

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
March 19, 2018

The meeting was called to order by Chairman, James E. Lynch, Jr., 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, James E. Lynch, Jr., M. Ellen Gulbinsky, Joseph R. Malone III, Leonard J. de Groot, 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.

On motion by Malone, seconded by Targonski, it was moved to approve the minutes of the February 20, 2018 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2018-24, approving the March payment of bills from the Operating Fund in the amount of \$192,276.13 of which \$107,267.65 is a payroll transfer, and \$4,582.71 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-25, approving the payment of March bills from the Escrow Fund in the amount of \$27,041.73.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-26, approving the credits and/or refunds of customer accounts in the amount of \$64.78.

No discussion on this Resolution.

Recorded vote:

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

Mrs. Miller arrived at approximately 6:04pm.

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. 2017 ANNUAL AUDIT REPORT:

Mr. Michael Holt, RMA of Holman Frenia Allison P.C. presented the draft 2017 annual audit report to the board. Mr. Holt provided a brief summary of the financial statements, statement of net position, internal control compliance, income statement, and stated there were no comments and recommendations. Mr. Holt said the Authority is in good financial shape overall and thanked the Authority staff for their help. Mr. Holt explained as soon as the net pension liability numbers are provided by the State, the finalized Audit report will be filed with the State.

Mr. Lynch opened the floor to the board for questions or comments to Mr. Holt. Mr. de Groot expressed his appreciation to the staff members for pointing out the cash issues the Authority was facing a few years ago which allowed the board to take action and have the financial situation where it is today. Mr. de Groot asked Mr. Holt during the recent finance committee meeting; Can a governmental unit such as this Authority put aside money in an account called "provisions for...", and state a specific usage that could be carried on for multi-year major projects? Mr. Holt confirmed the Authority is able to set aside money for specific capital projects. Mr. de Groot referenced the analysis from Mr. Coleman last month on the NJ State cap for specific MUAs, and how it was determined this Authority is not affected by the cap at this time, but it is a question of when the legislation will incorporate all governmental units. Mr. de Groot referenced Mrs. Gulbinsky's comments about the State's concern of governmental units having large surpluses. Mr. de Groot stated the ability to designate money for specific capital projects will allow the Authority to maintain long term capital improvement plans without worrying about surplus issues.

Mr. Lynch thanked the staff and professionals for all their hard work, and commented he is glad to see that the efforts of the board to review the finances in detail every year have improved the Authority's financial standing without having to commit to a multi-year rate increase plan.

B. TEAM CAMPUS PHASE II, LLC:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-27, authorizing the Executive Director of the Bordentown Sewerage Authority to execute any documents related to consenting to a water quality management planning amendment for Team Campus Phase II, LLC.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2018-28, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval for Team Campus Phase II, LLC.

No discussion on this Resolution.

Recorded vote:

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

Abstained: None
Absent: None

C. RATIFYING EMERGENCY CONTRACT:

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-29, ratifying an emergency contract to RTW Construction, Inc. for equipment and labor in the amount of \$7,480.00 for the emergency excavation and repair to gravity main at Bossert Pump Station.

Mr. Eustace provided an explanation during the Executive Director report.

Recorded vote:

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

D. PERFORMANCE GUARANTEE REDUCTION:

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2018-30, authorizing the reduction in the posted performance guarantee for 840 Route 206, LLC., hotel and car wash.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Great Northeastern Enterprises, Single Family Home, 53 Groveville Road. EPA Waiver Received. Approval of S-3 and S-4 sewer applications. A cash performance guarantee was posted in the amount of \$10,800.00, and the Connection Permit was issued.
- 2.) EPA Inspection – Black's Creek Wastewater Treatment Plant and Bossert Pump Station.

The Authority received a phone call from the Environmental Protection Agency stating they received photos of an overflowing manhole at the Bossert Pump Station and scheduled an on-site audit for March 13, 2018. A multi-page questionnaire was completed by Authority staff and provided to the EPA representatives both in paper and electronically on a flash drive. The Authority staff answered all of the EPA representative's questions and accompanied them to the Bossert Pump Station and around the treatment plant.

Mr. Eustace provided details of the issue which prompted the audit. Recent rain events seem to have caused a brick to move toward the pump station and jam the valve leading into the pump station. The brick had blocked all the flow from entering the pump station and caused all of Bossert to back up. The overflow was ceased by installing a bypass pump from the manhole over to the wet well. The lowest lying manhole is located right by the station and the topography of the property kept all of the flow contained within the station property. The Authority was not able to be clear the line with the Jet Machine, the eel became lodged in the line, and excavation was not possible with the backhoe. RTW had to be called in to excavate the line which was about 6 or 8 feet deep.

The Authority reported the overflow to the NJ Department of Environmental Protection as required by protocol. The overflowing manhole was photographed and reported by a resident to the EPA prior to the Authority realizing there was an issue. The resident never contacted the Bordentown Sewerage Authority.

- 3.) Notice of Public Hearing, Bordentown Township; Old York Road Office Park owned by G.S. Realty. Block 137.02, Lots 1 and 11.03. Located behind the Wendy's on Old York Road.
- 4.) Notice of Public Hearing, Bordentown Township; KTJ 309, LLC, Requesting Block 29, Lot 4.01 (Route 130 South, across from Borden's Crossing Development) For permitted use of Auto Body and glass repair facility. Mr. Eustace stated he notified Brian Johnson of Bordentown Township that there is a sewer easement located across the center of the lot and Mr. Johnson confirmed his records reflected the easement.

The executive director spent 20 hours and the administrative staff spent 15 hours on developer projects.

The New Jersey Department of Environmental Protection inspection which took place on January 16, 2018 determined compliance with Department regulations and/or permit conditions.

There were no questions from the board about the monthly financial report. A finance committee meeting took place on March 12, 2018. The staff will provide the finance committee meeting documentation to the full board for discussion during the April meeting.

B. GENERAL COUNSEL:

Since the last board meeting, Mr. Coleman spent time on phone calls with attorneys regarding the Rising Sun Road Pump Station recapture agreement which the board has discussed on numerous occasions. Mr. Coleman acknowledged Mr. Baranowski who was in attendance for public participation portion of the meeting. Mr. Coleman also spent time on providing an analysis of recent legislature, as Mr. de Groot mentioned, which again does not affect the Authority. Mr. Coleman also spent time reviewing several bond reductions and a few other issues with Liz and Rick.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski explained a meeting took place with 840 Route 206, LLC. All open items have been finalized, including the grease trap issue for the car wash.

D. TOWNSHIP POLICE K-9 KENNEL:

Mr. Eustace reported to the board. Located on the Bordentown Sewerage Authority Mile Hollow Pump Station property, there is an existing dog kennel for the Bordentown Township Police Department. The Township Administrator wrote a letter to the Bordentown Sewerage Authority requesting permission to demolish the existing structure and build a new structure and a yard on the pump station property. A meeting with the Township will take place in the Authority's office on March 27, 2018. Mr. Lynch asked Mr. Eustace to convey the boards agreement with the upgraded kennel. Mr. Coleman stated that a shared services agreement resolution should be prepared and signed at a future meeting.

III. PUBLIC PARTICPATION:

In attendance was Bob Baranowski, attorney for CCBP II, the developer of Central Crossing Business Park building located next to Grainger, behind the existing structure of 300 Bordentown-Hedding Road. It has been determined that this building is subject to a recapture fee toward the cost of the improvements to the infrastructure and the pump station. Mr. Baranowski wanted the board to understand his client is very anxious for the engineers to provide the calculations for the GS Realty recapture agreement so he can move forward with his project.

IV. ADDITIONAL MATTERS FOR DISCUSSION:

Mr. de Groot requested the food provided to the board for the monthly board meetings be instead purchased for Authority staff during training.

On motion by de Groot, seconded by Miller, it was decided to not serve food for the board meetings in the future, and to provide food or coffee for staff training.

Recorded vote:

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

Mrs. Miller expressed her concern that the Bordentown Sewerage Authority was sponsoring an event and she was not aware of it, specifically the Storm Drain Art Contest event taking place in Bordentown City. The Bordentown Sewerage Authority is not a sponsor of this event, but Mr. Eustace was consulted during a recent planning meeting for the event. The Bordentown Sewerage Authority will clean the sewer main the week prior to the event. The discussion continued for about 15 minutes regarding various other Bordentown City committee issues.

On motion by Targonski seconded by Gulbinsky, it was moved to adjourn the meeting at approximately 6:45 p.m.

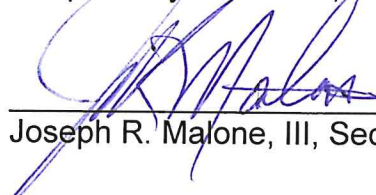
Recorded vote:

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

APPROVED ON:

April 16, 2018

Respectfully submitted,



Joseph R. Malone, III, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MARCH 19, 2018 MEETING PREPARED
BY REMINGTON & VERNICK (RVE) ENGINEERS**

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; we provided a draft capacity analyses summary and the Authority is scheduling line cleaning and televising.
- **Mile Hollow Pump Station Pump Replacement:** This three pump, pump station currently possesses two active pumps. We will be advertising the project for April Board bid consideration.

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. Developer has notified us that pump station construction will start June 1st.**
- **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 acquired and S3 final design approval is recommended.

- **Route 206 Marriott Hotel/Car Wash:** There is a Friday, March 16th meeting at the Authority to resolve open items which will lead to a recommendation to the Board to reduce their performance bond.
- **Developments Under Review: Matrix Warehouse and Team Campus II.**
- **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**