

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
December 21, 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 virtual GoToMeeting, telephone 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 December 14, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on December 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 December 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, 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 Miller, it was moved to approve the November 16, 2020 regular session minutes as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2020-96, approving the December payment of bills from the Operating Fund in the amount of \$267,663.70 of which \$112,349.21 is a payroll transfer and \$31,855.75 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 Malone, it was moved to adopt Resolution 2020-97, approving the payment of December bills from the Escrow Fund in the amount of \$10,471.30.

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. EMPLOYMENT AGREEMENT:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2020-98, approving an employment agreement between the Bordentown Sewerage Authority and Thomas M. Redwood.

No Discussion on this Resolution.

Recorded vote:

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

B. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by Targonski, seconded by de Groot, it was moved to adopt Resolution 2020-99, authorizing the designation of Thomas M. Redwood as the Public Agency Compliance Officer (P.A.C.O.) for the Authority.

No discussion on this Resolution.

Recorded vote:

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

C. SALARY RESOLUTION:

On motion by Miller, seconded by Targonski, it was moved to adopt Resolution 2020-100, approving the Authority's salaries as of 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. ANTI-HARASSMENT POLICY:

On motion by Miller, seconded by de Groot, it was moved to approve Resolution 2020-101, approving the re-adoption of the Authority's anti-harassment policy.

No discussion on this Resolution.

Recorded vote:

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

E. CITY OF BORDENTOWN AGREEMENT:

On motion by Gulbinsky, seconded by Malone, it was moved to approve Resolution 2020-102, authorizing the water consumption agreement between the Bordentown Sewerage Authority and the City of Bordentown in the amount of \$4,000.00 per year for three years.

No discussion on this Resolution.

Recorded vote:

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

F. VEHICLE PURCHASE:

On motion by de Groot, seconded by Malone, it was moved to approve Resolution 2020-103, authorizing the purchase of 2021 Ford F-250 SRW XL four wheel drive regular cab pick up truck under state contract #A88727 in the amount of \$26,022.00.

No discussion on this Resolution.

Recorded vote:

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

G. PERFORMANCE GUARANTEE:

On motion by Gulbinsky, seconded by Miller, it was moved to approve Resolution 2020-104, authorizing the release of a performance guarantee for the project known as Old York Business Park to Exeter 2473 Old York LLC with the requirement for a maintenance bond.

No discussion on this Resolution.

Recorded vote:

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

H. AWARD OF EMERGENCY CONTRACT:

On motion by Targonski, seconded by Gulbinsky, it was moved to approve Resolution 2020-105, authorizing the award of emergency contract in the amount of \$30,367.00 for excavation and repair, pumping services, and traffic control to repair ruptured force main on Route 130 North between Adirondak Road and Taconic Road November 15, 2020 as follows:

a. RTW Construction Inc.	\$24,320.00
b. Advance Traffic Control	\$ 3,555.00
c. State Environmental Services Inc.	\$ 2,492.00

No discussion on this Resolution.

Recorded vote:

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

I. AWARD OF CONTRACT:

On motion by de Groot, seconded by Gulbinsky, it was moved to approve Resolution 2020-106, authorizing the award of contract to JWC Environmental for Burlington Street pump station muffin monster model 3005-0012, in the amount of \$10,191.16.

The muffin monster is a sewage grinder that uses the trade name 'muffin monster'.

Recorded vote:

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

J. AWARD OF CONTRACT:

On motion by Malone, seconded by Miller, it was moved to approve Resolution 2020-107, authorizing the award of contract to Survivor Fire & Safety Co., Inc. for repairs to fire alarm and fire suppression systems, in the amount of \$9,195.00.

No discussion on this Resolution.

Recorded vote:

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

K. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

1. On motion by de Groot, seconded by Miller, it was moved to approve Resolution 2020-108, authorizing the 2021 agreement (Contract 2021-C3) for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Lookfirst Technology, LLC for operating system and computer hardware maintenance support in the amount of \$14,591.00.
2. On motion by Gulbinsky, seconded by Miller, it was moved to approve Resolution 2020-109 authorizing the 2021 agreement (Contract 2021-C4) for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Harris Computer Systems for professional application software support in the amount of \$21,004.66.

L. INVESTORS BANK DEPOSITORY RESOLUTION:

On motion by Miller, seconded by Targonski, it was moved to approve Resolution 2020-110, approving authorized person to make changes to Authority accounts held by designated depository Investors Bank.

No discussion on this Resolution.

Recorded vote:

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

M. JIF FUND COMMISSIONER APPOINTMENT:

On motion by Gulbinsky, seconded by Miller, it was moved to approve Resolution 2020-111, authorizing the appointment of Thomas M. Redwood, Executive director as fund commissioner to represent Bordentown Sewerage Authority membership to the New Jersey Utility Authorities Joint Insurance Fund.

No discussion on this Resolution.

Recorded vote:

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

N. AUTHORIZE CERTAIN ACTION TO EXECUTIVE DIRECTOR:

On motion by Miller, seconded by de Groot, it was moved to approve Resolution 2020-112, authorizing the Executive Director to perform and approve certain actions, and appointing another staff member in his absence.

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 in-person development meeting with Township Construction and Planning Officers and City of Bordentown Water Utility officials has been postponed. The Authority's report with current activity was emailed to all.
- 2.) 348 Farnsworth Avenue – Mr. Coleman will provide an update to the board.
- 3.) Exeter 2473 Old York LLC received sewer use permit for Building 1 of the Old York Business Park project. Connection fee of \$730,235.00 was realized as revenue.
- 4.) LBA XXXI LLC received sewer use permit for the warehouse known as Interchange 7 Business Park, previously known as the Prince Property. Connection fee of \$237,804.00 was realized as revenue.

- 5.) Eventide 130, LLC having an address of 56 Route 130 South, approval of S-1, S-2, and S-3 applications.
- 6.) New Jersey Department of Environmental Protection adopted application from Rising Sun Meadows for inclusion in the Tri-County Water Quality Management Plan. Rising Sun Meadows is a residential development for 59 townhomes, a clubhouse, and 168 apartments, Block 138.01, Lots 42 & 43.
- 7.) Flood Hazard Area Verification Permit; Application submitted 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.
- 8.) Letter of interpretation and a freshwater wetlands general permit 6 application will be submitted to New Jersey Department of Environmental Protection by First Industrial Acquisition II, LLC for a proposed industrial building located on Dunns Mill Road, Rising Sun Road, and US 130.

The Executive Director and Assistant Executive Director spent 25 hours and the administrative staff spent 12 hours on development projects. There were no questions regarding the monthly financial report.

DEPARTMENT OF ENVIRONMENTAL PROTECTION BACKUP OPERATOR

David J. Kennedy, who is an experienced S-4, C-4 Operator, has submitted his resume and required wages to perform as the Authority's NJDEP backup operator.

On motion by Malone, seconded by Gublinksky, it was moved to approve hiring David J. Kennedy to serve as the Authority's backup S-4 operator, effective January 1, 2021. Mr. Kennedy will be compensated with a monthly retainer of \$125.00 and an hourly rate of \$75.00.

Mr. Kennedy will be retained as an at-will employee.

Recorded vote:

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

B. GENERAL COUNSEL:

Mr. Coleman spent time on items that were previously addressed including 348 Farnsworth Ave. Since the last meeting, Levado 1003 LLC, owner of 348 Farnsworth has sued the Bordentown Sewerage Authority in dispute of the violation fines that were being sold at the Bordentown City tax sale. Mr. Coleman with Mr. Eustace's assistance as emissary to the board proposes the following settlement: All open sewer bills are to be paid by 12/31/2020, fines totaling \$15,000 are to be paid \$5,000 per

month for the next 90 days, and the repairs to the on-site sanitary sewer system as approved by Mr. Eustace and Mr. Czekanski in June of 2018 will be completed in 30 days. Mr. Coleman also stated that if the \$15,000 fines are not paid as indicated in the agreement, all the previously charged fines can then be sold at tax sale immediately following the missed payment.

On motion by Malone, seconded by Miller, it was moved to approve the settlement between the Authority and Levado 1003, LLC.

All open sewer bills are to be paid by 12/31/2020, fines totaling \$15,000 are to be paid \$5,000 per month for the next 90 days, and the repairs to the on-site sanitary sewer system previously approved will be completed within 30 days.

Recorded vote:

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

The board thanked Mr. Coleman and Mr. Eustace for their efforts to resolve this issue.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Nissim, Cranberry Park, and Rising Sun Meadows will all have a lot of activity before the next meeting. The additional pump for the Mile Hollow pump station will be delivered in the next few weeks.

III. RETIREMENT OF RICHARD D EUSTACE:

On motion by Malone, seconded by Miller, it was moved to approve Resolution 2020-113, approving the Authority's vocational scholarship be re-named the Richard D. Eustace Vocational Scholarship.

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 Malone, it was moved to approve Resolution 2020-114, to memorialize the achievements of Richard D. Eustace as the Authority's Executive Director from 2010 to 2020.

Mr. Eustace thanked the board for the scholarship honor, for taking a chance on him when he was hired, and a special thank you to the Authority's professionals Mr. Czekanski and Mr. Coleman.

Recorded vote:

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

IV. PUBLIC PARTICIPATION:

There was no one from the public present.

V. ADJOURNMENT OF MEETING:

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

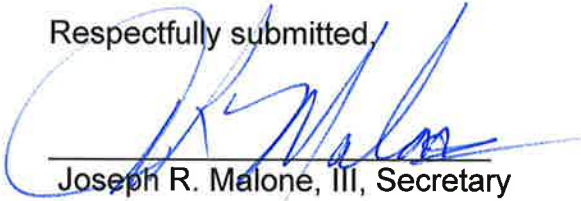
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

January 19, 2021



Joseph R. Malone, III, Secretary



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR DECEMBER 21, 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 and review of the pump station shop drawings are under way.
- **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:** Applicant has submitted initial drawings in order to gain the Authority's NJDEP Treatment Works permit application endorsement.
- **The Pointe Residential Apartments at Borden's Crossing Along Route 130N Near Hamilton: 82 Apartments:** Endorsed NJDEP Treatment Works permit application documents have been returned to the Applicant.

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. Pump is now in shipment.
- **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