

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
March 16, 2020

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 25, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 25, 2020; 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 25, 2020.

The meeting was held in accordance with Center for Disease Control guidelines regarding COVID-19, which suggested six feet of space between persons, and as such, minimal attendance was requested.

The following persons were in attendance: Board Members, James E. Lynch, Jr., in person, M. Ellen Gulbinsky, in person, Leonard J. de Groot, via telephone, Joseph R. Malone III, in person, Aneka Miller, in person Also, in attendance were: Executive Director Richard D. Eustace in person, and the Authority's Solicitor Thomas J. Coleman, III, via telephone. Absent, but available to be called in by telephone if needed were, Board Member Zigmont F. Targonski, the Authority's Engineer Richard B. Czekanski, and Administrative Manager Elizabeth J. Kwelty.

On motion by Malone, seconded by Miller, it was moved to approve the regular session minutes of the February 18, 2020 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2020-26, approving the March payment of bills from the Operating Fund in the amount of \$374,142.00 of which \$233,658.24 is a payroll transfer and \$37,915.81 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2020-27, approving the payment of March bills from the Escrow Fund in the amount of \$9,643.00.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2020-28, approving the credits and/or refunds of customer accounts in the amount of \$2,538.38.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. NJPDES PERMIT APPLICATION SUBMISSION:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2020-29, authorizing the award of contract to Remington & Vernick Engineers for preparation and submission of the Authority's New Jersey Pollutant Discharge Elimination System (NJPDES) permit documents due by October 2, 2020, for a maximum value of \$6,500.00.

No discussion on this Resolution.

Recorded vote:

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

Absent: Targonski

B. AWARD OF CONTRACTS:

1. On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2020-30, authorizing the award of contract to Univar Solutions, in the amount of \$11,392.20, for the purchase of two 625-gallon sodium hypochlorite tanks.

No Discussion on this Resolution.

Recorded vote:

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

2. On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2020-31, authorizing the award of contract to Shupper Brickle in the amount of \$16,076.00 for the purchase of a monorail system for building B-4.

No Discussion on this Resolution

Recorded vote:

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

3. On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2020-32, authorizing the award of contract to Lookfirst Technology LLC for the purchase of three workstations and upgrade of four workstations to Windows 10 in the amount of \$5,369.91.

Recorded vote:

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

4. On motion by Malone, seconded by Miller, it was moved to ratify Resolution 2020-33 in the amount of \$34,975.50 for the repair of a sewer force main break on Route 206 North at Pine Avenue February 26 and 27, 2020 to the following vendors.

a. RTW Construction Inc	\$27,155.00
b. Atlas Flasher & Supply	\$ 3,998.00
c. Russell Reid	\$ 1,677.50
d. State Environmental Services	\$ 2,145.00

No discussion on this Resolution.

Recorded vote:

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

C. PROFESSIONAL SERVICE CONTRACT:

1. On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2020-34, authorizing the rescission of professional service contract 2020-C4, awarded to Holman Frenia Allison P.C.

No discussion on this Resolution.

Recorded vote:

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

2. On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2020-35, approving Contract 2020-C13, appointing Michael Holt of Holt McNally & Associates as Auditor for the Authority for the one-year period commencing March 1, 2020.

No discussion on this Resolution.

Recorded vote:

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

D. EQUIPMENT DESTRUCTION:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2020-36, approving the destruction of unusable operations equipment.

No discussion on this Resolution.

Recorded vote:

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

E. UPDATE TO PERSONNEL POLICIES:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2020-37, adopting updated personnel policy changes to comply with recent New Jersey law updates.

No Discussion on this Resolution.

Recorded vote:

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

F. ZERO TURN MOWER:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2020-38, authorizing the award of contract to Central Jersey Equipment, LLC for a zero turn mower in the amount of \$9,678.14.

No Discussion on this Resolution.

Recorded vote:

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

G. RISING SUN MEADOWS, LLC:

On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2020-39, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval for Rising Sun Meadows, LLC.

No Discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers for March 13, 2020 was cancelled.
- 2.) 348 Farnsworth Avenue stormwater relocation is still incomplete. The fines have accumulated to \$45,100.00 as of 02/29/2020. Monthly sewer account notices are mailed to owner.
- 3.) Refund Escrow in the amount of \$2,035.75 to APCO Petroleum for escrow opened regarding property 1080 Route 206. Account has had no activity since 2013.
- 4.) Refund Escrow in the amount of \$49.20 to First Industrial, LP for the warehouse known as Building 2W in Central Crossings Business Park. Sewer Use permit issued on November 1, 2019.
- 5.) Notice of Public Hearing Township of Bordentown Planning Board; Peter Sukola of 6 Bonnie Lane filed application to expand existing driveway.
- 6.) TWA application for Nissim Property on-site system was endorsed on March 3, 2020 and the TWA for the off-site was endorsed March 6, 2020 for submittal to NJDEP.
- 7.) TWA application for Rising Sun Meadows will be endorsed for submittal to NJDEP.

The executive director spent 40 hours and the administrative staff spent 25 hours on developer projects. There were no questions regarding the monthly financial report.

B. GENERAL COUNSEL:

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

C. ENGINEER:

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

III. PUBLIC PARTICIPATION:

There were no members of the public in attendance.

IV. OTHER ITEMS FOR DISCUSSION:

COVID-19 RESPONSE

Mr. Lynch thanked Mr. Eustace for his hard work the past week regarding the developing situation with COVID-19. The Authority's lobby doors are now locked, and only Authority personnel are permitted in the building.

- 1.) Mr. Lynch requested a motion to permit Mr. Eustace to reduce staff presence and pay staff during this pandemic situation.

On motion by Malone, seconded by Miller, it was moved to grant permission to Mr. Eustace to create a staffing schedule to reduce Authority personnel in the building at one time. Mr. Eustace has permission to pay the staff in full, forty hours per week during the pandemic situation regardless of hours clocked in.

Recorded vote:

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

2.) Mr. Lynch requested a motion related to customer billing accounts

On motion by Miller, seconded by Gulbinsky, it was moved that water Shut-offs for all past due accounts be canceled, and all past due amounts have a grace period until May 15, 2020 with no additional interest added.

Recorded vote:

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

Mr. Malone asked if Stanton Avenue was being repaved. It appears NJDOT is parking their vehicles on Stanton Avenue during the Route 206 paving, but Mr. Eustace did not think Stanton Ave was part of the repaving.

Mrs. Miller asked if the Authority had all of the paper products necessary. Mr. Eustace said BSA is prepared.

V. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Miller, it was moved to adjourn the meeting at approximately 6:08 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

April 20, 2020


Joseph R. Malone, III, Secretary

Raymond|Coleman|Heinold^{LLP}

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SOLCITOR'S REPORT FOR MARCH 16, 2020 MEETING PREPARED BY ELIZABETH KWELTY

DEVELOPMENT PROJECT ITEMS:

TWA for Rising Sun Meadows project.

PERSONNEL:

Created the changes to the Authority's personnel policy manual for approval.

MANAGEMENT:

Assisted the Executive Director and Administrative Manager with various items.



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MARCH 16, 2020 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Volunteers of America (Burlington Road near Fieldsboro border):** Volunteers of America has received a NJDEP Treatment Works Permit for construction of a pump station on the site. A revised force main alignment has been submitted.
- **Nissim Development:** Two weeks ago, the Authority endorsed the NJDEP Treatment Works Permit documents for both the on-site project and for the improvements to the Authority's Sylvan Glen Pump Station.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** A review letter has been provided. It requires the Applicant to evaluate the available capacity in the Park Street number 1 pump station.
- **Interchange 7 Warehouse: On Rising Sun Road in Front of the Prince Warehouse:** A preconstruction conference was held and there are minor wastewater issues to be resolved.

TREATMENT PLANT TOPICS

- **Multiple Building Roof Replacement Project:** A preconstruction conference was held on Friday, March 6th. The project should be completed by mid-May.

MAINTENANCE BOND SUMMARY

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

- Mile Hollow Pump Station; Expires August 20, 2020
- DCT I-295 Warehouse: Per Resolution 2019-9 for manhole lining main. bond; Expires Jan. 2021
- Administration Building Roof: 6/21/2021
- Rising Sun Road PS and FM Improvements: 9/16/2021

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