

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
November 20, 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 de Groot, it was moved to approve the minutes of the October 16, 2017 meeting.

No discussion on the minutes.

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 2017-088, approving the November payment of bills from the Operating Fund in the amount of \$323,520.22 of which \$142,798.18 is a payroll transfer, and \$110,436.42 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 Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-089, approving the payment of November bills from the Escrow Fund in the amount of \$24,884.28.

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 Miller, it was moved to adopt Resolution 2017-090, approving the credits and/or refunds of customer accounts in the amount of \$389.39.

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. RESOLUTIONS AMENDING 2016 BUDGET:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-091, amending the Authority's 2016 Operating Budget (December 1, 2016 – November 30, 2017), adjusting shortages and overages within budget line items with no change to the overall budget amount.

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 Miller, it was moved to adopt Resolution 2017-092, amending the Authority's 2016 Capital Budget (December 1, 2016 – November 30, 2017), adjusting shortages and overages within budget line items with no change to the overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

B. CASH MANAGEMENT PLAN:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-094, adopting the Bordentown Sewerage Authority's cash management plan for fiscal year ending November 30, 2018.

Mr. de Groot commented the changes for the Renewal and Replacement fund are included in the document.

Recorded vote:

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

C. DEFERRED CONNECTION FEE AGREEMENT:

On motion by Targonski, seconded by Miller, it was moved to adopt Resolution 2017-094, authorizing a deferred connection fee agreement between the Authority and Team Campus Phase II, LLC.

Mr. Eustace reported, the deferred connection fee agreement is being authorized at this time because all of the approvals from the Township are almost complete, and the Authority is expecting the full sewer application package very soon. It is the Authority's intention to work with developers and prevent delays when possible by having all approvals in place ahead of time.

In answer to Mrs. Miller's inquiry, Mr. Eustace explained the deferred connection fee agreement allows the developer to pay 40% of the connection fee with the S-4 application to receive the connection permit and start their project. The developer then has to pay the remaining balance in 12 equal payments over the

next 12 months including interest. The developer cannot have a certificate of occupancy until the entire connection fee has been paid to the Authority.

Recorded vote:

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

D. RENEWAL & REPLACEMENT FUND:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-095, authorizing an increase in the required balance of the Renewal & Replacement Fund.

No discussion on this Resolution.

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.) Public Notice for Block 27, Lot 10.01 of Bordentown Township. 50 Hogback Road is a 7.69 acre lot with no existing sewer service.
- 2.) Public Notice for Block 138.12, Lot 5.03 of Bordentown Township. Central Crossings Business Park, Building 2W, Harry Kantor.
- 3.) Public Notice for Block 702, Lot 32 of Bordentown City. 325 Farnsworth Avenue, requesting approval for 4 apartments.
- 4.) Public Notice for Block 904, Lot 22, Bordentown City. 13, 15, 17 East Park Street, the Angie's Restaurant location, requesting subdivision.
- 5.) Team Campus Phase II received EPA waiver on November 6, 2017.

OPERATIONS ITEMS:

The executive director spent 17 hours and the administrative staff spent 10 hours on developer projects. There were no questions about the monthly financial report from the board.

Mr. de Groot attended a meeting where Burlington County officials commented on various areas of Bordentown City and Bordentown

Township currently not connected to public sewer. Most of the properties on Route 130 South between Farnsworth Avenue and Crosswicks Street are not connected. Mr. de Groot would like to request a grant to connect these properties and asked if anyone knows of any available. Mrs. Gulbinsky stated that the grant availability may be determined if there is a health and welfare situation that requires immediate action. Mr. de Groot requested that everyone keep it in mind to find a grant that could assist with the connection of these properties.

B. GENERAL COUNSEL:

Mr. Coleman spent time working with Harry Kantor of Central Crossings Business Park Building 2W and Amboy Bank, as well as the easement and deferred connection fee agreement for the Team Campus Phase II project. Mr. Coleman also spent time with Mrs. Kwelty reviewing Resolutions and other matters during the month.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported on the progress with the Rising Sun Road improvements as well as the roof replacement for Building B-3.

III. PUBLIC PARTICPATION:

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

On motion by Targonski seconded by de Groot, 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,

APPROVED ON:

December 18, 2017


Joseph R. Malone, III, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR NOVEMBER 20, 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 pump station contractor submitting shop drawings for major equipment/slab reinforcing.**
- **Rising Sun Road Pump Station/Force Main Service Area:**
 - ▶ **System Improvements:** Force main piping is approximately 50% installed.
 - ▶ **Developer interest has emerged for a major lot at the corner of Route 130 and Rising Sun Road. A preliminary meeting is being scheduled for after Thanksgiving.**
 - ▶ **I-295 Warehouse:** The developer who is installing the force main owns this property and the building is still in the design stage.
- **Matrix Warehouse (Across from Clifton Mills Development):** Comments on the latest drawing set resubmittal have been provided. All piping will be privately owned.
- **Team Campus II (In front of Borden's Crossing development):** Received an EPA environmental waiver. No drawings submitted for design review to date.

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR NOVEMBER 20, 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 work was substantially completed last week.
- **Annual Operations Report:** The annual operations report was submitted last month.

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