

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
October 16, 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, Zigmont F. Targonski, 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.

On motion by Lynch, seconded by Targonski, it was moved to approve the minutes of the September 18, 2017 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2017-081, approving the October payment of bills from the Operating Fund in the amount of \$261,861.70 of which \$101,089.49 is a payroll transfer, and \$74,847.99 is a capital expense.

Mr. de Groot requested clarification on the payment in the bill listing made out to "Treasurer". Mrs. Kwelty and Mr. Eustace explained the Treasurer of Burlington County receives payment for sludge and grit disposal, and agreed to clarify future bills listings.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-082, approving the payment of October bills from the Escrow Fund in the amount of \$7,275.92.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2017-083, approving the credits and/or refunds of customer accounts in the amount of \$9,190.20.

Mrs. Kwelty clarified for Mr. de Groot the gallonage credit applied was necessary to correct an administrative office error, not a water meter reading error.

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. TRANSFER OF FUNDS:

On motion by Targonski, seconded by Miller, it was moved to adopt Resolution 2017-084, approving the transfer of funds from the Renewal & Replacement account to fund Building B-3 roof replacement.

Mr. de Groot wanted the reason for the removal of the Renewal and Replacement funds that were previously introduced in the capital budget. Mr. Eustace explained that there is some paperwork involved with using the Renewal

& Replacement account and \$150,000.00 needs to remain in the account, meaning the Authority could not allocate the entire account balance to the capital budget. The Authority will amend the budget if necessary during the year, as suggested by the Department of Community Affairs.

Recorded vote:

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

B. BUDGET FOR YEAR ENDING NOVEMBER 30, 2018:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-085, amending the introduced 2017 budget (December 1, 2017 – November 30, 2018).

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2017-086, adopting the amended introduced 2017 budget (December 1, 2017 – November 30, 2018).

No discussion on this Resolution.

Recorded vote:

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

C. DESTRUCTION OF OFFICE EQUIPMENT:

On motion by Targonski, seconded by Miller, it was moved to adopt Resolution 2017-087, authorizing Lookfirst Technology, LLC to properly recycle the Authority's unusable computer equipment.

Mr. Eustace explained that the hard drives are removed and Authority staff drills holes through them prior to release to Lookfirst for recycling.

Recorded vote:

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

## II. PROFESSIONAL REPORTS:

### A. EXECUTIVE DIRECTOR:

#### OPEN SEWER CONNECTION ACCOUNTS:

- 1.) DCT Midline, LLC, Interchange 7 warehouse previously owned by Trammell Crow paid the connection fee of \$695,082.00.
- 2.) Petro Site 314 – Fueling stations and Arby's Restaurant, were issued use permits and \$111,000.00 of connection fees were realized as revenue.
- 3.) Team Campus Phase II will meet with Bordentown Township Planning Board for approval on October 26, 2017.

#### OPERATIONS ITEMS:

The executive director spent 30 hours and the administrative staff spent 20 hours on developer projects. There were no questions about the monthly financial report from the board.

### B. GENERAL COUNSEL:

Mr. Coleman spent time on the easement for Kevin Johnson of K Johnson Urban Renewal, LLC for the Team Campus Phase II project, Volunteers of America, and Harry Kantor of Central Crossings Business Park Building 2W.

Mr. Kantor approached Mr. Eustace with a request for Mr. Eustace to intercede on Mr. Kantor's behalf to Amboy Bank. The Authority has an agreement with Amboy which states Amboy Bank will work out all of the details with individuals or companies who approach Amboy Bank for reimbursement figures.

On motion by Malone, seconded by Miller, it was moved the Bordentown Sewerage Authority not be involved with the discussion between Amboy Bank and any other company or individual requesting recapture values in relation to the Agreement between Bordentown Sewerage Authority and Amboy Bank.

Recorded vote:

Ayes: Gulbinsky, Lynch, Malone, de Groot, Targonski, Miller

Nays: None

Abstained: None

Absent: None

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported that there was a New Jersey Turnpike Authority pre-construction conference for the Rising Sun Road improvement project. There are some more hurdles to get through to finalize the approvals. Mr. Czekanski feels the project will all be complete by the end of the year.

III. PUBLIC PARTICPATION:

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

IV. ADDITIONAL MATTERS FOR DISCUSSION:

Mrs. Gulbinsky reported a consultant contract committee meeting took place to review the current professional contracts. The current appointed professionals are performing well for the Authority. The committee recommends the Authority continue with the current professionals.

On motion by Malone, seconded by Lynch, it was moved to accept the committee's determination.

Recorded vote:

Ayes: Gulbinsky, Lynch, Malone, de Groot, Targonski, Miller

Nays: None

Abstained: None

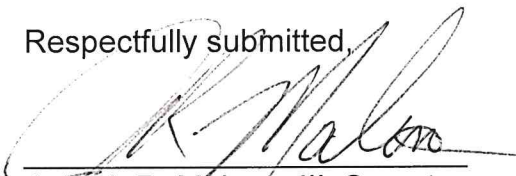
Absent: None

On motion by Targonski seconded by Lynch, it was moved to adjourn the meeting at approximately 6:20 p.m.

Recorded vote:

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

Respectfully submitted,

  
A handwritten signature in dark ink, appearing to read "J. R. Malone", is written over a horizontal line.

Joseph R. Malone, III, Secretary

APPROVED ON:

November 20, 2017



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR OCTOBER 16, 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 the applicant's modification of the pipe crossing across the Riverline tracks to the Volunteers of America property and the pump station contractor asking general questions.**
- **Rising Sun Road Pump Station/Force Main Service Area:**
  - ▶ **System Improvements:** Force main pipe installation is scheduled to start this week.
  - ▶ **Arby's Construction at the Petro Rest Stop:** Construction completed.
- **Matrix Warehouse (Across from Clifton Mills Development):** A drawing set resubmittal has been provided. All piping will be privately owned.
- **Team Campus II (In front of Borden's Crossing development):** Due to the change in ownership in this commercial property both the Authority and City Water department were able to secure easement documentation for filing of a joint water/wastewater easement for existing piping crossing the lot.

**ENGINEER'S STATUS REPORT FOR OCTOBER 16, 2017 MEETING  
(CONTINUED)**

- **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:** The majority of the work will be completed in the next two weeks.
- **Annual Operations Report:** The annual operations report which is submitted to the bondholder is being generated.

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