

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
May 17, 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, and Township of Bordentown Liaison Deputy Mayor Stephen Benowitz. The Authority's Engineer Richard B. Czekanski was absent.

On motion by Targonski, seconded by de Groot, it was moved to approve the minutes of the April 18, 2016 regular meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2016-033, approving the May payment of bills from the Operating Fund in the amount of \$170,378.91, of which \$104,750.98 is a payroll transfer.

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 Gulbinsky, it was moved to adopt Resolution 2016-034, approving the payment of May bills from the Escrow Fund in the amount of \$5,727.05.

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 2016-035, approving the credits and/or refunds of customer accounts in the amount of \$9,548.30.

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. RESOLUTION AMENDING FISCAL YEAR 2015 (DECEMBER 1 2015 – NOVEMBER 30, 2016) OPERATING & CAPITAL BUDGETS:

On motion by Targonski, seconded by Malone, it was moved to adopt resolution 2016-036, amending the Authority's FY 2015 Operating Budget, adjusting shortages and overages within budget line items with no change to overall budget amount.

Mr. Monson questioned the need for the operating transfer. Mrs. Kwelty explained the water consumption report line item was created with the expectation of removing that expense from the office equipment line item; however, a three-year contract was previously signed with a certificate of

availability of funds for the office equipment line item. The next contract term will be signed with the new budget line item.

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 2016-037, amending the Authority's FY 2015 Capital Budget, adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

(1.) East Haven Woods, LLC (Thorntown Lane Project); Connection permits issued and S-4 Approvals for 6 Anna Rose Court & 8 Anna Rose Court. Connection fees paid in full \$15,368.00 (\$7,684.00 each)

On motion by Gulbinsky, seconded by Targonski, it was moved to approve S-4 Applications for 6 Anna Rose Court and 8 Anna Rose Court.

Recorded vote:

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

(2.) 840 Route 206, LLC provided S-1 and S-2 applications with drawings which were submitted for engineer review.

(3.) 38 Route 130, Deferral of Connection Fee Agreement

Mrs. Kwelty reported that the owner signed a contract for deferred connection fee payments, and has not made any payments since. With Mr. Coleman's assistance, a letter was sent to the owner voiding the contract. If the owner wants to connect in the future, all connection fees are to be paid up front.

There was some discussion about other properties in the area that are not currently connected to public sewer. If those properties are able to connect to sewer, enforcement of the connection is handled by the municipality.

The executive director spent 9.5 hours and the administrative staff spent 9.75 hours on developer issues for the month.

The board members reviewed the submitted scholarship applications and the scholarships will be awarded to Gina Duven and Jenna Fray at the Bordentown Regional High School awards night June 15, 2016.

Mr. Lynch confirmed that a Finance Committee meeting took place, and Mr. Eustace updated the committee on the current financial standing of the Authority. Financial documents have been prepared for each board member to review at their leisure. Mr. Eustace requested the board members contact him before the next meeting if there are any questions. A financial discussion will take place at the June 20, 2016 board meeting.

Mr. Eustace has started to investigate a used 2009 Jet Vac machine to replace the Authority's 1990 Jet Vac vehicle. Mr. Eustace mentioned that he still has some questions about the 2009 vehicle and with the Boards' approval will continue the review process. Mr. Monson and Mr. Lynch both mentioned they want the hours reviewed and to make sure there isn't any salt damage to the vehicle as it was Ocean City's machine. The Auditor also needs to be contacted about amending the Capital Budget. Mr. Eustace was granted permission to continue the investigation and report back to the board.

Mr. Lynch said a personnel committee meeting will be scheduled within the next two or three weeks.

B. GENERAL COUNSEL:

Mr. Coleman briefly updated the board on the month's activities. Bordentown Waterfront Community sent an easement for review and is close to being resolved.

Mr. Coleman and Mr. Eustace briefly summarized the conference call with the New Jersey Department of Environmental Protection. The permit has been finalized and a permanent stay has been granted for the nitrate dilution.

Mr. Coleman briefed the board on an easement issue in the Crystal Lake development. DR Horton would like their bond released. The bond cannot be released until all easements have been issued. There is an easement between two lots still needed that DR Horton has not been able to obtain from the homeowners. Mr. Coleman requested the Board's input on how to proceed. Mr. Malone suggested holding the amount of the bond in escrow and releasing the bond. Mr. Monson suggested the township puts the homeowners on notice, but Mr. Coleman felt that it is not a township issue to enforce sewerage authority rules and regulations. Mr. Lynch recommended Mr. Malone's suggestion of holding escrow.

C. ENGINEER:

Mr. Czekanski was not in attendance, but did supply the monthly engineer's report which is attached to these minutes and made a part thereof.

Mr. de Groot asked for clarification from Mr. Eustace about page three of Mr. Czekanski's report. Who specifically are the "BSA Representatives" mentioned in the meeting with Holiday Inn Express? Mr. Eustace confirmed it was Mr. Czekanski and himself. Mr. de Groot asked who traditionally meets with developers, wanting to make sure the members of the board are not meeting with developers. Mr. Malone, Mr. Lynch, and Mr. Targonski all confirmed that members of the board do not meet directly with developers. It is always the Executive Director who oversees meetings and correspondence with developers.

III. PUBLIC PARTICPATION:

In attendance was Township Liaison Stephen Benowitz. Mr. Benowitz requested further clarification about the Crystal Lake issues mentioned in Mr. Coleman's report. He wants to know if the homeowners realize what the pending DR Horton easements mean? Mr. Benowitz suspects there are some negative feelings from the homeowners towards DR Horton and that may be why an easement has not yet been granted.

Mr. Benowitz thanked the Authority for continued transparency with meeting minutes and documentation of developer time.

Mr. Malone thanked the Authority for their help with the property on Charles Bossert Drive that had a recent problem. The property ultimately had to have a new electrical

service, a new cable television service, and needed a whole new water line. The Authority staff was able to assist with locating all the various lines in the ground.

Mr. Monson thanked the Authority for responding quickly to an issue in his neighborhood by using oil dry on what was guessed to be hydraulic fluid which leaked from a county recycling truck.

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

Recorded vote:

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

Respectfully submitted,



Stephen Monson, Secretary

APPROVED ON:

June 20, 2016

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT
FOR MAY 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 informed the BSA, via a conference call, that an indefinite stay will be granted.**

DEVELOPMENT TOPICS:

- **Bordentown Waterfront Community Phase I:**
 - ▶ **Phase I Pump Station; Sanitary Sewer and Force Main: Individual items are being reviewed and addressed which will soon bring the release of the performance bond.**
 - ▶ **Phase I Quik Check: Mini Mart and Gas Pumps: A preconstruction conference was held on Tuesday, April 5th. Easement access to the Authority's pump station is still being developed between the developer and the Authority.**

- 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 Monday, May 16th conference call with the Applicant's engineer design comments generated by our office were discussed.**
 - ▶ 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.
- 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. **Minor punch list items that do not affect the flow of wastewater are being addressed.**
 - ▶ 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.

In correspondence dated March 22nd the EPA provided a "EPA waiver" for this project.

- ▶ Central Crossing Building No. 3: The Applicant has paid their connection fee and has been put on notice that the downstream Rising Sun Road force main and further downstream sanitary sewer must be replaced prior to receiving any type of certificate of occupancy endorsement.

- ▶ 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): Earlier this year the Applicant requested a performance bond release which we did not recommend.
- Borden's Corner: New Application Along Route 130 North Past Team Campus: Proposed site of separate Pep Boys and Dollar General stores. Applicant is preparing a re-submittal.

DEVELOPMENT WORK WITH NO RECENT ACTIVITY

- 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.
- 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.
- Love's Tire Repair Shop At Rising Sun Road Connector Road: A 2015 review letter has been provided to the Applicant.
- 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.

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