

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
January 19, 2016

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 Deputy Mayor Stephen Benowitz. Board Member James E. Lynch, Jr. was absent.

On motion by Monson, seconded by Gulbinsky, it was moved to approve the minutes of the December 21, 2015 regular session.

No discussion on the Minutes.

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 2016-001 approving the January payment of bills from the Operating Fund in the amount of \$210,352.99, of which \$105,063.95 is a payroll transfer and \$1,750.00 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

16-001

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2016-002, approving the payment of January bills from the Escrow Fund in the amount of \$960.00.

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 2016-003, approving the credits and/or refunds of customer accounts in the amount of \$11.05.

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 Malone, it was moved to adopt Resolution 2016-004, approving the Authority's salaries as of January 1, 2016.

Mr. Eustace confirmed that 2016 is the final year of a three-year, annual 2% increase approved August 18, 2014.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2016-005, approving the re-adoption of the Authority's anti-harassment policy.

The Bordentown Sewerage Authority employees along with the Bordentown City employees attended a combined anti-harassment training seminar last year.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

Mr. Eustace reported on the following items.

DEVELOPER ITEMS

- Team Campus (122 Route 130 S)
 - Building B use permit is pending payment of \$58,999.50.
 - Building D use permit is pending payment of \$32,718.00.
- 130 Bordentown Associates, LLC (Dunkin Donuts 262 Route 130) – requested escrow refund in the amount of \$1,174.75.
- Executive Director spent 15 hours and Administrative staff spent 12 hours on developer issues in January.

-Grainger force main extension agreement: Grainger has an expedited time table to prepare the warehouse for daily use. The signed project development agreement states the improvements are to be dedicated to the Authority prior to requesting a TCO. Mr. Eustace is requesting the Authority's Board to allow a TCO as long as the Authority's professionals are comfortable with the progress of the completion of the line.

On motion by Targonski, seconded by Malone, it was moved to grant the Authority's Executive Director along with Consulting Engineer and Solicitor permission to use their professional judgements and issue permits prior to the improvements being dedicated to the Authority.

Recorded vote:

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

OPERATIONS ITEMS

- Standard & Poor's Report
- Monthly Financial Report

The monthly report also included a billing total comparison between the January 2015 billing and January 2016 billing. Mr. Marino requested a report of customer feedback at the February meeting, as it is too soon after the mailing of the bills to have heard any feedback yet. Mrs. Gulbinsky suggested having some kind of communication prepared for customers explaining the reasons for the rate increase. A discussion took place between the board members about how to create the communication. The Executive Director and Solicitor have been tasked with creating and approving the communication prior to distribution.

B. GENERAL COUNSEL:

Mr. Coleman reported on the month's activities.

- Mr. Coleman spent time on issues related to Grainger
- NJDEP has acknowledged the appeal of the permit, it is being deliberated, and we should receive a response shortly.

C. ENGINEER:

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

In addition to the reported items, there was an in depth discussion about an issue that arose on January 18, 2016 with the Grainger force main extension project located on the Valero property. Maser's LSRP (NJ Licensed Site Remediation Professional) is in process of overseeing a new remediation issue and will report to affected parties once the test results are available.

III. PUBLIC PARTICATION:

In attendance were Stephen Benowitz and Leonard de Groot. Mr. Benowitz queried about QuickChek's anticipated sewage. Mr. Czekanski does have preliminary numbers that may change based on items like refrigeration condensation. Mr. Benowitz also wanted to thank the Authority for offering to communicate with the Township on the Maser LSRP test results as he feels the Township has no idea what is happening. Mr. Malone and Mr. Coleman both confirmed that because there are already monitoring wells on the site, the Township had been made aware of the properties' issues when they originally occurred.

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, Malone, Gulbinsky
Nays:	None
Abstained:	None
Absent:	Lynch

On motion by Malone, seconded by Gulbinsky, it was moved to re-open the meeting at approximately 6:30 p.m.

Recorded vote:

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

Mr. Malone took a few minutes to thank Mr. Marino for his long-term service and contributions to the Bordentown Sewerage Authority.

Mr. Targonski expressed his appreciation for Mr. Marino as he has been an excellent Chairman for the past consecutive nine years, and had made everyone's tasks easier by making himself available during the day for the Executive Director and professionals as the need arose.

Mr. Marino expressed his gratitude for being appointed to serve on the board for so many years and having a unified working relationship with all members to serve the Authority in the best way possible.

On motion by Monson, seconded by Malone, it was moved to adjourn the meeting at approximately 6:35 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

February 16, 2016



Stephen Monson, Secretary

DIRECTOR OF OPERATIONS
CORPORATE SECRETARY
Bradley A. Blubaugh, BA, MPA

SENIOR ASSOCIATES
John J. Cantwell, PE, PP, CME
Alan Dittenhofer, PE, PP, CME
Frank J. Seney, Jr., PE, PP, CME
Terence Vogt, PE, PP, CME
Dennis K. Yoder, PE, PP, CME, LEED
Charles E. Adamson, PLS, AET
Kim Wendell Bibbs, PE, CME
Marc DeBlasio, PE, PP, CME
Leonard A. Faiola, PE, CME
Christopher J. Fazio, PE, CME
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BORDENTOWN SEWERAGE AUTHORITY ENGINEER'S STATUS REPORT FOR JANUARY 2016 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 in early December.

Bordentown Wastewater Management Plan: The current plan will expire at mid-year. We are arranging a meeting with NJDEP and County personnel to gauge when the County plan will be finalized. After mid-year the NJDEP will not entertain any plan amendments based on Bordentown's WMP mapping.

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. The applicant's engineer is working on addressing our review comments.

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. **A meeting was held on January 6th to review outstanding Authority items. The Applicant wishes to obtain Authority endorsement for a temporary occupancy permit.**
 - Route 206 Bypass Force Main: **Initial work has commenced on the force main installation.**
 - 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 (TWA) and design drawings using open cut excavation techniques. Based on our review we provided permission to submit the NJDEP TWA.**
- Holiday Inn Express (Route 206 Edgewood Motel Site): **Sanitary sewer main installation work occurred in November through January.**
- 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 in December where the connection fee was paid.

End of Report

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