BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
June 16, 2025

The meeting was called to order by the Board Chair, M. Ellen Gulbinsky, at 6:05 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 24, 2025; and

b. Mailing written notice to THE TIMES via NJ.COM and BURLINGTON COUNTY TIMES on February 24, 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 February 24, 2025.

The following persons were in attendance: Board Members, M. Ellen Gulbinsky, Aneka Miller, Daniel Hornickel, Heather Cheesman, and Joseph R. Malone, III. Also, in attendance were: Executive Director Charles Bluhm, Jr., Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Anthony Drollas, and the Authority's Engineer Richard B. Czekanski. Absent was board member James E. Lynch, Jr.

On motion by Malone, seconded by Hornickel, it was moved to approve the regular session minutes of the May 19, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Cheesman, it was moved to approve the executive session minutes of the May 19, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Miller, seconded by Hornickel, it was moved to adopt Resolution 2025-072, approving the June payment of bills from the Operating Fund in the amount of $468,979.85 of which $125,046.32 is a payroll transfer, and $230,512.66 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2025-073, approving the June payment of bills from the Escrow Fund in the amount of $10,784.43.

No discussion on this Resolution.

Recorded vote:

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

On motion by Miler, seconded by Hornickel, it was moved to adopt Resolution 2025-074, approving credits and refunds of customer accounts in the amount of $2,281.05.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-075, authorizing a longevity pay increase to Elizabeth Kwelty effective June 20, 2025.

No discussion on this Resolution.

Recorded vote:

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

B. AWARD OF EMERGENCY CONTRACTS:

On motion by Malone, seconded by Miller, it was moved to adopt Resolution 2025-076, ratifying emergency contract to RTW Construction Inc.($193,450.00), Root 24 Hours, Inc.($4,502.50), Wind River Environmental, LLC ($16,913.32), and Atlas Flasher & Supply Company, Inc.($11,855.00) for the labor, repairs, pumping services and traffic control for the Crystal Lake Force Main Break at 400 Rising Sun Road in the total amount of $226,720.82.

No discussion on this Resolution.

Recorded vote:

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

C. AWARD OF CONTRACT:

On motion by Malone, seconded by Cheesman, it was moved to adopt Resolution 2025-077, authorizing the award of contract to Rich Tree Service Inc., for tree removal services in the amount of $11,325.29.

For future tree services the board would prefer local quotations to be solicited.

Recorded vote:

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

D. TRANSFER OF FUNDS:

On motion by Hornickel, seconded by Cheesman, it was moved to adopt Resolution 2025-078, authorizing the total transfer of $485,342.65 from the Authority's Renewal and Replacement fund and General fund to the Operating fund.

No discussion on this Resolution.

Recorded vote:

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

E. BANKING SERVICES:

On motion by Hornickel, seconded by Cheesman, it was moved to adopt Resolution 2025-079, authorizing advertisement of request for Proposals for Banking Services.

No discussion on this Resolution.

Recorded vote:

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

F. MISCELLANEOUS CHEMICALS:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2025-080, authorizing advertisement for bid for miscellaneous chemicals.

No discussion on this Resolution.

Recorded vote:

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

G. GRANT COMMITTMENT:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2025-081, committing to payment of cost share as required as a condition to receive federal funding.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

1.) A development meeting with the construction office and water department will take place June 17, 2025.
2.) S-4 application approval and Sewer Use Permit issued to Rising Sun Meadows, LLC for the connection of a maintenance garage. Connection fees in the amount of $11,234.00 have been realized as revenue.
3.) Sewer Construction approval was issued for the Self-Storage Facility having an address of 399 Route 130. Connection fees in the amount of $11,234.00 have been received.
4.) Notice of Public hearing, City of Bordentown Planning Board, 12 East Chestnut Street, seeking to adjust lot lines, by removing a 0.166 acre portion from 10 East Chestnut Street and adding portion to 12 East Chestnut Street.
5.) Notice of Public hearing, City of Bordentown Planning Board, 340 West Burlington Street seeking variance for a 384 square foot addition to the existing house and 94 square foot porch.
6.) Notice of Public hearing, Planning Board of the Township of Chesterfield, Jersey Sports Complex, Inc. has applied for preliminary and final major site plan approval and related variances for private playgrounds located at 131 Hogback Road.

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

B. SOLICITOR

Mr. Drollas spent time with staff preparing for the meeting.

C. ENGINEER

Mr. Czekanski' s full report is attached to these minutes and made a part thereof. The Lennar project was provided an S-3 approval for the conveyance system while the pump station design work is still in progress.

III. PUBLIC PARTICIPATION:
No one from the public was present.

IV. ADDITIONAL MATTER FOR DISCUSSION:

The board members have requested staff to investigate repair or replacement options for the front cement steps.

V. ADJOURNMENT OF MEETING:

On motion by Hornickel, seconded by Miller, it was moved to adjourn the meeting at approximately 6:14 p.m.

Recorded vote:

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

Respectfully submitted,

APPROVED ON:

July 21, 2025

Aneka Miller, Secretary

REMINGTON
& VERNICK
ENGINEERS

RVE HQ:
2059 Springdale Road
Cherry Hill, NJ 08003
O: (856) 795-9595
F: (856) 795-1882

BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR JUNE 16, 2025 MEETING
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS

DEVELOPER ACTIVITY

- **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.**

  RVE provided correspondence to the Applicant last week stating since the standby pump manufacturer acknowledged the pump conditions for this project would result in detrimental results to the pump components the Applicant shall provide an emergency generator instead.

  Applicant's contractor proposes to install piping prior to the project receiving S3 Application Design recommendation approval. By the BSA Board meeting date/time a solution may be finalized.

- **Mansfield Tower Gate Development: No activity in the past month. The BSA forwarded the BSA's wastewater management plan resolution to the NJDEP.**

- **Warehouse/Self Storage Facility Projects: The BSA possesses applications for 3 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. Shop drawings are still to be received.**

  - **Oliver Tract (Adjacent to the NJTP on Old York Road): Applicant was forced to withdraw their NJDEP Treatment Works permit application until the EPA approves the site's wetlands waiver.**

  - **Hedding Road Warehouse (behind Candlewood Suites): Project was dormant for a long period of time but a resubmission has been received.**

- **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.**

- **Ann Street Townhouses (4): A review letter was returned to the Applicant on 6/5/2025 for further action.**

CAPITAL PROJECTS

WWTP Federal Grant Improvements:

Input was received from the original manufacturer that two 50 gallon 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 for the two proposed 150 gallon tanks. RVE is currently working with the soda ash equipment manufacturer on the control system.

GIS Conveyance System Mapping

RVE is developing 4 sample conveyance system drawings for BSA review and approval for the remaining to-be-developed drawings. Those sample drawings are projected to be provided in August.

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) has just submitted a design for placement of buried 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 July Board meeting.

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