

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
January 18, 2022

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 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, Leonard J. de Groot, Aneka Miller (via cellphone), and Heather Cheesman. 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.

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

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Malone, it was moved to approve the executive session minutes of the December 20, 2021, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by de Groot, seconded by Lynch, it was moved to adopt Resolution 2022-1, approving the January payment of bills from the Operating Fund in the amount of \$227,071.54 of which \$101,071.09 is a payroll transfer.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Cheesman, it was moved to adopt Resolution 2022-2, approving the payment of January bills from the Escrow Fund in the amount of \$14,949.62.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. GENERATOR PREVENTATIVE MAINTENANCE CONTRACT:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2021-3, authorizing the award of contract 2022-C5 to Modern Power Systems for emergency generator preventative maintenance, in the amount of \$18,128.33 for the period of one year commencing February 1, 2022.

No Discussion on this Resolution

Recorded vote:

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

B. AWARD OF CONTRACT:

On motion by Malone, seconded by de Groot, it was moved to adopt Resolution 2022-4, authorizing the award of contract to Corpro, an Aegion Company, in the amount of \$7,500.00 for Cathodic Protection design and testing services for the Authority's Sylvan Glen Pump Station.

No Discussion on this Resolution

Recorded vote:

Ayes:	Gulbinsky, Lynch, Malone, de Groot, 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 January 14, 2022.
- 2.) NJ DOT Training Yard paid \$112,104.00 connection fee in advance of the S-3 approval.
- 3.) Team Campus the Point Apartments paid connection fees in full for Building 600, and paid month 1 for building 700. The Authority has requested a copy of the submitted TWA form WQM-005.
- 4.) S-4 and connection approval was issued to 206 Bordentown Urban Renewal LLC. Connection fees for Building 1 and Building 2 were paid for the project known as Reserve at Crosswicks in the amount of \$1,286,293.00.
- 5.) Escrow refund to Exeter in the amount of \$5,000.00 for two warehouses known as Old York Business Park.

The executive director spent 25 hours and the administrative staff spent 14 hours on developer projects. There were no questions regarding the monthly financial report. Mr. Redwood reported the January 2022 quarterly sewer bill mailing will be delayed due to a paper shortage. As soon as the bill stock is received the bills will be printed and mailed. A flyer introducing the new online system will be mailed to all customers.

### B. GENERAL COUNSEL:

Mr. Drollas spent time reviewing items already discussed on the agenda as well as review of contracts and letters as requested by Mr. Redwood and Mrs. Kwelty.

### C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The Rising Sun Meadow development wastewater infrastructure work will begin this week if weather permits. The engineer for the Cranberry Park development confirmed that he has not been authorized to proceed with any development activity by the property owner.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Lynch, seconded by de Groot, it was moved to adopt Resolution 2022-5 and enter executive session to discuss items related to current litigation, personnel, and contracts for discussion purposes only.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

V. ADDITIONAL ITEMS FOR DISCUSSION:

Mr. de Groot wanted to discuss with the board concerns he has regarding the financial health of the Authority into future years. A Wall Street Journal article titled "Robots vs. Fatbergs in America's Sewers" provided the ideas to Mr. de Groot. The article will be distributed to the full board for review.

VI. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Lynch, it was moved to adjourn the meeting at approximately 6:45 p.m.

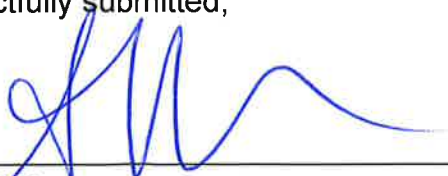
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

February 22, 2022

  
Secretary Aneka Miller

**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR JANUARY 18, 2022, 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:** Sewer main video work of the existing sewer main on Meadow Run Road occurred today with installation of a new manhole within the roadway to commence on Thursday. 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 is moving into the construction stage.
- **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 project is in the shop drawing review and equipment manufacturing stage.
- **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**
- **Bordentown VOA Rivergate Blvd Manhole: 10/19/2022**

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