

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
November 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 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, 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. Absent was Joseph R. Malone III.

APPEAL: 348 FARNSWORTH AVENUE

Representatives for the owners of 348 Farnsworth Avenue were in attendance to address the board. Kenneth W. Biedzynski, Esq. and Pax addressed the board. As requested during the October 16, 2018 meeting, an escrow deposit was made, and an engineer has been retained from New Lines Engineering. A survey of the property was completed. New Lines Engineering and Mr. Czekanski will communicate before the December 17, 2018 meeting in order to determine an appropriate way to disconnect the storm water from draining to the sanitary system.

On motion by Lynch, seconded by Miller, it was moved to approve the minutes of the October 16, 2018 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

Abstained: None
Absent: Malone

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-79, approving the November payment of bills from the Operating Fund in the amount of \$255,771.66 of which \$155,961.54 is a payroll transfer and \$6,985.77 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2018-80, approving the payment of November bills from the Escrow Fund in the amount of \$7,807.31.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-81, approving the credits and/or refunds of customer accounts in the amount of \$19,251.87.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. BUDGET YEAR ENDING NOVEMBER 30, 2019:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-82, amending the introduced 2018 Budget for fiscal year December 1, 2018 – November 30, 2019.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2018-83, adopting the amended introduced 2018 Budget for fiscal year December 1, 2018 – November 30, 2019.

No discussion on this Resolution.

Recorded vote:

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

B. RENEWAL & REPLACEMENT FUND:

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2018-84, authorizing an increase in the required balance of the renewal and replacement fund.

In answer to Mr. de Groot, there are no changes to format in how the account is being used.

Recorded vote:

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

C. BUDGET YEAR ENDING NOVEMBER 30, 2019:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-85, amending the Authority's 2017 operating budget (December 1, 2017 – November 30, 2018), adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2018-86, amending the Authority's 2017 capital budget (December 1, 2017 – November 30, 2018), adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

D. CASH MANAGEMENT PLAN:

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2018-87, adopting the Bordentown Sewerage Authority's cash management plan for fiscal year ending November 30, 2019.

No discussion on this Resolution.

Recorded vote:

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

E. SEWER MAINTENANCE WORKERS:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2018-88, authorizing the appointments of James Sullivan, Patrick Tohill, and Brian Maugeri, Jr., as sewer maintenance workers.

Mr. Sullivan was in attendance and thanked the board.

Recorded vote:

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

F. RELEASE OF PERFORMANCE GUARANTEE:

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2018-89, authorizing the release of a performance guarantee for 53 Groveville Road.

No discussion on this Resolution.

Recorded vote:

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

G. AWARD OF CONTRACT:

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2018-90, authorizing the award of an emergency contract to RTW Construction, Inc. for repair work due to a blockage in the lateral servicing 134 Farnsworth Avenue. The blockage is located past the curb.

Mr. Lynch thanked Mr. Eustace for the sewerage authority's quick and professional response to the customer.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly development meeting with Township construction and planning officers took place November 16, 2018.
- 2.) Great Northeastern Enterprises, 53 Groveville Road; Sewer Use Permit issued 10/25/2018, Connection fee of \$9,184.00 realized as revenue.

- 3.) Notice of Public Hearing; Township Planning Board; 237 Route 130 Wawa Convenience Store and Fueling Station, minor site plan approval, sign variances, and to provide clarification of approved architecture.
- 4.) Escrow refund in the amount of \$98.00 to Central Crossing Business Pk Bdg II, LLC for building 2W.
- 5.) Escrow refund in the amount of \$3,060.00 to CCPB II, LLC for building 2W of Central Crossing Business Park.
- 6.) Escrow refund in the amount of \$4,852.50 to Harry Kantor for Old York Road Warehouse.
- 7.) Escrow refund in the amount of \$400.00 to Great Northeastern Enterprises for 53 Groveville Road.

WAWA CONVENIENCE STORE

Mr. Eustace reported the sanitary sewer line does not need to be replaced as initially thought. The Authority operations staff spent some time cleaning the line, then televised the cleaned line. Quotes have been requested for a doghouse manhole to fix the issue, but it is expected the quotes will cost the Authority a lot less than replacing the whole line.

FEBRUARY REORGANIZATION MEETING

Mrs. Gulbinsky stated she is unable to attend the reorganization meeting on February 19th, and asked if the board would be interested in changing the date to either February 11th or 12th. Mr. Lynch asked Liz to coordinate with everyone for scheduling.

The executive director spent 20 hours and the administrative staff spent 10 hours on developer projects. There were no questions on the monthly financial report.

Mr. Lynch commented on reports about water allocation information. There will be information being discussed about a discrepancy between the meters at the well and at the plant. There are two possible causes; Meter synchronization issue or a water leak. The water utility is having the meters synchronized to see if that is the issue first. On a separate issue, the well heads were tested for lead with a result of non-detect. Now, the water utility is working on trying to find the source. It seems to be all homes built between 1980 and 1989 have high lead readings. The water sourced from the well is lead free, and the sewer treatment plant levels are 1.1 ug/L (the limit is 15 ug/L). This summarizes the safety of the water, now the water utility needs to take it to the next step.

B. GENERAL COUNSEL:

Mr. Coleman spent time on 348 Farnsworth Avenue appeal and working with the Executive Director on development issues that have been brought to the Executive Director's attention.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski explained Mr. Coleman provided some comments for the review letter for Old York Road Business Park, which will be incorporated into the draft letter and then finalized for the project owner.

III. PUBLIC PARTICIPATION:

In attendance was Pax of Levado 1003, LLC, Ken Biedzowski attorney for Levado 1003, LLC both to address the board about the property located 348 Farnsworth Avenue. James Sullivan, newly appointed sewer maintenance worker, Carol de Groot was also in attendance, and did not have any questions or comments for the board.

TEAM CAMPUS PHASE II

David Silber, Esq and Kevin Johnson, both of K Johnson Enterprises, were also in attendance. Mr. Silber addressed the board with concerns regarding a deferred connection fee agreement. Mr. Silber stated the rate schedule language relating to deferred payments does not match up with the language in the deferred connection fee agreement. Mr. Silber also stated that the Authority was given an opportunity to compromise on the connection fees charged to Team Campus Phase II earlier in the year, and declined to deviate from the rate structure. Mr. Lynch and Mr. Coleman confirmed a deferred connection fee agreement is not required to be signed and the connection fee can be paid in full. Mr. Lynch said this board has been consistent and has not treated anyone any different than anyone else. Mr. Lynch assured Mr. Silber that he has confidence in Mr. Coleman and Mr. Johnson and the project will be able to move forward.

On motion by Gulbinsky, seconded by Miller, it was moved to adjourn the meeting at approximately 6:30 p.m.

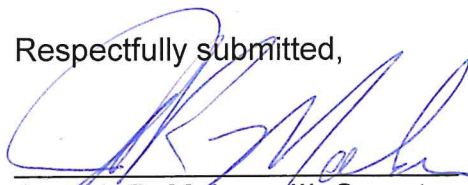
Recorded vote:

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

APPROVED ON:

December 17, 2018

Respectfully submitted,



Joseph R. Malone, III, Secretary

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

AUTHORITY CONVEYANCE SYSTEM TOPICS:

- **Rising Sun Road Force Main:** Meeting held at site to discuss ongoing groundwater spillage onto Petro parking lot with new Applicant who has bought out DCT. Contractor proposes to excavate test pit to determine source of groundwater. No date established to date.

DEVELOPMENT TOPICS:

- **Old York Business Park:** Re-submittal in response our review letter has been received and is under review. Under this project one manhole will be dedicated to the Authority.
- **Route 130 WaWa:** To improve the integrity of the existing sanitary sewer main system and the associated WaWa lateral connection we have requested a construction cost from the site contractor based on a reduced scope of work.
- **Team Campus II:** An increase in the connection fee for the first proposed building will be increased due to the proposed presence of a washing machine. We are awaiting information from the client to determine the amount.

OCTOBER BOARD MEETING TOPIC

- **We have had no contact from the Bordentown City property owner regarding the proposed resolution of the storm water flow into the sanitary sewer system.**

MAINTENANCE BOND SUMMARY

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.
- Mile Hollow Pump Station; Expires August 20, 2020

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