

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
December 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, Daniel Hornickel, Joseph R. Malone, III, 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. Absent was board member Aneka Miller.

On motion by Malone, seconded by Gulbinsky, it was moved to approve the regular session minutes and executive sessions minutes held on November 21, 2022, as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Malone, it was moved to adopt, Resolution 2022-96, approving the December payment of bills from the Operating Fund in the amount of \$322,565.23 of which \$101,207.57 is a payroll transfer and \$62,529.97 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

Abstained: None
Absent: Miller

On motion by Gulbinsky, seconded by Malone, it was moved to adopt, Resolution 2022-97, approving the payment of December bills from the Escrow Fund in the amount of \$4,039.50.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt, Resolution 2022-98, approving credits and refunds to customer accounts in the amount of \$517.32.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. CASH MANAGEMENT PLAN:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt, Resolution 2022-99, adopting the Bordentown Sewerage Authority's Cash Management Plan for fiscal year ending November 30, 2023.

The plan has been updated to reflect the Authority's official depository as The Bank of Princeton.

Recorded vote:

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

B. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-100, authorizing the designation of Thomas M. Redwood as the Public Agency Compliance Office (P.A.C.O.) for the Authority.

No discussion on this Resolution.

Recorded vote:

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

C. PERFORMANCE GUARANTEE:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-101, authorizing the refund of performance guarantee to Michael Petronella for the connection of 22 East Burlington Street.

No discussion on this Resolution.

Recorded vote:

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

D. PERFORMANCE GUARANTEE:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-102, authorizing the release of performance guarantee to LBA-RVI-XXXI, LLC for the connection of Interchange 7 Business Park located at 334 Rising Sun Road.

No discussion on this Resolution

Recorded vote:

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

E. MAINTENANCE GUARANTEE:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-103, authorizing the refund of maintenance guarantee to Exeter 2473 Old York, LLC for the connection of Old York Office Park located at 2473 and 2471 Old York Road.

No discussion on this Resolution

Recorded vote:

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

F. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

1. On motion by Gulbinsky, seconded by Malone, it was moved to approve Resolution 2022-104, authorizing Contract 2023-C1 for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Harris Computer Systems for professional application software support in the amount of \$24,797.49.

No Discussion on this Resolution

Recorded vote:

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

2. On motion by Gulbinsky, seconded by Malone, it was moved to approve Resolution 2022-105 authorizing Contract 2023-C2 for extraordinary, unspecifiable services between the Bordentown Sewerage Authority and Kyocera Document Solutions New York Metro, Inc. for imaging system software and onsite maintenance support in the amount of \$7,158.38.

No Discussion on this Resolution

Recorded vote:

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

G. CHANGE ORDER APPROVAL:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-106, approving a change order in the amount of \$25,324.00 for the truck mounted combination sewer cleaner contract with Golden Equipment Company, Inc.

No discussion on this Resolution

Recorded vote:

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

H. SALARY RESOLUTION:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2022-107, approving the salaries for all union member staff as of January 1, 2023.

No discussion on this Resolution

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Township development meeting did not take place.
- 2.) Refund escrow to LBA-RVI Company XXXI, LLC in the amount of \$2,867.75 for the project known as Interchange 7 Business Park, formerly the Prince Property.
- 3.) Refund escrow to Pomona Development Group, LLC in the amount of \$1,241.26 for the CVS Pharmacy.
- 4.) Habitat for Humanity S-3 approval for the construction of 10 units located on the corner of Crosswicks Road and Thorntown Lane.

WINTER TERMINATION PROGRAM:

New Jersey Department of Community Affairs (NJDCA) has implemented a Winter Termination Program to prevent service discontinuation for eligible residential customers from November 15 through March 15.

On motion by Malone, seconded by Gulbinsky, it was approved to suspend water shut offs for the October 2022 and January 2023 billing cycles.

Recorded vote:

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

The executive director spent 15 hours and the administrative staff spent 20 hours on developer projects. The January board meeting will be readvertised to take place at the Authority's office. Mr. Redwood reported he will be traveling out of state from December 28, 2022 through January 4, 2023, and David Kennedy the Authority's backup operator will be on call. There were not any questions regarding the monthly financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with Mr. Redwood and Mrs. Kwelty on meeting items already discussed and public contract matters.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski stated the work is continuing at Rising Sun Road pump station and his office is working on getting review letters for Team Campus 1 and Team Campus 2 completed.

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 2022-108 and enter executive session to discuss personnel salary.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

ACTION AS A RESULT OF EXECUTIVE SESSION:

On motion by Malone, seconded by Gulbinsky, it was moved to approve the proposed salary adjustments as follows:

Resolution 2022-109, authorizing salary increase for Charles Bluhm effective January 1, 2023.

Resolution 2022-110, authorizing salary increase and title change for Emily Gehm effective January 1, 2023.

Annual cost of living increases for Authority management and office staff, excluding Executive Director and Administrative Manager; January 1, 2023, 3%; January 1, 2024, 3.25%; January 1, 2025, 3.5%.

Annual cost of living increases for Executive Director and Administrative Manager, 1.5% January 1, 2023, 2024, and 2025.

The board approved the annual cost of living increases for three years with the caveat that they review the increases each year.

Recorded vote:

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

V. OTHER MATTERS FOR DISCUSSION:

Mr. Lynch brought up Mr. de Groot's passing. A donation will be made by board members in Mr. de Groot's name to the VFW Post 587 in Paulding OH.

Mr. Malone and Mr. Czekanski briefly discussed the condensate issue from the prior board meeting.

Ms. Cheesman requested a tour of the treatment plant and collection system in the new year.

Mr. Hornickel requested that the Sewerage Authority install a payment drop box at the Township Municipal building. Mr. Theokas will provide space for the Authority to have a payment drop box accessible to the public 24/7.

VI. ADJOURNMENT OF MEETING:

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

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

January 17, 2023



Heather Cheesman, Assistant Secretary



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

AUTHORITY CONVEYANCE SYSTEM TOPICS

- **Rising Sun Road Pump Station Wet Well Improvements:** Work is approximately 40% complete. The wet well liner subcontractor was scheduled to perform work on the site this week.
- **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 I Residential Expansion:** Review comments are being developed for return to the Applicant prior to the end of the year.
- **Team Campus II Site Wide Revision to Building Layout:** One building is in use on-site. The four remaining proposed structures have all been revised in size. One building will now be a three-story storage building. Review letter being transmitted to Applicant this week.
- **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 towards submittal of the NJDEP Treatment Works permit application.
- **Point Breeze Apartments Clubhouse Addition:** Re-submittal will be under review prior to the end of the year.
- **Tower Gate Development:** Review letter to be transmitted next month. System connection point to be established.

TREATMENT PLANT AND ADMINISTRATIVE TOPICS

- **WWTP Drainage Pump Station and Grit Facility Modifications:** In preliminary design stage.
- **Soda Ash Silo System:** A draft proposal from a silo manufacturer to perform inspection services is under discussion with the vendor.

GRANT AVAILABILITY FOR WASTEWATER PROJECTS

Enclosed is information on the Infrastructure Law appropriations. The EPA confirmed the funding in New Jersey is being managed by the NJDEP State Revolving Fund and we initiated a dialogue with the NJDEP. We also participated in a Teams meeting with the grant coordinator from Congressman's Kim's office and have committed to the Congressman's staff to continue an ongoing dialogue related to BSA project identification for their evaluation of what funding may be available based on the submitted project scope.

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

Safe Drinking Water

\$15 billion

Lead Service Line Replacement through the Drinking Water State Revolving Funds
49% of funds will be provided to communities as grants or principal forgiveness loans.
51% of funds will be available to communities for low-interest loans.
State match is not required.

\$11.7 billion

Drinking Water State Revolving Funds
49% of funds will be provided to communities as grants or principal forgiveness loans.
51% of funds will be available to communities for low-interest loans.
State match is reduced to 10%.

\$4 billion

Addressing Emerging Contaminants through the Drinking Water SRF
Can be used to remediate PFAS in drinking water.
All funds provided to communities as grants or principal forgiveness loans.
State match is not required.

\$5 billion

Addressing Emerging Contaminants in Disadvantaged Communities
Funding through Small, Underserved, and Disadvantaged Communities Grants
Can be used to remediate PFAS in drinking water.
Provided as grants.
State match is not required.

Clean Water for Communities

\$11.7 billion

Clean Water State Revolving Funds (CWSRF)
49% of funds will be available for grants or principal forgiveness loans.
51% of funds will be available for low-interest loans.
State match is reduced to 10%.

\$1 billion

Addressing Emerging Contaminants
Funding through Clean Water State Revolving Funds.
All funds provided as grants or principal forgiveness loans.
State match is not required.

} WASTEWATER
RELATED

Protecting Regional Waters

INFRASTRUCTURE LAW APPROPRIATIONS
- NATIONWIDE

From: [Ash, Christine](#)
To: [Richard Czekanski](#)
Subject: Inquiry Regarding Water Infrastructure Law Grant Opportunities
Date: Wednesday, December 7, 2022 8:16:27 PM

Dear Mr. Czekanski –

Thank you for contacting EPA Region 2 regarding water infrastructure law grant opportunities. The [Bipartisan Infrastructure Law \(BIL\)](#) provides funding to all states, including New Jersey, and territories for five years beginning in 2022. These funds are primarily being funneled through the state's Drinking Water (DW) and Clean Water (CW) State Revolving Fund (SRF) programs, and are in addition to the state's base, or regular, DW and CW SRF Programs. While there are funds specific to emerging contaminant (e.g., PFAS) removal and identifying and removing lead service lines on the drinking water side, there are also funds available to address emerging contaminants on the clean water side. There are general funds available for the DW and CW SRF programs as well.

The BIL funds for both the DW and CW SRF programs are awarded as capitalization grants by EPA to each of the states, including New Jersey. In short, New Jersey's SRF program then uses these funds to provide low-interest loans to eligible entities for eligible water infrastructure projects. Projects are prioritized for funding based on the state's ranking criteria, and the state can customize loan terms to assist disadvantaged communities; for example, by providing principal forgiveness. All of this information is made available to the public in the state's annual Intended Use Plan (IUP).

If you are interested in funding, I recommend contacting the New Jersey Department of Environmental Protection or the New Jersey Infrastructure Bank for more information on how you can apply to the state SRF Program. More information is also available online at [NJDEP | Water Infrastructure Investment Plan | Home](#).

This is a very broad overview of these programs, so feel free to reach out to me if you have other questions.

Thank you,

Christine Ash

Supervisor, Drinking Water and Municipal Infrastructure Branch
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