

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
July 27, 2020

The meeting was called to order by Vice-Chairwoman, M. Ellen Gulbinsky, at 6:00 p.m. and led a salute to the flag in the meeting room of Carslake Community Center located at 207 Crosswicks Street, 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 July 7, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on July 7, 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 July 7, 2020.

The following persons were in attendance: Board Members, M. Ellen Gulbinsky, Leonard J. de Groot, 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 board member James E. Lynch, Jr.

On motion by Malone, seconded by Miller, it was moved to approve the regular session minutes of the June 15, 2020 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2020-52, approving the July payment of bills from the Operating Fund in the amount of \$303,765.16 of which \$147,853.94 is a payroll transfer and \$5,707.75 is a capital expense.

No discussion on this Resolution.

Recorded vote:

Ayes:	Gulbinsky, de Groot, Malone, Miller, Targonski
Nays:	None

Abstained: None
Absent: Lynch

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2020-53, approving the payment of July bills from the Escrow Fund in the amount of \$4,165.75.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2020-54, approving credits and refunds to customer accounts in the amount of \$337.50.

The Authority staff will apply customer service credits to customer accounts immediately, and then request approval from the board by resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. DEFERRED CONNECTION FEE AGREEMENT:

- 1.) On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2020-55, approving a deferred connection fee agreement between the Authority and Team Campus Phase II, LLC for the residential development known as the Point Luxury Apartments at Borden's Crossing.

A letter was received from Mr. Silber requesting a deferred connection fee agreement for the project.

Recorded vote:

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

- 2.) On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2020-56, approving a deferred connection fee agreement

between the Authority and 206 Bordentown Urban Renewal, LLC for the residential development known as The Reserve at Crosswicks.

The Reserve at Crosswicks is the residential project behind Jarons, comprising of 272 units.

Recorded vote:

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

B. THIRD SUBMERSIBLE PUMP – MILE HOLLOW PUMP STATION:

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2020-57, rejecting all bids and authorizing rebid for the Mile Hollow pump station project.

No discussion on this Resolution.

Recorded vote:

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

C. AWARD OF CONTRACT:

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2020-58, authorizing the award of contract to RTW Construction Inc. for excavation, installation, backfill of 11 Shady Lane sewer lateral replacement in the amount of \$7,000.00.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers will resume in August.
- 2.) 348 Farnsworth Avenue stormwater relocation is still incomplete. The fines have accumulated to \$53,600.00 as of 06/30/2020. Mr. Eustace

confirmed that there is a contractor for the storm water work, but as of yet the Authority has not been contacted yet about the wet-well work to be complete.

- 3.) Sewer use permit issued to HSC Bordentown, LLC, for Tractor Supply store \$127,015.00 was realized as revenue.
- 4.) Giovanni Antinoro owner of 38 Route 130 submitted S-1 and S-2 sewer service applications. Mr. Eustace reported a letter requesting a residential deferred connection fee agreement and a signed S-3. More information will be provided at the next meeting.
- 5.) Bordentown Township purchased for demolition and redevelopment, 179, 181, and 183 Crosswicks Road. Provided Mr. Theokas a letter with sewer connection fee credits for three multi-unit houses.
- 6.) Notice of Public Hearing Bordentown Township Planning Board; 30 Waterford Drive, Block 93.05 Lot 1 seeking approval for variances for installation of retaining wall, pool decking, and swimming pool.
- 7.) Notice of Public Hearing Bordentown City Joint Land Use Board; 2-4 Prince Street, seeking approval to construct a second floor above an existing one-story garage.

The executive director spent 20 hours and the administrative staff spent 10 hours on developer projects. As of July 1, 2020, the bid threshold is \$44,000 and the quote threshold is \$6,600. Mr. Kintner of 48 Charles Bossert Drive wrote letter regarding staff interaction during a sewer lateral inspection. J. Sullivan has earned one comp day.

A finance committee meeting will take place before the August 17, 2020 board meeting, and the 2019 annual audit will be presented for approval at the August board meeting. There were no questions about the monthly financial report. The April 2020 sewer billing resulted in 89.30% collections, whereas the usual amount, after shut-offs is around 95%. During the pandemic, there have not been any penalties or shut-offs for customer accounts.

B. GENERAL COUNSEL:

Mr. Coleman spent time on a number of items that were previously addressed as well as Cranberry Park flow analysis, The Point, Mile Hollow Pump Station rebid and other general matters presented by Mr. Eustace.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski confirmed he spent most of his time on the Cranberry development, Nissim, and the Point.

III. PUBLIC PARTICIPATION:

In attendance was Thomas Redwood, the Authority's Director of Operations.

IV. ADDITIONAL MATTERS FOR DISCUSSION:

Mr. Malone reported on two sewer issues. Mr. Lynch is in the final phases of purchasing the Divine Word seminary which is approximately 50 acres of property for the use of primarily open space, with some or all of the buildings to be used for

municipal purposes. There is a property on West Street, where a shared sewer lateral connection exists.

V. EXECUTIVE SESSION:

On motion Miller, seconded by Targonski, it was moved to adopt Resolution 2020-59 to meeting in executive session for the purpose of discussing personnel issue.

Recorded vote:

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

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

Recorded vote:

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

ACTION FROM EXECUTIVE SESSION:

On motion by Miller, seconded by Targonski, it was moved to approve bonuses to the following members of the management staff for their extra efforts during the COVID-19 pandemic. Mr. Bluhm \$1,000, Ms. Hale \$1,000, Mr. Eustace \$1,500, Mr. Jarvis \$1,000, Ms. Kwelty \$2,500, and Mr. Redwood \$1,000.

Recorded vote:

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

On motion by Targonski, seconded by Miller, it was moved to accept, with regret, Mr. Eustace's letter of retirement effective December 31, 2020.

Recorded vote:

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

VI. ADJOURNMENT OF MEETING:

On motion Targonski, seconded by Miller, it was moved to adjourn the meeting at approximately 6:30 p.m.

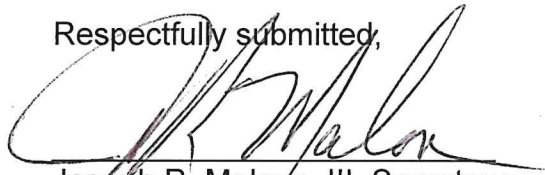
Recorded vote:

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

APPROVED ON:

August 17, 2020

Respectfully submitted,



Joseph R. Malone, III, Secretary



REMINGTON
& VERNICK
ENGINEERS

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JULY 27, 2020 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Nissim Development: (Behind Goodwill Store on Route 2016 near Hamilton Circle):**A second on-site preconstruction meeting was held last Thursday. For final approval there are minor items for the Applicant to address at both the on-site development and the Sylvan Glen pump station.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** This project is in the S1/S3 application stage. We have provided criteria for the Applicant's capacity review of the Park Avenue pump station #1.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road: Treatment Works** permit application is not complete since the Applicant has just resolved an easement issue with the Meadow Run Homeowner's Association.
- **The Pointe Residential Apartments at Bordens Crossing Along Route 130N Near Hamilton:** Drawings have just been submitted and are under review.

TREATMENT PLANT TOPICS

- **Multiple Building Roof Replacement Project:** Except for warranty submissions and site restoration the project is complete. The Board awarded a \$263,599.00 contract and \$23,615.00 was unused.
- **Mile Hollow Pump Station Spare Pump:** Bids received, and rejection of the bid is recommended.
- **Plant Discharge Permit:** We are developing the permit application based on data provided by the Authority.
- **PCB Annual Report:** We have initiated the annual permit mandated update.

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

PREPARED BY RICHARD CZEKANSKI, PE, BCEE, CME