

AGENDA
BORDENTOWN SEWERAGE AUTHORITY
February 22, 2022

DATE: February 22, 2022, 6:00pm CARSLAKE COMMUNITY CENTER

1. Call to Order
2. Salute to the Flag
3. Open Public Meetings Act:

In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided by posting written notice on the Official Bulletin Boards of the City of Bordentown, Township of Bordentown and Bordentown Sewerage Authority, mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES and filing written notice with the Clerks of the City of Bordentown and the Township of Bordentown and mailing written notice to all persons who requested and paid for same on March 8, 2021.

4. Roll Call:

Present	Absent		Present	Absent	
<u>X</u>		Ms. Cheesman	<u>X</u>		Mr. Redwood
	<u>X</u>	Mr. de Groot	<u>X</u>		Mrs. Kwelty
<u>X</u>		Mrs. Gulbinsky	<u>X</u>		Mr. Drollas
<u>X</u>		Mr. Lynch	<u>X</u>		Mr. Czekanski
<u>X</u>		Mr. Malone			
<u>X</u>		Mrs. Miller			

5. REORGANIZATION:

A. NOMINATION OF OFFICERS.

B. VOTE FOR SLATE OF OFFICERS.

C. MEETING DATES, RESOLUTION 2022-6 DESIGNATING THE MEETING DATES ESTABLISHED AT REORGANIZATION AND APPOINTMENT OF OFFICIAL NEWSPAPERS.

D. ADOPTION OF LATEST EDITION OF ROBERT'S RULES OF ORDER AS PARLIAMENTARY GUIDE.

E. AGREEMENT TO CONTINUE WITH AUTHORITY'S RULES AND REGULATIONS.

6. MINUTES:

MOTION TO APPROVE THE MINUTES OF THE JANUARY 18, 2022 REGULAR MEETING (XAS SUBMITTED), (AS CORRECTED).

MOTION TO APPROVE THE MINUTES OF THE JANUARY 18, 2022 EXECUTIVE MEETING (XAS SUBMITTED), (AS CORRECTED).

7. RESOLUTION 2022-7, APPROVING THE PAYMENT OF BILLS FROM THE OPERATING FUND FOR THE MONTH OF FEBRUARY IN THE AMOUNT OF \$386,995.01 OF WHICH \$148,098.07 IS A PAYROLL TRANSFER AND \$74,068.70 IS A CAPITAL EXPENSE.

8. RESOLUTION 2022-8, APPROVING THE PAYMENT OF BILLS FROM THE ESCROW FUND FOR THE MONTH OF FEBRUARY IN THE AMOUNT OF \$6,210.50.

9. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS:

(1) RESOLUTION 2022-9, APPROVING CONTRACT 2022-C6, APPOINTING MICHAEL HOLT OF HOLT MCNALLY & ASSOCIATES AS AUDITOR FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING MARCH 1, 2022.

(2) RESOLUTION 2022-10, APPROVING CONTRACT 2022-C7, APPOINTING MALAMUT & ASSOCIATES, LLC AS GENERAL COUNSEL FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING MARCH 1, 2022.

(3) RESOLUTION 2022-11, APPROVING CONTRACT 2022-C8, APPOINTING REMINGTON & VERNICK ENGINEERS AS CONSULTING ENGINEER FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING MARCH 1, 2022.

(4) RESOLUTION 2022-12, APPROVING CONTRACT 2022-C9, APPOINTING MALAMUT & ASSOCIATES, LLC AS BOND COUNSEL FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING MARCH 1, 2022.

(5) RESOLUTION 2022-13, AUTHORIZING CONTRACT 2022-C10 APPOINTING ACACIA FINANCIAL GROUP, INC. AS FINANCIAL ADVISOR FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING ON MARCH 1, 2022.

(6) RESOLUTION 2022-14, APPROVING CONTRACT 2022-C11, APPOINTING MALAMUT & ASSOCIATES, LLC AS LABOR COUNSEL FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING MARCH 1, 2022.

B. RISK MANAGEMENT AND INSURANCE CONSULTANT:

RESOLUTION 2022-15, AUTHORIZING CONTRACT 2022-C12 FOR EXTRAORDINARY, UNSPECIFIABLE SERVICES WITH EPIC INSURANCE BROKERS & CONSULTANTS AS RISK MANAGEMENT AND INSURANCE CONSULTANT FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING ON MARCH 1, 2022.

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING:

RESOLUTION 2022-16, AUTHORIZING THE AWARD OF CONTRACT 2022-C13 TO INTERSTATE MOBILE CARE, INC, FOR DRIVER SUBSTANCE ABUSE AND

ALCOHOL MISUSE TESTING FOR THE AUTHORITY FOR THE ONE YEAR PERIOD COMMENCING ON MARCH 1, 2022 IN AN AMOUNT NOT TO EXCEED \$3,000.00.

D. PERSONNEL POLICY UPDATES:

RESOLUTION 2022-17, ADOPTING REVISIONS TO THE BORDENTOWN SEWERAGE AUTHORITY'S EMPLOYEE HANDBOOK AND PERSONNEL POLICY AND PROCEDURES MANUAL.

E. ANTI-HARASSMENT POLICY:

RESOLUTION 2022-18, APPROVING THE RE-ADOPTION OF THE AUTHORITY'S ANTI-HARASSMENT POLICY.

F. AWARD OF CONTRACT:

RESOLUTION 2022-19, AUTHORIZING AWARD OF CONTRACT TO DAN MOR MECHANICAL FOR THE REPLACEMENT OF HEATER AND AIR CONDITIONING UNITS FOR THE LABORATORY IN THE AMOUNT OF \$11,030.00.

10. 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 February 18, 2022.
- 2.) S-4 and connection approval issued to Dunns Mill Industrial who paid connection fees in the amount \$316,854.00 on November 5, 2021.
- 3.) S-1 and S-2 approval for Habitat for Humanity, 10 affordable housing units located on corner of Crosswicks Road and Thorntown Lane.

DEVELOPER ESCROW AND PROJECT TIME:

- 1.) Executive Director: February, 15 Hours
- 2.) Administrative Office: February, 5 Hours

ADMINISTRATIVE

The January 2022 quarterly bills were mailed to customers on February 9, 2022. The Authority's website updates will be complete in the next few weeks.

Monthly financial report

B. SOLICITOR

C. ENGINEER

11. PUBLIC PARTICIPATION:

Questions and/or comments from members of the public in attendance.

12. RESOLUTION 2022-20 TO MEET IN EXECUTIVE SESSION FOR THE DISCUSSION OF LITIGATION AND/OR PERSONNEL ISSUES, IF NECESSARY. **-YES-**
13. RECONVENING OF MEETING.
14. ADDITIONAL MATTERS FOR DISCUSSION.
15. ADJOURNMENT OF MEETING.

NOTE: NEXT REGULARLY SCHEDULED MEETING OF THE BOARD MONDAY, MARCH 21, 2022, TO BE HELD AT CARSLAKE COMMUNITY CENTER.