

**BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
November 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 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, Leonard J. de Groot, Joseph R. Malone III, Aneka Miller 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.

On motion by Gulbinsky, seconded by Targonski, it was moved to approve the October 19, 2020 regular session minutes as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2020-85, approving the November payment of bills from the Operating Fund in the amount of \$245,429.93 of which \$111,761.88 is a payroll transfer and \$54,028.96 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 Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2020-86, approving the payment of November bills from the Escrow Fund in the amount of \$15,803.25.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2020-87, approving credits and/or refunds to customer accounts in the amount of \$15.00.

No discussion on this Resolution.

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. BUDGET YEAR ENDING NOVEMBER 30, 2020:

- 1.) On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2020-88, amending the Authority's 2019 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, Targonski
Nays: None
Abstained: None
Absent: None

- 2.) On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2020-89, amending the Authority's 2019 Capital 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, Targonski
Nays:	None
Abstained:	None
Absent:	None

B. CASH MANAGEMENT PLAN:

On motion by de Groot, seconded by Gulbinsky, it was moved to adopt Resolution 2020-90, adopting the Bordentown Sewerage Authority's Cash Management Plan for fiscal year ending November 30, 2021.

No discussion on this Resolution.

Recorded vote:

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

C. SUCCESSION PLAN SALARY RESOLUTION:

On motion by Targonski, seconded by Gulbinsky, it was moved to adopt Resolution 2020-91, authorizing a pay increase and promotion to Thomas M. Redwood as Authority's Executive Director effective January 1, 2021.

No discussion on this Resolution.

Recorded vote:

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

D. INTERMUNICIPAL SLUDGE MANAGEMENT AGREEMENT:

On motion by Gulbinsky, seconded by de Groot, it was moved to approve Resolution 2020-92 authorizing the Authority's Executive Director to execute an intermunicipal sludge management agreement with the County of Burlington.

No discussion on this Resolution.

Recorded vote:

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

E. AWARD OF EMERGENCY CONTRACT:

On motion by Gulbinsky, seconded by Malone, it was moved to approve Resolution 2020-93, authorizing the award of emergency contract in the amount of \$34,826.00 for sewer main excavation and repair, pumping services, and traffic control to repair sewer lateral servicing 402 Rising Sun Road November 9th and 10th 2020 as follows:

a. RTW Construction Inc.	\$26,505.00
b. Advance Traffic Control	\$ 5,876.00
c. State Environmental Services Inc.	\$ 2,445.00

No discussion on this Resolution.

Recorded vote:

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

F. PUBLIC PROPERTY SALE:

On motion by Targonski, seconded by Malone, it was moved to approve Resolution 2020-94, authorizing the sale of public property no longer needed for public use through an on-line auction.

The Authority intends to sell five Chevy pick-up trucks from 1998, 2001, 2003, and 2004.

Recorded vote:

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

G. AWARD OF CONTRACT:

On motion by de Groot, seconded by Targonski, it was moved to approve Resolution 2020-95, authorizing the award of contract to BDP Industries for the replacement of 8" compression roll, in the amount of \$4,000.

No discussion on this Resolution.

Recorded vote:

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

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 and City of Bordentown Water Utility officials November 13 2020.
- 2.) 348 Farnsworth Avenue stormwater relocation is still incomplete. The fines have accumulated to \$65,900.00 as of 10/31/2020. Mr. Coleman reported correspondence was received from the property owner's attorney stating the fines were excessive and threatening litigation. Mr. Coleman has sent a reply with the history of the property regarding the stormwater draining to the wastewater system and the repairs still needed to the wet well.
- 3.) Waterfront Village LP, known as Volunteers of America or Bordentown Senior Housing was issued sewer connection and use permits. Connection fee of \$333,871.00 was realized as revenue.
- 4.) Exeter 2473 Old York LLC received sewer use permit for Building 2 of the Old York Business Park project. Connection fee of \$177,358.00 was realized as revenue.
- 5.) Eventide 130, LLC having an address of 56 Route 130 South, has submitted sewer applications and paid the connection fee of \$9,918.00. Engineering review almost complete.
- 6.) Notice of Public Hearing Bordentown Township Planning Board; Team Campus Phase II, LLC seeking use variance to construct mixed/use inclusionary residential development and retail component in place of presently planned office pad sites and retail.

The Authority has a deferred connection fee agreement on file, for five commercial and retail buildings as originally approved by Bordentown Township. The change in use will change the connection fees to be paid for each building. If the proposed changes are approved by the Township Planning board, Bordentown Sewerage Authority will write a letter to Team Campus Phase II, LLC to notify the change in use will result in adjusted connection fees to be paid.

- 7.) Freshwater Wetlands Application; Application for Letter of Interpretation has been filed by Active Acquisitions OY, LLC for Block 701, Lot 2.01 and Block 1, Lot 5.02, having an address of 228 Old York Road, known as Old York Country Club.

The Executive Director and Assistant Executive Director spent 30 hours and the administrative staff spent 15 hours on development

projects. On November 12th the entry way gate was run over by a vehicle, a police report was filed and an insurance claim was opened. Mr. Redwood reported on a sewer force main rupture emergency that occurred November 15th in the early morning at Crystal Lake on Route 130 between Adirondak Road and Taconic Road. There were no questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman spent time on a number of items that were previously addressed including 348 Farnsworth Avenue, personnel issues, and other general items.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Volunteers of America will have to abandon the holding tanks previously installed. Nissim property is actively under construction to connect to sewer.

III. PUBLIC PARTICIPATION:

There was no one from the public present.

Mr. Malone would like to know if Mrs. Miller will be able to stay on the Bordentown Sewerage Authority board now that she has been elected to the Bordentown Township committee. The board members congratulated Mrs. Miller stating she will be a wonderful addition to the Bordentown Township Committee.

IV. ADJOURNMENT OF MEETING:

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

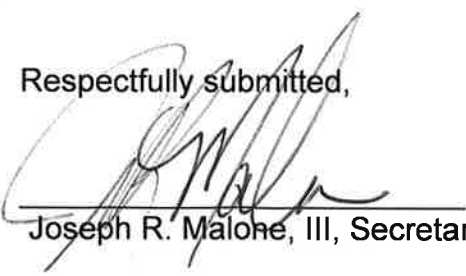
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

December 21, 2020


Joseph R. Malone, III, Secretary



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR NOVEMBER 16, 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. Applicant's engineer is performing a capacity study on the Park Street pump station.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** No major activity.
- **The Pointe Residential Apartments at Borden's Crossing Along Route 130N Near Hamilton: 82 Apartments:** Once one drawing sheet is revised to include manhole details the BSA will provide the Applicant's engineer the endorsed NJDEP Treatment Works permit application documents.
- **Volunteers of America Facility (Burlington Road):** Pump station and force main installation is operational.

TREATMENT PLANT TOPICS

- **Mile Hollow Pump Station Spare Pump 9/16/2020 Bid:** Shop Drawings have been approved and pump to be delivered prior to 2/21/2021.
- **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
- **Tractor Supply Manhole Penetration:** 6/10/2022

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