

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
June 19, 2017

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky at 6:00 p.m. and led a salute to the flag 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 24, 2017,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 24, 2017; 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 24, 2017.

SWEARING OF NEW BOARD MEMBER:

Mr. Coleman swore in Aneka Miller as a duly appointed Board Member of the Bordentown Sewerage Authority, to serve the remaining portion of a (5) five-year term ending February 1, 2019.

The following persons were in attendance: Board Members M. Ellen Gulbinsky, Joseph R. Malone III, Leonard J. de Groot, and Aneka Miller. Also in attendance were: Executive Director Richard D. Eustace, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski. Absent were James E. Lynch, Jr. and Zigmont F. Targonski.

On motion by Malone, seconded by de Groot, it was moved to approve the regular meeting minutes and executive session minutes of the May 15, 2017 meeting.

Mr. de Groot asked why there was a verbatim portion of the minutes. Mr. Eustace explained that it was a decision that was made because there were so many viewpoints in the discussions that it was difficult to determine which comments to remove or paraphrase.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-051, approving the June payment of bills from the Operating Fund in the amount of \$307,690.79 of which \$137,722.68 is a payroll transfer, and \$54,918.95 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-052, approving the payment of June bills from the Escrow Fund in the amount of \$8,768.75.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2017-053, approving the credits and/or refunds of customer accounts in the amount of \$40.79.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. PERFORMANCE BOND REDUCTION-BORDENTOWN CORNER:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-054, authorizing the reduction of the performance guarantee received in the form of performance bond from Bordentown Corner LLC for Pep Boys and Dollar General from \$36,645.20 to \$8,661.30.

No discussion on this Resolution.

Recorded vote:

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

B. RTW CONSTRUCTION CONTRACT:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-055, ratifying an emergency contract to RTW Construction in the amount of \$7,500.00 for equipment and labor to excavate and replace existing sewer lateral servicing 123 Second Street in Bordentown City.

Two of three vendors contacted were not available at the time this contract was awarded. Mr. de Groot asked that Mr. Eustace and Authority staff find other vendors to have available for when emergencies like this occur.

Recorded vote:

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

C. SALARY RESOLUTION:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-056, approving the Authority's salaries as of July 1, 2017.

No discussion on this Resolution.

Recorded vote:

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

D. JWC ENVIRONMENTAL CONTRACT:

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2017-057, awarding contract to JWC Environmental in the amount of \$8,354.00 for replacement exchange for hogback pump station muffin monster.

No discussion on this Resolution.

Recorded vote:

Ayes: Gulbinsky, Malone, de Groot, Miller

Nays: None

Abstained: None

Absent: Lynch, Targonski

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Freshwater Wetlands Protection Act – requests for approval
 - Block 29, Lot 4 – 60 Route 130 (across from Team Campus in front of Borden’s Crossing). Mr. Eustace spoke about the deed of easement needed for this property that is required as part of the will serve letter. The deed is extremely important to the Authority because the land is not being maintained and there are two manholes that cannot be located at this time.
 - Block 134.01, Lots 13 & 14 – 440 Rising Sun Square Road (next to Petro)
- 2.) Land Use Regulation Program, Request Letter of Interpretation (LOI)
 - Block 138.01, Lots 41, 42, & 43 – Route 130 & Rising Sun Road (across from Acme Commons)
- 3.) East Haven Woods, LLC (Thorntown Lane Project) – 4 Anna Rose Court was issued use permit & \$7,684 connection fee realized as revenue.
- 4.) Bordertown Corner, LLC – Pep Boys and Dollar General stores were issued use permits & \$66,216 connection fees realized as revenue.

OPERATIONS ITEMS:

The executive director spent 15.00 hours and the administrative staff spent 17.00 hours on developer projects.

Mr. Eustace asked the board for any questions about the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman discussed what transpired with Exeter's Central Crossing Business Park Building 3 project following the May board meeting. Mr. Czekanski, Mr. Eustace, and Mr. Coleman together discussed and came up with a reasonable resolution to Exeter's request to immediately connect Building 3 into the system. A letter was sent from Mr. Coleman to Exeter's attorney May 23, 2017 detailing conditions to be met prior to connection. A response was received June 19, 2017 in the afternoon that the Exeter will comply with the conditions. Mr. de Groot mentioned how pleased he is with both the letter and the response.

Mrs. Gulbinsky opened the floor to Mr. Andrew Mele who was in attendance representing the Trammell Crow Company, a property owner on Rising Sun Road. Trammell Crow Company, along with a few other developers, have been taking the lead to get the construction of the Rising Sun Road force main and pump station improvement done. Exeter has been asking Trammell Crow for a construction schedule which a tentative schedule was provided Friday. The schedule is tentative at this time because the final contracts have not been signed to hire a contractor to complete the work. Mr. Mele explained the projected increased flow anticipated from the improvements is required for the developers involved in financing the improvements know how many gallons are expected and can set dollar values to those gallons for future developments in the Rising Sun Road pump station area.

Mr. Coleman summed up the conversation by stating he suspects in the next few weeks most of the open issues will be resolved.

Mr. Coleman also spend time working on the Volunteer's of America deferred connection fee agreement, and time was spent with Mr. Eustace and Mrs. Kwelty throughout the month on regular business and personnel items.

Mr. de Groot asked what is the one thing slowing down the Volunteer's of America project the most? Mr. Czekanski explained the delay from their engineer submitting the Treatment Works Approval application to the State. Mr. de Groot asked about the Authority's response time to the developer. Mr. Czekanski explained that VOA would submit documentation, R&V would review and reply with suggested changes. The Treatment Works Approval application should be under review by the State at this time. It was submitted to New Jersey Department of Environmental Protection a few weeks ago.

C. ENGINEER:

Mr. Czekanski briefly commented on the Rising Sun Road force main and pump station improvements specifically to Mr. Mele, stating the shop drawings have already been prepared by Maser Consulting including pump specifications. The prepared shop drawings should be provided to the chosen contractor prior to the contract being signed.

The Authority has a sixty- day window to send a letter to the New Jersey Department of Environmental Protection acknowledging the PCB minimization plan. In answer to Mrs. Gulbinsky's question, Mr. Eustace and Mr. Czekanski both replied where the source for PCB's are in the system. The source is not known, it could be from the power stations, but the concentration for this area is very low. Mr. Czekanski's full report is attached to these minutes and made a part thereof.

Mr. de Groot asked if the Volunteers of America sewer line is actually going under the tracks. Mr. Eustace and Mr. Czekanski both replied yes. Mr. de Groot said he is receiving conflicting information and wants to make sure he understands the circumstances. Mr. Czekanski explained that from the beginning of this project, the line was set to go under the railroad tracks. Mr. Eustace explained the Treatment Works Approval application requires the Authority to endorse the downstream conveyance is okay. The downstream conveyance for the Volunteers of America property is not built yet. But, there are other Treatment Works Approvals affiliated with the Waterfront project, so the Authority requested the Treatment Work Approval applications from the Waterfront project be included with the Treatment Works Approval application for the Volunteer's of America project stating that the downstream conveyance is adequate for their flow provided it is constructed as stated within the Waterfront Treatment Works Approvals.

III. PUBLIC PARTICPATION:

Andrew Mele of Trammell Crow Company spoke in Mr. Coleman's report.

Mr. Malone commented about a bear sighting in Bordentown Township, and asked that everyone be aware there is a bear in the area and be cautious.

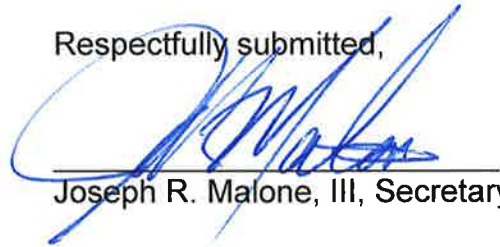
Mr. de Groot questioned Mrs. Kwelty about realizing only 17% of the budgeted connection fee revenues for the year so far wondering if the Authority will realize all budgeted connection fees. Mrs. Kwelty replied that it is still early in the year to think we will not realize more connection fee revenues.

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

Recorded vote:

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

Respectfully submitted,



APPROVED ON:

July 17, 2017

Joseph R. Malone, III, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JUNE 19, 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 have been received. There are still miscellaneous design issues to resolve. **No significant activity.**
- ▶ **Volunteers of America on Burlington Road:** This proposed private conveyance system has its wastewater discharge flowing into the Phase II complex. **Since last meeting the Authority did not provide any further connection fee re-evaluations leading to any flow/connection fee reductions. Endorsed NJDEP Treatment Works permit application documentation was returned to the Applicant's engineer for their submittal to the NJDEP.**

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

- ▶ **Force Main/Pump Station System Improvements:** We have received pump station pump and controller shop drawings for review however it does not appear a contractor has been awarded the work to date by the developers. We have not received shop drawings related to the force main piping which would have a significantly shorter delivery time than the pumps/controller. Installing the piping is not dependent on the pump delivery.

- **Bordens Crossing – Pep Boys and Dollar General: A performance bond reduction requires Board action. There are no facilities being dedicated to the Authority. We provided a list of minor administrative items that still must be addressed prior to complete bond release.**
- **Maintenance Bond List:**

Bordentown Holiday Inn Express: Expires March 20, 2019: Per Resolution 2017-035

PLANT TOPICS

- **PCB Minimization Plan: The discharge permit mandated report was NJDEP/DRBC approved and the Authority must budget for wet and dry weather PCB sampling each year. The currently discharged PCB concentrations were minimal and each year if the concentrations remain low then minor evaluations/improvements would be implemented.**
- **Building B3 Roof Replacement: Project is in final design stage.**

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