

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
July 25, 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 July 14, 2016,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on July 14, 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 July 14, 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 B. Czekanski, and Township of Bordentown Liaison Deputy Mayor Stephen Benowitz.

On motion by Malone, seconded by Targonski, it was moved to approve the minutes of the June 20, 2016 regular meeting.

Mr. Monson suggested rephrasing the second paragraph of page 16-058. The description of Mr. de Groot's attendance to a recent Township Committee meeting lacked continuity. Mr. Monson read aloud his proposed changes to the submitted minutes. Mr. de Groot said he had not requested any changes and had no problem with the wording of the submitted minutes. The board did not change the submitted minutes.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to approve the minutes of the June 20, 2016 executive session 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 de Groot, seconded by Targonski, it was moved to adopt Resolution 2016-045, approving the July payment of bills from the Operating Fund in the amount of \$187,517.74 of which \$109,525.81 is a payroll transfer and \$14,091.79 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 2016-046, approving the payment of July bills from the Escrow Fund in the amount of \$5,746.55.

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 2016-047, approving the credits and/or refunds of customer accounts in the amount of \$95.16.

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. 840 ROUTE 206, LLC – HOTEL & CAR WASH

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2016-048, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval (TWA).

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 2016-049, authorizing the form of a proposed deferred connection fee agreement between the Authority and 840 Route 206, LLC.

Mr. Lynch clarified for Mr. Monson the hotel and car wash exist on the same site as the old Bob McGuire Chevrolet. Mr. Eustace said his intent of both resolutions is to prevent delays for the developer.

Mr. de Groot asked if the developer has taken any action with the City of Bordentown. Mr. Malone replied he will be happy to discuss after the Sewerage Authority meeting.

Recorded vote:

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

B. RELEASE OF PERFORMANCE BOND

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2016-050, authorizing the release of a performance bond number 929262807 for D.R. Horton, Inc.

Mr. Eustace explained that the project is complete and there is no need for a maintenance bond. There aren't any issues that should prevent this bond release.

Recorded vote:

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

C. AWARD OF CONTRACT-LATERAL REPLACEMENT

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2016-051, awarding contract to RTW Construction, Inc. in the amount of \$6,000.00 for 15ft sewer lateral replacement at 71 Hinkle Drive.

Mr. Eustace reported a sinkhole in the road was the result of a damaged sewer lateral. The repair, which is now complete, had prior approval from Mr. Lynch. The repair took less than a day.

Recorded vote:

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

D. RELEASE OF PERFORMANCE BOND

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2016-052, authorizing the release of a performance bond number 0597224 for Rivergate Urban Renewal, LLC.

Mr. Eustace confirmed this bond covered the private collection system of the apartment buildings. The Authority will have no continuing responsibility.

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.) Harris Automotive Group (1010 Route 206); Use permit issued, and \$9,828.00 was transferred to the revenue account.

(2.) Apco Petroleum (243 Route 130) 7-11 Convenience Store; Approval of S-1 and S-2 applications.

(3.) Mission First Housing Group (1 Spring Street, Senior Housing); Use permit issued, and \$166,245.00 was transferred to the revenue account.

The executive director spent 11.50 hours and the administrative staff spent 11.00 hours on developer projects.

Mr. Eustace reported some staff spent afternoons indoors during excessive heat. The operators and maintenance workers completed in-house training courses during that time. The Authority received a thank you letter from one of the scholarship winners. The other scholarship winner still needs to provide the acceptance letter for the school.

B. GENERAL COUNSEL:

Mr. Coleman briefly updated the board on the month's activities. Mr. Coleman spent time preparing for the rate hearing, cleaning up issues for the Bordentown Waterfront easement, and on personnel issues. Mr. Lynch asked if it was appropriate to go into executive session for an update on personnel. Mr. Coleman agreed appropriateness as the discussion relates to litigation.

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 spoke about the rate hearing. All board members received two rate scenarios for the August 15, 2016 rate hearing. The decision will take place during the hearing.

## WORK PLAN FOR REVIEW OF CONSULTANT CONTRACTS

The board had discussed the request for proposal (RFP) process at a previous meeting. Mrs. Gulbinsky prepared a concept to formalize the process. Mr. Lynch re-opened the discussion to approve the concept Mrs. Gulbinsky prepared. Mr. Lynch appointed both himself and Mrs. Gulbinsky to the RFP committee.

On motion by Malone, seconded by Targonski, it was moved to appoint Mr. Lynch and Mrs. Gulbinsky to the RFP review committee.

Recorded vote:

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

Mr. Monson asked for clarification about the document labeled "Concept". Is this document now a policy that the board and Authority will follow when reviewing RFPs? Mr. Lynch confirmed the voted on "Concept" will be the policy going forward.

Mr. de Groot brought up his concerns about the proposed hotel and car wash. Mr. Czekanski brought the board up to date on the applicant's status with the Authority. Does water flow and water pressure affect sewer collection rates? A twenty minute discussion took place. Water flow does affect the Sewerage Authority. As water conservation efforts increase, water usage decreases. Water pressure is a completely separate issue and has no effect on the Authority.

### III. PUBLIC PARTICPATION:

In attendance was Township Liaison Stephen Benowitz. Mr. Benowitz requested to post fire hydrant flushing information on the Township website. Mr. Malone provided his approval to post whatever information the Township needs to post. Mr. Benowitz clarified that the RFP policy approval was a continuation of a previous discussion. Also discussed was the amount of time it takes for the State to approve a TWA, and the Petro station.

The emergency drill for compliance with Public Employee Occupational Safety & Health Act (PEOSHA) is next week. A letter will be hand delivered to all homes on Coventry Ct stating the date and time of the drill.

Mr. Czekanski commented on the response time from the State. For a ninety day approval process, the anticipated approval is around seventy-five days.

Mr. Malone requested the Authority investigate a sinkhole in the Charles Bossert neighborhood. There is sunken sidewalk and Mr. Malone thinks the lateral might need to be replaced.

On motion by Gulbinsky, seconded by Monson, it was moved to approve Resolution 2016-053 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 Targonski, 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 Monson, seconded by Gulbinsky, it was moved to adjourn the meeting at approximately 6:45 p.m.


Recorded vote:

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

Respectfully submitted,

APPROVED ON:

August 15, 2016

  
Stephen Monson, Secretary

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

**DEVELOPMENT TOPICS:**

- **Bordentown Waterfront Community Phase I:**
  - ▶ **Phase I Pump Station; Sanitary Sewer and Force Main:** Only minor administrative items remain to be accomplished.
  - ▶ **Phase I Quik Check: Mini Mart and Gas Pumps:** Periodically construction work related to wastewater facilities occurs.
- **Bordentown Waterfront Phase II: River Side of Riverline Tracks:** The site layout for the entirety of Phase II was just provided. The pump station design is still being developed by the Applicant's engineer.
- **Rising Sun Road Pump Station Force Main System:** A proposed design for the replacement of the force main from Route 206 to the pump station was just provided. The replacement pipe length is approximately 3,100 linear feet.
- **Route 206 Marriott/Car Wash Site:** Draft S4 provided to Applicant. Waiting for Applicant to identify car wash flow.
- **Rising Sun Road Petro Restaurant:** Due to modifications identification of proposed additional wastewater flow is being determined.
- **Route 130 and Farnsworth Avenue Valero Station Upgrades:** S3 review in progress.

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



# Work Plan for Review of Consultant Contracts

## Bordentown Sewerage Authority

July 25, 2016

### Concept

Concept	Formation of an RFP subcommittee consisting of 2 Board members. The purpose of the RFP subcommittee is to enable the Board, with input from the ED to have full information regarding the appointment of professionals when more than one(1) professional submits an RFP.
February	At the Annual Reorganization meeting. The chair shall appoint an RFP subcommittee consisting of two of the Board members, one from the city and one from the township and the Executive Director.
October	Review performance of present professionals
November	Approve RFPs for the upcoming year.
December	Post RFPs on the Authority website 60 days prior to award as per NJSA 40A:11-1 et seq. and NJAC 5:34 and NJSA 19:44A-20.4 et seq.
January	<p>On the first Wednesday or Thursday after the New Years' deadline for proposals, the Executive Director with advice from legal counsel will review submissions for adherence to RFP specifications.</p> <p>If more than one(1) RFP is received for a professional position, the Executive Director will report this to the RFP subcommittee . He will inform the RFP subcommittee of his finding as to the qualification (+/-) for each applicant.</p> <p>The RFP subcommittee may ask the Executive Director if he has a recommendation and why.</p>
January/February	The Executive Director and the RFP subcommittee may decide to conduct interviews when there are multiple applicants who fulfill all the specified qualifications. The RFP subcommittee will report their findings to the Board.

The Board , in a public meeting, may accept the RFP subcommittee report and defer to their recommendations or request that the professional be interviewed by the entire Board. This interview must take place prior to the Reorganization Meeting so as not to delay the appointment or violate any time requirements of pertinent NJ contract laws.

February

Annual Reorganization meeting and appointment of professionals.

\*This plan shall adhere to the New Jersey Local Public Contracts Law and Regulations with related and supporting information, NJSA 40A:11-1 et seq. and NJAC 5:34; and the NJ Pay to Play Law NJSA 19:44A-20.4 et seq.