

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
January 16, 2024

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, and Aneka Miller. Also, in attendance were: Executive Director Thomas M. Redwood, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Anthony Drollas, and via telephone Authority's Engineer Richard B. Czekanski. Absent were board members Heather Cheesman and Joseph R. Malone, III.

On motion by Lynch, seconded by Hornickel, it was moved to approve the regular session minutes of the November 20, 2023, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2024-1, approving the December and January payment of bills from the Operating Fund in the amount of \$520,264.78 of which \$237,984.62 is a payroll transfer, and \$34,865.62 is a capital expense.

No discussion on this Resolution.

Recorded vote:

Ayes:	Gulbinsky, Lynch, Miller, Hornickel
Nays:	None

Abstained: None
Absent: Cheesman, Malone

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2024-2, approving the December and January payment of bills from the Escrow Fund in the amount of \$18,313.06.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miller, seconded by Lynch, it was moved to adopt Resolution 2024-3, approving the credits and refunds to customer accounts in the amount of \$338.62.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2024-4, authorizing the Designation of Thomas M. Redwood as the public agency compliance officer (P.A.C.O) for the Authority.

No discussion on this Resolution.

Recorded vote:

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

B. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

- 1.) On motion by Lynch, seconded by Hornickel, it was moved to adopt 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.

No discussion on this Resolution.

Recorded vote:

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

2.) On motion by Miller, seconded by Lynch, it was moved to adopt 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.

No discussion on this Resolution.

Recorded vote:

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

C. COMPUTER NETWORKING AND INFORMATION TECHNOLOGY SERVICES:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2024-7, authorizing Competitive Contract 2023-C1 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.

No discussion on this Resolution.

Recorded vote:

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

D. AWARD OF CONTRACT:

On motion by Miller, seconded by Hornickel, it was moved to adopt 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.

No discussion on this Resolution.

Recorded vote:

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

E. CITY OF BORDENTOWN CONSUMPTION AGREEMENT:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2024-9, Authorizing the water consumption report agreement between the Bordentown Sewerage Authority and the City of Bordentown.

The Authority staff is waiting for the contract document from City of Bordentown.

Recorded vote:

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

F. VEHICLE PURCHASE:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2024-10, approving the purchase of 2024 Chevrolet Blazer and Accessories under state contract in the amount of \$33,104.25.

No discussion on this Resolution.

Recorded vote:

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

G. TRACTOR PURCHASE:

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2024-11, Approving the purchase of the Kubota Tractor Model LX3520HSD under Educational Services Commission of New Jersey Coop in the amount of \$31,715.80

No discussion on this Resolution.

Recorded vote:

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

H. AWARD OF EMERGENCY CONTRACT:

On motion by Miller, seconded by Hornickel, it was moved to adopt Resolution 2024-12, authorizing the award of emergency contract in the amount of \$24,750.00 for excavation and repair, to utility water main at the treatment plant December 1, 2023.

No discussion on this Resolution.

Recorded vote:

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

I. SALARY RESOLUTIONS:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolutions 2024-13, 2024-14, 2024-15, 2024-16, and 2024-17 approving the following adjustments to salary:

Resolution 2024-13 Approving the Authority' salaries as of January 1,2024.

Resolution 2024-14 Authorizing a Longevity pay increase to Alexandra Hale effective January 3, 2024.

Resolution 2024-15 Authorizing a Longevity pay increase to Emily Gehm effective January 5, 2024.

Resolution 2024-16 Authorizing the appointment of Mason Hyman as a Sewer maintenance worker.

Resolution 2024-17 Authorizing promotion and hourly increase for Quentin Nixon, Operations Supervisor.

No discussion on these Resolutions.

Recorded vote:

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

J. PERSONNEL POLICY RE-ADOPTION:

1.) On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2024-18, Approving the Re-Adoption of the Authority's Anti-Harassment Policy.

No discussion on this Resolution.

Recorded vote:

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

2.) On motion by Miller, seconded by Lynch, it was moved to adopt Resolution 2024-19, approving the re-adoption of the Authority's Domestic Violence Policy.

No discussion on this Resolution.

Recorded vote:

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

K. EQUIPMENT DISPOSAL:

On motion by Miller, seconded by Lynch, it was moved to adopt Resolution 2024-20, authorizing the removal and disposal of unusable equipment.

No discussion on this Resolution.

Recorded vote:

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

L. NFI REAL ESTATE, LLC:

On motion by Hornickel, seconded by Miller, it was moved to approve 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.

This project is located on Old York Road, near the Wendy's on Rising Sun Road.

Recorded vote:

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

10. PROFESSIONAL REPORTS:

A. SOLICITOR

Mr. Drollas spent time with staff on issues already discussed on the agenda, a developer agreement for the Lennar project, and will coordinate with Mr. Redwood regarding closed session discussion items.

B. EXECUTIVE DIRECTOR

- 1.) The development meeting took place Friday December 15, 2023.
- 2.) Refund the 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 reconstruction 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 will be discussed in closed session.
- 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. The collapse created a backup in the sewer main that affected one homeowner
- 11.) Salary discussion for closed session.

The board was provided with a listing of meeting dates for the 2024 year to be approved at the next meeting. Mrs. Gulbinsky asked all board members to check their calendars and advise staff of any unavailability.

DEVELOPER ESCROW AND PROJECT TIME:

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

Monthly Financial Report

C. ENGINEER

Mr. Czekanski' s full report is attached to these minutes and made a part thereof. Mr. Czekanski provided some details to supplement the discussion of Mayor Hansel's request.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2024-22 and enter executive session to discuss items related to potential litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

Executive Session discussion did not result in any formal action from the board.

V. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Gulbinsky, it was moved to adjourn the meeting at approximately 6:45 p.m.

Recorded vote:

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

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JANUARY 16, 2024, MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

DEVELOPER ACTIVITY

- **Warehouse/Self Storage Facility Projects:** The BSA possesses applications for 5 active warehouse/self-storage development projects that are in various stages of review/resubmission/changing owners/shop drawing review as follows:
 - **Dunns Mill Road Warehouse (On former site of the Scottish Rite and numerous residences)**
 - **Route 130 North Self Storage Facility (Next to Tractor Supply)**
 - **Hedding Road (Behind the Candlewood Suites Hotel)**
 - **Oliver Tract (Adjacent to the NJTP on Old York Road)**
 - **Johnson Development (Route 206 just south of the NJTP overpass)**

RVE developed a will serve letter for a future retail, restaurant and day care facility at the intersection of Route 130 and Groveville Road.

- **Lennar Ward Avenue Development (The Reserve at Turgyan Farms – 59 Residential Homes):** RVE has generated one review letter for the proposed sewer main/force main system and a separate letter for the proposed pump station site. These systems will be dedicated to the BSA.

NJDOT ROUTE 130 RESURFACING PROJECT

On the behalf of the BSA, RVE is working with a NJDOT design engineer for wastewater related work on the project such as pipe replacement and resetting of manhole frames.

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

Respectfully submitted,

APPROVED ON:

February 20, 2024


Assistant Secretary Joseph R. Malone, III