

Clinton Township Sewerage Authority

**Meeting Minutes— February 8, 2024**

Chairman Krommenhoek called the meeting to order at 8:05 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	absent
Daniel McTiernan	absent

**Also present:**

Bill Glaser (remotely), Council Liaison  
Ted Del Guercio (remotely), General Counsel  
Roger Parr (remotely), Licensed Operator  
Prantik Chakraborty (remotely), Licensed Operator  
Meliss Paulus, Administrator  
Tara Stokes, Clerk

**Oath of Office – Katrin Glode-Sethna**

Mrs. Katrin Glode-Sethna was re-appointed to a five-year term by Mayor and Council of Clinton Township. Mr. Del Guercio administered the Oath of Office to Mrs. Glode-Sethna.

**Minutes**

January 4, 2024 – Open Session  
January 5, 2023 – Closed Session

A motion was made by Edward Schneider and seconded by Peter Geiger to approve the open session minutes from the January 4, 2024 meeting and the closed session minutes from the January 5, 2023 meeting. There being no further discussion, a voice vote was called. All ayes.

**Public Comment**

None

## Reorganization

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

### Resolution #2-2024

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. Mr. Krommenhoek abstained. Motion carried.

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

### Resolution #3-2024

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

### Resolution #4-2024

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

### Resolution #5-2024

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

Mr. Randall Watts, of Flynn Watts Law, LLC submitted a proposal to provide legal services for the Authority's consideration. A brief discussion ensued where it was recommended that the Authority retains the current general counsel, McManimon, Scotland & Baumann, LLC. Mr. Watt's resume will be kept on file. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to appoint Christopher Langhart, McManimon Scotland & Baumann, LLC, as legal counsel. There being no further discussion the roll was called.

### Resolution #6-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent

Daniel McTiernan                      Absent

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded a motion to appoint Bedard, Kurowicki & Co., as auditor for the CTSA for 2024. There is a \$900.00 increase which was included in the approved budget. There being no further discussion the roll was called.

Resolution #7-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

Mrs. Nancy Wohlleb is no longer with Mott McDonald effective February 6, 2024. Mott MacDonald provided a proposal for the extension of engineering services for a period of four months. A 2024 Hourly Rate Table was submitted indicating hourly ranges for each job title. The CTSA will need to obtain other quotes and/or proposals for general engineering services for the remainder of the 2024 year. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to accept the extension of engineering services of Mott MacDonald for a period of four months. There being no further discussion the roll was called.

Resolution #8-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

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 Katrin Glode-Sethna seconded a motion to appoint Doug Borden of CBIZ Borden Perlman as Insurance Risk Manager. There being no further discussion the roll was called.

Resolution #9-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to accept the tenth 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.

Resolution #10-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to continue the contract for bond counsel as submitted by McManimon, Scotland, Bauman, LLC. There being no further comment, the roll was called.

Resolution #11-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

Emergency Service contractors Toby Barkman Excavating, Inc., Natural Systems Services, and Pumping Services have provided reliable and professional services for the past several years. Peter Geiger moved and Edward Schneider seconded the motion to authorize emergency service contractors Toby Barkman Excavating, Inc., Natural Systems Services, and Pumping Services for emergency services for 2024. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #13-2024

Edward Schneider moved and Katrin Glode-Sethna 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 a voice vote was called. All ayes. Motion carried.

Resolution #14-2024

Chairman Krommenhoek moved and Katrin Glode-Sethna 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 a voice vote was called. All ayes. Motion carried.

Resolution #15-2024

Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to establish the mailing fee of \$100.00 for 2024. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #16-2024

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. It is noted that a proposal has been made to change the meeting time going forward, which will be determined at a later date. Chairman Krommenhoek moved and Edward Schneider seconded the motion to set the scheduled meeting dates as stated below:

January 4, 2024  
February 1, 2024 (Rescheduled to February 8, 2024)  
March 7, 2024  
April 4, 2024  
May 2, 2024  
June 6, 2024  
July 4, 2024 – TBD Holiday  
August 1, 2024  
September 5, 2024  
October 3, 2024  
November 7, 2024  
December 5, 2024  
January 2, 2025  
February 6, 2025 - reorganization

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

Resolution #17-2024

Chairman Krommenhoek moved and Edward Schneider seconded the motion to establish reimbursement for mileage at \$ .67 per mile as allowed by the IRS for 2024. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #18-2024

Peter Geiger moved and Chairman Krommenhoek 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 #19-2024

Chairman Krommenhoek moved and Edward Schneider seconded the motion to appoint Katrin Glode-Sethna as Certifying Officer for 2024. There being no further discussion a voice vote was called. All ayes. Motion carried.

Resolution #20-2024

Chairman Krommenhoek moved and Peter Geiger seconded the motion to appoint Meliss Paulus as the Supervising Certifying Officer for 2024. There being no further discussion a voice vote was called. All ayes. Motion carried

Resolution #21-2024

Chairman Krommenhoek moved and Katrin Glode-Sethna 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 #22-2024

Chairman Krommenhoek moved and Katrin Glode-Sethna 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 8:55 a.m.

Ms. Atwell reported the 2024 User Rate at \$540.00 per year per equivalent dwelling unit (EDU) based on the 2024 budget adopted by the Authority and approved by the State of New Jersey. It is noted the user rate remains unchanged. The calculations were provided to establish the 2024 Connection fee at \$3,085.78 per EDU and the 2024 Base User fee, based off of debt service, at \$44.11. Chairman Krommenhoek moved and Katrin Glode-Sethna seconded the motion to approve the 2024 User rate at \$540.00 per year, Connection Fee at \$3,085.78 and Base User Fee at \$44.11 for each EDU. There being no further discussion, the roll was called.

Resolution #23-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

The 2024 rate hearing concluded at 9:01 a.m. and Ms. Atwell left the meeting.

**Executive Session**

Upon motion duly made, seconded, and unanimously passed, the Clinton Township Sewerage Authority entered executive session at 9:02 a.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 9:02 a.m.

## **Open Session**

Upon motion duly made, seconded, and unanimously passed the motion to exit executive session and enter open session 9:14 a.m. All ayes.

Mr. Pralgever, Special Counsel, left the meeting at 9:14 a.m.

## **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

The engineer sent Mrs. Wohlleb an email indicating her suggestion of working with the developers of Route 31 is not an option due to the failing septic system and the length of time it will take for that infrastructure to be installed. Ms. Paulus was contacted by the Board of Health after an on-site inspection.

### Route 31 Development

- 1728 Route 31 – Caldwell Property

Mr. Caldwell submitted a letter regarding the requirement for this property to connect. The original capacity request and resolution was in 2015. Mr. Rolak indicated this would require a small package lift station, for which the property owner would be responsible for the engineering and operation of the station. Due to the development of the adjacent properties, the property owner will have to coordinate connection with the developers. A letter will be sent by the engineer.

- 1734 Route 31 – Medical Office Building

It is noted that the Medical Office Building needs a reservation agreement to be drafted.

- 1732 Route 31 – Fair Share Housing Ingerman

Several meetings have taken place with representatives of the developer, the developer's engineers, Clinton Township, Natural Systems Utilities and CTSA. Discussions involved the proposed construction and location of the necessary

infrastructure, connection, conveyance, and possible future connections. Ingerman is expected to be submitting a TWA soon.

Capital Budget Plan

There was nothing new to report or discuss.

Preventative Maintenance Program

It is noted that Russell Reid jetted and TVed a section of Beaver Ave; Gray Rock Road; and Center Street, which will be discussed during the operator's report.

Clinton Twp. Fair Share Housing

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

Mrs. Wohlleb is verifying that volumetric data is acceptable before approving CO's. A comment letter was sent.

Mini Pump Stations

There was nothing new to report or discuss.

Beaver Brook 3

Mr. Chris Wohlleb reviewed the attached payment application, that was submitted by the Contractor (CFM Construction, Inc.). Mott MacDonald is recommending that CTSA process this payment application#1 for the amount requested, which is \$76,400.00. The application for payment has been signed by Mott MacDonald to certify the amount requested by the Contractor. The payment application reflects a \$2,500.00 credit for the Allowance Item for Off-Duty Police Traffic Control that was not used for this project. The Contractor has completed the project and provided the documents required for closeout of the project.

Katrin Glode-Sethna moved and Chairman Krommenhoek seconded the motion to approve the payment application #1 to CFM Construction Inc in the amount of \$76,400.00. There being no further discussion, the roll was called.

Resolution #24-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

Ms. Paulus noted the Town of Clinton bill for the month of October was still being estimated at 798,000 gallons. The Town stated they were not notified the flow meter was



installed. The actual flow was 497,000 gallons which equates to \$2,544.38. A certification from the contractor or engineer will be sent to the Town.

Country Club Drive Associates

This was discussed in closed session.

Maple Ave/Route 641 Infiltration & Inflow

Chairman Krommenhoek did some calculations and will discuss with Mr. Parr.

NHHS

- I & I

Flows are looking good.

- Rebuild

Mr. Chakraborty provided a status update on the NHHS Pump Station Rehabilitation upgrade. VNL is currently waiting for pumping chambers. All other issues appear to be resolved at this time. The temporary electric has been moved.

Ms. Paulus advised the board that a resolution needs to be passed for Application No. 4 payment from the North Hunterdon Regional High School regarding the North Hunterdon Regional High School pump station replacement in the amount of \$206,192.00.

Katrin Glode-Sethna moved, and Chairman Krommenhoek seconded a motion to approve payment for Application No. 4 to the Contractor "VNL LLC" regarding the North Hunterdon Regional High School pump station replacement in the amount of \$206,192.00 and ratifies any prior actions towards making such payment. There being no further discussion, the roll was called.

Resolution #25-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
Joseph Wrba	Absent
Daniel McTiernan	Absent

Mr. Chakraborty left the meeting at 9:25 a.m.

- HC Vo-Tech

There was nothing new to report or discuss.

## Water's Edge Force Main

A brief discussion ensued about the Water's Edge air release and flush valves. Mr. Parr provided two proposals from Natural Systems Utilities prior to the meeting but some clarification on the pricing and scope of the work before any decision could be made. This is time sensitive.

Mrs. Glode-Sethna left the meeting at 9:39 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.
  - 1/12/24 – At Deer Meadow PS, as the NSU operator was removing the trash basket for cleaning, the basket released from the hoist hook, and fell to the bottom of the wet well. There is damage to the trash basket guide rails that needs repair. Any associated cost will be the responsibility of NSU. Since the wet well has two trash baskets, it is recommended to install an additional hoist to avoid this happening again.
  - 1/24/24 – Balaney Contracting removed the low hanging branches from the access to the Deer Meadows PS.
  - 2/7/24 – During routine inspection it was found that the BB1 generator block heater was faulty. P3 will troubleshoot tomorrow on 2/8/24.
- Collection System Activities
  - 1/31/24 - Russell Reid jetted and TVed a section of Beaver Ave; Gray Rock Road; and Center Street. Root intrusion was evident in the manhole MHANN0098 which is closest to Cryan's Tavern.
  - 2/2/24 - Russell Reid cleaned Deer Meadow, Mews, DOT, and Stem PSs.
  - 2/5/24 - Russell Reid cleaned BB1, BB2, Hamden and Cramer Creek PSs.
- Alarms
  - 1/7/24 - NSU operator responded to a pump two failure at the Mews PS. NSU Services removed the pump and cleared rags from the pump's intake. Both pumps were removed, and the bottom end of the pumps were adjusted to closer tolerances to prevent rags from clogging the pump.

- 2/2/24 – Received a message from the CTSA office that the Weewer PS panel alarm light was flashing. An NSU operator responded and found the high-level float had dropped even with the pump on float. The operator adjusted the float to resolve the alarm.
- SSO's
  - None
- Additional Items
  - 114 total mark out requests received.
  - 22 requests were in the service area.
  - 4 requests required an in-field mark out.

Mr. Parr left the meeting at 9:58 a.m.

Bergen Bids Cooperative Membership

Ms. Stokes requested the sewer authority join the Bergen Bids Cooperative for the utilization of the procurement of goods and services. The cooperative is free of charge.

Edward Schneider moved, and Chairman Krommenhoek seconded a motion to approve the membership of the Bergen Bids Cooperative. There being no further discussion, the roll was called.

Resolution #26-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Absent

Additional Office Space

Ms. Paulus recommended that the board consider utilizing the newly unoccupied office space (suite #4) in the current office building (79 Beaver Avenue) for additional storage space and a dedicated meeting room. Beaver Ave Development LLC agreed to make an addendum to current lease to add the additional office space (suite #4) with the rate schedule below:

03/1/24-10/1/24:	\$500.00 per month
11/1/24-10/1/25:	\$515.00 per month
11/1/25-10/1/26:	\$530.00 per month

Chairman Krommenhoek moved, and Edward Schneider seconded a motion to approve the lease agreement addendum for additional office space (suite #4) at 79 Beaver Ave with Beaver Ave Development LLC. There being no further discussion, the roll was called.

Resolution #27-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Absent

Edmunds Gov Tech Billing/Accounting Software

Ms. Stokes in conjunction of the recommendations of the Auditor provided an updated proposal from Edmunds GovTech Inc for the board to consider obtaining new utility billing and accounting software that is more in line with the needs of the sewer authority. Ms. Stokes had previously sought proposals in 2023.

Ms. Paulus, Ms. Stokes, and Mark Pryzbylkowski, Regional Sales Director of Edmunds GovTech Inc were able to negotiate a lower price saving the authority \$2,400.00 as well as a shorter implementation time frame, with implementation set to go live on October 1, 2024. The total amount of the proposal is \$30,000.00 including hosting fees, implementation fees, and conversion fees.

Chairman Krommenhoek moved, and Edward Schneider seconded a motion to approve the proposal from Edmunds GovTech Inc not to exceed \$32,400.00 for new utility billing and accounting software. There being no further discussion, the roll was called.

Resolution #28-2024

Steven Krommenhoek	Yes
Peter Geiger	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Absent
Joseph Wrba	Absent
Daniel McTiernan	Absent

Vouchers

Peter Geiger moved, and Edward Schneider 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	Absent
Joseph Wrba	Absent
Daniel McTiernan	Absent

There being no further business to discuss, upon motion duly made, seconded, and unanimously passed, the meeting was adjourned at 10:18 a.m.

ATTEST:

\_\_\_\_\_  
Taralyn Stokes, Clerk

\_\_\_\_\_  
Steven Krommenhoek, Chairman