

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
November 17, 2014

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, 2014,
- b. by mailing written notice to THE TIMES, REGISTER-NEWS and BURLINGTON COUNTY TIMES on February 24, 2014; 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, 2014.

The following persons were in attendance: Ronald L. Marino, James E. Lynch, Nancy A Liberman, Zigmont Targonski, Joseph R. Malone III, and Stephen Monson. Also in attendance were: Richard D. Eustace, Elizabeth J. Kwelty, Thomas Coleman III, Richard Czekanski, and Thomas J. Hastie, Jr.

On motion by Lynch, seconded by Targonski, it was moved to approve the minutes of the September 15, 2014 regular session including the correction for Mr. Monson.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2014-058, approving the October and November payment of bills from the Operating Fund in the amount of \$361,111.04 of which \$194,181.70 is a payroll transfer and \$38,233.92 is a capital expense.

Recorded vote:

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

On motion by Liberman, seconded by Malone, it was moved to adopt Resolution 2014-059, approving the payment of October and November bills from the Escrow Fund in the amount of \$1,660.95.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2014-060 A-H, designating signatories for Authority's bank accounts at Investors Financial Group.

There was a discussion about whether Investors Bank charges the Authority to do business.

Recorded vote:

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

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2014-061, approving the credits and /or refunds of customer accounts in the amount of \$2,065.60

Recorded vote:

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

AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. CONTINUING DISCLOSURE/MCDC REVIEW:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2014-062, authorizing a review of compliance with annual continuing disclosure obligations and participation in the Securities and Exchange Commission's Municipalities Continuing Disclosure Cooperation Initiative.

Thomas J. Hastie, Jr, Bond Counsel presented the resolution and reviewed with the Board of Directors reasons why the Authority should now file the annual MCDC report.

Recorded vote:

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

B. APPOINTMENT OF ADMINISTRATIVE MANAGER:

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2014-063, appointing Elizabeth J. Kwelty as the Authority's Administrative Manager.

Recorded vote:

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

C. APPOINTMENT OF ACCOUNT RECEIVABLE CLERK:

On motion by Lynch, seconded by Liberman, it was moved to adopt Resolution 2014-064, appointing Jennifer Russello as the Authority's Account Receivable Clerk.

The question was raised about employees becoming bonded. All Board Members were emailed after the meeting with backup documentation detailing the blanket coverage with NJUAJIF.

Recorded vote:

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

D. OPEN SEWER CONNECTION ACCOUNTS:

1 Spring Street (Bordentown Factory) S-3 application approval.

Rivergate Urban Renewal LLC was issued connection permits for Building 1 and Building 4 with a deferred connection agreement. The initial 40% payments of the connection fees were paid.

E. CASH MANAGEMENT PLAN:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2014-065, adopting the Bordentown Sewerage Authority's FY2014 Cash Management Plan.

The question of whom the Trustee and Broker are was raised and answered by staff.

Recorded vote:

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

F. REMOTE BACKUP DISASTER PREVENTION AND RECOVER SERVICES CONTRACT:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2014-066, authorizing contract for Extraordinary, Unspecifiable Services for the execution of the Authority's Remote backup disaster prevention and recovery services with Computer Software, Inc.

Recorded vote:

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

G. RESOLUTION 2014-067:

On motion by Liberman, seconded by Lynch, it was moved to adopt Resolution 2014-067, authorizing specific actions that can be performed by the Executive Director and Administrative Manager on the Authority's behalf.

Recorded vote:

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

H. RESOLUTION 2014-068:

On motion by Liberman, seconded by Malone, it was moved to adopt Resolution 2014-068, authorizing the Executive Director to sign a proposed project development agreement and deferred connection fee agreement with Amboy Bank when the form of agreements are completed by Counsel for the Authority and Counsel for Amboy Bank.

Recorded vote:

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

I. FY 2014 BUDGET:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2014-069, adopting the Authority's FY 2014 Budget for fiscal year ending November 30, 2015.

Recorded vote:

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

J. AMENDMENT OF FY2013 OPERATING AND CAPITAL BUDGETS:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2014-070, amending the Authority's FY 2013 Operating Budget, adjusting shortages and overages within budget line items with no change to overall budget amount.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2014-070A, amending the Authority's FY 2013 Capital Budget, adjusting shortages and overages within budget line items with no change to overall budget amount.

Recorded vote:

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

PROFESSIONAL REPORTS

A. EXECUTIVE DIRECTOR

Mr. Eustace reported briefly on the month's activities and requested the approval to replace Crystal Lake P.S. pump. Mr. Eustace's report is attached.

On motion by Malone, seconded by Liberman, it was moved to approve a Resolution not to exceed \$15,000.00. Resolution 2014-071, awarded contract to J.T. Seeley & Company, Inc. for purchase of a new pump for Crystal Lake P.S.

Recorded vote:

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

B. GENERAL COUNSEL

Mr. Coleman reported on the month's activities.

- Bordentown Waterfront Pump Station
- Dunkin Donuts at Bottom Dollar performance bond
- Central Crossings Business Park Building 3
- Bordentown Township improvements at Bossert Park

C. ENGINEER

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

PUBLIC PARTICATION:

Mr. John Moynihan, Bordentown Township Committeeman, was in attendance.

On motion by Lynch, seconded by Targonski, it was moved to adjourn the meeting at approximately 6:45 p.m.

Respectfully submitted,

APPROVED ON:

December 15, 2014


Nancy A. Liberman, Secretary

14-042

ED Report: November 17, 2014

- 1) September 22, 2014 Compliance Inspection by Carl Viviani of the NJDEP Air Program. Received letter dated October 3, 2014 stating facility was in Compliance.
- 2) October 10, 2014 Compliance Inspection by Millie Defeo Of NJDEP Southern Enforcement on Blacks Creeks STP. Received letter dated November 6, 2014 That the treatment facility was in compliance.
- 3) October 17, 2014 meet with Bill Garcia of Ocean Spray. Timeline for decommissioning of IPP facility was discussed, looks like December 14, 2014 the plant should be off line and cleaned up. As of today still discharging 60,000 Gallons /day to BSA.
- 4) Ask for Resolution of a not to exceed Value of \$15,000 to replace pump at Crystal Lake PS

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT
FOR NOVEMBER 2014 MEETING
PREPARED BY REMINGTON VERNICK & ARANGO (RV&A)
ENGINEERS**

DEVELOPMENT TOPICS:

- **Bordentown Waterfront Community:**

Phase I: Electrical power still has not been provided to the pump station by the electric utility company. Apartment units that are being occupied by the new residents have their wastewater flowing to the pump station where it is periodically pumped out and hauled by the developer.

Phase II: In design. The site layout for the entirety of Phase II has not been submitted to date. We are awaiting drawing copies from the developer's engineer for submittal to NJ Transit to facilitate the NJ Transit crossing agreement.

- **Thorntown Lane Development: We have requested an update from the developer as they were proposing commencing construction in October.**
- **Dunkin Donuts @ Bottom Dollar: Minor clarification work is ongoing.**
- **Central Crossing Building Number 1 and Route 206 Bypass Force Main: Building number 1 is under construction. For the Route 206 bypass force main we are in the shop drawing review stage with the contractor.**

In the past month we have meet with representatives of Central Crossing Building No. 3; Old York Warehouse and Langen Engineering representing several entities to discuss the necessary Rising Sun Road service area improvements.

- **1 Spring Street; Bordentown City: We distributed "Approved for Construction" drawings but there are several issues to be resolved prior to construction such as proof that final planning board approval has been provided.**

- **Holiday Inn Express (Route 206 Edgewood Motel Site): Concept drawings have been submitted for review.**

End of Report

Prepared by Richard B. Czekanski, PE, BCEE, CME