

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
August 19, 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, 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 Leonard J. de Groot.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by Miller, seconded by Targonski, it was moved to approve the executive session minutes of the July 15, 2019 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2019-61, approving the August payment of bills from the Operating Fund in the amount of \$291,327.55 of which \$110,613.34 is a payroll transfer and \$94,391.08 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Lynch, it was moved to adopt Resolution 2019-62, approving the payment of August bills from the Escrow Fund in the amount of \$31,253.06.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by Targonski, it was moved to adopt Resolution 2019-63, approving the credits and/or refunds of customer accounts in the amount of \$813.43.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. AWARD OF CHEMICAL CONTRACTS:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2019-64, awarding chemical contract 2019-C13, Miscellaneous Chemicals for a term of two years to George S. Coyne Chemical Co, Inc and Univar USA, Inc. for the following items:

- Item 1: Liquid Inorganic Sulfur Dioxide (\$57.00/100 lbs.) – Univar USA, Inc.
- Item 2: Sodium Hypochlorite (\$1.15/gal.) – Univar USA, Inc.
- Item 3: Dense Soda Ash (\$24.35/100 lbs.) – Univar USA, Inc.
- Item 4: Liquid Ammonium Sulfate (\$3.5486/gal.) –
George S. Coyne Chemical Co, Inc.

No Discussion on this Resolution

Recorded vote:

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

B. 2018 ANNUAL AUDIT REPORT:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2019-65, certifying the board of the Bordentown Sewerage Authority has received and reviewed the report of audit.

No Discussion on this Resolution

Recorded vote:

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

C. PERFORMANCE BOND RELEASE:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2019-66, authorizing the release of a performance bond for the hotel and car wash constructed by 840 Route 206, LLC without the requirement for a maintenance bond.

No Discussion on this Resolution

Recorded vote:

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

D. SENATE BILL 3870 AND ASSEMBLY BILL 5391:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2019-67, to call upon all members of the New Jersey senate and assembly to protect the best interests of ratepayers and reject senate bill 3870 and assembly bill 5391.

No Discussion on this Resolution

Recorded vote:

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

E. AWARD OF CONTRACTS:

1. On motion by Targonski, seconded by Miller, it was moved to adopt Resolution 2019-68, authorizing the award of contract to Winzinger in the amount of \$2,500.00 for the removal of additional dirt and debris from Authority property.

No Discussion on this Resolution

Recorded vote:

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

2. On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2019-69, authorizing the award of emergency contract in the amount of \$55,538.65 for the repair of a sewer force main break on Route 206 South between Stanton Avenue and Park Street on July 23 and July 24, 2019. Award to RTW Construction Inc for excavation and main repair in the amount of \$40,385.00; award to Atlas Flasher & Supply for traffic control in the amount of \$8,652.50; award to Russell

Reid for wastewater hauling services in the amount of \$3,831.25; award to Township of Bordentown for overnight police protection in the amount of \$1,425.00; award to State Environmental Services for wastewater hauling services in the amount of \$1,150.00; award to Agway for bales of hay in the amount of \$94.90.

Mrs. Gulbinsky would like to thank Chief Pesce and the Bordentown Township Police Department for their assistance and cooperation during this event.

Recorded vote:

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

F. SURRENDER OF ESCROW FUNDS:

On motion by Targonski, seconded by Miller, it was moved to adopt Resolution 2019-70, authorizing the delivery of \$607.75 developer escrow posted by Dublin Square to the State of New Jersey.

No Discussion on this Resolution

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers took place August 16, 2019.
- 2.) 348 Farnsworth Avenue has not yet completed the stormwater relocation, the fines have accumulated to \$25,700.00 as of 8/19/2019. Mr. Eustace reported the State inspectors have stopped the installation of the storm sewer for lack of appropriate approvals. The fines are still accruing.
- 3.) 22 Bank Street approval of S-1 through S-4 applications. Connection permit was issued to Katherine Carr on August 9, 2019.

- 4.) Escrow refund in the amount of \$4,229.10 to 840 Route 206, LLC Hotel and Car Wash.
- 5.) Bordentown Waterfront Phase II received notice of administrative completeness from NJ DEP for all three treatment works approval applications for extension.
- 6.) KTJ 309, LLC; 60 Route 130, Auto Repair of America, Sewer Use permit issued and \$72,966.00 connection fee realized as revenue.
- 7.) Freshwater Wetlands Application; Maser Consulting filed a wetlands application for installation of sidewalks related to the Matrix warehouse project; 201 Old York Road.
- 8.) Notice of Public Hearing; Township of Bordentown Planning Board; Team Campus Phase II, LLC application for preliminary and final site plan approval for two buildings of age restricted apartment units. Block 58, Lot 37 between Crescent Drive and Old Highbridge Road.
- 9.) Notice of Public Hearing; Township of Bordentown Planning Board; Pomona Development Group, LLC completeness review hearing for preliminary and final site plan approval and major subdivision for a proposed CVS pharmacy. Block 128.01, Lots 1, 2, 3, 37, and 38; corner of Farnsworth Ave and Route 130.
- 10.) Notice of Public Hearing; Township of Bordentown Planning Board; LBA RVI-Company XXXI, LLC application for preliminary and final site plan approval for construction of one story 170,007 square foot warehouse. Block 137.02, Lot 6 located at the intersection of Advantage Court and Rising Sun Road.

MANHOLE REPLACEMENT DURING RESURFACING OF
SECOND STREET:

The City of Bordentown is completing repair work to their streets. Some of Authority's sewer manhole frames and covers in the City are from the early 1900s. The Authority has been purchasing new manhole covers and frames any time a street is redone. The engineer is asked to include a line item in the City's street repair bid for the sewer manhole replacements. The City of Bordentown bid for replacement of 10 manholes during Second Street road resurfacing will be \$9,000.

On motion by Lynch, seconded by Miller, it was moved to approve the expenditure of \$9,000.00 for the removal of existing and installation of new manhole frames and covers for ten manholes, as part of the City of Bordentown bid for the repaving of Second Street.

Recorded vote:

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

The executive director spent 30 hours and the administrative staff spent 20 hours on developer projects. The New Jersey League of Municipalities Annual Conference will take place November 19-21, 2019 and the Association of Environmental Authorities Annual Meeting and Conference, will take place November 19-20, 2019

PERMISSION TO ATTEND WEFTEC:

Mr. Eustace requested permission to attend the Water Environment Federation Technical Exhibition and Conference (WEFTEC) September 20 through September 24, 2019.

On motion by Malone, seconded by Targonski, the board agreed to Mr. Eustace attending with no cost to the Authority other than Mr. Eustace's time and one luncheon.

Recorded vote:

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

A rate hearing has been scheduled for September 16, 2019. Morgan Stanley has discontinued services to New Jersey local government entities and the Authority's investment services account is now closed. The final contract of the Administrative Roof Replacement was reduced from \$72,033.75 to \$67,445.75. \$4,588.00 will be transferred with the monthly revenue wire to the trustee.

The board congratulated Elizabeth Kwelty for passing the state exam for Certified Municipal Finance Officer (C.M.F.O.)

B. GENERAL COUNSEL:

Mr. Coleman reviewed the chemical bids and spent time going back and forth on the Tower Gate project with nothing specific to report at this time.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. A meeting with Tower Gate took place on August 1st regarding where a potential connection to the Authority's collection system would take place. The Tractor Supply project had requested a reduction in connection fees by changing the theoretical flow for their building. Mr. Eustace explained to the applicant, they are welcome to submit a request to the board, but the board has historically used the same flow

calculations for every project keeping the valuations consistent from project to project.

Mrs. Gulbinsky asked Mr. Coleman if there was any sense of timing for a response regarding the Mansfield connection moving forward. Mr. Coleman reported that there will be a Mansfield Township closed session meeting on Wednesday regarding the project.

III. PUBLIC PARTICIPATION:

There was no public participation.

IV. OTHER MATTERS FOR DISCUSSION:

Mr. Malone distributed to all board members a collection of newspaper articles and material from when the Authority was in the process of being created. The entire process took almost two years to quell all objections to the Authority's formation.

Mr. Malone said he would be glad to answer any questions about the creation of the Authority at the next meeting.

Mr. Lynch brought up the surrounding communities' efforts regarding the formation and other shared services agreements from more recent history. Mr. Lynch's opinion is that any agreements with other local government entities need to be worded solidly to avoid future negative impacts from the agreement.

Conversation among the board members lasted about ten minutes.

V. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Targonski, it was moved to adjourn the meeting at approximately 6:35 p.m.

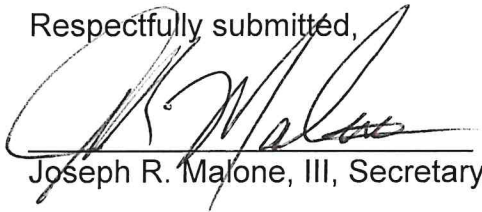
Recorded vote:

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

APPROVED ON:

September 16, 2019

Respectfully submitted,



Joseph R. Malone, III, Secretary



REMINGTON
& VERNICK
ENGINEERS

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR AUGUST 19, 2019 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Sylvan Glen Pump Station System Modifications:** The Township's culvert replacement contractor successfully installed a new portion of the pump station force main (approximately 125 feet) and connected it to the existing piping. In the area of the culvert the existing piping conflicted with the new, larger dimensioned culvert.
- **Rising Sun Meadows:** On Wednesday, June 12th Authority representatives conducted a meeting with the Applicant with the main focus being as a condition of being allowed to flow to the Crystal Lake pump station that the developer design and install conveyance infrastructure improvements as provided on a list prepared by our office. The Applicant's engineer is developing concepts for some of the improvements work and has surveyed the Crystal Lake pump station site. The main delay in reaching an agreement with the developer is a response from PSE&G on a possible pump station voltage upgrade which should be resolved on Friday, August 16th, after the finalization of this report. 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.
- **Matrix Warehouse (Georgetown Road Across from Clifton Mills Development):** Sanitary sewer construction is completed but all testing has not been concluded.
- **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. We are providing comments on the VOA's application for a second holding tank.

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR AUGUST 19, 2019 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS
(CONTINUED)**

DEVELOPMENT TOPICS

- **Tractor Sales Center (Corner of Rising Sun Road and Route 130):** Corner lot utilized for this proposed commercial development with a lateral connection on Rising Sun Road. On Wednesday, August 14th Authority representatives met with the developer who was requesting a reduction in the connection fee amount.
- **Mansfield Tower Gate:** On Thursday, August 1, 2019 Authority representatives met the Developer and the Developer's engineer to discuss previously established connection locations along Route 130 and the location's implications to the operation of the Authority's and the proposed Developer's pump station.
- **WAWA:** Grease trap testing was conducted last week.

MAINTENANCE BOND SUMMARY

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

- **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**