

**BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
April 19, 2021**

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, at 6:15 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 March 8, 2021,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on March 8, 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 March 8, 2021.

The following persons were in attendance: Board Members, M. Ellen Gulbinsky, James E. Lynch, Jr., Leonard J. de Groot, and Joseph R. Malone III. 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. Board Member Aneka Miller was absent.

On motion by Lynch, seconded by de Groot, it was moved to approve the regular session minutes of the March 15, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Lynch, seconded by de Groot, it was moved to approve the executive session minutes of the March 15, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-26, approving the April payment of bills from the Operating Fund in the amount of \$332,722.83 of which \$144,066.65 is a payroll transfer and \$12,220.00 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-27, approving the payment of April bills from the Escrow Fund in the amount of \$23,981.25.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-28, approving the credits and/or refunds of customer accounts in the amount of \$1,410.90.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2021-29, authorizing the adoption of a Domestic Violence Policy.

No discussion on this Resolution.

Recorded vote:

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

**B. ANNUAL SUPPORT CONTRACT FOR IMAGING SOFTWARE:**

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2021-30, authorizing the 2021 agreement (Contract 2021-C13) for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Kyocera Document Solutions New York Metro, Inc. for imaging system software onsite maintenance support in the amount of \$6,750.00.

No discussion on this Resolution.

Recorded vote:

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

**C. FIRST ADDENDUM TO DEVELOPER'S AGREEMENT:**

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2021-31, authorizing the first addendum to a Municipal Developer's Agreement between the Authority and Rising Sun Meadows, LLC.

Rising Sun Meadows will be lining inside the sanitary sewer main, specifically the portion of the main that runs under I295. A 221-foot section of the same sewer main located just before the pump station, has capacity but has not been lined. The Authority will reimburse the Rising Sun Meadows contractor for lining the additional 221 feet of sewer main to the pump station.

Recorded vote:

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

## II. PROFESSIONAL REPORTS:

### A. EXECUTIVE DIRECTOR:

#### OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly development with Township Construction and Planning Officers and City of Bordentown Water Utility officials took place April 16, 2021.
- 2.) 348 Farnsworth Avenue – All fines paid in full.
- 3.) Sewer use permit issued to NJ Homes for the construction of 210 Lafayette Street, a single-family home. Connection fee in the amount of \$9,766 was realized as revenue.
- 4.) Development meeting scheduled with Bordentown Estates LLC, the new owners of the Ocean Spray property April 19, 2021.

Mr. Redwood, Mr. Czekanski, and Mr. Coleman provided the board with an overview of the meeting. The meeting took place because the Authority requested a meeting. The owner may not include a brewery as previously anticipated, focusing on retail, office, and residential. When asked about reaching out to City of Bordentown, the owner said all approvals were already in place. Mr. Coleman will provide a City of Bordentown contact name and phone number to the owner.

- 5.) Notice of Public Hearing Township of Bordentown Planning Board, applicant 1784 Capital Holdings LLC applied for preliminary and final site plan approval with variances for a proposed self-storage facility to be constructed near the Tractor Supply on Route 130 and Rising Sun Road.
- 6.) Application for letter of interpretation was submitted to NJ Department of Environmental Protection by Accupay Inc for property known as 1029 Route 206. Vacant land across Route 206 from Wisdom Diner.

There was discussion on the traffic patterns at the intersection of Georgetown Road and Route 206.

- 7.) Escrow refund in the amount of \$2,415.00 for the Tractor Supply store.
- 8.) Florence Township responded to sewer service call with their jet machine, a letter of thanks was sent to Florence Township Administrator

The executive director spent 20 hours and the administrative staff spent 10 hours on developer projects. The annual financial disclosure filing due date has been extended to June 30, 2021. There were no questions about the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman spent time throughout the month on items already discussed, and Union matters.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported he anticipates a bid for oxidation tank shaft replacements to be considered at the June meeting.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Malone, it was moved to adjourn the meeting at approximately 6:35 p.m.

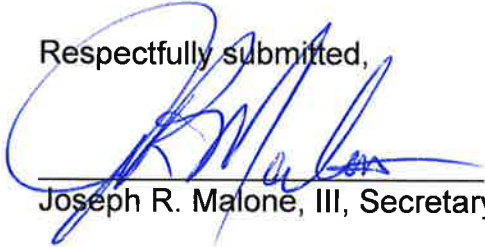
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

May 17, 2021

  
Joseph R. Malone, III, Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR APRIL 19, 2021 MEETING  
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

**AUTHORITY CONVEYANCE SYSTEM TOPICS**

- **Nissim Development: (Behind Goodwill Store on Route 206 near Hamilton Circle):** Upgrading work will occur on the Sylvan Glen pump station later this year.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** The new applicant who purchased the development has provided new application forms and escrow funds to the Authority. An introductory video meeting with Authority representatives occurred this afternoon.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** The upgrades to the Crystal Lake pump station have received NJDEP 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. The NJDEP determined that an amendment to the water quality was not required.
- **Dunns Industrial Warehouse:** A resubmittal was just provided. Applicant must pay a recapture fee to Amboy bank.
- **Johnson Development Business Park (300,000 sf warehouse space):** Parcel near Mansfield border along Route 206 North. Project provided a will serve letter. No action since earlier contact approximately two months ago.
- **Route 130 NJDOT Facility and State Police Barracks:** Communication with Applicant on an introductory level was initiated.
- **Route 130 Self Storage:** A S1 review letter was provided, and Applicant must pay a recapture fee to Amboy Bank.

**TREATMENT PLANT TOPICS**

- **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:** Working with manufacturers to finalize the bid specifications.
- **Wellington Woods Pump Station Upgrades:** An existing conditions plan has been generated and alternatives for a pump station upgrading will be researched.
- **PCB Annual Report:** Work is being initiated on the annual report.
- **Armcon Pump Station:** We met with PSE&G representatives to discuss the extension of a gas service into the property to supply fuel for a new standby pump.

**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**