

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
August 21, 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., and Joseph R. Malone, III. Heather Cheesman attended via telephone. 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 were board members Aneka Miller and Daniel Hornickel.

On motion by Lynch, seconded by Malone it was moved to approve the regular session minutes of the July 17, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-78, approving the August payment of bills from the Operating Fund in the amount of \$314,939.26 of which \$161,618.65 is a payroll transfer and \$67,129.95 is capital expense.

No discussion on this Resolution.

Recorded vote:

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

Abstained: None  
Absent: Hornickel, Miller

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2023-79, approving the August payment of bills from the Escrow Fund in the amount of \$3,484.00.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2023-80, approving the credits and refunds to customer accounts in the amount of \$140.25.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. EMERGENCY CONTRACT:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2023-81, ratifying emergency contract to Municipal Maintenance Company for labor, pump repair, and pump rental from April 2, 2023 through June 9, 2023 in the amount of \$54,299.95.

No discussion on this Resolution.

Recorded vote:

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

B. WELLINGTON WOODS PUMP STATION:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2023-82, authorizing award of contract to Hydra-Numatic sales

company in the amount of \$2,241.92 for an evaluation of the Wellington Woods Pump Station as part of Remington & Vernick Engineer's preliminary design work previously awarded by Resolution 2021-06.

No discussion on this Resolution.

Recorded vote:

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

C. SODA ASH SILO:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-83, authorizing award of contract to CST Industries, Inc in the amount of \$6,110.00 for inspection services of the Authority's soda ash silo.

No discussion on this Resolution.

Recorded vote:

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

D. AWARD OF CHEMICAL CONTRACTS:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2023-84, awarding contract 2023-C15, Miscellaneous Chemicals for a term of two years for the specific chemicals as follows:

Item 1: Liquid Inorganic Sulfur Dioxide (1 Ton Containers), Maximum of 14 containers per year to Univar Solutions USA, Inc. for the bid price of \$70.00 per one hundred pounds for a total price of \$19,600.00 per year, \$39,200.00 for two years;

Item 2: Sodium Hypochlorite (1,000 Gallon Tank Truck Delivery), Maximum of 12,000 gallons per year to George S. Coyne Chemical Co., Inc. for the bid price of \$3.3247 per gallon for a total price of \$39,896.40 per year, \$32,400.00 for two years;

Item 3: Dense Soda Ash (Minimum 40,000 To Maximum 50,000 Pound Bulk Deliveries), maximum of 650,000 pounds per year to Univar Solutions USA, Inc. for the bid price of \$24.75 per one hundred pounds for a total price of \$160,875.00 per year, \$321,750.00 for two years;

Item 4: Liquid Ammonium Sulfate (1 Tote Per Delivery), estimated amount of 1,925 gallons per year to George S. Coyne Chemical Co., Inc. for the bid price

of \$7.41 per gallon for a total price of \$14,264.25 per year, \$28,528.50 for two years.

Mr. Redwood explained how each of the four chemicals are used in the treatment process. The prices for sodium hypochlorite and liquid ammonium sulfate more than doubled from the prior contract award.

Recorded vote:

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

E. SALARY RESOLUTION:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-85, authorizing hourly pay increase to Quentin Nixon for earning NJDEP C-1 license.

No discussion on this Resolution.

Recorded vote:

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

F. TEMPORARY STAFFING SERVICES:

On motion by Lynch, seconded by Malone, it was moved to adopt Resolution 2023-86, authorizing the use of temporary staffing services under NJ State Contract.

There is a vacancy in the administrative office. While the Authority goes through the hiring process to fill the vacancy, temporary staffing services will be utilized.

Recorded vote:

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

G. PERFORMANCE GUARANTEE RELEASE:

On motion by Lynch, seconded by Gulbinsky, it was moved to adopt Resolution 2023-87, authorizing the release of the performance guarantee posted by First Industrial, LP for the construction of 208,000 square foot warehouse having an address of 445 Rising Sun Road.

No discussion on this Resolution.

Recorded vote:

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

H. INFORMAL BUDGET INTRODUCTION – NO VOTE REQUIRED:

Introducing the Authority's 2023 (December 1, 2023 – November 30, 2024) operating and capital budgets.

A preliminary document was provided to board members for review. The Finance Committee and Personnel committee will have meetings at a future date.

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

- 1.) The next township development meeting will be scheduled to take place late August or early September.
- 2.) VOADV Property Inc S-3 and S-4 approval for Gerard's Riverview Apartments to be constructed next to Quick Chek. Connection fee of \$375,474.00 received and Connection Approval issued to Bordentown Township on July 19, 2023.
- 3.) Habitat for Humanity was issued Sewer Use Permits for 6 of the 10 affordable housing units having addresses of 61, 63, 65, 67, 69, and 71 Thorntown Lane.
- 4.) Refund remaining escrow balance of \$430.75 to First Industrial LP for the warehouse having an address of 445 Rising Sun Road.
- 5.) Johnson Development Associates also known as Old York Road Industrial Properties, LLC received Treatment Works Approval No. 23-0209 for force main to serve 298,770 square foot warehouse 2015 US Route 206.
- 6.) Notice of Public Hearing, City of Bordentown Planning/Zoning Board – RWJ Barnabas Health EMS applied for the use of 1-5 East Park Street for use as an ambulance parking and office facility for a single ambulance and staff required to operate the ambulance.  
Mr. Malone reported that 1-5 East Park Street applications are for both a dance studio and EMS office. Advised Mr. Redwood to look into hookup requirements.
- 7.) Notice of Public Hearing, Bordentown Township Planning Board – 1 Sagamore Lane requesting variance for installation of a 6ft fence along Cayuga Road.
- 8.) Notices that applications for a Letter of Interpretation and transition area waiver will be submitted to NJDEP by Borough of Fieldsboro, regarding public Right of Way near Waterfront Village Apartments.

- 9.) Senator Menedez's provided notification the Authority's Grant Project has been submitted to the appropriations committee. The appropriations are anticipated to be finalized in the next few months.
- 10.) The New Jersey League of Municipalities annual conference will take place November 14-16. Registration is due October 1, 2023.
- 11.) Emergency response was needed for the WWTP electrical substation on August 1, 2023. An emergency contract will be ratified at a future meeting.

AGENDA ITEM ADDED:

On motion by Malone, seconded by Lynch, it was moved to approve Resolution 2023-088, authorizing the award of contract to Burlington Electrical Testing Company in the amount of \$15,950.00 to replace the surge arrestors that caused the above emergency and to perform electrical testing maintenance.

Mr. Redwood presented the quotes received for the preventative maintenance work needed on the Authority's substation. Burlington Electrical Testing included in their quote the replacement cost of the three surge arrestors that were damaged.

Recorded vote:

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

The executive director spent 12 hours and the administrative staff spent 9 hours on developer projects. There were not any questions about the financial report.

B. GENERAL COUNSEL:

Mr. Drollas spent time with staff on issues already discussed on the agenda as well as updates to the Rules and Regulations.

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 will begin the upgrades to the Crystal Lake pump station next week, and a meeting is scheduled with the engineer for the warehouse development behind Candlewood Suites. Mr. Czekanski also explained the Tower Gate Associates project has stopped.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Malone, it was moved to adjourn the meeting at approximately 6:20 p.m.

Recorded vote:

Ayes: Gulbinsky, Lynch, Cheesman, Malone

Nays: None

Abstained: None

Absent: Hornickel, Miller

Respectfully submitted,

APPROVED ON:

September 18, 2023



Joseph R. Malone, III, Assistant Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR AUGUST 21, 2023, MEETING  
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

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

**Mansfield Tower Gate Development:** RVE solicited both the Mansfield Land Use Commission and the Burlington County Planning Board as to the project status. The answer received was the resubmittal for the new proposed layout with a warehouse, affordable housing and a commercial strip area has never been provided. The original layout with extensive residential housing and a commercial strip area was withdrawn from the Mansfield Land Use Board.

**DEVELOPER ACTIVITY**

- **Rising Sun Meadows Off Site Work:**
  - **Rising Sun Road Manhole/Sewer Main Lining:** Initial pipe cleaning and video work was performed on three of the five sewer main segments. The developer requires more enhanced cleaning equipment to complete the work. This is scheduled to re-commence at the end of the month.
  - **Crystal Lake Pump Station Upgrades:** Upgrade work and utilization of a 24/7 diesel driven pump for bypassing flow is projected to commence in late August.
- **Warehouse Projects:** There are 4 warehouse projects and one Route 130 self-storage facility project where the applicants' engineers are responding to RVE's comments.

**NJDOT ROUTE 130 RESURFACING PROJECT**

Interaction with a NJDOT design engineer for items such as relocation of a retention basin off a BSA easement is coming to a close and Mr. Redwood may have to sign off on items documented by the NJDOT design engineer as being specific BSA design requirements.

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