

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
February 19, 2013

The meeting was called to order by the Chairman, Ronald Marino, at 6:00 p.m. in the Conference Room of the Authority located at 954 Farnsworth Avenue, Bordentown, New Jersey.

In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner:

- a. posting written notice on the Official Bulletin Boards of the Bordentown Sewerage Authority on February 24, 2012,
- b. by mailing written notice to THE TIMES, REGISTER-NEWS and BURLINGTON COUNTY TIMES on February 25, 2012; and
- c. filing written notice with the Clerks of the City of Bordentown and Township of Bordentown and mailing written notice to all persons who requested and paid for same on February 24, 2012.

The following persons were in attendance: Ronald L. Marino, James E. Lynch, Zigmont Targonski, Nancy A Liberman, and Stephen Monson. Also in attendance were: Richard D. Eustace, Judith A. Wilson, Edward Kondracki, and Richard Czekanski. Joseph R. Malone III was absent.

REORGANIZATION

On motion by Targonski, seconded by Lynch, it was moved to nominate the 2012 slate of officers for 2013.

On motion by Targonski, seconded by Liberman, it was moved to close nominations for the slate of officers.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Liberman, seconded by Targonski, it was moved to cast one unanimous ballot for the slate of officers as nominated.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

The members established the meeting dates for the next year. On motion by Targonski, seconded by Liberman, it was moved to adopt Resolution 2013-007, designating meeting dates and time:

Monday, March 18, 2013	6:00 p.m.
Monday, April 15, 2013	6:00 p.m.
Monday, May 20, 2013	6:00 p.m.
Monday, June 17, 2013	6:00 p.m.
Monday, July 15, 2013	6:00 p.m.
Monday, August 19, 2013	6:00 p.m.
Monday, September 16, 2013	6:00 p.m.
Monday, October 21, 2013	6:00 p.m.
Monday, November 18, 2013	6:00 p.m.
Monday, December 16, 2013	6:00 p.m.
Tuesday, January 21, 2014	6:00 p.m.
Tuesday, February 18, 2014	6:00 p.m.(Reorganization)
Monday, March 17, 2014	6:00 p.m.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2013-008 A-H, designating signatories for the Authority's bank accounts at Roma Bank.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

13-006

On motion by Targonski, seconded by Liberman, it was moved to adopt the latest edition of Robert's Rules of Order as the parliamentary guide of the Authority.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Targonski, seconded by Liberman, it was moved to continue with the Authority's rules and regulations as previously adopted.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Lynch, seconded by Liberman, it was moved to approve the minutes of the January 22, 2013 regular and executive sessions as corrected.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Targonski, seconded by Liberman, it was moved to adopt Resolution 2013-009, approving the February payment of bills from the Operating Fund in the amount of \$184,733.03, of which \$107,739.84 is a payroll transfer and \$7,998.25 is a capital expense.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2013-010, approving the payment of February bills from the Escrow Fund in the amount of \$11,651.50.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

On motion by Liberman, seconded by Targonski, it was moved to adopt Resolution 2013-011, approving the refunds, credits and/or cancellations of customer accounts in the amount of \$25.00.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2013-012, approving Contract 2013-C3, appointing John J. Maley, Jr. as auditor for the Authority for the one year period commencing on March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch
Nays:	Monson
Abstained:	None
Absent:	Malone

On motion by Liberman, seconded by Targonski, it was moved to adopt Resolution 2013-013, approving Contract 2013-C4, appointing the Law Office of Edward A. Kondracki, L.L.C., as counsel for the Authority for a one year period commencing on March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch
Nays:	Monson
Abstained:	None
Absent:	Malone

On motion by Liberman, seconded by Lynch, it was moved to adopt Resolution 2013-014, approving Contract 2013-C5, appointing Remington, Vernick & Arengo as engineering consultant for the Authority for a period of one year commencing on March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch
Nays:	Monson
Abstained:	None
Absent:	Malone

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2013-015, approving Contract 2013-C6, appointing Capehart & Scatchhard, P.A. as bond counsel for the Authority for a period of one year commencing on March 1, 2013.

Recorded vote:

Recorded vote:	
Ayes:	Marino, Targonski, Liberman, Lynch
Nays:	Monson
Abstained:	None
Absent:	Malone

B RISK MANAGEMENT AND INSURANCE CONSULTANT

On motion by Liberman, seconded by Lynch, it was moved to adopt Resolution 2013-016, approving Contract 2013-C7, for Extraordinary, Unspecifiable Services of EJA/Capacity Insurance Agency, LLC as risk management and insurance consultant for the Authority for a period of one year commencing on March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING

On motion by Liberman, seconded by Targonski, it was moved to adopt Resolution 2013-017, approving Contract 2013-C8 for Extraordinary, Unspecifiable Services of Interstate Mobile Care, Inc. for driver substance abuse and alcohol misuse testing for the Authority for a period of one year commencing on March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

D. FINANCIAL ADVISOR

On motion by Targonski, seconded by Liberman, it was moved to adopt Resolution 2013-018, approving Contract 2013-C09 for Extraordinary, Unspecifiable Services of Acacia Financial Group, Inc. as financial advisor for the Authority for a period of one year commencing on March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch
Nays:	Monson
Abstained:	None
Absent:	Malone

E. ANTI-HARASSMENT POLICY

On motion by Targonski, seconded by Liberman, it was moved to adopt Resolution 2013-019, approving the re-adoption of the Authority's Anti-Harassment Policy.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

F. RESOLUTION 2013-020

On motion by Lynch, seconded by Liberman, it was moved to adopt Resolution 2013-020, awarding contract to BDP Industries, in the amount of \$3,950.00, including estimated shipping, for a replacement vulcanized nitrile covered 6" aligning roller for belt filter press #2.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

G. RESOLUTION 2013-021

On motion by Lynch, seconded by Targonski, it was moved to award contract 2013-C10 to Genserve, Inc., for emergency generator preventative maintenance, in the amount of \$12,385.00 for the period of one year commencing March 1, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

H. RESOLUTION 2013-022

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2013-022, awarding the Black's Creek Wastewater Treatment Plant Ammonium Sulfate Chemical Feed System Contract to Sub-Level Installation, Inc., in the amount of \$166,870.00.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

I. RESOLUTION 2013-023

On motion by Targonski, seconded by Monson, it was moved to adopt Resolution 2013-023, authorizing the award of an emergency contract to RTW Construction, Inc., in the amount of \$2,500.00 to excavate and install BSA supplied repair band to Rising Sun force main leak on February 12, 2013.

Recorded vote:

Ayes:	Marino, Targonski, Liberman, Lynch, Monson
Nays:	None
Abstained:	None
Absent:	Malone

OPEN SEWER CONNECTION ACCOUNTS

K. Johnson Urban Renewal, LLC/Team Campus made payment of \$7,062.29 for the connection of Building C, Block 57, Lot 6.02, as defined by the Deferred Connection Agreement and payment schedule.

PROFESSIONAL REPORTS

A. EXECUTIVE DIRECTOR

Mr. Eustace reported briefly on the month's activities. Mr. Eustace's report is attached

B. GENERAL COUNSEL

Mr. Kondracki reported on the month's activities.

C. ENGINEER

Mr. Czekanski reported briefly on the month's activities and his report is attached.

PUBLIC PARTICATION:


Mr. John Moynihan, Bordentown Township Committeeman, attended the meeting.

On motion by Targonski, seconded by Monson, it was moved to adjourn the meeting at approximately 6:30 p.m.

Respectfully submitted,

APPROVED ON:

March 18, 2013


Nancy A. Liberman, Secretary

Executive Director's Report
February 19, 2013

Mr. Eustace reported on a force main break, 2/12/13. The break was found at 2:00 p.m.; a contractor was on site by 8:00 p.m. and repaired completed by 10:30 p.m. at a cost of \$2500.00.

Mr. Eustace emailed instructions for completing the Elected and Appointed Officials course to the Board. Participation in the course reduces the Authority's cost for Workmen's Compensation Insurance.

With respect to personnel issues, Mr. Eustace informed the Board that Eric Berhrsin has submitted his two week notice as of 2/19/13. His last day will be 3/1/13.

Mr. Eustace reported that The New Jersey Office of Homeland Security and Preparedness will conduct a facilitated after-action conference (AAC) with the wastewater sector on Monday, Feb. 25, from 1-4 p.m. This is one of a series of AAC meetings, and the purpose is to examine the impact of Superstorm Sandy within the sector and across critical sectors. OHSP is seeking input from system owners, management and operators, as well as representatives from relevant local, state and federal agencies. (A separate event will be held on drinking water.)

Mr. Eustace mentioned that the AEA Utility Management Conference will be held on March 12-13, 2013.

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT
FOR FEBRUARY 2013 MEETING
PREPARED BY REMINGTON VERNICK & ARANGO (RV&A) ENGINEERS**

PLANT TOPICS

- **2010-2011 NJDEP Infrastructure Trust Projects:** The NJDEP has conducted a final inspection of Contract 2 (Eliminate flush manholes; improve both Armcon and Mile Hollow Pump Stations; line Mary Street sewer main; remove and reinstall Cortland and Dunns Mill sewer mains; and install terminal manholes where none existed previously); Contract 3 (Line East Church Street sewer main) and Contract 4 (Provide new roof for building EPS-1 at the plant) and wishes to close out the loan. For the total loan amount of \$1,430,595.00; \$282,613.00 is unused.

- **Energy Reduction Improvements:** The project includes bar screen replacement, variable frequency drives on the oxygenation tank motors, replacement of the utility water system pumps/motors/vfd's, a new mixing system for the sludge holding tanks and addition of a secondary sludge conveyor in the sludge dewatering building. Proposed project duration is as follows:

Notice to Proceed Date: June 1, 2012
Contract Duration: 370 Calendar Days
Contract Completion Date: Prior to June 6, 2013

Work in the last 60 days has concentrated on electrical wiring in the dewatering building. The project is entering a period where shop drawings requiring multiple submissions are being approved and long lead time equipment are being manufactured. The project can be judged to be 55 percent complete.

A meeting was held last week to review the MCC enclosure air conditioning system with the contractor. In addition, shop drawings for PLC's to control three separate systems were submitted last week.

Based on a meeting with the NJDEP it is beneficial for the BSA to request all unused monies (approx. \$100,000.00) under this loan and the monies can be utilized in an unrestricted manner. The NJDEP is providing principal forgiveness (grant monies) for the last payments as opposed to the first payments under the screw pump replacement work. Therefore to maximize the principal forgiveness (\$448,000.00 approx.) all monies must be requested from the NJDEP.

- **Ammonia Feed System:** Bids were received last week for an ammonium sulfate feed system to counteract prohibited chlorine byproducts in the plant effluent. The two lowest bidders were close in cost except for two of the eleven bid items so we would not recommend re-bidding the project. The bids were \$166,870.00 (Sub-Level Installations); \$195,900.00; \$214,365.00; and \$249,000.00
- **NJPDES Permit Renewal:** The NJDEP has acknowledged the permit application is administratively complete. The permit which expires March 1st will be extended as the NJDEP considers permit renewals for other plants a higher priority.

DEVELOPMENT TOPICS:

- **Bordentown Waterfront Community:** We are coordinating shop drawing reviews with the contractor for larger pump station items such as the wet well; generator and grinder.
- **Team Campus:** No activity to report.

End of Report
Prepared by Richard B. Czekanski, PE, BCEE, CME