

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
February 16, 2021

The meeting was called to order by the board secretary, Elizabeth J. Kwelty, 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 January 13, 2021,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on January 13, 2021; 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 January 13, 2021.

Mr. Coleman swore-in Leonard J. de Groot for a five-year term effective February 1, 2021.

The following persons were in attendance: Board Members, Leonard J. de Groot, M. Ellen Gulbinsky, James E. Lynch, Jr., Joseph R. Malone III, and Aneka Miller. Also, in attendance were: Executive Director Thomas M. Redwood, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski, who arrived at 6:20pm. Board member Zigmont F. Targonski was absent.

The meeting was turned over to Mr. Coleman.

REORGANIZATION:

Mr. Malone made a motion, seconded by Mr. de Groot to nominate Mrs. Gulbinsky as Chair, Mr. Lynch as Vice-Chair, and the other positions to remain the same. Mr. Malone as Secretary, Mr. de Groot as Treasurer, and the position of Assistant Secretary both Mrs. Miller and Mr. Targonski.

Recorded vote:

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

Mr. Coleman turned the meeting over to Chairwoman Gulbinsky.

Mrs. Gulbinsky thanked the board for the position of Chairwoman, and for the great work the past year.

The members established the meeting dates for the next year. On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2021-7, designating meeting dates established at reorganization and appointment of official newspapers.

Monday, March 15, 2021	6:00 p.m.
Monday, April 19, 2021	6:00 p.m.
Monday, May 17, 2021	6:00 p.m.
Monday, June 21, 2021	6:00 p.m.
Monday, July 19, 2021	6:00 p.m.
Monday, August 16, 2021	6:00 p.m.
Monday, September 20, 2021	6:00 p.m.
Monday, October 18, 2021	6:00 p.m.
Monday, November 15, 2021	6:00 p.m.
Monday, December 20, 2021	6:00 p.m.
Tuesday, January 18, 2022	6:00 p.m.
Tuesday, February 22, 2022	6:00 p.m. (Reorganization)
Monday, March 21, 2022	6:00 p.m.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt the latest edition of Robert's Rules of Order as parliamentary guide of the Authority.

No discussion on this Motion.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to continue with the Authority's Rules and Regulations as previously adopted.

No discussion on this motion.

Recorded vote:

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

On motion by Miller, seconded by Lynch, it was moved to approve the regular session minutes of the January 19, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-8, approving the February payment of bills from the Operating Fund in the amount of \$288,656.75 of which \$104,913.15 is a payroll transfer and \$27,390.00 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2021-9, approving the payment of February bills from the Escrow Fund in the amount of \$4,579.05.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2021-10, approving the credits and/or refunds of customer accounts in the amount of \$2,064,185.08.

The manual water meter readings of two sewer accounts were incorrectly entered with the wrong decimal place, charging per gallon instead of per 1,000 gallons. The error was caught, and the bills were corrected before being sent out to the customers.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS:

Mrs. Gulbinsky and Mr. Lynch reviewed the professional proposals received by the Authority. The financial advisor position was the only position which received more than one proposal. Both Mr. Lynch and Mrs. Gulbinsky felt that all the Authority's existing professionals did a great job last year and recommend continuing with the same professionals.

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-11, approving Contract 2021-C6, appointing Michael Holt of Holt McNally & Associates as auditor for the Authority for a period of one year commencing on March 1, 2021.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-12, approving Contract 2021-C7, appointing the Law Offices of Raymond, Coleman, & Heinold, LLP, as general counsel for the Authority for a period of one year commencing on March 1, 2021.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-13, approving Contract 2021-C8, appointing Remington & Vernick Engineers as consulting engineer for the Authority for a period of one year commencing on March 1, 2021.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved adopt Resolution 2021-14, approving Contract 2021-C9, appointing Malamut & Associates, LLC as bond counsel for the Authority for a period of one year commencing on March 1, 2021.

No discussion on this Resolution.

Recorded vote:

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

B. RISK MANAGEMENT AND INSURANCE CONSULTANT:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-15, approving Contract 2021-C10, for Extraordinary, Unspecifiable Services with EJA/Capacity Insurance Agency, LLC as risk management and insurance consultant for the Authority for a period of one year commencing on March 1, 2021.

The Authority pays 3.5% of the annual insurance premium cost, which for 2021 amounts to \$3,881.19.

Recorded vote:

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

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2021-16, approving Contract 2021-C11 for Extraordinary, Unspecifiable Services of Interstate Mobile Care, Inc. for driver substance abuse and alcohol misuse testing for the Authority for a period of one year commencing on March 1, 2021.

Mr. Coleman confirmed that the recent marijuana legislation would not change the policies regarding an employee showing up for work impaired. The regulations for use and testing are still being worked on by lawmakers. The Authority will make changes to policies when regulations are in place.

Recorded vote:

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

D. FINANCIAL ADVISOR:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-17, approving Contract 2021-C12 for Extraordinary, Unspecifiable Services with Acacia Financial Group, Inc. as financial advisor for the Authority for a period of one year commencing on March 1, 2021.

No discussion on this Resolution.

Recorded vote:

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

E. EQUIPMENT DESTRUCTION:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-18, authorizing the destruction of unusable operations

equipment.

The lab distiller approved for replacement at the February 2021 meeting will be removed from the Authority's laboratory for disposal.

Recorded vote:

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

F. PRIMARY SLUDGE VALVES AND ACTUATORS:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-19, authorizing the award of contract to Raritan Valve Automation for the replacement of two electric actuators and two plug valves for the PS2 primary sludge lines in the amount of \$10,287.00.

There are two separate line for primary clarifiers. The actuators no longer work and need replacement but thought it best to also replace the valves that are approaching 30 years of age.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

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 cancelled. The Authority's report with current activity was emailed to all.
- 2.) 348 Farnsworth Avenue – All sewer rents were paid in full on 12/28/2020, the first installment payment of \$5,000 was deposited February 1, 2021, and all improvements have been completed by Champion Contracting.

- 3.) New Jersey Home Construction, approval of S-4 application and connection approval issued to Bordentown City for single family home 210 Lafayette St.
- 4.) Treatment Works Approval (TWA) No. 20-0476 received January 20, 2021 for The Point Luxury Apartments.
- 5.) Township of Bordentown Planning Board application for preliminary and final site plan approval for a 208,000 square foot warehouse facility located on and in between Dunns Mill and Rising Sun Roads and a subdivision of the property for the construction of a Connector Road to be constructed by Township of Bordentown.

220 ELIZABETH STREET

Homeowner of 220 Elizabeth Street, Mr. Farina, had replaced his orangeburg lateral from his home to the curblin with PVC pipe. There is still a two-foot section of orangeburg extending into the street. When BSA was onsite for the lateral replacement, they tried to convince the contractor to replace the extra two feet, but the contractor stopped right at the curblin. Mr. Farina has researched online, received a quote from a vendor, and submitted a written proposal requesting permission to line the remaining two-foot section of orangeburg with a resin product, costing \$5,000. Mr. Redwood spoke to the vendor, Trenchless Team regarding the resin lining process and product. The vendor will use resin and bladder to at best achieve 80% ovality in the lateral.

The newly replaced PVC pipe from the house to the curb connects to a two-foot section of orangeburg, then a six-foot section of terra cotta before connecting to the main in the street. The remaining two-foot section of orangeburg pipe is the Authority's portion of the lateral. Mr. Redwood confirmed the two-foot section of remaining orangeburg needs to be replaced.

Mr. Coleman stated that if Mr. Czekanski is comfortable with the process and product the homeowner's proposal could be approved. Board member discussion on whether or not it made sense to only line two-feet of orangeburg and not the remaining 6 feet of terra cotta to the main, and whether or not if the lining failed, the Authority would have to pay to open the street and replace the entire line anyway.

The board directed Mr. Redwood and Mr. Czekanski to look further into the details of the proposed lining, decide for the corrective action, and report back to the board.

The executive director spent 15 hours and the administrative staff spent 12 hours on developer projects. The annual audit process began on January 25, 2021 and there were no questions about the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman thanked the board for his re-appointment as general counsel. Time throughout the month was spent on items already discussed in Mr. Redwood's report.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski apologized for being late, there was an accident on 295. New development meeting took place for proposed warehouses at the corner of Old York Road and Route 206. An application was received for a two-story self-storage building to be constructed next to Tractor Supply. Mr. Lynch was recently informed the Ocean Spray property changed hands and asked that Mr. Czekanski reach out to the City's attorney Mr. Hunt for more information. The development of a 200,000sf warehouse on the corner of Route 130 and Dunns Mill Road is still in the conceptual phase, a review letter was recently sent to the applicant and the applicant needs to pay the recapture agreement fees to Amboy Bank.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. APPOINTMENT OF SUBCOMMITTEES:

On motion by Malone, seconded by Miller, it was moved to keep the same assignments as follows:

Finance: Mr. de Groot, Mr. Malone, & Mr. Lynch

Personnel: Mrs. Gulbinsky, Mr. Lynch

Professional Contract (RFP): Mrs. Gulbinsky, Mr. Lynch

2021 continuance of the Rules and Regulations Committee for the purpose of revisions to the Rules and Regulations: Mr. de Groot, Mrs. Gulbinsky, and Mr. Lynch, Mr. Redwood, Mrs. Kwelty, Mr. Czekanski, and Mr. Coleman.

Mrs. Miller is invited to attend any of the sub-committee meetings as her schedule allows.

Recorded vote:

Ayes: Gulbinsky, Lynch, de Groot, Malone, Miller

Nays: None

Abstained: None

Absent: Targonski

V. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Miller, it was moved to adjourn the meeting at approximately 6:40 p.m.

Recorded vote:

Ayes: Gulbinsky, Lynch, de Groot, Malone, Miller

Nays: None

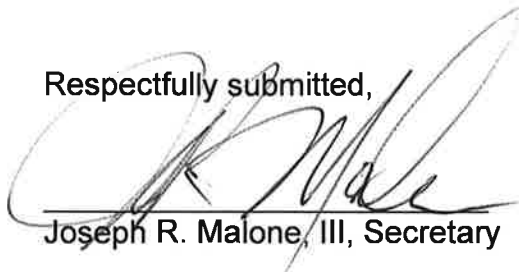
Abstained: None

Absent: Targonski

Respectfully submitted,

APPROVED ON:

March 15, 2021



Joseph R. Malone, III, Secretary



**REMINGTON
& VERNICK
ENGINEERS**

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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR FEBRUARY 16, 2021 MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Nissim Development: (Behind Goodwill Store on Route 206 near Hamilton Circle):** On-Work on the Sylvan Glen pump station will occur later this year.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** This project is in the S1/S3 application stage.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** The upgrades to the Crystal Lake pump station are with the NJDEP for Treatment Works permit review.
- **The Pointe Residential Apartments at Borden's Crossing Along Route 130N Near Hamilton: 82 Apartments:** The NJDEP Treatment Works permit was issued. Prior to connecting to the BSA system the applicant must obtain both a water quality management plan amendment and EPA waiver.
- **Dunns Industrial Warehouse:** RVE has provided a S3 review letter.
- **Johnson Development Business Park (200,000 sf warehouse space):** Parcel near Mansfield border along Route 206 North. Preliminary introductory meeting held with applicant last week.
- **Route 130 NJDOT Facility and State Police Barracks:** Communication with Applicant on an introductory level was initiated last week by 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.
- **Wellington Woods Pump Station Upgrades:** In preliminary design.

MAINTENANCE BOND SUMMARY

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

- **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