

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
August 17, 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 Board of the Bordentown Sewerage Authority on February 26, 2015,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 26, 2015; 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 26, 2015.

The following persons were in attendance: Board Members Ronald L. Marino, Zigmont F. Targonski, Stephen Monson, Joseph R. Malone III, and M. Ellen Gulbinsky. Also in attendance were: Executive Director Richard D. Eustace, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Thomas J. Coleman, III, the Authority's Engineer Richard Czekanski, and Township of Bordentown Liaison Committeeman John Moynihan. James E. Lynch, Jr., was absent.

On motion by Malone, seconded by Targonski, it was moved to approve the minutes of the June 15, 2015 regular session.

No discussion on the proposed minutes.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to approve the minutes of the July 20, 2015 regular session.

Mr. Monson asked Mr. Marino if there was some confusion during the July meeting because Mr. Monson does not recall a motion for the minutes to be transcribed verbatim from the tape recording. Mr. Eustace confirmed that at the end of the meeting Authority staff was told to transcribe both June and July financial discussions as well as the July discussion postponing the approval of the June minutes. Both Mr. Marino and Mr. Coleman supported Mr. Eustace's statement that the Authority staff was instructed to transcribe verbatim two portions of July's meeting.

Recorded vote:

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

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2015-059 approving the August payment of bills from the Operating Fund in the amount of \$191,185.65, of which \$102,048.15 is a payroll transfer.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2015-060, approving the payment of August bills from the Escrow Fund in the amount of \$977.85.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2015-061, approving the credits and/or refunds of customer accounts in the amount of \$31.65.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

On motion by Targonski, seconded by Monson, it was moved to adopt Resolution 2015-062, authorizing the Authority's membership renewal in the New Jersey Utility Authorities Joint Insurance Fund for a three year period commencing on January 1, 2016.

Mr. Eustace explained that this is a standard renewal for the Authority to remain in JIF. Mr. Coleman confirmed that he reviewed the agreement and agrees this is a straightforward renewal. Mr. Monson questioned when the JIF training for commissioners will become available this year. Mr. Eustace and Mr. Marino replied the training, which takes about an hour to complete, will be available online in November.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2015-063, awarding chemical contract 2015-C13, Miscellaneous Chemicals for a term of two years to:

- Item 1: Univar USA, Inc. – Liquid Inorganic Sulfur Dioxide (\$58.70/100 lbs.)
- Item 2: Main Pool & Chemical Company, Inc. – Sodium Hypochlorite (\$1.07/gal.)
- Item 3: Univar USA, Inc. – Dense Soda Ash (\$23.50/100 lbs.)
- Item 4: Main Pool & Chemical Company, Inc. – Liquid Ammonium Sulfate (\$3.47/gal.)

Mr. Monson asked why the lowest bidder for dense soda ash was rejected. Mr. Coleman replied that the required Consent of Surety was not included with the lowest priced bid, therefore that bid had to be rejected.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2015-064, awarding contract to Coyne Chemical Company in the amount of \$5,298.13 for 1,984.32 pounds of BASF Zetag 7563 Polymer (36 – 55.12 pound bags).

No additional discussion on this Resolution.

Recorded vote:

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

The 2015 Budget (December 1, 2015 – November 30, 2016) was informally introduced to the board from the administrative staff.

The board members were provided a breakdown of all budget line items along with the Budget Summary to be submitted to the State. Mr. Eustace and Mrs. Kwelty asked for any questions about the proposed budget.

Mrs. Gulbinsky wanted to know why the administrative overtime was reduced in half from the previous year. The administrative overtime line item does not apply to all staff, just the administrative office, where overtime is not a normal course of business.

Mr. Monson wanted to know how the budget will tie into the Authority's cash flow. Mrs. Kwelty replied that the budgetary transfers will increase 2.3% to match the budgetary increase which will affect the Authority's cash flow statement.

Mr. Monson then asked Mr. Coleman if there was a statute limiting a budgetary increase to 2%. Mr. Coleman replied that there is not a statute, merely a guideline to keep budgetary increases around 2%. The DCA will review the budget for reasonableness compared to the Authority's history.

Mrs. Gulbinsky inquired to the new accounts specified in the line item details. Mrs. Kwelty explained that new budget line items were created to more clearly itemize expenses such as the water consumption agreement which instead of being combined with general office expenses, has a separate budget line. Since this is an informal introduction a vote will not be taken until the formal introduction September 21, 2015.

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

Open Sewer Connection Accounts

- (1.) K Johnson Urban Renewal, LLC/Team Campus Building B: Payment of \$16,852.50 paid as defined by deferred connection agreement and payment schedule. (Payment #6)
- (2.) Rivergate Urban Renewal, LLC: payment of \$17,959.34, Building 1 as defined by deferred connection agreement and payment schedule. (Payment #9)
- (3.) 130 Bordentown Associates received Sewer Use Permit for Dunkin Donuts. Connection fee of \$11,970.00 was realized on July 22, 2015.
- (4.) Rivergate Urban Renewal, LLC received Sewer Use Permit for Building #4. Connection fee of \$243,792.00 was realized on July 28, 2015.
- (5.) The Rockefeller Group requests refund of escrow fund balance in the amount of \$2,315.69.

- Executive Director time spent on developer issues for August, 11 hours
- Administrative staff time spent on developer issues for August, 7.50 hours
- League of Municipalities conference is November 17 – 19; All board members are invited to attend.

-Mr. Eustace would like to attend WEFTEC September 26th – October 1st; the only cost to the Authority being Mr. Eustace's time and one luncheon.

On motion by Malone, seconded by Gulbinsky, it was moved to approve Mr. Eustace's attendance to the WEFTEC conference.

Recorded vote:

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

-Budget Analysis Report August 2015-The board will be provided a monthly report of the current finances of the Authority each meeting. Mr. Eustace and Mrs. Kwelty introduced a budget analysis report and asked the board to review and provide input on information that they want to see.

Mr. Malone asked three questions of Mr. Eustace and Mrs. Kwelty to report back to the board. Are there any contingencies for any of the restricted bank accounts that require more than 100% of the payment at any given time? Is there any way that is appropriate, proper, and legal to maximize interest earnings on all cash balances? Are any accounts restricted from earning interest for arbitrage reasons or any other reason?

B. GENERAL COUNSEL:

Mr. Coleman reported on the month's activities.

-September 21, 2015 Rate Hearing Preparation

-Personnel manual review of policies

C. ENGINEER:

Mr. Czekanski reported briefly on the month's activities and his report is attached to these minutes and made a part thereof.

III. PUBLIC PARTICATION:

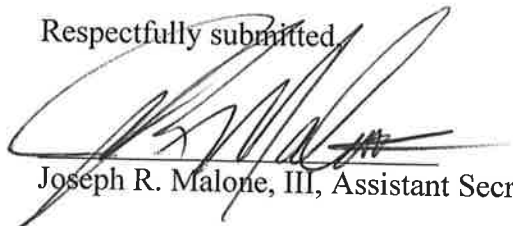
In attendance was Township Committeeman John Moynihan who wanted to make sure the board members were aware the Aldi Food Market grand opening is August 20, 2015

On motion by Targonski, seconded by Malone, it was moved to adjourn the meeting at approximately 6:40p.m.

Recorded vote:

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

Respectfully submitted,



Joseph R. Malone, III, Assistant Secretary

APPROVED ON:

September 21, 2015

15-098

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT
FOR AUGUST 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. The pump station is operational. BSA personnel are monitoring its operation but it is still owned by the Applicant. The contractor is working on miscellaneous minor items.

Phase II: In design. The site layout for the entirety of Phase II has not been submitted to date. A NJ Transit railroad crossing permit application has been submitted on behalf of the Applicant by our office but no response has been received to date. No other action.

- East Haven (aka Thorntown Lane) Development: On-site wastewater conveyance system construction is substantially completed. At later date video camera work will be conducted and information location on each lateral connection will be added to the as-builts.
- Central Crossing: Flow from this development is subject to restrictions present in the Rising Sun Road pump station and force main system:
 - Grainger:
 - Building Number 1: Building number 1 is under construction.
 - 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 finalized by the Applicant.
 - Building No. 2W: A meeting with the Applicant occurred on Thursday June 18th where the Applicant took the position that this building is not subject to the original developer's agreement as that was signed by a different corporation who owns the corporate park. The Authority solicitor provided a response expressing the Authority's positions.

- Central Crossing Amboy Bank Building No. 3: The agreement for installation of the Route 206 sewer main upgrades adjacent to the Armory and, if needed, the entire Rising Sun Road pump station force main is completed and signed. On Wednesday, June 3rd a walk-through of the Route 206 improvement area occurred with the Applicant's design engineering firm. No further action.
- **Holiday Inn Express (Route 206 Edgewood Motel Site): Clarification for one shop drawing deficiency was provided to the Applicant last week. There are other deficiencies that the Applicant acknowledged will be addressed.**
- Holiday Inn Express (Route 206 by Mansfield Border): BSA representatives meet with this interested developer on March 10th to discuss Rising Sun Road conveyance system issues. This is the first conveyance system meeting for this project that has been on/off for 15 years. No recent action.
- Love's Tire Repair Shop At Rising Sun Road Connector Road: A review letter has been provided to the Applicant. No recent action.
- Bordens Crossing: A progress meeting was held with Amboy Bank the current Phase 4 owner on April 9th to review outstanding work. Amboy bank is in dispute with Kor regarding ownership of Phases 1-3.
- **Harris Automotive: Located at the corner of Municipal Drive and Route 206: New application for renovations to an existing building and extension of a force main piping system in Municipal Drive. The proposed package pump station would be inside the building and the system would be privately owned. We provided a review letter and based on telephone conversations we are aware the Applicant's engineer is working on addressing our review comments.**
- Dunkin Donuts; 1 Spring Street and 15 Roosevelt: Due to the small nature of these projects Authority personnel are providing field inspection when notified by the Applicant. **The Applicant has requested a performance bond release. Our office provided a list of conditions related to the bond release.**

PLANT TOPICS

The NJDEP provided an initial draft of the plant's discharge permit renewal for typo comment review by the Authority.

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