

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
March 20, 2023

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, 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 March 1, 2023; and

b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on March 1, 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 March 1, 2023.

The following persons were in attendance: Board Members, M. Ellen Gulbinsky, James E. Lynch, Jr., 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.

On motion by Malone, seconded by Miller it was moved to approve the regular session minutes of the February 21, 2023, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Miller, seconded by Lynch, it was moved to approve the executive session minutes of the February 21, 2023, meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

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

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-33, approving the March payment of bills from the Operating Fund in the amount of \$289,797.72 of which \$116,404.90 is a payroll transfer and \$77,168.73 is capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-34, approving the payment of March bills from the Escrow Fund in the amount of \$5,077.47.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2023-35, approving credits and refund to customer accounts in the amount of \$144.55.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. AWARD OF EMERGENCY CONTRACT:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-36, ratifying an emergency contract to RTW Construction Inc. in the amount of \$44,825.00 for excavation and repair to sewer lateral servicing 123 Farnsworth Avenue.

The customer's lateral located in the paved area between the curb and the sewer main was repaired as well as a portion the sewer main, which was damaged by roots.

Recorded vote:

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

B. COMPETITIVE CONTRACTING AUTHORIZATION:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-37, authorizing the use of competitive contracting for the procurement of Computer Networking & Information Technology Services through the request for proposal process.

The competitive contracting process will allow the Authority to approve a contract term for up to five years.

Recorded vote:

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

C. FURNACE REPLACEMENT:

On motion by Miller, seconded by Lynch, it was moved to adopt Resolution 2023-38, authorizing the award of contract to DanMor Mechanical for the replacement and installation of the furnace located in the administrative building file room in the amount of \$8,342.00.

The broken furnace is approximately 30 years old.

Recorded vote:

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

D. EQUIPMENT DISPOSAL:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2023-39, authorizing the removal and disposal of laboratory equipment.

Mr. Malone requested the school district be contacted to see if they would be able to use the unbroken equipment.

Recorded vote:

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

E. CANCEL PRIOR EXPENDITURE AUTHORIZATION:

On motion by Miller, seconded by Malone, it was moved to adopt Resolution 2023-40, authorizing the cancellation of expenditure awarded to LL Carpentry for painting and flooring services.

No Discussion on this Resolution.

Recorded vote:

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

F. EDUCATIONAL SERVICES COMMISSION OF NJ PRICING SYSTEMS:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-41, authorizing membership in the Educational Services Commission of New Jersey Cooperating Pricing System.

No Discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

- 1.) Township development meeting took place March 10, 2023.
- 2.) Notice of City of Bordentown Joint Land Use Board applied for subdivision of Lot 3 in Block 501 known as 106 East Burlington Street. Lot 3 will be divided into Lots 3.01 which has existing improvements, and 3.02 a proposed single-family home.
- 3.) 47 E Union Street.

The property is for sale, and as part of the home inspection, the sewer lateral was televised by a contractor. The homeowner forwarded a video demonstrating a problem

to BSA staff. BSA performed a full inspection of the line using the Authority's lateral camera to verify the contractor's assessment. There is damage to the lateral in the paved area and the Authority needs to solicit quotes for the repair.

On motion by Hornickel, seconded by Miller, it was moved to amend the agenda to add Resolution 2023-42 awarding a contract to the lowest responsible quote for repair to the lateral serving 47 East Union Street upon receipt and review of quotes by the Executive Director.

Recorded vote:

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

Discussion followed regarding potential increases in pre-sale lateral inspections, backflow preventer requirements, and cleanout installation requirements.

- 4.) The Updates to the Rules and Regulations need to be approved at a public hearing of the Authority. A newspaper advertisement will be prepared for the hearing to take place during the meeting of May 15, 2023 or June 19, 2023.
- 5.) The Authority submitted applications to Congressman Kim, Senator Booker, and Senator Menendez for federal funding of the improvement to Plant Drain Pump Station, Aerated Grit Chamber, and modernization of the Soda Ash Feed System. The approximate cost for the improvements is \$2,254,000. Mr. Czekanski spent 30 hours preparing the submission, and Authority staff spent 25 hours.
- 6.) Authority staff attended the Bordentown Regional School District First Annual Job Fair.
- 7.) On or about April 1st, the Financial Disclosure Statements can be filed. Board members will be notified when filing can begin, all statements are due by April 30, 2023.

The executive director spent 20 hours and the administrative staff spent 15 hours on developer projects. There were not any questions on the financial report.

B. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof.

Time was spent on the request for Federal Funding mentioned in Mr. Redwood's report.

The Department of Transportation is working on a project to resurface Route 130 from near the McDonalds to just past the Wawa. They are building a retention pond with a liner over top of the 30" sewer main that runs into the treatment plant. The tax maps show a 25' Right of Way, a title search has been requested to verify the easement around the 30" main that runs from Route 130 to the treatment plant.

Mr. Malone described potential future improvements to Oliver Street Park.

A will serve request was received for the proposed Hedding Road warehouse to be constructed on the Scottish Rite location and residential lots on Hedding Road.

C. GENERAL COUNSEL:

Mr. Drollas spent time with staff on contracting issues already discussed on the agenda and time with Mr. Czekanski on land title issues already discussed.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2023-43 and enter executive session to discuss items related to current litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

Executive Session discussion did not result in any formal action of the board.

V. ADJOURNMENT OF MEETING:

On motion by Hornickel, seconded by Miller, it was moved to adjourn the meeting at approximately 6:45 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

April 17, 2023

A handwritten signature in dark ink, appearing to read 'Aneka Miller', written over a horizontal line.

Aneka Miller, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MARCH 20, 2023, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

TOPICS OF IMPORTANCE TO BOARD MEMBERS AND EXECUTIVE STAFF

- **2024 Community Project Funding Application:** Congressman Kim's office released the application package on March 3rd with a March 15th online application deadline for requested 80% grant funding. RVE worked with the BSA staff on developing the enclosed proposed project estimate and responses for the 3/15/2023 Congressional and 3/17/2023 Senatorial applications. The proposed requested grant amount was \$1,803,000.00. For Congressman Kim's office they decide from all the received applications the 15 most worthy with a Federal award typically occurring in December.
- **Route 130 30 Inch Diameter Pipe Into the WWTP:** The NJDOT is proposing to construct a stormwater retention basin over the piping system. Along the pipe alignment, the BSA either possesses a 20' or 25' right of way or easement, the type of ownership is being proposed by executive staff to be confirmed by a title search. RVE has requested the NJDOT provide any documentation justifying their assertion that the pipe is within an easement.
- **Ward Avenue Project Potential Pump Station and Force Main Dedications:** Based on questions posed by our office on 2/22/2023 RVE had a clarifying telephone conversation with a NJDEP department manager on Thursday, March 16th. If other department heads are available, the manager will share our conversation and the manager will communicate the NJDEP's position to RVE prior to this Board meeting.

DEVELOPER ACTIVITY

- **Rising Sun Meadows:** Integrity testing of the private sewer main system has commenced.
- **Sylvan Glen Pump Station off Route 206 South:** The site improvements have been completed. Administrative items such as submittal of operation and maintenance manuals remain.
- **Thorntown Avenue Habitat for Humanity Townhouses (10):** By the next meeting the lateral installation should be started/completed.
- **Team Campus I Residential Expansion:** The BSA provided the applicant's engineer the endorsement forms for the NJDEP Treatment Works permit application (TWA).
- **Old York Road Industrial Properties (Johnson):** The BSA provided the applicant's engineer the endorsement forms for the NJDEP TWA application.
- **Dunns Mill Road and Hedding Road Intersection Warehouse:** RVE provided a will serve letter for a new warehouse on what was the Scottish Rite site.

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

#	DESCRIPTION	UNITS	PLAN QUANTITY	IF & WHERE DIRECTED	BID QUANTITY	ESTIMATED UNIT PRICE	AMOUNT
10	SODA ASH SILO REFURBISHING	LS	1	0	1	\$258,000.00	\$258,000.00
11	SODA ASH FEED SYSTEM CONVEYOR, TWO (2) HOPPER TANK PUMPS AND BUTTERFLY FEED VALVES, TWO (2) SOLUTION TANK MIXERS, THREE (3) CHEMICAL PUMPS WITH VALVING, EYEWASH AND SHOWER, CONTROL PANEL, ELECTRICAL SYSTEM UPGRADES, CONCRETE SURFACE REPAIRS & RESURFACING, AND METALLIC CONVEYOR HOPPERS/SOLUTION TANKS/DAY TANK SURFACE RECONDITIONING	LS	1	0	1	\$580,000.00	\$580,000.00
12	CLEANING AND RESTORATIONS	LS	1	0	1	\$20,000.00	\$20,000.00
BASE BID - CONSTRUCTION COST ESTIMATE TOTAL:							\$1,803,000.00
FEEs FOR ENGINEERING DESIGN, CONSTRUCTION ADMINISTRATION SERVICES, LEGAL SERVICES, PUBLIC ADVERTISEMENT, AND CODE OFFICIAL PERMITTING AT 25 PERCENT OF BASE BID:							\$450,750.00
TOTAL PROJECT COST ESTIMATE:							\$2,253,750.00
TOTAL PROJECT COST ESTIMATE (ROUNDED TO THOUSANDS):							\$2,254,000.00
TOTAL 80% GRANT REQUEST (ROUNDED TO THOUSANDS):							\$1,803,000.00