

**Clinton Township Sewerage Authority**  
**Meeting Minutes—February 4, 2021**

Steven Krommenhoek called the meeting to order at 6:34 p.m. Members present were Peter Geiger (remotely), Edward Schneider, Katrin Glode-Sethna (remotely), Michael Maurer and Daniel McTiernan. Also present were C. Gregory Watts, Attorney, William Colantano, Auditor, Nancy Wohlleb (remotely), Engineer, Roger Parr (remotely), Operator, Tara Stokes (remotely), Clerk, and Meliss Paulus, Administrator. Chairman Krommenhoek stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

**Pledge of Allegiance**

**Oath of Office – Peter Geiger**

Mr. Peter Geiger was reappointed to a five-year term by Mayor and Council of Clinton Township. Mr. Watts administered the Oath of Office to Mr. Geiger.

**Minutes**

January 7, 2021 – Open and Closed Sessions

A motion was made by Edward Schneider and seconded by Michael Maurer to approve the open and closed session minutes of the January 7, 2021 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** - None

**Reorganization**

Mr. Krommenhoek noted this is the reorganization meeting for the Authority. Mr. Watts asked for nominations for Chairperson.

**Resolution #9-2021**

Katrin Glode-Sethna nominated Steven Krommenhoek to be elected Chairman of the Board of Directors. Peter Geiger seconded the nomination of Steven Krommenhoek for Chairman. There being no other nomination a voice vote was called. All ayes. Motion carried.

Mr. Watts turned the meeting over to Chairman Krommenhoek. The Chairman asked for nominations for Vice-Chairperson.

Resolution #10-2021

Katrin Glode-Sethna nominated Peter Geiger to be elected Vice-Chairman of the Board of Directors. Chairman Krommenhoek seconded this nomination. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #11-2021

Chairman Krommenhoek nominated Katrin Glode-Sethna to be elected Treasurer of the Board of Directors. Peter Geiger seconded this nomination. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #12-2021

Chairman Krommenhoek nominated Edward Schneider to be elected Secretary of the Board of Directors. This was seconded by Katrin Glode-Sethna. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #13-2021

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. The rate remained the same at \$180.00 per hour. Chairman Krommenhoek moved and Edward Schneider seconded the motion to accept the proposal from Watts, Tice & Skowronek. 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

Resolution #14-2021

Chairman Krommenhoek moved and Edward Schneider seconded a motion to appoint William Colantano of Bedard, Kurowicki & Co., as auditor for the CTSA for 2021. There is a \$500.00 increase which was included in the approved budget. 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

Resolution #15-2021

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded a motion to accept the proposal for engineering services as submitted by Mott MacDonald. There was a nominal increase in the hourly rate. 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

Resolution #16-2021

Mr. Doug Borden has been the risk manager since 2009. The risk manager is paid directly by the Joint Insurance Fund. Chairman Krommenhoek moved and Michael Maurer seconded a motion to appoint Doug Borden of Borden Perlman as Insurance Risk Manager. 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

Resolution #17-2021

Chairman Krommenhoek moved and Edward Schneider seconded the motion to accept the seventh amendment to Operations and Maintenance Professional Services Agreement for Licensed Operator Services as submitted by Natural Systems Utilities. 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

Resolution #18-2021

Mr. Watts noted it is recommended this be done at this time just in case the need for a bond counsel arises at any time during the year. Chairman Krommenhoek moved and Edward Schneider seconded the motion to accept the proposal for bond counsel as submitted by McManimon, Scotland, Bauman, LLC. There being no further comment, the roll was called.

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

Resolution #19-2021

Chairman Krommenhoek moved and Edward Schneider seconded a motion to designate The Hunterdon County Democrat, The Courier News and the Hunterdon Review as the official newspapers for the Authority. 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

Resolution #20-2021

Chairman Krommenhoek moved and Edward Schneider seconded the motion to designate PNC Bank, Bank of America, Peapack Gladstone Bank, Unity Bank, NJ Cash Management, Provident Bank and Northfield Bank as official depositories for the CTSA. There being no further discussion the roll was called.

Steven Krommenhoek	Yes
Peter Geiger	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Michael Maurer	Yes
Daniel McTiernan	Yes

Resolution #21-2021

Chairman Krommenhoek moved and Edward Schneider seconded the motion to establish the mailing fee of \$100.00 for 2021. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #22-2021

A discussion ensued regarding the setting of meeting dates for the upcoming year. The meetings shall be scheduled for the first Thursday of each month commencing at 6:30 p.m. to be held in the CTSA office located at 79 Beaver Avenue. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to set the scheduled meeting dates as stated below:

March 4, 2021  
 April 1, 2021

May 6, 2021  
June 3, 2021  
July 1, 2021  
August 5, 2021  
September 2, 2021  
October 7, 2021  
November 4, 2021  
December 2, 2021  
January 6, 2022  
February 3, 2022

There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #23-2021

Chairman Krommenhoek moved and Michael Maurer seconded the motion to establish reimbursement for mileage at \$ .56 per mile as allowed by the IRS for 2021. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #24-2021

Chairman Krommenhoek moved and Edward Schneider seconded the motion to appoint Tara Stokes as Public Agency Compliance Officer. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #25-2021

Chairman Krommenhoek moved and Edward Schneider seconded the motion to appoint Katrin Glode-Sethna as Certifying Officer for 2021. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #26-2021

Chairman Krommenhoek moved and Edward Schneider seconded the motion to appoint Meliss Paulus as JIF Fund Commissioner. There being no further discussion a voice vote was called. All ayes. Moton carried.

Resolution #27-2021

Edward Schneider moved and Chairman Krommenhoek seconded the motion to appoint Tara Stokes to the position of JIF Safety Coordinator. There being no further discussion a voice vote was called. All ayes. Motion carried.

**Rate Hearing**

Chairman Krommenhoek opened the CTSA Rate Hearing at 6:53 pm. Mr. Colantano reported the 2021 User Rate at \$520.00 per year per equivalent dwelling unit (EDU) based on the 2021 budget adopted by the Authority and approved by the State of New Jersey. Mr. Colantano noted the rate is the same as 2020. A base user fee was

previously established to be charged for unused reserved capacity. This was calculated using debt service and capital reserve. This calculates to \$55.23 per EDU. Chairman Krommenhoek moved and Peter Geiger seconded the motion to approve the 2021 user rate at \$520.00 per year for each EDU and the base user fee at \$55.23 per EDU. There being no further discussion, the roll was called.

Resolution #28-2021

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

Mr. Colantano presented the connection fee calculation for 2021. The connection fee will increase from \$2,918.29 per equivalent dwelling unit (EDU) to \$2,973.36. This is based on the calculation of the total capital cost and debt service accumulated divided by the number of EDUs billed at the end of the year. Katrin Glode-Sethna moved and Chairman Krommenhoek seconded a motion to approve the 2021 connection fee of \$2,973.36 per EDU. There being no further discussion, the roll was called.

Resolution #29-2021

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

The 2021 rate hearing concluded at 6:59 pm.

**Old Business/Current Business**

Capacity Requests

Ms. Paulus stated no formal requests have been received.

Pending Connections

- 6 West St, 14 Moebus Pl., 1728 Route 31, 248-250 Hamden Rd

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

This was discussed in Executive session.

Preventative Maintenance Program

The cleaning and videoing of a section of Beaver Avenue, Center St. and Grayrock Road was performed by Russell Reid January 26<sup>th</sup> and 27<sup>th</sup>. Mr. Parr will review the report and video submitted and provide a report at the next meeting.

Clinton Twp. COAH – PIRHL

Ms. Nicole Magdziak, Esq., Day Pitney, was present (remotely) on behalf of the PIRHL development. Clinton LIHTC Urban Renewal, LLC, successor in interest to PIRHL Developers LLC, and Mayor Mullay have requested the required payment of the base user fee and 25% connection fee due, pursuant to the Reservation Agreement, be delayed due to the developer has yet to take title to the subject premises and will be 100% fair share housing.

Also discussed was the Agreement for Wastewater Treatment Capacity with the Township of Clinton dated October 21, 2016. Mr. Watts stated the Authority entered into a First Amendment to the Agreement dated March 13, 2018. The Agreement was for a period of three years. Both parties would like to extend the terms of the Agreement to support the Township in meeting its fair share housing needs.

Mayor Mullay respectfully requested the CTSA review the project’s most recently submitted plans at a level needed for Clinton LIHTC to submit to NJDOT for approval. Approval of the Sanitary Sewer Utility Submission is essential to Clinton LIHTC’s application to the NJDOT for the proposed sewer. Mayor Mullay acknowledged the entire review is expected to take several months. Chairman Krommenhoek requested a conference call take place as soon as possible to discuss further.

Peter Geiger moved Katrin Glode-Sethna seconded the motion to grant the request of the Developer, Clinton LIHTC Urban Renewal, LLC, to delay the 25% of the connection fee due at the execution of the Reservation of Wastewater Treatment Capacity until the developer takes title to the property and no base user fees be assessed against the developer. There being no further discussion, the roll was called.

Resolution #30-2021

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 Edward Schneider seconded the motion to authorize its Chairman to execute an Agreement for Extension of Agreement for Wastewater Treatment Capacity for the Provision of Affordable Housing. There being no further discussion, the roll was called.

Resolution #31-2021

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

Edward Schneider moved and Michael Maurer seconded the motion to authorize its Chairman to execute the NJDOT Application for Utility Opening at such time the Chairman has had the opportunity to discuss the same with the Authority's Engineers, Peter Geiger, Mayor Mullay and the Developer's Engineer and finds it to be in order. There being no further discussion, the roll was called.

Resolution #32-2021

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

Ms. Paulus needs to coordinate with Mrs. Wohlleb and Mr. Parr.

Comminutors vs. Trash Baskets

There was nothing new to report or discuss.

Country Club Drive Associates

This was discussed in Executive Session.

**New Business**

Operator's Report

Mr. Parr reported all stations are operational, have been inspected weekly, data collected, and baskets cleaned. High level alarms were tested. Mr. Parr reported the following activities/issues:

1. NSU operators investigated the location of the Hamden Rd. force main air release MHOK0152. A picture was provided.



2. NSU Services removed both pumps at the North Hunterdon High School pump station to collect the pump plate information regarding the proposed development of fair share housing on Route 31. Pictures attached.
3. NSU Services replaced the malfunctioning submersible transducer at Water Edge.
4. NHHS comminutor failed to run. The motor starting contactor will need to be replaced. A proposal has been submitted. Further investigation is needed to determine why there was not an alarm for this failure.
5. DOT trash basket was full and over-flowing. Wet well cleaning will need to be scheduled soon.
6. DOT electric meter was not reading. JCP&L was contacted. The meter was replaced Jan 22<sup>nd</sup>.
7. Maple Ave. pump station has bamboo growth near the pump station. This can become a problem and should be addressed as soon as possible. Pictures attached.
8. 4 Dartmouth reported a sewer lateral was inspected due to pending sale. Lateral was found to be blocked. NSU inspected manholes upstream and downstream and were found to be free flowing. The blockage is the responsibility of the homeowner.
9. Conover Excavating repaired Manhole MHAN0013 on Center St. Jan. 12<sup>th</sup>
10. Proposals were submitted for approval for NHHS Comminutor contactor, and Cryan's house electrical panel mount replacement.

(It is noted during the operator's report Ms. Magdziak left the meeting at 7:17 p.m., Mr. Colantano left the meeting at 7:20 p.m.)

Chairman Krommenhoek moved and Edward Schneider seconded the motion to approve payment in the amount of \$822.00 to Natural Systems Utilities for the replacement of the comminutor contactor at the North Hunterdon High School pump station. There being no further discussion, the roll was called.

Resolution #33-2021

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

Mr. Walter Wilson joined the meeting remotely at 7:29 p.m. He stated he had trouble connecting. He noted he had no comment on any subject.

Chairman Krommenhoek moved and Edward Schneider seconded the motion to accept the proposal of \$1,979.00 for the replacement of the control panel mounting board at the Cryan House mini pump station as submitted by Natural Systems Utilities. It is noted this is a safety concern. There being no further discussion, the roll was called.

Resolution #34-2021

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes

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

(Mr. Parr left the meeting at 7:32 p.m.)

Disposal of broken/obsolete office equipment

Ms. Paulus requested the Authority consider a resolution for the disposal of obsolete/non-functioning equipment. Ms. Stokes researched the items and determined the value of any of the items were less than \$10.00. Peter Geiger moved and Katrin Glode-Sethna seconded the motion to authorize the disposal of the equipment which has a value less than \$10.00. There being no further discussion, the roll was called.

Resolution #35-2021

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

Beaver Avenue Development

Mr. Watts drafted an Agreement for Reservation of Wastewater Treatment Capacity for Block 59, Lot 4 reflecting change of ownership. The original agreement was dated September 3, 2003 and amended February 27, 2007, memorialized in Resolution #35-2007. Peter Geiger moved and Edward Schneider seconded the motion to authorize Chairman Krommenhoek sign the Reservation of Wastewater Treatment Capacity for 1,000/gpd between the Authority and Beaver Avenue Development, LLC for Block 59, Lot 4. There being no further discussion, the roll was called.

Resolution #36-2021

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

Vouchers

Michael Maurer 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	Yes
Michael Maurer	Yes
Daniel McTiernan	Did not vote

(Ms. Wohlleb and Mr. Wilson left the meeting prior to closed session.)

### **Executive Session**

Chairman Krommenhoek stated there is a need to enter executive session for the purposes of discussing the litigation with the Town of Clinton and Country Club Drive Associates. No action is anticipated to be taken upon entering open session. Chairman Krommenhoek moved and Edward Schneider seconded a motion to enter executive session at 7:40 p.m. for the purposes of discussing litigation with the Town of Clinton and Country Club Drive Associates. The motion passed unanimously.

### **Open Session**

Chairman Krommenhoek moved and Edward Schneider seconded a motion to close executive session and enter open session at 7:45 p.m. The motion passed unanimously.

There being no further business to discuss, Edward Schneider moved, seconded by Chairman Krommenhoek, and unanimously passed the meeting was adjourned at 7:45 p.m.

ATTEST:

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Meliss Paulus, Administrator

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Steven Krommenhoek, Chairman