

Clinton Township Sewerage Authority
Meeting Minutes—January 9, 2014

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

Minutes

December 5, 2013 – Open and Closed Sessions

A motion was made by Chairman Geiger and seconded by Michael McCue to approve the open and closed session minutes of the December 5, 2013 meeting. There being no further discussion, the roll was called.

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

Rate Hearing

Chairman Geiger called the CTSA Rate Hearing to order at 6:35 p.m. Mr. Colantano presented the 2014 User Rates at \$480.00 per year per equivalent dwelling unit based on the 2014 budget adopted by the Authority and approved by the State of New Jersey. The annual user rate increased by \$60.00 due to the 43% increase in treatment costs charged by the Town of Clinton. Mr. Colantano noted the original budget submitted to the State of New Jersey did not include an increase in rates. The budget had to be amended in November with the increase in rates after receiving the notice from the Town of Clinton indicating the treatment cost increase for 2014. The connection fee for 2014 will increase from \$2,376.45 per unit to \$2,467.16. This is based on the calculation of the total capital cost and debt service accumulated divided by the number of users at the end of the year. Let the record show there isn't anyone from the public present. Chairman Geiger moved and Michael McCue seconded a motion to approve the 2014 connection fee at \$2,467.16 per EDU. There being no further discussion, the roll was called.

Resolution #1-2014

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

Mr. Fillebrown stated, as Treasurer, he was very optimistic when preparing the budget and keeping the rate structure in place. He notes the Authority will aggressively stay involved in this situation so the ratepayers aren't unduly burdened with this type of increase. Alan Fillebrown moved and Michael McCue seconded a motion to approve the 2014 user rate at \$480.00 per year for each EDU. There being no further discussion, the roll was called.

Resolution #2-2014

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

This concludes the 2014 rate hearing at 6:41 p.m.

Old Business/Current Business

The Mews

Mr. Watts sent the acquisition agreement and the easement agreement to both attorneys.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Watts sent the signed easement to be recorded. The application for the Planning Board was forwarded to Mr. Wohlleb to review.

NHHS

There was nothing new to report or discuss.

9 Main St. – Meurer Dev.

There was nothing new to report or discuss.

Treatment Cost Analysis

Mr. Watts requested approval to send a letter to the attorney from High Bridge. He spoke with him on the telephone this afternoon and expressed an interest in joining forces with the CTSA. Chairman Geiger suggested sending all of the information that we have for his reference. Chairman Geiger inquired to the status of the next meeting with the Town of Clinton. Ms. Paulus has not heard back from Mr. Phelan.

Preventative Maintenance Program - BB

Mr. Rolak is waiting to hear back from Oswald Enterprises. He spoke with Mr. Barkman in regards to the repair on Inverrary Place. He expects the contractor to begin next Thursday at the earliest. Chairman Geiger suggested someone witness the excavation and repair. Mr. Schneider and a representative from HMM will be on-site.

Oak Knolls-Hamden Rd.

Mr. Rolak has received a schedule from J. Fletcher Creamer. He provided copies of the schedule. The pipe is lined with asbestos. The contractor has 30 days to complete the work. HMM will have a representative onsite when uncovering the pipe and making the repairs. Mr. McCue inquired how the contractor will get the equipment onsite. Mr. Rolak anticipates they will use the easement. Chairman Geiger asked if we have all of "our ducks in a row". Mr. Rolak and Mr. Hill believe everything is in order. Mr. Hill will make arrangements for the line to be cleaned and videoed if it is not in Creamer's contract. Mr. McCue suggested having the wet well cleaned. Pumping Services has authorization to perform the 24 point inspection of the pump after repairs are completed.

Ms. Paulus noted the previous contractor that performed snow plowing last winter did not respond this year when contacted. She presented a proposal from Driveway Maintenance. Mr. Hill provided the contractor with the locations that required snow removal and salting when needed. There are a total of nine locations. Mr. Hill noted they did a very good job. Michael McCue moved and Edward Schneider seconded a motion to accept the proposal of Driveway Maintenance, Inc. for snow plowing services. There being no further discussion, the roll was called.

Resolution #3-2014

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

Frey Engineering has submitted revised invoices after meeting with Mr. Schneider and Ms. Glode-Sethna to review the additional charges. It is recommended the invoices be approved for payment as they are for work outside of the monthly fee. There are four in the amounts of \$917.50, \$172.50, \$192.50 and \$4,195.00. Michael McCue moved and Alan Fillebrown seconded a motion to authorize the payment of the additional invoices. There being no further discussion, the roll was called.

Resolution #4-2014

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

Ms. Paulus has received invoices from Jersey Central Power & Light for electric service to the Water's Edge pump station covering the period of March 14, 2012 through December 26, 2013. This has been an on-going issue with the electric company's billing department since the developer went bankrupt several years ago. The Authority is only responsible for service since the acquisition agreement was signed by the homeowner's association. The total for this time period is \$7,540.07. Michael McCue moved and Alan Fillebrown seconded a motion to authorize payment of \$7,540.07 to Jersey Central Power & Light. There being no further discussion, the roll was called.

Resolution #5-2014

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

New Business

Operator's Report

Mr. Hill provided a report to the Authority. He reported the Stem pump station controller failed. Pump #1 was repaired and reinstalled. He has recommended the exterior panel be upgraded to a duplex system and wired back into the alarms on the sensaphone. The breaker tripped on the main line at the Water's Edge station. The generator ran for several days. KP Electric is looking at a replacement of the breaker. The power upgrade is complete at DOT. As soon as the weather allows, the electrical work will take place at Hamden Rd. pump station. The JIF performed an inspection of the pump stations. It was noted the basketball backboard and hoop has to be removed. The inspector noted PEOSHA is being pushed by DEP. Frey will perform a pre-inspection. The first-aid kits have been updated.

Mr. Rolak reported receiving a letter from DOT for resurfacing Route 31. Some manholes need to be re-set. They are requesting approval to do this at no cost to the Authority. He has reviewed the plans. There is only one not seven as they indicated. Chairman Geiger has given approval noting the correction of the one manhole not seven.

Vouchers

Edward Schneider moved and Michael McCue 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	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes

(It is noted Mr. Hill and Mr. Rolak left the meeting.)

Executive Session

Chairman Geiger requested the Authority enter into Executive Session for the purpose of discussing contractual matters and personnel matters. It is anticipated that formal action may be taken at the conclusion of the closed session. Upon motion duly made, seconded and unanimously passed, the Authority entered into closed session at 7:26 p.m.

(It is noted Ms. Paulus and Mr. Colantano left the meeting at 8:00 p.m.)

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned at 8:31 p.m.

Chairman Geiger led a discussion of the Administrator's job performance. All members were in agreement that she had fully performed her duties as Clerk then Administrator. Chairman Geiger noted the amount of money Ms. Paulus had saved the Authority through mark-outs, purchasing and other means. The members also noted the advantages that will benefit the Authority from the purchasing courses being taken by Ms. Paulus. Michael McCue moved and Katrin Glode-Sethna seconded a motion to recognize Ms. Paulus' exemplary job performance by granting her a bonus of \$1,500. There being no further discussion, the roll was called.

Resolution #6-2014

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

Based again on Ms. Paulus' job performance and her increased duties as Administrator the members discussed an increase to her salary. Alan Fillebrown moved and Edward Schneider seconded a motion to increase the annual salary for the Administrator's position to \$55,000. per year retroactive to January 1, 2014, with the understanding that Ms. Paulus' salary would not be reviewed again for 2014. There being no further discussion, the roll was called.

Resolution #7-2014

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

The members then discussed the need for a job description for the Administrator's position with the possible need to set a salary range for that position.

Upon motion duly made, seconded and unanimously passed the meeting was adjourned at 8:34pm.

ATTEST:

Meliss Paulus, Clerk

Peter Geiger, Chairman