

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
February 22, 2022

The meeting was called to order by the board secretary, Elizabeth J. Kwelty, at 6:00 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, Heather Cheesman, M. Ellen Gulbinsky, James E. Lynch, Jr., 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. Board member Leonard J. de Groot was absent.

The meeting was turned over to Mr. Drollas.

REORGANIZATION:

Mr. Malone made a motion, seconded by Ms. Cheesman to nominate Mr. Lynch as Chair, Mrs. Gulbinsky as Vice-Chair, Mrs. Miller as Secretary, Mr. de Groot as Treasurer, Mr. Malone and the position of Assistant Secretary both Ms. Cheesman and Mr. Malone. Mrs. Gulbinsky is to continue being the liaison regarding the Tower Gate litigation.

Recorded vote:

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

Mr. Drollas turned the meeting over to Chairman Lynch.

Mr. Lynch thanked the board and Mrs. Gulbinsky for a great year, and appreciates her continuing on as liaison for Tower Gate. Subcommittee appointments are to remain the same. Mr. Lynch would like Mrs. Miller and Ms. Cheesman to attend any subcommittee meeting they are able to attend.

Finance Committee: Mr. de Groot, Mr. Malone, Mr. Lynch
Personnel and Professional Contract (RFP) Committees: Mr. Lynch and Mrs. Gulbinsky
Rules and Regulations Committee: for the purpose of revisions to the Rules and Regulations, Mr. de Groot, Mrs. Gulbinsky, Mr. Lynch, Mr. Redwood, Mrs. Kwelty, Mr. Czekanski, and Mr. Drollas.

The members established the meeting dates for the next year. On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-6, designating meeting dates established at reorganization and appointment of official newspapers.

Monday, March 21, 2022	6:00 p.m.
Monday, April 18, 2022	6:00 p.m.
Monday, May 16, 2022	6:00 p.m.
Monday, June 20, 2022	6:00 p.m.
Monday, July 18, 2022	6:00 p.m.
Monday, August 15, 2022	6:00 p.m.
Monday, September 19, 2022	6:00 p.m.
Monday, October 17, 2022	6:00 p.m.
Monday, November 21, 2022	6:00 p.m.
Monday, December 19, 2022	6:00 p.m.
Tuesday, January 17, 2023	6:00 p.m.
Tuesday, February 21, 2023	6:00 p.m. (Reorganization)
Monday, March 20, 2023	6:00 p.m.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt the latest edition of Robert's Rules of Order as parliamentary guide of the Authority.

No discussion on this Motion.

Recorded vote:

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

On motion by Miller, seconded by Gulbinsky, it was moved to continue with the Authority's Rules and Regulations as previously adopted.

No discussion on this motion.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to approve the regular session minutes of the January 18, 2022, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to approve the executive session minutes of the January 18, 2022, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-7, approving the February payment of bills from the Operating Fund in the amount of \$386,995.01 of which \$148,098.07 is a payroll transfer and \$74,068.70 is capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2022-8, approving the payment of February bills from the Escrow Fund in the amount of \$6,210.50.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-9, approving Contract 2022-C6, appointing Michael Holt of Holt McNally & Associates as auditor for the Authority for a period of one year commencing on March 1, 2022.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolutions 2022-10, 2022-11, 2022-12, 2022-13, and 2022-14 approving the following contracts:

Contract 2022-C7, appointing Malamut & Associates, LLC, as general counsel for the Authority for a period of one year commencing on March 1, 2022.

Contract 2022-C8, appointing Remington & Vernick Engineers as consulting engineer for the Authority for a period of one year commencing on March 1, 2022.

Contract 2022-C9, appointing Malamut & Associates, LLC as bond counsel for the Authority for a period of one year commencing on March 1, 2022.

Contract 2022-C10, appointing Acacia Financial Group, Inc. as financial advisor for the Authority for a period of one year commencing on March 1, 2022.

Contract 2022-C11, appointing Malamut & Associates, LLC as labor counsel for the Authority for a period of one year commencing on March 1, 2022.

No discussion on these Resolutions.

Recorded vote:

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

B. RISK MANAGEMENT AND INSURANCE CONSULTANT:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-15, authorizing Contract 2022-C12 for Extraordinary, unspecifiable services with Epic Insurance Brokers & Consultants as risk management consultant for the Authority for one year commencing on March 1, 2022.

No Discussion on this Resolution.

Recorded vote:

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

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2022-16, authorizing Contract 2022-C13 to Interstate Mobile Care, Inc. for driver substance abuse and alcohol misuse testing for the Authority for one year commencing on March 1, 2022, in the amount not to exceed \$3,000.00.

No Discussion on this Resolution.

Recorded vote:

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

D. PERSONNEL POLICY UPDATES:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2022-17, adopting revisions to the Bordentown Sewerage Authority's employee handbook and personnel policy and procedures manual.

The policy changes included in the updated language was recommended by Municipal Excess Liability (MEL) through the Authority's insurance provider as well as updated language to match the Collective Bargaining Agreement effective on December 1, 2021.

Recorded vote:

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

E. ANTI-HARRASSMENT POLICY:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-18, approving the re-adoption of the Authority's anti-harassment policy.

No Discussion on this Resolution.

Recorded vote:

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

F. AWARD OF CONTRACT:

On motion by Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2022-19, authorizing the 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.

No Discussion on this Resolution.

Recorded vote:

Ayes: Lynch, Gulbinsky, Miller, Cheesman, Malone
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 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.

The executive director spent 15 hours and the administrative staff spent 5 hours on developer projects. Mr. Redwood reported the January bills were mailed to all customers on February 9, 2022, the due date has been extended to April 15, 2022.

Mr. Lynch advised Mr. Redwood of a letter sent to City of Bordentown water customers, and advised that any calls received at the sewer authority regarding this letter should be directed to Joe Meyers, City Commissioner or to City Hall.

B. GENERAL COUNSEL:

Mr. Drollas spent time reviewing reorganization matters, forms of contract, and seeing the Authority is set up for year 2022. Mr. Drollas thanked the board for his re-appointment.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The work has begun at the Sylvan Glen pump station, which will accept flow from the Reserve at Crosswicks. Drawings for the Crystal Lake pump station improvements are being reviewed for approval. The Crystal Lake station improvements include lining the sewer main that runs under I-295. Gerard's Riverview parking area will be placed in the original location of the original Bordentown Waterfront pump station, and where the NJ Transit stop parking was supposed to be. Mr. Czekanski thanked the board for his reappointment.

III. PUBLIC PARTICIPATION:

No one from the public was present. Diane Alexander, the Authority's appointed special counsel was present for litigation discussion in executive session.

IV. EXECUTIVE SESSION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-20 and enter executive session to discuss items related to current litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

There was no action taken as a result of executive session.

V. ADJOURNMENT OF MEETING:

On motion by Gulbinsky, seconded by Miller, it was moved to adjourn the meeting at approximately 6:55 p.m.

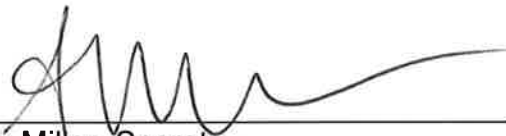
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

March 21, 2022



Aneka Miller, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR FEBRUARY 22, 2022, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Reserve at Crosswicks: (Behind Goodwill Store on Route 206 near Hamilton Circle):** Sylvan Glen Pump Station upgrading work has been initiated. Completion of this pump station upgrade is a condition of allowing individuals to move into this new development.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** Sewer main infrastructure work has commenced. Off-site improvements associated with this project is expected to be recommended for design approval from our office this week.
- **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 is in the shop drawing review stage.
- **Gerard's Riverview: (VOA Apartment Complex near Rt 130 Quick Chek):** Re-submittal under review.
- **Rt 206 Johnson Warehouse Development: (South of NJTP Overpass):** Pre-design dialogue ongoing for applicant understanding of the approval process.

TREATMENT PLANT AND ADMINISTRATIVE TOPICS

- **Plant Discharge Permit:** NJDEP Draft discharge permit is projected to be issued by May 1st.
- **Oxidation Tank Shaft Replacement:** Last week RVE had a discussion with the equipment manufacturer's sales representative on our expectations for the remaining items to be submitted. This conversation resolved a major issue.

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**
- **Bordentown VOA Rivergate Blvd Manhole: 10/19/2022**
- **Reserve at Crosswicks Manholes (2) Lined: 02/2022 (Relates to future bond)**

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