

Clinton Township Sewerage Authority
Meeting Minutes—February 5, 2015

Chairman Geiger called the meeting to order at 6:30 p.m. Members present were Edward Schneider, Katrin Glode-Sethna, John Lazarus and Steven Krommenhoek. Also present were C. Gregory Watts, Attorney, John Rolak, Engineer, Brian Mullan, Clinton Township Council Liaison (6:37 p.m.), and Melissa Paulus, Administrator. Chairman Geiger stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

January 8, 2015 – Open Session

A motion was made by Steven Krommenhoek and seconded by Katrin Glode-Sethna to approve the open and closed session minutes of the January 8, 2015 meeting. There being no further discussion, the roll was called.

Peter Geiger	Abstain
Michael McCue	Absent
Edward Schneider	Abstain
Katrin Glode-Sethna	Yes
John Lazarus	Abstain
Steven Krommenhoek	Yes

The motion failed to pass and will be carried to the March meeting.

Oath of Office

The oath of office was administered to Steven Krommenhoek by Mr. Watts. Mr. Krommenhoek was appointed to a five year term.

Reorganization

Mr. Geiger noted this is the reorganization meeting for the Authority. Mr. Watts asked for nominations for Chairman.

Edward Schneider nominated Peter Geiger to be elected Chairman of the Board of Directors. John Lazarus seconded this nomination. There being no other nominations, the roll was called.

Resolution #6-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Katrin Glode-Sethna nominated Michael McCue to be elected Vice-Chairman of the Board of Directors. Edward Schneider seconded this nomination. There being no other nominations, the roll was called.

Resolution #7-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Chairman Geiger asked for nominations for Treasurer. Chairman Geiger nominated John Lazarus to be elected Treasurer of the Board of Directors. Edward Schneider seconded this nomination. There being no other nominations, the roll was called.

Resolution #8-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Chairman Geiger asked for nominations for Secretary. Chairman Geiger nominated Edward Schneider to be elected Secretary of the Board of Directors. This was seconded by Katrin Glode-Sethna. There being no other nominations, the roll was called.

Resolution #9-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. Chairman Geiger moved and Edward Schneider seconded the motion to accept the proposal from Watts, Tice & Skowronek. It is noted there is not an increase in rates again this year. There being no further discussion, the roll was called.

Resolution #10-2015

Peter Geiger	Yes
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Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Mr. Schneider thanked Mr. Watts for not increasing his rates.

Katrin Glode-Sethna moved and Edward Schneider seconded a motion to appoint William Colantano as auditor for the CTSA for 2015. There being no further discussion, the roll was called.

Resolution #11-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Katrin Glode-Sethna moved and John Lazarus seconded a motion to accept the proposal for engineering services as submitted by Hatch Mott MacDonald. It is noted there is a 2% increase in rates this year. There hasn't been an increase since 2012. There being no further discussion, the roll was called.

Resolution #12-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Edward Schneider moved and John Lazarus seconded a motion to appoint Doug Borden of Borden Perlman as Insurance Risk Manager. There being no further discussion, the roll was called.

Resolution #13-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Chairman Geiger moved and John Lazarus 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.

Resolution #14-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Steven Krommenhoek moved and John Lazarus seconded the motion to designate PNC Bank, Bank of America, Peapack-Gladstone Bank, Unity Bank, Provident Bank, Hopewell Valley Community Bank and New Jersey Cash Management as the official depositories for the Authority. Steven Krommenhoek is approved to be added as an authorized signer on the operating and payroll accounts. There being no further discussion, the roll was called.

Resolution #15-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Chairman Geiger moved and Edward Schneider seconded the motion to establish the mailing fee of \$100.00 for 2015. There being no further discussion, the roll was called.

Resolution #16-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

John Lazarus moved and Katrin Glode-Sethna seconded the motion to set the scheduled meeting dates as the first Thursday of each month. There being no further discussion, the roll was called.

Resolution #17-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes

Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

John Lazarus moved and Edward Schneider seconded the motion to establish reimbursement for mileage at \$.575 cents per mile as allowed by the IRS for 2015. There being no further discussion, the roll was called.

Resolution #18-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Edward Schneider moved and John Lazarus seconded a motion to appoint Meliss Paulus, Administrator, as Public Agency Compliance Officer for 2015. There being no further discussion, the roll was called.

Resolution #19-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Chairman Geiger moved and John Lazarus seconded a motion to appoint Katrin Glode-Sethna as Certifying Officer for 2015. There being no further discussion, the roll was called.

Resolution #20-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Old Business/Current Business

The Mews

There was nothing new to report or discuss.

Capacity Requests

A request for capacity was submitted via email today by Mr. Nicholas Caracappa, PMG Retail LLC. They are proposing a 140,000 square foot retail development project for Block 70, Lots 4 & 5, 1720 Route 31. Mr. Rolak indicated additional information would be needed as well as an analysis to connect. He also noted an escrow would need to be established. The issue of available capacity was discussed. It has been 5 years since Mr. Rolak completed a capacity study. Chairman Geiger moved and Katrin Glode-Sethna seconded a motion to authorize Hatch Mott MacDonald to prepare a capacity study for a cost not to exceed \$2,500.00. There being no further discussion, the roll was called.

Resolution #21-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Capital Budget Plan

Mr. Rolak reported on the pre-construction meeting for Stem pump station. Minutes of the meeting were distributed. He reviewed the shop drawings. There is a need for a new utility pole across the street for the upgraded electric to prevent brown outs. Building permits were issued.

NHHS

Mr. Mullay provided contact information for the school for further investigation into infiltration. The flow meter was registering flow when the pump was not running. The ABB tech made an adjustment where any measured flow less than 10 gpm will not register. Further investigation on the force main will be required once the snow melts. Mr. Rolak will request the flow information from Mr. Huntington.

Town of Clinton Treatment Cost Litigation

This will be discussed in executive session.

Preventative Maintenance Program – BB

The contract has been signed by Chairman Geiger and Ms. Elizabeth Oswald. Work will start when the snow and ice melts.

New Business

Operator's Report

Mr. Huntington was not able to attend the meeting but provided a report. All fire extinguishers were inspected and serviced. Mr. Zengel, Inspector for the Joint Insurance Fund, completed an inspection of the pump stations. The water meter at Deer Meadow pump station had to be replaced due to it freezing. Also at Deer Meadow there was a bubbler malfunction alarm. The air CFM was readjusted. There were 2 separate high level alarms at Cryan's Tavern. Rags, grease and debris clogged the pump. Apgar was called to clean out the wet well on the 6th and on the 15th debris was removed, floats and pumps were tested by a NSU operator. Mr. Rolak reviewed the meter specifications for Beaver Brook III with Mr. Huntington. Based on previous flows, he does not recommend this type of meter. Alternatives were discussed and will be reviewed further.

Refund Request – Corsilli – 36 Meadowview

Mr. Drew Corsilli requested a partial refund for his property at 36 Meadowview Drive. He submitted documentation that his home was foreclosed on in July 2014. He paid the 3rd quarter bill which covers the period of July, August and September. Therefore he is requesting a refund of \$80.00 for August and September. Katrin Glode-Sethna moved and John Lazarus seconded a motion to authorize the refund of sewer fees totaling \$80.00 to Mr. Drew Corsilli. There being no further discussion, the roll was called.

Resolution #22-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Ms. Paulus requested the Authority pass a resolution for the transfer of \$85,000 from the Operating Fund to the Capital Fund as per the 2014 Budget. Katrin Glode-Sethna moved and Edward Schneider seconded a motion to authorize the transfer of \$85,000 from its Operating Fund to its Capital Fund. There being no further discussion, the roll was called.

Resolution #23-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Vouchers

Chairman Geiger moved and John Lazarus seconded a motion to approve all vouchers in the Control Register and Check Register. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

Executive Session

Chairman Geiger requested to enter into executive session for the purposes of discussing litigation involving the Town of Clinton as well as personnel matters. Action may be taken at the conclusion of the closed session. John Lazarus moved and Chairman Geiger seconded a motion to enter into closed session at 7:18 p.m. to discuss litigation and personnel matters. The motion passed unanimously.

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned at 7:41p.m.

Based upon Ms. Paulus' job performance and upon salaries of comparable positions in public wastewater collection the Authority believes the administrator's salary should be increased to \$60,000 per year, retroactive to January 1, 2015. John Lazarus moved and Chairman Geiger seconded a motion to increase the annual salary for the Administrator's position to \$60,000 per year retroactive to January 1, 2015. There being no further discussion, the roll was called.

Resolution #24-2015

Peter Geiger	Yes
Michael McCue	Absent
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes
Steven Krommenhoek	Yes

There being no further business to discuss, upon motion duly made, seconded and unanimously passed the meeting was adjourned at 7:42 p.m.

ATTEST:

Meliss Paulus, Administrator

Peter Geiger, Chairman