

**BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
September 20, 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 Carlslake 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, 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 the Authority's Engineer Richard B. Czekanski.

On motion by Lynch, seconded by Miller, it was moved to approve the regular session minutes of the August 16, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Miller, seconded by Lynch, it was moved to approve the executive session minutes of the August 16, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to approve the regular session minutes of the September 2, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Miller, seconded by Lynch, it was moved to approve the executive session minutes of the September 2, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2021-68, approving the September payment of bills from the Operating Fund in the amount of \$272,163.25 of which \$144,064.31 is a payroll transfer and \$32,833.80 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 2021-69, approving the payment of September bills from the Escrow Fund in the amount of \$3,357.50.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by Cheesman, it was moved to adopt Resolution 2021-70, approving credits and/or refunds to customer accounts in the amount of \$96.16.

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. RENEWAL OF MEMBERSHIP IN NJUAJIF:

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-71, authorizing the Authority's membership renewal in the New Jersey Utility Authorities Joint Insurance Fund for a three-year period commencing on January 1, 2022.

No discussion on this Resolution.

Recorded vote:

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

B. AWARD OF CHEMICAL CONTRACTS:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2021-72, awarding contract 2021-C17, Miscellaneous Chemicals for a term of two years for the specific chemicals as follows:

Item 1: Liquid Inorganic Sulfur Dioxide (1 Ton Containers), Maximum of 14 containers per year to Univar Solutions USA, Inc. for the bid price of \$63.50 per

one hundred pounds for a total price of \$17,780.00 per year, for a total maximum contract amount of \$35,560.00;

Item 2: Sodium Hypochlorite (1,000 Gallon Tank Truck Delivery), Maximum of 12,000 gallons per year to Univar Solutions USA, Inc. for the bid price of \$1.35 per gallon for a total price of \$16,200.00 per year, for a total maximum contract amount of \$32,400.00;

Item 3: Dense Soda Ash (Minimum 40,000 To Maximum 50,000 Pound Bulk Deliveries), maximum of 600,000 pounds per year to DuBois Chemicals, Inc. for the bid price of \$23.50 per one hundred pounds for a total price of \$141,000.000 per year, for a total maximum contract amount of \$282,000.00;

Item 4: Liquid Ammonium Sulfate (1 Tote Per Delivery), estimated amount of 1,650 gallons per year to Main Pool & Chemical Company, Inc. for the bid price of \$3.43 per gallon for a total price of \$5,659.50 per year, for a total maximum contract amount of \$11,319.00.

No discussion on this Resolution.

Recorded vote:

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

C. 119 ELIZABETH STREET:

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2021-73, authorizing the award of contract to Ted Dolci, Inc. in the amount of \$14,589.35 for 119 Elizabeth Street sewer lateral repair.

No discussion on this Resolution.

Recorded vote:

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

D. MILE HOLLOW PUMP REPAIR:

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-74, authorizing the award of contract to Pumping Services, Inc. in the amount of \$17,590.00 for Mile Hollow pump station pump #1 repair, installation of reconditioned pump, and installation of Mini-CAS.

No discussion on this Resolution.

Recorded vote:

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

E. STORM DRAIN REPAIR:

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2021-75, authorizing the award of contract to Woolston Construction Company, Inc., in the amount of \$17,679.50 for the removal and replacement of two storm drain inlets, roadway resurfacing, and 6" underdrain repair to the plant driveway.

No discussion on this Resolution.

Recorded vote:

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

F. JET VAC EMERGENCY:

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-76, authorizing the award of emergency contract in the amount of \$14,369.18 for the repair of the Authority's 1992 Ford jet vac and the rental of a trailer mounted jet machine for one month:

a.	Vacuum Sales, Inc.	\$6,869.18
b.	Rock Rental Equipment, LLC	\$7,500.00

No discussion on this Resolution.

Recorded vote:

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

Abstained: None
Absent: None

G. ELECTRONIC PAYMENTS UPGRADE:

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2021-77, authorizing the Authority's participation in a biller agreement with Invoice Cloud for the Authority's acceptance of electronic payments.

A processing fee will be charged to the customer, the amount of which will be known to the customer before the sale is completed. The processing fee is 2.95% of the sale for Visa, MasterCard, Discover, and American Express. The processing fee for electronic checks is \$1.95. Apple Pay, Venmo, Google Pay, and Paypal will also be available. The customer will continue to have the option to pay with a personal check, cash, or money order and pay no additional fees.

No discussion on this Resolution.

Recorded vote:

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

H. FINANCIAL DISCUSSION:

Informal budget introduction of the Authority's 2021 Budget (December 1, 2021 – November 30, 2022) and discussion of the Sewer Authority finances as previously discussed with the Finance Committee.

Budget information for year ended 2022, 2021 connection fee calculation, and draft 2020 annual audit were distributed to the full board prior to the board meeting. Mr. de Groot and Mr. Lynch attended the Finance Committee meeting on September 15th, where all documents were discussed in detail with the Authority's appointed Auditor Mike Holt. Mr. de Groot commented that the connection fees and the way the Authority's finances are handled will be changing drastically over the next few years. Mr. Lynch stated the proposed budget looks good and feels that the rates should continue to be reviewed each year with no multi-year plans put in place. Mrs. Kwelty reviewed the revenue, operating, and capital budgets and the connection fee calculation with the board members. Future capital expenditures were also discussed. A sewer rent increase for year 2022 was not recommended due to the reduction in debt service from the recent refinancing, and overall budget decrease of 9%.

On motion by Lynch, seconded by Miller, it was moved to ask staff to prepare for a rate hearing to adjust the connection fee rates.

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 September 17, 2021.
- 2.) Notice an application for Letter of Interpretation has been submitted to NJ Department of Environmental Protection by RPS Bordentown, LLC for Block 128.01, Lot 9, known as Hart property, 946 Farnsworth Avenue.
- 3.) Notice an extension for Letter of Interpretation has been submitted to NJ Department of Environmental Protection by RPS Bordentown, LLC for Block 128.01, Lots 10, 29, 30.01, 30.02, 32.01, 32.02 & 35, vacant land adjacent to Authority treatment plant from Authority driveway to Route 130 to the 295 ramp.
- 4.) Notice an application for Point Breeze Apartments, LLC located 710 Route 206, Block 56 Lot 1.03, to demolish and remove the existing swimming pool and replace it with a clubhouse facility.
- 5.) Notice an application has been submitted to The Bordentown Township Planning Board for Bulk Variance to install a 6' privacy fence at 1 Frederick Court, Bordentown, NJ 08505.
- 6.) Notice an application for Letter of Interpretation has been submitted to NJ Department of Environmental Protection by Johnson Development Associates, Inc. for 2540-2496 Old York Road, Bordentown, NJ 08505 on Block 131 Lots 1, 2 & 4.02.
- 7.) Elizabeth Street odor complaint investigation: The owner of 139 Elizabeth Street, Judy Guzy, notified the Authority over a year ago about sewer odor from the storm drain. The Authority had plugged the pipe extending into the storm basin a year ago. Odor complaints have been called in recently and Root 24 was hired to televise the sewer main. The Authority is investigating the cause of the sewer odor in the storm sewer.

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

B. GENERAL COUNSEL:

Mr. Coleman spent time on reviewing items previously mentioned on the agenda including the review of the agreement with Invoice Cloud. At the request of staff, Mr. Coleman provided an analysis of what is and is not collectible in certifying outstanding balances to the Township and the City, reviewed bids, and reviewed bonds. The union provided wage and salary requirements today which will be distributed to the personnel committee.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski worked on an update to the previously projected numbers of the wastewater management plan.

Mr. Czekanski mentioned that his firm, Remington & Vernick Engineers won a national award for the design and construction of the Logan Township plant he designed.

III. PUBLIC PARTICIPATION:

Diane Alexander of Maraziti Falcon, LLP was present for executive session discussion. No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-78 and enter executive session to discuss items related to current litigation and related matters with the intention to take formal action in open session.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

ACTION FOLLOWING RETURN TO PUBLIC SESSION:

On motion by Miller, seconded by Lynch, it was moved to request proposals for an environmental specialist.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to terminate the contract with Mr. Coleman, the Authority's appointed solicitor but maintain the relationship with Mr. Raymond as labor counsel.

Recorded vote:

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

On motion by Cheesman, seconded by Malone, it was moved to appoint intermittent solicitor Anthony Drollas of Malamut and Associates pending an interview with Chairwoman Gulbinsky.

Recorded vote:

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

V. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Miller, it was moved to adjourn the meeting at approximately 7:55 p.m.

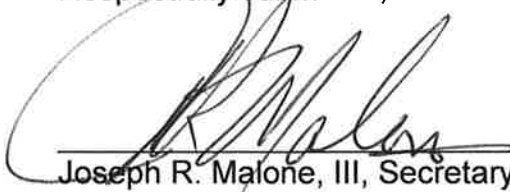
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

October 18, 2021



Joseph R. Malone, III, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR SEPTEMBER 20, 2021, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Nissim Development: (Behind Goodwill Store on Route 206 near Hamilton Circle):** The supplemental steel plating work inside the underground steel pump room has been completed. The pump and controls replacement work are the next phase which we anticipate in October.
- **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. We understand site work is commencing but it will not be wastewater related.
- **NJDOT Barracks (RT 130 & Dunns Mill Road):** The S3 design phase is in the later stages but the NJDOT must pay Amboy Bank their share of the recapture fee prior to S1 and S3 design approval being recommended.

TREATMENT PLANT AND ADMINISTRATIVE TOPICS

- **Oxidation Tank Shaft Replacement:** We are currently in the first step which is the preparation of the equipment shop drawings by the equipment manufacturers. Once prepared, the documents will be submitted for RVE's review.
- **20 Year Capital Improvement Plan:** RVE provided an initial identification 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.
- **Ultimate Plant Average Daily Flow:** RVE completed an update which resulted in a projected ultimate flow of 2.19 million gallons per day.

MAINTENANCE BOND SUMMARY

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

- 2020 Roof Replacements (B2, B4, EB1, PS2): 5/21/2022
- Tractor Supply Manhole Penetration: 6/10/2022

WASTEWATER FACILITY DESIGN NATIONAL AWARD

For your information RVE, for a project Richard Czekanski designed (Logan Township MUA 0.5 MGD Water Reclamation Plant Expansion) won the 2021 Design Category grand prize as judged by the American Academy of Environmental Engineers and Scientists.