

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
May 20, 2024

The meeting was called to order by Chairman, James E. Lynch, Jr., 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 February 28, 2024; and

b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on February 28, 2024; 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 February 28, 2024.

The following people were in attendance: Board Members, James E. Lynch, Jr., M. Ellen Gulbinsky, Aneka Miller, Daniel Hornickel, and Heather Cheesman. 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 Joseph R. Malone, III.

On motion by Miller, seconded by Hornickel, it was moved to approve the regular minutes of the April 15, 2024, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2024-56, approving the May payment of bills from the Operating Fund in the amount of \$310,307.52 of which \$111,198.88 is a payroll transfer, and \$20,029.52 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

Absent: Malone

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt Resolution 2024-57, approving the May payment of bills from the Escrow Fund in the amount of \$10,535.11.

No discussion on this Resolution.

Recorded vote:

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

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2024-58, approving the credits and refunds to customer accounts in the amount of \$947.90.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. AMENDMENT TO 2023 OPERATING BUDGET:

On motion by Gulbinsky, seconded by Hornickel, it was moved to adopt Resolution 2024-59, authorizing the amendment of the 2023 (December 1, 2023 – November 30, 2024) Operating Budget, adjusting available funds between line items with no change to overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

B. SALARY RESOLUTIONS:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2024-60, appointing Qusim Maine, Jr. as a sewer maintenance worker.

No discussion on this Resolution.

Recorded vote:

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

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2024-61, appointing Jorge De La Llana Valencia as a sewer maintenance worker.

No discussion on this Resolution.

Recorded vote:

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

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2024-62, authorizing longevity pay increase to Quentin Nixon effective June 10, 2024.

No discussion on this Resolution.

Recorded vote:

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

C. AWARD OF CONTRACT:

On motion by Gulbinsky, seconded by Miller, it was moved to adopt Resolution 2024-63, approving the award of contract to RTW Construction for manhole work in front of 185 and 211 Crosswicks Road in the amount of \$8,700.00.

No discussion on this Resolution.

Recorded vote:

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

D. AWARD OF CONTRACT:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2024-64, approving the award of contract to Root 24 Hours Plumbing for the repair of primary sludge line between primary clarifier and PS2 in the amount of \$37,030.00.

No discussion on this Resolution.

Recorded vote:

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

E. INFORMATION TECHNOLOGY UPGRADES:

On motion by Hornickel, seconded by Gulbinsky, it was moved to adopt Resolution 2024-65, authorizing the award of contract to Lookfirst Technology, LLC in the amount of \$27,875.46 for the following projects:

- 1.) Computer upgrades for six workstations: \$8,716.80
- 2.) File Server hardware and software upgrade: \$19,158.66

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

- 1.) A development meeting with the construction office and water department is scheduled for May 24, 2024.
- 2.) Sewer Use Permit issued to Team Campus Phase II for buildings #1 and #4. \$122,688.00 connection fee realized as revenue.
- 3.) Sewer Use Permit issued to Rising Sun Meadows for building #3, a 24 unit apartment building. \$207,829.00 connection fee realized as revenue.
- 4.) S-3 Application approval issued to Bordentown Crossroads Building I, LLC c/o Hillwood for the construction of a 179,800 square foot warehouse. Eight previously connected laterals have been capped.
- 5.) Notice of Public Hearing, New Jersey Department of Transportation submitted application to NJDEP for Freshwater Wetlands General

- Permit #1 to repair a collapsed stormwater outfall pipe and slope stabilization within and adjacent to a tributary Crosswicks Creek.
- 6.) Notice of Public Hearing, Township of Bordentown Planning Board, 4 Willow Rd seeking setback variance to construct an addition on existing single family residential dwelling.
 - 7.) United States Environmental Protection Agency provided email confirmation that Congress identified the Authority's Community Grants project in the Consolidated Appropriations Act of 2024.
 - 8.) The following three students will be awarded \$1,500.00 scholarships at the Bordentown Regional High School Senior Class Night:
 - a. Environmental Award to Harjeet Sandhu
 - b. Business Award to Julia Byard
 - c. Vocational Award to Matthew McIntyre

Board members present did not have any comments about the Rules and Regulations updates and would like staff to prepare for the hearing.

The water meter replacements have caused some unusually high sewer bills for the April 2024 billing. Many customers have expressed concern over the financial hardship imposed by the usage being charged over a longer period than the usual three months. Payment arrangements have been made with those customers who called the office.

The Executive Director spent 21 hours and the administrative office spent 16 on development projects. There were no comments on the monthly financial report.

B. SOLICITOR

Mr. Drollas spent time on development matters and in preparation for tonight's meeting.

C. ENGINEER

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski reported on the ongoing warehouse projects.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. ADJOURNMENT OF MEETING:

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

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

June 17, 2024



Aneka Miller, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MAY 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); S3 application approval recommended. All existing lateral piping has been abandoned.**
 - **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); The project S3 design phase is substantially complete. At the site, work has commenced directionally drilling the water system piping under the New Jersey Turnpike right of way.**

- **Lennar Ward Avenue Development (The Reserve at Turgyan Farms – 59 Residential Homes): RVE provided review comments last month.**

- **Route 130 South/Groveville Road Retail Center: An S1 Application review recommendation will be provided this week.**

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

Initial project/preliminary design work has commenced.

WASTEWATER GIS CONVEYANCE SYSTEM MAPPING

RVE has broken down the BSA's wastewater conveyance system into a grid pattern to make the locations of the inventoried drawings easier to identify. The drawing scanning and inventory work has commenced.

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