

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
July 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 26, 2018,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 26, 2018; 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 26, 2018.

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 Gulbinsky, seconded by Targonski, it was moved to approve the minutes of the May 21, 2018 meeting as corrected.

Mr. Czekanski asked for a correction to page 18-43. There was a statement about the Freehold Sewerage Authority lowering their connection fee rates which was incorrectly stated and will be removed from 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 Gulbinsky, it was moved to adopt Resolution 2018-47, approving the June and July payment of bills from the Operating Fund in the amount of \$528,805.90 of which \$215,861.84 is a payroll transfer and \$128,113.06 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 Malone, it was moved to adopt Resolution 2018-48, approving the payment of June and July bills from the Escrow Fund in the amount of \$17,729.57.

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 Malone, it was moved to adopt Resolution 2018-49, approving the credits and/or refunds of customer accounts in the amount of \$3,975.74.

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. SALARY RESOLUTIONS:

1. On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2018-50, authorizing hourly increase for Emily Gehm.

No discussion on this Resolution.

Recorded vote:

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

2. On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2018-51, approving the Authority's salaries as of July 1, 2018.

No discussion on this Resolution.

Recorded vote:

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

**B. APPROVAL FOR DESTRUCTION:**

1. On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2018-52, authorizing the destruction of certain public records.

Mrs. Miller and the rest of board felt the wording 'certain public records' was unclear and requested the wording be changed to 'approved' or 'sunset documents'.

Recorded vote:

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

2. On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2018-53, authorizing Lookfirst Technology to properly recycle the Authority's unusable computer equipment.

No discussion on this Resolution.

Recorded vote:

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

**C. OLD YORK OFFICE PARK:**

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2018-54, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval for GS Realty Corporation, as recommended by the engineer.

Mr. Czekanski requested this approval be conditional on the approval of the engineer.

Recorded vote:

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

D. TRANSFER OF FUNDS:

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-55, approving the transfer of funds from the Renewal & Replacement account to fund the Mile Hollow Pump Station Replacement contract.

No discussion on this Resolution.

Recorded vote:

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

E. AWARD OF CONTRACT:

On motion by Gulbinsy, seconded by Targonski, is was moved to adopt Resolution 2018-56, authorizing the award of an emergency contract to RTW Construction, Inc. for repair work due to a sinkhole located in Bordentown City at the intersection of Church Street and Second Street.

Chairman Lynch thanked Mr. Eustace for his leadership and the project could not have been completed as efficiently as it was without Rick's leadership coordinating with City of Bordentown Public Works, Commissioner Meyers, and keeping communication open between all parties involved. The efficiency of the repair work and cooperation kept possible negative effects to the residents and businesses in that area to a minimum. Mr. Malone explained that he has been involved in many projects over the years and this was a first-class job done by Rick, the Sewerage Authority staff and the contractors involved. It ranks in Mr. Malone's mind one of the top examples of an excellent job done and thanked Mr. Eustace for shepherding the entire job. Mr. Malone stated he would like to send a commendation letter to the contractor for the quality of work completed. Mr. Lynch stated this sinkhole was right in front of the HOB in an area of town which has extremely deep infrastructure. It could possibly be the most difficult area in

all of Bordentown. Mr. Lynch stated the City of Bordentown will be responsible for some of the expense. Mr. de Groot agrees with Mr. Malone to congratulate our contractors when they do a good job. The contractor had the equipment, the materials, the ability, there was no lost motion, and Mr. Malone feels the board should do something to recognize their exceptional work.

Mr. Targonksi asked if the dirt clogged any of the pipes in the surrounding area. Mr. Eustace explained the Second Street main was slip-lined a few years prior, and the Authority will clean the whole line in a few weeks.

Mr. Eustace provided a history of the sinkhole. A call was received Wednesday July 11, in the evening about a sinkhole at Second and East Church. Authority staff took a look and it did not appear as though the sinkhole was moving to the sewer line, so the sinkhole was plated for the evening. Thursday morning July 12, the plate was removed and a hanging gas line was visible. Everyone on site felt it had to be the sewer, so the Authority tried using the Jet Machine and tried to use a camera which disappeared into the hole. PSEG had a representative on site because of the gas line and stated that this issue could not remain unrepaired until Monday of the following week. At that point, it was about 11:30 am, and RTW Construction Inc was called. By 2:30 pm Thursday July 12, RTW was onsite. The entire sinkhole was 12-14' deep and 12' wide. The street did not collapse because there is a 2' x 10' piece of concrete which was attached to the sanitary sewer manhole. Before the street was dug up, while the workers were assembling the equipment, it was noticed the street surface had movement as heavy vehicles drove over the sinkhole area. The sinkhole was filled in completely with sand on Thursday, and the contractor started first thing Friday July 13. By 7:30pm on Friday the sewer line which was 18' deep was fixed and elevation was brought back up to about 10'. There is a storm sewer system above the sanitary sewer main, plus two 10" water mains, two 6" water mains, and some old 4" or 6" gas mains. The storm sewer manhole had no bottom to it and the elevations were all wrong on the storm sewers. It appeared that the water was going into the storm sewers, washing out the bottom of the manhole and washing down through the ground and Mr. Eustace surmises the outer wooden sheathing used to construct the brick manhole was still in place until the water washed down, causing the sheathing to fall away and shear the sanitary sewer. Mr. Eustace is still unsure exactly how the sewer pipe was sheared, because when RTW uncovered the sewer main at 18.5' deep, it was completely encased in concrete. The entire job went very smoothly. Mr. Eustace recognized all of the involved parties, the Bordentown City Police Department, Public Works Department, Commissioners, the Bordentown Township Public Works Department, the Sewer Authority and all of the officials worked together, communicated, and kept the entire job site safe and efficient. Mr. Malone explained a little bit about the history of the storm water sewer on Second Street and how the entire system is possible 120 – 130 years old. Mr. Eustace extended thanks to the Authority staff for their continued cooperation and efficiency in their day to day tasks which allowed Mr. Eustace to remain out of the



office for most of the time the work was being completed. Authority staff was required to stay with the sinkhole overnight to ensure the safety of local residents. Throughout the entire process, sanitary sewer service was continued by the use of bypass pump.

If the street had collapsed, the first line to be hit would be the 4" gas line which had already two repair clamps on it. What could have been a tragedy turned out best for all involved. The entire process was made easier by all departments working together and openly communicating with one another.

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.) Monthly Development Meeting with Township Construction and Planning Officers took place June 11 and July 13, 2018.
- 2.) Notice of Public Hearing Township Planning Board; Volunteers of America Phase II project located in the Bordentown Waterfront Community. Block 140.01 Lots 1.02 and 2.01.
- 3.) Notice of Public Hearing City Planning/Zoning Board; 18 Farnsworth Avenue, Additional apartment and parking.
- 4.) Notice of Public Hearing City Planning Board; 13 Crosswicks Street, Old City Hall.
- 5.) Flood Hazard Area Individual Permit Application; Amboy Bank, G.S. Realty, Old York Road behind the Prince Property.
- 6.) Escrow Refund in the amount of \$1,680.58 for East Haven Woods, LLC; 9 single family homes, Anna Rose Court.
- 7.) Escrow Refund in the amount of \$3,611.00 for Orleans Home Builders, for the Meadow Run Project.

The Authority has received a GS Realty form letter which will be used for the recapture agreement from the Rising Sun Road improvements.

The executive director spent 45 hours and the administrative staff spent 35 hours on developer projects.

New Jersey Department of Transportation (NJDOT) provided a written solution for the intersection of Farnsworth Avenue and Route 206. A traffic light will not be installed, nor will the stop line be moved back. The DOT will put up a sign to not block the intersection. Mr. Eustace will ask the DOT if they will paint the street to block out the intersection.

#### MANHOLE REPLACEMENT EAST BURLINGTON STREET:

The City of Bordentown is completing repair work to their streets. Some of Authority's sewer manhole frames and covers in the City are from the early 1900s. The Authority has been purchasing new manhole covers and frames any time a street is redone. The engineer is asked to include a line item in the City's street repair bid for the sewer manhole replacements. The bid for East Burlington Street came in higher priced than anticipated at \$15,500 for four manholes. Mr. Eustace explained he feels it is a good idea to move forward with the bid so the street contractor is able to complete the entire job. If there is a problem, then the one contractor will fix it.

On motion by Targonski, seconded by Gulbinsky, it was moved to approve the expenditure of \$15,500.00 for the removal of existing and installation of new manhole frames and covers for four manholes, as part of the City of Bordentown bid for the repaving of East Burlington Street.

Recorded vote:

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

There were no questions on the monthly financial report.

#### FINANCIAL DISCUSSION:

In preparation for the annual rate hearing, the board discussed the sewer rents. The goal of the board and staff is to have the sewer rents equal expenditures. The Authority has been operating at a deficit position for many years, using connection fees to balance the operating budget. The board has put in place three consecutive annual rate increases. In light of recent law changes and pending litigation to those laws, Mr. Eustace suggests a 2% sewer rent rate increase.

On motion by de Groot, seconded by Lynch, it was moved to approve Authority staff to prepare for a rate hearing to take place during the August 20, 2018 board meeting.

Recorded vote:

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

B. GENERAL COUNSEL:

Mr. Coleman prepared a fine notification letter to go to the owner of 348 Farnsworth Avenue concerning sanitary sewer violations. Effective August 1<sup>st</sup> the owner will be fined \$100.00 per day until the violations cease. The owner has been provided ample opportunity to correct the storm water drainage to the sanitary sewer wet well, but has not made any changes to the drainage. Volunteers of America Phase I will be receiving water service from the Borough of Fieldsboro. Mr. Coleman has been working on a solution for the Authority to obtain meter readings for this property. Central Crossings Business Park has been an ongoing issue and Mr. Eustace already discussed the recapture agreement form letter being generated. A response from Kevin Boyle was received in response to the Authority's letter. The position of the Authority is completely sound, Mr. Czekanski used appropriate use groups to calculate the connection fee, and Mr. Coleman feels comfortable with the position of the Authority. Mr. Coleman finalized with the attorney for Township of Bordentown the Shared Service Agreement for the dog kennel.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski discussed the Auto Body Repair of America development project located on Route 130 between Enterprise Rent-A-Car and a pool/spa business. There will be 17-23 bays and Mr. Czekanski needs work out with the Authority the connections we are really going to have. Old York Business Park was already mentioned by the Executive Director.

Mr. de Groot heard a news report that New Jersey has been making moves to incorporate all municipalities under the population of 5,000 into surrounding municipalities. Mr. Lynch explained that there was a study done by Senator Sweeney who had formed a committee. Multiple options from shared services to merging of the towns were discussed and, Bordentown's name popped up on it, but there has been no movement on it thus far. From reviewing the study, Mr. Lynch thinks that any action that may at some point be enacted, will be designed for municipalities who have not come forward with shared services or made any effort to share services. The study would recommend 35% be shared services and currently the City of Bordentown is well beyond that figure in the 70% level.

Mr. Malone referenced again the cooperation between all of the departments during the sinkhole repair. The entire project was being completed in front of Mary Barnes who is the owner of the HOB and also married to Dean Burher who is Township's Public Works Director. Mr.



Burher offered his camera and equipment if needed to the on-site workers. His team showed up onsite with camera on Friday.

### III. OTHER ITEMS FOR DISCUSSION:

#### PERSONNEL

To prepare for the retirement of an Operations Staff member, Mr. Eustace requested permission to promote three existing staff members based on credentials and seniority, and hire two sewer maintenance workers at a starting hourly rate of \$14.00/hour. Hiring two new individuals will increase the total staff from 15 employees to 16 employees.

On motion by Gulbinsky, seconded by Malone, it was moved to permit Mr. Eustace to offer promotions to three operations staff members and advertise to hire two sewer maintenance workers at \$14.00/hour and overall increase the number of employees from 15 to 16.

#### Recorded vote:

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

### IV. PUBLIC PARTICIPATION:

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

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

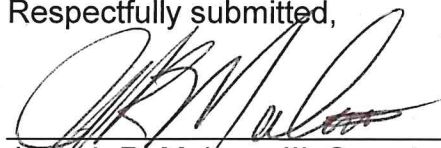
#### Recorded vote:

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

APPROVED ON:

August 20, 2018

Respectfully submitted,

  
Joseph R. Malone, III, Secretary

**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR JULY 16, 2018 MEETING PREPARED BY  
REMINGTON & VERNICK (RVE) ENGINEERS**

**AUTHORITY CONVEYANCE SYSTEM TOPICS:**

- **Mile Hollow Pump Station Pump Replacement:** Project is in the initial work stage and will be completed by the August meeting.
- **Nissan Property:** In a June 22<sup>nd</sup> meeting the developer's engineer was informed the site must possess a private pump station with a force main extending south on Route 206 to at least the Cedar Avenue area. This layout will save the Authority from pumping the wastewater at two different pump stations.

**DEVELOPMENT TOPICS:**

- **Auto Body Repair of America:** Route 130 auto body/glass replacement shop with at least 17 bays. Applicant's engineer is addressing our initial comments.
- **Bordentown Waterfront Phase II: River Side of River Line Tracks: Apartments/Townhouses/Club Houses:** A meeting to review items that remain to be addressed by the Applicant, specifically for the major creek crossing, was held on May 3<sup>rd</sup>. Based on this meeting we generated a list of comments that is still not addressed by the applicant's engineer.
- **Central Crossing Building 2W:** Applicant must contribute to the Rising Sun Road upgrades prior to a review letter being issued.
- **Rising Sun Meadows:** The Authority provided a will serve letter.
- **Old York Business Park:** This project has been updated since initial submissions in 2005 when a NJDEP Treatment Works permit was obtained and just re-submitted.
- **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
  - Route 206 Sanitary Sewer: Expires August 21, 2019; Per 8/2017 Res.
  - East Haven Woods: Expires September 17, 2019: Per Res. 2017-078
  - JDF B3 Roof: Expires February 2020; Per 2/2018 Res.

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