

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
December 21, 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, James E. Lynch, Jr., 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.

On motion by Lynch, seconded by Monson, it was moved to approve the minutes of the November 16, 2015 regular session.

No discussion on the Minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2015-090 approving the December payment of bills from the Operating Fund in the amount of \$258,850.04, of which \$132,639.38 is a payroll transfer.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2015-091, approving the payment of December bills from the Escrow Fund in the amount of \$4,679.56.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2015-092, approving the credits and/or refunds of customer accounts in the amount of \$178.10.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2015-093, authorizing the designation of Richard D. Eustace as the Public Agency Compliance Officer (P.A.C.O.) for the Authority.

Mr. Eustace clarified the responsibilities of a Public Agency Compliance Officer include making sure all Authority contracts are in compliance with Equal Employment Opportunity guidelines.

Recorded vote:

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

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2015-094, authorizing the 2016 agreement (Contract 2016-C1) for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Lookfirst Technology, LLC for operating system and computer hardware maintenance support in the amount of \$13,140.00.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Monson, it was moved to adopt Resolution 2015-095, authorizing the 2016 agreement (Contract 2016-C2) for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Harris Computer Systems for professional application software support in the amount of \$15,830.51.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2015-096, authorizing the 2016 agreement (Contract 2016-C3) for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Duplitron, Inc. for imaging system software onsite maintenance support in the amount of \$6,750.00.

No Discussion on this Resolution.

Recorded vote:

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

On motion by Monson, seconded by Targonski, it was moved to adopt Resolution 2015-097 authorizing the Authority's Executive Director to execute two (2) applications in connection with certain off-sites sanitary sewer improvements.

Mr. Eustace explained there will be improvements to the bottom half of route 206, and this resolution provides him the ability to sign the treatment works approval application and the NJDOT road opening permit.

Recorded vote:

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

On motion by Monson, seconded by Targonski, it was moved to adopt Resolution 2015-098 authorizing Lookfirst Technology to properly recycle the Authority's unusable computer equipment including amendment specifying the hard drive be destroyed by Authority personnel prior to release for recycling.

In discussion about proper hard drive destruction, it was decided to amend this resolution to specify destroying the hard drive by drilling holes through the drive prior to releasing the equipment for recycling.

Recorded vote:

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

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2015-099 authorizing the release of a performance guarantee without requirement for maintenance guarantee for Rivergate Urban Renewal Co, LLC.

Since the Authority will not be taking ownership of the infrastructure, a maintenance bond is not necessary.

Recorded vote:

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

## II. PROFESSIONAL REPORTS:

### A. EXECUTIVE DIRECTOR:

Mr. Eustace reported on the following items.

#### DEVELOPER ITEMS

- Team Campus Building B (122 Route 130 S) - Payment 9 Received.
- Harris Automotive (1010 Route 206) – Approval of applications S-1, S-2, S-3, S-4, and connection fee in the amount of \$9,828.00 paid in full.
- Antinoro (38 Route 130) – Connection fee agreement signed for 20 quarterly payment for the connection of two units.
- Central Crossings Business Park Bldg 3 (301 Bordentown Hedding Road) – New owner Exeter Property Group Approval of S-1, S-2, and S-3.
- Thorntown Lane Project (Thorntown Lane and Anna Rose Court) – East Haven Woods, LLC submitted S-4 and paid \$6,772.00 for connection of 9 Anna Rose Court.

#### OPERATIONS ITEMS

- Generator Lightning Damage Claim update
- JIF 2015 Dividend
- Executive Director time spent on developer issues for December, 18.50 hours
- Administrative staff time spent on developer issues for December, 19.25 hours
- Final NJPDES Permit Appeal
- RFPs due January 6, 2016
- Monthly Financial Report

B. GENERAL COUNSEL:

Mr. Coleman reported on the month's activities.

- Rivergate Bond Release
- Legal issues with Central Crossings Business Park
- Permit Appeal

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:

Mr. Moynihan wanted to thank the staff, professionals, and board members for answering his questions over the last years.

Mr. Malone expressed his thanks for Mr. Moynihan's involvement and input on various issues and hopes Mr. Moynihan stays involved in the community.

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

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

January 19, 2016

  
Stephen Monson, Secretary

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

**PLANT TOPICS**

**NJPDES Permit Response:** In September, the Authority provided comments on the NJDEP draft permit objecting to new nitrate limits. The draft permit contains a significant requirement for nitrate reduction which the plant is not capable of accomplishing without substantial process additions. The final issued November permit acknowledged the comments were received but left the nitrate requirements intact. In another effort to have the requirements removed a response for a "stay" was transmitted by certified mail last week.

**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 construction items.

- ▶ **Quik Check: The Authority has received an application for a Quik Check mini-mart/gas station that will be in close proximity to the pump station.**
- ▶ **Rivergate Apartments Performance Bond: We have recommended conditional release of the performance bond to the Authority.**

Phase II: In design. The site layout for the entirety of Phase II has not been submitted to date. In early 2015 a NJ Transit railroad crossing permit application had been submitted on behalf of the Applicant by our office but is still under the NJ Transit review process. No other action.

- East Haven (aka Thorntown Lane) Development: On-site wastewater conveyance system construction is substantially completed. At a later date video camera work will be conducted and information location on each lateral connection will be added to the as-builts.
- Central Crossings: 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.
    - Route 206 Bypass Force Main: **In the past week the Applicant and the Applicant's contractor have been debating when the work will commence. The Applicant wishes it to commence ASAP since the Applicant may soon be requesting a temporary occupancy permit for the Grainger warehouse.**
  - 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. **For upgrading the sanitary sewer piping from 8 inch to 15 inch diameter the Applicant's engineer submitted the NJDEP Treatment Works Permit application and design drawings using open cut excavation techniques. Based on our review we provided a response with design revisions that the Applicant's engineer agrees will be implemented.**
- Holiday Inn Express (Route 206 Edgewood Motel Site): **Sanitary sewer main installation work occurred in November. There was a coordination issue as to where the lateral would exit the building so at that time the lateral work was not completed.**
- Holiday Inn Express (Route 206 by Mansfield Border): BSA representatives met 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 a privately owned package pump station inside the building and a force main system in Municipal Drive. **A preconstruction meeting was held earlier this month where the connection fee was paid.**
- Bordentown Factory: Construction work is ongoing. Authority personnel are monitoring various aspects of the proposed work such as the lateral installation.

**End of Report**

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