

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
June 19, 2023

The meeting was called to order by Chairwoman, M. Ellen Gulbinsky, at 6:03 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, 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. Board members James E. Lynch, Jr. and Heather Cheesman were absent.

On motion by Malone, seconded by Hornickel it was moved to approve the regular session minutes of the May 15, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Hornickel, it was moved to approve the executive session minutes of the May 15, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2023-61, approving the June payment of bills from the Operating Fund in the amount of \$445,209.44 of which \$121,263.31 is a payroll transfer and \$237,003.38 is capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2023-62, approving the payment of June bills from the Escrow Fund in the amount of \$16,094.49.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by Hornickel, it was moved to adopt Resolution 2023-63, approving credits and refunds to customer accounts in the amount of \$197.54.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

Agenda items read out of agenda order.

C. EMERGENCY CONTRACTS:

Mr. Redwood was asked for a summary of all the emergency contracts. The first was to replace a sewer service lateral that was without service at the sewer main for 12 E Church Street. The second contract was to repair the utility water main at the treatment plant. The utility water is necessary for chlorination and dechlorination processes. The third contract was to repair the sewer main

and sinkhole at 47 Charles Bossert Drive. The fourth contract was to repair the sewer main at 624 Route 206 South near Martin Ave. A PSE&G utility pole was inside the sewer main causing a blockage. Mr. Redwood has filed a claim with PSE&G for the costs of the repair.

On motion by Malone, seconded by Miller, it was moved to adopt Resolutions 2023-66, 2023-67, 2023-68, 2022-69, and 2023-70 ratifying four emergency contracts to RTW Construction Inc. and authorizing Renewal & Replacement Fund transfer:

Emergency contract in the amount of \$13,750.00 for the excavation and repair to 12 E Church Street sewer lateral.

Emergency contract in the amount of \$89,860.00 for the excavation and repair to utility water main at Blacks Creek Wastewater Treatment Plant.

Emergency contract in the amount of \$23,750.00 for the sewer main repair and road resurfacing at 47 Charles Bossert Drive.

Emergency contract in the amount of \$76,500.00 for the sewer main repair at 624 Route 206 South.

Authorization of Renewal & Replacement transfer in the amount of \$200,000.00.

Recorded vote:

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

A. PERFORMANCE BOND RELEASE:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-64, approving the release of performance bond for Golden Equipment Co., Inc for the purchase of a truck mounted combination sewer cleaner.

No discussion on this Resolution.

Recorded vote:

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

B. BUDGET AMENDMENT:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-65, approving a capital budget amendment, adjusting renewal and replacement funding between line items with no overall change to budget amount.

No discussion on this Resolution.

Recorded vote:

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

Return to normal agenda order.

D. HOURS OF WORK – ADMINISTRATIVE EMPLOYEES:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-71, authorizing adjustment to hours of work for administrative office employees.

No Discussion on this Resolution.

Recorded vote:

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

E. SALARY RESOLUTION:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2023-72, authorizing salary adjustments for two administrative office employees effective June 21, 2023.

No Discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

- 1.) The township development meeting will be scheduled to take place late June/Early July 2023.
- 2.) 1784 Capital Holdings, LLC S-1 and S-2 approval for self-storage facility to be constructed next to Tractor Supply.
- 3.) Notice of Public Hearing, Bordentown Township Planning Board – 46 Valley Forge Road requesting variance for 6-foot fence installation.
- 4.) Notice of Public Hearing, Bordentown Township Planning Board – 231 Crosswicks Road requesting variance for operation of a beauty salon in the R-8 zoning district.
- 5.) Notice of Public Hearing, City of Bordentown Joint Land Use Board – 106 E Burlington Street applying to subdivide Lot 3 into two lots, and construct a single family home on the vacant lot.
- 6.) Township of Bordentown made Application to NJDEP for authorization under General Permit 11 for site remediation of contaminated Soils, Block 140, Lots 11-16 & 19. Adjacent to Bordentown Waterfront property.
- 7.) Notice of Public Hearing, Bordentown Township Planning Board – Bordentown Real Estate Associates, LLC applied for preliminary and final site-plan approval for 52,800 square foot warehouse and related site improvement at 205 Bordentown-Hedding Road.
- 8.) Sewer Maintenance Worker employment position has been readvertised.
- 9.) Shut off notices have been mailed for the first time since the pandemic. The shut off date on the notice is July 11, 2023.
- 10.) Lennar Homes discussion for closed session.

The executive director spent 19 hours and the administrative staff spent 10 hours on developer projects. There were not any questions about the financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with staff on contract matters, bond releases, the Lennar matter, and issues already discussed on the agenda.

C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski stated the Rising Sun Meadows developer, who is performing upgrades to the Authority's system has begun that work and anticipate to move people into the first building September or October of this year.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2023-73 and enter executive session to discuss items related to contract discussions.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION:

On motion by Hornickel, seconded by Miller, it was moved to accept the Lennar Homes proposal.

Lennar Homes Proposal: 1) the pump station, sewer mains, and force main are to be constructed to the Authority's specifications, with the pump station and a portion of the piping systems located within an easement dedicated to the Authority, and 2) all connection fees for each home are to be paid in full, per the Authority's Rate Schedule, and 3) the pump station electric bills are to be paid for two years after acceptance, per the Authority's Rules and Regulations, and 4) Maintenance funding the amount of \$110,000 in total shall be paid to the Authority prior to the first Certificate of Occupancy for a home. Lennar may request a Certificate of Occupancy for a model home or a sales trailer prior to such payment and would like the eventual Developers Agreement or Approval Condition to specify that the funds are due prior to the first Certificate of Occupancy for a home conveyed to a 3rd party buyer.

Recorded vote:

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

V. ADDITIONAL MATTERS FOR DISCUSSION:

Rate payers are able to pay ahead on their sewer bills and to have an overpayment be applied to the next billed quarter.

The Rules and Regulations sub-committee needs to schedule meetings to discuss changes for approval at a future meeting.

This meeting was scheduled on June 19, 2023 which is a Federal holiday but not a State of NJ holiday.

On motion by Miller, seconded by Malone, it was moved to avoid scheduling a public meeting on any day that may be a State or Federal holiday.

Recorded vote:

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

VI. ADJOURNMENT OF MEETING:

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

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

July 17, 2023


Aneka Miller, Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JUNE 19, 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 is \$1,803,000.00.
- **Route 130 30 Inch Diameter Pipe Into the WWTP:** Based on an Authority request the NJDOT has relocated a proposed stormwater retention basin off of the Authority's 30-inch diameter plant influent piping easement. Based on the new location discharged retention basin stormwater will flow across the Authority's easement but there will not be piping and geotextile fabric inhibiting immediate access to the existing piping.
- **Ward Avenue Project Potential Sewer Main, Pump Station and Force Main Dedications:** A response to the Authority's latest counter proposal has not been received to date.

DEVELOPER ACTIVITY

- **Rising Sun Meadow Off Site Work:**
 - **Rising Sun Road Manhole/Sewer Main Lining:** Initial pipe cleaning and video work commenced today.
 - **Crystal Lake Pump Station Upgrades:** Upgrade work and utilization of a 24/7 diesel driven pump for bypassing flow is projected to commence in mid-July.
- **Thorntown Avenue Habitat for Humanity Townhouses (10):** Lateral installation is periodic based on when the prefabricated dwelling units are delivered and installed.
- **Team Campus I Residential Expansion:** The project is under Treatment Works permit application review by the NJDEP.
- **Old York Road Industrial Properties (Johnson):** The BSA provided the applicant's engineer the endorsement forms for the NJDEP TWA application.
- **New Warehouse Behind the Rising Sun Road Candlewood Suites Hotel:** S1 review comments provided.
- **New Warehouse Submittals:** Bordentown Crossroads at corner of Dunns Mill and Hedding Road, and Oliver Tract along Old York Road adjacent to the New Jersey Turnpike.

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