

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
January 17, 2017

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. Kweilty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski.

On motion by de Groot, seconded by Gulbinsky, it was moved to approve the regular meeting minutes of the December 19, 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 Targonski, seconded by Gulbinsky, it was moved to approve the executive session meeting minutes of the December 19, 2016 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-001, approving the January payment of bills from the Operating Fund in the amount of \$271,733.55 of which \$103,747.21 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 Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2017-002, approving the payment of January bills from the Escrow Fund in the amount of \$10,735.23.

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 2017-003, approving the credits and/or refunds of customer accounts in the amount of \$4,759.26.

In answer to Mr. Monson's question, Mrs. Kwelty reported the Water Department corrected a water meter reading requiring a correction to the sewer account. The customer was overcharged and a credit was applied to the sewer account.

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. APPOINTMENT OF ACCOUNT RECEIVABLE CLERK:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-004, authorizing the appointment of Rachel Greweling as the Authority's Account Receivable Clerk.

No discussion on this Resolution.

Recorded vote:

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

B. SALARY RESOLUTION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2017-005, approving the Authority's salaries as of January 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

C. ANTI-HARASSMENT POLICY:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2017-006, approving the re-adoption of the Authority's Anti-Harassment Policy.

No discussion on this Resolution.

Recorded vote:

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

D. EXTENSION OF CONTRACT TO EUROFINS QC INC:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2017-007, authorizing an extension to contract 2016-C12 for 12 months until March 31, 2018 for certified and licensed testing laboratory to perform laboratory analysis and bioassays to Eurofins QC Inc. with no increase in pricing as per contract.

No discussion on this Resolution.

Recorded vote:

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

E. LATERAL REPLACEMENT:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-008, authorizing the award of contract for labor and equipment to excavate and replace lateral and clean out from curb to main at 15 Van Drive in the amount of \$4,500.00 to RTW Construction.

Mr. Eustace explained an emergency mark out was received for this property. Authority staff responded and found an excavator in the street ready to replace the Authority's lateral. The plumber was not successful in clearing the obstruction in lateral and told the homeowner the lateral in the street needed to be repaired for a total of \$15,000.00. The Authority had not received any phone calls from the homeowner about the blockage. The line that the homeowner was getting ready to replace was an Authority lateral. The Authority was unsuccessful in clearing the line, and requested quotes for the replacement. The pipe was old ACP (asbestos concrete pipe) and it must have gotten wet and collapsed on itself.

Mr. Monson asked if there is likelihood the Authority will see similar problems either on this street or a similar street in the future. Mr. Eustace explained this particular pipe got wet, causing the pipe to collapse on itself. There could be issues in the future with similar conditions. Board members commented that this type of situation has happened in other locations in the Township in the past.

Recorded vote:

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

F. VEHICLE PURCHASE:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2017-009, approving the purchase of 2017 Ford F250 four wheel drive pick-up truck under state contract #A88727 in the amount of \$24,256.50.

Mr. Eustace explained this truck will not be ordered with a snow plow, but the suspension to accommodate a snow plow.

Recorded vote:

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

G. OVERHEAD CRANE REPAIR:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2017-010, authorizing the award of contract for replacement of conductor bars and the addition of a ground conductor on B-3 overhead crane by Shupper Brickle Equipment Company as a cost of \$4,728.00

In answer to Mr. de Groot, Mr. Eustace explained quotes generally are not so drastically different. It seems one contractor felt they could earn more. In answer to Mr. Monson, Mr. Eustace explained that this crane is a three-phase crane that runs on tracks just like railroad tracks, and over time the tracks wear out. In addition to the tracks, a ground conductor is needed to prevent potential electrocution.

Recorded vote:

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

H. POLYMER:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2017-011, authorizing the award of contract to Coyne Chemical Company in the amount of \$5,298.13 for 1,984.32 pounds of BASF Zetag 7563 Polymer (36-55.12 pound bags).

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:

Elizabeth Kwelty will be name qualified purchasing agent for the Authority at the reorganization meeting.

OPEN SEWER CONNECTION ACCOUNTS:

APCO Gas Station and 7-11 convenience store located at the corner of Route 130 and Farnsworth Ave, approval of S-3 application.

SAAJ Urban Renewal LLC, Holiday Inn Express located 195 Route 130, Use Permit issued, \$19,508.00 was realized as revenue.

840 Route 206 LLC, Hotel and Car Wash located 840 Route 206, connection fee was paid in full in the amount of \$588,878.00.

Mr. de Groot commented that the full connection fee was received from 840 Route 206, LLC. It was explained by Mr. Coleman and Mr. Lynch that the applicant made a business decision to pay the full amount and save on the interest payments. Mr. de Groot wants Mrs. Kwelty to look into the interest charged by the Authority for deferred connection fee agreements with the Auditor and determine if those fees are being handled appropriately in relation to arbitrage.

Mr. Monson asked if utilizing the deferred connection fee agreement paying the one percent monthly charge, changes the connection fee? Mr. Coleman confirmed the manner with which the connection fee is calculated is set by statute. This Authority by statute is allowed to extend the payment of the connection fee out, and add interest. In essence we are making a loan, and the interest is the cost of the loan.

Crimson King LLC, Enterprise Rent A Car located 58 Route 130, approval of S-1 through S-4 applications, connection fee in the amount of \$28,000.00 received and Connection Permit issued.

East Have Woods LLC, Thorntown Lane, Anna Rose Court, approval of S-4 applications, connections fees in the amount of \$15,368.00 received and Connection Permits issued for 1 Anna Rose Court and 5 Anna Rose Court.

The executive director spent 8.00 hours and the administrative staff spent 10.00 hours on developer projects.

B. GENERAL COUNSEL:

Mr. Coleman briefly updated the board on the month's activities. Mr. Coleman's time was spent on Bordentown Waterfront deed and separate easement, as well as items covered in previous resolutions.

In answer to Mr. Malone, Mr. Coleman confirmed the easement for Bordentown Waterfront is for the pump station. Mr. Malone explained his concerns about the Authority taking ownership of lines that are not under roads or property owned by Bordentown Township. There was a discussion about the steps Mr. Czekanski, Mr. Coleman, and Mr. Eustace are following to make sure the Authority is not going to take ownership of sewer lines in privately owned property.

Mr. Eustace explained three separate TWA treatment works approval applications have been submitted for Bordentown Waterfront Phase II with the intention of clearly identifying sewer lines the Authority will own and be responsible to maintain, and sewer lines that will be privately owned.

Mr. Monson questioned how the water and sewer utilities can be assured roads will be constructed appropriately and will not degrade water and sewer lines. Mr. Czekanski and Mr. Coleman both mentioned the Township should be requiring developers to construct roads to specifications required. The Authority will not take ownership of sewer lines without confirmation the Township owns the roads or property above them.

C. ENGINEER:

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

III. PUBLIC PARTICPATION:

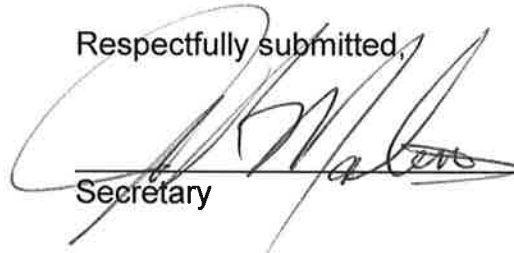
In attendance was Rachel Greweling the Authority's account receivable clerk.

On motion by Monson, seconded by Malone, it was moved to adjourn the meeting at approximately 6:35 p.m.

Recorded vote:

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

Respectfully submitted,



Secretary

APPROVED ON:

February 21, 2017

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JANUARY 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. Last month, all three permit applications were judged to be administratively complete by the NJDEP. The permits are projected to be issued by the Authority's March meeting.
 - ▶ **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.
- **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 to access the construction area.
 - ▶ **Route 206 Sanitary Sewer (460 LF of 15 inch) by Armory:** The new piping system became operational in November. Final pavement restoration must still be completed.

- **Rising Sun Road Petro Restaurant:** Two S-4 applications for payment had been received and accepted in December, one for the fuel pumps (\$75,000.00) and a second for a building addition that will contain an Arby's restaurant (\$36,000.00). Any final design acceptance is conditional on both our review comments being addressed and an acknowledgement of acceptance of a Petro financial contribution from GS Realty who is financing the downstream Rising Sun Road conveyance system improvements.
- **Enterprise Rent A Car:** The Applicant proposes to convert a portion of their office building to a hand wash car wash area. A proposed oil/water separator installation has been provided. The review process is progressing.
- **Route 206 Marriott/Car Wash Site:** After payment of the S4 connection fee the Applicant requested a capacity assurance letter which would allow the Applicant to install plumbing piping for the hotel. The Authority took the position that our design review comments must be addressed; the NJDEP Treatment Works permit submitted and a NJDEP treatment works permit received before the Authority would provide an endorsement to the City Code official. The review comments are being addressed by the Applicant's engineer.

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**