

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
December 20, 2021

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, at 6:02 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., 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 Anthony Drollas, the Authority's Engineer Richard B. Czekanski, and the Authority's Special Counsel Diane Alexander. Absent was board member Leonard J. de Groot.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2021-98, approving the December payment of bills from the Operating Fund in the amount of \$295,414.74 of which \$103,570.53 is a payroll transfer and \$15,986.49 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

Abstained: None  
Absent: de Groot

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-99, approving the payment of December bills from the Escrow Fund in the amount of \$12,337.74.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-100, authorizing the designation of Thomas M. Redwood as the Public Agency Compliance Officer (P.A.C.O.) for the Authority.

No Discussion on this Resolution

Recorded vote:

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

B. SALARY RESOLUTIONS:

- 1) On motion by Lynch, seconded by Cheesman, it was moved to adopt Resolution 2021-101, authorizing an hourly pay increase for James Sullivan and Quentin Nixon as of December 1, 2021.

No Discussion on this Resolution

Recorded vote:

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

- 2) On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-102, approving the Authority's salaries as of January 1, 2022.

No Discussion on this Resolution

Recorded vote:

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

C. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

1. On motion by Malone, seconded by Miller, it was moved to approve Resolution 2021-103, authorizing Contract 2022-C1 for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Lookfirst Technology, LLC for operating system and computer hardware maintenance support in the amount of \$16,050.10.

No Discussion on this Resolution

Recorded vote:

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

2. On motion by Malone, seconded by Miller, it was moved to approve Resolution 2021-104 authorizing Contract 2022-C2 for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Harris Computer Systems for professional application software support in the amount of \$22,159.92.

No Discussion on this Resolution

Recorded vote:

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

3. On motion by Lynch, seconded by Malone, it was moved to approve Resolution 2021-105 authorizing Contract 2022-C3 for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Kyocera Document Solutions New York Metro, Inc. for imaging system software and onsite maintenance support in the amount of \$6,817.50.

No Discussion on this Resolution

Recorded vote:

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

D. POLYMER:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2021-106, authorizing the award of contract to Coyne Chemical Company in the amount of \$15,954.04 for 5,953 pounds of BASF ZETAG 7563 polymer.

No discussion on this Resolution.

Recorded vote:

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

E. 139 ELIZABETH STREET:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-107, authorizing the award of contract to Ted Dolci Inc in the amount of \$11,069.50 for repair to sewer lateral in street area, approximately 5ft deep, and resurfacing of roadway at 139 Elizabeth Street.

No discussion on this Resolution.

Recorded vote:

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

F. INTERIOR PAINT/FLOORING:

On motion by Cheesman, seconded by Lynch, it was moved to adopt Resolution 2021-108, authorizing the award of contract to LL Carpentry, LLC in the amount of \$20,000.00 for interior painting of all rooms inside the administration building, excluding the garage and installation of vinyl plank flooring to replace all wall-to-wall carpeting.

Ms. Cheesman asked if we received quotes, and asked if we knew who owned the LLC. Mrs. Kwelty will find out the owner's name.

Recorded vote:

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

G. EQUIPMENT DISPOSAL:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-109, authorizing the removal and disposal of 1 Mettler Balance, model H31AR.

No discussion on this Resolution.

Recorded vote:

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

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 will take place December 21, 2021.
- 2.) Pomona Development Group S-4 approval for CVS Pharmacy, connection fees in the amount of \$29,296 were received and connection approval was issued.
- 3.) Dunns Mill Industrial S-1, S-2, S-3 approval for a 208,000 square foot warehouse to be constructed on the corner of Route 130 and Dunns Mill Road. United States Environmental Protection Agency waiver was received December 9, 2021.
- 4.) Notice of Public Hearing Bordentown Township Planning Board; Old York Road Industrial Properties, LLC seeks preliminary and final major subdivision approval to develop 2 proposed warehouses of 311,300 square feet and 79,500 square feet; Block 131, Lots 1, 2, and 4.02, located on Route 206N and Old York Road near Ahern Rentals.
- 5.) Notice of Public Hearing Bordentown Township Planning Board; 1 Frederick Court seeks approval for bulk variance relief to construct a 6 foot privacy fence.
- 6.) Received notification that an application for New Jersey Department of Environmental Protection Letter of Interpretation Line Verification was submitted for the project known as Gerard's Riverview, a senior affordable housing project to be constructed near the Quick Chek at Bordentown Waterfront.
- 7.) Received notification that an application for New Jersey Department of Environmental Protection Letter of Interpretation Line Verification was

submitted for Lot 24, Block 27 located on the corner of Taft Ave, and New Jersey Ave.

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

B. GENERAL COUNSEL:

Spent time with Mr. Redwood and Mrs. Kwelty throughout the month on various contracts and development items.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The shop drawings were received two months behind schedule from the manufacturer for the capital improvement project Oxidation Tank Shaft Repair. Mr. Czekanski is working with the contractor to keep the project moving forward.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2021-110 and enter executive session to discuss items related to current litigation and related matters with the intention to take a formal action in open session.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

ACTION FOLLOWING RETURN TO PUBLIC SESSION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2021-111, approving the award of contract to James Cosgrove, Jr., P.E. of Kleinfelder, Inc., for environmental research services, litigation support, and professional engineering services related to the matter of Tower Gate v. Bordentown Sewerage Authority in an amount not to exceed \$20,000, if needed. Work to be performed shall be at the request of Diane Alexander of Maraziti Falcon, Special Counsel for the Tower Gate litigation, with oversight to be exercised by the Authority's Executive Director.

Recorded vote:

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

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, Malone, Miller, Cheesman
Nays:	None
Abstained:	None
Absent:	de Groot

Respectfully submitted,

APPROVED ON:

January 18, 2022

  
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Joseph R. Malone, III, Secretary

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

**AUTHORITY CONVEYANCE SYSTEM TOPICS**

- **Nissim Development: (Behind Goodwill Store on Route 206 near Hamilton Circle):** Sylvan Glen Pump Station upgrading work has been delayed as the contractor is waiting for delivery of materials.
- **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. Project is in the construction stage. A BSA owned manhole will be installed in the Route 130 shoulder in front of McDonalds.
- **Dunns Mill Road Warehouse:** Project has just received our S3 design approval recommendation.
- **Rising Sun Road Pump Station System Recapture Fee Coordination:** RVE participated in a coordination meeting last week with BSA and Amboy Bank representatives.
- **Thorntown Lane:** Through the Township affordable housing program 5 duplex dwellings have been submitted for direct connection into an existing sewer main.

**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:** The initial set of shop drawings which were over 2 months overdue have just been received for review.
- **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.

**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**

**PREPARED BY RICHARD B. CZEKANSKI, PE, BCEE, CME**