

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

On motion by Targonski, seconded by Monson, it was moved to approve the regular meeting minutes of the October 17, 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 de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2016-078, approving the November payment of bills from the Operating Fund in the amount of \$204,837.47 of which \$136,988.38 is a payroll transfer and \$1,580.19 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 2016-079, approving the payment of November bills from the Escrow Fund in the amount of \$17,275.68.

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 de Groot, it was moved to adopt Resolution 2016-080, approving the credits and/or refunds of customer accounts in the amount of \$107.23.

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. AMENDING 2015 OPERATING BUDGET

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2016-081, amending the Authority's 2015 operating budget, adjusting shortages and overages within budget line items with no change to overall budget amount.

Mr. de Groot asked if the postage line transfer was for a deficit or if the office is paying ahead. Mrs. Kwelty responded the office is paying forward. Mr. Monson asked why the tool budget was doubled. Mr. Eustace explained some fluke meters which are electrical testing meters needed to be replaced.

Recorded vote:

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

B. CASH MANAGEMENT PLAN:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2016-082, adopting the Bordentown Sewerage Authority's Cash Management Plan for fiscal year ending November 30, 2017.

Mr. de Groot asked if the expenditures of the Authority outlined in the cash management plan are the expenses voted on in the payment of bills. Mrs. Kwelty confirmed yes. Mr. de Groot asked when the Authority would be able to stop paying a Trustee to manage the money. Mr. Coleman explained that as long as there are outstanding bonds, as part of the bond covenant, a trustee is in charge of handling the money. Mr. de Groot feels it is in the Authority's best interest to not pay the trustee and would like to revisit this issue in three years.

Recorded vote:

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

C. RELEASE OF PERFORMANCE BOND:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2016-083, approving the release of performance guarantee in the amount of \$15,000.00 for Mission First Housing Group without requirement for a maintenance guarantee.

No discussion on this Resolution.

Recorded vote:

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

D. SALARY RESOLUTION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2016-084, affirming the hourly pay increase for Thomas Redwood.

Mr. de Groot asked for clarification about the resolution. The employee is to have a total increase of \$0.85/hour and the resolution needs to be corrected.

On motion by Gulbinsky, seconded by Targonski, it was moved to amend Resolution 2016-084 to clarify the total hourly pay increase to a total of \$0.85/hour.

Recorded vote:

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

E. RESOLUTION 2016-085:

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2016-085, authorizing the cancellation of \$1,183.28 of past due sewer charges incurred for services provided at 313 Borden Street in Bordentown City.

Mr. Monson asked for the circumstances of this resolution. Mrs. Kwelty explained that the property is abandoned, the water has been off since 1985, and the City of Bordentown recently took ownership of the property.

Mr. Monson asked Mr. Coleman why the Authority does not file a lien on the property. Mr. Coleman explained the statute which states past due balances automatically are a lien on the property.

Mr. de Groot says he has no problem extending the courtesy to the City in lieu of additional connection fees. Mr. Malone explained that a connection fee will be paid when the property is once again connected to sewer.

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:

East Haven Woods (Thorntown Lane Project); 8 Anna Rose Court approval of S-4 application and connection fee of \$7,684.00 was received QuickChek Corporation (Bordentown Waterfront); Sewer Use Permit issued, and connection fee of \$165,150.00 realized as revenue.

The executive director spent 17.50 hours and the administrative staff spent 12.75 hours on developer projects. Mr. Eustace explained the Bordentown Waterfront Phase II TWA is almost complete and ready to be submitted to the State of New Jersey.

Elizabeth Street sewer blockage call was responded to by three employees. The customer called the office to thank us for service.

Mr. Eustace asked if anyone has any questions about the monthly financial report. Mr. de Groot requested Authority staff stop putting a watermark specifying the document is not for distribution on the cash flow financial document.

B. GENERAL COUNSEL:

Mr. Coleman briefly updated the board on the month's activities. Mr. Coleman's time was spent on Bordentown Waterfront railroad crossing issue, QuickChek easements, navigating issues with Petro, and various resolutions and correspondence with Mr. Eustace and Mrs. Kwelty.

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. de Groot asked about the hotel in Bordentown City. Mr. Czekanski said a letter is going to be going out tomorrow. Mr. de Groot asked about the construction that is occurring on footings. Mr. Malone explained that he has a call into the attorney to make sure they have all approvals and permits and is waiting for a call back. Mr. Eustace said he and Mr. Dansbury met with the City construction officials from the State of New Jersey and made sure they are aware sewer permits have not been issued. State statute allows footings and foundations to be put in before building permits are issued.

III. PUBLIC PARTICIPATION:

In attendance was Township Liaison Deputy Mayor Stephen Benowitz. Mr. Benowitz wished everyone a Happy Thanksgiving and then asked for more information about the Bordentown Waterfront TWA submittal. Mr. Eustace and Mr. Czekanski explained that the TWA has not yet been submitted, but all of the paperwork will be finalized in the coming weeks. Mr. Malone asked Mr. Benowitz if all of the Township approvals have been provided for the project. Mr. Benowitz confirmed that the planning board has approved the project. The number of approved housing units has been greatly reduced from the original proposals.

Mr. de Groot brought up his concerns about duplex properties that share a single lateral. Which owner is responsible to pay for the connection of the additional lateral when half the duplex sells? Mr. de Groot suggested adding to the certificate of occupancy a disclosure to potential buyers the necessity to add another lateral. Mr. Malone and Mr. Eustace explained that it isn't always clear the lateral is shared unless the lateral is dug up.

IV. PERSONNEL ACTION:

The Board unanimously agreed to continue in open session after discussion about whether or not this discussion was appropriate in closed session.

Mr. Eustace and Mrs. Kwelty met with the personnel committee last month to present a plan for employee compensation. Mr. Lynch and Mrs. Gulbinsky requested that every board member be presented with the plan prior to discussion. My Lynch opened the discussion by asking what each board member felt about 3% increases. Mr. Monson is in agreement with the figures as presented. Mr. Malone would like the figure to be somewhere between 2.75% and 3%. Mr. Targonski would like the figure to be somewhere between 2.75% and 3%. Mr. de Groot suggested a change in the merit increase percentages. Mr. de Groot wanted the second and third year percentages to increase from 1.25% and 1.50% of annual salaries to 1.50% and 1.75% of annual salaries to be distributed July 1. Mr. Lynch is in agreement with the figures as submitted, and Mrs. Gulbinsky is in agreement with the figures as submitted.

On motion by Malone, seconded by Monson, it was moved to approve employee compensation for the next three years as per presentation provided to all board members.

January 1, 2017, January 1, 2018, and January 1, 2019 each employee will receive 3% or \$1,500.00 whichever is greater.

The establishment of an annual merit increase protocol as follows. July 1 2017, the total funds to be allocated is 1% of total salaries effective January 2017, July 1, 2018 the total funds to be allocated is 1.5% of total salaries effective January 2018, and July 1, 2019 the total funds to be allocated is 1.75% of total salaries effective January 2019. The money is to be distributed amongst all employees as determined by evaluations conducted by the Authority's Executive Director, department heads, and personnel committee.

Recorded vote:

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

On motion by Monson, seconded by Malone, it was moved to adjourn the meeting at approximately 6:55 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:

December 19, 2016

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR NOVEMBER 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:** Since the last meeting the Quik Check has opened and the Authority obtained the necessary easement rights across this property to access the Phase I pump station.

- **Bordentown Waterfront Phase II: River Side of River Line Tracks:**
 - ▶ **Apartments/Townhouses:** The pump station and conveyance system design is still being developed by the Applicant's engineers. By the next meeting three NJDEP Treatment Works Permit applications should be submitted for Mr. Eustace's endorsement. One application will be for the Authority's Phase II pump station; the second for the Authority's conveyance system; and the third for the sanitary sewer conveyance system to be privately owned, operated, and maintained. The Authority will own conveyance system piping located within the Township's right of way. A majority of the roads will be privately owned.
 - ▶ **Volunteers of America on Burlington Road:** This proposed private conveyance system has its wastewater discharge flowing into the Phase II complex. We have provided comments on the proposed design.

- **Rising Sun Road Pump Station Improvements:**
 - ▶ **Force Main System:** The Applicant's engineer has submitted the NJDEP treatment works application for the 3,100 linear feet force main replacement.
 - ▶ **Route 206 Sanitary Sewer by Armory:** Work is scheduled to commence on or about November 29th.

- **Route 206 Marriott/Car Wash Site:** We just provided comments on the proposed submittal. The major comments relate to the applicant providing more information to identify the proposed flow.

- **Rising Sun Road Petro Restaurant:** The Authority provided a response letter to the Applicant's assertion that paying connection fees was not required for the new fuel pump system located in the front of the complex.

- **Enterprise Rent A Car:** A proposed oil/water separator installation has been provided.

End of Report - Prepared by Richard B. Czekanski, PE, BCE