

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
May 18, 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 via teleconference line 1-877-568-4106; Access code 864-551-301.

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 April 14, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on April 14, 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 April 14, 2020.

The following persons were in attendance: Board Members, James E. Lynch, Jr., M. Ellen Gulbinsky, Leonard J. de Groot, Joseph R. Malone III, and Aneka Miller. 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. Board member Zigmont F. Targonski was absent.

On motion by Malone, seconded by Miller, it was moved to approve the regular session minutes of the April 20, 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 Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2020-42, approving the May payment of bills from the Operating Fund in the amount of \$259,393.82 of which \$110,572.19 is a payroll transfer and \$66,950.66 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 Malone, it was moved to adopt Resolution 2020-43, approving the payment of May bills from the Escrow Fund in the amount of \$17,309.45.

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. OPERATING BUDGET TRANSFER:

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2020-44, amending the Authority's FY 2020 operating budget (December 1, 2019 – November 30, 2020), adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

B. THIRD SUBMERSIBLE PUMP- MILE HOLLOW PUMP STATION:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2020-45, authorizing the award of contract to Remington & Vernick Engineers for design, advertisement, bid, and contract endorsement phase services to provide Mile Hollow pump station a third submersible raw sewage pump for a maximum value of \$5,200.00.

No discussion on this Resolution.

Recorded vote:

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

C. RISING SUN MEADOWS, LLC:

On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2020-46, consenting to the proposed Tri-County Water Quality Management (WQM) Plan amendment 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:

Mr. Eustace's full report is attached to these minutes and made a part thereof. Mr. Lynch and the board thanked Mr. Eustace, Mrs. Kwelty, and the rest of the Authority staff for their extraordinary work under the current conditions during the pandemic.

B. GENERAL COUNSEL:

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

Mr. Lynch brought up the letter received from Mr. Silber of Team Campus Phase II which requests a 50% reduction in connection fees. Mr. Lynch stated he understands it's a business letter, and recommended the request be denied and opened the floor for board comments. Mr. de Groot, Mrs. Gulbinsky, Mr. Malone, and Mrs. Miller all agree with Mr. Lynch that a letter should be sent to Mr. Silber denying the request for reduced connection fees. Mr. Coleman will prepare with Mr. Eustace a reply letter.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported that he has been working remotely, but all of the developers are providing drawings by mail to his home address so the projects may progress through the review process.

III. PUBLIC PARTICIPATION:

There were no members of the public in attendance.

IV. OTHER ITEMS FOR DISCUSSION:

On motion by Malone, seconded by Miller, it was moved that second quarter water shut-offs for all past due accounts be canceled, and all past due amounts have a grace period further extended until August 15, 2020 with no additional interest added.

Recorded vote:

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

V. ADJOURNMENT OF MEETING:

On motion by Miller, seconded by Malone, it was moved to adjourn the meeting at approximately 6:12 p.m.

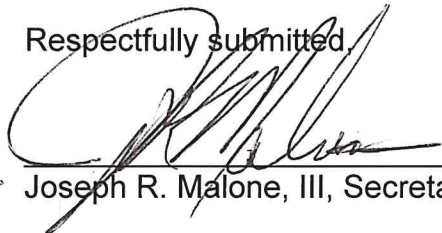
Recorded vote:

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

APPROVED ON:

June 15, 2020

Respectfully submitted,



Joseph R. Malone, III, Secretary

The Bordentown Sewerage Authority

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EXECUTIVE DIRECTOR'S REPORT FOR MAY 18, 2020 MEETING PREPARED BY RICHARD EUSTACE

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers is postponed until offices re-open to the public.
- 2.) 348 Farnsworth Avenue stormwater relocation is still incomplete. The fines have accumulated to \$49,200.00 as of 04/10/2020. The fines are suspended with Executive Order 122 shut down of all nonessential construction. May 5, 2020, City of Bordentown Planning Board engineer approved the drawings submitted by Levado.
- 3.) Approval of S-4 and issuance of Sewer Connection Approval for Interchange 7 Business Park, 334 Rising Sun Road, formerly known as the Prince property. Received Connection fee in the amount of \$237,804.

DEVELOPER ESCROW AND PROJECT TIME:

- 1.) Executive Director: May, 35 Hours
- 2.) Administrative Office: May, 10 Hours

SCHOLARSHIP WINNERS-TBD

OPERATIONS ITEMS:

Roof project is almost complete

Reusable washable masks for staff have been obtained from FEMA

Monthly financial report for month ended April 30, 2020 is included with the meeting packet.

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SOLCITOR'S REPORT **MAY 18, 2020**

1. Our office has received and reviewed correspondence from K. Johnson regarding connection fee relief.
2. Our office has assisted the Executive Director with the appropriate response to a New Egypt resident requesting information on a Mansfield Development.
3. Our office has reviewed and provided guidance to Remington & Vernick regarding Rising Sun Meadows and 212 Pine Street.
4. Our office has reviewed several Authority prepared documents.



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MAY 18, 2020 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Volunteers of America (Burlington Road near Fieldsboro border):** A revised force main alignment has been submitted and RVE has provided comments to the Applicant's engineer enabling them to complete the construction drawings. VOA is discussing shared project funding with the Township.
- **Nissim Development:** A virtual preconstruction conference for the on-site work occurred on Wednesday, May 13th. There are still minor design items for the developer to resolve prior to receiving Authority design approval.
- **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:** The building is under construction, but the Applicant's engineer is resolving RVE provided site comments.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road: Treatment Works** permit application submitted for the on-site work and there is a related Authority resolution in the Board's package.
- **Tractor Supply: Adjacent to Rising Sun Meadows Development:** Due to a change in the building plumbing layout by the contractor the project will no longer connect on Rising Sun Road via gravity. The Applicant's engineer is designing a pump station/force main system for the project which is under review. Construction was shut down based on direction of the Township.

TREATMENT PLANT TOPICS

- **Multiple Building Roof Replacement Project:** The Board is requested to authorize a partial payment of approximately 75 percent of the project's value. Project is proceeding smoothly.

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 of Remington & Vernick Engineers

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