

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
October 16, 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, the Authority's Engineer Richard B. Czekanski, and the Authority's Auditor Michael Holt.

On motion by Lynch, seconded by Miller it was moved to approve the regular session minutes of the September 18, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Miller it was moved to approve the executive session minutes of the September 18, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-98, approving the October payment of bills from the Operating Fund in the amount of \$225,372.10 of which \$114,327.41 is a payroll transfer, and \$8,160.10 is a 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 Lynch, seconded by Malone, it was moved to adopt Resolution 2023-99, approving the October payment of bills from the Escrow Fund in the amount of \$2,604.09.

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 Lynch, it was moved to adopt Resolution 2023-100 approving the credits and refunds to customer accounts in the amount of \$56.20.

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. SALARY RESOLUTION:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2023-101, authorizing the appointment of Jerome Ottavi, IV, as a sewer maintenance worker.

No discussion on this Resolution.

Recorded vote:

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

B. UPDATE TO PERSONNEL POLICIES:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-102, adopting updated personnel policy changes provided by New Jersey Municipal Excess Liability (NJMEL) Joint Insurance Fund.

No discussion on this Resolution.

Recorded vote:

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

C. ANNUAL AUDIT REPORT:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-103, certifying the board of the Bordentown Sewerage Authority has received and reviewed the report of audit of the fiscal year ended November 30, 2022.

Mr. Holt provided a brief summary of the report.

Recorded vote:

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

D. BUDGET APPROVAL:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2023-104, approving the Authority's 2023 budget (December 1, 2023 – November 30, 2024).

No discussion on this Resolution.

Recorded vote:

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

E. RATE DISCUSSION

A finance committee meeting took place on September 25, 2023. Based on the positive outlook of the Authority's finances as reported in the annual audit, board members agreed to make no changes to the Authority's current rates. The board discussed the Authority's rates compared to other New Jersey towns and the Authority's annual debt service schedule.

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

- 1.) The development meeting will take place Friday October 20, 2023.
- 2.) Johnson Development Associates received conditional S-3 approval and paid a connection fee in the amount of \$448,848.00.
- 3.) Rising Sun Meadows, LLC was issued a sewer use permit for Building #4. Connection fee of \$207,829.00 realized as revenue.
- 4.) Bordentown Crossroads One received S-1 approval for the construction of a warehouse at the corner of Dunns Mill Road and Hedding Road. The site was previously owned by Scottish Rite.
- 5.) Notice of Public Hearing, Township of Bordentown Planning Board – The Sherwin-Williams Co. applied for the approval of multiple variances including a variance approval for building signs. The store will have an address of 115 US Highway 130 North, part of the Team Campus Phase II development.
- 6.) AEA Conference will take place November 14 and 15, 2023 at Caesars Atlantic City.

The executive director spent 15 hours and the administrative staff spent 12 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.

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 has substantially completed upgrades to the Crystal Lake pump station and has received a Sewer Use Permit for Building #4. Mr. Czekanski discussed Lennar correspondence concerning pumping and hauling.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Gulbinsky, it was moved to adjourn the meeting at approximately 6:18 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

November 20, 2023


Heather Cheesman, Assistant Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR OCTOBER 16, 2023, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

TOPICS OF IMPORTANCE TO BOARD MEMBERS AND EXECUTIVE STAFF

- **Rising Sun Meadows Off Site Work: Work at Two Sites Achieved Major Milestones:**
 - **Rising Sun Road Manhole/Sewer Main Lining:** Work related to cleaning and lining the interior of 4 manhole to manhole sewer main segments with one being under I-295 is substantially complete. In addition to the pipelining work three manholes were lined on their interior for their long term protection against corrosive gasses.
 - **Crystal Lake Pump Station Upgrades:** Last week, the two new submersible pumps in the newly painted wet well became operational along with a new pump control system.

DEVELOPER ACTIVITY

- **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. The one closest to construction is the warehouse at the New Jersey Turnpike and Route 206 intersection.
- **Lennar Ward Avenue Development (The Reserve at Turgyan Farms):** The applicant's engineer provided a scenario in a submittal cover letter that the pump station and force main would be constructed at some undefined date after the residential dwellings were occupied. Since the pump station would not exist the wastewater would be collected and hauled by tanker truck. RVE has initially informed the Applicant by email that this is an unacceptable scenario as the pump station/force main system must be operational prior to any residences being occupied. This will be reinforced when a review letter is finalized and transmitted.

NJDOT ROUTE 130 RESURFACING PROJECT

RVE is coordinating supplementary specification language with the NJDOT design engineer for wastewater related work on the project.

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