

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
May 20, 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.

On motion by Lynch, seconded by Miller, it was moved to approve the regular session minutes of the April 15, 2019 meeting as submitted.

There was no discussion on the minutes.

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 2019-36, approving the May payment of bills from the Operating Fund in the amount of \$328,812.73 of which \$143,410.17 is a payroll transfer and \$50,466.94 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 2019-37, approving the payment of May bills from the Escrow Fund in the amount of \$8,370.62.

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 Lynch, it was moved to adopt Resolution 2019-17, approving contract 2019-C7, appointing Thomas J. Hastie, Jr. of Malamut and Associates, LLC as bond counsel for the Authority for the period of June 1, 2019 through February 29, 2020.

No discussion on this Resolution.

Recorded vote:

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

B. PERFORMANCE BOND RELEASE:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2019-38, authorizing the release of a performance bond for APCO Petroleum, Inc for the 7-11 convenience store and gas station without the requirement for a maintenance bond.

No discussion on this Resolution.

Recorded vote:

Ayes: Gulbinsky, Lynch, Malone, de Groot, Miller, Targonski

Nays: None
Abstained: None
Absent: None

C. OPERATING BUDGET TRANSFER:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2019-39, amending the Authority's FY 2019 operating budget (December 1, 2018 – November 30, 2019), adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

D. AWARD OF CONTRACT:

1. On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2019-40, authorizing the award of contract to Omaha Standard in the amount of \$14,525.00 for the purchase of a new 20 cubic foot poly box necessary for sludge removal.

A plastic box is used instead of steel because the box must seal to prevent leaks.

Recorded vote:

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

2. On motion by Targonski, seconded by de Groot, it was moved to adopt Resolution 2019-41, authorizing the award of contract to Aztec Graphics in the amount of \$5,612.74 for the purchase of staff uniforms.

Mr. Malone requested polo shirts for board members.

Recorded vote:

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

3. On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2019-42, authorizing the award of contract to Gayle Corporation in the amount of \$6,216.00 for the purchase of a Gorman Rupp pump model T-8 rotating assembly.

No discussion on this Resolution.

Recorded vote:

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

4. On motion by Lynch, seconded by Lynch, it was moved to adopt Resolution 2019-43, authorizing the award of contract to Lookfirst Technology, LLC in the amount of \$7,015.91 for the purchase of four computers and software.

The computers to be purchased are to maintain the Authority's information technology replacement schedule.

Recorded vote:

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

E. GENERATOR PREVENTATIVE MAINTENANCE:

On motion by Lynch, seconded by Miller, it was moved to adopt resolution 2019-44, authorizing the award of contract 2019-C11 to Bauer Gen Systems for emergency generator preventative maintenance, in the amount of \$17,152.81 for the period of one year commencing June 1, 2019.

No discussion on this 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 May 16, 2019.
- 2.) Escrow refund in the amount of \$4,850.00 for APCO Petroleum Inc; 7-11 convenience store and gas station.
- 3.) Notice of Public Hearing; Township of Bordentown Planning Board; Tractor Supply Company Store application for preliminary and final site plan approval and minor subdivision Block 138.01, Lot 43 located at the corner of Rising Sun Road and Route 130.
- 4.) Notice of Public Hearing; Township of Bordentown Zoning Board; ISAIAS V, LLC application requesting approved use variance to permit truck sales Block 30, Lot 14 known as 79 Old Amboy Road.
- 5.) Notice of Public Hearing; Township of Bordentown Planning Board; Graywacke, LLC application for site plan approval, variances, and design waivers for proposed renovated office and vehicle storage facility; Township Block 120 Lot 12; City Block 403 Lot 17.02 known as 230 Route 130 (adjacent to Haines Towing).
- 6.) Notice of Public Hearing; Township of Bordentown Zoning Board; GS Realty Corp. application for variance relief to permit construction of two single-pole, double faced billboard signs; Block 137.02 Lots 1, 11.03, and Parcel VX352C known as 2475 Old York Road (on the Old York Business Park property).
- 7.) Notice of Public Hearing; Township of Chesterfield Planning Board; PSE&G application for preliminary and final site plan approval to construct improvement upgrades to PSE&G's overhead electric transmission right-of-way that passes through Chesterfield Township.
- 8.) Notice of Public Hearing; Township of Bordentown Planning Board; Team Campus Phase II, LLC application for Minor Sub-Division and variances 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.
- 9.) Team Campus Phase II, LLC paid 40% connection fee in the amount of 222,599.20, a connection permit was issued 04/29/2019.
- 10.) 237 Route 130 Convenience, LLC paid connection fee in the amount of \$154,496.00. A connection permit is pending final S-3 approval.
- 11.) Katherine Carr of 22 Bank Street paid connection fee in the amount of \$9,766.00. A connection permit is pending final S-3 approval.
- 12.) Environmental Protection Agency provided a conditional wetlands waiver for the GS Realty Corp Old York Business Park on 4/15/2019.
- 13.) 348 Farnsworth Avenue hired a contractor to remove the stormwater piping connections from the sanitary sewer line on May 10, 2019. The

work is not yet complete, the fines have accumulated to \$16,600.00 as of 5/20/2019.

The executive director spent 20 hours and the administrative staff spent 25 hours on developer projects. The administrative roof replacement contractor received a Notice to Proceed on May 9, 2019. Volunteers of America treatment works approval modification is not yet finalized.

2019 Scholarship Awards:

Mrs. Gulbinsky will attend Bordentown Regional High awards night on June 18, 2019 to present the Environmental Scholarship to Michaela Luyber, and the Doreen B. Moore Business Scholarship to Dante DeChiara.

The 2018 annual audit is delayed until the June 17, 2019 meeting. There were no questions on the monthly financial report.

On motion by Malone, seconded by Lynch, it was moved to approve Mr. Eustace attend the Water Environment Federation (WEFMAX), a leadership conference in Nashville, TN, May 29, 30, and 31 2019, at no cost to the Authority other than his time.

Recorded Vote:

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

ShopRite:

In response to Mr. Malone's question, Mr. Eustace stated the Authority has not received any paperwork regarding development of the Shop Rite location.

Shared Sewer Lateral:

The Authority's Rules & Regulations does not specify rules regarding a shared lateral. The City of Bordentown's Clerk, Mrs. Archer, will be looking for an ordinance regarding shared laterals. Mr. Lynch and Mr. Targonski both think the City had addressed the issues of shared laterals in the past when there was an issue with a property on Prince Street.

B. GENERAL COUNSEL:

Mr. Coleman spent time on 348 Farnsworth Ave regarding fines and fees. The attorney and property representative will attend the June meeting after all of the work has been completed. All other matters have already been covered in the meeting.

C. ENGINEER:

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

Rising Sun Meadows:

A meeting with the developer and engineer of the property took place in early April 2019. The developer would like to discharge into the Crystal Lake pump station instead of constructing their own pump station. The Authority received a proposal for the developer to upgrade the Crystal Lake pump station and line some of the sewer mains including the portion under I-295. The Authority may provide a counter proposal, and would like approval to meet with the developer again to discuss further options.

The Matrix warehouse submitted their final drawings, Volunteers of America is looking for other options for constructing their system, and Wawa resubmitted their drawings. The ABRA site connected through a saddle. The coupon (portion of pipe which was cut to allow the connection) initially fell into the sewer main, but the BSA retrieved the coupon in a downstream sewer manhole.

III. PUBLIC PARTICIPATION:

In attendance was Carol de Groot of 8 Arlington Road, and Andrew Werbler of Rising Sun Meadows. There were no comments made from either attendee.

Mr. Malone complimented the Authority personnel for their positive attitudes of the office staff and operations staff. Mr. Malone suggested having a slide presentation or a DVD about the way the plant is operated.

IV. ADJOURNMENT OF MEETING:

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

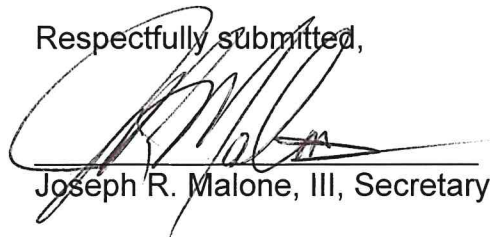
Recorded vote:

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

APPROVED ON:

June 17, 2019

Respectfully submitted,



Joseph R. Malone, III, Secretary



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MAY 20, 2019 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS**

PLANT TOPIC

Administrative Building Roof Replacement: Contractor has just received approval for the proposed materials and is in the ordering stage. The project is to be complete prior to June 24th.

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 has designed 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. The Township is introducing the culvert contractor to piping contractors who may be contracted as a sub in order to decrease the project cost.

- **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. Our firm is developing a greater overall list of potential improvements for the Authority to consider.

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. The developer recently

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MAY 20, 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.

In the past month VOA representatives met with Authority representatives to discuss if the Authority was open to VOA installing a pump station on site and discharging to a location in the Bordentown Waterfront development that is already constructed. The Authority expressed no objections.

- **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 provided.
- **Team Campus II:** Sewer main connection into the Authority's manhole was accomplished.
- **WaWa by the Municipal Building:** Revised drawings have just been received. Connection fee has been paid.
- **ABRA (Route 130S – Truck Garage):** The connection into the Authority's system was accomplished.

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**