

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
June 15, 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 June 7, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on June 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 June 7, 2020.

The following persons were in attendance: Board Members, James E. Lynch, Jr., 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.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2020-47, approving the June payment of bills from the Operating Fund in the amount of \$241,565.82 of which \$112,027.59 is a payroll transfer and \$54,577.24 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2020-48, approving the payment of June bills from the Escrow Fund in the amount of \$4,939.75.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2020-49, approving credits and refunds to customer accounts in the amount of \$2.27.

Mr. de Groot asked if there was a procedure to automatically pay the low valued transactions. Mr. Coleman explained that from the auditing and record keeping perspective it is best to provide the required resolutions which document the refunds.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2020-50, approving the Authority's salaries as of July 1, 2020.

No discussion on this Resolution.

Recorded vote:

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

B. CRANBERRY PARK, LLC:

On motion by Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2020-51, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval (TWA) for Cranberry Park, LLC.

This resolution is part of the normal procedure to prevent a possible delay for the project by requesting permission to sign while the documents are still under review with the professionals. Mr. Czekanski provided detail on remaining items for review, stating updated drawings were received last week. Mr. Malone requested that Mr. Eustace keep Mr. Lynch updated with progress of this project.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

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

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. ADJOURNMENT OF MEETING:

On motion Malone, seconded by Miller, it was moved to adjourn the meeting at approximately 6:10 p.m.

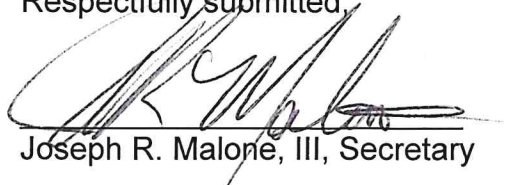
Recorded vote:

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

APPROVED ON:

July 27, 2020

Respectfully submitted,


Joseph R. Malone, III, Secretary

The Bordentown Sewerage Authority

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EXECUTIVE DIRECTOR'S REPORT FOR JUNE 15, 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 \$50,600.00 as of 05/31/2020. The fines resumed May 18 with Executive Order 142 permitting all nonessential construction.
- 3.) Notice of Public Hearing; Township of Bordentown Planning Board; Capital Health System, Inc application for variance for multiple signs approval Block 58 Lot 36.02, 100 K Johnson Blvd North, Building #1 of Team Campus Phase 2.
- 4.) United States Environmental Protection Agency provided a waiver from the Environmentally Sensitive Area special grant condition to 206 Bordentown Urban Renewal, LLC for the property known as the Nissim property.
- 5.) Pagma Properties, LLC; Single Family home 24 East Burlington Street; Conditional S-1 approval, and S-2 approval.
- 6.) Escrow refund in the amount of \$180.00 to Henke Water Ice for the Rita's store 5 Mission Road, Store #4.
- 7.) Notice of Public Hearing; Township of Bordentown Planning Board; Villa Mannino application for a second sign. 73 Route 130, Block 28 Lot 4.
- 8.) New Jersey Home Construction; Single Family home 212 Pine Street, approval of S-1, S-2, S-3, & S-4 sewer connection approval to be issued.
- 9.) Notice of Public Hearing; Township of Bordentown Planning Board; 885 East Drive owners seek variance for patio.
- 10.) Sewer use permit to be issued to HSC Bordentown, LLC, for Tractor Supply store located at the corner of Rising Sun Road and Route 130 North

DEVELOPER ESCROW AND PROJECT TIME:

- 1.) Executive Director: June, 25 Hours
- 2.) Administrative Office: June, 10 Hours

SHARED SERVICES:

Provided sludge hauling assistance to Township of Florence on May 11, 2020 when their roll-off truck was down for repairs.

FINANCIAL MATTERS:

- 1.) Monthly financial report
- 2.) 2019 Annual Audit Report is delayed until the July 27, 2020 meeting.
- 3.) Multiple Roof Replacements: the final contract was reduced from \$263,599.00 to \$239,984.00. \$23,615.00 will be transferred with the monthly revenue wire to the trustee

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SOLCITOR'S REPORT **JUNE 11, 2020**

1. Our office previously received and reviewed correspondence from K. Johnson regarding connection fee relief. We subsequently advised K. Johnson no relief would be provided.
2. Our office has received and reviewed correspondence from Remington & Vernick regarding The Pointe at Bordentown, Tractor Supply and Sylvan projects.
3. Our office has reviewed several Authority prepared documents.



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JUNE 15, 2020 MEETING PREPARED BY
REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Nissim Development:** On-site site development work has commenced. There are unresolved items for both the on-site and Sylvan Glen pump station improvements that will be addressed this month.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** The Applicant has provided a resubmission. This will be reviewed along with establishing the criteria for the Applicant's capacity review of the Park Avenue pump station.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** Treatment Works permit application is not complete since the Applicant has not successfully negotiated an easement along Meadow Run Road with the Homeowner's association.
- **Tractor Supply: Adjacent to Rising Sun Meadows Development:** Applicant successfully completed a pump station force main connection into an Authority manhole on Rising Sun Road. A certificate of occupancy is being delayed since a gas main has not been extended to the building.
- **The Pointe Residential Apartments at Bordens Crossing:** Drawings have just been submitted.
- **Single Family Residential Dwelling Submissions in Bordentown City:**
 - 212 Pine Street: Design Approved
 - 24 East Burlington: Applicant decided to maintain the existing clean out while reusing the existing lateral.

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:** Specifications for advertisement are being developed.
- **Plant Discharge Permit:** We will provide the Authority a list of required plant data to include in the permit application.

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