

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
September 19, 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 B. Czekanski, and Township of Bordentown Liaison Deputy Mayor Stephen Benowitz.

On motion by Monson, seconded by Targonski, it was moved to approve the regular meeting minutes and executive session minutes of the August 15, 2016 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 Targonski, it was moved to adopt Resolution 2016-062, approving the September payment of bills from the Operating Fund in the amount of \$209,313.39 of which \$98,949.03 is a payroll transfer and \$1,878.28 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 de Groot, it was moved to adopt Resolution 2016-063, approving the payment of September bills from the Escrow Fund in the amount of \$11,281.44.

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 2016-064, approving the credits and/or refunds of customer accounts in the amount of \$17.83.

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. BUDGET INTRODUCTION

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2016-065, introducing the Authority's 2016 budget from December 1, 2016 through November 30, 2017.

No discussion on this Resolution.

Recorded vote:

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

B. BORDENTOWN WATERFRONT COMMUNITY – PHASE 2:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2016-066, 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 2016-067, authorizing the form of a proposed deferred connection fee agreement between the Authority and Bordentown Waterfront Community, LLC.

Mr. Monson asked for clarification on the Waterfront Community's phases of construction. Mr. Eustace explained that Phase 2 is the final phase, but has construction phases A through F. The deferred connection fee agreement is only for the apartment portion of Phase 2 because the townhouses can be paid for block by block. Mr. de Groot asked if the connection fee value will change with future units. Mr. Eustace explained the developer will pay the connection fee that is in effect when application is received. Mr. Monson wanted to clarify his understanding that even though Phase 2 is one project, it is segmented, and the developer will pay connection fees on each segment. The fees paid will be determined by the rates that are in effect at the time a connection permit application is submitted.

Recorded vote:

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

C. REPLACEMENT PUMP

On motion by de Groot, seconded by Targonski, it was moved adopt Resolution 2016-068, awarding contract to Deltronics Corporation in the amount of \$11,292.00 for a return activated sludge pump to replace failing Allis Chalmers pump size 8 x 8 x 14.

No discussion on this Resolution.

Recorded vote:

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

D. MUNICIPAL EXCESS LIABILITY (MEL)

On motion by Malone, seconded by Targonski, it was moved adopt Resolution 2016-069, adopting updated personnel policy changes to comply with 2017-2018 Employee Practices Liability (EPL) program.

Mrs. Gulbinsky asked Mr. Eustace if there was a reason we are updating the policies at this time. Mr. Eustace explained the Authority's policy program is a model of the MEL program, and every two years MEL updates that program. In order to remain consistent with the program, and receive our deductible from MEL we have to update our program. The deadline to update the program is October 1st 2016.

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:

TC Bordentown Associates, LLC (Rising Sun Road Pump Station Force Main Replacement); Approval of S-1 and S-2 applications. There is a pre-construction meeting for the Rising Sun Road force main extension September 21st that Mr. Czekanski will cover in his report.

East Haven Woods (Thorntown Lane Project); Use permit for 6 Anna Rose Court was issued and the connection fee of \$7,684.00 was realized as revenue.

On motion by Gulbinsky, seconded by Targonski, it was moved to authorize the refund of the escrow account for Harris Automotive Group, LLC in the amount of \$3,221.00.

Recorded vote:

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

Nays: None

Abstained: None

Absent: None

The executive director spent 17.00 hours and the administrative staff spent 17.00 hours on developer projects.

Mr. Eustace requested the board's permission to attend Water Environment Federation Technical Exhibition and Conference (WEFTEC) in New Orleans from September 24th through 28th. The only cost to the Authority would be one luncheon. The remaining costs for Mr. Eustace will be paid for by the New Jersey Water Environment Federation as he will be inducted as a National Delegate. The board offered their congratulations to Mr. Eustace.

B. GENERAL COUNSEL:

Mr. Coleman briefly updated the board on the month's activities. Mr. Coleman's time was spent on MEL updates and Bordentown Waterfront agreement, items already covered in the meeting. Mr. Coleman also spent time finalizing a personnel matter to be discussed later.

C. ENGINEER:

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

A pre-construction meeting will take place September 20th regarding sanitary sewer replacement from 8 inch to 15 inch of approximately 700 feet of pipe on the section Route 206 that runs in front of the Armory. On September 21st there is a meeting with the applicants for the Rising Sun Road force main replacement to discuss the Treatment Works Application (TWA).

III. PUBLIC PARTICPATION:

In attendance was Township Liaison Deputy Mayor Stephen Benowitz. Mr. Benowitz provided his comments on the Bordentown Waterfront Community discussion. There are seven different segments to Phase 2. From Mr. Benowitz's understanding it is the developer's choice to construct the project in segments.

On motion by Targonski, seconded by Gulbinsky, it was moved to approve Resolution 2016-070 and meet in Executive Session.

Recorded vote:

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

On motion by Targonski, seconded by de Groot, 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 Malone, seconded by de Groot, it was moved to adjourn the meeting at approximately 6:17 p.m.


Recorded vote:

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

Respectfully submitted,

APPROVED ON:

October 17, 2016


Stephen Monson, Secretary

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

DEVELOPMENT TOPICS:

- **Bordentown Waterfront Community Phase I:**
 - ▶ **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 pump station and conveyance system design is still being developed by the Applicant's engineers.
- **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 provided. The replacement pipe length is approximately 3,100 linear feet. A design meeting will tentatively be held on Wednesday with the Authority staff (Eustace; Dansbury; Kwelty); Czekanski; and the Applicant's representatives to discuss coordination items.
- **Route 206 Marriott/Car Wash Site:** Draft S4 provided to Applicant. Project under review.
- **Rising Sun Road Petro Restaurant:** Our office provided a review letter and the Authority provided a response letter to the Applicant's assertion that paying connection fees was not required.

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