

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
December 18, 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 Zigmont F. Targonski. 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. Board member Aneka Miller was absent.

On motion by Lynch, seconded by Targonski, it was moved to approve the minutes of the November 20, 2017 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2017-096, approving the December payment of bills from the Operating Fund in the amount of \$204,293.75 of which \$102,225.79 is a payroll transfer, and \$2,017.92 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-097, approving the payment of December bills from the Escrow Fund in the amount of \$3,797.50.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2017-098, approving the credits and/or refunds of customer accounts in the amount of \$92.17.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2017-099, authorizing the designation of Richard D. Eustace as the public agency compliance officer (P.A.C.O.) for the Authority.

No discussion on this Resolution.

Recorded vote:

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

B. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2017-100, authorizing the 2018 agreement (Contract 2018-C1) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Lookfirst Technology, LLC for operating system and computer hardware maintenance support in the amount of \$13,140.00.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-101, authorizing the 2018 agreement (Contract 2018-C2) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Harris Computer Systems for professional application software support in the amount of \$17,887.86.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2017-102, authorizing the 2018 agreement (Contract 2018-C3) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Duplitron, Inc. for imaging system software onsite maintenance support in the amount of \$6,750.00.

No discussion on this Resolution.

Recorded vote:

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

C. CONSUMPTION REPORT AGREEMENT:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-103, authorizing the consumption report agreement between the Bordentown Sewerage Authority and the City of Bordentown in the amount of \$4,000.00 per year for three years.

No discussion on this Resolution.

Recorded vote:

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

D. RELEASE OF PERFORMANCE GUARANTEE:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2017-104, authorizing the release of a performance guarantee for Amboy Bank with the requirement of a maintenance bond.

No discussion on this Resolution.

Recorded vote:

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

E. OFFICE EQUIPMENT DESTRUCTION:

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2017-105, authorizing Lookfirst Technology, LLC to properly recycle the Authority's unusable computer equipment.

No discussion on this Resolution.

Recorded vote:

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

F. BRICK SIGN REPAIR:

Approval for adoption of Resolution 2017-106 authorizing award of contract to Albitron, LLC in the amount of \$9,977.29 was withdrawn on motion by de Groot, and seconded by Lynch. The Authority received quotes for repair to sign as it was originally designed.

Mr. Malone would like to see the sign placed further out so it is more visible. The board discussed and would like reviewed the possibility of moving the sign further to the corner of the intersection, moving the Authority's main entrance to the Route 206 gate, and asking the police to move the stop line of the intersection further back on Farnsworth Avenue. It was requested of Mr. Eustace to review and report back to the board.

On motion by Malone, seconded by de Groot, it was moved to review the entrance to make it as safe as possible for the use of the public to enter and exit the facility and that means the sign, entrance, potential discussions with Department of Transportation and any other entities necessary to discuss, so the board can take a proactive approach.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Volunteers of America, Bordentown Senior Housing/Waterfront Village-Block 140, Lot 3.02 – paid connection fee in the amount of \$333,871.00.
- 2.) Matrix Realty Inc, 201 Old York Road-Block 130, Lot 2, -- Approval of S-1 and S-2 applications.
- 3.) Domino's Pizza, Shoppes at the Glen, 650 Route 206, requested remaining escrow of \$350.00 be refunded.
- 4.) Great Northeastern Enterprises, 53 Groveville Road, paid connection fee in the amount of \$9,184.00.

There was a discussion about the new Wawa location on Route 130. Mr. de Groot confirmed the project was approved.

OPERATIONS ITEMS:

The executive director spent 22 hours and the administrative staff spent 15 hours on developer projects. There were no questions about the monthly financial report from the board.

B. GENERAL COUNSEL:

Mr. Coleman spent time reviewing the Authority's rules and regulations and looking at the formulas for the scheduled rates. Mr. Coleman also spent time fielding calls from Mr. Kantor's attorney about the GS Realty recapture agreement.

Mr. Eustace stated that he spoke with Mr. Patrone from GS Realty who stated as soon as the project is completed, and real numbers for the cost of the project have been calculated, then all requests for recapture agreements will be taken care of. Estimated time-frame is 20 to 30 days following the completion of the infrastructure improvements.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported on the pump installation for the Rising Sun Pump Station. The installation was supposed to be a one-day job and was started on Thursday December 14, but with complications, will not be complete until Wednesday December 20 or Thursday December 21. There was an issue with a valve and getting the control panel installed. The Authority and the contractor had staff onsite 24/7.

Mr. Eustace explained there is an old valve used to shut off the wet well. When the contractor decided to try to use that valve, they were able to close it but not open it again. The stem was broken off, and the valve is 15 feet to 18 feet deep. The valve may be removed and strait pipe installed if it cannot be opened. Once the pump station alarm is functioning again, Authority personnel will not have to monitor 24/7. Mr. Czekanski elaborated on Mr. Coleman's discussion about the GS Realty recapture agreement. The same contractor is completing all of the improvements to the force main and pump stations, and the issues being experienced will have to be added into the overall cost.

On November 30, 2017 a meeting took place about the development of the corner of Rising Sun Road and Route 130 owned by Mr. Ziegler. The zoning is changing on the property to allow over 200 units of townhouses and apartments, and possibly a pump station. The Authority has to take a look at the Crystal Lake pump station and see what the best solution would be for the additional flow.

Mr. Czekanski also reported that the Old York Road business park project from twenty years ago is being revitalized. This is a warehouse park located behind the Prince factory property.

III. PUBLIC PARTICIPATION:

No one from the public was in attendance.

Mr. Malone asked if the Authority has in any way been questioned about the investigation happening in Bordentown Township. Mr. Eustace confirmed that the Authority has not received any questions. Mr. Malone instructed the Executive Director to immediately report any questions or concerns to Mr. Coleman.

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

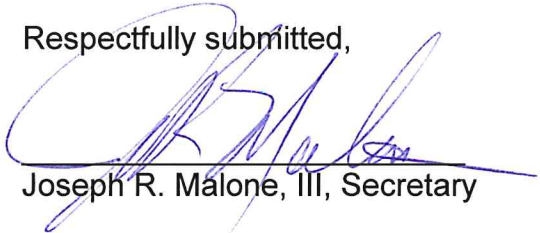
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

January 16, 2018

  
Joseph R. Malone, III, Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR DECEMBER 18, 2017 MEETING  
PREPARED BY REMINGTON & VERNICK (RVE) 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 reviewing shop drawings for major pump station equipment/slab reinforcing.**
- **Rising Sun Road Pump Station/Force Main Service Area:**
  - ▶ **System Improvements:** Force main piping is installed and tested. This report was drafted on Friday, December 15th and the replacement pumps were expected to be operational later today after the electrical controls are installed. The contractor was bypass pumping overnight to maintain the conveyance of wastewater.
  - ▶ **Developer interest has emerged for a major lot at the corner of Route 130 and Rising Sun Road.** A preliminary meeting attended by Eustace, Redwood, & Czekanski was held on Thursday, November 30<sup>th</sup> to discuss wastewater conveyance. A zoning change is being requested and over 200 townhouse type units are proposed.
  - ▶ **I-295 Warehouse:** The developer's contractor and engineer are developing the site plans in a design build mode. We have issued "Approved for Construction" drawings for the sanitary sewer and force main but the pump station model/type is still being evaluated by the contractor. This would be a privately owned pump station.
  - ▶ **Old York Business Park:** We will developing a "will serve" letter for this project that was on the drawing table 15 years ago and is now being revitalized.



- **Matrix Warehouse (Across from Clifton Mills Development):** Comments on the latest drawing set resubmittal have been provided. All piping will be privately owned. Building details

are outstanding as a tenant may not be contracted so a S3 approval recommendation is still pending.

- **Team Campus II (In front of Borden's Crossing development):** Received an EPA environmental waiver. No drawings submitted for design review to date.
- **Volunteers of America (Burlington Road Site):** Recommend conditional S3 approval. The Applicant's engineer must just clear up some minor drawing issues. The connection fee was just paid.
- **53 Groveville Road:** Single family residence application review letter being generated.
- **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

East Haven Woods: Expires September 17, 2019: Per Resolution 2017-078

## **PLANT TOPICS**

- **Building B3 Roof Replacement:** Work is complete. The Authority will make a partial payment this month with the final payment of retainage being made when the maintenance bond is submitted.
- **Wellington Woods Pump Station:** By use of a GIS map with contours a desk study was conducted to evaluate if it was feasible to eliminate the pump station and extent a sanitary sewer 1,500 feet (approximate) to a nearby sanitary sewer main outside the pump station drainage area. The desk study conclusion was it was not possible as the proposed downstream manhole did not have sufficient depth.

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