

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
October 19, 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 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 September 28, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on September 28, 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 September 28, 2020.

The following persons were in attendance: Board Members, James E. Lynch, Jr., M. Ellen Gulbinsky, Joseph R. Malone III, and Zigmont F. Targonski. Also, in attendance were: Executive Director Richard D. Eustace, Assistant Executive Director, Thomas Redwood, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski. Absent were board members Leonard J. de Groot and Aneka Miller.

On motion by Gulbinsky, seconded by Lynch, it was moved to approve the September 21, 2020 regular session minutes as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2020-76, approving the October payment of bills from the Operating Fund in the amount of \$232,916.72 of which \$111,752.79 is a payroll transfer and \$29,436.73 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Targonski, it was moved to adopt Resolution 2020-77, approving the payment of October bills from the Escrow Fund in the amount of \$7,295.75.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. BUDGET ADOPTION:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2020-78, adopting the Authority's approved 2020 budget (December 1, 2020 – November 30, 2021).

No Discussion on this Resolution.

Recorded vote:

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

B. RENEWAL & REPLACEMENT FUND:

On motion by Malone, seconded by Targonski, it was moved to adopt Resolution 2020-79, authorizing an increase in the required balance of the Renewal & Replacement Fund from \$600,000 to \$650,000 effective December 1, 2020.

The Renewal & Replacement Fund is increased by \$50,000 each year with the budget adoption.

Recorded vote:

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

C. PERFORMANCE GUARANTEE RELEASE:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2020-80, authorizing the release of performance bond for Bordentown Senior Housing to Volunteers of America Delaware Valley for the project known as Waterfront Village.

No discussion on this Resolution.

Recorded vote:

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

D. AWARD OF CONTRACT:

On motion by Gulbinsky, seconded by Malone, it was moved to approve Resolution 2020-81 authorizing the award of contract to Eastern Environmental Contractors, Inc. for replacement Netzch progressive cavity pump, Model NE90A in the amount of \$24,940.00.

No discussion on this Resolution.

Recorded vote:

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

E. AWARD OF CONTRACT:

On motion by Malone, seconded by Targonski, it was moved to approve Resolution 2020-82, authorizing the award of contract to RTW Construction, Inc. for removal and replacement of 4 manhole castings and covers on Georgetown Road (County Road 545) in the amount of \$14,000.00

Mr. Targonski asked why the manhole cover located at corner of Farnsworth Avenue and West Street was not raised. Mr. Eustace explained that particular manhole is a water utility manhole, and the Authority did replace castings and covers for three sewer manholes during the West Street resurfacing. The Bordentown Sewerage Authority has requested that the sewer manhole replacements be included on the bid for every street resurfacing project. Mr. Eustace suggested the water utility may want to do the same.

Recorded vote:

Ayes:	Lynch, Gulbinsky, Malone, Targonski
Nays:	None

Abstained: None  
Absent: de Groot, Miller

F. DESTRUCTION OF COMPUTER EQUIPMENT:

On motion by Targonski, seconded by Gulbinsky, it was moved to approve Resolution 2020-83, authorizing the destruction and proper disposal of the Authority's unusable computer equipment.

Mr. Malone asked if the computer equipment could be re-purposed or donated. The computers listed were replaced because operating system Windows 7 is obsolete.

Recorded vote:

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

G. DESTRUCTION OF DOCUMENTS:

On motion by Gulbinsky, seconded by Malone, it was moved to approve Resolution 2020-84, approving the destruction of documents as approved by Division of Archives and Records Management, in accordance with the provision of the New Jersey Destruction of Public Records Law.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR: Mr. Redwood presented to the board.

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers has been postponed until November.
- 2.) 348 Farnsworth Avenue stormwater relocation is still incomplete. The fines have accumulated to \$62,800.00 as of 09/30/2020. Mr. Redwood reported \$33,016.90 of the fine has been sent for collection by Tax Sale.
- 3.) Refund Escrow in the amount of \$5,000 to Bordentown Waterfront Community for Phase II. All land has been sold to Bordentown Township. This is the portion of the Waterfront project on the Delaware River side of the railroad tracks.

- 4.) 206 Bordentown Urban Renewal LLC, known as Nissim property and Reserve at Crosswicks; Connection fees received in the amount of \$30,989.00 for the Clubhouse and \$198,360.00 for building #4, and connection approvals issued to Bordentown Township.
- 5.) Team Campus Phase II, LLC residential development known as The Point Luxury Apartments at Borden's Crossing, S-1 and S-2 approval.
- 6.) Notice of Public Hearing Bordentown Township Planning Board; Interchange 7 Business Park, previously known as Prince Property, seeking variance relief for signage placement.

DEVELOPER ESCROW AND PROJECT TIME:

- 1.) Executive Director and Assistant Executive Director: October 35 Hours
- 2.) Administrative Office: October, 21 Hours

OPERATIONS ITEMS:

- 1.) Bauer Gen Systems has provided written notification that they are unable to provide Emergency Generator Preventative Maintenance as per Resolution 2020-16. The Authority will solicit quotes for a new contract award.
- 2.) Plumsted Municipal Utilities Authority anticipates wastewater hauling will begin in January 2021 as the first home currently under construction will be completed. The PMUA treatment plant construction is anticipated to be completed June 2021.
- 3.) 139 Elizabeth Street complained of storm sewer odor. The Township televised the storm sewer. While there is no obvious leak, the lateral connection, which is installed through the storm sewer main, will be improved by Bordentown Sewerage Authority staff, along with City of Bordentown Public Works Department for the cost of time and materials.
- 4.) Three sewer operators have completed the Introduction to Water and Wastewater course. Tom Downs, Pat Tohill, and James Sullivan are able to sit for the Department of Environmental Protection State Certification exams.

FINANCIAL ITEMS:

1. Arbitrage Calculation through November 30, 2019 completed, there is no amount due.
2. Standard & Poor's rating issued October 7, 2020; BBB/Stable
3. October 2020 sewer billing for school district accounts were charged units based on gallons used (1 unit for every 18,000 gallons or part thereof) instead of population (1 unit for every 20 people) as the school buildings have been empty due to Covid-19.

On motion by Malone, seconded by Gulbinsky, it was moved to modify the school sewer account calculations related to reduced population due to the COVID-19 pandemic, to be reviewed quarterly.

The board would like a letter sent to the school district letting them know the billing has been adjusted to reflect the lack of population in the buildings during the pandemic.

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

There were no questions on the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman spent time on a number of items that were previously addressed as well as finalizing the deferred connection fee agreement for The Point and the preliminary official statement for the bond refunding.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The Nissim property on Route 206, submitted drawings for improvement of the Sylvan Glen pump station, the pump station will need to be upgraded before anyone can move into any of the buildings. Maser engineering needs to provide an evaluation of the Park Street pump station for Cranberry Park before the S-1 can be approved. The Point residential apartments will have two manholes to be raised to match the entire site being raised 3-4 feet.

III. PUBLIC PARTICIPATION:

There was no one from the public present.

IV. REFUNDING BONDS:

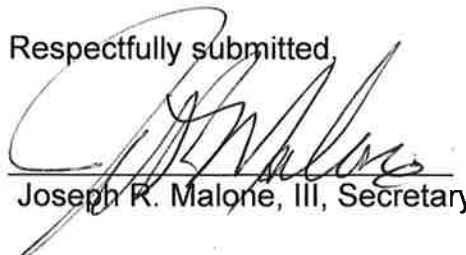
Additional discussion regarding the bond refunding, the Standard and Poor's Rating, and bond insurance.

V. ADJOURNMENT OF MEETING:

On motion Targonski, seconded by Lynch, it was moved to adjourn the meeting at approximately 6:25 p.m.

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

Respectfully submitted,



Joseph R. Malone, III, Secretary

APPROVED ON:

November 16, 2020



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR OCTOBER 19, 2020 MEETING PREPARED  
BY REMINGTON & VERNICK (RVE) ENGINEERS**

**AUTHORITY CONVEYANCE SYSTEM TOPICS**

- **Nissim Development: (Behind Goodwill Store on Route 206 near Hamilton Circle):** Sewer main construction has commenced. Finalization of the improvements to the Sylvan Glen Pump Station are under review and being resolved.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** This project is in the S1/S3 application stage. We have not recommended S1 approval since no information has been provided regarding pretreatment of the brewery wastewater.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** No activity.
- **The Pointe Residential Apartments at Borden's Crossing Along Route 130N Near Hamilton: 82 Apartments:** A S3 drawing set is under review.
- **Volunteers of America Facility (Burlington Road):** Pump station and force main installation is substantially complete. Administrative items must be addressed by Applicant prior to activation of the pump station.

**TREATMENT PLANT TOPICS**

- **Mile Hollow Pump Station Spare Pump 9/16/2020 Bid:** Contracts have been endorsed and shop drawings are under review.
- **Plant Discharge Permit:** Permit application has been confirmed as being received by the NJDEP for their review and draft permit generation.
- **Oxidation Tank Shaft Replacement:** In preliminary design.

**MAINTENANCE BOND SUMMARY**

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

- **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
- **2020 Roof Replacements (B2, B4, EB1, PS2):** 5/21/2022

**PREPARED BY RICHARD B. CZEKANSKI, PE, BCEE, CME**