

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
March 21, 2016

The meeting was called to order by Chairman, James E. Lynch, Jr., 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 27, 2016,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 27, 2016; 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 27, 2016.

The following persons were in attendance: Board Members James E. Lynch, Jr., M. Ellen Gulbinsky, Stephen Monson, Leonard J. de Groot, Zigmont F. Targonski, and Joseph R. Malone III. 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.

On motion by Targonski, seconded by Gulbinsky, it was moved to approve the minutes of the February 16, 2016 regular meeting.

In discussion of the minutes, Mr. Lynch asked Mr. Coleman whether or not his attendance "via telephone" should be expanded upon to read "conference call". Mr. Coleman stated that from a legal standpoint via telephone is fine. Mr. Lynch, Mr. Malone, and Mr. Monson, agreed that the wording should be changed to "conference telephone call"

Mr. Monson wanted to add Mr. de Groot's name to the paragraph on page 16-016 of the minutes as Mr. Monson and Mr. de Groot both requested a policy be put in place for selection of Authority professionals.

Mr. Monson wanted clarification if a resolution is to be approved as requested because he does not see anything on the agenda. Mr. Malone and Mr. Lynch both commented that they understood it was agreed to be discussed further at a future meeting prior to making a motion or approving a resolution.

The minutes were voted as corrected to include Mr. Lynch's attendance via telephone conference call and to include Mr. de Groot's name to page 16-016 concerning the procedure for professional proposals when more than one proposal is received.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2016-018, approving the March payment of bills from the Operating Fund in the amount of \$234,265.39, of which \$105,454.47 is a payroll transfer and \$5,000.95 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2016-019, approving the payment of March bills from the Escrow Fund in the amount of \$9,104.88.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2016-020, approving the credits and/or refunds of customer accounts in the amount of \$908.75.

No discussion on this Resolution.

Recorded vote:

Ayes:	Lynch, Gulbinsky, Monson, de Groot, Targonski, Malone
Nays:	None

Abstained: None

Absent: None

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. GENERATOR PREVENTATIVE MAINTENANCE:

On motion by Targonski, seconded by Malone, it was moved to adopt resolution 2016-021, authorizing the award of contract 2016-C11 to Atlantic Switch & Generator for emergency generator preventative maintenance, in the amount of \$8,350.00 for the period of one year commencing April 1, 2016.

Mr. Targonski asked Mr. Eustace if this is a new vendor for this contract. Mr. Eustace confirmed that Atlantic Switch & Generator is a new vendor, their quote was the lowest, and their references were reviewed.

Recorded vote:

Ayes: Lynch, Gulbinsky, Monson, de Groot, Targonski, Malone

Nays: None

Abstained: None

Absent: None

B. COMPUTER EQUIPMENT PURCHASE:

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2016-022, authorizing the award of a proprietary contract to Lookfirst Technology, LLC for hardware and software upgrade for three workstations in the amount of \$4,447.07.

No discussion on this Resolution.

Recorded vote:

Ayes: Lynch, Gulbinsky, Monson, de Groot, Targonski, Malone

Nays: None

Abstained: None

Absent: None

C. CERTIFIED AND LICENSED TESTING LABORATORY:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2016-023, approving Contract 2016-C12 to Eurofins QC to perform laboratory analysis and bioassay testing, in the amount of \$6,874.00 for the period of one year commencing April 1, 2016.

No discussion on this Resolution.

Recorded vote:

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

D. PERFORMANCE BOND RELEASE:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2016-024, authorizing the release of a performance bond for Bordentown Waterfront Community, LLC.

In discussion of the resolution, Mr. Targonski asked what this bond covered. Mr. Czekanski responded this bond covers the sanitary sewer pump station, the sanitary gravity sewer, and force main all the way up route 130, as part of Phase 1. The sewer main within the apartment complex is not included as that is privately owned.

Mr. de Groot added that he understands the work for the Authority is complete even though the buildings are not yet constructed, in the retail area.

Mr. Eustace added that this resolution is worded to specify all conditions that still need to be met prior to the actual release of the bond. Only once the professionals are satisfied all conditions have been met, will the bond be released. This is a measure for the Authority to not delay the developer by having to wait for an upcoming meeting.

There was additional conversation, unrelated to the bond release, about the Phase 2 pump station and progress of Phases 2 through 7 between Mr. Malone, Mr. Eustace, Mr. Benowitz, and Mr. Czekanski.

Recorded vote:

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

E. VEHICLE PURCHASE:

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2016-025, approving the purchase of a 2016 Ford F-250 4WD reg cab on state contract #A88727 in the amount of \$23,807.50.

In discussion of the resolution, Mr. Lynch, Mr. Malone, Mr. Eustace spoke about the options chosen for this vehicle and commented on the reasonable price of the vehicle.

Mr. Lynch and Mr. Malone cautioned that it is a bad idea to let the entire fleet get too old. Mr. Eustace confirmed that the Authority plans to purchase a new vehicle every

year for the next few years. In answer to Mr. Monson's question about the existing vehicle being replaced, Mr. Eustace said the Authority will sell the old vehicle on govdeals.com.

Mr. Malone inquired about maintenance contracts and an extended warranty. Mr. Eustace confirmed the Authority will be requesting quotes for a maintenance contract this year, and the Authority will look into an extended warranty for the 2016 Ford F-250.

Recorded vote:

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

III. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

(1.) K. Johnson Urban Renewal, LLC/Team Campus: Use Permit issued for Building D (Athletic Field) (122 Route 130), \$38,950.00 was transferred to revenue.

On motion by Malone, seconded by Gulbinsky, it was moved to approve the S-4 application.

Recorded vote:

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

(2.) W.W. Grainger, Inc. (Central Crossings Business Park Building 1) (400 Bordentown-Hedding Road), \$1,452,121.00 was transferred to revenue. The force main extension is complete, but not accepted as Authority property.

(3.) Meeting with Amboy Bank (G.S.Realty), Trammell Crow Company, and Equus (Bordentown Investments, LLC).

There was discussion between Mr. Eustace, Mr. Coleman, and Mr. Malone. The Authority already has a contract in place with Amboy Bank to

complete the service area improvements for Rising Sun Road. Mr. Coleman drafted the deferred connection fee agreement for a 126 room motel for Equus.

(4.) EPA waiver submitted for Bordentown Senior Housing (Volunteers of America) Block 140, Lot 3.02 in Waterfront Village Redevelopment Area Zone.

Mr. Eustace reported briefly on the month's activities. MEL now offers online training for elected officials. Mr. Eustace presented to AEA on HDPE pipe. Mr. Eustace will attend, with the Board's approval, a WEF leadership conference in Philadelphia April 6th through 8th. The annual financial disclosure filing needs to be completed between April 4 and April 30, 2016. The executive director spent 20 hours and the administrative staff spent 15 hours on developer issues for the month.

Mr. Eustace explained the 2015 annual audit is delayed due to GASB 68 which requires the pension liability to now be included on the balance sheet. The figure is provided directly from the state and is the final item before the audit can be completed.

Mr. Monson questioned where on the financial report are the connection fee monies and will they end up in the general fund? Mrs. Kwelty explained that all the connection fee monies are currently in the revenue fund held by Investors bank. On the first of April the monies will be transferred to the Trustee revenue fund and will continue down the flow of funds satisfying required balances. Once all required balances are met, the funds will end up in the general fund.

Mr. de Groot mentioned that the Authority still has a current fund deficit situation, and wants everyone to understand. Mr. Lynch commented that the board members are well aware of the Authority's financial status, which is a priority.

B. GENERAL COUNSEL:

Mr. Coleman worked on the previously discussed deferred connection fee agreement, assisted with the Waterfront bond reduction, reviewed contracts and specifications for Mrs. Kwelty, discussed with Mr. Czekanski about the easements for Quick Chek, and assisted with labor issues that will be discussed in executive session.

C. ENGINEER:

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

Mr. Lynch wanted to thank everyone for their confidence in him during the last meeting. Mrs. Gulbinsky will serve with Mr. Lynch on the personnel committee, and Mr. de Groot and Mr. Malone will serve with Mr. Lynch on the finance committee.

Mr. Lynch wanted to make sure everyone understands Mr. Coleman is to review the minutes prior to them going out.

On motion by Mr. Malone, seconded by Mrs. Gulbinsky all members and professionals are to receive copies of the minutes for their review and perusal and make recommendations as necessary for technical or legal reasons.

Recorded vote:

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

IV. PUBLIC PARTICATION:

In attendance was Township Liaison Stephen Benowitz. Mr. Benowitz requested if he could have some information about the truck purchase.

There was more discussion among the board members about the existing Authority fleet, and how the hours of service and environmental factors such as road salt can wear on a vehicle.

Mr. Benowitz had heard mention that the approved minutes are posted on the Authority's website and wanted to confirm that is true.

On motion by Monson, seconded by Gulbinsky, to approve Resolution 2016-026 and meet in executive session.

Recorded vote:

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

On motion by Monson, seconded by Gulbinsky, it was moved to leave executive session.

Recorded vote:

Ayes:	Lynch, Gulbinsky, Monson, de Groot, Targonski, Malone
Nays:	None
Abstained:	None

Absent: None

On motion by Targonski, seconded by Malone, it was moved to adjourn the meeting at approximately 7:00 p.m.

Recorded vote:

Ayes: Lynch, Gulbinsky, Monson, de Groot, Targonski, Malone

Nays: None

Abstained: None

Absent: None

Respectfully submitted,

APPROVED ON:

April 18, 2016



Stephen Monson, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT
FOR MARCH 2016 MEETING
PREPARED BY REMINGTON VERNICK & ARANGO (RV&A)
ENGINEERS**

PLANT TOPICS

NJPDES Permit Response: The final discharge permit for the 4/1/2016 - 3/31/2021 time period contains a significant requirement for nitrate reduction which the plant is not capable of accomplishing without substantial process additions. **Based on procedural requests provided by the Authority the NJDEP has provided:**

- ▶ **A stay (i.e., suspension) on implementing the nitrate requirements.**
- ▶ **Approval to the request for an adjudicatory hearing. There is no timeframe associated with when a hearing may occur.**

Bordentown Wastewater Management Plan: The current plan will expire at mid-year. Even though the overall plan will expire revisions and amendments will still be processed. A new plan will not exist until Burlington County submits and receives NJDEP approval of their County-wide plan.

DEVELOPMENT TOPICS:

- **Bordentown Waterfront Community Phase I:**
 - ▶ **Phase I Pump Station; Sanitary Sewer and Force Main: Board to vote on a conditional release of the performance bond.** This bond release does not include the privately owned sewer mains within the existing apartment area.
 - ▶ **Phase I Quik Check: Mini Mart and Gas Pumps:** A review letter was provided last week.

- Bordentown Waterfront Phase II:
 - ▶ River Side of Riverline Tracks: 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. In a Thursday, February 11th meeting with the Applicant and his contractors phase II piping and pump station issues were discussed. The Applicant proposes to be under construction in July. About 20% less than the original wastewater flow scope is now proposed. Phase II will predominantly consist of townhouse development.
 - ▶ **Route 130 Side of Riverline Tracks: Volunteers of America Site on Burlington Road: An EPA wetlands waiver has been submitted on behalf of the Applicant by the Authority.**
- 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 the location of each lateral connection will be added to the as-builts.
- Central Crossings: Flow from this Hedding Road development is subject to restrictions present in the Rising Sun Road pump station and force main system:
 - ▶ **Grainger:**
 - **Building Number 1: Based on the progress of the Route 206 bypass force main a temporary certificate of occupancy was endorsed by the Authority for Building 1.**
 - **Route 206 Bypass Force Main: The new bypass force main went operational on Friday, March 4th. Cleaning and restoration work remains to be performed.**
 - ▶ Central Crossing Building No. 2W: A meeting with the Applicant occurred on Thursday June 18, 2015 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. **The Applicant's engineer could not produce a EPA wetlands waiver for this lot so the Authority re-transmitted a request.**

- ▶ **Central Crossing Building No. 3: An EPA Wetlands waiver has been received. The Applicant has been provided notice that it is at their own risk with initiating building construction as the upgraded downstream Rising Sun infrastructure must be operational before a temporary certificate of occupancy can be endorsed. At this time one related task (upgrading the Route 206 sewer main by the Armory) is under NJDEP Treatment Works Permit review.**

- ▶ **Rising Sun Road Force Main Replacement: On Monday, March 7th a meeting was held with 3 developers who are jointly proposing to fund the replacement of both the entire force main and pumping equipment which will bring that pump station/force main system to its ultimate capacity. The Authority has an agreement with one of the three developers for this work and he is adding partners who wished to discuss the project prior to finalizing their internal agreement. Once completed this will enable both a hotel and a warehouse to be constructed along Rising Sun Road. Other development will follow.**

- **Holiday Inn Express (Route 206 Edgewood Motel Site): Applicant requested a performance bond release which we did not recommend.**

- **Holiday Inn Express (Route 206 by Mansfield Border): BSA representatives met with this interested developer on March 10, 2015 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 2015 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 9, 2015 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: Application for a privately owned package pump station inside the building and a force main system in Municipal Drive. In construction stage. The Applicant is now considering locating the pump station outside their building. We informed the Applicant's engineer this decision was entirely the Applicant's.**

- **Borden's Corner: New Application Along Route 130 North Past Team Campus: Proposed site of separate Pep Boys and Dollar General stores. Review is ongoing. A re-submittal by the Applicant will be provided this week.**

End of Report

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