

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
July 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, 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. Absent was James E. Lynch, Jr.

On motion by Malone, seconded by Miller, it was moved to approve the regular session minutes of the June 17, 2019 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Targonski, it was moved to approve the executive session minutes of the June 17, 2019 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2019-56, approving the July payment of bills from the Operating Fund in the amount of \$257,138.08 of which \$105,362.34 is a payroll transfer and \$79,975.63 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2019-57, approving the payment of July bills from the Escrow Fund in the amount of \$12,885.76.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2019-58, approving the credits and/or refunds of customer accounts in the amount of \$152.32.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SURRENDER ESCROW FUNDS:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2019-59, authorizing the delivery of \$3,611.00 developer escrow posted by Orleans Homebuilders to the State of New Jersey.

No discussion on this Resolution.

Recorded vote:

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

B. 2018 ANNUAL AUDIT REPORT:

Mr. Brian Waldron, CPA of Holman Frenia Allison P.C. presented the draft 2018 annual audit report to the board. Mr. Waldron apologized for the delay in the completion of the report to the board. Values for GASB 68 and GASB 75 were finalized and released by the State of NJ the day of this board meeting. The board can expect the complete annual audit report within the next 45 days.

Mr. Waldron provided a brief summary of the financial statements, statement of net position, internal control compliance, income statement, and stated there were no comments and recommendations.

Mr. de Groot asked for clarification on the Authority's debt and when the bonds can be expected to be paid in full. Mr. Waldron explained the debt schedules show all of the bonds being paid through 2031. Pages 28-30 of the annual audit report show detail of the bond payments into future years.

C. BORDENTOWN SEWERAGE AUTHORITY SCHOLARSHIPS:

Mrs. Gulbinsky distributed some suggested changes to the existing scholarship forms and requested board members think about potentially adding a third scholarship award in the amount of \$1,500.00 for vocational students.

On motion by Malone, seconded by Targonski it was moved to approve a third scholarship award to vocational students in the amount of \$1,500.00

Recorded vote:

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

Nays: None

Abstained: None

Absent: Lynch

The board would like Mr. Eustace and Mrs. Kwelty to edit the existing applications, create the third application form for the vocation student award, and form the scale for weighting of the received applications. The anticipated completion date for the forms is December 2019.

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers has been cancelled for July, will reconvene in August.
- 2.) 348 Farnsworth Avenue hired a contractor to remove the stormwater from the sanitary sewer line on May 10, 2019. The work is not yet complete, the fines have accumulated to \$22,200.00 as of 7/15/2019. Mr. Eustace will be attending a meeting on Friday July 19, 2019 with the City Construction Official and the contractor.
- 3.) Escrow refund in the amount of \$4,915.00 to Exeter for Central Crossings Business Park Building #3.
- 4.) Escrow refund in the amount of \$3,537.11 to Quick Chek for convenience store.
- 5.) Notice of Public Hearing; Township of Bordentown Planning Board; Team Campus Phase II LLC application for preliminary and final site plan approval for the construction of two building totaling up to 92 two-bedroom age restricted apartment units.
- 6.) Notice of Public Hearing; Township of Bordentown Planning Board; DCT Midline LLC application additional façade signs for the 440,440 square foot warehouse located 425 Rising Sun Road.
- 7.) BLB Trading LLC; 38 East Park Street, Sewer Use permit issued and \$5,909.00 connection fee realized as revenue.
- 8.) Notice from NJ Department of Transportation; NJDOT Bordentown Training Facility is proposing renovations to three existing buildings, reconstruction of the entire developed yard, regrading activities, culvert replacement, and utility upgrades.
- 9.) Colonial Pipeline Company proposing routine inspection and maintenance work for pipeline near the New Jersey Turnpike in Bordentown Township.

The executive director spent 30 hours and the administrative staff spent 15 hours on developer projects. There were no questions on the monthly financial report.

RATE DISCUSSION:

A rate hearing will be set for the September 16, 2019 board meeting. To be addressed during the rate hearing are the wastewater hauling fee, the formalization of a 1% service fee applicable to Deferred Connection Fee Agreements, sewer rent increase of 2%, and connection fees will be adjusted to match the statute calculation.

There was a discussion on whether the connection fees could maintain a static value. Mrs. Gulbinsky stated that the Authority has historically adjusted the connection fees based on the statute calculation and should continue to do so. Mr. Malone agreed to defer to the Chairwoman's opinion.

B. GENERAL COUNSEL:

Mr. Coleman assisted Mr. Eustace and Mrs. Kwelty with an Unemployment telephone hearing which was unsuccessful, as well as other matters throughout the month.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported on the Township's Orchard Ave and Sylvan Glen culvert project, where the contractor has proposed different alignments for the sewer lines. The Matrix warehouse at Georgetown Road will be connecting the sanitary sewer into the BSA manhole.

III. PUBLIC PARTICIPATION:

In attendance were Brian Waldron of Holman Frenia Allison who spoke about the audit report, and Carol de Groot of 8 Arlington Drive who did not have any comments.

IV. EXECUTIVE SESSION:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2019-60 to meet in executive session for the purpose of discussing possible litigation matters without any formal action to take place.

Recorded vote:

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

On motion by Targonski, seconded by Malone, it was moved to reconvene in public session.

Recorded vote:

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

There was no formal action taken as a result of the Executive Session.

V. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Targonski, it was moved to adjourn the meeting at approximately 7:10 p.m.

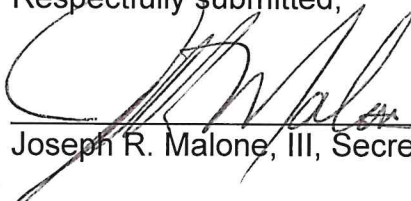
Recorded vote:

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

APPROVED ON:

August 19, 2019

Respectfully submitted,


Joseph R. Malone, III, Secretary



REMINGTON
& VERNICK
ENGINEERS

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

PLANT TOPIC

Administrative Building Roof Replacement: Work is over 100% complete. The Board will be approving one contractor's payment conditional on all final contractor documentation being received. The awarded cost was \$72,033.75 and the final construction cost is \$67,445.75.

AUTHORITY CONVEYANCE SYSTEM TOPICS

- 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. Based on negotiations between the contractor and the township the amount of Authority piping to be replaced and method of performing the work is still under discussion.
- Rising Sun Meadows: On Wednesday, June 12th Authority representatives conducted a meeting with the Applicant with the main focus being a preliminary wastewater conveyance infrastructure improvement list prepared by our office. The Applicant's engineer is developing concepts for some of the work. The main delay is a response from PSE&G on a possible pump station voltage upgrade. Once resolved the Applicant's engineer can finalize projected costs and the Applicant can come to an agreement with the Authority on the list of required improvements.

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

DEVELOPMENT TOPICS

- **Matrix Warehouse (Georgetown Road Across from Clifton Mills Development):** Sanitary sewer construction is scheduled to commence on Tuesday.
- **Volunteers of America (Burlington Road near Fieldsboro border):** The Applicant has received a NJDEP Treatment Works permit for the temporary underground pump station/partially buried holding tank system for ultimate wastewater disposal by hauling to the Authority's treatment plant.

On Wednesday, June 12th Authority representatives met with VOA representatives as a progress update as to where the VOA can discharge if a more permanent pump station was installed on site. After the meeting RVE provided drawing information of the Authority's system for their use.

- **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.
- **Will Serve Letters Developed:**
 - ▶ **Route 130N and Farnsworth:** Adjacent to McDonalds: CVS and office building
 - ▶ **Rising Sun Road:** New warehouse in front of Prince warehouse.

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**