

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
February 20, 2024

The meeting was called to order by the board secretary, Elizabeth J. Kwelty, 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, Daniel Hornickel, James E. Lynch, Jr., 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 were board members Heather Cheesman and Aneka Miller.

Mr. Malone and Mrs. Miller have both been reappointed for a five-year term effective February 1, 2024.

The meeting was turned over to Mr. Drollas.

REORGANIZATION:

On motion by Malone, seconded by Hornickel, for nomination of a slate of officers: Mr. Lynch as Chair, Mrs. Gulbinsky as Vice-Chair, Mrs. Miller as Secretary, Mr. Hornickel as Treasurer, Ms. Cheesman as Assistant Secretary, and Mr. Malone as Assistant Secretary.

Recorded vote:

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

Mr. Drollas turned the meeting over to Chairman Lynch.

The members established the meeting dates for the next year. On motion by Lynch, seconded by Gulbinsky, it was moved to adopt Resolution 2024-23, designating meeting dates established at reorganization and appointment of official newspapers.

Monday, March 18, 2024	6:00 p.m.
Monday, April 15, 2024	6:00 p.m.
Monday, May 20, 2024	6:00 p.m.
Monday, June 17, 2024	6:00 p.m.
Monday, July 15, 2024	6:00 p.m.
Monday, August 19, 2024	6:00 p.m.
Monday, September 16, 2024	6:00 p.m.
Monday, October 21, 2024	6:00 p.m.
Monday, November 18, 2024	6:00 p.m.
Monday, December 16, 2024	6:00 p.m.
Tuesday, January 21, 2025	6:00 p.m.
Tuesday, February 18, 2025	6:00 p.m. (Reorganization)
Monday, March 17, 2025	6:00 p.m.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Gulbinsky, it was moved to adopt the latest edition of Robert's Rules of Order as parliamentary guide of the Authority.

No discussion on this Motion.

Recorded vote:

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

On motion by Lynch, seconded by Gulbinsky, it was moved to continue with the Authority's Rules and Regulations as previously adopted.

No discussion on this motion.

Recorded vote:

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

On motion by Hornickel, seconded by Malone, it was moved to approve the regular session minutes of the January 16, 2024, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Gulbinsky, it was moved to approve the executive session minutes of the January 16, 2024, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2024-24, approving the February payment of bills from the Operating Fund in the amount of \$509,827.29 of which \$162,944.77 is a payroll transfer, and \$183,845.17 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2024-25, approving the February payment of bills from the Escrow Fund in the amount of \$1,947.50.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2024-26, approving the credits and refunds to customer accounts in the amount of \$516.80.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. APPOINTMENT OF PROFESSIONALS:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolutions 2024-27, 2024-28, 2024-29, 2024-30, 2024-31, and 2024-32 approving the following contracts:

Contract 2024-C4, appointing Michael Holt of Holt McNally & Associates as auditor for the Authority for a period of one year commencing on March 1, 2024.

Contract 2024-C5, appointing Malamut & Associates, LLC, as general counsel for the Authority for a period of one year commencing on March 1, 2024.

Contract 2024-C6, appointing Remington & Vernick Engineers as consulting engineer for the Authority for a period of one year commencing on March 1, 2024.

Contract 2024-C7, appointing Malamut & Associates, LLC as bond counsel for the Authority for a period of one year commencing on March 1, 2024.

Contract 2024-C8, appointing Acacia Financial Group, Inc. as financial advisor for the Authority for a period of one year commencing on March 1, 2024.

Contract 2024-C9, appointing Malamut & Associates, LLC as labor counsel for the Authority for a period of one year commencing on March 1, 2024.

No discussion on these Resolutions.

Recorded vote:

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

B. RISK MANAGEMENT AND INSURANCE CONSULTANT:

On motion by Malone, seconded by Gulbinsky, it was moved to adopt Resolution 2024-33, Authorizing Contract 2024-C10 for Extraordinary, Unspecifiable Services with The Barclay Group as Risk Management and Insurance Consultant for the one period commencing March 1, 2024.

No discussion on this Resolution.

Recorded vote:

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

C. DRIVER SUBSTANCE ABUSE AND ALCOHOL MISUSE TESTING:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2024-34, authorizing the award of contract 2024-C11 to Interstate Mobile Care, Inc. for Driver Substance Abuse and Alcohol Misuse Testing for the Authority for a one year period commencing March 1, 2024.

No discussion on this Resolution.

Recorded vote:

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

D. AWARD OF EMERGENCY CONTRACT:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2024-35, authorizing the award of emergency contract in the amount of \$138,678.09 for excavation and repair, pumping services, and traffic control to replace collapsed section of sewer main on Route 206 and Stanton Avenue December 28 & 29, 2023 as follows:

a. RTW Construction Inc	\$117,500.00
b. Advanced Traffic Control	\$ 9,509.35
c. State Environmental	\$ 1,910.00
d. Wind River Environmental	\$ 9,758.74

No discussion on this Resolution.

Recorded vote:

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

Abstained: None
Absent: Miller, Cheesman

E. AWARD OF EMERGENCY CONTRACT:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2024-36, authorizing the award of emergency contract in the amount of \$34,500.00 for replacement of sewer lateral from curb to main for 140 Second Street on February 7, 2024.

The repair was located between Railroad Avenue and the back of the Heart of Bordentown (HOB). Mr. Malone requested that Mr. Redwood reach out to Bob to TV the storm sewer from Church Street to Railroad Avenue.

Recorded vote:

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

F. LENNAR HOMES:

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2024-37, authorizing the Executive Director of the Bordentown Sewerage Authority to sign forms of TWA-1 and WQM-003 of Treatment Works Approval application for the project known as the Reserve at Turgyan Farms located on Ward Avenue.

No discussion on this Resolution.

Recorded vote:

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

G. NEW JERSEY DEPARTMENT OF TRANSPORTATION (agenda item added during the meeting)

On motion by Hornickel, seconded by Gulbinsky, it was moved to add Resolution 2024-38 to the agenda.

Recorded vote:

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

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2024-38, authorizing the Authority's Executive Director to endorse the "New

Jersey Department of Transportation Utility Owner Design Authorization (check list)" for the NJDOT project known as Route 130 and Farnsworth Avenue.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

- 1.) Township development meeting did not take place. Will be scheduled to take place late February, early March.
- 2.) Sewer Use Permit issued to Team Campus Phase II for building #2. \$113,040.00 connection fee realized as revenue.
- 3.) Sewer Use Permit issued to Rising Sun Meadows for building #6, a 20 unit apartment building. \$224,680.00 connection fee realized as revenue.
- 4.) 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.
- 5.) Notice of Public Hearing, City of Bordentown Planning Board – Marcello's Restaurant is seeking zoning interpretation to add a brewery operation to the business model to be located in the 255 sq ft basement.
Mr. Malone mentioned there is another brewery near Walnut Street, and asked Mr. Redwood to check with City Hall to inquire.
- 6.) Notice of Public Hearing, Township of Bordentown Planning Board, 24 Sagamore Lane seeking setback variance for swimming pool installation.
- 7.) Notice of Public Hearing, Township of Bordentown Planning Board, Sterling Properties seeking minor subdivision approval for the property located at the Delaware River off Route 130.
- 8.) Notice of Public Hearing, Township of Bordentown, Dollar Tree is seeking a sign variance for the store located at 200 K Johnson Boulevard.
- 9.) Notice an Application for Letter of Interpretation, Freshwater Wetlands Application will be submitted to New Jersey Department of Environmental Protection for RPS Bordentown, for Block 128.01 Lot 4, 800 Farnsworth Ave.

Association of Environmental Authorities Utility Management conference will take place March 12 & 13 2024 at Caesars, Atlantic City, NJ.

All Authority board members received a copy of the Rules and Regulations with tracked changes to review and provide comments. The Authority will advertise to purchase on Sourcewell contract for a new Roll Off vehicle. The purchase resolution will be presented at a future meeting. The Executive Director spent 33 hours and the administrative office spent 27 on development projects. There were no comments on the monthly financial report.

B. SOLICITOR

Mr. Drollas spent time with staff on issues already discussed on the agenda and the Lennar matter.

C. ENGINEER

Mr. Czekanski' s full report is attached to these minutes and made a part thereof. Mr. Czekanski thanked the board for reappointment and provided an update on the Lennar project and NJDOT project.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt Resolution 2024-39 and enter executive session to discuss items related to potential litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION:

The Authority staff received a 3% increase on January 1, 2024, except for two senior staff members, whose salaries increased 1.5% on January 1, 2024.

On motion by Hornickel, seconded by Gulbinsky, it was moved to approve a 1% increase to the salaries of Executive Director Thomas Redwood and Administrative Manager Elizabeth Kwelty.

Recorded vote:

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

V. ADDITIONAL MATTERS FOR DISCUSSION

Subcommittee appointments are to remain the same.

Finance Committee: Mr. Hornickel, Mr. Malone, Mr. Lynch

Personnel and Professional Contract (RFP) Committees: Mr. Lynch and Mrs. Gulbinsky

Rules and Regulations Committee: for the purpose of revisions to the Rules and Regulations, Mr. Hornickel, Mrs. Gulbinsky, Mr. Lynch, Mr. Redwood, Mrs. Kwelty, Mr. Czekanski, and Mr. Drollas.

VI. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Gulbinsky, it was moved to adjourn the meeting at approximately 6:35 p.m.


Recorded vote:

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

Respectfully submitted,

APPROVED ON:

March 18, 2024



Joseph R. Malone, III, Assistant Secretary



**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR FEBRUARY 20, 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)
- **Lennar Ward Avenue Development** (The Reserve at Turgyan Farms – 59 Residential Homes): RVE attended an early February project meeting with the applicant along with periodic interaction with the applicant's representatives on design issues. BSA construction details are being updated for use on this development and as the Authority's revised standards. The wastewater systems will be dedicated to the BSA.

CAPITAL PROJECTS - SYLVAN GLEN PUMP STATION AND FEDERAL GRANT VARIOUS WWTP IMPROVEMENTS

Initial project/preliminary design work has commenced.

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. This work will conclude in March.

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