

Clinton Township Sewerage Authority
Meeting Minutes—January 3, 2013

Chairman Geiger called the meeting to order at 6:30 p.m. Members present were Michael McCue, Alan Fillebrown and Edward Schneider. Also present were C. Gregory Watts, Attorney, John Rolak, Engineer, Jim Hill, acting Collection Systems Operator and Meliss Paulus, Clerk. Mr. William Colantano, auditor for the Authority, was also present. Chairman Geiger stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

December 13, 2012 – Open and Closed Sessions

A motion was made by Michael McCue and seconded by Edward Schneider to approve the open and closed session minutes of the December 13, 2012 meeting. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Rate Hearing

Chairman Geiger called the CTSA Rate Hearing to order at 6:31 p.m. Mr. Colantano presented the 2013 User Rates at \$420.00 per year per equivalent dwelling unit based on the 2013 budget adopted by the Authority and approved by the State of New Jersey. The user rate is the same as last year. The connection fee for 2013 will increase from \$2,280.00 per unit to \$2,376.45. 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 is one Clinton Township resident present, Mr. Hisaw. Mr. Hisaw noted he is not a ratepayer and has no comment on the user rates. Chairman Geiger moved and Michael McCue seconded a motion to approve the 2013 connection fee at \$2,376.45 per EDU. There being no further discussion, the roll was called.

Resolution #1-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Edward Schneider seconded a motion to approve the 2013 user rate at \$420.00 per year for each EDU. There being no further discussion, the roll was called.

Resolution #2-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

This concludes the 2013 rate hearing at 6:35 p.m.

Mr. McCue discussed establishing a base user fee. Mr. Watts will incorporate this in the reservation agreement once the Board makes a decision. Mr. Colantano noted he has done some work on this. Chairman Geiger would like to see more information on this.

Old Business/Current Business

The Mews

There was nothing new to report or discuss.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak received the proposals on December 21st. He has not reviewed them in detail but noted one proposal was above the bid threshold. He will email a report and details for discussion at the February meeting.

NHHS

There was nothing new to report or discuss.

9 Main St. – Meuer Dev.

Mr. Watts will send out a reservation agreement with base user fee language when the Board makes a decision on this.

Treatment Cost Analysis

Mr. Colantano will modify his report and provide a narrative for the February meeting.

Preventative Maintenance Program

Mr. Rolak is looking into a new product that may be an effective alternative for the broken pipe. He will forward a copy of the video to the manufacturer for their opinion. It is a mechanical liner.

Zinn Realty

A reservation agreement will be sent when a decision is made regarding base user fees.

Backflow Preventers/Water Meters

The installation of the water meters will be scheduled for a Wednesday with the Town of Clinton Water Department and MSI Plumbing within the next week. There is an additional \$20.00 charge for the nipples at each location.

Block 70, Lot 3-Capacity Request

There was nothing new to report or discuss.

Energy Rates and Providers

Mr. Watts noted there have not been any issues with Raritan Township changing providers. Ms. Paulus will schedule another reverse auction for updated rates.

Block 82.18, Lot 49.13 – Easement

Mr. Hisaw was present and provided a formal request to extinguish the reference note to a proposed 40-foot wide sanitary sewer easement located on his property. After a lengthy discussion, it was agreed that Mr. Watts would draft an easement acknowledging a temporary 20-foot construction easement if ever needed by the Authority. Mr. Hisaw will establish an escrow of \$500.00.

RFP for Operator Services for 2013

Mr. Fillebrown and Mr. Schneider provided a draft of a request for proposal for operator services. The scope of services includes activities covered by the monthly fee and additional activities that would be billed at an hourly rate would require board approval. Mr. Rolak made some recommendations regarding inspection of manholes. Mr. Fillebrown noted a change in mark-outs as the review sometimes takes as long as the actual mark-out. Mr. McCue noted Ms. Paulus previously handled the mark-out requests and the operator did the actual mark-out. This would eliminate the additional costs involved in administrative review. Mr. Fillebrown is concerned with emergency requests. It was agreed to have Ms. Paulus perform the administrative review to reduce expenses. Mr. Fillebrown would like to have a three-year contract. As-builts and the ESRI program were discussed. Mr. Rolak noted the ESRI program does not have the service lateral information, only the mains. Service laterals are indicated on the as-builts. This is considered a professional service agreement and will be sent to several companies including Frey Engineering. Mr. Rolak will make several recommendations. Mr. Fillebrown estimated the monthly fee to be \$6,000.00 to \$8,000.00.

FEMA/Storm Related

Dr. Marcolini submitted a formal request to the Authority for payment of \$6,000.00. He had \$12,000.00 that was not covered by his insurance for the sewer back-up that occurred during Storm Sandy. This letter was forwarded to our insurance company by Mr. Borden. Mr. Watts stated the insurance company is on notice and there is no action required by the Board. Mr. Rolak will submit our request to FEMA prior to February 5th.

New Business

Operator's Report

Mr. Hill provided a report to the Town of Clinton and to the Authority. Mr. Hill has requested a proposal for the replacement of the timer clock and switch at DOT. There is a safety inspection by the JIF scheduled for next week. He noted he is scheduled for class at Rutgers on Thursdays and may not be able to attend the March meeting.

(Mr. Hill and Mr. Colantano left the meeting at 7:22 p.m.)

Vouchers

Mr. Fillebrown reviewed the invoices submitted by Frey Engineering and has recommended approving payment. Mr. Schneider questioned some of the charges such as start-up meetings held at their office. Mr. Fillebrown discussed this with Jim Hill and Leo Frey. He noted this is a one-shot deal and does not expect to be charged for time to review charges. A discussion ensued regarding what are reasonable charges, monthly charges and outside of the scope of services charges. Mr. Watts noted a separate resolution is required for these expenditures. Ms. Paulus is concerned that some of these charges may be considered as "special projects" requiring a resolution with a "not to exceed" proposal for auditing purposes. The additional charge for mark-outs was discussed. Chairman Geiger is concerned with the charge and the work that was involved with them. Previously, there wasn't a charge if a physical mark-out was not performed. Mr. Fillebrown wanted to remind everyone that if a request is made and we do not go to mark it out, we have no recourse against the people doing the work. Chairman Geiger and Mr. McCue stated we will comply with the requirements. Mr. Fillebrown is concerned that we may miss one.

Michael McCue moved and Alan Fillebrown seconded a motion to approve the payment of invoices submitted by Frey Engineering for the vouchers dated October 27 and November 19, 2012 for the additional work performed above and beyond the monthly charge. There being no further discussion, the roll was called.

Resolution #3-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Chairman Geiger moved and Michael McCue seconded a motion to authorize the expenditure of \$1,595.00 to Nebula for the modification of the wireless communication system at DOT. There being no further discussion, the roll was called.

Resolution #4-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Chairman Geiger seconded a motion to approve a spending limit of \$1,000.00 for its operator for purchases to be made without prior Authority approval. In the case of an emergency, purchases exceeding \$1,000.00 may be approved in advance solely by the Chairman. There being no further discussion, the roll was called.

Resolution #5-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

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

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Executive Session

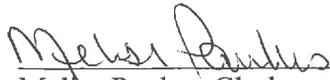
Michael McCue moved and Edward Schneider seconded a motion to enter into executive session at 8:40 p.m. for the purpose of discussing potential litigation. Chairman Geiger stated no formal action will be taken upon entering into open session. The motion passed unanimously.

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned and the regular session reopened at 8:54 p.m.

There being no further business to discuss, Edward Schneider moved and Alan Fillebrown seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:54 p.m.

ATTEST:



Melissa Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—February 4, 2013

Mr. Geiger called the meeting to order at 6:30 p.m. Members present were Michael McCue, Alan Fillebrown and Edward Schneider. Also present were C. Gregory Watts, Attorney, John Rolak, Engineer, Leo Frey, Acting Collection Systems Operator, William Colantano, Auditor and Meliss Paulus, Clerk. Mr. Geiger stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

January 3, 2013 – Open and Closed Sessions

A motion was made by Michael McCue and seconded by Alan Fillebrown to approve the open and closed session minutes of the January 3, 2013 meeting. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

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. Michael McCue seconded this nomination. There being no other nominations, the roll was called.

Resolution #6-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

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

Resolution #7-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

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

Resolution #8-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Chairman Geiger asked for nominations for Secretary. Michael McCue nominated Edward Schneider to be elected Secretary of the Board of Directors. This was seconded by Alan Fillebrown. There being no other nominations, the roll was called.

Resolution #9-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Mr. Watts, of Watts, Tice & Skowronek submitted a proposal to provide legal services for the Authority's consideration. Michael McCue moved and Edward Schneider seconded the motion to accept the proposal from Watts, Tice & Skowronek. There being no further discussion, the roll was called.

Resolution #10-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Alan Fillebrown seconded a motion to appoint William Colantano as auditor for the CTSA for 2013 as per his proposal. There being no further discussion, the roll was called.

Resolution #11-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Chairman Geiger moved and Michael McCue 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 #12-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

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

Resolution #13-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Alan Fillebrown 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 #14-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue 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 #15-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Chairman Geiger moved and Alan Fillebrown seconded the motion to establish the mailing fee of \$100.00 for 2013. There being no further discussion, the roll was called.

Resolution #16-2013

Peter Geiger	Yes
Michael McCue	Yes

Alan Fillebrown	Yes
Edward Schneider	Yes

Edward Schneider moved and Chairman Geiger 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 #17-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Edward Schneider seconded the motion to establish reimbursement for mileage at 56.5 cents per mile as allowed by the IRS for 2013. There being no further discussion, the roll was called.

Resolution #18-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Chairman Geiger moved and Alan Fillebrown seconded a motion to appoint Meliss Paulus, Clerk, as Public Agency Compliance Officer for 2013. There being no further discussion, the roll was called.

Resolution #19-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Edward Schneider seconded a motion to appoint Alan Fillebrown as Certifying Officer for 2013. There being no further discussion, the roll was called.

Resolution #20-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Old Business/Current Business

The Mews

There was nothing new to report or discuss.

Capacity Requests

The Reynolds family from Hamden Road was present. They previously were granted one unit of capacity for a new single family home. They were requesting an extension to the agreement. Mr. Watts noted this was not necessary since the policy has been changed. They thanked the Board for their time.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak has received one proposal from Toby Barkman for manholes in Oak Knolls. RFPs were sent to four contractors. The proposal was \$24,234.00 for modification to eleven manholes in Oak Knolls. The modification work includes replacement of the manhole risers, frames and covers with new watertight units. The manufacturer rep will oversee the installation. There is no additional cost to the Authority. This work will protect the ability of the Authority to grant additional capacity by reducing infiltration. Typically there is a one year warranty. Mr. Rolak has recommended the Authority move forward with the replacement of seven of the eleven manholes at a cost of \$16,197.21. Michael McCue moved and Alan Fillebrown seconded a motion to accept Toby Barkman's proposal of \$16,197.21 for the modifications of seven manholes in the Oak Knolls development. There being no further discussion, the roll was called.

Resolution #21-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

NHHS

There was nothing new to report or discuss.

9 Main St. – Meuer Dev.

The reservation is ready to be sent to the developer.

Treatment Cost Analysis

Mr. Colantano sent a letter to the Town of Clinton regarding the 2011 reconciliation of the treatment costs. He noted comments to the revisions for capital and operating expenditures as per their audit for years 2006-2010. He noted the original

billing of \$3,059.58 per million gallons should be considered correct and the revised billing of \$43,036.49 should be deleted as he cannot recommend payment. Chairman Geiger asked about any agreements related to how treatment costs are calculated.

Preventative Maintenance Program – BB

Mr. Rolak has developed a new plan for the repairs. He has sent the RFP documents to Ms. Paulus to send out. He will provide additional information for a possible internal repair at next month's meeting.

Zinn Realty (The Doctor Is In)

Mr. Watts has the agreement ready to be sent to the developer. Mr. Rolak reported on the request by Zinn Realty to disconnect the sewer connection. They indicated the plan to demolish the homes on the two properties. They do not have approval from the Township Planning Board. Mr. Rolak noted if they disconnect, the Authority will not be able to bill them for user fees. They do not have a demolish permit or a road opening permit. Mr. Watts will send a response they need to obtain approval prior to the Authority authorizing the disconnection at the main.

Backflow Preventers/Water Meters

The water meters were installed at the pump stations except Cramer's Creek. The curb stop at Hamden Road is under a hedge. The Town of Clinton Water Department will follow up on this.

Block 70, Lot 3- (Shop Rite)

There was nothing new to report or discuss.

Energy Rates & Providers

Ms. Paulus reported a reverse auction was held and the lowest bidder was APG&E at .07600/kWh for a 24-month period. The savings is estimated to be 26.66%.

Request to install fencing Block 82.18, Lot 49.13

Mr. Hisaw was present. The 40' proposed easement would be vacated and the 20' easement would remain. A temporary construction easement would stay with the property. Any construction done in the easement would be at the property owner's cost. Mr. Watts will prepare the agreement to be signed.

RFP for Operator Services for 2013

The RFP was mailed out and is due by February 15th.

FEMA/Storm Related

Mr. Rolak submitted the request for reimbursement of \$64,000.00. A budget work plan was developed from the information Mr. Rolak submitted. He has signed it for

FEMA to pick up tomorrow. Once approved, the Authority should receive about \$48,000.00.

New Business

Operator's Report

Mr. Frey was present since Mr. Hill could not attend. Mr. Hill provided a report. Mr. Frey presented a plan for the shed to house the emergency generator at Hamden Road. Mr. Rolak noted this type of shelter is not needed since it has a waterproof enclosure. This generator is meant to be outside and not covered. He also noted the Hamden Road pump station is in wetlands. Chairman Geiger will check with Marvin Joss if the Township DPW would be able to provide storage space. Mr. Rolak expressed concern with it being covered with a tarp as it would trap moisture. Mr. Fillebrown stated the start-up team felt it should not be in direct elements. Mr. Rolak will look into the enclosure that was provided. Mr. Frey does not feel this is well protected and should be in a shelter.

Ms. Paulus noted two proposals were received for the transfer switch at Stem pump station. The specs were provided by Jim Hill. Maglio Electric submitted a proposal of \$5,850.00 and DeMaio Electric submitted a proposal of \$6,100.00. Mr. Rolak was not sure if both proposals included the same materials as this should be clarified. Alan Fillebrown moved and Chairman Geiger seconded a motion to accept Maglio Electric's proposal of \$5,850.00 contingent upon it including the gen receptacle. There being no further discussion, the roll was called.

Resolution #22-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Mr. Frey and Mr. Fillebrown indicated Mr. Hill would like to provide a checklist for operator duties as per the DEP regulations as well as an inventory of the system including the manhole count. Mr. Frey will send a copy of the list of what is being done and what should be done. Mr. Fillebrown is concerned that work that is required has never been done. He suggested the Board take time at the next meeting to review this information. Mr. Frey is questioning the amount of manholes indicated in the work that Hatch Mott MacDonald has provided in the ESRI program. Ms. Paulus noted that it was Thomas Yager's office that did the GIS mapping in the ESRI program.

Local Authorities Fiscal Control Law

Mr. Watts noted as of February 1, 2013, the Authority is required to post on a website information pertaining to the Authority including financial reports, agendas and meeting minutes. Ms. Paulus noted the agendas and minutes have been posted on the Township's website to the past several years. It has just been in the past two months this information has not been posted but at the Council meeting it was reported the website is being upgraded. Chairman Geiger will check with Mr. Joss.

Public Purchasing Course

Ms. Paulus requested approval to attend the Principles of Public Purchasing 1. The cost is \$942.00 and will start in April. This is the first of three courses to become a Qualified Purchasing Agent. Michael McCue moved and Alan Fillebrown seconded a motion to authorize the expenditure of \$942.00 for the Clerk to attend the Principles of Public Purchasing 1. There being no further discussion, the roll was called.

Resolution #23-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

The JIF provided information for an online seminar that would provide a credit of \$250.00 for each appointed official that completes this. There is a maximum of how many credits can be applied.

Vouchers

Michael McCue moved and Chairman Geiger 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

Executive Session

Chairman Geiger moved and Michael McCue seconded a motion to enter into Executive Session at 7:49 p.m. for the purpose of discussing contractual matters. Formal action is not expected to be taken upon entering into open session. The motion passed unanimously.

Open Session

Michael McCue moved and Alan Fillebrown seconded a motion to close the executive session and enter into open session. The motion passed unanimously.

Chairman Geiger and Mr. Frey discussed the bills that have been submitted. Mr. McCue is concerned with the costs regarding markouts, specifically billing for markouts that do not have to actually be marked out. Mr. McCue feels the Clerk should be able to review the requests via email and forward to Mr. Hill the ones that require an actual markout. Mr. Schneider is very concerned with all of the bills. He has questioned the amount of time billed for the description provided on the timesheet. Chairman Geiger feels it would be best to go with a flat fee. Mr. Schneider noted the billings have

included things they have done on their own without prior approval. Most of the items could have been completed during weekly rounds. Additional vouchers need approval by separate resolution. Mr. Colantano reported he has discussed the bills with Mr. Hill. After review, it was discovered they are charging an additional 15% for purchases they make. The new contract should eliminate all of the additional charges without prior Board approval. Mr. Colantano noted the voucher for inventory. This is an item that should require prior approval. Mr. Fillebrown noted that under the RFP the only item that would be additional above the monthly flat fee without prior approval is markouts. Mr. Fillebrown met with Mr. Frey and Mr. Hill and have discussed charges especially for being billed for meeting with him to discuss the bills. Mr. Colantano recommends approving the voucher for the hurricane but still questions the three others vouchers. He stressed the importance of obtaining prior approval by resolution.

Edward Schneider moved and Michael McCue seconded a motion to authorize payment for work provided regarding the hurricane. There being no further discussion, the roll was called.

Resolution #24-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Alan Fillebrown moved and Chairman Geiger seconded a motion to approve the three vouchers submitted for work completed above and beyond the monthly fee. There being no further discussion, the roll was called.

Resolution #25-2013

Peter Geiger	Yes
Michael McCue	No
Alan Fillebrown	Yes
Edward Schneider	Abstain

The motion carried.

There being no further business to discuss, Chairman Geiger moved and Edward Schneider seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:41 p.m.

ATTEST:



Melissa Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—February 28, 2013

Chairman Geiger called the meeting to order at 6:30 p.m. Members present were Michael McCue and Edward Schneider. Also present were C. Gregory Watts, Attorney, John Rolak, Engineer, 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

February 4, 2013 – Closed Session

A motion was made by Michael McCue and seconded by Edward Schneider to approve closed session minutes of the February 4, 2013 meeting. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Absent
Edward Schneider	Yes

Old Business/Current Business

The Mews

Mr. Watts reported the current owners are refinancing the property. He has had contact with a lawyer in Philadelphia. A survey of the easement and metes and bounds of the gravity lines are needed. Mr. Rolak will get cost estimates and then request an escrow be established for this purpose. A title search has not been completed yet.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak received a revised proposal from Toby Barkman Excavating. Mr. Schneider will be meeting with him to locate and inspect the manholes.

NHHS

There was nothing new to report or discuss.

9 Main St. – Meuer Dev.

The reservation agreements are complete and will be mailed.

Treatment Cost Analysis

The Town of Clinton sent a response to Mr. Colantano's letter. Mr. Colantano is preparing a response. Mr. Watts had submitted an OPRA request regarding any documents and agreements referencing the establishment of treatment costs calculations. It is about 800 pages.

Preventative Maintenance Program - BB

Mr. Rolak sent out RFPs to five contractors. One contractor responded they will not be able to submit a proposal at this time. They are due back March 5th. Mr. Rolak has received information regarding the expandable clamp to make the repair to the collapsed pipe. Excavation would not be needed. They would be willing to perform this under a demo basis at a reduced cost of \$2,500.00 in May. The removal of the roots and cleaning would need to be completed first. He estimates this to cost \$4,000.00-\$5,000.00. He will get a cost proposal for the next meeting.

Zinn Realty

The agreement is ready to be mailed.

Backflow Preventers/Water Meters

Installation is complete as of January 30th.

Block 82.18, Lot 49.13 – Easement

Both parties have signed the easement agreement.

RFP for Operator Services for 2013

This will be discussed in executive session. Chairman Geiger noted the Board has not had an opportunity to review and discuss the proposal. He requested Frey Engineering to extend the current agreement that expires tonight. Mr. Hill agreed to extend it to April 4th.

FEMA/Storm Related

Mr. Rolak discussed the 404 hazard mitigation funds letter of intent. He is preparing the plans for Stem for a generator and building. The problem is there usually is a long delay in obtaining approval and funds. The Authority cannot make the purchase prior to getting approval. He feels the Stem PS upgrade would be completed prior to getting the approval. It would be more cost effective to incorporate the generator with the rehabilitation of the pump station especially since there isn't a guarantee of securing funds.

An email was received indicating Scibal Associates is in the process of issuing a declination to Dr. Marcolini due to Title 59 weather immunity and allocation of resources statute which protects the Authority from liability.

New Business

Operator's Report

Mr. Hill provided a report to the Town of Clinton and to the Authority. Mr. Hill noted Hatch Mott MacDonald reported to him a problem with the manhole at the Stem station. There appears to be hardened grease. They discovered this while performing an onsite visit for the rehabilitation plans. This should be addressed the next time a jet-vac truck is scheduled. The County Health Department performed an inspection of the generator at Hamden Road. The JIF submitted an inspection report. Two quotes were received for the generator at Deer Meadow. Mr. Rolak recommended accepting the proposal submitted by Cumins Powers Systems, LLC. At the same time annual maintenance for the generators was also received. He recommended awarding the contract to R & J Controls.

Michael McCue moved and Edward Schneider seconded a motion to award the annual maintenance contract for the generators to R & J Controls as per their proposal of \$8,130.00. There being no further discussion, the roll was called.

Resolution #26-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Absent
Edward Schneider	Yes

Michael McCue moved and Edward Schneider seconded a motion to accept the proposal of \$1,410.00 as submitted by Cumins Power Systems, LLC for the repairs to the generator at Deer Meadow. There being no further discussion, the roll was called.

Resolution #27-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Absent
Edward Schneider	Yes

Miller's Tavern PS

The new owner of Miller's Tavern, Mr. John Cryan, was present. He is renovating the property and requested to move the electrical panel. Mr. Rolak reported the Authority is under different code requirements than a private owner. It is questionable if this box is moved it may be required to be brought up to existing codes. It is currently grandfathered where it is right now. He is also concerned the Authority would not have any control over the contractor performing the work. Chairman Geiger noted this would be very costly to the Authority. The owner may want to consider taking over the pump station to avoid the level of code upgrades that the Authority would fall under. They will explore their options.

Diesel Retrofit Law

The State of New Jersey issued a notice to diesel vehicle owners that the inventory and cost estimate to retrofit are overdue. This is the first notice the Authority has received. Mr. Rolak will look into this and advise what is needed to be done to comply.

Chairman Geiger reported he has not received a response from Mr. Joss yet. Ms. Paulus noted the website has been updated with our information that was submitted. Mr. Rolak reported the generator enclosure is weatherproof. It was recommended to remove the tarp. The flow charts and rainfall were discussed. Mr. Schneider reported he met with Mr. Hill to review billing procedures. He asked if each task could be consolidated into one invoice for each employee completing the same task. It is currently separated. Mr. Hill will check into this. He inquired if approval was obtained for task not included in the monthly fee. Mr. Hill noted he did get approval by Mr. Fillebrown. Specifically, the installation of the water meters could not be supervised by the personnel performing the weekly basket cleaning. Chairman Geiger noted cost efficiencies need to be addressed. Mr. Hill ensured that if the contract is approved there would not be any additional work completed without prior approval. Chairman Geiger also inquired to the charge of mileage and the availability of the Authority's truck. Mr. Hill noted this is only when the truck is already in use at another site. Mr. Schneider expressed concern of what impact the budget is going to have with the expenditures that have been submitted so far. At this rate he feels the rates would have to be increased and he is not in favor of this. Chairman Geiger feels the Authority may have to explore the option of hiring a full-time employee as this would be may be cost effective.

Ms. Paulus received one proposal so far for the repair of the roof at Water's Edge. Another contractor is scheduled to go out next week to prepare an estimate. One proposal was received for the clean-up of two pump stations. It was discussed that all pump stations should have a seasonal clean-up as well. Additional quotes will be requested.

Vouchers

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

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Absent
Edward Schneider	Yes

Mr. Hill left the meeting at 7:42 p.m.

Ms. Paulus reported that two companies contacted her with an interest in receiving the RFP. Ms. Paulus was directed to send the RFP for Operator Services for 2013 with a return date within ten days to the two companies.

Executive Session

Chairman Geiger moved and Michael McCue seconded a motion to enter into executive session at 7:43 p.m. for the purpose of discussing contractual matters. Chairman Geiger stated formal action may be taken upon entering into open session. The motion passed unanimously.

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned and the regular session reopened at 8:14 p.m.

The proposals for the transfer switch at Stem pump station were discussed. Michael McCue moved to accept the proposal submitted by DeMaio Electric for the installation of the transfer switch at Stem pump station. There was no second. The motion fails.

Michael McCue moved and Chairman Geiger seconded a motion to rescind the acceptance of the proposal from Maglio Electric. There being no further discussion, the roll was called.

Resolution #28-2013

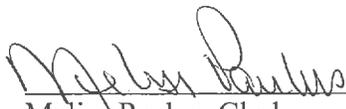
Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Absent
Edward Schneider	Yes

Mr. Rolak will notify Mr. Hill of the Authority's decision not to go through with the installation of the transfer switch and he must make sure he has the proper connections and hoses for the installation of a bypass pump if needed.

Chairman Geiger thanked everyone for rearranging their schedule to attend this meeting.

There being no further business to discuss, Michael McCue moved and Chairman Geiger seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:18 p.m.

ATTEST:



Melissa Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—March 11, 2013 Special Meeting

Chairman Geiger called the meeting to order at 6:32 p.m. Members present were Michael McCue, Alan Fillebrown and Edward Schneider. Also present were C. Gregory Watts, Attorney and Meliss Paulus, Clerk. Chairman Geiger stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Chairman Geiger noted this is a Special Meeting for the purpose of discussing contractual matters.

Executive Session

Chairman Geiger moved and Michael McCue seconded a motion to enter into executive session at 6:33 p.m. for the purpose of discussing contractual matters regarding operator services and billing from the Town of Clinton for treatment costs. Chairman Geiger stated formal action would be taken upon entering into open session. The motion passed unanimously.

Mr. William Colantano, Auditor, joined the closed session at 6:50 p.m.

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned and the regular session reopened at 7:45 p.m.

The proposal for Operator Services was discussed. The Board discussed the proposal for operator services submitted by Frey Engineering. Alan Fillebrown moved and Chairman Geiger seconded a motion to accept the proposal submitted by Frey engineering to provide operator services for a one year period for a flat monthly fee of \$8,500.00. There shall be a termination clause of a ninety day notice. The contract will commence upon signatures of both parties. There being no further discussion, the roll was called.

Resolution #29-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Mr. Fillebrown offered to make contact with Frey Engineering to inform them of this decision. Mr. Watts will get them a contract within a few days.

Ms. Paulus inquired to the responsibility of purchasing for operations. This has always been the operator's responsibility but recently Frey Engineering has been emailing a list of items needed. Mr. Watts stated this could be handled by the clerk if the

Board feels this is appropriate. Mr. Colantano agreed to this with a dollar limit of \$1,000.00 for example. This would avoid the interruption of operations. Chairman Geiger moved and Michael McCue moved to authorize Meliss Paulus, CTSA clerk, to make appropriate purchases of regular supplies for operations up to \$1,000.00. There being no further discussion, the roll was called.

Resolution #30-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

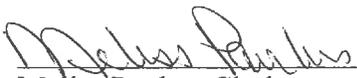
The vouchers submitted by the Town of Clinton for the 4th quarter of 2012 treatment costs included the 2011 reconciliation charge. The Board has agreed to pay this adjustment without interest from 2011 with a letter from Mr. Watts stating this payment is under protest. Mr. Watts noted he will also send a letter to Mr. Cushing, Town of Clinton Attorney, requesting a response to Mr. Colantano's letter within sixty days. Chairman Geiger moved and Michael McCue seconded the motion to authorize payment of the 4th quarter treatment costs and the 2011 reconciliation charge without interest with a letter from Mr. Watts stating this 2011 reconciliation amount is being paid under protest. There being no further discussion, the roll was called.

Resolution #31-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

There being no further business to discuss, Alan Fillebrown moved and Chairman Geiger seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 7:56 p.m.

ATTEST:



Meliss Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—April 4, 2013

Chairman Geiger called the meeting to order at 6:34 p.m. Members present were Michael McCue, Alan Fillebrown and Edward Schneider. Also present were C. Gregory Watts, Attorney, 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

February 4, 2013 – Open Session
February 28, 2013 – Open and Closed Sessions
March 11, 2013 – Open and Closed Sessions

A motion was made by Edward Schneider and seconded by Chairman Geiger to approve the open session minutes of the February 4, 2013 meeting, open and closed session minutes of the February 28, 2013 and March 11, 2013 meetings. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Abstain
Edward Schneider	Yes

Oath of Office

Mr. Watts administered the Oath of Office to Mr. Edward Schneider who was re-appointed by the Mayor and Council. Chairman Geiger thanked Mr. Schneider for his continued contributions and support to the Authority.

Old Business/Current Business

The Mews

There was nothing new to report or discuss.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Watts forwarded the revised Planning Board application for the Stem pump station to Mr. Wohlleb of Hatch Mott MacDonald. Toby Barkman and Mr. Schneider have completed a site inspection for the Oak Knolls manhole project.

NHHS

There was nothing new to report or discuss.

9 Main St. – Meuer Dev.

The reservation agreement has been mailed.

Treatment Cost Analysis

Mr. Watts forwarded the check for the 2011 treatment costs reconciliation with a letter stating this is being paid under protest. He also sent a letter regarding treatment costs to Mr. Cushing, Town of Clinton Attorney.

Preventative Maintenance Program - BB

Oswald Enterprises, Inc. was the only proposal received out of the five RFPs sent out last month for the cleaning and TV inspection of sanitary sewer lines of Beaver Brook Phase II. Michael McCue moved and Edward Schneider seconded a motion to accept the proposal submitted by Oswald Enterprises, Inc. of \$1.61 per L.F. to clean and TV approximately 8,250 linear feet of sanitary sewer lines in Beaver Brook as outlined in the RFP dated February 8, 2013. There being no further discussion, the roll was called.

Resolution #32-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Chairman Geiger asked if supervision is needed. Mr. Schneider noted he checked in with the contractor at different times while completing phase I and will do so this time.

Zinn Realty

The reservation agreement has been mailed. A discussion ensued regarding the previous request to disconnect the sewer lines from both homes slated for demolition. Mr. Watts will send a letter stating the Authority will consent to the capping of the lateral at the curb line after all necessary permits from the Township are obtained. The Authority's Operator must witness this disconnection. The Authority will continue to charge user fees until there is a permanent disconnection of the laterals at the sewer main in the street. Zinn Realty must enter into a new reservation agreement for the three EDUs with a connection fee being assessed for this capacity.

FEMA/Storm Related

Ms. Paulus inquired to the Hunterdon County OEM office for an update to the reimbursement request. They received confirmation that FEMA received the request but has not approved it for payment yet.

New Business

Operator's Report

Mr. Hill provided a report to the Town of Clinton and to the Authority. Mr. Hill reported a white substance in the wet well at the Mews. There has been contact with the property manager. He is presuming it was latex paint. A letter will be sent to the property owner if this continues.

Mr. Hill requested the sewer main on Center Street and the manhole at Stem pump station be cleaned when Oswald Enterprises, Inc. is cleaning Beaver Brook. This should take a couple of hours. The Town of Clinton noted a grease problem here last year. Mr. Watts had sent a letter to Hunterdon County Board of Health but never got a response. The Township's ordinance should be reviewed. Chairman Geiger asked Ms. Paulus to get a quote from Oswald.

Mr. Hill reported Cumins Power Systems replaced the sensor and checked all wiring for the generator at Deer Meadow. Alarms and controls were tested.

A list of 2013 Contract Tasks was reviewed. The telephone line at Stem was tested by Century Link. It needs to be replaced. Ms. Paulus was directed to contact Century Link. A list of supplies needed will be forwarded to Ms. Paulus to purchase. Mr. Schneider inquired to the increased use of degreaser. Mr. Hill noted Beaver Brook III requires a quart per week in two manholes to prevent the grease from clogging the line and meter. Mr. Fillebrown noted Mr. Ross used to add five gallons per week. Flows and rainfall reports were reviewed.

Two proposals were received for the replacement of the shingles on the roof at Water's Edge. Mr. Schneider suggested having the contractor remove the gutters while they are there. The additional cost should be minimal. Michael McCue moved and Edward Schneider seconded a motion to accept MSI Maintenance Solutions' proposal of \$120.00 for the replacement of the roof shingles at the Water's Edge pump station. The removal of the gutters was requested as long as the total cost for both jobs does not exceed a total of \$200.00. There being no further discussion, the roll was called.

Resolution #33-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Mr. Hill requested consolidating some of the tasks when reporting time on the timesheet. This would save time administratively. Chairman Geiger requested the detail information for Task 1.3 pertaining to Pump Stations and Meter Maintenance be provided for the purpose of tracking man-hours.

The clean-up at the pump stations was discussed. Duke Landscaping and Moss Landscaping were contacted to submit a proposal to provide clean-up. Duke Landscaping was the only proposal received. Michael McCue moved and Edward Schneider seconded a motion to accept Duke Landscaping's proposal of \$450.00 for the clean-up at the Cramer's Creek and Deer Meadow pump stations. There being no further discussion, the roll was called.

Resolution #34-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Mr. Schneider requested to be notified when Duke is scheduled to do this work.

Vouchers

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

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Michael McCue moved and Alan Fillebrown seconded a motion to authorize the payment to Frey Engineering for the vouchers submitted for work provided above and beyond the monthly fee. The vouchers include a December invoice for Beaver Brook, January invoices and February invoices totaling \$7,043.19. There being no further discussion, the roll was called.

Resolution #35-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Executive Session

There was no need to enter into executive session.

There being no further business to discuss, Michael McCue moved and Edward Schneider seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 7:40 p.m.

ATTEST:



Melissa Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—May 2, 2013

Chairman Geiger called the meeting to order at 6:31 p.m. Members present were Michael McCue, Alan Fillebrown and Edward Schneider. Also present were C. Gregory Watts, Attorney, John Rolak, Engineer, 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

April 4, 2013 – Open Session

A motion was made by Alan Fillebrown and seconded by Chairman Geiger to approve the open session minutes of the April 4, 2013 meeting. There being no further discussion, the roll was called.

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Oath of Office

Mr. Watts administered the Oath of Office to Mrs. Katrin Glode-Sethna who was appointed by the Mayor and Council. Everyone welcomed Mrs. Glode-Sethna.

Old Business/Current Business

The Mews

There was nothing new to report or discuss.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Toby Barkman has completed 7 manhole modifications in Oak Knolls. If these prove to be effective the remaining manholes will be scheduled for next year. Mr. Rolak sent a letter to Mr. Stem, property owner at the Stem pump station, requesting modification to the easement for the proposed rehabilitated pump station. A temporary construction easement will also be needed. Plans were included in this letter.

NHHS

There was nothing new to report or discuss.

9 Main St. – Meuer Dev.

Mr. Walter Wilson was present. He indicated a revised TWA needed to be signed. Mr. Rolak will review this and forward to Chairman Geiger to sign. A revised reservation agreement will be sent by Mr. Watts. Mr. Watts will send a letter to Mr. Michael Wright, Township Construction Official, authorizing the issuance of requested permits by the developer.

Treatment Cost Analysis

Mr. Cushing, Town of Clinton Attorney, responded to Mr. Watts' letter regarding the payment of the 2011 reconciliation. He indicated the Town is not treating the Authority any different than any other sewer user regarding the charging of interest on past due charges. Mr. Watts responded in reviewing the file, the letter and report from Mr. Colantano concerning treatment costs, the fax did not go through. This was re-faxed. Mr. Watts requested this be reviewed with the Town of Clinton representatives and a meeting be scheduled to discuss this matter to reach a resolution.

Preventative Maintenance Program - BB

Mr. Rolak is waiting to hear from Oswald Enterprises the manholes they were not able to locate for the cleaning and videoing of Beaver Brook-Phase II. Oswald Enterprises submitted a quote for the cleaning of the main on Center Street to the Stem pump station. Mr. Rolak suggested they Authority consider going out for bid for cleaning and videoing at a cost per foot. This would be good for a 3 year period. The Board agreed this should be done. Mr. Hill requested if Oswald has time left from the Center St. cleaning, the section of Beaver Brook III be cleaned with the remaining time. The meter has clogged again. It was noted the quote does not include traffic control. Chairman Geiger asked Mr. Hill to contact the police department.

Zinn Realty

Zinn Realty returned the signed agreement with the required connection fee. Mr. Watts sent a letter regarding their request to disconnect the sewer lines.

FEMA/Storm Related

A check in the amount of \$48,264.35 was received from FEMA. Chairman Geiger noted a post he saw today in NJ.com there may be funding available for the prevention of spillage from future storms. Mr. Rolak believes this is geared towards treatment plants.

New Business

Operator's Report

Mr. Hill provided a report to the Authority. The relay at North Hunterdon High School needs to be replaced. Pumping Services submitted a quote of \$405.00 for each relay and \$520.00 for the installation. The relays are difficult to find in stock. There are

3 at the NHHS pump station. Pumping Services has 3 available. Mr. Hill found a website that has them available for about half the price. Chairman Geiger asked Mr. Hill to inquire to Pumping Services to negotiate the price. Alan Fillebrown moved and Michael McCue seconded a motion to authorize Pumping Services to provide and install one new relay at the NHHS pump station not to exceed \$1,000.00. There being no further discussion, the roll was called.

Resolution #36-2013

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

The generator at Deer Meadow did not run this week. R & J replaced the battery. He noted in response to the concern over the amount of degreaser being used, they are taking more time scraping the grease off and letting the degreaser do its work in the wet well. The phone line at the Stem pump station has not been repaired by CenturyLink. The markout has been requested by the contractor twice but no work has been done. Ms. Paulus will contact CenturyLink for a status and ticket number. Mr. Rolak stated a temporary line would be sufficient until the pump station is rehabilitated. Mr. Hill is planning compressor maintenance in the next couple of weeks. The water is still off at the curb at Deer Meadow. The Town of Clinton needs to uncover the curb stop.

Mr. Fillebrown noted the contract with Frey Engineering went into effect April 1st. The vouchers submitted for payment this month completes the billing under the old contract.

As discussed earlier, the cleaning of the sewer main on Center Street needs to be completed. Michael McCue moved and Alan Fillebrown seconded a motion to authorize Oswald Enterprises to clean the sewer main on Center Street and the Stem pump station internal drop in the manhole at a cost not to exceed \$2,500.00 for the day. If time remains, as much as possible of the 2,800 ft. of Beaver Brook III will be cleaned. There being no further discussion, the roll was called.

Resolution #37-2013

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

Vouchers

Michael McCue moved and Alan Fillebrown seconded a motion to approve all vouchers in the Control Register and Check Register for March. 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

Executive Session

There was no need to enter into executive session.

Mr. Schneider asked about the main power breaker at Beaver Brook II. He did not see a lock on the box. Mr. Hill will check this tomorrow. JCP&L should have a lock on this.

Mr. Watts reported the homeowner at 43 Center Street has requested a credit for one EDU dating back to January 2012 when she converted her 2-family home into a single family home. Chairman Geiger asked if the Township failed to notify the Authority of this change. This is the responsibility of the homeowner. Mr. Fillebrown requested this in writing from the homeowner. When this is received, it will be confirmed with the Township. Once confirmed, the Authority will adjust the bill to one EDU from this period forward. Mr. Fillebrown noted she would be required to attend a meeting to request any credits or adjustments prior to this date.

Mr. Fillebrown reviewed the vouchers from the Town of Clinton. One was for the 2013 1st quarter treatment costs and one for the calibration of meters. He would like it clarified what meters are calibrated. Ms. Paulus will confirm this is for the sewer flow meters not the water meters.

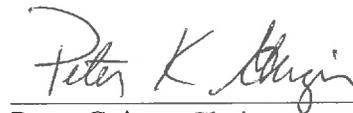
Chairman Geiger again welcomed Mrs. Glode-Sethna and suggested she tour the pumping stations.

There being no further business to discuss, Michael McCue moved and Edward Schneider seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 7:30 p.m.

ATTEST:



Melissa Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—June 6, 2013

Vice-Chairman McCue called the meeting to order at 6:30 p.m. Members present were Alan Fillebrown, Edward Schneider and Katrin Glode-Sethna. Also present were John Rolak, Engineer, William Colantano, Auditor, Jim Hill, acting Collection Systems Operator and Meliss Paulus, Clerk. Vice-Chairman McCue stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

May 2, 2013 – Open Session

A motion was made by Michael McCue and seconded by Edward Schneider to approve the open session minutes of the May 2, 2013 meeting. There being no further discussion, the roll was called.

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

Old Business/Current Business

43 Center St.

Ms. Amanda Wise, owner of 43 Center St., was present. She previously contacted the Authority requesting a credit due to converting her home from a two-family unit to a single family home. The Authority requested she attend the meeting to discuss the process and timeline of when this took place. Ms. Wise reported she renovated the property and the Township tax assessor inspected and confirmed the conversion in January 2012. She was under the impression the Tax office would notify the Authority of the change. Mr. Fillebrown suggested the Authority ask the Township to take some type of formal action to notify the Authority of any property change that would affect sewer requirements. Mr. Colantano noted the Authority cannot automatically assume the homeowner wishes to relinquish any sewer capacity without the homeowner making that request. Mr. McCue moved and Edward Schneider seconded a motion to authorize a refund of \$525.00 for the past five quarters for the additional sewer billing unit. There being no further discussion, the roll was called.

Resolution #38-2013

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

Ms. Wise thanked the Authority.

The Mews

Mr. Rolak sent a draft of the easement agreement for the pump station to Mr. Watts for his review.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak sent Mr. Stem, owner of the property where the Stem pump station on Center St. is located, a letter detailing the rehabilitation of the pump station. An easement is required as well as a building for a generator. Mr. Stem would like the building located in the rear of the property. Several options were discussed. Mr. Rolak will discuss this with Mr. Watts.

NHHS

After further review of the pricing of the relays needed, the online website was not half the price that Pumping Services quoted. Chairman Geiger was notified via email and he approved the purchase from Pumping Services. Edward Schneider moved and Alan Fillebrown seconded a motion to authorize the purchase of the two additional relays at a cost of \$405.00 each from Pumping Services. There being no further discussion, the roll was called.

Resolution #41-2013

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

9 Main St. – Meuer Dev.

The TWA was sent to the developer. Mr. Rolak indicated the permit from DEP is needed prior to his authorization to start any work.

Treatment Cost Analysis

Mr. Colantano received a call ten days ago from the Town of Clinton informing him the auditor would be contacting him. He received that call today. Mr. Colantano inquired to the percentage of Mr. Cutter's salary and the addition of a police officer's salary. The auditor indicated the police officer's salary may be argumentative. Mr. Colantano suggested a negotiation meeting of the attorneys, auditors and one representative from each governing body should be the next step.

(Mr. Hill left the meeting at 7:30 p.m.)

Preventative Maintenance Program - BB

The manholes that were buried need to be located.

Zinn Realty

Mr. Rolak has reviewed the plans and submitted a comment letter.

Emergency Contractors

The appointment of emergency contractors was overlooked at the reorganization meeting. Ms. Paulus obtained current rates for the contractors that have been authorized in previous years due to their knowledge of the system and availability. Michael McCue moved and Alan Fillebrown seconded a motion to authorize Pumping Services, R & R Pump & Control Services, LLC and Toby Barkman Excavating, Inc. as emergency contractors for 2013 as per the submitted rate schedule. There being no further discussion, the roll was called.

Resolution #42-2013

Peter Geiger	Absent
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. Cummins investigated the over-temp alarm at Deer Meadow. It appears the circuit board will need to be replaced. Cummins will provide an estimate next week. Pumping Services replaced the relay at North Hunterdon High School. The power supply at the DOT pump station for the generator needs to be upgraded. Mr. Hill obtained a quote from Maglio Electric of \$6,200.00. Other options that would be less expensive were discussed. Mr. Hill will get other quotes. The generators were serviced. Oswald Enterprises cleaned Center Street sewer main and 1800' of Beaver Brook III. The meter at Beaver Brook III will be cleaned by Pumping Services tomorrow. Safety chains are needed at the pump stations. He estimated this to cost around \$1,000.00. Mr. Hill will forward what is needed to Ms. Paulus and he will contact JCP&L regarding their locks. Michael McCue moved and Alan Fillebrown seconded a motion to authorize the expenditure of up to \$1,000.00 of safety chain to be purchased for the pump stations. There being no further discussion, the roll was called.

Resolution #39-2013

Peter Geiger	Absent
Michael McCue	Yes

Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes

Duke Landscaping performed some of the lawn care that was needed but did not clean the leaves from the driveway at Cramer's Creek. Ms. Paulus did not know this was needed to be done and will contact them. There has been difficulty in getting contractors to schedule this work as it is not considered a big job and is on an as-needed basis. Mr. Fillebrown asked Mr. Hill to provide an estimate from Frey Engineering to perform this work. Mr. Hill will get a quote sometime next week. Mr. Fillebrown inquired to markouts, which have been 271 for April and May. Mr. Hill noted there were some that were the wrong address and some that were cancelled shortly after the initial request. Mr. Schneider asked if the Authority is billed for cancellations. Mr. Hill replied "no". Mr. Schneider indicated the submitted invoice for April included charges for the cancelled requests as well as the requests that did not require a physical markout. Ms. Paulus indicated the contract states the monthly fee includes up to 10 physical markouts and up to 30 administrative reviews that do not require a physical markout. Mr. Hill stated he was not aware of that being in the contract and will look into it and will adjust the invoice. Mr. Fillebrown inquired how the requests are handled when Ms. Paulus is not working in the office. Mr. Hill noted the emergency requests automatically go to the cell phone. Ms. Paulus noted she regularly checks her email even when not in the office.

As noted earlier in the meeting, Pumping Services will be cleaning the meter at Beaver Brook III. They submitted a quote of \$800.00 to complete this task. Michael McCue moved and Alan Fillebrown seconded a motion to authorize the expenditure of \$800.00 to Pumping Services for the cleaning of the meter at Beaver Brook III. There being no further discussion, the roll was called.

Resolution #43-2013

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

2012 Audit

Mr. Colantano presented the 2012 Audit. There was a profit due to the decrease in treatment costs. The rate per million gallons was lower as well as the flows. As previously noted, there is only one employee. The Authority has "built-in" controls. Those being the fact that we bill on a flat rate and the board approves any payments and signs all checks. Highlighted items were the receipt of the FEMA reimbursement (thanks to the efforts of Mr. Rolak), the large outstanding balances from The Mews and Country Griddle. There was an adjustment to the debt owed to the NJEIT and the Water's Edge pump station was added as an asset this year. The accounts payables noted was the adjustment bill to the Town of Clinton for 2011 reconciliation and the bills from Frey Engineering. Surprisingly, there was a profit primarily because of the reduction of billing for treatment costs. The flows and treatment costs per million gallons were lower. It is difficult to analyze the operator position expenses at this time due to Mr. Ross retiring

mid-year 2011 and changing operator services in 2012. Expenses have increased 10% for the past six years, less than 2% per year. He did not have any recommendations. Michael McCue moved and Alan Fillebrown seconded a motion to accept the 2012 Audit as presented by Mr. Colantano. There being no further discussion, the roll was called.

Resolution #40-2013

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

Ms. Paulus received a call from Tom Yager who completed the GIS mapping for the ESRI program. His company has turned over all of his company's records to MPH, located on Beaver Avenue, at the time of his retirement. He forwarded the contact information to Ms. Paulus. The Authority agreed to pursue obtaining these records to keep in the office.

DEP submitted a request to update emergency contact information. Mr. McCue and Mr. Fillebrown suggested Mr. Hill be listed as he is the licensed operator. Mr. Rolak offered his information be provided as the agency contact.

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

Executive Session

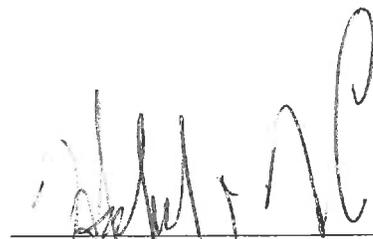
There was no need to enter into executive session.

There being no further business to discuss, Michael McCue moved and Alan Fillebrown seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:10 p.m.

ATTEST:



Melissa Paulus, Clerk



Michael McCue, Vice-Chairman

Clinton Township Sewerage Authority
Meeting Minutes—July 2, 2013

Chairman Geiger called the meeting to order at 6:30 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, 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

June 6, 2013 – Open Session

A motion was made by Michael McCue and seconded by Edward Schneider to approve the open session minutes of the June 6, 2013 meeting. There being no further discussion, the roll was called.

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

Old Business/Current Business

The Mews

Mr. Hill received a high level alarm. Both pumps failed. Pumping Services was called to pull them and Apgar Septic pumped out the wet well. Pump #2 was full of debris and over 100 pounds of various accumulations was pumped out. Mr. Hill noted the riprap not far from a manhole was deteriorating and notified the appropriate people. It was reported to Mr. Hill a contractor was contacted to repair this. Mr. Watts and Mr. Rolak prepared an easement agreement. It was forwarded to the attorneys handling the refinancing of the property.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak has been in contact with Mr. Stem and his engineer. Mr. Stem requested the Authority move the location of the proposed generator and pay his engineering costs of approximately \$1,800.00. The generator will not fit where Mr. Stem would like it. Mr. Rolak noted we do not have a recorded easement. Mr. Watts said it is reasonable for the Authority to pay the fees. Mr. McCue inquired to the possibility of a natural gas generator. One manhole in Oak Knolls is under water. It will be checked to see if there is any leakage. Mr. Rolak is in the process of preparing TV and cleaning bid packages.

NHHS

The generator ran for six hours due to a power failure.

9 Main St. – Meuer Dev.

The TWA was deemed complete and is in tech review. They currently have 10 EDUs. The total capacity needed is 19 EDUs. Mr. Watts has drafted a reservation agreement. Michael McCue moved and Chairman Geiger seconded a motion to enter into a reservation agreement with the developer of 9 Main Street for a total of 19 equivalent dwelling units. There being no further discussion, the roll was called.

Resolution #44-2013

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

Treatment Cost Analysis

Mr. Watts has been in contact with Mr. Cushing, attorney for the Town of Clinton. Mr. Watts will be sending a letter to Mr. Cushing. The request is to have Mr. Cushing involved in this matter.

Preventative Maintenance Program - BB

Oswald has not started the job yet. They are to provide a list of manholes that they could not locate to Mr. Rolak.

Zinn Realty

There was nothing new to report or discuss.

Mr. Fillebrown wanted to reiterate the importance of the Township notifying property owners and/or the Authority of any changes that would relate to sewer capacity. Mr. Rolak suggested requesting the Building Department to put a notice on the permit to contact the Sewer Authority if there are any changes that would affect sewer requirements.

New Business

Operator's Report

Mr. Hill provided a report to the Authority. There were several power outages in the past month. The generator at Deer Meadow had a high temp alarm. Cumins was called in. One of the sensors was replaced. An alternate upgrade to the 120V power at DOT is needed to be able to run lines to the generator when needed for the charger and

jacket heater. A revised quote from Maglio Electric was requested. Mr. Hill expressed concern the flows are quite high at Hamden Road. There had been a water leak on Kent Court but the flows have not decreased since being repaired. The check valves were checked again to ensure they are seating properly. It was recommended this area be videoed. The meter at Beaver Brook #3 was cleaned and reinstalled. Mr. Hill noted the Mews will be sending out a notice to their tenants about items that are being flushed causing damage to the pump station equipment requiring emergency services. It was suggested to mention the cost of a comminutor. Chairman Geiger requested Mr. Hill obtain a copy of the notice that is distributed. Mr. Rolak has been contacted by the contractor for CenturyLink for the phone line at the Stem pump station. An aerial line was approved. Mr. Hill reported issues with the winch on the truck. Mr. Hill provided a list to Ms. Paulus of the stations that need cleaning of the wet well. Mr. McCue stated there is a pothole by the manhole on St. Ledger Way. Mr. Hill will contact DPW. Mr. Schneider requested Mr. Hill contact him or Ms. Paulus when stations need lawn care.

Mr. Rolak requested the Authority increase the 2013 budgeted amount for engineering fees from \$15,000.00 to \$35,000.00. Mr. Fillebrown noted the zero base budget process for next year's budget. Mr. Rolak noted some of the increase is due to unforeseen work. Alan Fillebrown moved and Edward Schneider seconded a motion to increase the 2013 budget for engineering fees by \$20,000.00 to \$35,000.00. There being no further discussion, the roll was called.

Resolution #45-2013

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

Vouchers

Chairman Geiger 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

Executive Session

There was no need to enter into executive session.

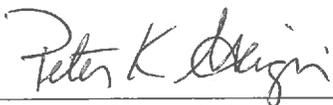
Chairman Geiger noted there may be difficulty scheduling a meeting in August due to vacations. If there is an emergent situation, please contact Ms. Paulus.

There being no further business to discuss, Edward Schneider moved and Katrin Glode-Sethna seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 7:33p.m.

ATTEST:



Melissa Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—September 5, 2013

Chairman Geiger called the meeting to order at 6:30 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, 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

July 2, 2013 – Open Session

A motion was made by Alan Fillebrown and seconded by Michael McCue to approve the open session minutes of the July 2, 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

Old Business/Current Business

The Mews

Mr. Watts and Mr. Rolak have finalized the easement agreement. It will be sent for signatures by the October meeting.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak reported coming to an agreement with Mr. Stem for an easement. Mr. Stem requested the Authority pay for his engineering expenses which are approximately \$2,100.00. This will require Planning Board review prior to going out to bid. Michael McCue moved and Alan Fillebrown seconded a motion to authorize its professionals to complete the negotiation and drafting of the proposed sanitary sewer easement for the Stem pump station. There being no further discussion, the roll was called.

Resolution #46-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes

Edward Schneider	Yes
Katrin Glode-Sethna	Yes

NHHS

Mr. Hill reported debris and gravel in the wet well. He will contact Mr. Mowery.

9 Main St. – Meuer Dev.

Mr. Watts has forwarded the reservation agreement to Mr. Wilson with a 30 day response time. Mr. Rolak reported the sewer lines have been constructed. There aren't any laterals yet. An extension of the Authority's line on West Main Street is required.

Treatment Cost Analysis

There is nothing new to report or discuss.

Preventative Maintenance Program - BB

Oswald has not started the job yet. They are to provide a list of manholes that they could not locate to Mr. Rolak.

Zinn Realty

Mr. Don Shuman was present. He requested authorization to cap the sewer lines at 1 and 3 Grayrock Rd. in preparation of demolition. He will continue to pay user fees for both properties until the line is permanently disconnected. Mr. Watts will send a letter approving the disconnection. Mr. Hill will witness the disconnection.

Oak Knolls-Hamden Rd.

Russell Reid has videoed the line. This concluded the line is broken. The gas line is on top of the sewer line. Mr. Hill initially contacted Mr. O'Hara, Williams Gas Pipe Line (Transco). The video was sent to him. Mr. Rolak has sent a letter indicating this is an emergency since the failure of this sewer line could be detrimental to the health, safety and welfare of the public and this needs immediate attention. He requested Transco make arrangements for this repair. A by-pass pump has been installed to turn on if the level reaches 2 feet. Mr. Rolak will pursue Transco and/or Henkels & McCoy to make the necessary repairs.

New Business

Operator's Report

Mr. Hill provided a report to the Authority. There was a loss of power to nine stations due to an accident on Beaver Avenue. Mr. Hill is going to contact DeMaio Electric and Maglio Electric to obtain a quote for the electrical work for the generator at DOT pump station. The fuel tank on the service truck required repairs. The Authority needs to consider replacing the truck in the 2014 budget.

(Mr. Hill left the meeting at 7:22 p.m.)

Ms. Paulus presented the sole quote received for cleaning of the four wet wells as requested by Mr. Hill. Accurate Waste submitted a proposal of \$3,800.00. Michael McCue moved and Chairman Geiger seconded a motion to accept the proposal of Accurate Waste Systems, Inc. dated August 26, 2013 in the total amount of \$3,800.00 for wet well cleaning at Cramer's Creek, Beaver Brook #2, Stem and DOT pump stations. There being no further discussion, the roll was called.

Resolution #47-2013

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

Mr. Rolak has recommended additional televising and cleaning of the sanitary sewer lines. He has prepared a bid package. Chairman Geiger moved and Alan Fillebrown seconded a motion to authorize Hatch Mott MacDonald to advertise for bids for televising and cleaning of the sanitary sewer lines. There being no further discussion, the roll was called.

Resolution #48-2013

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

Due to the increase in flows as indicated previously by Mr. Hill, it was determined an emergency existed to investigate the possibility of a broken sewer line in the Hamden Rd/Oak Knolls section. Mr. Hill inspected manholes and reported a problem in the vicinity of manholes 08, 09 and 10. Mr. Hill and Mr. Rolak determined this section required videoing of the line. In order for equipment to access this area to perform this work in the easement, substantial clearing of brush and other debris had to be undertaken. Duke Landscaping proposed performing this work at \$45.00 per hour. Michael McCue moved and Chairman Geiger seconded a motion to approve the expenditure of a sum not to exceed \$2,250.00 to Duke Landscaping for the emergency work to be performed within the Authority's sanitary sewer easement in order to access the manholes to be videoed. There being no further discussion, the roll was called.

Resolution #49-2013

Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes

Katrin Glode-Sethna Yes

Russell Reid submitted a proposal of \$2,769.44 to perform the videoing of this section of sanitary sewer pipe. Michael McCue moved and Edward Schneider seconded a motion to accept the proposal of \$2,769.44 submitted by Russell Reid to video the sanitary sewer pipe in the easement located behind Oak Knolls. There being no further discussion, the roll was called.

Resolution #50-2013

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

Upon receiving the video and report from Russell Reid, it was determined a bypass pump was needed to ensure the continuation of sewage flow through this area. Pumping Services set-up a bypass pump at a rate of \$2,300.00 per month and installation charges of \$700.00. Michael McCue moved and Katrin Glode-Sethna seconded a motion to authorize the expenditure of not to exceed \$3,000.00 to Pumping Services for the rental and installation of the bypass pump for this emergency situation. There being no further discussion, the roll was called.

Resolution #51-2013

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

Ms. Paulus requested a pass-through window be installed where customers can make payments. This would provide a level of security to the office. MSI submitted a quote of \$650.00 for the installation of this window. Chairman Geiger moved and Katrin Glode-Sethna seconded a motion to authorize the expenditure of \$650.00 to MSI Plumbing & Remodeling for the installation of a pass-through window. There being no further discussion, the roll was called.

Resolution #52-2013

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

2014 Budget

Mr. Fillebrown suggested developing a zero base budget. This would include a contingency fund. Mr. Fillebrown and Mr. McCue will serve on the committee. A meeting is planned for September 23, 2013 at 8:30 a.m. Mrs. Sethna-Glode would like to attend. This will be advertised as a special open meeting.

Vouchers

Michael McCue moved and Chairman Geiger seconded a motion to approve all vouchers in the Control Register and Check Register for July and August. 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

Executive Session

Chairman Geiger requested the Board enter into executive session for the purposes of discussing contractual and personnel matters. It is anticipated formal action would be taken upon entering into open session. Mr. Fillebrown moved and Mr. Schneider seconded a motion to enter into executive session at 7:38 p.m. The motion passed unanimously.

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned at 7:59 p.m.

The Authority discussed the additional job duties performed by its clerk, Meliss Paulus. This has saved the Authority substantial money by handling mark-out requests previously handled by the contracted operator. The clerk has taken on other tasks previously performed by the Authority's operator. Michael McCue moved and Edward Schneider moved to authorize a \$2,500.00 bonus to be paid to its clerk, Meliss Paulus. There being no further discussion, the roll was called.

Resolution #53-2013

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

The Authority has determined that it is in the best interest of the Authority and all of its users that the clerk, Meliss Paulus, continue with public purchasing classes. Public Purchasing II starts September 11, 2013. Chairman Geiger moved and Michael McCue

seconded a motion to authorize the payment of \$979.00 to Rutgers for Public Purchasing II. There being no further discussion, the roll was called.

Resolution #54-2013

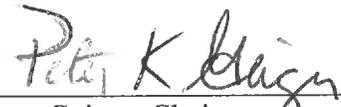
Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes

There being no further business to discuss, Edward Schneider moved and Chairman Geiger seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:05 p.m.

ATTEST:



Meliss Paulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—October 3, 2013

Vice-Chairman McCue called the meeting to order at 6:30 p.m. Members present were 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. Vice-Chairman McCue stated that adequate public notice had been provided in accordance with the Open Public Meetings Act.

Minutes

September 5, 2013 – Open & Closed Sessions

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

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

Old Business/Current Business

The Mews

Mr. Watts has not received a response from the attorney handling the refinancing.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Rolak and Mr. Watts have prepared an easement agreement for the Stem pump station. This will require Planning Board review. The Township requires they be held harmless regarding the Maple Avenue pump station rehabilitation for the easement in the right-of-way. The 641 pump station requires an agreement from all of the property owners on Possum Hollow Run. Mr. McCue authorized Mr. Watts to draft the agreement so we can move forward. There will be one bid for all three locations.

NHHS

Mr. Hill will contact Mr. Mowery to meet with him before the end of the year.

9 Main St. – Meurer Dev.

Mr. Watts has forwarded the reservation agreement to Mr. Wilson. The 30 day response time has lapsed. Mr. Watts will send a letter to Mr. Wilson stating the agreement and connection fees must be submitted by the end of October. Mr. Rolak reported the sewer lines have been constructed.

Treatment Cost Analysis

A discussion ensued regarding the status of this item. Chairman Geiger has expressed frustration in the delay of resolving this matter. The CTSA is being stonewalled. To date contact has been made with the administrator and the attorney for the Town of Clinton. It was suggested to reach out to the Mayor. Mr. Fillebrown will arrange a meeting with the Mayor of Clinton within the next two weeks. It is imperative a service agreement be established.

Preventative Maintenance Program - BB

Oswald has provided a list of manholes that they could not locate to Mr. Rolak. Mr. Rolak noted there are no GPS coordinates on these and is recommending trying the manholes upstream or downstream. He advised to move forward and see what the results are. The repair of the broken pipe with the expandable sleeve is going to cost approximately \$7,000.00. He requested approval to get other bids to repair it which should be less expensive. Mr. Rolak will obtain quotes for the repair for the November meeting. Mr. Schneider will provide Mr. Rolak of a contractor to contact for one of the quotes.

Zinn Realty

Mr. Hill witnessed the disconnection and documented it with pictures.

Oak Knolls-Hamden Rd.

Mr. Watts has been in contact with the attorney for Henkels & McCoy. They recognize the issue. Preliminary reports are that the repair could be fixed relatively quickly, within weeks. They will forward the engineer's report. They are aware additional costs are being incurred. Ms. Paulus will provide a list of those costs and the quarterly flows. Mr. Watts will again contact the attorney. The updated status of this will be emailed to everyone in two weeks. Mr. Rolak has developed a repair plan. Mr. Hill is concerned with the pumps and excessive wear.

2014 Budget

Mr. Colantano presented the 2014 Budget. Vice-Chairman McCue reported it was a special public meeting this year. Mr. Fillebrown, Mr. McCue and Ms. Glode-Sethna were present. Mr. Colantano noted there are two budgets, one being capital for the purchase of a new truck and photocopier totaling \$72,000.00. \$139,032 will be used from surplus. Ms. Paulus noted the Town of Clinton has not submitted the 2012 Audit and the estimated treatment costs for 2014. They were contacted and said they have not received them yet but would forward as soon as they receive them. The budget includes

anticipated expenditures increasing in 2014 of treatment costs and operator expenses. Frey Engineering fees increased from \$80,000 to \$115,000. An additional amount of \$25,000 was submitted for special projects. Professional services fees are split into "operating" and "special". Any special services will require prior authorization. Michael McCue moved and Alan Fillebrown seconded a motion to introduce the 2014 Budget as presented by Mr. Colantano. There being no further discussion, the roll was called.

Resolution #55-2013

Peter Geiger	Absent
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. There were issues at Stem and DOT. The phone service was re-established at Stem by installation of a temporary overhead line. There is a major grease problem at Stem. Mr. Hill will visit the local restaurants to inspect grease trap reports. Mr. Hill suggested the Authority require the establishments submit grease trap reports on a quarterly basis. Mr. Hill expressed concern over the aging system and the excessive time that has been spent during the call-outs. The necessary staff has been sent to respond. This is one of the factors that were considered when submitting the budget request for next year. Mr. Fillebrown expressed safety concerns especially at night. The use and application of degreaser was discussed. Frey Engineering has submitted additional vouchers for the various additional work.

League of Municipalities

The LOM conference will be held in November. Ms. Paulus distributed information for anyone who would be interested in attending this year. Mr. Fillebrown would prefer to attend the seminar held in the spring. Mr. Hill will provide the information to become a member of the organization hosting that event.

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

Executive Session

There was no need to enter into executive session.

There being no further business to discuss, Edward Schneider moved and Katrin Glode-Sethna seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 7:34 p.m.

ATTEST:



Meliss Paulus, Clerk



Michael McCue, Vice-Chairman

Clinton Township Sewerage Authority
Meeting Minutes—November 7, 2013

Chairman Geiger called the meeting to order at 6:33 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

October 3, 2013 – Open Session

A motion was made by Edward Schneider and seconded by Michael McCue to approve the open session minutes of the October 3, 2013 meeting. There being no further discussion, the roll was called.

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

Old Business/Current Business

The Mews

Mr. Watts has not received the signed acquisition agreement or easement back.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Watts sent the easement agreement to be signed by Mr. Stem. The application for the Planning Board will not be submitted until the easement agreement is signed.

NHHS

There was nothing new to report or discuss.

9 Main St. – Meurer Dev.

Mr. Wilson dropped off the signed reservation agreement.

Treatment Cost Analysis

A meeting with the Town of Clinton is scheduled for tomorrow, November 8, 2013.

Preventative Maintenance Program - BB

Mr. Rolak contacted Oswald Enterprises to obtain a start date for the next phase of TV and cleaning of Beaver Brook. Mr. Rolak received one proposal for the repair of the broken pipe in the easement on Inverrary Place. Toby Barkman submitted a proposal of \$2,925.00. Four RFPs were sent. Michael McCue moved and Edward Schneider seconded a motion to accept the proposal submitted by Toby Barkman in the amount of \$2,925.00 for the repair of the broken sewer line in the easement on Inverrary Place. There being no further discussion, the roll was called.

Resolution #56-2013

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

Mr. Rolak went out for bids for CCTV contracts. Four proposals were received ranging from \$98,663.70 to \$255,676.90. The low bidder was Residuals Management Services, LLC. Mr. Rolak reviewed details of the bid. He has recommended the Authority accept the bid submitted by Residuals Management Services, LLC as they were the lowest responsible bidder. Chairman Geiger moved and Alan Fillebrown seconded a motion to award a one year contract with an option to cancel at any time to Residuals Management Services, LLC conditioned upon approval of the bid documents by Mr. Watts and an appropriate contract be entered into. There being no further discussion, the roll was called.

Resolution #57-2013

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. The floats at Stem PS had to be replaced. Wet Wells were cleaned at Stem, DOT, Cramer's Creek, Beaver Brook 2 and the Mews. The float at the Mews was cut by the contractor during the cleaning of the wet well. The contractor has agreed to pay for this. Mr. Hill reported improved results with the use of the powdered degreaser. Flows are still high at Hamden Rd. Pumping

Services provided a quote to winterize the bypass pump. Mr. Hill has provided comments to Mr. Rolak. A generator alarm came in for Beaver Brook 2. R & J is scheduled for Friday. Mr. Hill will be meeting with the builder at 230 Hamden Rd. regarding the installation of the sewer line for a single family home.

(Mr. Hill left the meeting at 6:58 p.m.)

Executive Session

Chairman Geiger requested the Authority enter into Executive Session for the purpose of discussing contractual matters regarding the billing of the Authority by the Town of Clinton. It is not anticipated that formal action would be taken. Upon motion duly made, seconded and unanimously passed, the Authority entered into closed session at 6:58 p.m.

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned at 7:30 p.m.

2014 Budget

Mr. Colantano presented the 2014 Budget amendment with a reduced amount of surplus used for Capital by \$72,500. Also adjusted was treatment cost increased by \$140,000 to \$540,000. This will increase user rates by \$60 a year. The rate will increase from \$420 to \$480 per EDU. This represents a 14% increase in rates. Alan Fillebrown moved and Chairman Geiger seconded a motion to amend the approved 2014 Budget from unrestricted net assets to capital appropriations of \$72,500 as presented by Mr. Colantano. There being no further discussion, the roll was called

Resolution #58-2013

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

Chairman Geiger moved and Edward Schneider seconded a motion to amend the approved 2014 Budget by increasing user rates by 14% from \$420 to \$480 per year for each equivalent dwelling unit due to increasing treatment cost by \$140,000. There being no further discussion, the roll was called.

Resolution #59-2013

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

The Board thanked Mr. Colantano.

Oak Knolls-Hamden Rd.

Mr. Watts reported Henkels & McCoy will not be available to do the work and it will have to be contracted out. Mr. Watts will prepare an agreement they will reimburse the Authority for the repair cost and other associated costs. (Mr. Colantano left the meeting.) Henkels requested back-up for the costs to date. Mr. McCue inquired to having our insurance company handle this. Mr. Watts noted our insurance risk manager has been notified. Mr. Rolak will request proposals.

Vouchers

Michael McCue moved and Katrin Glode-Sethna 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

Mr. Rolak noted several quotes that require approval. R&J Control, Inc. submitted a quote in the amount of \$903.00 for the replacement of the louver motor for the generator at Deer Meadow. This work will be performed during regular maintenance that is scheduled. Alan Fillebrown moved and Chairman Geiger seconded a motion to authorize the expenditure of \$903.00 for the replacement of the louver motor on the generator at Deer Meadow pumping station. There being no further discussion, the roll was called.

Resolution #60-2013

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

Two proposals were received for the electrical work that needs to be done at DOT and Hamden Road pumping stations for the generator. P.W. Metz & Son submitted proposals of \$675.00 for DOT and \$575.00 for Hamden Road. K.P. Electric proposed \$490.00 for DOT and \$575.00 for Hamden Rd. Alan Fillebrown moved and Edward Schneider seconded a motion to accept the proposal of \$1,065.00 submitted by KP Electric for the required electrical work at DOT and Hamden Road pumping stations. There being no further discussion, the roll was called.

Resolution #61-2013

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

Pumping Services submitted a quote of \$6,237.09 for the winterization of the bypass pump located in the Oak Knoll development. Chairman Geiger moved and Alan Fillebrown seconded a motion to accept the quote of \$6,237.09 submitted by Pumping Services for the winterization of the bypass pump at such time the Authority deems it necessary. There being no further discussion, the roll was called.

Resolution #62-2013

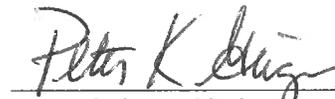
Peter Geiger	Yes
Michael McCue	Yes
Alan Fillebrown	Yes
Edward Schneider	Yes
Katrin Glode-Sethna	Yes

There being no further business to discuss, Edward Schneider moved and Katrin Glode-Sethna seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 7:51 p.m.

ATTEST:



Meliss Raulus, Clerk



Peter Geiger, Chairman

Clinton Township Sewerage Authority
Meeting Minutes—December 5, 2013

Chairman Geiger called the meeting to order at 6:32 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

November 7, 2013 – Open and Closed Sessions

A motion was made by Alan Fillebrown and seconded by Michael McCue to approve the open and closed session minutes of the November 7, 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

Old Business/Current Business

Chairman Geiger welcomed the ratepayers that are in attendance tonight. Also, present was Mr. Terry Wright, Hunterdon County Democrat reporter. The ratepayers are here to discuss the letter sent by the Authority regarding the rate increase anticipated for 2014. Chairman Geiger discussed the treatment and billing process between Clinton Township Sewerage Authority and the Town of Clinton. Due to the notice from the Town of Clinton for the 2014 treatment cost rate, the Authority had to increase the annual rate from \$420/EDU to \$480/EDU. A lengthy discussion with questions and answers ensued. A meeting with TOC and Authority representatives was held on November 8th. The Authority inquired to the questionable charges and requested an updated agreement regarding treatment charges. Chairman Geiger noted three relevant charges are the policeman's salary and benefits, the percentage of the administrator's salary and benefits and the rental charge for the land that the treatment plant is located on. Supporting documents have been requested. It is believed these charges should be municipal charges and not be part of the treatment costs. Mr. Charles Urban asked if the Authority knows what the rate will be for the TOC residents. He also asked what the basis is for the value of the property and the increase. This was asked at the November 8th meeting and the Authority is awaiting a response from the Town of Clinton. A ratepayer stated the Town of Clinton should be more fiscally responsible. Mr. Hans Heyman would like to see justification for these charges. Mr. Watts noted there is only one known agreement that is for the Annandale section and that agreement references the High Bridge agreement for the calculation of treatment costs. A ratepayer inquired to the Authority's method of billing. Ms. Paulus noted one of the State standards of using equivalent dwelling units based on the number of kitchens is used. Consumption billing is not an option since

some properties are not connected to public water that is metered. The ratepayers thanked the Authority for actively pursuing the calculation of treatment costs and plan on staying involved.

The Mews

Mr. Watts received a letter today from the local attorney for the property owner and has not had time to review it.

Capacity Requests

There was nothing new to report or discuss.

Capital Budget Plan (inc. Oak Knolls)

Mr. Watts sent the easement agreement to be signed by Mr. Stem. The application for the Planning Board will not be submitted until the easement agreement is signed.

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

The analysis of 2011 and 2012 treatment costs from the Town of Clinton will be considered and authorized as appropriate.

Preventative Maintenance Program - BB

Mr. Rolak is waiting to hear back from Oswald Enterprises. Mr. Watts will prepare the agreement with Toby Barkman Excavating for the repair in the easement on Inverrary Place.

Oak Knolls-Hamden Rd.

Mr. Rolak received two proposals for the repair in Oak Knolls. J. Fletcher Creamer submitted a proposal of \$68,000.00 and Joseph Jingoli & Son submitted a proposal of \$69,915.00. Mr. Watts obtained confirmation from the Henkels & McCoy attorney they will take responsibility for the cost of the repair and other costs associated with the break. Mr. Rolak has recommended the Authority immediately authorize J. Fletcher Creamer to complete the emergency repairs at the earliest possible time as this is a public health and safety issue. Mr. Watts will draft the contract. Chairman Geiger moved and Alan Fillebrown seconded a motion to declare the situation a public health and safety welfare situation as stated by Mr. Rolak. There being no further discussion, the roll was called.

Resolution #63-2013

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

Michael McCue moved and Chairman Geiger seconded a motion to accept J. Fletcher Creamer's proposal of \$68,000.00 to complete the repair of the broken sewer line located in the Oak Knolls area. There being no further discussion, the roll was called.

Resolution #64-2013

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

2014 Budget

Mr. Colantano reported the State of New Jersey has approved the amended 2014 Budget. Alan Fillebrown moved and Edward Schneider seconded a motion to adopt the amended 2014 Budget as approved by the State of New Jersey. There being no further discussion, the roll was called

Resolution #65-2013

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

The Board thanked Mr. Colantano.

New Business

Operator's Report

Mr. Hill provided a report to the Authority. Chairman Geiger inquired to the necessity of winterizing the bypass pump at Oak Knolls if the repair is scheduled to begin soon. Mr. Rolak feels this is still necessary since the temperatures are expected to drop again.

(Mr. Hill and Mr. Colantano left the meeting at 7:39 p.m.)

Vouchers

Michael McCue moved and Chairman Geiger 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

Ms. Paulus requested a resolution to authorize the transfer of \$85,000.00 from the operating fund to the capital fund as per the 2013 budget. Michael McCue moved and Alan Fillebrown seconded a motion to authorize the transfer of \$85,000.00 from the operating fund to the capital fund as budgeted for 2013. There being no further discussion, the roll was called.

Resolution #66-2013

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

Ms. Paulus noted the next class for Public Purchasing is scheduled to start January 8th. She has requested to attend as this is the third class required. Michael McCue moved and Chairman Geiger seconded a motion to authorize Ms. Paulus to register with Rutgers Continuing Education Program for the Public Purchasing III class to commence January 8, 2014 at a cost of \$917.00. There being no further discussion, the roll was called.

Resolution #67-2013

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

Ms. Paulus reported she has 2 vacation days and 3 personal days remaining for the year. Due to the increased workload and responsibilities she has undertaken, she has requested to convert the remaining 2 vacation days to sick days. Alan Fillebrown moved and Chairman Geiger seconded a motion to authorize 2 vacation days remaining for 2013 into sick days for Ms. Paulus. There being no further discussion, the roll was called.

Resolution #68-2013

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

Executive Session

Chairman Geiger requested the Authority enter into Executive Session for the purpose of discussing personnel matters. It is anticipated that formal action would be taken. Upon motion duly made, seconded and unanimously passed, the Authority entered into closed session at 7:55 p.m. (It is noted Ms. Katrin Glode-Sethna left the meeting at 8:00 p.m.)

Open Session

Upon motion duly made, seconded and unanimously passed, the closed session was adjourned at 8:02 p.m.

The Authority wishes to acknowledge the additional responsibilities Ms. Paulus has undertaken in the past several years. The Authority has determined that because of the duties now performed by Ms. Paulus it is appropriate to change her job title from clerk to administrator. Michael McCue moved and Edward Schneider seconded a motion to change Ms. Paulus' title from clerk to administrator because of the duties she now performs. There being no further discussion, the roll was called.

Resolution #69-2013

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

There being no further business to discuss, Edward Schneider moved and Alan Fillebrown seconded a motion to adjourn. The motion passed unanimously to adjourn the meeting at 8:04 p.m.

ATTEST:



Meliss Paulus, Clerk



Peter Geiger, Chairman