

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
December 17, 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. Kweilty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski.

APPEAL: 348 FARNSWORTH AVENUE

Representatives for the owners of 348 Farnsworth Avenue postponed the appeal until the meeting of January 22, 2019 at the suggestion of Mr. Coleman and Mr. Eustace.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2018-91, approving the December payment of bills from the Operating Fund

in the amount of \$180,569.95 of which \$114,107.63 is a payroll transfer and \$1,285.85 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 2018-92, approving the payment of November bills from the Escrow Fund in the amount of \$12,507.33.

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 Targonski, it was moved to adopt Resolution 2018-93, approving the credits and/or refunds of customer accounts in the amount of \$29.52.

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. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2018-94, authorizing the designation of Richard D. Eustace as the public agency compliance officer (P.A.C.O.) for the Authority.

No discussion on this Resolution.

Recorded vote:

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

B. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2018-95, authorizing the 2019 agreement (Contract 2019-C1) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Lookfirst Technology, LLC for operating system and computer hardware maintenance support in the amount of \$13,392.00.

Mrs. Miller was provided clarification that the term 'extraordinary, unspecifiable services' was lifted from the statute.

Recorded vote:

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

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2018-96, authorizing the 2019 agreement (Contract 2019-C2) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Harris Computer Systems for professional application software support in the amount of \$18,871.69.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2018-97, authorizing the 2019 agreement (Contract 2019-C3) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Duplitron, Inc. for imaging system software onsite maintenance support in the amount of \$6,750.00.

No discussion on this Resolution.

Recorded vote:

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

C. SALARY RESOLUTIONS:

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2018-98 authorizing hourly pay increase to Thomas Redwood for obtaining S-4 license, Resolution 2018-99 authorizing hourly pay increase to Stephen Muller for obtaining C-1 license, Resolution 2018-100 authorizing the appointment of Alexandra Hale as the Authority's laboratory manager.

Mr. Eustace explained Ms. Hale is fully qualified and was previously employed by Willingboro MUA.

Recorded vote:

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

D. AWARD OF CONTRACT:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2018-101, authorizing the award of contract to G-Force Excavation, LLC in the amount of \$8,950.00 for the installation of a doghouse manhole serving the proposed Wawa food market and fueling station.

Mr. Eustace explained the quote received to replace the pipe was \$25,000. Authority staff was able to determine the entire pipe did not need replacing. G-Force Excavation LLC already has the New Jersey Department of Transportation permits to open the road, so the Authority will not need to pay extra for additional permits.

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 2018-102, authorizing the award of contract to Eastern Door Service in the amount of \$8,497.06 for the replacement of Laurel Run pump station exterior doors and door frames.
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.) Monthly development meeting with Township construction and planning officers took place December 13, 2018.
- 2.) Notice of Public Hearing; Bordentown Township Zoning Board; Conditional use approval and variance for proposed self-storage facility 19 Route 130, near Hogback Road.
- 3.) Notice of Public Hearing; Bordentown Township Planning Board; Preliminary and major, final, and subdivision approvals for Rising Sun Meadows, LLC for 35.14 acres located at Rising Sun Road and Route 130.
- 4.) Sewer Use Permit issued for 11 & 13 West Burlington Street.
 - Connection Fee Revenue Realized in the amount of \$18,368.00.

ADVERTISE FOR BID-ADMINISTRATIVE BUILDING ROOF

Mr. Eustace requested permission to advertise to bid to replace the administrative building roof. The bid specifications were written last year. The type of roof being bid will have instead of tar paper, a rubber membrane that will be laid down first to for a complete seal all of the penetrations, then the roof will go on top of the rubber membrane.

On motion by de Groot, seconded by Targonski, it was moved to grant permission to bid for the replacement of the administrative building roof.

Recorded vote:

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

CRANBERRY PARK LLC

Mr. Coleman reported on a letter received from the owner of the property previously occupied by Ocean Spray Cranberries detailing the intended redevelopment of the property and also bringing to the Authority's attention the recent legislation regarding connection fees and credits for previous connections. Mr. Eustace researched the usage of the property and a letter will be sent to Cranberry Park LLC confirming their conclusions are correct, and we look forward to servicing the property in the future.

The executive director spent 20 hours and the administrative staff spent 15 hours on developer projects. There were no questions on the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman had no additional comments. Everything worked on this month has already been discussed in this meeting.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported on two projects; Old York Road Business Park is moving towards the treatment works application (TWA), and the I-295 warehouse now owned by Prologis will be submitting video and close out documents to move forward to their temporary certificate of occupancy.

III. PUBLIC PARTICIPATION:

In attendance was Carol de Groot who did not have any questions or comments for the board.

Mr. Malone requested if we have had overtures from Mansfield. Mr. Coleman said no, but did hear from Rick Hoff who represents an affordable housing developer who wants to build in Mansfield and was about to name the Bordentown Sewerage Authority as a defendant in the case. Mr. Coleman will be providing Mr. Hoff the documentation of Judge Bookbinder's which Mr. Coleman summarized as 'Neither Bordentown Township, Bordentown City, or Bordentown Sewerage Authority had an obligation to solve another town's affordable housing issues.' At this time, the Bordentown Sewerage Authority has not been named in anything.

Mrs. Miller asked for the next step regarding the Team Campus Phase II project. Mr. Czekanski has a draft letter which will be finalized and sent out this week clarifying final items still needed

Mr. Czekanski summarized the engineering correspondence. R&V reviewed the overall plans which shows the sewer lines underneath the ground and the building represented as a box with the building square footage indicated. Then R&V requested the architectural and plumbing drawings, not for code requirements, but for what may be sent into the system, example a broom system, oil/water separator, floor drains etc. The Team Campus Phase II drawings for the larger building detailed where a washing machine would be going into the system. R&V requested the manufacturer and model of the washing machine to be used, as the DEP associates flow for washing machines. Within the letter received from Team Campus Phase II, it was stated that the request for washing machine specs was an eleventh-hour request, as it wasn't asked for before. Mr. Czekanski explained that there was not any indication of a washing machine in any of the previously submitted plans.

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

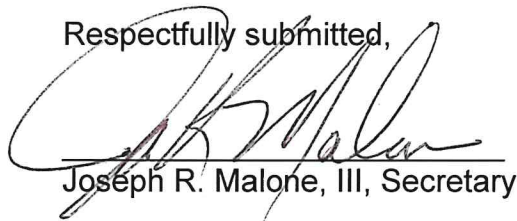
Recorded vote:

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

APPROVED ON:

January 22, 2019

Respectfully submitted,



Joseph R. Malone, III, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR DECEMBER 17, 2018 MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS:

- Rising Sun Road Force Main: Last week the applicant's contractor excavated a trench perpendicular to the force main alignment and filled it almost entirely with stone in an attempt to "wick" the groundwater flowing in the stone surrounding the force main into a depressed area. Over time we will observe if the groundwater flow determines this trench to be the path of least resistance and discontinues the flow into the Petro parking lot.

DEVELOPMENT TOPICS:

- Old York Business Park: Treatment works application documents have been submitted and will be provided to Mr. Eustace for signature. Under this project one manhole will be dedicated to the Authority.
- Route 130 WaWa: Proposed contractor costs to install a manhole at the WaWa sanitary sewer connection are under review by the Authority.
- Team Campus II: Outstanding S3 design approval items are addition of the gas mains on the design drawings and submittal of mechanical/plumbing/architectural drawings for 3 of the 5 buildings.
- I-295 Warehouse: Closeout documents are being provided by the applicant's engineer.

348 FARNSWORTH AVENUE STORMWATER ELIMINATION

- RVE personnel have communicated to the applicant's engineer the Authority's concerns and the issues are under review by the applicant's engineer.

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**