

AGENDA
BORDENTOWN SEWERAGE AUTHORITY
October 20, 2025

DATE: October 20, 2025, 6:00pm AUTHORITY CONFERENCE ROOM

1. Call to Order
2. Salute to the Flag
3. Open Public Meetings Act:

In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided by posting written notice on the Official Bulletin Boards of the City of Bordentown, Township of Bordentown and Bordentown Sewerage Authority, mailing written notice to THE TIMES via NJ.com and BURLINGTON COUNTY TIMES and filing written notice with the Clerks of the City of Bordentown and the Township of Bordentown and mailing written notice to all persons who requested and paid for same on February 24, 2025.

4. Roll Call:

Present	Absent		Present	Absent	
<u>X</u>	___	Mrs. Gulbinsky	<u>X</u>	___	Mr. Bluhm
<u>X</u>	___	Mr. Lynch	<u>X</u>	___	Mrs. Kwelty
<u>X</u>	___	Mrs. Miller	<u>X</u>	___	Mr. Drollas
<u>X</u>	___	Mr. Hornickel	<u>X</u>	___	Mr. Czekanski
___	<u>X</u>	Ms. Cheesman			
<u>X</u>	___	Mr. Malone			

5. MINUTES:

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 15, 2025 REGULAR MEETING (X AS SUBMITTED), (___ AS CORRECTED).

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 15, 2025 EXECUTIVE MEETING (X AS SUBMITTED), (___ AS CORRECTED).

6. RESOLUTION 2025-119, APPROVING THE PAYMENT OF BILLS FROM THE OPERATING FUND FOR THE MONTH OF OCTOBER IN THE AMOUNT OF \$289,124.51 OF WHICH \$119,246.61 IS A PAYROLL TRANSFER AND \$55,519.19 IS A CAPITAL EXPENSE.

7. RESOLUTION 2025-120, APPROVING THE PAYMENT OF BILLS FROM THE ESCROW FUND FOR THE MONTH OF OCTOBER IN THE AMOUNT OF \$40,457.65.

8. RESOLUTION 2025-121, APPROVING THE CREDITS AND/OR REFUNDS OF CUSTOMER ACCOUNTS IN THE AMOUNT OF \$18.53.

9. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. UPDATE TO PERSONNEL POLICIES:

RESOLUTION 2025-122, UPDATING AND REVISING THE AUTHORITY'S EMPLOYEE HANDBOOK AND POLICIES AND PROCEDURES MANUAL.

B. ANNUAL AUDIT REPORT:

RESOLUTION 2025-123, CERTIFYING THE BOARD OF THE BORDENTOWN SEWERAGE AUTHORITY HAS RECEIVED AND REVIEWED THE REPORT OF AUDIT OF THE FISCAL YEAR ENDED NOVEMBER 30, 2024.

C. BUDGET YEAR ENDING NOVEMBER 30, 2026:

BUDGET ADOPTION:

- 1.) RESOLUTION 2025-124, ADOPTING THE AUTHORITY'S INTRODUCED FISCAL YEAR 2026 BUDGET (DECEMBER 1, 2025 – NOVEMBER 30, 2026)

RENEWAL & REPLACEMENT FUND:

- 2.) RESOLUTION 2025-125, AUTHORIZING AN INCREASE IN THE REQUIRED BALANCE OF THE RENEWAL & REPLACEMENT FUND FROM \$850,000.00 TO \$900,000.00 EFFECTIVE DECEMBER 1, 2025.

D. SALARY RESOLUTIONS:

- 1.) RESOLUTION 2025-126, AUTHORIZING AN HOURLY PAY INCREASE TO JEFFREY PORTIZO FOR CONCLUSION OF SIX-MONTH PROBATIONARY PERIOD, EFFECTIVE NOVEMBER 5, 2025.
- 2.) RESOLUTION 2025-127, AUTHORIZING A SALARY INCREASE TO CHARLES BLUHM, JR. EFFECTIVE OCTOBER 1, 2025.
- 3.) RESOLUTION 2025-128, AUTHORIZING AN HOURLY PAY INCREASE TO QUENTIN NIXON EFFECTIVE OCTOBER 1, 2025.

E. MILE HOLLOW PUMP STATION EMERGENCY:

- 1.) RESOLUTION 2025-129, RATIFYING AN EMERGENCY CONTRACT IN THE AMOUNT \$419,868.92 FOR LABOR, REPAIRS, PUMPING SERVICES, AND PROFESSIONAL SERVICES AT THE MILE HOLLOW PUMP STATION AS FOLLOWS:

RTW CONSTRUCTION, INC.	\$397,500.00
XYLEM DEWATERING SOLUTIONS, INC	\$ 7,296.22
STEVENSON SUPPLY COMPANY, INC	\$ 7,077.82
WIND RIVER ENVIRONMENTAL, LLC	\$ 5,146.88
REMINGTON & VERNICK ENGINEERS	\$ 1,760.00
DJ SEWER OPERATIONS, LLC	\$ 935.00
AGWAY	\$ 153.00

- 2.) RESOLUTION 2025-130, AUTHORIZING A \$419,868.92 TRANSFER OF FUNDS FROM THE GENERAL FUND ACCOUNT FOR THE EMERGENCY CONTRACT RATIFIED WITH RESOLUTION 2025-129.

F. CONTROL PANEL AND INSTRUMENTATION REPAIR SERVICES:

RESOLUTION 2025-131, AUTHORIZING ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR CONTROL PANEL AND INSTRUMENTATION REPAIR SERVICES.

10. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR

- 1.) A development meeting with the construction office and water department will be scheduled for November 2025.
- 2.) NFI Real Estate, LLC received S-3 approval for the construction of a warehouse known as Oliver Tract Redevelopment.
- 3.) S-1 and S-2 approvals for 17 Roosevelt Avenue, a single-family home.
- 4.) Notice of Public Hearing, Township of Bordentown Planning Board, 144 Great Chefs Enterprises, Inc d/b/a Jimmy's Fireside American Grill is seeking Bulk Variance Approval or Design Waiver for the installation of sidewalks and additional parking.
- 5.) Notice of Public Hearing, Township of Bordentown Planning Board, 69 Rt 130 seeking a determination as indicated on the notice.

DEVELOPER ESCROW AND PROJECT TIME:

- 1.) Executive Director: October, 21 Hours
- 2.) Administrative Office: October, 16 Hours

FINANCIAL ITEMS:

- 1.) Arbitrage Calculation through November 30, 2024 completed, no amount due
- 2.) Standard & Poor's rating issued September 19, 2025; A+/Stable
- 3.) Monthly Financial Report

B. SOLICITOR

C. ENGINEER

11. PUBLIC PARTICIPATION:

Questions and/or comments from members of the public in attendance.

12. RESOLUTION 2025-132 TO MEET IN EXECUTIVE SESSION FOR THE DISCUSSION OF LITIGATION AND/OR PERSONNEL ISSUES, IF NECESSARY. -No-

13. RECONVENING OF MEETING.

14. ADDITIONAL MATTERS FOR DISCUSSION.

15. ADJOURNMENT OF MEETING.

NOTE: NEXT REGULARLY SCHEDULED MEETING IS MONDAY, NOVEMBER 17, 2025.