

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
April 16, 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. Kweilty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski.

On motion by Gulbinsky, seconded by Miller, it was moved to approve the minutes of the March 19, 2018 meeting.

No discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2018-31, approving the April payment of bills from the Operating Fund in the amount of \$315,517.02 of which \$225,895.74 is a payroll transfer, and \$16,493.88 is a capital expense.

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 2018-32, approving the payment of April bills from the Escrow Fund in the amount of \$6,077.34.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-33, approving the credits and/or refunds of customer accounts in the amount of \$33.63.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. K-9 DOG KENNEL FOR BORDENTOWN TWP POLICE DEPT:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-34, authorizing execution of a shared services agreement with the Township of Bordentown relating to the Township's intended construction of a K-9 dog kennel on the Authority's property.

Mr. Eustace explained this resolution is a way of formalizing the Township Dog Kennel on the Authority's property, known as Mile Hollow Pump Station, with a shared services agreement. Mr. Eustace requested the Authority's Risk Management Consultant for input on the agreement. Recommended insurance requirements are requested from the Township in the agreement.

Recorded vote:

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

B. PERFORMANCE BOND RELEASE:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2018-35, authorizing the release of a performance guarantee without the requirement for a maintenance bond for Petro Site 314, Arby's Restaurant and fueling stations.

A maintenance bond is normally required at the conclusion of a development project, however because the conveyance system for Petro Site 314 is entirely contained within the Petro property, a waiver of the maintenance bond is requested.

Recorded vote:

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

C. AWARD OF CONTRACT:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-36, authorizing the award of contract to Sub-Level Installations, Inc., for Mile Hollow Pump Station Replacement in the amount of \$184,838.00

Mr. Eustace explained for Mrs. Miller that the Mile Hollow pump station once was the Mile Hollow treatment plant for the Township of Bordentown. The existing pumps are now 30 years old and are failing. The Authority rented a temporary replacement pump, keeping the station functioning so the Authority could bid for replacement.

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.) The performance guarantee was received for Volunteers of America, Bordentown Senior Housing project.
- 2.) 840 Route 206, LLC, hotel and car wash project, the sewer Use permit was issued and \$588,878.00 was realized as revenue.
- 3.) Escrow refund in the amount of \$3.75 for 95 Dunns Mill Road.
- 4.) Escrow refund in the amount of \$307.50 for Fulton Bank at Team Campus.
- 5.) Escrow refund in the amount of \$952.91 for Nade, State Environmental Services.
- 6.) Matrix Warehouse, 201 Old York Road, approval of S-2 and conditional approval of S-3 sewer service applications. Mr. Eustace explained the sewer connection will go across Georgetown Road at the manhole right by Clifton Mills.
- 7.) Team Campus Phase II, approval of S-1, S-2, and conditional approval of S-3 sewer service applications. The Treatment Works Approval (TWA) submittal package has been reviewed and will be endorsed once comments have been addressed.

The executive director spent 30 hours and the administrative staff spent 20 hours on developer projects.

#### 101 BURLINGTON ROAD:

The Authority received correspondence from New Jersey Department of Environmental Protection (NJDEP) requesting approval for 101 Burlington Road to connect into the Fieldsboro treatment system. As directed during a prior meeting of the board, a letter was generated to NJDEP stating the Authority does not agree with 101 Burlington Road leaving the Bordentown Sewerage Authority sewer service area. Mr. Malone asked if the Fieldsboro sewer plant is governed by NJDEP. Mr. Eustace said he was not sure, but he does know any time new flow is allocated to be treated within the Fieldsboro system, infiltration flow from the system needs to be eliminated.

#### ON-SITE AUDIT:

A letter from the Environmental Protection Agency summarizing the on-site audit which took place March 13, 2018, states the Authority is complying with documentation requirements of the collection system.

FINANCE COMMITTEE MEETING SUMMARY:

Mr. Eustace provided a brief overview of the financial information sent to the board from the finance committee. Mr. Coleman presented an update on the 2% cap issue, explaining legislation is in the works to enforce the 2% cap on all 14A Authorities, including Bordentown Sewerage Authority. There is a lot of regulation coming from the Department of Consumer Affairs (DCA) and Senate and Assembly. Mr. Malone expressed his concern of the limitations and wondered if NJDEP would have concern over the 2% cap. Mr. Coleman explained the law will impact this Authority in the future because there is aging infrastructure and capital expenditures will be necessary. Since the 2% cap can be exceeded by debt service, the law will force the Authority to borrow more money.

Mr. Malone explained his frustration that the State legislature increased the State budget, and at the same time is restricting a 2% increase in maintaining a facility that is critical to the environment, and stated a letter from the Authority should be sent. Mr. Coleman suggested a letter to the Governor and the Lt. Governor stating the Authority is aware of the law that has been passed and are hoping to discourage any movement towards a sister law. Mr. Lynch agreed with Mr. Malone's request to send a letter as soon as possible. Mr. Lynch requested to wait until another meeting to discuss the rate structure.

Mr. Eustace reminded the board, the annual Financial Disclosure forms are due by April 30, 2018. There were not any questions about the monthly financial report.

B. GENERAL COUNSEL:

Since the last board meeting, Mr. Coleman spent time working on much of what has already been discussed including 101 Burlington Road request to connect to Fieldsboro, Township Dog Kennel, Mile Hollow Pump Station, and deferred connection fee agreements.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof.

III. PUBLIC PARTICPATION:

In attendance was James H. Kostoplis the Township of Bordentown liaison to the Authority.

On motion by Gulbinsky seconded by Malone, it was moved to adjourn the meeting at approximately 6:25 p.m.

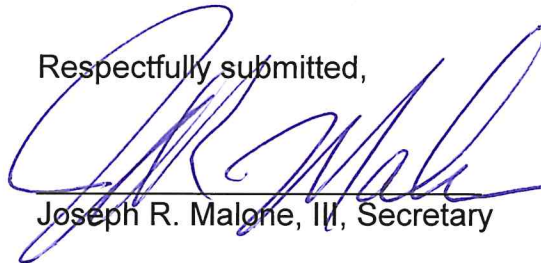
Recorded vote:

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

APPROVED ON:

May 21, 2018

Respectfully submitted,

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

Joseph R. Malone, II, Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR APRIL 16, 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. **Due to available capacity the developer will be instructed to extend the force main piping to just prior to the sanitary sewer piping crossing I-295 ramp area.**
- **Mile Hollow Pump Station Pump Replacement:** This three pump, pump station currently possesses two active pumps. Based on 3 contractor's submitting bids of \$184,838.00; \$220,550.00; and \$232,000.00 and the low bidder only acknowledging \$15,000.00 of work ongoing and this work was the second low bidder's specialty we recommend award of the bids to the low bidder (Sublevel Construction). This contractor performed worked previously at the plant for the 1983 addition of the ammonium sulfate chemical system to the settling tank effluent.

**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 1<sup>st</sup>.**
- **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.

- **Developments for S-3 Approval: Matrix Warehouse and Team Campus II Office Complex.**
- **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**