

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
April 17, 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 Lynch, seconded by Miller it was moved to approve the regular session minutes of the March 20, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to approve the executive session minutes of the March 20, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Malone, it was moved to change the agenda order and open the meeting to Public Participation.

Recorded vote:

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

I. PUBLIC PARTICIPATION:

Mitchell Newman from Lennar Homes and Matthew Walsh from Stout and Caldwell Engineers, LLC were present to discuss the proposed 59 single family home development to be constructed on the Bet2Win Farm located at 292 Ward Ave.

Mr. Newman provided a description of the project and provided a visual representation using an enlarged topographical map of the current lot with an overlay of the proposed homes, roadways, and pump station.

Mr. Newman presented five reasons to board members to support the pump station to be accepted for public ownership.

1. If publicly owned, the pump station would be constructed to the Authority's specifications, the station would be operated and maintained by qualified sewer professionals and would provide peace of mind to the homeowners. If privately owned, the pump station would be operated and maintained by the Homeowner Association, forcing the homeowners to rely on their management company to maintain the station.
2. If the pump station was privately owned, the gravity lines to the pump station and the force main going out would connect to the Authority's sewer main. Since all 59 homes would be connected through one connection, the developer believes they are entitled to pay only one connection fee.
3. If the pump station was publicly owned, the Authority would have control of the station and could allow future flow related to growth in the surrounding area.
4. If the pump station is privately owned, the homeowners would question why they are paying a quarterly service charge to the Authority when they are paying the Homeowners Association to operate and maintain their pump station.
5. The gravity lines and force main are all to be in the public right of way. Conflicts may arise over time with private lines in public roads.

All open spaces on the lot surrounding the 59 homes will be deed restricted to use for storm basins and walking paths. The storm water basin system and the streetlights will not be dedicated to Bordentown Township. The roadways will be public right of way dedicated to Bordentown Township. Board members requested the developer prepare a

proposal to the Authority with an annual maintenance agreement to subsidize the long-term costs to the Authority of owning and maintaining the proposed pump station.

## II. 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 Miller, seconded by Lynch, 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.

## RETURN TO NORMAL AGENDA ORDER:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2023-44, approving the April payment of bills from the Operating Fund in the amount of \$502,818.05 of which \$270,390.72 is a payroll transfer and \$4,057.50 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 Miller, seconded by Lynch, it was moved to adopt Resolution 2023-45, approving the payment of April bills from the Escrow Fund in the amount of \$5,418.75.

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 Lynch, it was moved to adopt Resolution 2023-46, approving credits and refunds to customer accounts in the amount of \$1.97.

Recorded vote:

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

On Motion by Hornickel, seconded by Lynch, permitting the Authority's finance staff the ability to grant any credit to customer accounts having a value of \$10.00 or less.

Recorded vote:

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

### III. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

#### A. SALARY RESOLUTION:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-47, authorizing hourly pay increase to Quentin Nixon for receipt of New Jersey Department of Environmental Protection a S-1 license.

No discussion on this Resolution.

Recorded vote:

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

B. DOCUMENT REMOVAL:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-48, approving 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:	Gulbinsky, Lynch, Miller, Hornickel, Cheesman, Malone
Nays:	None
Abstained:	None
Absent:	None

C. THE RESERVE AT CROSSWICKS (NISSIM PROPERTY):

- 1.) On motion by Lynch, seconded by unidentified Board member on the meeting tape, it was moved to adopt Resolution 2023-49, authorizing the release of performance bond to the Reserve at Crosswicks, LLC for improvements to the Authority's Sylvan Glen pump station related to the construction of seven apartment buildings and one clubhouse known as The Reserve at Crosswicks.

A two-year maintenance bond is required.

Recorded vote:

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

- 2.) On motion by Lynch, seconded by unidentified Board member on the meeting tape, it was moved to adopt Resolution 2023-50, authorizing the release of performance guarantee to 206 Bordentown Urban Renewal, LLC for on-site improvements related to the construction of seven apartment buildings and one clubhouse known as The Reserve at Crosswicks.

The Resolution language was updated before the meeting to require a two-year maintenance guarantee.

Recorded vote:

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

D. AWARD OF CONTRACT:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-51, authorizing the award of contract to Sunair Company for the purchase of two Allis Chalmers utility water pumps in the amount of \$15,820.00.

No Discussion on this Resolution.

Recorded vote:

Ayes: Gulbinsky, Lynch, Miller, Hornickel, Cheesman, Malone

Nays: None

Abstained: None

Absent: None

IV. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

- 1.) Township development meeting is scheduled for April 21, 2023.
- 2.) Reserve at Crosswicks Building 1 issued a Sewer Use Permit, Connection Fee realized as revenue in the amount of \$645,955.00.
- 3.) Notice of Public Hearing Bordentown Township Planning Board. Habitat for Humanity is seeking amended approval for additional relief for yard setback variances related to construction of 5 duplexes on Thorntown Lane.
- 4.) Notice of Public Hearing Bordentown Township Planning Board. Bordentown Crossroads One, LLC, seeking preliminary and final site plan approval for the construction of a 172,240 sf warehouse with 7,560 sf of office space to be located on the Scottish Rite site.
- 5.) Notice of Public Hearing Bordentown Township Planning Board. Owner of 4 Charles Bossert Drive, a single family home, applied for yard setback variance for the addition of a kitchen and attached deck.
- 6.) Notice of Public Hearing Bordentown Township Planning Board. Owner of 49 Valley Forge Road, a single family home, applied for setback variance for the installation of a 6 foot fence.
- 7.) Notice of Public Hearing City of Bordentown Planning/Zoning Board. PSIF Elizabeth Street LLC has applied for preliminary and final major site plan approval for the property known as 201 Elizabeth Street. Applicant proposing phased upgrades including additional off-street passenger vehicle parking, loading docks, and off-street trailer parking.
- 8.) Notice of Public Hearing Township of Chesterfield Planning Board. Active Acquisitions OY LLC seeking preliminary and final site plan approval for the construction of a single warehouse building approximately 1,135,260 square feet as part of the Old York Redevelopment Plan.
- 9.) Congressman Kim's office confirmed the Authority's project is moving forward in the process of review. The appropriations are anticipated to be finalized in January 2024.

- 10.) Emergency declared for utility water pump failure at the WWTP. Contracts to be ratified at a future meeting for purchase costs of onsite assistance, pump rebuild and pump rental. The purchase of two replacement pumps is on this agenda.

Chairwoman Gulbinsky requested staff to plan to purchase a few pumps to have on hand or perhaps split the costs with other municipal entities. Something that may protect equipment from an eight to ten week lead time for new purchases.

- 11.) S&P Global has requested a rating review to take place April 26, 2023.
- 12.) Bill S3333 approved April 5, 2023, P.L.2023, c.33 - prohibits a utility from taking certain actions if the utility fails to participate in LIHWAP (Low Income Household Water Assistance Program). Additional language will be required on all billing statements mailed to customers.

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. GENERAL COUNSEL:

Mr. Drollas spent time with staff on issues already discussed on the agenda and spent time working on an easement issue for Gerard's Riverview and title issues on the NJ DOT Route 130 project.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski provided an update of the Rising Sun Road development and improvements to be made on the Authority's Crystal Lake pump station.

V. ADDITIONAL MATTERS FOR DISCUSSION:

Ms. Cheesman would like the Authority to borrow the City of Bordentown van to have a tour of the collection system. Mr. Malone requested a map of the system be prepared and distributed to all board members.

VI. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Lynch, it was moved to adjourn the meeting at approximately 7:20 p.m.

Recorded vote:

Ayes: Gulbinsky, Lynch, Miller, Hornickel, Cheesman, Malone

Nays: None

Abstained:  
Absent:

None  
None

Respectfully submitted,

APPROVED ON:

May 15, 2023

  
Heather Cheesman, Assistant Secretary



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

**TOPICS OF IMPORTANCE TO BOARD MEMBERS AND EXECUTIVE STAFF**

- **2024 Community Project Funding Application:** BSA's equipment improvement program was accepted as one of the 15 projects Congressman Kim can request the US Congress approve for funding in late December/early January. The proposed grant amount was \$1,803,000.00.
- **Route 130 30 Inch Diameter Pipe Into the WWTP:** The NJDOT is proposing to construct a stormwater retention basin over the 30 inch diameter influent piping system. No movement on this project in the past 30 days.
- **Ward Avenue Project Potential Pump Station and Force Main Dedications:** No update to report.

**DEVELOPER ACTIVITY**

- **Rising Sun Meadows:** Integrity testing of the private sewer main system has been successfully completed.
- **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):** Lateral installation is ongoing.
- **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:** A new application has been provided.
- **Crystal Lake Pump Station Improvements:** The developer financed upgrading of the pump station will occur this summer.

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