

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
October 17, 2022

The meeting was called to order by Vice-Chairwoman, M. Ellen Gulbinsky, at 6:00 p.m. and led a salute to the flag in the meeting room of Carlslake 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 M. Ellen Gulbinsky, Aneka Miller, Daniel Hornickel, Heather Cheesman 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 board member James E. Lynch, Jr.

On motion by Malone, seconded by Miller, it was moved to approve the regular session minutes of the September 19, 2022, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt, Resolution 2022-77, approving the October payment of bills from the Operating Fund in the amount of \$246,866.26 of which \$101,646.80 is a payroll transfer and \$30,456.55 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt, Resolution 2022-78, approving the payment of October bills from the Escrow Fund in the amount of \$12,682.52.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2022-79, authorizing an hourly pay increase effective October 19, 2022 to Aleaxander McLemore for conclusion of new hire six-month probationary period.

No discussion on this Resolution

Recorded vote:

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

B. BUDGET APPROVAL:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2022-80, approving the Authority's fiscal year 2023 Budget (December 1, 2022 – November 30, 2023).

The budget numbers did not change from the informal introduction to the board.

Recorded vote:

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

C. OXIDATION TANK AERATOR REPAIR:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2022-81, authorizing the release of performance bond for repair to eight oxidation tank aerators to Municipal Maintenance Company.

No discussion on this Resolution

Recorded vote:

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

D. LAB EQUIPMENT PURCHASE:

On motion by Miller, seconded by Hornickel, it was moved to adopt Resolution 2022-82, authorizing the award of contract to Hach Company for a replacement all weather composite sampler and accessories in the amount of \$10,997.62.

No discussion on this Resolution

Recorded vote:

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

E. OLD YORK ROAD INDUSTRIAL PROPERTIES, LLC:

1.) On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2022-83, authorizing the Authority's Executive Director to execute a Developer Agreement with Old York Road Industrial Properties, LLC.

Mr. Czekanski explained, the New Jersey Turnpike and New Jersey Department of Transportation do not want agreements signed with developers directly, the utility needs to sign in name only for the development to move forward. The developer will be responsible for all costs.

Mr. Drollas further explained that the developer needs permission from DOT and TPA to construct and the DOT and TPA want a utility to verify that the developer work is for the utility.

There are other developments in the past for which similar agreements have been signed.

Recorded vote:

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

Absent: Lynch

2.) On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2022-84, authorizing the Authority's Executive Director to sign the endorsement portion of the Treatment Works Approval for Old York Road Industrial Properties, LLC, developer of an industrial warehouse facility.

No discussion on this Resolution

Recorded vote:

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

F. RELEASE OF MAINTENANCE GUARANTEE:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2022-85, authorizing the release of maintenance guarantee to Matrix for the warehouse located at 201 Old York Road.

No discussion on this Resolution

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Township development meeting took place October 5, 2022.
- 2.) Notice of Letter of Interpretation Extension – Rising Sun Meadows applied for NJ Department of Environmental Protection for a time extension regarding the Letter of Interpretation, no changes are required to the permit.
- 3.) Sewer Use Permit issued to First Industrial Realty for the construction of a warehouse, 445 Rising Sun Road, \$316,584.00 was realized as revenue.
- 4.) Escrow refund to VOA phase 1, \$2,454.70
- 5.) 375 W Burlington Street – Use permit issued, connection fees were paid in 1998. The connection to the system was finalized October 1, 2022.

Mr. Hornickel expressed his concern that a fee was pre-paid 24 years prior to the connection, requested that Mr. Drollas look into regulations regarding this issue.

- 6.) Michael Petronella received S-3, S-4 and connection approval for the construction of a single family home having an address of 22 E Burlington Street in Bordentown City.
- 7.) Use Permits issued for Building #4 and #5, and the Rec Center for Reserve at Crosswicks. \$427,709.00 was realized as revenue.
- 8.) 292 Ward Avenue - Received notice that application for a Letter of Interpretation line verification and Flood Hazard Area verification will be submitted to NJDEP. BSA staff met with the developer October 7, 2022.

The executive director spent 20 hours and the administrative staff spent 20 hours on developer projects. Four proposals have been received for Banking Services and will be reviewed for award at the November meeting. There were not any questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with Rick, Tom, and Liz on contract issues and meeting agenda items.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski mentioned that the Authority's downstream conveyance system which includes the Armcon pump station can accept the flow from the proposed Team Campus at Bordentown residential units and the draft capacity report will be finalized. The Rising Sun Road pump station wet well project specified a liner product whose applicator is not currently available, communication with contractor and applicator is ongoing. The deadline for the contract completion will be adjusted if necessary to allow for the liner product to be used.

III. PUBLIC PARTICIPATION:

There was no one present from the public.

IV. ADDITIONAL MATTERS FOR DISCUSSION:

Ms. Cheesman made the board aware that the New Jersey Department of Transportation are in the process of completing construction on jobs all over the County, which may impact the Authority.

Mr. Hornickel would like the board to consider a contract for a grant writer as there are opportunities for wastewater utilities to receive Federal grant money, possibly as an addition to the Consulting Engineer proposal.

V. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Miller, it was moved to adjourn the meeting at approximately 6:27 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

November 21, 2022

  
Aneka Miller, Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR OCTOBER 17, 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 with a mid-December 2022 completion date. Scheduling issues with the wet well liner subcontractor preferred by the BSA may delay the project.
- **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 in the first half of 2023.
- **Gerard's Riverview: (VOA Apartment Complex near Rt 130 Quick Chek):** Project is in the NJDEP Treatment Works permit review stage at the NJDEP.
- **Team Campus Expansion:** RVE performed a downstream capacity evaluation of the existing conveyance system from Route 130 South to the Armcon Pump Station which is in the wooded area between Route 130 and Route 206 and found no downstream infrastructure improvements were required.
- **Old York Road Industrial Properties (Johnson):** For a Route 206 proposed warehouse located on the Mansfield side of the NJTP crossing Board approval is required for the executive director to endorse both NJDOT and NJTP utility permits along with the NJDEP Treatment Works permit application.

**TREATMENT PLANT AND ADMINISTRATIVE TOPICS**

- **Oxidation Tank Shaft Replacement:** All work is complete, and end of project administrative items are being addressed.
- **WWTP Drainage Pump Station and Grit Facility Modifications:** In preliminary design stage.
- **2022 Annual Trustee Report:** RVE has prepared a draft report for submittal this month to TD Bank.

**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. Czekanski, PE, BCEE, CME**