

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
April 15, 2019

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, 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, 2019,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 26, 2019; 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, 2019.

The following persons were in attendance: Board Members, M. Ellen Gulbinsky, James E. Lynch, Jr., 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.

Mr. Coleman swore-in Aneka Miller, for a five-year term effective February 1, 2019.

On motion by Lynch, seconded by Malone, it was moved to approve the regular session minutes of the March 18, 2019 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Targonski, it was moved to approve the executive session minutes of the March 18, 2019 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2019-31, approving the April payment of bills from the Operating Fund in the amount of \$356,118.73 of which \$225,124.57 is a payroll transfer and \$10,140.00 is a capital expense.

No discussion on this Resolution.

Recorded vote:

Ayes:	Gulbinsky, Lynch, 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 2019-32, approving the payment of March bills from the Escrow Fund in the amount of \$4,958.75.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2019-33, approving the credits and/or refunds of customer accounts in the amount of \$75.59.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. BOND COUNSEL CONTRACT:

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2019-34, authorizing the rejection of a professional service proposal for Bond Counsel.

Mr. Coleman explained the Resolution allows the Executive Director to re-advertise for proposals.

Recorded vote:

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

B. CONSTRUCTION MANAGEMENT SERVICES:

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2019-35, authorizing the award of contract to Remington & Vernick Engineers for construction management services related to Administrative Building Roof Replacement Contract 2019-C12, for a maximum value of \$10,000.00.

No Discussion on the Resolution.

Recorded vote:

Ayes:	Gulbinsky, Lynch, 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 April 11, 2019.
- 2.) Notice of Public Hearing; Township of Bordentown Planning Board; Team Campus Phase II, LLC application for Minor Sub-Division to Divide the Property Block 58, Lot 36 into two separate lots; Lot 36.01 to include four buildings, and Lot 36.02 to include building #1.
- 3.) Notice of Public Hearing; Township of Bordentown Planning Board; Team Campus Phase II, LLC application for Preliminary and Final Site Plan Approval For 92 Age Restricted Apartment Units; Block 58 Lot 37 between Crescent Drive and Old Highbridge Road.

- 4.) Notice of Public Hearing; Township of Bordentown Planning Board; HSC Bordentown LLC application for Preliminary and Final Site Plan Approval and Minor Subdivision to construct Tractor Supply Company Store located at the corner of Rising Sun Road and Route 130.
- 5.) Notice of Public Hearing; Chesterfield Township Planning Board; Evelyn Popp application for Minor Site Plan, Bulk Variance, and any other variances needed to erect a ground mounted solar array located 101 Hogback Road.
- 6.) Notice to Neighboring Landowners; Freshwater Wetlands Letter of Interpretation requested by LBA RVI-Company XXXI, LLC for property located at 320 and 334 Rising Sun Road (Altran Court).
- 7.) Notice of Public Hearing; Township of Bordentown Zoning Board; Crystal Splash Pools LLC application for Minor Site Plan and Use Variance approval to permit storage of fiberglass pools and equipment, existing tree service, and temporary dirt storage; Located 25 & 29 Route 130.
- 8.) Escrow refund in the amount of \$1,082.25 for Bordentown Corner LLC; Pep Boys and Dollar General.
- 9.) Notice of public hearing; City of Bordentown planning board; Applicant to construct three residential homes requesting waivers and variances; 22 & 24 E. Burlington Street and 401 Carpenter Street.

The executive director spent 15 hours and the administrative staff spent 12 hours on developer projects. The New Jersey Department of Environmental Protection conducted an on-site audit of the laboratory on January 31, 2019, and the Office of Quality Assurance found the corrective action plan to be acceptable. The Authority video tape archives have been transferred to digital media for future use by Duplication Solutions. The annual disclosure filing is due to the State of New Jersey by April 30, 2019. The finance committee held a meeting on April 3, 2019. The 2018 annual audit is anticipated be completed prior to the May meeting. There were no questions on the monthly financial report.

B. GENERAL COUNSEL:

Mrs. Gulbinsky and the board expressed their appreciation for Mr. Coleman's successful efforts working on a lawsuit which has been dismissed.

The Team Campus Phase II subdivision request was made to Bordentown Township to make Building #1 have a unique lot number, which Mr. Coleman was told was primarily for financing purposes.

Mr. Coleman also spent time on 348 Farnsworth Ave, Rising Sun Meadows, and Tower Gate for the Mansfield property.

C. ENGINEER:

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

Administrative Roof project-A preconstruction meeting should be taking place in the next two weeks.

Sylvan Glen culvert repair project- Bordentown Township awarded a bid to the contractor prior to the Authority being asked about moving the force main. Mr. Czekanski has provided a scope of materials to the contractor in the Authority's interest. A temporary force main system is being designed to go around the culvert. The Authority will be getting 100'-150' of new force main and a by-pass pumping chamber.

Rising Sun Meadows project-The developer presented a proposal to utilize Crystal Lake pump station instead of constructing a pump station. Remington & Vernick is looking into the hydraulic profile of the proposal for the Authority. Mr. Czekanski explained that there are existing capacity issues on the Route 130 side of I-295, the Authority has had some cleaning issues in the pipe that goes under I-295. An ideal conveyance solution would be to have the Crystal Lake Pump Station and a new pump station to serve Rising Sun Meadows operating, but not pumping at the same time as one another, therefore alleviating some of the capacity issues in the main. The developer is instead proposing to connect to the existing system in Meadow Run which flows to the Crystal Lake Pump Station, and will then line 900' of pipe, including the pipe going under I-295, creating a smoother pipe that allows for more flow going into the pipe, and correcting the capacity issues. Mr. Eustace explained that the size of the proposed pump motors are not as large as originally thought, and will not cost as much to operate in the long term. If the Authority does choose to go with the proposal, a stand-by by-pass pump will be requested to best serve the customers in that area.

Volunteers of America project-Mr. Eustace took some pictures of the temporary holding tank on site. A telephone call took place with Mr. Eustace, Mr. Czekanski and the DEP Treatment Works Approval department regarding the modification and the images from Mr. Eustace. As of right now, there is not a plan from the DEP to visit the site. Mr. Malone urged the conversation on the phone to be memorialized in writing.

III. PUBLIC PARTICIPATION:

In attendance was Committeeman Kostoplis, the Authority's Bordentown Township liaison. Mr. Kostoplis congratulated Mrs. Miller on her reappointment.

IV. ADJOURNMENT OF MEETING:

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

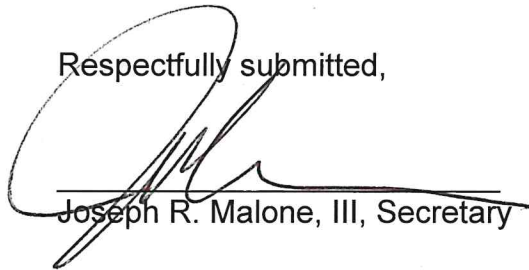
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

May 20, 2019



Joseph R. Malone, III, Secretary



REMINGTON
& VERNICK
ENGINEERS

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BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR APRIL 15, 2019 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS

PLANT TOPIC

Administrative Building Roof Replacement: Contractor is obtaining performance bond and insurance certificate documentation.

348 FARNSWORTH AVENUE STORMWATER ENTRY ELIMINATION

RVE's wastewater drawing review phase is complete. No notifications have been received regarding work commencing. In addition, our Bordentown City engineers have not been approached to date about any storm water conveyance modifications.

AUTHORITY CONVEYANCE SYSTEM TOPIC

- Sylvan Lake Pump Station System Modifications The Authority has been asked to provide input on a Township of Bordentown culvert replacement project near the Sylvan Lake pump station which is off Route 206S in the central portion of town. RVE is designing a force main bypass chamber and associated piping improvements to enable the contractor to bypass pump the wastewater flow around the culvert work area while it is being replaced. Ultimately, the bypass chamber will become a permanent part of the Authority's conveyance system with new piping – both force main and sanitary sewer main – across the replaced culvert.

At this time the Contractor has placed an order with a precast reinforced concrete chamber manufacturer and the chamber will not be delivered for approximately four weeks.

- Rising Sun Meadows: On Tuesday, April 2nd both Authority and RVE personnel listened to a presentation from the applicant's engineer regarding utilization of the Crystal Lake pump station as opposed to constructing a second pump station on-site. In order to make the system functional the applicant proposed improvements to the Authority's Rising Sun Road sanitary sewer system.

DEVELOPMENT TOPICS

- Matrix Warehouse (Georgetown Road Across from Clifton Mills Development): The developer is in the financial closing stage where once completed monies will be available to submit the connection fee and the utility piping construction will move forward.

BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR APRIL 15, 2019 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS
(CONTINUED)

- Volunteers of America (Burlington Road near Fieldsboro border): Since the downstream conveyance system is not totally constructed the Applicant installed a temporary underground pump station which discharges into a partially buried holding tank for ultimate wastewater disposal by hauling to the Authority's treatment plant.

On Thursday, April 11th, Mr. Eustace and RVE personnel initiated a conference call with NJDEP personnel to discuss both the current Treatment Works permit modification application and the methodology to trigger a second holding tank to be installed. At the current time the storage capacity on-site does not meet the NJDEP requirement of having double the capacity of the projected average daily flow.

- Tractor Sales Center (Corner of Rising Sun Road and Route 130): Corner lot is proposed for this type of commercial work with a lateral connection on Rising Sun Road. Review letter being prepared.
- Mansfield Tower Gate: On March 1st, Tom Coleman and Richard Czekanski joined Authority personnel for an introductory meeting with representatives from the proposed Mansfield development. The estimated wastewater flow from this development would be 120,000 gallons per day. If connected, the developer would own and operate all sanitary sewer, pump station and force main systems until this system reached an Authority directed location within the Authority's conveyance system.

Since the meeting we have answered general infrastructure questions from the applicant's engineer.

- Team Campus II Residences: RVE assisted with generation of a planning board will serve letter for a property on the east side of Route 130 where the Team Campus II developer is revising the original concept of one 17,200 square feet retail complex to 92 two bedroom apartments. This is just north of the Team Campus II office complex that has been discussed at previous Board meetings.

MAINTENANCE BOND SUMMARY

Expiration Dates are Subject to Maintenance Bond Submittal Date and Resolution of all Conditions:

- 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
- JDS B3 Roof: Expires February 2020; Per 2/2018 Res.
- Mile Hollow Pump Station; Expires August 20, 2020
- DCT I-295 Warehouse: Per Resolution 2019-9 for manhole lining main. bond; Expires Jan. 2021

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