

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
April 18, 2022

The meeting was called to order by Chairman, James E. Lynch, Jr., at 6:10 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 2, 2022,

b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on March 2, 2022; 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 2, 2022.

The following persons were in attendance: Board Members, James E. Lynch, Jr., M. Ellen Gulbinsky, Aneka Miller via telephone, 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. Board member Joseph R. Malone, III was absent.

Board member Leonard J. de Groot resigned from his position March 29, 2022.

On motion by Miller, seconded by Lynch, it was moved to table the approval of regular session minutes and executive session minutes of the March 21, 2022 meeting.

Recorded vote:

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

On motion by Gulbinsky, seconded by Cheesman, it was moved to adopt, Resolution 2022-30, approving the April payment of bills from the Operating Fund in the amount of \$273,233.53 of which \$114,080.08 is a payroll transfer and \$8,276.74 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt, Resolution 2022-31, approving the payment of April bills from the Escrow Fund in the amount of \$16,218.03.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt, Resolution 2022-32, approving the credits and/or refunds of customer accounts in the amount of \$323.00

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. 2020 ANNUAL AUDIT REPORT:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-33, certifying the board of the Bordentown Sewerage Authority has received and reviewed the report of audit.

Mr. Lynch commented that the audit report was done very well and thanked the staff and professionals.

Recorded vote:

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

B. SALARY RESOLUTION:

On motion by Gulbinsky, seconded by Cheesman, it was moved to adopt Resolution 2022-34, authorizing the appointment of Aleaxander McLemore as a Sewer Maintenance Worker.

No Discussion on this Resolution.

Recorded vote:

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

C. RISING SUN PUMP STATION WET WELL:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-35, authorizing the award of contract to Remington & Vernick engineers for design and advertisement/bidding services for Rising Sun Road pump station wet well upgrades, for a maximum value of \$22,400.00.

No Discussion on this Resolution.

Recorded vote:

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

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 next week.
- 2.) Rising Sun Meadows LLC; Approval of Revocable S-4 and receipt of 40% initial connection fee payments for Buildings 4 and 5.  
Building 4 (24 Units – 13 market rate and 11 affordable) \$83,131.60.  
Building 5 (20 Market Rate Units) \$89,872.00.
- 3.) Laura's Salon, 6 Park Street, Approval of S-1, S-2, S-3, and S-4 applications. Connection fee realized as revenue in the amount of \$5,832.00, sewer use permit was issued.
- 4.) Notice of Public Hearing Bordentown Township Planning Board; K Johnson Urban Renewal, LLC seeking amended preliminary and final

site plan and minor subdivision approval for the development of the Property known as Team Campus.

The executive director spent 15 hours and the administrative staff spent 15 hours on developer projects. Mr. Redwood reported the Authority has been selected to receive the 2022 New Jersey Water Environment Association Thomas Meholc Public Education Award and will accept the award on May 9, 2022. Also reported the annual financial disclosure filing is due April 30, 2022, scholarship applications will be distributed for review prior to the May board meeting, and Investors Bank has merged with Citizens Bank. There were not any questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with staff reviewing installment plan notification to all sewer customers, and with Mr. Czekanski on the Municipal Maintenance contract to be discussed in closed session.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The CVS manhole which will be dedicated to the Authority was installed in the McDonalds driveway overnight to minimize traffic.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-36 and enter executive session to discuss items related to contractual matters.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

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

Mr. Lynch expressed gratitude for Mr. de Groot's service to the Bordentown Sewerage Authority and requested a plaque be prepared for presentation at a future meeting.

V. ADJOURNMENT OF MEETING:

On motion by Gulbinsky, seconded by Miller, it was moved to adjourn the meeting at approximately 6:30 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

May 16, 2022

  
Aneka Miller, Secretary

**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR APRIL 18, 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 is ongoing. 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. The Applicant is selecting a contractor to perform the off-site BSA mandated improvements associated with this project.
- **Farnsworth Avenue CVS and Office Building:** Proposed development is integrated into the McDonalds site. Project is in the construction stage. A BSA owned manhole was installed two weeks ago in the Route 130 McDonalds driveway.
- **Dunns Mill Road Warehouse:** Piping work required additional field coordination with the contractor on the proper method to connect to the Authority's manhole. The issue is resolved, and work will commence soon.
- **Gerard's Riverview: (VOA Apartment Complex near Rt 130 Quick Chek):** Response provided to Applicant's engineer.
- **Habitat for Humanity: 10 Units on Thorntown Lane:** Response provided to Applicant's engineer.
- **Route 130 Self Storage Facility:** Response provided to applicant's engineer.
- **Johnson Development Warehouse on Route 206 by NJTP Crossing:** Submission under review.

**TREATMENT PLANT AND ADMINISTRATIVE TOPICS**

- **Plant Discharge Permit:** NJDEP Draft discharge permit issued.
- **Oxidation Tank Shaft Replacement:** Contract duration has been exceeded; equipment expected to be installed in late June – July.
- **Tower Gate Litigation:** Assisted with providing a summary judgement response the week of April 4<sup>th</sup>.

### **MAINTENANCE BOND SUMMARY**

**Expiration Dates are Subject to Maintenance Bond Date and Resolution of all Conditions:**

- **2020 Roof Replacements (B2, B4, EB1, PS2): 5/21/202**
- **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)**