

**BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
November 21, 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, Daniel Hornickel, 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, who arrived at 6:05pm. Absent was board member Heather Cheesman.

On motion by Miller, seconded by Gulbinsky, it was moved to approve the regular session minutes of the October 17, 2022, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt, Resolution 2022-86, approving the November payment of bills from the Operating Fund in the amount of \$178,814.24 of which \$104,018.34 is a payroll transfer and \$7,536.50 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

Absent: Cheesman

On motion by Malone, seconded by Gulbinsky, it was moved to adopt, Resolution 2022-87, approving the payment of November bills from the Escrow Fund in the amount of \$5,611.25.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt, Resolution 2022-88, approving credits and refunds to customer accounts in the amount of \$65.84.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. BUDGET YEAR ENDING NOVEMBER 30, 2023:

1.) BUDGET ADOPTION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-89, adopting the Authority's approved fiscal year 2023 budget (December 1, 2022 – November 30, 2023).

The budget sustains current 15 full time staff member positions plus two extra positions.

Recorded vote:

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

2.) RENEWAL & REPLACEMENT FUND:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-90, authorizing an increase in the required balance of the renewal & replacement fund from \$700,000.00 to \$750,000.00 effective

December 1, 2022.

The Renewal and Replacement fund is being increased by \$50,000 as has been done in prior years. The Renewal and Replacement fund is used for capital renewal and replacement projects.

Recorded vote:

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

B. BUDGET YEAR ENDING NOVEMBER 30, 2022:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-91, amending the Authority's operating budget for the current year, December 1, 2021 – November 30, 2022, adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

C. BANKING SERVICES:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2022-92, authorizing the award of contract 2022-C20 to The Bank of Princeton for Banking Services, effective December 1, 2022 through November 30, 2025.

No discussion on this Resolution.

Recorded vote:

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

D. POLYMER:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-93, authorizing the award of contract to Coyne Chemical

Company for 5,953 pounds of BASF ZETAG 7563 Polymer in the amount of \$19,109.13.

No discussion on this Resolution

Recorded vote:

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

E. PERFORMANCE GUARANTEE:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2022-94, authorizing the reduction of performance guarantee to Michael Petronella for the connection of 22 East Burlington Street.

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.) Township development meeting was cancelled and will be rescheduled.
- 2.) Use Permit issued for Building #7 for Reserve at Crosswicks. \$565,360.00 was realized as revenue.
- 3.) Notice of Public Hearing, Township of Bordentown Planning Board – Nu Gen, LLC is seeking minor subdivision approval to subdivide the existing Lot 2 in Block 139 and create one additional lot. The proposed lot 2.01 has existing improvements which will not be altered. The newly proposed lot 2.02 will be 3.031 acres in an area with the Highway Commercial zoning. Property is known as 10 Rising Sun Square Road.
- 4.) Notice of Public Hearing, Township of Bordentown Planning Board – Clean Logistics, LLC is seeking preliminary and final site plan approval along with conditional use variance relief to permit a compressed gas fueling station where the truck fueling stations are a conditional use and other variances for lot frontage, buffer requirements, parking spaces, landscaping, and fence height. Property is located 1092 US

Highway Route 206 S, adjacent to Valero station after the turnpike entrance.

- 5.) Notification received that the Township of Bordentown will be submitting an application to the New Jersey Department of Environmental Protection for authorization under General Permit 11 for proposed site remediation of contaminated soils. Property is Block 140, lots 11-16 & 19, the undeveloped lots along Bordentown Waterfront.

The executive director spent 25 hours and the administrative staff spent 20 hours on developer projects. Finance committee will be asked to meet before the December board meeting to discuss rates and salary proposal. There were not any questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with Mr. Redwood and Mrs. Kwelty on public contract matters, banking proposals and meeting agenda items, as well as with Mr. Czekanski on items to be discussed in closed session.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski discussed the Rising Sun Road pump station wet well project, the bypass pumps were brought onsite. There was delayed start to the project because the applicator of the liner product was delayed. The schedule for the lining is still pending.

An image of a manhole outside the Crystal Lake pump station is attached to the Engineer's report. The Authority hired Root 24 to clear the wet well so the developer's contractor for the improvements to the station could see and determine modifications needed to the bottom of the wet well.

III. PUBLIC PARTICIPATION:

There was no one present from the public.

IV. EXECUTIVE SESSION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-95 and enter executive session to discuss items related to Development issues and Tower Gate Litigation.

No discussion on this Resolution.

Recorded vote:

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

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, Hornickel, Malone

Nays: None

Abstained: None

Absent: Cheesman

V. ADJOURNMENT OF MEETING:

On motion by Gulbinsky, seconded by Miller, it was moved to adjourn the meeting at approximately 6:36 p.m.

Recorded vote:

Ayes: Lynch, Gulbinsky, Miller, Hornickel, Malone

Nays: None

Abstained: None

Absent: Cheesman

Respectfully submitted,

APPROVED ON:

December 19, 2022


Aneka Miller, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR NOVEMBER 21, 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 will delay the project but a new completion date is not yet established. Contractor will commence work at the site prior to December.
- **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 long lead time equipment manufacturing stage and the pump station will be under construction in the first half of 2023.
- **Team Campus Expansion:** After glancing through a recent re-submittal RVE requested the Applicant confirm the submitted drawing set was the latest as it was missing piping profiles.
- **Old York Road Industrial Properties (Johnson):** For a Route 206 proposed warehouse located on the Mansfield side of the NJTP crossing the project is progressing in the S3 design phase.
- **Thornton Lane Habitat for Humanity Development (10 townhouses):** S3 approval is being recommended.
- **Point Breeze Apartments Clubhouse Addition:** Review letter was just transmitted.

TREATMENT PLANT AND ADMINISTRATIVE TOPICS

- **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:

- Reserve at Crosswicks Manholes Lined: 02/2022 (Relates to future bond)

ATTACHED PHOTO

Attached for the Board members information is a photo of the 4' diameter precast reinforced concrete manhole interior just upstream of the Crystal Lake Pump Station. This represents a typical manhole with horizontal joints every 3 to 4 vertical feet.

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

