

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
January 17, 2023

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 conference room of Bordentown Sewerage Authority located at 954 Farnsworth Avenue, 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 January 4, 2023; and

b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on January 4, 2023; 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 January 4, 2023.

The following persons were in attendance: Board Members James E. Lynch, Jr., M. Ellen Gulbinsky, Daniel Hornickel, Aneka Miller who arrived late, 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 Joseph R. Malone, III.

On motion by Hornickel, seconded by Gulbinsky, it was moved to approve the regular session minutes and executive sessions minutes held on December 19, 2022, as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt, Resolution 2023-1, approving the January payment of bills from the Operating Fund in the amount of \$407,685.95 of which \$109,927.76 is a payroll transfer and \$139,934.76 is a capital expense.

No discussion on this Resolution.

Recorded vote:

Ayes:	Lynch, Gulbinsky, Hornickel, Cheesman
-------	---------------------------------------

Nays: None  
Abstained: None  
Absent: Miller, Malone

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt, Resolution 2023-2, approving the payment of January bills from the Escrow Fund in the amount of \$8,129.25.

No discussion on this Resolution.

Recorded vote:

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

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt, Resolution 2023-3, approving credits and refunds to customer accounts in the amount of \$36.47.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt, Resolution 2023-4, approving the salaries for all management and office staff as of January 1, 2023.

No discussion on this Resolution

Recorded vote:

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

B. CHERRY LANE MANHOLES:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2023-5, authorizing the award of contract to RTW Construction, Inc. in the amount of \$9,600.00 for repair to sinking manhole castings, lids, and resurfacing of roadway near 293 and 295 Cherry Lane.

No discussion on this Resolution.

Recorded vote:

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

Mrs. Miller arrived 6:02 pm.

C. CYBER SECURITY POLICY:

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt Resolution 2023-6, authorizing the adoption of MEL's Master Technology Policy Version 2.2.

The Joint Insurance Fund hired a consulting firm to perform a cyber security audit of every JIF member. The policy being adopted is needed for compliance to be rated as Tier 3 Jif compliant. The tier levels achieved reduce the member's deductible cost when a cyber security event occurs.

Recorded vote:

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

D. DESTRUCTION OF DOCUMENTS:

On motion by Miller, seconded by Gulbinsky, it was moved to adopt Resolution 2023-7, authorizing the destruction of documents as approved by Division of Archives and Records Management in accordance with the provision of the New Jersey Destruction of Public Records Law.

No discussion on this Resolution

Recorded vote:

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

E. EQUIPMENT DISPOSAL:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2023-8, authorizing the removal and disposal of Simplex Consecutive time punch clock.

No discussion on this Resolution

Recorded vote:

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

F. ANTI-HARRASSMENT POLICY:

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt Resolution 2023-9, approving the re-adoption of the Authority's Anti-Harassment Policy.

No Discussion on this Resolution

Recorded vote:

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

G. DOMESTIC VIOLENCE POLICY:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2023-10, approving the re-adoption of the Authority's Domestic Violence Policy.

No discussion on this Resolution

Recorded vote:

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

H. TEAM CAMPUS PHASE 1:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2023-11, authorizing the Executive Director of the Bordentown Sewerage Authority to sign the endorsement portion of the Treatment Works Approval application.

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 took place January 13, 2023.
- 2.) Team Campus Phase 1 site modification S-1 and S-2 approval for the construction of buildings H2 through H6, pool, maintenance building, and Team 85 expansion.
- 3.) Pointe Breeze Apartments S-1 and S-2 approval for the construction of a clubhouse where the swimming pool had previously been.
- 4.) Sewer Use Permit issued to Reserve at Crosswicks for Building #3, \$201,280.00 realized as revenue.
- 5.) Notice of Public Hearing Bordentown Township Planning Board; Nicole Schruby, owner of 75 Old Amboy Road has applied for approval to demolish the existing home and construct a new home on the same lot.
- 6.) Notice of Freshwater Wetlands Permit Application submitted by Active Acquisitions OY, LLC to NJ Department of Environmental Protection for the property known as Old York Country Club.
- 7.) Tower Gate – Mansfield Township Committee approved Resolution authorizing a revised developer's agreement, December 21, 2022.

The executive director spent 20 hours and the administrative staff spent 25 hours on developer projects. Mr. Redwood reported there will be advertising for Sewer Maintenance worker and Professional Services proposals have been received for contracts to be awarded at the February meeting. 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 spent time with Mr. Czekanski on Team Campus and a Tower Gate matter to be discussed in closed session.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The Rising Sun Road pump station wet well improvements project is substantially complete, the Authority's pumps have been reinstalled, and a few items remain such as paving and painting.

III. PUBLIC PARTICIPATION:

There was no one present from the public.

IV. EXECUTIVE SESSION:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2023-12 and enter executive session to discuss litigation matters related to Tower Gate.

No discussion on this Resolution.

---

Recorded vote:

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

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

Recorded vote:

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

No action resulted from executive session.

V. ADJOURNMENT OF MEETING:

On motion by Gulbinsky, seconded by Lynch, it was moved to adjourn the meeting at approximately 6:25 p.m.

Recorded vote:

Ayes: Lynch, Gulbinsky, Hornickel, Miller, Cheesman

Nays: None

Abstained: None

Absent: Malone

Respectfully submitted,

APPROVED ON:

February 21, 2023

A handwritten signature in cursive script, appearing to read 'Andrea Miller', written over a horizontal line.

Secretary, Andrea Miller

**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR JANUARY 17, 2023, MEETING  
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

**AUTHORITY CONVEYANCE SYSTEM TOPICS**

- **Rising Sun Road Pump Station Wet Well Improvements:** Work is approximately 90% complete. The existing pumps are now back in operation.
- **Rising Sun Meadows: Near Corner of Route 130 and Rising Sun Road: 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. In addition, the Applicant is obligated to perform both sewer main and manhole lining work along Rising Sun Road.
- **Team Campus I Residential Expansion:** The applicant's engineer is modifying the drawings in response to our review comments.
- **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. The applicant's engineer is modifying the drawings in response to our review comments.
- **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:** Currently, interacting by phone and email with the Applicant regarding application issues.
- **Tower Gate Development:** A draft review letter has been circulated for comments. A Burlington County Planning Board representative informed our firm the development is being revised to include warehouses. Mr. Redwood subsequently researched a Mansfield resolution confirming this revision to 96 affordable housing units with the remainder of the property being utilized for warehouse development.

**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.

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