

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
August 16, 2021

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, at 6:05 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, 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 the Authority's Engineer Richard B. Czekanski. Absent was board member Joseph R. Malone III.

I. PUBLIC PARTICIPATION:

There was not anyone present from the public.

II. EXECUTIVE SESSION:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-57 and enter executive session to discuss litigation matters.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to close executive session and re-open public session.

Recorded vote:

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

No formal action was taken as a result of executive session.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Cheesman, it was moved to approve the executive session minutes of the July 19, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Miller, it was moved to approve the minutes of the August 4, 2021 special meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt:

Resolution 2021-58 approving the August payment of bills from the Operating Fund in the amount of \$229,499.68 of which \$117,911.38 is a payroll transfer and \$14,548.75 is a capital expense; and

Resolution 2021-59, approving the payment of August bills from the Escrow Fund in the amount of \$3,625.00; and

Resolution 2021-60, approving credits and/or refunds to customer accounts in the amount of \$3,600.61.

No discussion on these Resolutions.

Recorded vote:

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

III. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. EMERGENCY CONTRACT:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-61, ratifying emergency contract to RTW Construction for the replacement of lateral serving 228 Lafayette Street in the amount of \$12,000.00.

No discussion on this Resolution.

Recorded vote:

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

B. JET VAC MACHINE PURCHASE:

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-62, authorizing the award of contract 2021-C15 to Golden Equipment Co., Inc. for the purchase of a truck mounted combination sewer cleaner in the amount of \$444,500.00.

No discussion on this Resolution.

Recorded vote:

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

C. OPERATIONS EQUIPMENT DISPOSAL:

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2021-63, authorizing the disposal on unusable operations equipment.

No discussion on this Resolution.

Recorded vote:

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

D. DISPOSAL OF COMPUTER EQUIPMENT:

On motion by Miller, seconded by Lynch, it was moved to adopt Resolution 2021-64, authorizing the disposal on unusable computer equipment.

No discussion on this Resolution.

Recorded vote:

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

E. NJDOT TRAINING FACILITY:

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2021-65, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval for New Jersey Department of Transportation for the improvements to the training facility on Dunns Mill Road and Route 130N.

No discussion on this Resolution.

Recorded vote:

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

F. COPIER LEASE:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-66, approving the lease of Canon model DX C3830i under State contract number A40462-G2075 in an amount not to exceed \$2,200 per year for 60 months.

No discussion on this Resolution.

Recorded vote:

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

IV. 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 will take place week of August 16, 2021.
- 2.) S-4 approval and issuance of connection approval for Building #3 for the project known as Reserve at Crosswicks. Nissim property located on Route 206 behind Jarons and Goodwill.
- 3.) Conditional S-3 approval for Rising Sun Meadows, LLC.
- 4.) Notice for a Letter of Interpretation has been submitted to NJ Department of Environmental Protection by Going Green, LLC for Block 137.02, Lot 7 located on Rising Sun Road between the Prince property and the Pallet yard.
- 5.) Notice of Public Hearing City of Bordentown Planning board, 1357 Ann Street, LLC requesting preliminary and final subdivision approval and preliminary and final site plan approval to create four separate building lots and construct four townhomes.
- 6.) Notice of Zoning Ordinance Appeal City of Bordentown, Jeremy & Amanda Sexton requesting approval of site plans and variance for the proposed addition to 438 Willow Street.
- 7.) Notice an application for a Flood Hazard Area Verification submitted to NJ Department of Environmental Protection by Johnson Development

Associates Inc for Block 131, Lots 1, 2, and 4.02 having an address of 2540-2496 Old York Road.

The executive director spent 20 hours and the administrative staff spent 15 hours on developer projects. There were no questions about the monthly financial report.

B. GENERAL COUNSEL:

Mr. Coleman was present for executive session only. Mr. Coleman reviewed resolutions, bid documents, and performance bonds as requested by Mr. Redwood and Mrs. Kwelty.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported on the Sylvan Glen pump station improvements to be performed by the developer will start next week. The developer, without request of the Authority, will be welding steel plates to fortify the structure of the underground steel dry well to help remedy corrosion of the dry well. There may be additional work, after the developer improvements are complete, that the Authority will need to complete to remedy the corrosion in the dry well.

V. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Miller, it was moved to adjourn the meeting at approximately 7:20 p.m.

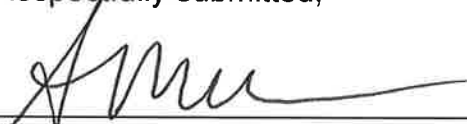
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

September 20, 2021


Aneka Miller, Assistant Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR AUGUST 16, 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 in the next 20 days.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** No activity.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** On-site construction is commencing. Off-site improvement design work is not yet finalized.
- **Farnsworth Avenue CVS and Office Building:** Proposed development is integrated into the McDonalds site. RVE provided a S1 review letter.
- **NJDOT Barracks (RT 130 & Dunns Mill Road):** An application related to site modifications has been provided. RVE provided a S1 review letter.

TREATMENT PLANT AND ADMINISTRATIVE 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:** We recommended award of the contract to Municipal Maintenance for \$373,292.00. We are in the contract completion stage. The actual field work will not occur at the plant until January-February.
- **20 Year Capital Improvement Plan:** RVE provided an initial outline of facilities considered for future replacement to the BSA for review.
- **BSA Rules/Regs:** RVE provided draft revisions of the BSA Rules and Regulations. In addition to this we will be proposing modifications to the S1/S3 forms so sufficient escrow is provided with the initial application.

MAINTENANCE BOND SUMMARY

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

- **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