

Clinton Township Sewerage Authority
Meeting Minutes—August 6, 2020

Chairman Krommenhoek called the meeting to order at 6:35 p.m. Members present were Peter Geiger, Edward Schneider, Katrin Glode-Sethna, and Daniel McTiernan. Also present were C. Gregory Watts, Attorney, Roger Parr, Operator, and Melissa 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

June 25, 2020 – Open Session

A motion was made by Katrin Glode-Sethna and seconded by Edward Schneider to approve the open session minutes of the June 25, 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	Absent
Daniel McTiernan	Yes

Public Comment

Mr. Pat Catanzareti, owner of Beaver Brook Country Club introduced himself. Mr. Catanzareti is requesting a reprieve for the sewer bill due to the mandatory closing of businesses in NJ due to COVID-19. He operates a golf course and banquet facility. Vice-Chairman Geiger explained the stance of the Authority and justification of the rate structure the Authority has established that applies to all users. Daniel McTiernan inquired if any application had been made for the funding that is available to businesses due to this pandemic. He acknowledged receiving funds from the CARES Act in the amount of \$65,000. Mr. Catanzareti was directed to provide the water information and a formal request in writing stating exactly what he is requesting and what the circumstances are regarding his business. He agreed to provide this information to Ms. Paulus tomorrow.

Old Business/Current Business

Capacity Requests

Ms. Paulus stated no formal requests have been received.

Pending Connections

- 6 West St. – Old Municipal Building

Mayor Higgins has requested a “will-serve” letter be issued for this property as the TWA was submitted and final planning board approvals are scheduled for August 17th. The Township will be providing the additional 1,830 gallons per day from the existing capacity allocation. Mr. Watts will draft a letter containing language contingent upon such formal transfer of said capacity from the Township to the developer.

Capital Budget Plan

There was nothing new to report or discuss.

Town of Clinton Treatment Cost Litigation

Mr. Watts finally received a communication from Mr. Cushing that the response is in the editing process but did not provide a definitive date as to when we can expect it. Chairman Krommenhoek noted we have been waiting four months for a response from the Town.

Preventative Maintenance Program

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

Clinton Twp. COAH

- Willows at Annandale

The Willows @ Annandale submitted final as-builts”. Chris Wohlleb provided comments after reviewing what was submitted.

(Michael Maurer entered the meeting at 7:18 p.m.)

- PIRHL

Discussion ensued about details of the reservation agreement and the charges contained in the agreement regarding the transfer of capacity from the Township to the developer. Chairman Krommenhoek moved and Peter Geiger seconded the motion to send PIRHL an Agreement for Wastewater Treatment Capacity with the base user fees commencing on October 1, 2020. There being no further discussion, the roll was called.

Resolution #36-2020

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 anticipates meeting with Mr. Kelly and will provide information for discussion at the next meeting. Mr. Urban submitted an OPRA for the reports of French and Parrello referred to in Resolution #01-2002.

Personnel

Ms. Paulus provided the requested financial information regarding a full-time employee. Chairman Krommenhoek supports this request and would provide reassurance that the office would be covered in the worst-case scenario. Mr. Geiger feels a full-time position attracts a higher caliber candidate and the transition would be smoother career path. Mrs. Glode-Sethna and Mr. Schneider agreed. Ms. Paulus will advertise the position and provide Chairman Krommenhoek and Mrs. Glode-Sethna a job description. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to approve establishing the position and hiring of a full-time Clerk. A job description will be approved by the Authority prior to hiring for the new position. There being no further discussion, the roll was called.

Resolution #37-2020

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

New Business

Operator's Report

Mr. Parr submitted an operator's report. The stations have been inspected weekly, with data taken and baskets cleaned. All pump station high level alarms were tested for the month. NSU Services pulled both pumps and adjusted the pump wear plates at the Mews. As of present, the pumps have not clogged. The Hamden Rd. pump station remains on generator power. This will be monitored daily by the operator. The trash basket at DOT contained what appeared to be construction debris. The manholes on

Beaver Ave. related to the Willows at Annandale were inspected. Both manholes were clear of debris and free flowing.

On June 26, 2020 NSU Operator received a Comminutor Motor Seal fail alarm at the Stem pump station. This type of failure will not allow the comminutor to run. NSU suggests a new motor be purchased so the existing motor can be removed for evaluation. It is likely the pumps will clog and trip out if the comminutor is not functioning. There were power failures at NHHS on June 30th and Deer Meadow on July 3rd. Pump #1 at Maple Ave pump station tripped. The pump was pulled and found to be clear of debris. Normal operations resumed. There was a low-level alarm at the Mews due to a faulty float. The float was replaced. High level alarm was received at the Stem pump station due to a quick power failure. The communications between DOT and Stem were reset.

Two proposals were received regarding the failure of the transfer switch. Cumins submitted a proposal to repair the transfer switch at a cost of \$4,659.00. P3 quoted \$5,050.00 for the replacement of the transfer switch. Chairman Krommenhoek moved and Edward Schneider seconded a motion to authorize the replacement of the transfer switch at the Stem pump station in the amount of \$5,050.00 as per the proposal submitted by P3 Generator Services. There being no further discussion, the roll was called.

Resolution #38-2020

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

Pump #1 at the DOT pump station failed. NSU pulled the pump for evaluation. NSU submitted a proposal to rebuild the pump at a cost of \$2,386.25. This will be used as a spare pump. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to accept the proposal submitted by NSU to rebuild Pump #1 at the DOT pump station at a cost of \$2,386.25. There being no further discussion, the roll was called.

Resolution #39-2020

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

Mr. Parr discussed the cleaning and videoing of the Annandale section that was not able to be performed when the rest of Annandale was done due to the challenges of access to the sewer lines located in the rear yards on sections of Beaver Avenue. Requests for proposals were sent out. Russell Reid was the sole proposal received. Peter Geiger moved and Chairman Krommenhoek seconded the motion to accept the proposal of Russell Reid dated July 28, 2020 in the amount of \$18,955.00 for the television

inspection and cleaning of portions of Annandale as specified in the proposal. There being no further discussion, the roll was called.

Resolution #40-2020

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

Proposals were requested for the video inspection and cleaning of the sanitary sewerage collection system within the Mews development due to the continuing issues with the debris build-up in the pump station. Mr. Parr noted this will not resolve the problem until the illegal discharges cease. Mr. Schneider requested a copy of what the property management company has distributed to their tenants. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to accept the sole proposal received from Russell Reid in the amount of \$17,755.00 for the video inspection and cleaning of the Mews collection system. There being no further discussion, the roll was called.

Resolution #41-2020

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

Discussion ensued regarding the need for traffic control by the police. Mr. Parr suggested holding off on the video inspection and cleanings until the ground tightens up a bit.

Additionally, due to the on-going debris issue at the Mews pump station requiring emergency responses and repairs, the associated invoices require approval. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to approve payment of invoices submitted by Natural Systems Utilities in the amounts of \$1,000.00, \$1,500.00, and \$5,386.25 dated July 20, 2020. There being no further discussion, the roll was called.

Resolution #42-2020

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

(Mr. Parr exited the meeting at 8:32 p.m.)

2019 Audit

CTSA Auditors, Bedard Kurowicki, provided the 2019 Audit for review by the Authority members. Mr. Colantano will be present at the September meeting to discuss the audit. Chairman Krommenhoek moved and Edward Schneider seconded the motion to acknowledge receipt of the 2019 Audit and all members have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations”. The secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the group affidavit, accompanied by a certified true copy of this resolution. There being no further discussion, the roll was called.

Resolution #43-2020

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

Mr. Watts noted there are no comments or recommendations. Mrs. Glode-Sethna commended Ms. Paulus.

Due to COVID-19, the NJEIT is requiring all loan payments be made by wire transfer. This requires a Wire Transfer Agreement between the CTSA and Northfield Bank. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to enter into the “Wire Transfer Agreement” with Northfield Bank. There being no further discussion, the roll was called.

Resolution #44-2020

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 the motion to authorize wire transfers for the NJEIT loan payments from the operating account in the amount of \$27,473.76 for the 2004 Cramer’s Creek loan and \$78,297.66 for the 2008 Beaver Brook loan. There being no further discussion, the roll was called.

Resolution #45-2020

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes

Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to authorize the transfer of \$10,000.00 from the money market account to the operating account for the purposes of making the NJEIT loan payments. There being no further discussion, the roll was called.

Resolution #46-2020

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

Vouchers

Edward Schneider moved and Katrin Glode-Sethna seconded a motion to approve all vouchers for the second half of June and July 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	Absent
Daniel McTiernan	Yes

There being no further business to discuss, Edward Schneider moved and Katrin Glode-Sethna seconded the motion to adjourn the meeting. The motion was unanimously passed to adjourn the meeting at 8:44 p.m.

ATTEST:

Meliss Paulus, Administrator

Steven Krommenhoek, Chairman