

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
October 18, 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, Joseph R. Malone, III, and Aneka Miller. Also, in attendance were: Executive Director Thomas M. Redwood, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Anthony Drollas, and the Authority's Engineer Richard B. Czekanski. Absent was board member Heather Cheesman.

On motion by Lynch, seconded by Miller, it was moved to approve the regular session minutes of the September 20, 2021 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to approve the executive session minutes of the September 20, 2021 meeting as submitted.

Mr. de Groot had a question as to why Thomas Coleman was retained as labor counsel, when he was dismissed from general counsel. Mrs. Gulbinsky clarified that Stephen Raymond of the same law firm is the Authority's labor counsel.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2021-79, approving the October payment of bills from the Operating Fund in the amount of \$233,029.06 of which \$107,533.10 is a payroll transfer and \$18,865.50 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-80, approving the payment of October bills from the Escrow Fund in the amount of \$5,681.00.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2021-81, approving credits and/or refunds to customer accounts in the amount of \$94.06.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. GENERAL COUNSEL:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2021-82, awarding contract 2021-C18, appointing Malamut & Associates, LLC as General Counsel for the Authority effective October 2021 through February 2022.

Mrs. Gulbinsky congratulated Mr. Drollas on his appointment.

Recorded vote:

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

B. ENVIRONMENTAL CONSULTANT:

On motion by de Groot, seconded by Miller, it was moved to adopt Resolution 2021-83, awarding contract 2021-C19, appointing Amy Greene Environmental, a Davey Company, as environmental consultant related to the property known as Tower Gate Associates Development.

No discussion on this Resolution.

Recorded vote:

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

C. BUDGET APPROVAL:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2021-84, approving the Authority's 2021 Budget (December 1, 2021 – November 30, 2022)

Mr. de Groot questioned the wording of the answer for page N-3, number 18 of the budget document. The Authority did not receive any notice of violations; therefore, attachments of explanation were not required.

Recorded vote:

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

D. COOPERATIVE PRICING AGREEMENT:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2021-85, authorizing the Authority to enter into a cooperative pricing agreement with Burlington County.

No discussion on this Resolution.

Recorded vote:

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

E. DESTRUCTION OF DOCUMENTS:

On motion by Miller, seconded by de Groot, it was moved to adopt Resolution 2021-86, approving the destruction of documents as approved by Division of Archives and Records Management in accordance with the provisions of the New Jersey Destruction of Public Records Law.

No discussion on this Resolution.

Recorded vote:

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

F. CVS PHARMACY DEVELOPMENT:

Pomona Development Group is constructing the CVS Pharmacy located at the corner of Route 130 and Farnsworth Avenue. Pomona Development Group has requested Bordentown Sewerage Authority connection fees be calculated using comparable wastewater flows from other CVS stores instead of using the Authority's standard methodology of calculating flow from NJAC 7:14-23.

On motion by Lynch, seconded by Miller, it was moved deny the request of the developer to use flows from comparable CVS stores.

Recorded vote:

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

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 October 15, 2021. Mr. Redwood reported the self-storage facility to be located near Tractor Supply was approved by the Planning Board.
- 2.) Team Campus Phase II, LLC S-3 and S-4 approval for the two buildings known as The Point Luxury Apartments at Borden's Crossing. 40% of the connection fees in the amount of \$291,856.00 were received.
- 3.) Notice of Public Hearing, City of Bordentown Planning/Zoning Board: Application for variances to construct permanent outdoor seating at 135 Farnsworth Avenue known as Old Town Pub. Mr. Lynch and Mr. Malone requested that Mr. Redwood send a letter as soon as possible to the owner of Old Town Pub making him aware of the need for sewer approval.
- 4.) Notice of Public Hearing, Township of Bordentown Planning Board: Application for Use variance to allow leasing and sales of construction equipment, and continue use of pre-existing pool design store located at 18-22 Route 130, currently not sewered.
- 5.) City of Bordentown Planning Board approved application from 1357 Ann Street LLC to subdivide Block 1102, Lot 1 into four lots and

construct four single family attached townhomes at 1, 3, 5, and 7 Ann Street.

PROGRESSIVE CAVITY PUMPS:

On motion by Malone, seconded by Miller, it was moved to permit the Authority to request bids for two progressive cavity pumps.

Recorded vote:

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

A request for sewer locations was received from Jones Farm project in Mansfield Township. Mr. Redwood responded to the request that the property is not in the Bordentown Sewerage Authority sewer service area.

The executive director spent 30 hours and the administrative staff spent 20 hours on developer projects. There were no questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Drollas thanked the board for his appointment. Mr. Drollas spent time on routine matters reviewing resolutions and bid specifications as well as development matters such as reviewing performance bonds and sewer application questions. Mr. Drollas will be working with Authority staff and professionals to prepare for the rate hearing next month.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported the Point apartments with connect a separate lateral to each of the two apartment buildings

III. PUBLIC PARTICIPATION:

Township of Bordentown Mayor Steve Benowitz was present from the public. Mr. Benowitz commented on the Mansfield project mentioned earlier in the meeting.

Mr. de Groot would like the board to investigate a way to decrease the overall cost of capital improvement costs, specifically decrease the cost of emergency contracts. Mr. de Groot would like the Authority operations staff to replace laterals instead of hiring contractors to perform the work. Mr. Malone agreed with Mr. de Groot and stated initial conversations had already begun regarding the Authority's staff potentially performing these functions in the future.

Mr. de Groot would like past emergencies to be reviewed to see how they could have been handled differently.

IV. ADJOURNMENT OF MEETING:

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


Recorded vote:

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

Respectfully submitted,

APPROVED ON:

November 15, 2021



Joseph R. Malone, III, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR OCTOBER 18, 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 is expected to commence this year.
- **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 an S3 review letter. *There is a flow variance request from the Applicant for the Board's consideration.*
- **NJDOT Barracks (RT 130 & Dunns Mill Road):** The project is close to receiving S3 design approval.
- **Dunns Mill Road Warehouse:** Site work may be commencing but the project is not expected to receive a S3 design approval recommendation until December 1st since the EPA waiver is just being submitted.

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 shop drawings are expected to be received later this month.
- **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