

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
May 19, 2025

The meeting was called to order by the Board Chair, 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 April 29, 2025; and
- b. Mailing written notice to THE TIMES via NJ.COM and BURLINGTON COUNTY TIMES on April 29, 2025; 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 April 29, 2025.

The following persons were in attendance: Board Members, M. Ellen Gulbinsky, James E. Lynch, Jr., Daniel Hornickel, Heather Cheesman and Joseph R. Malone, III. Also, in attendance were: Administrative Manager Elizabeth J. Kweilty, and the Authority's Solicitor Anthony Drollas. Present from Remington and Vernick Engineers was Gary Marshall. Executive Director Charles Bluhm, Jr., arrived at 6:14pm. Absent was board member Aneka Miller.

PUBLIC HEARING:

Mr. Drollas conducted the public hearing held for the purpose of updating Section 403 of the Bordentown Sewerage Authority Rules and Regulations, and a transcript is attached to these minutes and made a part thereof.

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolution 2025-058, approving adjustments to Section 403 of the Authority's Rules and Regulations.

Recorded vote:

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

On motion by Lynch, seconded by Hornickel, it was moved to approve the regular session minutes of the April 28, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Lynch, seconded by Hornickel, it was moved to approve the executive session minutes of the April 28, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Hornickel, seconded by Lynch, it was moved to adopt Resolutions 2025-059, 2025-060, and 2025-061 as follows:

Resolution 2025-059, approving the April payment of bills from the Operating Fund in the amount of \$322,257.41 of which \$83,789.52 is a payroll transfer, and \$46,816.96 is a capital expense.

No discussion on this Resolution.

Resolution 2025-060, approving the April payment of bills from the Escrow Fund in the amount of \$7,652.30.

No discussion on this Resolution.

Resolution 2025-061, approving credits and refunds of customer accounts in the amount of \$7,612.89.

The account credit applied to sewer account for 200 Farnsworth Avenue was a result of the City of Bordentown correcting the water account(s).

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. BUDGET YEAR ENDING NOVEMBER 30, 2025:

1. On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2025-062, amending the Authority's operating budget for the current year, December 1, 2024 – November 30, 2025, 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

2. On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2025-063, amending the Authority's Capital budget for the current year, December 1, 2024 – November 30, 2025, 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

B. MANSFIELD INCLUSIONARY DEVELOPMENT:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2025-064, responding to the proposed Tri-County Water Quality Management (WQM) Plan amendment for Mansfield inclusionary mixed-use development also known as Tower Gate Associates.

No discussion on this Resolution.

Recorded vote:

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

C. PERFORMANCE GUARANTEE:

On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2025-065, authorizing the release of a performance guarantee to William Pigott for the connection of a single-family home located at 6 Myrtle Avenue.

No discussion on this Resolution.

Recorded vote:

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

D. VEHICLE PURCHASE:

On motion by Hornickel, seconded by Malone, it was moved to adopt resolution 2025-066, approving the purchase of two (2) 2025 Ford F-150 extended cab 4x4 Pickup Trucks and Accessories under state contract each in the amount of \$46,714.00, for a total purchase price of \$93,428.00.

No discussion on this Resolution.

Recorded vote:

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

E. AWARD OF EMERGENCY CONTRACTS:

1) On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2025-067, ratifying emergency contract to Municipal Maintenance Company for the repair and replacement of 8-inch valve and 8-inch check valve for utility water pump P-8C in the amount of \$9,904.49.

No discussion on this Resolution.

Recorded vote:

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

2) On motion by Hornickel, seconded by Cheesman, it was moved to adopt Resolution 2025-068, ratifying emergency contract to RTW Construction, Inc. for the replacement of all non-working buried valves

within the Blacks Creek Wastewater Treatment Plant in the amount of \$83,450.00.

No discussion on this Resolution.

Recorded vote:

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

F. FURNITURE REMOVAL:

On motion by Lynch, seconded by Hornickel, it was moved to adopt Resolution 2025-069, authorizing the removal and disposal of unusable office furniture.

No discussion on this Resolution.

Recorded vote:

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

G. RENEWAL AND REPLACEMENT FUND:

On motion by Hornickel, seconded by Malone, it was moved to approve Resolution 2025-070, authorizing the transfer of funds from the Renewal and Replacement Account to fund the purchase of two Ford F-120 Pickup Trucks.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

Mrs. Kwelty reported in Mr. Bluhm's absence.

- 1.) A development meeting with the construction office and water department took place May 13, 2025.
- 2.) Escrow refund request: \$854.18 to be returned to William Pigott for the construction of 6 Myrtle Ave.

- 3.) Legal notification that an application will be submitted to the NJ Department of Environmental Protection Division of Land Resource Protection for Block 140, Lot 19.01 for the Bordentown Waterfront Community Phase 2 Project.
- 4.) Notice of Public hearing, City of Bordentown Planning Board, 340 West Burlington Street seeking a variance from the 4' side yard setback and proposing 380 square foot addition to the existing house.
- 5.) Three \$1,500.00 scholarships to be awarded at the Bordentown Regional High School senior class night.

Scholarship Award Increase

On motion by Hornickel, seconded by Malone, it was moved to increase the scholarship budget to \$10,000 to allow for 5 students an award of \$2,000 each, beginning with budget year ending 11/30/2026.

Recorded vote:

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

Mrs. Kwelty reported on the force main break that occurred on Rising Sun Road, Saturday May 17, 2025. The Executive Director spent 13 hours, and the administrative office spent 18 hours on development projects. There were no comments on the monthly financial report.

Executive Director Mr. Charles Bluhm, Jr. arrived.

B. SOLICITOR

Mr. Drollas did not have any comments for public session.

C. ENGINEER

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Marshall did not have any comments for public session.

III. PUBLIC PARTICIPATION:

No one from the public was present.

IV. EXECUTIVE SESSION:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-071 and enter executive session to discuss items related to potential litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

V. ADJOURNMENT OF MEETING:

On motion by Lynch, seconded by Malone, it was moved to adjourn the meeting at approximately 6:19 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

June 16, 2025



Heather Cheesman, Assistant Secretary

BORDENTOWN SEWERAGE AUTHORITY

Location: Bordentown Sewerage Authority

954 Farnsworth Avenue

Bordentown, NJ 08505

Date: Monday, May 19, 2025

Commencing at 6:00 P.M.

RENZI LEGAL RESOURCES

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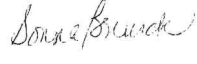
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2 1 B E F O R E: 2 3 JAMES E. LYNCH, JR. 4 ELLEN GULBINSKY 5 DANIEL HORNICKEL 6 HEATHER CHEESMAN 7 JOSEPH R. MALONE, III 8 9 ELIZABETH KWELTY 10 ARY MARSHALL 11 ANTHONY T. DROLLAS, JR., ESQ., Bd. Attorney 12 13 14 15 16 17 18 19 20 21 22 23 24 25	4 1 MR. DROLLAS: Here. 2 MS. KWELTY: Mr. Marshall? 3 MR. MARSHALL: Here. 4 CHAIRWOMAN GULBINSKY: We have the 5 Public Resolution 2025 approving the proposed 6 adjustments to Section 403 of the Bordentown 7 Sewerage Authority rules and regulations. 8 Mr. Drollas? 9 MR. DROLLAS: Thank you, Madam 10 Chairman. This is a public hearing. It's being 11 conducted on adjustments to Section 403 of the 12 Authority's rules and regulations that are titled 13 "Maintenance by Authority." Notice of the hearing 14 was sent for publication in the Times of Trenton via 15 NJ.com on April 29, 2025 and the Burlington County 16 Times on April 29, 2025 and has been served upon the 17 clerks of the City of Bordentown and the Township of 18 Bordentown on April 29, 2025, all more than 20 days 19 prior to the meeting. 20 MR. HORNICKEL: Motion to open. 21 MR. DROLLAS: I think Liz has some 22 more. Liz has a little more. 23 MS. KWELTY: The Authority wishes to 24 update the October 21, 2024 version of its rules and 25 regulations, specifically Section 403. Section 403,
3 1 CHAIRWOMAN GUBINSKY: In compliance 2 with the Open Public Meetings Act, adequate notice 3 of this meeting was provided by posting written 4 notice on the official bulletin boards of the City 5 of Bordentown, Township of Bordentown and Bordentown 6 Sewerage Authority, mailing written notice to the 7 Times via New Jersey.com, Burlington County Times 8 and filing written notice with the clerks of the 9 City of Bordentown and the Township of Bordentown 10 and mailing written notice to all persons who 11 requested and paid for same on April 29, 2025. 12 Roll call please. 13 MS. KWELTY: Mrs. Gulbinsky? 14 CHAIRWOMAN GULBINSKY: Here. 15 MS. KWELTY: Mr. Lynch? 16 MR. LYNCH: Here. 17 MS. KWELTY: Mrs. Miller is absent. 18 Mr. Hornickel? 19 MR. HORNICKEL: Present. 20 MS. KWELTY: Ms. Cheesman? 21 MS. CHEESMAN: Here. 22 MS. KWELTY: Mr. Malone? 23 MR. MALONE: Yes. 24 MS. KWELTY: Mr. Bluhm is absent. 25 Mrs. Kwelty is here. Mr. Drollas?	5 1 Maintenance by Authority, shall now read as follows: 2 Letter A, the Authority is 3 responsible for maintaining sewer mains and force 4 mains and other treatment works which have been 5 accepted for ownership by the Authority but is not 6 responsible for maintaining any sewer mains, force 7 mains or other treatment works which have not been 8 so accepted by the Authority, nor is the Authority 9 responsible for maintaining any portion of the sewer 10 service lateral from or within the building to the 11 curb line. 12 Letter B, in the event of a blockage 13 in the service lateral, the customer must engage a 14 sewer cleaning company as stated in Section 402. If 15 the sewer cleaning company is unsuccessful at 16 eliminating the blockage, then the Authority will 17 provide maintenance for the portion of the sewer 18 lateral installed in the street between the curb 19 line and the sewer collection main, provided that a 20 cleanout is available at the curb. The Authority 21 will replace the sewer lateral that is located 22 between the curb line and the sewer main if the 23 Authority, in its discretion, determines that 24 replacement is necessary. In all other respects, 25 the Authority will not be responsible for the

6 1 maintenance, repair or replacement of any portion of 2 a sewer lateral that is located between the curb 3 line and the building or structures receiving sewer 4 service. 5 This concludes Section 403. 6 MR. DROLLAS: Thank you, Liz. Madam 7 Chairman, this will be the time to open this portion 8 of the hearing to public comment. I don't see 9 anyone, so I don't see the need to open it for 10 public comment and thereby close it. 11 At this point we'll turn it back to 12 you, and if the Authority so inclined, in the 13 absence of public comment, can entertain a motion to 14 approve the resolution to make those changes. 15 CHAIRWOMAN GULBINSKY: Okay. Any of 16 the members want to make any comments? No. 17 Motion to close the public hearing. 18 MR. MALONE: Ask the public first. 19 You asked the public first? 20 CHAIRWOMAN GULBINSKY: I did. 21 MR. HORNICKEL: Motion to adopt. 22 MR. LYNCH: Second. 23 CHAIRWOMAN GULBINSKY: All in favor? 24 ALL: Aye. 25 MS. KWELTY: Mrs. Gulbinsky?	8 C E R T I F I C A T E 1 2 3 I, DONNA BRUNCK, a Certified Court Reporter of 4 the State of New Jersey, authorized to administer 5 oaths pursuant to R.S.41:2-2, do hereby certify that 6 the foregoing is a true and accurate transcript of 7 the public hearing that was taken stenographically 8 by and before me at the time, place and on the date 9 herein before set forth. 10 I DO FURTHER CERTIFY that I am neither a 11 relative nor employee nor attorney nor counsel of 12 any of the parties or attorneys to this action, and 13 that I am not financially interested in the action. 14 I DO FURTHER CERTIFY that the within 15 transcript format complies with Rule NJ ADC 16 13:43-5.9. 17 18 19 20 21  22 23 Donna Brunck, CCR 24 License No. 30XI00148700 25 Dated: June 3, 2025
7 1 CHAIRWOMAN GULBINSKY: Yes. 2 MS. KWELTY: Mr. Lynch? 3 MR. LYNCH: Yes. 4 MS. KWELTY: Mr. Hornickel? 5 MR. HORNICKEL: Yes. 6 MS. KWELTY: Ms. Cheesman? 7 MS. CHEESMAN: Yes. 8 MS. KWELTY: Mr. Malone? 9 MR. MALONE: Yes. 10 MS. KWELTY: Ms. Miller is absent. 11 (Whereupon the proceedings were 12 concluded at 6:10 p.m.) 13 14 15 16 17 18 19 20 21 22 23 24 25	

A absence 6:13 absent 3:17,24 7:10 accepted 5:5,8 accurate 8:6 Act 3:2 action 8:12,13 ADC 8:15 adequate 3:2 adjustments 4:6,11 administer 8:4 adopt 6:21 ANTHONY 2:11 approve 6:14 approving 4:5 April 3:11 4:15,16,18 ARY 2:10 asked 6:19 attorney 2:11 8:11 attorneys 8:12 Authority 1:1 1:7 3:6 4:7 4:13,23 5:1 5:2,5,8,8,16 5:20,23,25 6:12 Authority's 4:12 authorized 8:4 available 5:20 Avenue 1:8 Aye 6:24	1:7,9 3:5,5 3:5,9,9 4:6 4:17,18 Brunck 8:3,23 building 5:10 6:3 bulletin 3:4 Burlington 3:7 4:15	concluded 7:12 concludes 6:5 conducted 4:11 counsel 8:11 County 3:7 4:15 Court 1:21 8:3 curb 5:11,18 5:20,22 6:2 customer 5:13	follows 5:1 force 5:3,6 foregoing 8:6 format 8:15 forth 8:9 FREE 1:24 FURTHER 8:10 8:14
B B2:1 5:12 back 6:11 Bd 2:11 blockage 5:12 5:16 Bluhm 3:24 boards 3:4 Bordentown 1:1	C C 8:1,1 call 3:12 CCR 8:23 Certified 8:3 certify 8:5,10 8:14 Chairman 4:10 6:7 CHAIRWOMAN 3:1 3:14 4:4 6:15,20,23 7:1 changes 6:14 Cheesman 2:6 3:20,21 7:6 7:7 City 3:4,9 4:17 cleaning 5:14 5:15 cleanout 5:20 clerks 3:8 4:17 close 6:10,17 collection 5:19 Commencing 1:11 comment 6:8,10 6:13 comments 6:16 company 5:14 5:15 compliance 3:1 complies 8:15	D DANIEL 2:5 date 1:10 8:8 Dated 8:25 days 4:18 determines 5:23 discretion 5:23 Donna 8:3,23 Drollas 2:11 3:25 4:1,8,9 4:21 6:6 E E2:1,1,3 8:1 8:1 eliminating 5:16 ELIZABETH 2:9 ELLEN 2:4 employee 8:11 engage 5:13 entertain 6:13 ESQ 2:11 event 5:12	G GUBINSKY 3:1 Gulbinsky 2:4 3:13,14 4:4 6:15,20,23 6:25 7:1 H HAMILTON 1:23 hearing 4:10 4:13 6:8,17 8:7 HEATHER 2:6 HIGHWAY 1:22 Hornickel 2:5 3:18,19 4:20 6:21 7:4,5 I III 2:7 inclined 6:12 installed 5:18 interested 8:13 J JAMES 2:3 Jersey 1:23 8:4 Jersey.com 3:7 JOSEPH 2:7 JR 2:3,11 June 8:25
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3:20,22,24 3:25 4:2,23 6:25 7:2,4,6 7:8,10	Monday 1:10 motion 4:20 6:13,17,21	6:13,17,18 6:19 8:7 publication 4:14 pursuant 8:5	set 8:9 sewer 5:3,6,9 5:14,15,17 5:19,21,22 6:2,3 Sewerage 1:1,7 3:6 4:7 specifically 4:25 SQUARE 1:23 State 1:22 8:4 stated 5:14 stenograph... 8:7 street 5:18 structures 6:3 SUITE 1:22
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Madam 4:9 6:6 mailing 3:6,10 main 5:19,22 mains 5:3,4,6 5:7 maintaining 5:3,6,9 maintenance 4:13 5:1,17 6:1 Malone 2:7 3:22,23 6:18 7:8,9 Marshall 2:10 4:2,3 meeting 3:3 4:19 Meetings 3:2 members 6:16 Miller 3:17 7:10	O O 2:1 oaths 8:5 October 4:24 official 3:4 Okay 6:15 open 3:2 4:20 6:7,9 ownership 5:5	P p.m 1:11 7:12 paid 3:11 parties 8:12 persons 3:10 place 8:8 please 3:12 point 6:11 portion 5:9,17 6:1,7 posting 3:3 Present 3:19 prior 4:19 proceedings 7:11 proposed 4:5 provide 5:17 provided 3:3 5:19 public 3:2 4:5 4:10 6:8,10	V unsuccessful 5:15 update 4:24 version 4:24

Videography	403 4:6, 11, 25		
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**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR MAY 19, 2025 MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

DEVELOPER ACTIVITY

- **Mansfield Tower Gate Development: Latest interaction is as follows:**
 1. NJDEP 4/8/25 correspondence informed the BSA that the Tower Gate Applicant is applying for an amendment to the BSA's wastewater management plan. In this month's meeting package is a related resolution for the Board's consideration.
 2. After RVE had a discussion last month with the Applicant's engineer related to installing flow meters on the Bordentown Waterfront pump station force main the Applicant's engineer has not re-requested access for the flow meter study.
- **Warehouse/Self Storage Facility Projects: The BSA possesses applications for 2 active warehouse/self-storage development projects that are in various stages of either RVE review, design resubmission work, shop drawing review or construction as follows:**
 - **Route 130 North Self Storage Facility (Next to Tractor Supply):** The project preconstruction meeting was held on Thursday, April 17th.
 - **Oliver Tract (Adjacent to the NJTP on Old York Road):** Project is in the NJDEP Treatment Works permit application review stage.
- **Lennar Ward Avenue Development (The Reserve at Turgyan Farms – 59 Residential Homes):** Final pump station structure design issues are being resolved while various equipment/piping material shop drawings are being reviewed and returned.
- **Bordentown Township Municipal Building:** The project is considered "Approved for Construction". The contractor must submit numerous shop drawings for review.
- **Gerard's Apartments (Volunteers of America complex adjacent to Rt 130 Quick Chek):** Project is near completion with the Applicant recently completing an easement document for review.
- **Old Town Pub:** For the Board's consideration, as opposed to paying the BSA designated connection fee (\$74,880.00) the Applicant's solicitor has submitted a lower connection fee counter offer (\$71,000.00) to be paid over a ten year time period with the possibility of conditions being met resulting in the remaining outstanding fee being waived.

CAPITAL PROJECTS

WWTP Federal Grant Improvements:

Input was received from the original manufacturer that two soda ash dilution tanks installed at the site are too small based on the manufacturer's current design criteria. RVE will address the required modifications to accommodate the larger tankage.

GIS Conveyance System Mapping

RVE & BSA personnel have completed the development of attributes preferred by BSA personnel for record keeping information on manholes, sewer mains, force mains and laterals. This month, RVE will commence the generation of sample drawings for BSA review and comment.

Bywater Pump Station Modifications

RVE implemented BSA comments on the 30% design submission related to wet well access on the small site. Since the Township owns the surrounding property BSA will be approaching the Township for both permanent and construction easements.

Sylvan Glen Pump Station Structural Enhancements

RVE structural department personnel are completing the proposed structural enhancement plating design. At the same time, a corrosion engineer (Corrpro) is designing the placement of magnesium anodes at the site that will assist with the preservation of the underground steel pump station wall/ceiling thickness.

Wellington Woods Pump Station

The NJDEP has acknowledged the adjacent wetlands possesses only a 50 foot buffer which ends 75 feet from the site. The wetlands permitting drawing has been resubmitted with a NJDEP discussed note added. RVE determined the flood hazard elevation (plus 2 feet) is lower than the pump station site. This conclusion must be submitted to the NJDEP for concurrence. The NJDEP flood hazard elevation review request application work will be bundled with a proposal to upgrade the pump station at the June Board meeting.

**END OF ENGINEER'S REPORT
PREPARED BY RICHARD B. CZEKANSKI, PE, BCEE, CME**