

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
February 20, 2018

The meeting was called to order by the board secretary, Elizabeth J. Kwelty, at 6:07 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, Leonard J. de Groot, M. Ellen Gulbinsky, James E. Lynch, Jr., Joseph R. Malone III, Aneka Miller, 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.

The meeting was turned over to Mr. Coleman.  
REORGANIZATION:

On motion by Gulbinsky, seconded by Malone, it was moved to nominate the 2018 slate of officers.

James E. Lynch, Jr.	Chair
M. Ellen Gulbinsky	Vice Chair
Joseph R. Malone, III	Secretary
Leonard J. de Groot	Treasurer
Aneka Miller	Assistant Secretary
Zigmont F. Targonski	Assistant Secretary

Roll call vote was taken to cast a unanimous ballot for the slate of officers as nominated:

James E. Lynch, Jr.	Chair
M. Ellen Gulbinsky	Vice Chair
Joseph R. Malone, III	Secretary
Leonard J. de Groot	Treasurer

Aneka Miller  
Zigmont F. Targonski

Assistant Secretary  
Assistant Secretary

Recorded vote:

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

Mr. Coleman turned the meeting over to Mr. Lynch.

The members established the meeting dates for the next year. On motion by Lynch, seconded by Targonski, it was moved to adopt Resolution 2018-7, designating meeting dates established at reorganization and appointment of official newspapers.

Monday, March 19, 2018	6:00 p.m.
Monday, April 16, 2018	6:00 p.m.
Monday, May 21, 2018	6:00 p.m.
Monday, June 18, 2018	6:00 p.m.
Monday, July 16, 2018	6:00 p.m.
Monday, August 20, 2018	6:00 p.m.
Monday, September 17, 2018	6:00 p.m.
Monday, October 15, 2018	6:00 p.m.
Monday, November 19, 2018	6:00 p.m.
Monday, December 17, 2018	6:00 p.m.
Tuesday, January 22, 2019	6:00 p.m.
Tuesday, February 19, 2019	6:00 p.m.(Reorganization)
Monday, March 18, 2019	6:00 p.m.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Targonski, it was moved to adopt the latest edition of Robert's Rules of Order as parliamentary guide of the Authority.

No discussion on this Motion.

Recorded vote:

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

Abstained: None  
Absent: None

On motion by Gulbinsky, seconded by Malone, it was moved to continue with the Authority's Rules and Regulations as previously adopted.

No discussion on this motion.

Recorded vote:

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

On motion by Gulbinsky, seconded by Malone, it was moved to approve the minutes of the January 16, 2018 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-8, approving the February payment of bills from the Operating Fund in the amount of \$300,710.14 of which \$107,687.98 is a payroll transfer, and \$11,244.17 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-9, approving the payment of February bills from the Escrow Fund in the amount of \$12,931.12.

No discussion on this Resolution.

Recorded vote:

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

Nays: None  
Abstained: None  
Absent: None

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2018-10, approving the credits and/or refunds of customer accounts in the amount of \$210.41.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS:

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-11, approving Contract 2018-C5, appointing Michael Holt of Holman Frenia Allison, PC as auditor for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-12, approving Contract 2018-C6, appointing the Law Offices of Raymond, Coleman, Heinold, L.L.P., as general counsel for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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



On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-13, approving Contract 2018-C7, appointing Remington & Vernick Engineers as consulting engineer for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2018-14, approving Contract 2018-C8, appointing Capehart & Scatchard, P.A. as bond counsel for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

**B. RISK MANAGEMENT AND INSURANCE CONSULTANT:**

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-15, approving Contract 2018-C9, for Extraordinary, Unspecifiable Services of EJA/Capacity Insurance Agency, LLC as risk management and insurance consultant for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-16, approving Contract 2018-C10 for Extraordinary, Unspecifiable Services of Interstate Mobile Care, Inc. for driver substance abuse and alcohol misuse testing for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

D. FINANCIAL ADVISOR:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2018-17, approving Contract 2018-C11 for Extraordinary, Unspecifiable Services of Acacia Financial Group, Inc. as financial advisor for the Authority for a period of one year commencing on March 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

E. OPERATIONS EQUIPMENT RECYCLING:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-18, authorizing the proper destruction of the Authority's unusable operations equipment.

No discussion on this Resolution.

Recorded vote:

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

F. RELEASE OF PERFORMANCE BOND:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-19, authorizing the release of a performance guarantee for JDS General Contracting with the requirement for a maintenance bond.

Mr. Eustace explained the bond was for the roof replace for building B-3.

Recorded vote:

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

G. RELEASE OF PERFORMANCE BOND:

On motion by Targonski, seconded by Malone, it was moved to adopt Resolution 2018-20, authorizing the release of a performance guarantee for 95 Dunns Mill Road.

No discussion on this Resolution.

Recorded vote:

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

H. RELEASE OF PERFORMANCE BOND:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-21, authorizing the release of a performance guarantee for Bordentown Corner, LLC.

Mr. Eustace explained this is for the Pep Boys and Dollar General on Route 130 and Groveville Road.

Recorded vote:

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

I. AUTHORIZING AWARD OF CONTRACT:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-22, ratifying and emergency contract to Xylem Dewatering Solutions, Inc. for the rental of an emergency pump for the Mile Hollow pump station.

No discussion on this Resolution.

Recorded vote:

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

J. AUTHORIZING AWARD OF CONTRACT:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2018-23, authorizing the award of contract to Root 24, Inc. to televise approximately 3,600 feet from Route 130 to Rising sun Road Pump Station.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. GENERAL COUNSEL:

Mr. Coleman spent time working with Rick Eustace on the GS Realty recapture agreement, the Volunteers of America bond, and working with Liz on customer refund issues.

The majority of Mr. Coleman's time this month was spent researching amendments to 40:14A-4.2, which was signed into law by Governor Christie in the final days of his administration in January. The amendments place a 2% cap on capital expenditures for regional sewerage authority budgets when they use rate payer money. Mr. Coleman has had an opportunity to reach out to some of his colleagues throughout the state of New Jersey who represent similar Authorities to Bordentown Sewerage Authority. The legislature, when they put this law in place, specifically named the eleven regional sewerage authorities that



this would be subject to. The collective opinion of the other attorneys and Association of Environmental Authorities (AEA) is the law applies to only those eleven which were named in the original document. Mr. Coleman does not believe there is anything Bordentown Sewerage Authority needs to worry about in relation to the amendments at this time. Mr. Malone requested a memo written as plainly as possible explaining exactly what this Authority can and can't do, how the law does or does not impact on this Authority.

Mr. Coleman left the meeting at approximately 6:25pm.

B. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Crimson King, LLC, Enterprise Rent A Car Wash Bay - Block 29, Lot 4.02 – Use Permit was issued and \$28,000.00 was realized as revenue.
- 2.) DCT Midline – Interchange 7 Warehouse -- Approval of S-1, S-2, S-3, and S-4.
- 3.) Flood Hazard Area Verification Permit Application; Old York Road Office Park owned by G.S. Realty. Block 137.02, Lots 1 and 11.03. Mr. de Groot asked if anyone has an idea why they have a compaction mound. Everyone stated they are not sure but to ask the Township or the County.

The executive director spent 20 hours and the administrative staff spent 16 hours on developer projects.

Bordentown Township Police Chief Pesce sent a letter to New Jersey Department of Transportation formally requesting a signal change at the intersection of US Highway 206 and Farnsworth Avenue.

The basic industrial stormwater general permit has been renewed until January 31, 2023. The New Jersey Department of Environmental Protection inspection of grab sample results confirm WWTP is discharging in compliance with permitted effluent limitations.

Building B-3 roof replacement contract was reduced from \$214,600 to \$195,660. \$18,940 will be transferred with the monthly revenue wire to the trustee. The Association of Environmental Authorities of New Jersey will have their Spring conference March 13 & 14, 2018. There were no questions from the board about the monthly financial report.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski explained more about the contract awarded to Root 24 for televising the sewer mains from Route 130 to Rising Sun Road

pump station. There is a new development project on the corner of Route 130 and Rising Sun Road, near Meadow Run and Crystal Lake. The Authority is investigating the entire area to verify the conveyance is in place and to be able to instruct the project's engineer where specifically to make the sewer connection. Mr. Eustace explained the entire system has already been cleaned and surveyed prior to televising the line.

#### MILE HOLLOW PUMP STATION

Two new pumps need to be replaced at the Authority's Mile Hollow pump station. The Authority is currently renting a pump from Xylem Dewatering Systems. Mr. Eustace provided some history of the original pumps which were installed in 1988. At the time of installation, both submersible pumps were never installed to correctly seat properly in the bottom of the well, so any time we need to pull them up, a sewer operator climbs into the bottom of the well to loosen the pump so it can be raised out of the well. The intention is to replace everything, purchase two new pumps with rail systems this year, but install a third rail system to purchase an additional pump next year. The Authority is trying to get the broken pump fixed enough to work for a few more months, to get us through the bidding process of purchasing two new pumps with three rail systems. The Authority also has to investigate the current flow through that station and anticipate future flow to be sure the proper pump size will be installed.

Mr. Czekanski reported on the Rising Sun Road pump station. The pumps have now been operating at least two months. We had hoped for flows in the 800 range, but it is actually about 650. Hydraulically you can't calculate exactly what the flows will be.

Mr. Eustace requested board approval for two items.

#### AWARD CONTRACT TO REMINGTON & VERNICK:

On motion by Malone, seconded by Targonski, it was moved to approve a contract to Remington & Vernick engineers for the design, bid, and contract compliance for the Mile Hollow Pump Station replacement pumps and rails in the amount of \$13,900.

Recorded vote:

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

#### MILE HOLLOW PUMP STATION IMPROVEMENTS BID:

On motion by Gulbinsky, seconded by Miller, it was moved to approve the bid for the Mile Hollow Pump Station improvements.

Recorded vote:

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

Nays: None

Abstained: None

Absent: None

III. PUBLIC PARTICPATION:

No one from the public was in attendance.

SUB-COMMITTEE APPOINTMENTS:

Mr. Lynch appointed the following board sub-committees:

Mrs. Gulbinsky and Mr. Lynch will serve on the Personnel and RFP subcommittees. Mr. de Groot, Mr. Malone, and Mr. Lynch will serve on the Finance subcommittee.

Mr. Eustace stated staff will be reaching out to schedule a Finance meeting with the Auditing team prior to the March 2018 meeting.

On motion by Gulbinsky seconded by Malone, it was moved to adjourn the meeting at approximately 6:40 p.m.

Recorded vote:

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

Nays: None

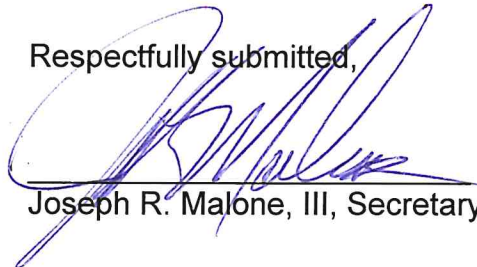
Abstained: None

Absent: None

Respectfully submitted,

APPROVED ON:

March 19, 2018



Joseph R. Malone, III, Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR FEBRUARY 20, 2018 MEETING  
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

**PLANT TOPICS:**

- **Building B3 Roof Contract:** Recommend release of performance bond and acceptance of maintenance bond.

**AUTHORITY CONVEYANCE SYSTEM TOPICS:**

- **Rising Sun Road Sanitary Sewer Main System (Route 130 to pump station):** In anticipation of a new development at the corner of Route 130 and Rising Sun Road which has a zoning change from commercial to a greater wastewater producing zoning allowing townhouses the Authority is evaluating the individual sectional piping capacity. The developer's pump station force main will be directed to be extended past any sewer main sections which may exhibit capacity shortcomings. At this time the system has been surveyed and the Authority is scheduling line cleaning and televising.
- **Mile Hollow Pump Station Pump Replacement:** This three pump, pump station is down to one active pump with a rented bypass pump. Mr. Eustace has requested a proposal from our firm to prepare pump bidding documents; provide advertisement and bidding services; shop drawing review; and payment recommendation services. This is being generated.

**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. **Recent activity is reviewing shop drawings for major pump station components. Overall sanitary sewer design is not completed. We have reached out requesting any scheduling information that can be provided.**



- **Rising Sun Road Pump Station/Force Main Service Area:**
  - ▶ **System Improvements:** New pumps, controls and force main are operational with no operational issues since startup over a month ago.
  - ▶ **I-295 DCT Warehouse:** Recommend S3 building and wastewater conveyance system approval.
- **Volunteers of America (Burlington Road Site):** The Applicant's engineer must clear up some minor drawing issues however the Township has issued a building construction permit.
- **53 Groveville Road:** Single family residence. An EPA waiver has been submitted on behalf of the applicant.
- **Petro:** S3 final design approval recommended.
- **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 Res. 2017-078

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