

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
September 19, 2022

The meeting was called to order by Chairman, James E. Lynch, Jr., 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 2, 2022; and
- 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, and Joseph R. Malone, III. 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 Heather Cheesman. Board member Daniel Hornickel arrived after the meeting started.

On motion by Gulbinsky, seconded by Malone, it was moved to approve the regular session minutes of the August 15, 2022, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt, Resolution 2022-71, approving the September payment of bills from the Operating Fund in the amount of \$243,476.72 of which \$142,718.51 is a payroll transfer and \$19,946.90 is a capital expense.

No discussion on this Resolution.

Recorded vote:

Ayes:	Lynch, Gulbinsky, Miller, Malone
Nays:	None

Abstained: None
Absent: Hornickel, Cheesman

On motion by Malone, seconded by Gulbinsky, it was moved to adopt, Resolution 2022-72, approving the payment of September bills from the Escrow Fund in the amount of \$8,336.89.

No discussion on this Resolution.

Recorded vote:

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

Mr. Hornickel arrived at 6:03pm

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2022-73, authorizing a longevity pay increase to Andrew Dunlevy, effective October 11, 2022.

Longevity pay is distributed per the Collective Bargaining Agreement.

Recorded vote:

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

B. CVS PHARMACY:

On motion by Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2022-74, authorizing the release of performance bond with the requirement of a two-year maintenance bond, and accepting the dedication of a doghouse manhole.

No discussion on this Resolution.

Recorded vote:

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

C. INFORMAL BUDGET INTRODUCTION – no vote required:

Introducing the Authority's 2022 (December 1, 2022 – November 30, 2023) Operating and Capital Budgets.

Overall increase of \$118,752.60 or 2.31% over the prior year. Increase is due to overall cost increase for goods and supplies, as well as Special Counsel legal expenses.

D. AGREEMENTS WITH DEPARTMENT OF COMMUNITY AFFAIRS:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2022-75, authorizing the Authority's Executive Director to enter into agreements titled "Contract for Services between NJ Department of Community Affairs (LIHWAP) and Bordentown Sewerage Authority" and "Data Sharing Agreement between the State of New Jersey Department of Community Affairs and Bordentown Sewerage Authority".

Mr. Hornickel informed the board that Pemberton Township had unwillingly signed similar agreements as they were written, and that in his opinion the agreements are structured for private utility companies, and not NJ local government entities. In addition, Mr. Hornickel said that DCA had assured Pemberton Township that the agreement needed to be signed in any event, but that DCA would not strictly enforce the terms of agreement against the Township.

Board members shared similar concerns about executing the agreement. Board member Malone asked Mr. Drollas if the agreement could be revised in the Authority's favor, and Mr. Drollas stated that he believes that DCA will not accept any revisions to the form of the agreement. Accordingly, the Board agreed to execute the agreements, in their current form, but with concern.

Recorded vote:

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

E. CHANGE ORDER APPROVAL:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2022-76, approving a change order in the amount of \$8,464.46 for Oxidation Tank Aerator Repair contract with Municipal Maintenance Company.

No discussion on this Resolution.

Recorded vote:

Ayes:	Lynch, Gulbinsky, Miller, Hornickel, Malone
Nays:	None

Abstained: None
Absent: Cheesman

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Next monthly Township development meeting is scheduled for October 5, 2022.
- 2.) Gerard's Riverview EPA waiver received September 15, 2022.
- 3.) Reserves at Crosswicks building #6 Use Permit issued, revenue realized in the amount of \$ 198,360.00.
- 4.) Notice of public hearing, Township of Bordentown Planning Board; Team Campus Phase II, LLC seeking amended preliminary and final site plan approval. The applicant was previously approved January 2018 for the construction of 5 buildings, comprised of 3 medical office buildings and 2 retail/commercial buildings. 1 medical office building was constructed. The applicant is proposing 1 medical office building, 2 retail/commercial buildings, and 1 self-storage structure. Project location 115 Route 130 South. The Township granted approval on September 8, 2022.
- 5.) Notice that an application for letter of interpretation will be submitted to New Jersey Department of Environmental Protection for Block 27 Lot 24, vacant land located at corner of New Jersey Ave and Taft Ave, located behind the Pep Boys.

The executive director spent 15 hours and the administrative staff spent 20 hours on developer projects. Registrations for Annual Conferences are open. New Jersey League of Municipalities Annual Conference will take place November 15-17, 2022, at the Atlantic City Convention Center. The Association of Environmental Authorities of New Jersey Annual Conference will take place November 15-16, 2022, at Caesars in Atlantic City. The schedules for both events can be found on each organization's website. There were not any questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with Mr. Redwood and Mrs. Kwelty on agenda items and on some contract issues.

Mr. Lynch requested a Tower Gate update. Mrs. Gulbinsky reached out to Ms. Alexander, a draft of the agreement is expected for review in the next week. Mr. Drollas confirmed that he has not seen a draft as of yet and will review once received.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski issued the notice to proceed to the contractor for the repairs to the Rising Sun Road pump station, where the pipe is corroded from the outside. The contractor anticipates the repairs to be complete by mid-December.

III. PUBLIC PARTICIPATION:

There was no one present from the public.

IV. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Gulbinsky, it was moved to adjourn the meeting at approximately 6:10 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

October 17, 2022



Aneka Miller, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR SEPTEMBER 19, 2022, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Rising Sun Road Pump Station Wet Well Improvements:** Contractor was provided a notice to proceed. The project must be completed by mid-December 2022. Contractor is still waiting for piping deliveries.
- **Rising Sun Meadows: Near Corner of Route 130 and Rising Sun Road:** Sewer main infrastructure work has commenced within the proposed development. Crystal Lake Pump Station modification work is in the shop drawing review stage and the pump station will be under construction on or about February 2023. Separately, as per the Applicant's development agreement, a camera review of the sewer main system from the proposed development to the Crystal Lake pump station has been conducted.
- **Gerard's Riverview: (VOA Apartment Complex near Rt 130 Quick Chek):** Project is in the NJDEP Treatment Works permit review stage at the NJDEP. An EPA waiver was received this week.
- **Route 130 Self Storage Facility:** No recent activity.
- **Dunns Mill Road Warehouse:** Contractor completed sewer main testing. Contractor is proposing an opening at end of September.
- **Team Campus Expansion:** In conjunction with a proposed Ward Avenue development a downstream system capacity report is being prepared by RVE.
- **Farnsworth Avenue CVS Pharmacy:** Dedication acceptance of a manhole constructed to facilitate the CVS connection in Route 130 is recommended for approval at this month's meeting.

TREATMENT PLANT AND ADMINISTRATIVE TOPICS

- **Oxidation Tank Shaft Replacement:** All work is complete, and end of project administrative items remain.
- **WWTP Drainage Pump Station and Grit Facility Modifications:** In preliminary design stage.

MAINTENANCE BOND SUMMARY

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

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

Prepared by Richard B. Czokanski, PE, BCEE, CME