

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
November 20, 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., Daniel Hornickel, Heather Cheesman who arrived after the meeting began, 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. Absent was board member Aneka Miller.

On motion by Lynch, seconded by Malone, it was moved to approve the regular session minutes of the October 16, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2023-105, approving the November payment of bills from the Operating Fund in the amount of \$244,328.52 of which \$115,904.85 is a payroll transfer, and \$37,395.31 is a capital expense.

No discussion on this Resolution.

Recorded vote:

| | |
|-------|---|
| Ayes: | Gulbinsky, Lynch, Hornickel, Cheesman, Malone |
| Nays: | None |

Abstained: None
Absent: Miller

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2023-106, approving the November payment of bills from the Escrow Fund in the amount of \$61,767.88.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-107 approving the credits and refunds to customer accounts in the amount of \$45.00.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2023-108, authorizing a longevity pay increase to James Sullivan effective December 3, 2023.

No discussion on this Resolution.

Recorded vote:

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

B. BUDGET YEAR ENDING NOVEMBER 30, 2024:

- 1.) On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-109, adopting the Authority's approved fiscal year 2024 budget (December 1, 2023 – November 30, 2024).

No discussion on this Resolution.

Recorded vote:

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

- 2.) On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2023-110, authorizing an increase in the required balance of the Renewal & Replacement Fund from \$750,000 to \$800,000 effective December 1, 2023.

No discussion on this Resolution.

Recorded vote:

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

C. BUDGET YEAR ENDING NOVEMBER 30, 2023:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-111, amending the Authority's operating budget for the current year, December 1, 2022 – November 30, 2023, adjusting shortages and overages within budget line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

D. CASH MANAGEMENT PLAN:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2023-112, adopting the Bordentown Sewerage Authority's Cash Management Plan for fiscal year ending November 30, 2024.

No discussion on this Resolution.

Recorded vote:

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

E. POLYMER:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-113, authorizing the award of contract to Coyne Chemical Company in the amount of \$20,478.32 for 5,953 pounds of BASF Zetag 7563 polymer.

The price for polymer has been stable up until this current contract. Coyne Chemical's price per pound was a few cents less expensive than Univar Solutions.

Recorded vote:

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

F. SYLVAN GLEN PUMP STATION:

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2023-114, authorizing the award of contract to Remington & Vernick Engineers for design, advertisement, bid review, and contract preparation services for support columns within the Sylvan Glen pump station dry well in an amount not to exceed \$7,900.00.

No discussion on this Resolution.

Recorded vote:

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

G. TREATMENT PLANT SITE PUMP STATION, SODA ASH FEED SYSTEM, & AERATED GRIT TANK CHAMBER SYSTEM REPLACEMENTS:

Resolution 2023-115 as prepared for board approval was for an incorrect total of \$378,950.00.

On motion by Hornickel, seconded by Malone, it was moved to amend Resolution 2023-115, to change the authorization amount from \$378,950.00 to \$346,500.00 for the engineering services as indicated in the Remington & Vernick proposal dated November 15, 2023.

Recorded vote:

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

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2023-115, authorizing the award of contract to Remington & Vernick Engineers for design and construction administration services in an amount not to exceed \$346,500.00.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

- 1.) The development meeting took place Friday October 20, 2023.
- 2.) Rising Sun Meadows, LLC was issued a sewer use permit for apartment Building #5. Connection fee of \$224,680.00 realized as revenue.
- 3.) Rising Sun Meadows, LLC was issued sewer use permits for 8 townhomes on Marion Avenue. Connection fee of \$89,872.00 realized as revenue.
- 4.) Notice of Public Hearing, Township of Bordentown Planning Board – WW Grainger, Inc applied for site plan and variance approval for the construction of an accessory hydrogen fueling station at the property located at 400 Hedding Road.
- 5.) Notice of Public Hearing, Township of Bordentown Planning Board – US Home, LLC dba Lennar applied for site plan and bulk variance approval for the construction of 59 homes at the property located at 292 Ward Avenue.
- 6.) Congressman Kim’s office provided notification the approval of the Authority’s application for federal funding could be delayed into 2024.

Board members asked that Mr. Czekanski query the Lennar development if their project is anticipated to have more than 59 homes.

The executive director spent 21 hours and the administrative staff spent 8 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 referenced the award for the Sylvan Glen pump station approved earlier at the meeting and further discussed Wellington

Woods pump station which is of similar steel construction and would benefit from the installation of corrosion preventing anodes.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. ADJOURNMENT OF MEETING:

On motion by Hornickel, seconded by Lynch, it was moved to adjourn the meeting at approximately 6:15 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

January 16, 2024



Heather Cheesman, Assistant Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR NOVEMBER 20, 2023, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

TOPICS OF IMPORTANCE TO BOARD MEMBERS AND EXECUTIVE STAFF

- **Submitted RVE Proposals for Board Consideration:**
 1. **Design to Upgrade the WWTP Soda Ash System and Construction Administration Work for the Soda Ash Upgrade, Plant Drain Pump Station Upgrade and Aerator Grit Tank Bucket Elevator Replacement:** This work is 80% reimbursable if the submitted federal grant is authorized.
 2. **Sylvan Glen Pump Station Structural Enhancements:** For the long term utilization of the buried underground dry well where the new pumps are located this proposal designs structural enhancements recommended due to slow corrosion of the steel walls.

DEVELOPER ACTIVITY

- **Warehouse Projects:** There are 4 warehouse projects 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. A Route 130 north self-storage facility adjacent to Tractor Supply provided a re-submittal.
- **Lennar Ward Avenue Development (The Reserve at Turgyan Farms):** The applicant's engineer provided a re-submittal of the sewer main design. RVE is generating one comprehensive sewer main/force main/pump station letter. One comment is the floor elevation of the pump station must be as high an elevation as the walk out basement floor elevation of the proposed adjacent houses to reduce the likelihood of stormwater flooding.

NJDOT ROUTE 130 RESURFACING PROJECT

RVE is working with a NJDOT design engineer for wastewater related work on the project such as pipe replacement and resetting of manhole frames. All topics are expected to be completed in the next 30 days so the NJDOT would be in a position to advertise the project. The project provides a dedicated right turn lane along Route 130 North to ease right hand turns onto Farnsworth Avenue.

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