

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
August 21, 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.

The following persons were in attendance: Board Members M. Ellen Gulbinsky, James E. Lynch, Jr., 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, the Authority's Engineer Richard B. Czekanski, and the Authority's Auditor Michael Holt. Absent was Zigmont F. Targonski.

On motion by Lynch, seconded by Miller, it was moved to approve the minutes of the July 17, 2017 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-064, approving the August payment of bills from the Operating Fund in the amount of \$199,923.22 of which \$101,736.61 is a payroll transfer, and \$19,410.53 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2017-065, approving the payment of August bills from the Escrow Fund in the amount of \$13,044.74.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by de Groot, it was moved to adopt Resolution 2017-066, approving the credits and/or refunds of customer accounts in the amount of \$6,096.27.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. AWARD OF CHEMICAL CONTRACTS:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2017-067, awarding chemical contract 2017-C12, Miscellaneous Chemicals for a term of two years to JCI Jones Chemicals, Inc., Main Pool & Chemical Company, Inc., and Univar USA, Inc. for the following items:

- Item 1: Liquid Inorganic Sulfur Dioxide (\$60.00/100 lbs.) – JCI Jones Chemicals, Inc.
- Item 2: Sodium Hypochlorite (\$1.07/gal.) – Main Pool & Chemical Company, Inc.
- Item 3: Dense Soda Ash (\$23.50/100 lbs.) – Univar USA, Inc.
- Item 4: Liquid Ammonium Sulfate (\$3.39/gal.) – Main Pool & Chemical Company, Inc.

In answer to Mr. de Groot, Mr. Eustace stated the only price that change slightly was for sulfur dioxide.

Recorded vote:

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

B. AWARD OF CONTRACT:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-068, authorizing the award of Building B-3 roof replacement contract 2017-C13 to JDS Industrial Roofing Contractors in the amount of \$214,600.00.

Mr. Eustace explained this roof is for the largest building located in the plant.

Recorded vote:

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

C. RELEASE OF PERFORMANCE GUARANTEE:

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2017-069, authorizing the release of a performance guarantee for G.S. Realty, Inc. with the requirement of a maintenance bond.

No discussion on this Resolution.

Recorded vote:

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

D. TRANSFER OF FUNDS:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-070, authorizing the transfer of funds to the Trustee Renewal & Replacement Account.

No discussion on this Resolution.

Recorded vote:

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

E. DEFERRED CONNECTION FEE AGREEMENT:

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2017-071, authorizing a deferred connection fee agreement between the Authority and DCT Midline, LLC.

DCT Midline, LLC is the company that has taken over the property previously owned by Trammell Crow Company.

Recorded vote:

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

F. SEWER MAINTENANCE WORKER APPOINTMENT:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2017-072, authorizing the appointment of Thomas Downs as a sewer maintenance worker.

No discussion on this Resolution.

Recorded vote:

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

G. 2017 INFORMAL BUDGET INTRODUCTION:

The board members were provided with preliminary budget figures for budget year December 1, 2017 – November 30, 2018. The board will vote on the Authority's budget at the September 18, 2017 meeting.

Mrs. Gulbinsky opened the floor to the board to ask questions. There were no questions. Mr. de Groot commented the budget numbers are clear and supported.

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) 95 Dunns Mill Road, Patricia Smith – Approval of S-2, S-3, S-4, Connection and Use Permits issued, Connection Fee of \$9,184.00 Realized As Revenue.
- 2.) East Haven Woods, LLC (Thorntown Lane Project) – Use Permit Issued for, 5 Anna Rose Court, \$7,684.00 Realized as Revenue.
- 3.) Buckley Properties – Connection Permit Issued for 11 & 13 West Burlington Street. Approval of S-1, S-2, S-3, S-4. Connection Fee Of \$18,368.00 received.
- 4.) Shoppes at the Glen, Domino's Pizza. Authority Inspected Grease Trap, Approved Thermaco Model Is Installed. Approval of S-1 And S-2.
- 5.) East Haven Woods, LLC (Thorntown Lane Project) – Use Permit Issued for, 1 Anna Rose Court, \$7,684.00 Realized as Revenue.
- 6.) Amboy Agreement Amendment Received 7/28/2017
- 7.) Freshwater Wetlands Application – Amboy Bank, Block 137.02, Lot 5.01, Intersection of Rising Sun Road and I-295.

OPERATIONS ITEMS:

The executive director spent 21.00 hours and the administrative staff spent 25.00 hours on developer projects. The League of Municipalities conference will be November 14 – 16, and Association of Environmental Authorities conference will be November 14 & 15. There were no questions about the monthly financial report from the board.

CONTRACT MANAGEMENT SERVICES:

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2017-073, authorizing the award of contract to Remington & Vernick Engineers for contract management services related to Building B-3 roof replacement contract 2017-C13 for a maximum value of \$13,800.00.

Mr. Eustace explained with the award of the roof contract, the Authority will require contract management services.

Recorded vote:

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

B. GENERAL COUNSEL:

Mr. Coleman spent significant time with the new Phase II contractor, DCT Midline LLC who purchased the project from Trammell Crow Company. Getting Exeter, Central Crossings Business Park, Building #3 to the finish line with the signed contracts for the completion of the infrastructure improvements. Mr. Coleman attended the meeting with DCT Midline, LLC and their contractor, as well as the roof bid opening. Mr. Coleman's time was also spent with staff on other bidding and personnel issues.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski also reported on the grease traps at the new Domino's Pizza and APCO Petroleum 7-11.

III. PUBLIC PARTICIPATION:

Carol de Groot of 8 Arlington Road was in attendance, and had no comments.

Mr. Eustace requested Mr. Czekanski provide a background on the DCT project. The new owner, DCT Midline, LLC seems anxious to construct. DCT's contractor is Diamond Construction who will be completing the work for the force main and pump station improvements. Diamond Construction has experience installing HDPE pipe. The contracts are almost finalized at this time between DCT and Diamond Construction, and the beginning stages of construction will start in September.

Mr. Eustace confirmed for Mr. de Groot there is 400 feet of pipe the Authority will improve by getting specification to slip-line the pipe. Once that 400 feet is lined the entire line from the pump station to the treatment facility will be brand new, and the station completely upgraded other than the generator.

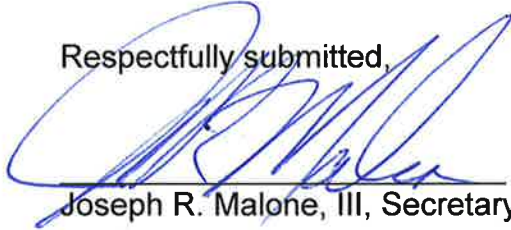
Mr. Malone reported that he received a phone call from a developer inquiring about connection to this sewerage authority from their parcel in Mansfield Township, located off of route 130 near the Liberty Diner. Mr. Malone recommended he write a letter to the Sewer Authority and go through appropriate channels.

On motion by Lynch seconded by Malone, it was moved to adjourn the meeting at approximately 6:25 p.m.

Recorded vote:

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

Respectfully submitted,



Joseph R. Malone, III, Secretary

APPROVED ON:

September 18, 2017

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR AUGUST 21, 2017 MEETING
PREPARED BY REMINGTON VERNICK & ARANGO (RV&A) ENGINEERS**

DEVELOPMENT TOPICS:

- **Bordentown Waterfront Phase II: River Side of River Line Tracks: Apartments/Townhouses/Club Houses:** 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. **Recent activity is our firm is developing performance bond costs and system sketches for each of the multiple phases.**

- **Rising Sun Road Pump Station/Force Main Service Area:**
 - ▶ **System Improvements:** On Tuesday August 15th a coordination meeting was held with the new lead developer, DCT Industries, who purchased both the I-295 warehouse rights and system improvement obligations from Trammel Crow and several individuals from the contracting firm (Diamond Construction). A preconstruction meeting will be held Monday, August 28th with force main installation starting in the second half of September.

 - ▶ **Arby's Construction at the Petro Rest Stop:** Construction has commenced.

- **Maintenance Bond List:** Expiration Dates are Subject to Maintenance Bond Submittal Date and Resolution of all Conditions:

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

Quik Check: Expires July 16, 2019: Per Resolution 2017-062

PLANT TOPICS

- **Building B3 Roof Replacement:** Project bid should be considered for award as noted in the meeting packet. The project is expected to be completed on or about November 1st.

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