the report of the Authority's Personnel Committee dated April 13, 2020, concerning Ms. Konkle's continued employment. Mr. Watts reviewed Ms. Konkle's temporary termination from her position due to the COVID-19 pandemic as of March 16, 2020, written notice to Ms. Konkle dated March 26, 2020, of her potential permanent termination, a summary of the April 1, 2020, conference call with Ms. Konkle which included the following participants -Administrator, Melissa Paulus, Chairman, Steven Krommenhoek, Personnel Committee Member, Katrin Glode-Sethna, and Mr. Watts. The issues of Ms. Konkle's accuracy at work, screening of telephone calls and timeliness were reviewed. Mr. Watts then reviewed the employment documents for Ms. Konkle consisting of the December 9, 2019, "STAFF UNDERSTANDING STATEMENT" indicating Ms. Konkle was an employee at will and could be terminated at any time with or without cause, the December 9, 2019, employment letter which set forth the terms of Ms. Konkle's employment and which conveyed a copy of the Authority's Employee Handbook to her and, finally, a portion of the Employee Handbook (page 27) which states that employee's performance will be evaluated at any time between the two to six month period and, further, that an employee can be discharged if, in the determination of the Authority, that employee is not progressing or performing satisfactorily. That portion of the Employee Handbook also reconfirmed the at will employment status of Ms. Konkle.

Thereafter, Mr. Watts asked if any of the Authority members had any questions and there were none. Ms. Konkle was then given an opportunity to be heard and she presented her rebuttal statements with regard to her accuracy and her timeliness. After Ms. Konkle had completed her comments and there were no further questions or comments by her, by any Board members or any other member of the public who may have been participating in the telephone call, a motion was made by Peter Geiger and seconded by Edward Schneider to accept the report of the Clinton Township Sewerage Authority Personnel Committee regarding the employment of Elizabeth Konkle dated April 13, 2020. There being no further discussion, the roll was called.

Resolution #29-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Thereupon a motion was made by Steven Krommenhoek and seconded by Peter Geiger to permanently terminate the employment of Elizabeth Konkle as a part-time Administrative Assistant. There being no further discussion, the roll was called.

Resolution #30-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Operator's Report

Mr. Parr submitted an operator's report. All stations are operational, have been inspected weekly, data recorded, baskets cleaned and high level alarms were tested. The issues with the transfer switch are on going at the Stem pump station. The new actuator was found to be faulty and was replaced under warranty. This did not resolve the issue. P3 will contact Cumins to return troubleshoot the issue again. The water meter was replaced at the Mews pump station. Pump #2 at the DOT pump station tripped. The pump was removed for evaluation. After installation of the repaired pump it was found there was a bad PLC Rack and Output Card which caused the pump to run continuously. This was replaced and the station is operating normally.

A high level alarm was received from the Mews. Pump #2 was tripped. The operator reset the pump and the station was returned to normal operation. DOT experienced "loss of power" alarm. Operator responded and reset the Stem PS remote communications. A high level alarm was received from the DOT PS. This caused the Stem PS to go into Backup Control Mode. This was reset and all was normal. During the time period of April 27 – May 9th high level alarms were received. Both pumps failed

and required to be pulled for cleaning due to rags. Mr. McTiernan requested a notice be sent to the property owner putting them on notice of the illegal discharges into the system causing damage and additional costs to be incurred by the Authority. A discussion ensued regarding the CTSA Rules and Regulations. Mr. Huntington offered to review them and make recommendations. Mrs. Wohlleb made the recommendation to review and update the Standard Construction Details as well.

NSU submitted a proposal in the amount of \$4,586.25 for the repair of pump #2. Due to the emergent nature only one proposal was solicited. Michael Maurer moved and Katrin Glode-Sethna seconded the motion to accept the proposal from Natural Systems Utilities in the amount of \$4,586.25 for the emergency repair of pump #2 at the DOT pump station. There being no further discussion, the roll was called.

Resolution #31-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Due to the recent pump issues at the DOT pump station, it was determined the age of the pumps are a contributing factor. Ms. Paulus noted the pumps are 19 years old and have been repaired several times. Mr. Parr is extremely concerned and recommended a new pump be purchased. NSU submitted a proposal in the amount of \$8,310.30 for the purchase and installation of DOT pump #1. Mr. Parr noted Site Specific is the sole distributor of this pump. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to accept the proposal submitted by NSU in the amount of \$8,310.30 for the replacement of pump #1 at the DOT pump station. The original pump will be evaluated and if feasible, repaired and kept as a spare. There being no further discussion, the roll was called.

Resolution #32-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Vouchers

Peter Geiger moved and Katrin Glode-Sethna seconded a motion to approve all vouchers in the March 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	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Katrin Glode-Sethna moved and Chairman Krommenhoek seconded a motion to approve all vouchers in the April 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	Yes
Michael Maurer	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 7:46 p.m.

ATTEST:

Meliss Paulus, Administrator

Steven Krommenhoek, Chairman