

Clinton Township Sewerage Authority
Meeting Minutes—February 6, 2014

Mr. Geiger called the meeting to order at 6:31 p.m. Members present were Alan Fillebrown, Edward Schneider and Katrin Glode-Sethna. Also present were C. Gregory Watts, Attorney, John Rolak, Engineer, Jim Hill (6:34 p.m.), Acting Collection Systems Operator, and Meliss Paulus, Administrator. Mr. Geiger stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

January 9, 2014 – Open and Closed Sessions

A motion was made by Katrin Glode-Sethna and seconded by Alan Fillebrown to approve the open and closed session minutes of the January 9, 2014 meeting. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes

Oath of Office

Mr. Watts administered the oath of office to Mr. John Lazarus who was appointed by the Mayor and Council. Everyone welcomed Mr. Lazarus.

Reorganization

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

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

Resolution #8-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Alan Fillebrown nominated Michael McCue to be elected Vice-Chairman of the Board of Directors. Chairman Geiger seconded this nomination. There being no other nominations, the roll was called.

Resolution #9-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

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

Resolution #10-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	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 #11-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. Chairman Geiger moved and Katrin Glode-Sethna seconded the motion to accept the proposal from Watts, Tice & Skowronek. There being no further discussion, the roll was called.

Resolution #12-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Alan Fillebrown moved and Chairman Geiger seconded a motion to appoint William Colantano as auditor for the CTSA for 2014 as per his proposal. There being no further discussion, the roll was called.

Resolution #13-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Katrin Glode-Sethna moved and Edward Schneider seconded a motion to accept the proposal for engineering services as submitted by Hatch Mott MacDonald. There being no further discussion, the roll was called.

Resolution #14-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

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

Resolution #15-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Chairman Geiger 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.

Resolution #16-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes

Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Chairman Geiger moved and Edward Schneider seconded the motion to designate PNC Bank, Bank of America, Peapack-Gladstone Bank, Unity Bank and New Jersey Cash Management as the official depositories for the Authority. There being no further discussion, the roll was called.

Resolution #17-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Chairman Geiger moved and Edward Schneider seconded the motion to establish the mailing fee of \$100.00 for 2014. There being no further discussion, the roll was called.

Resolution #18-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Chairman Geiger moved and Katrin Glode-Sethna seconded the motion to set the scheduled meeting dates as the first Thursday of each month. It is noted the January meeting would be January 1, 2015 and will most likely be rescheduled for a different date. There being no further discussion, the roll was called.

Resolution #19-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Chairman Geiger moved and Katrin Glode-Sethna seconded the motion to establish reimbursement for mileage at 56 cents per mile as allowed by the IRS for 2014. There being no further discussion, the roll was called.

Resolution #20-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes

Chairman Geiger moved and John Lazarus seconded a motion to appoint Meliss Paulus, Administrator, as Public Agency Compliance Officer for 2014. There being no further discussion, the roll was called.

Resolution #21-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Chairman Geiger moved and Edward Schneider seconded a motion to appoint Alan Fillebrown as Certifying Officer for 2014. There being no further discussion, the roll was called.

Resolution #22-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Old Business/Current Business

The Mews

Mr. Watts sent the easement and acquisition agreements to the attorneys. The refinance attorney had questions regarding the easement agreement. Mr. Rolak addressed those questions.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Watts drafted the easement agreement for the Maple Avenue pump station and sent it to the Township's attorney for her review. She requested the Authority establish an escrow in the amount of \$1,500. The application to the Planning Board for capital review of the rehabilitation of the Stem pump station has been prepared. A check for the application fee and escrow has been forwarded.

NHHS

Mr. Mowrey requested flow data for his review. Some improvements were made several months ago. Mr. Hill was given approval to provide this information.

9 Main St. – Meuer Dev.

There was nothing new to discuss. This will be removed from the agenda.

Treatment Cost Analysis

There is a meeting scheduled for February 27th with the Town of Clinton.

Preventative Maintenance Program – BB

Mr. Rolak reported the repair of the sewer line in the Inverrary Place easement has been completed.

Oak Knolls-Hamden Rd.

The 2013 4th quarter treatment cost bill included a penalty charge for exceeding the allotted flow from the Hamden Rd. pump station. The repair is pending for Monday due to the delay in delivery of the coupling. The additional costs involved need to be compiled and forwarded to Henkels & McCoy by the end of March.

New Business

Operator's Report

Mr. Hill provided a report. The Stem pump station is still running one pump on a temporary panel. A quote needs to be obtained. The comminutor went down at BB 2. Pumping Services discovered a broken coupling between the motor and comminutor. The disk was replaced and upon further investigation the lower seal assembly on the motor is leaking oil. This needs to be replaced. It is recommended BB1 be serviced by Pumping Services as well. Mr. Hill will obtain a quote. The hoist cable on the truck is frayed and needs to be replaced. Mr. Fillebrown suggested looking at galvanized and stainless steel. Chairman Geiger moved and Edward Schneider seconded a motion to authorize the purchase of a new cable for the hoist on the truck at a cost not to exceed \$250.00. There being no further discussion, the roll was called.

Resolution #23-2014

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Driveway Maintenance has been doing a very good job plowing the stations. Mr. Hill reported the backboard is still at the Mews station and hopes to get it out by the end of this month. The wiring harness on the generator at Hamden Road had to be replaced. Chairman Geiger asked about the electric for the block heater at Oak Knolls. Mr. Hill will find out who is paying for it.

Vouchers

Alan Fillebrown 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.

Peter Geiger	Yes
Michael McCue	Absent
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes
John Lazarus	Yes

Executive Session

Alan Fillebrown moved and Edward Schneider seconded a motion to enter into Executive Session at 7:12 p.m. for the purpose of discussing contractual and personnel matters. Formal action is not expected to be taken upon entering into open session. The motion passed unanimously.

Open Session

John Lazarus moved and Chairman Geiger seconded a motion to close the executive session and enter into open session at 7:59 p.m. The motion passed unanimously.

There being no further business to discuss, John Lazarus moved and Alan Fillebrown seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:00 p.m.

ATTEST:

Meliss Paulus, Administrator

Peter Geiger, Chairman