

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
May 17, 2021

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, 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.

Mr. Coleman swore-in Heather Cheesman to serve the unexpired term of Zigmont Targonski expiring on February 1, 2026.

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, Joseph R. Malone III, Aneka Miller, and Heather Cheesman. Also, in attendance were: Executive Director Thomas M. Redwood, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Thomas J. Coleman, III, and by telephone, the Authority's Engineer Richard B. Czekanski.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to adopt Resolution 2021-32, approving the May payment of bills from the Operating Fund in the amount of \$262,551.45 of which \$109,233.39 is a payroll transfer and \$18,258.81 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-33, approving the payment of May bills from the Escrow Fund in the amount of \$4,600.00.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. OPERATING BUDGET TRANSFER:

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2021-34, amending the Authority's FY 2020 Operating Budget (December 1, 2020 – November 30, 2021), adjusting shortages and overages within budget line items with no change to overall budget amount.

A transfer will be made from the electric expense line to cover shortages in four line items (Insurance, Office Equipment, Chemicals, and Safety Equipment)

Recorded vote:

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

B. BUMPER CRANE:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-35, authorizing award of contract to Cliffside Body Corporation

for a bumper crane to be installed on the Authority's 2020 Ford F250, in the amount of \$7,328.00.

No discussion on this Resolution.

Recorded vote:

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

C. 205 SPRING STREET:

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-36, authorizing the award of contract to RTW Construction for the replacement of sewer lateral serving 205 Spring Street in the amount of \$12,000.00.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly development meeting with Township Construction and Planning Officers and City of Bordentown Water Utility officials took place May 14, 2021.
- 2.) Escrow refund in the amount of \$2,160.00 for the Tractor Supply store, incorrectly reported on the April agenda for \$2,415.00.
- 3.) Application for Letter of Interpretation -Line Verification has been submitted to the New Jersey Department of Environmental Protection by Nu Gen, LLC for Block 139 Lot 2 in Bordentown Township. Located on Delaware Avenue on the border with Fieldsboro.

The executive director spent 20 hours and the administrative staff spent 15 hours on developer projects.

2021 SCHOLARSHIP AWARDS:

On motion by Malone, seconded by Lynch, it was moved to award three \$1500 scholarships as follows:

Doreen B. Moore Business Scholarship to S. Abbasi and S. Patel.

Bordentown Sewerage Authority Environmental Scholarship to S. Manak

Recorded vote:

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

There were no questions about the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman met with the personnel committee before the public meeting to discuss the pending union negotiations. Additional time this month was spent on Rising Sun Meadows and Ocean Spray.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski welcomed Ms. Cheesman. Review is under way with two developers who are upgrading two of the Authority's pump stations, and finalizing specs for the oxidation tank shaft replacement project.

III. PUBLIC PARTICIPATION:

Jason Ispanky of 245 Spring Street was in attendance to see Ms. Cheesman sworn in and had no comments for the board.

IV. ADDITIONAL ITEMS FOR DISCUSSION:

Mr. Malone asked for updates on the development projects for the Ocean Spray property and Team Campus Phase 2. There is no activity from the new owners of the Ocean Spray property. Team Campus Phase 2 needs to reapply to the planning board for changes to the previously approved buildings. Next to Tractor Supply near Crystal Lake will be a proposed self-storage facility, and across from Tractor Supply on Rising Sun Road there will be a warehouse. Mr. Malone said he has been seeing signs opposing warehousing pop up in that area.

Mr. de Groot would like the finance committee to discuss a comprehensive plan to evaluate for replacement or upgrade the Authority's buildings, pump stations,

and sewer mains. The Authority will save money if the projects can be planned, instead of being fixed during an emergency. Mr. Redwood was asked to reach out to Mr. Czekanski for preliminary discussion.

Ms. Cheesman thanked everyone for the warm welcome she received.

V. ADJOURNMENT OF MEETING:

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

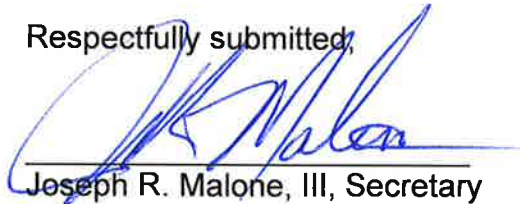
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

June 21, 2021

  
Joseph R. Malone, III, Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR MAY 17, 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. Currently reviewing materials to be utilized.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** No communication since the day after the April Board meeting. .
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** Last week RVE provided comments on their electrical design of the Crystal Lake Pump Station.
- **The Pointe Residential Apartments at Borden's Crossing Along Rote 130N Near Hamilton:** 82 Apartments: No current activity.
- **Dunns Industrial Warehouse:** Applicant still waiting for outside approvals prior to paying their recapture fee share.
- **Route 130 Self Storage:** A S1 review letter was provided, and Applicant must pay a recapture fee to Amboy Bank.

**TREATMENT PLANT AND CONVEYANCE SYSTEM CAPITAL PROJECTS**

- **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 for June bidding.
- **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 update.

**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**