

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
February 21, 2017

The meeting was called to order by the board secretary, Elizabeth J. Kwelty 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 Leonard J. de Groot, M. Ellen Gulbinsky, James E. Lynch, Jr., Joseph R. Malone III, Stephen Monson, and Zigmont F. Targonski. Also in attendance were: Executive Director Richard D. Eustace, Administrative Manager Elizabeth J. Kwelty, and the Authority's Solicitor Thomas J. Coleman, III. Jessica Norkis of Remington Vernick & Arango Engineers attended in place of the Authority's Engineer Richard B. Czekanski who was absent.

The meeting was turned over to Mr. Coleman.
REORGANIZATION:

On motion by Lynch, seconded by Monson, it was moved to nominate the 2017 slate of officers.

M. Ellen Gulbinsky	Chair
James E. Lynch, Jr.	Vice Chair
Leonard J. de Groot	Treasurer
Joseph R. Malone, III	Secretary
Stephen Monson	Assistant Secretary
Zigmont F. Targonski	Assistant Secretary

Roll call vote was taken to cast a unanimous ballot for the slate of officers as nominated:

M. Ellen Gulbinsky	Chair
James E. Lynch, Jr.	Vice Chair

Leonard J. de Groot	Treasurer
Joseph R. Malone, III	Secretary
Stephen Monson	Assistant Secretary
Zigmont F. Targonski	Assistant Secretary

Recorded vote:

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

Mr. Coleman turned the meeting over to Mrs. Gulbinsky.

The members established the meeting dates for the next year. On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2017-012, designating meeting dates established at reorganization and appointment of official newspapers.

Monday, March 20, 2017	6:00 p.m.
Monday, April 17, 2017	6:00 p.m.
Monday, May 15, 2017	6:00 p.m.
Monday, June 19, 2017	6:00 p.m.
Monday, July 17, 2017	6:00 p.m.
Monday, August 21, 2017	6:00 p.m.
Monday, September 18, 2017	6:00 p.m.
Monday, October 16, 2017	6:00 p.m.
Monday, November 20, 2017	6:00 p.m.
Monday, December 18, 2017	6:00 p.m.
Tuesday, January 16, 2018	6:00 p.m.
Tuesday, February 20, 2018	6:00 p.m.(Reorganization)
Monday, March 19, 2018	6:00 p.m.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to adopt the latest edition of Robert's Rules of Order as parliamentary guide of the Authority.

No discussion on this Motion.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to continue with the Authority's Rules and Regulations as previously adopted.

No discussion on this motion.

Recorded vote:

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

On motion by de Groot, seconded by Gulbinsky, it was moved to approve the regular meeting minutes of the January 17, 2017 meeting.

Mr. de Groot called a point of order stating the Open Public Meetings Act requires a roll call vote on minutes. After brief discussion, a roll call vote was taken.

Recorded vote:

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

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-013, approving the February payment of bills from the Operating Fund in the amount of \$220,432.80 of which \$104,689.69 is a payroll transfer, and \$11,292.00 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2017-014, approving the payment of February bills from the Escrow Fund in the amount of \$15,284.49.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2017-015, approving the credits and/or refunds of customer accounts in the amount of \$333.45.

In answer to Mr. Monson's question, Mrs. Kwelty clarified the posting error credits were to correct administrative fees that were charged twice in error.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-16, approving Contract 2017-C4, appointing John J. Maley, Jr. of Holman Frenia Allison, PC as auditor for the Authority for the one year period commencing on March 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-017, approving Contract 2017-C5, appointing the Law Offices of Raymond, Coleman, Heinold, Norman, L.L.P., as general counsel for the Authority for a one year period commencing on March 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-018, approving Contract 2017-C6, appointing Remington Vernick & Arango Engineers as consulting engineer for the Authority for a period of one year commencing on March 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-019, approving Contract 2017-C7, appointing Capehart & Scatchard, P.A. as bond counsel for the Authority for a period of one year commencing on March 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

B. RISK MANAGEMENT AND INSURANCE CONSULTANT:

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-020, approving Contract 2017-C8, for Extraordinary, Unspecifiable Services of EJA/Capacity Insurance Agency, LLC as risk management and insurance consultant for the Authority for a period of one year commencing on March 1, 2017.

Mr. de Groot explained that he has had dealings with Mr. Aloï (owner of EJA) that would preclude voting. Mr. Targonski, Mr. Malone, and Mr. Eustace all confirmed the consultant for the Authority is Steve Walsh, not Mr. Aloï.

Recorded vote:

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

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2017-021, approving Contract 2017-C9 for Extraordinary, Unspecifiable Services of Interstate Mobile Care, Inc. for driver substance abuse and alcohol misuse testing for the Authority for a period of one year commencing on March 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

D. FINANCIAL ADVISOR:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2017-022, approving Contract 2017-C10 for Extraordinary, Unspecifiable Services of Acacia Financial Group, Inc. as financial advisor for the Authority for a period of one year commencing on March 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

E. RETURN ACTIVATED SLUDGE PUMP PURCHASE:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-023, authorizing the award of contract for a return activated sludge pump in the amount of \$2,421.45 to Willier Electric Motor Repair Company.

No discussion on this Resolution.

Recorded vote:

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

F. SEWER LATERAL INSPECTION CAMERA PURCHASE:

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-024, authorizing the award of contract for a sewer lateral inspection camera in the amount of \$8,363.39 to Aaron and Company.

No discussion on this Resolution.

Recorded vote:

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

G. SODIUM HYPOCHLORITE FEED SKID SYSTEM PURCHASE:

On motion by Targonski, seconded by de Groot, it was moved to adopt Resolution 2017-025, authorizing the award of contract for sodium hypochlorite feed skid system in the amount of \$5,986.34 to USA Blue Book.

No discussion on this Resolution.

Recorded vote:

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

H. SODA ASH SOLUTION PUMP PURCHASE:

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-026, authorizing the award of contract for soda ash solution pump in the amount of \$5,330.00 to Gayle Corporation.

No discussion on this Resolution.

Recorded vote:

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

I. LATERAL REPLACEMENT:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-027, authorizing the award of contract for sewer lateral replacement from curb to main servicing 37 Vine Way in the amount of \$5,000.00 to RTW Construction.

No discussion on this Resolution.

Recorded vote:

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

J. QUALIFIED PURCHASING AGENT/BID THRESHOLD ADJUSTMENT:

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-028, establishing the bid threshold and appointment of Elizabeth Kwelty as Qualified Purchasing Agent.

No discussion on this Resolution.

Recorded vote:

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

K. SALARY INCREASE:

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2017-029, authorizing salary increase for Elizabeth Kwelty for Qualified Purchasing Agent certification and appointment.

No discussion on this Resolution.

Recorded vote:

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

L. DEFERRED CONNECTION FEE AGREEMENT:

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-030, authorizing a deferred connection fee agreement between the Authority and VOADV Property, Inc. (Volunteers of America Delaware Valley)

Mr. Monson requested the resolution be changed to make acronym clear that it is Volunteers of America, and to provide an address or location along with the block and lot number. Mr. Monson also requested clarification for why in this case the developer wants to defer payments. Mr. Eustace explained that the connection fees can be substantial to pay up front, and developers utilize the deferred connection fee agreement to be able to pay installments of the connection as the project moves along. Mr. de Groot asked that the agreement be changed in section 2.01(b) to read "service charge" instead of "interest charge". Mrs. Gulbinsky suggested that the changes to the agreement and policy be put on the agenda next meeting giving the attorney opportunity to review.

On motion by Monson, seconded by Malone, it was moved to amend Resolution 2017-030 to clarify the acronym of the developer name, and include the address or location of the project.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

The executive director spent twenty-two hours and the administrative staff spent twenty-five hours on developer projects. Multiple purchases have been already approved in the meeting for capital projects. Mr. Eustace deferred the rest of his report until next month.

B. GENERAL COUNSEL:

Mr. Coleman briefly updated the board on the month's activities. Mr. Coleman's time was spent on the Petro at Rising Sun Road, as well as Volunteers of America, and general Authority matters.

C. ENGINEER:

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

III. PUBLIC PARTICIPATION:

In attendance was Katie Marlon of 31 Bordentown-Chesterfield Road, Chesterfield NJ. Ms. Marlon stated she is a member of People Over Pipelines, and would like the Authority's support in opposing the pipeline. A discussion of about twenty minutes took place with Ms. Marlon and the board.

At the request of Mr. Monson it was agreed by Mrs. Gulbinsky that the discussion with Ms. Marlon serve as a request for the Authority to take formal action opposing the pipeline. Mrs. Gulbinsky agreed to have a resolution prepared for the March 20, 2017 meeting.

SUB-COMMITTEE APPOINTMENTS:

On motion from Monson, seconded by Malone, it was agreed Mr. Lynch will serve with Mrs. Gulbinsky on the personnel committee and RFP review committee. Mr. de Groot and Mr. Malone will serve with Mrs. Gulbinsky on the finance committee.

Recorded vote:

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

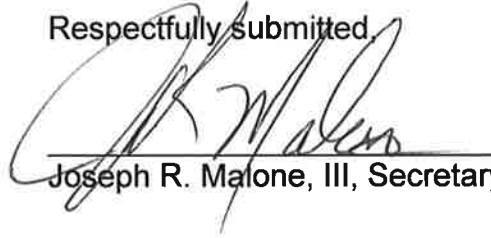
On motion by Monson, seconded by Targonski, it was moved to adjourn the meeting at approximately 6:55 p.m.

Recorded vote:

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

Respectfully submitted,



Joseph R. Malone, III, Secretary

APPROVED ON:

March 20, 2017

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR FEBRUARY 2017 MEETING PREPARED
BY REMINGTON VERNICK & ARANGO (RV&A) ENGINEERS**

DEVELOPMENT TOPICS:

● **Bordentown Waterfront Phase II: River Side of River Line Tracks:**

- ▶ **Apartments/Townhouses:** There are three NJDEP treatment works permit applications associated with this development namely, the Authority's portion of the sanitary sewer collection system located within the Township's right of way along with the pump station force main piping; the Authority's pump station; and the privately owned portion of the sanitary sewer system. All three permits were issued in the past month. There are still miscellaneous design issues to resolve.

In the past two weeks time has been spent due to the contractor attempting to institute design changes without consulting with the Applicant's design engineers. Without the design engineer's consent we have told the contractor they may not proceed.

- ▶ **Volunteers of America on Burlington Road:** This proposed private conveyance system has its wastewater discharge flowing into the Phase II complex. We are waiting for a response to our review letter comments. This development will be paying the 2017 connection fee rate.

The Authority received a NJ Transit permit for crossing the tracks behind the Volunteers of America facility. The Authority did not endorse this private piping permit application and will be requesting NJ Transit void the permit.

● **Rising Sun Road Pump Station Improvements:**

- ▶ **Force Main System:** The Authority has received the NJDEP treatment works permit. The Applicant's engineer is progressing with the design modifications to the pump station. In order to replace the force main, easements must be obtained by the Applicant for access to the construction area.

- ▶ **Rising Sun Road Petro Restaurant:** We are close to a conclusion with the "Arby's" restaurant review. This addition on the I-295 side of the facility will not be able to receive a certificate of occupancy until the Rising Sun Road force main/pump station improvements are constructed and operational.

- ▶ **Central Crossing Building No. 3 Warehouse:** The Applicant was put on notice that wastewater could not be conveyed into the Authority's downstream sewer system until the Rising Sun Road Pump Station/Force Main improvements were completed. However the Applicant proceeded with both paying the connection fee and completing the building construction. At the present time if the Applicant wishes to occupy the building the Applicant must haul the generated wastewater.

- **Enterprise Rent A Car:** The Applicant proposes to convert a portion of their office building to a hand wash car wash area. This project has been approved for construction.

- **Route 206 Marriott/Car Wash Site:** The NJDEP Treatment Works permit is projected to be received shortly and minor issues that could not be addressed two months ago still have to be resolved. We are coordinating with the Applicant's engineer.

- **Matrix Warehouse on Georgetown Road (569,000 SF):** We are proceeding with our review based on documents submitted last week.

- **40 Highbridge Road: Single Family Home Connection:** We are waiting for connection information from the Applicant's engineer before finalizing our review.

PLANT TOPICS

- **PCB Minimization Plan:** The first steps are, on different days, obtain a dry weather and a wet weather sample for determination of the level of PCB's in the plant effluent. Our lab sub-consultant is monitoring the projected weather conditions in order to properly select the appropriate dry or wet sampling day in accordance with Delaware River Basin Commission requirements.

**End of Report - Prepared by Richard B. Czekanski, PE, BCEE, CME
Remington Vernick & Arango Engineers**