

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
January 20, 2015

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 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: Commissioners Ronald L. Marino, Zigmont Targonski , Stephen Monson, and Joseph R. Malone III. Also in attendance were: Executive Director Richard D. Eustace, Administrative Manager Elizabeth J. Kwelty, The Authority's Solicitor representative Douglas L. Heinold, and The Authority's Engineer representative Richard Czekanski. Commissioners James E. Lynch and Nancy A. Liberman were absent.

Mr. Marino mentioned Nancy Liberman's husband passed away last week and to keep Nancy and her family in our prayers.

Starting out of order:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-004 approving the appointment of Emily Grover as the Authority's Account Receivable Clerk.

Recorded vote:

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

Continuing in order:

On motion by Malone, seconded by Targonski, it was moved to approve the minutes of the December 15, 2014 regular session.

*Mr. Monson wanted to know what the Consumption Report agreement with Bordentown City Hall is about. Mr. Malone answered the Consumption Report Agreement formally contracts the Authority to receive the water meter readings which are necessary to bill sewer usage.*

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-001, approving the January payment of bills from the Operating Fund in the amount of \$231,655.53 of which \$130,267.65 is a payroll transfer.

*Mr. Monson had questions on several line items. Public Service was paid three times. Are we getting three separate bills? Is that for different pump stations? Mr. Eustace: Yes, we have a set of bills for the pump stations and a set of bills for the plant. And sometimes what will happen is the bill will come in after the meeting and we have to pre-pay it to make sure we pay the bill on time. Mr. Monson: That answers that.*

*Mr. Monson: Capehart & Scatchard, they are the bond council? Mr. Eustace and Mr. Marino: Yes. Mr. Eustace: That was for the disclosure that they prepared that we had to give to the SEC. Mr. Monson: Okay. Um, LookFirst Technology is an amount that is larger than we normally approve. Mrs. Kwelty: That is CSI now, that's our computer software. Mr. Eustace: CSI changed their name. They want to look more like a technology company than a software company. Mr. Monson: Okay, that's nice. TD Wealth, that's the bank, what? Mr. Eustace: That would be the Trustee, for managing our Trustee Account.*

**PSE&G:** Payment 1 \$17,207.84 Plant November 2014;

Payment 2 \$6,298.22 Pump Stations November 2014; Payment 3 \$22,612.97 Plant December 2014

**LookFirst Technology** was paid \$4,156.43 including two separate charges PO 051 \$1,650.00 for the remaining 11 months of the fiscal year \$150.00/mo remote backup service. PO 062 included the purchase of two computers that replaced two outdated computers, three licenses for Microsoft office, and labor & installation.

**TD Wealth:** Payment \$5,300 Annual Administrative Fee for management of account.

Recorded vote:

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

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2015-002, approving the payment of January bills from the Escrow Fund in the amount of \$12,132.69.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-003, approving the credits and/or refunds of customer accounts in the amount of \$58.81.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. OPEN SEWER CONNECTION ACCOUNTS:

Rivergate Urban Renewal LLC: Payment of \$13,530.46 was received for Building 4 and payment of \$19,168.15 was received for Building 1 as defined by the deferred connection agreement and payment schedule. (Payment #2)

Escrow Refund in the amount of \$797.15 to Keytech Laboratories. The trailer that was located at 1061 Route 206 has been removed and the sewer connection capped.

*Mr. Eustace: This is the trailer that was located on Route 206. It was used to check the concrete on all the work that was being done on the Turnpike. As soon as that job was finished, the sewer was disconnected and BSA inspected the capping. Mr. Monson: What happens to that connection? Mr. Eustace: The connection is still there. The Township has the land afterwards and they may turn that into a park or..Mr. Monson: It is supposed to become a park. Mr. Eustace: The connection has been capped and is available and we know where it is. Mr. Monson: Okay. (to Mr. Moynihan) Make note of that.*

Approval of S-1 application for SAAJ Urban Renewal LLC (Holiday Inn Express) located 195 Route 130.

*There was discussion from Mr. Malone about the planning board approval process and municipal responsibility for properties that are located on both City and Township lots. Mr. Malone expressed his desire to effectively change policy and have a legal agreement allowing these Developer/Owners to apply to the City OR Township not both. The municipality in charge would be designated by where the majority of land lies, and therefore oversees the entire project. Mr. Eustace, Mr. Monson, Mr. Heinold, and Mr. Czekanski all responded with comments or questions.*

*This particular conversation has a peripheral effect on Sewer Authority business but not specifically related to the approval of the S-1 for SAAJ Urban Renewal LLC.*

Escrow Refund in the amount of \$137.50 to Alliance Homes LLC. The Woolston project has since been purchased by another developer.

B. APPOINTMENT OF ACCOUNT RECEIVABLE CLERK:

See above Page 15-001, Resolution 2015-004 was approved first.

C. SALARY EFFECTIVE JANUARY 1, 2015:

On motion by Malone, seconded by Monson, it was moved to adopt Resolution 2015-005, approving the Authority's salaries as of January 1, 2015.

Recorded vote:

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

D. RE-ADOPTION OF ANTI-HARRASSMENT POLICY:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-006, approving re-adoption the Authority's Anti-Harassment Policy.

Recorded vote:

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

*Mr. Malone: Is there a way to have joint meetings between the City and Township employees. Didn't Ed (Kondracki) do some meetings with the all three entities regarding harassment and other things. Mr. Eustace: Since I have been the Executive Director, the Authority has done our own training. Last year we had the attorney on-site for Anti-Harassment training. The Authority asks the attorney re-assess the anti-harassment policy annually. Mr. Marino: Ed (Kondracki) did when they established the Anti-Harassment Policy for both city and township employees basically that was done as a model going forward. There hasn't been any group training... Mr. Eustace: There was, last year yes, we (BSA) had an attorney. Mr. Targonski: We (Bordentown City) had training. Mr. Eustace: If you would like us to set it up again we can set it up for group training. Mr. Targonski: We (Bordentown City) just had the training, Grace set it up a couple of months ago. There was further discussion about the availability of training through the Joint Insurance Fund. The Commissions requested Mr. Eustace get a quote for all three entities to participate in a group training from the attorney's office.*

**Task Item Update:** *To receive a proper quote, a total headcount and possible dates are needed. Information requests were sent to Bordentown City and Township. The Township thanked us for including them but they handle their own training and are not interested. Sewer will coordinate with Bordentown City to get a quote.*

E. EQUIPMENT DESTRUCTION RESOLUTION 2015-007:

On motion by Monson, seconded by Targonski, it was moved to adopt Resolution 2015-007, authorizing destruction of obsolete computer equipment.

Recorded vote:

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

*Mr. Eustace: As an Authority we have to have a resolution to get rid of computer equipment. The hard drives will be removed and holes drilled in them. Since there are heavy metals in the cabinets, we can take it all to Staples for proper disposal. Mr. Malone: We (Bordentown City) have a collection. Mr. Targonski: We have an agreement with Goodwill to accept all consumer electronics. Mr. Eustace: But we take the hard drives out. You have to make sure you take out the hard drives from all copiers as well. Mr. Monson: Copier or printer? Mr. Malone: Photocopier Mr. Targonski: They all have stored memory now. Mr. Eustace: BSA will take the computers to City Hall for disposal.*

F. INTERMUNICIPAL SLUDGE MANAGEMENT RESOLUTION 2015-008:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-008, authorizing the Authority's Executive Director to execute an Intermunicipal Sludge Management Agreement with the County of Burlington.

*Mr. Monson: (Question to Counselor) We are paying the County to take our sludge is that it? Mr. Heinold: Yes, I haven't worked on this, but that is common practice yes. Mr. Eustace: The County has a composting facility that we take our bio-solids to and they turn the bio-solids into a useable product. Tipping fees are charged for bio-solids no matter where the bio-solids are taken. Burlington County is very economical for the Bordentown Sewerage Authority. Number one, the facility is one exit from here on I-295 which save us in transport fees. Secondly, the Federal 503 regulation paperwork is available from the County to provide proof of proper disposal. Mr. Monson: My question is, Do we have any negotiating ability with the County or is it a take it or leave it option. Mr. Marino: The County has a fee for the service, if you want to enter into an agreement, then this is the cost you pay. Mr. Eustace: I believe if you look at the contract, the five year program we are signing into is a 2% increase on an annual basis. They are not going up for the tipping fees more than the 2%. Mr. Monson: They are staying within the Governor's two percent. How nice. Mr. Malone: The other thing is, the County as part of this process. I know the Township has gotten into serious recycling and they will take your wood for free and mix it in with sludge and make compost out of it. It works out to be very beneficial for everybody. Mr. Targonski: It's a good deal all the way around. Mr. Monson: Is the County selling the compost or giving it? Mr. Targonski: They have a private company. Mr. Eustace: Yes, I can't remember the name of the private vendor down there. You basically turn it over to them and they compost, market, and sell the product down there. I think they may sell it to the County residents cheaper. Mr. Marino: This is something we have been doing every year? Mr. Eustace: It is written into the Authority's Management Plan, for bio-solids to go to the County. Mr. Marino: So this isn't anything new.*

Recorded vote:

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

G. VEHICLE PURCHASE RESOLUTION 2015-009:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2015-009, approving the purchase of 2015 Jeep Patriot 4WD 4DR Sport of Richard D. Eustace, Executive Director. State Contract #A83011 (T2007) in the amount of \$17,093.00.

Recorded vote:

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

H. RESOLUTION 2015-010:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-010, authorizing the Authority's Executive Director to execute an application for a New Jersey Transit Corporation occupancy permit.

*Mr. Czekanski: This is the one we were talking about previously for Phase II of Bordentown Waterfront.*  
*Mr. Malone: This is the one for the station? Mr. Czekanski: This is for going under the tracks.*  
*Mr. Monson: Rick (Czekanski), are we responsible to install the pipe? Mr. Czekanski: No, you are responsible to sign the application in their name because New Jersey Transit wants a utility as opposed to a company or individual who will disappear. The physical installation is done by the developer.*  
*Mr. Monson: It is, but it is subject to your review and inspection. Everyone: Yes*  
*Mr. Monson: They are running rail cars over this. Mr. Czekanski: Yes Mr. Monson: It is not just the light rail there are freight cars going over there to are there not? Mr. Czekanski: Yes Mr. Monson: So, all of that is taken into consideration so that.. Mr. Malone: There are certain standards you have to make.*  
*Mr. Czekanski: The developer is following NJT's standards. It is basically quarter inch thick pipe with our pipe inside of it. Mr. Eustace: It's a twelve inch sleeve to a four inch pipe, the four inch pipe is centered by supports inside that twelve inch sleeve. Mr. Monson: So our pipe, not the sleeve, our pipe is not going to be subject to direct vibration. Mr. Czekanski: It will be a casing pipe inside a carrier pipe. Mr. Monson: Good, Thank you*

Recorded vote:

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

I. RESOLUTION 2015-011:

On motion by Malone, seconded by Monson, it was moved to adopt Resolution 2015-011, awarding emergency contract to RTW Construction, Inc. in the amount of \$4,500.00 for equipment and labor to replace 15 feet of sewer lateral at 28 Vine Way on December 31, 2014.

*Mr. Eustace: We got called out to the site the day before New Year's Eve. These folks hadn't had service for five days. It took five days for their plumber to get out there, and when he did get there he found the sewer lateral was collapsed in the street. I didn't want our customer to be without sewer service again. This quote was the lowest of two for the work.*

Recorded vote:

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

J. RESOLUTION 2015-012:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2015-012, awarding contract to Coyne Chemical Company in the amount of \$5,296.21 for 1,983.6 pounds of BASF ZETAG 7563 Polymer (36-55.1 Pound Bags.)

*Mr. Eustace: This is the product that we use to make the bio-solids thicker before we take them to the County landfill.*

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

Mr. Eustace reported briefly on the month's activities including Ocean Spray, 80 E Union, and questions about the operations report. Mr. Eustace's written report is attached.

B. GENERAL COUNSEL

Mr. Heinold reported on the month's activities.

-Amboy Bank meeting December 17 relative to reimbursement agreement-still waiting for their proposed terms for review. Building 3 Central Crossing

C. ENGINEER

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

III. PUBLIC PARTICATION:

In attendance were John Moynihan, Ellen Gulbinsky, and Emily Grover. All in attendance wanted to listen to the meeting and did not have any comments.

IV. EXECUTIVE SESSION RESOLUTION 2015-013

On motion by Monson, seconded by Malone, it was moved to meet in executive session to discuss personnel issues.

Recorded vote:

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

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

Respectfully submitted,

APPROVED ON:

February 17, 2015

  
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Stephen Monson, Secretary



## Executive Director Report 1/20/15

- 1) Would like to thank the Mechanic from Bordentown City for his help in repairing one of the diesel pull behind generators.
  
- 2 ) Dec. 30 2014 made final walk through with DEP of Ocean Spray pretreatment plant they will be closing permit.
  
- 3) Waterfront Pump Station has been powered up by PSE&G and start up will be in the next few weeks.

**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT  
FOR JANUARY 2015 MEETING  
PREPARED BY REMINGTON VERNICK & ARANGO (RV&A)  
ENGINEERS**

**DEVELOPMENT TOPICS:**

- **Bordentown Waterfront Community:**

Phase I: 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. Approval of a developer's agreement (Resolution 2015-010) related to the NJ Transit crossing is on this month's agenda.

- **Thorntown Lane Development:** A land title issue has delayed the commencement of construction. It is now projected to start in early spring.
- **Dunkin Donuts @ Bottom Dollar:** Cash in lieu of a bond has been received and a preconstruction conference will be scheduled in the future.
- **Central Crossing Building Number 1 and Route 206 Bypass Force Main:** Building number 1 is under construction. We have inquired as to their schedule for cleaning a sediment trap where their internal floor sweeper will discharge followed by rinse water.

For the Route 206 bypass force main we completed our review of the material shop drawings but the ability to access NJTP property has not been acquired by the applicant. This may delay the project until spring. The NJTP has requested soil boring information. Resolving this is in the developer engineer's hands.

On Wednesday December 17th we met with representatives of Central Crossing Building No. 3. Their lawyer was directed to draft an agreement between the Authority and the developer related to the required infrastructure improvements but no document has been submitted to date.

- **1 Spring Street; Bordentown City:** We distributed "Approved for Construction" drawings and we are entering the construction phase.
- **Holiday Inn Express (Route 206 Edgewood Motel Site):** The site drawings for the hotel (not the restaurant) are approved. The connection fee amount is being finalized.
- **Tire Repair Shop At Rising Sun Road Connector Road:** A review letter has been provided to the Applicant.

**End of Report**

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