

AGENDA
BORDENTOWN SEWERAGE AUTHORITY
January 16, 2024

DATE: January 16, 2024, 6:00pm AUTHORITY CONFERENCE ROOM

1. Call to Order
2. Salute to the Flag
3. Open Public Meetings Act:

In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided by posting written notice on the Official Bulletin Boards of the City of Bordentown, Township of Bordentown and Bordentown Sewerage Authority, mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES and filing written notice with the Clerks of the City of Bordentown and the Township of Bordentown and mailing written notice to all persons who requested and paid for same on March 1, 2023.

4. Roll Call:

Present	Absent		Present	Absent	
<u>X</u>	___	Mrs. Gulbinsky	<u>X</u>	___	Mr. Redwood
<u>X</u>	___	Mr. Lynch	<u>X</u>	___	Mrs. Kwelty
<u>X</u>	___	Mrs. Miller	<u>X</u>	___	Mr. Drollas
<u>X</u>	___	Mr. Hornickel	<u>X</u>	___	Mr. Czekanski (attended via telephone)
___	<u>X</u>	Ms. Cheesman			
___	<u>X</u>	Mr. Malone			

5. MINUTES:

MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 20, 2023 REGULAR MEETING (X AS SUBMITTED), (___ AS CORRECTED).

6. RESOLUTION 2024-1, APPROVING THE PAYMENT OF BILLS FROM THE OPERATING FUND FOR THE MONTHS OF DECEMBER AND JANUARY IN THE AMOUNT OF \$520,264.78, OF WHICH \$237,984.62 IS A PAYROLL TRANSFER, AND \$34,865.62 IS A CAPITAL EXPENSE.

7. RESOLUTION 2024-2, APPROVING THE PAYMENT OF BILLS FROM THE ESCROW FUND FOR THE MONTHS OF DECEMBER AND JANUARY IN THE AMOUNT OF \$18,313.06.

8. RESOLUTION 2024-3, APPROVING THE CREDITS AND/OR REFUNDS OF CUSTOMER ACCOUNTS IN THE AMOUNT OF \$338.62.

9. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. PUBLIC AGENCY COMPLIANCE OFFICER:

RESOLUTION 2024-4, AUTHORIZING THE DESIGNATION OF THOMAS M. REDWOOD AS THE PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR THE AUTHORITY.

B. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

- 1.) RESOLUTION 2024-5, AUTHORIZING CONTRACT 2024-C1 FOR EXTRAORDINARY, UNSPECIFIABLE SERVICES BETWEEN THE BORDENTOWN SEWERAGE AUTHORITY AND HARRIS COMPUTER SYSTEMS FOR PROFESSIONAL APPLICATION SOFTWARE SUPPORT IN THE AMOUNT OF \$26,781.29.
- 2.) RESOLUTION 2024-6, AUTHORIZING CONTRACT 2024-C2 FOR EXTRAORDINARY, UNSPECIFIABLE SERVICES BETWEEN THE BORDENTOWN SEWERAGE AUTHORITY AND KYOCERA DOCUMENT SOLUTIONS NEW YORK METRO, INC. FOR IMAGING SYSTEM SOFTWARE ONSITE MAINTENANCE SUPPORT IN THE AMOUNT OF \$7,158.38.

C. COMPUTER NETWORKING AND INFORMATION TECHNOLOGY SERVICES:

RESOLUTION 2024-7, AUTHORIZING COMPETITIVE CONTRACT 2023-C14 FOR COMPUTER NETWORKING AND INFORMATION TECHNOLOGY SERVICES TO LOOKFIRST TECHNOLOGY, LLC, FOR THE MULTI-YEAR PERIOD JANUARY 1, 2024 THROUGH DECEMBER 31, 2028, IN THE AMOUNT OF \$226,500.00.

D. AWARD OF CONTRACT:

RESOLUTION 2024-8, AUTHORIZING THE AWARD OF CONTRACT TO HARRIS LOCAL GOVERNMENT IN THE AMOUNT OF \$24,910.00, FOR PRINT & MAIL SERVICES OF MONTHLY MAILINGS FOR CALENDAR YEAR 2024.

E. CITY OF BORDENTOWN CONSUMPTION AGREEMENT:

RESOLUTION 2024-9, AUTHORIZING THE WATER CONSUMPTION REPORT AGREEMENT BETWEEN THE BORDENTOWN SEWERAGE AUTHORITY AND THE CITY OF BORDENTOWN.

F. VEHICLE PURCHASE:

RESOLUTION 2024-10, APPROVING THE PURCHASE OF 2024 CHEVROLET BLAZER AND ACCESSORIES UNDER STATE CONTRACT IN THE AMOUNT OF \$33,104.25.

G. TRACTOR PURCHASE:

RESOLUTION 2024-11, APPROVING THE PURCHASE OF KUBOTA TRACTOR MODEL LX3520HSD UNDER EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOP IN THE AMOUNT OF \$31,715.80.

H. AWARD OF EMERGENCY CONTRACT:

RESOLUTION 2024-12, AUTHORIZING THE AWARD OF EMERGENCY CONTRACT IN THE AMOUNT \$24,750.00 FOR EXCAVATION AND REPAIR, TO UTILITY WATER MAIN AT THE TREATMENT PLANT DECEMBER 1, 2023.

I. SALARY RESOLUTIONS:

- 1.) RESOLUTION 2024-13, APPROVING THE AUTHORITY'S SALARIES AS OF JANUARY 1, 2024.
- 2.) RESOLUTION 2024-14, AUTHORIZING A LONGEVITY PAY INCREASE TO ALEXANDRA HALE EFFECTIVE JANUARY 3, 2024.
- 3.) RESOLUTION 2024-15, AUTHORIZING A LONGEVITY PAY INCREASE TO EMILY GEHM EFFECTIVE JANUARY 5, 2024.
- 4.) RESOLUTION 2024-16, AUTHORIZING THE APPOINTMENT OF MASON HYMAN, AS A SEWER MAINTENANCE WORKER.
- 5.) RESOLUTION 2024-17, AUTHORIZING PROMOTION AND HOURLY INCREASE FOR QUENTIN NIXON, OPERATIONS SUPERVISOR.

J. PERSONNEL POLICY RE-ADOPTION:

- 1.) RESOLUTION 2014-18, APPROVING THE RE-ADOPTION OF THE AUTHORITY'S ANTI-HARASSMENT POLICY.
- 2.) RESOLUTION 2024-19, APPROVING THE RE-ADOPTION OF THE AUTHORITY'S DOMESTIC VIOLENCE POLICY.

K. EQUIPMENT DISPOSAL:

RESOLUTION 2024-20, AUTHORIZING THE REMOVAL AND DISPOSAL OF UNUSABLE EQUIPMENT.

L. NFI REAL ESTATE, LLC:

RESOLUTION 2024-21, AUTHORIZING THE EXECUTIVE DIRECTOR OF THE BORDENTOWN SEWERAGE AUTHORITY TO SIGN THE ENDORSEMENT PORTION OF THE TREATMENT WORKS APPROVAL APPLICATION FOR THE PROJECT KNOWN AS OLIVER TRACT REDEVELOPMENT.

10. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

- 1.) The development meeting took place Friday December 15, 2023.
- 2.) Refund remaining escrow balance of \$831.77 to LD Construction, LLC for the construction of the project known as Reserve at Crosswicks on the Nissim property and related improvements to the Authority's Sylvan Glen pump station.

- 3.) Connection approval was issued for a single family home re-construction known as 32 West Street.
- 4.) Use Permits issued to Habitat for Humanity for 73, 75, 77, 79 Thorntown Lane.
- 5.) Notice of Public Hearing, Chesterfield Township Planning Board – Double O Properties, LLC seeking amended preliminary and final major site plan approvals for the redevelopment of 404 Ward Avenue.
- 6.) Notice of Public Hearing, City of Bordentown Planning Board – The Spot Bordentown LLC seeking preliminary and final site plan approval for the renovation of 1 East Park Street for a wellness center offering fitness classes.
- 7.) Notice Active Acquisitions OY, LLC will be submitting a Freshwater Wetlands Permit to the New Jersey Department of Environmental Protection for the property formerly known as Old York Country Club.
- 8.) Request from Mayor Hansel of Borough of Fieldsboro.
- 9.) New Jersey Municipal Excess Liability Joint Insurance Fund seminar for Elected Officials is available until May 2024.
- 10.) December 28, 2023 sewer main collapse, Route 206 and Stanton Ave
- 11.) Salary discussion

DEVELOPER ESCROW AND PROJECT TIME:

- 1.) Executive Director: December and January, 17 Hours
- 2.) Administrative Office: December and January, 11 Hours

Monthly Financial Report

B. SOLICITOR

C. ENGINEER

11. PUBLIC PARTICIPATION:

Questions and/or comments from members of the public in attendance.

12. RESOLUTION 2024-22 TO MEET IN EXECUTIVE SESSION FOR THE DISCUSSION OF LITIGATION AND/OR PERSONNEL ISSUES, IF NECESSARY. - YES -

13. RECONVENING OF MEETING.

14. ADDITIONAL MATTERS FOR DISCUSSION.

15. ADJOURNMENT OF MEETING.

NOTE: NEXT REGULARLY SCHEDULED MEETING OF THE BOARD **TUESDAY, FEBRUARY 20, 2024**, TO TAKE PLACE IN THE AUTHORITY'S CONFERENCE ROOM.