

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
November 17, 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 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, 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. Board members James E. Lynch, Jr. and Aneka Miller were absent.

On motion by Malone, seconded by Hornickel, it was moved to approve the regular session minutes of the October 20, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-132, approving the November payment of bills from the Operating Fund in the amount of \$437,805.84 of which \$139,053.69 is a payroll transfer, and \$129,718.21 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

Abstained: None  
Absent: Lynch, Miller

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-133, approving the November payment of bills from the Escrow Fund in the amount of \$21,519.10.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-134, approving credits and refunds of customer accounts in the amount of \$16.15.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. SALARY RESOLUTION:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-135, authorizing the appointment of Ryan Parker as Sewer Maintenance Worker, effective November 3, 2025.

No discussion on this Resolution.

Recorded vote:

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

B. BUDGET YEAR ENDING NOVEMBER 30, 2025:

1) On motion by Malone, seconded by Hornickel, it was moved to approve Resolution 2025-136, amending the Authority's operating budget for the current year, December 1, 2024 – November 30, 2025, adjusting shortages and overages within the budget with no change to the overall budget amount.

No discussion on this Resolution.

Recorded vote:

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

2) On motion by Malone, seconded by Hornickel, it was moved to approve Resolution 2025-137, amending the Authority's capital budget for the current year, December 1, 2024 – November 30, 2025, adjusting shortages and overages within the budget with no change to the overall budget amount

No discussion on this Resolution.

Recorded vote:

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

C. CASH MANAGEMENT PLAN:

On motion by Malone, seconded by Hornickel, it was moved to approve Resolution 2025-138, adopting the Bordentown Sewerage Authority's Cash Management Plan for the fiscal year ending November 30, 2026.

Updates were made to include fund reserve balances and incorporate a new section for JIF MEL Best Practices for Wire Transfers and ACH Payments.

Recorded vote:

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

D. RELEASE OF PERFORMANCE GUARANTEE:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-139, authorizing the release of a performance guarantee to Rising Sun Meadows, LLC for the off-site improvements to the Crystal Lake Pump Station.

No discussion on this Resolution.

Recorded vote:

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

E. PUBLIC PROPERTY SALE:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-140, authorizing the sale of public property no longer needed for public use through on-line auction

No discussion on this Resolution.

Recorded vote:

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

F. POLYMER:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-141, authorizing the Award of Contract to Univar Solutions USA, Inc. in the amount of \$26,589.89 for 7,937.28 pounds of Zetag 756 Polymer

No discussion on this Resolution.

Recorded vote:

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

G. WASTEWATER TREATMENT PLANT STRUCTURAL REPAIRS:

1) On motion by Hornickel, seconded by Malone, it was moved to approve Resolution 2025-142, rejecting all bids received for the Administration Building Concrete Step Repair Project.

No discussion on this Resolution.

Recorded vote:

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

2) On motion by Malone, seconded by Hornickel, it was moved to approve Resolution 2025-143, authorizing the Award of Remington and

Vernick Engineers for the engineering/design, bid documents/specifications, and bidding/advertisement support services for the various building improvements to designated buildings and structures in the amount of \$46,000.00.

The step repair project will be included as part of a larger repair project.

Recorded vote:

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

#### H. REQUEST FOR PROPOSALS:

1) On motion by Malone, seconded by Hornickel, it was moved to approve Resolution 2025-144, authorizing the advertisement of request for proposals for Contracted Licensed Operator Services and Backup Licensed Operator Services.

No discussion on this Resolution.

Recorded vote:

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

2) On motion by Malone, seconded by Hornickel, it was moved to approve Resolution 2025-145, authorizing the advertisement of request for proposals for Professional Services.

No discussion on this Resolution.

Recorded vote:

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

#### I. DESTRUCTION OF COMPUTER EQUIPMENT:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-146, authorizing the destruction and proper disposal of the Authority's unusable computer equipment.

No discussion on this Resolution.

Recorded vote:

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

J. AWARD OF CONTRACT:

On motion by Malone, seconded by Hornickel, it was moved to adopt Resolution 2025-147, authorizing the award of contract to Remington and Vernick Engineers for the engineering/design, bid documents/specifications, and bidding/advertisement support services for reconstruction of the Mile Hollow Pump Station Driveway in the amount of \$24,560.00

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

Mr. Bluhm's full report.

- 1.) A development meeting with the construction office and water department took place on November 13, 2025.
- 2.) Sewer Use Permit issued to Pointe Breeze Apartments, LLC for the connection of a clubhouse. Connection fees in the amount of \$5,976.00 have been realized as revenue.
- 3.) S-3 approval provided to 17 Roosevelt Avenue, a single-family home.
- 4.) Notice of Public Hearing, City of Bordentown Planning Board, Leaping Dog Art Studios, LLC submitted a Change of Use application for 1 ½ Crosswicks Street and is seeking a "C" Bulk Variance related to parking requirements.
- 5.) Notice of Public Hearing, Township of Bordentown Planning Board, The Sterling Properties Group, LLC is seeking Preliminary and Final Major Site Plan Approval to permit the redevelopment of a portion of the Property (located within the Waterfront Village Redevelopment Area) known as Lot 19.01, with a multi-family inclusionary residential development.
- 6.) Notice of Public Hearing, Township of Bordentown Planning Board, iONNA LLC is seeking minor site plan and variance approvals to install EV (electric vehicle) charging stations at 1076 Route 206 known as WAWA.
- 7.) Notice of Intent to Settle, Chesterfield Township, New Jersey Department of Environmental Protection has entered into a Settlement

Agreement with Active Acquisitions OY, LLC. The Authorization to be issued pursuant to the Settlement Agreement will authorize the construction of a warehouse building on Old York Road.

- 8.) Additional time is needed to review the proposals received for Banking Services. Request for motion to extend the anticipated award date of the Banking Services contract to December 15, 2025.

On motion by Malone, seconded by Hornickel, it was moved to extend the award of contract of the Banking Services contract to December 15, 2025.

Recorded vote:

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

The Executive Director spent 17 hours, and the administrative office spent 15 hours on development projects. There were no comments on the monthly financial report.

B. SOLICITOR

Mr. Drollas reserved his comments for closed session discussion.

C. ENGINEER

Mr. Czekanski's full report is attached to these minutes and made a part thereof. The Self Storage facility to be located next to Tractor Supply has determined a connection point, instead of connecting to possibly a cracked pipe, the contractor will extend their force main further, connecting into an Authority manhole and as a result, line that manhole.

III. PUBLIC PARTICIPATION:

There was no one from the public present.

IV. EXECUTIVE SESSION:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2025-148 and enter executive session to discuss items related to potential litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

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

Recorded vote:

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

V. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Hornickel, it was moved to adjourn the meeting at approximately 6:34 p.m.

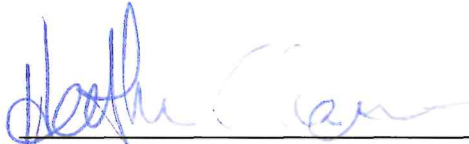
Recorded vote:

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

Respectfully submitted,

APPROVED ON:

December 15, 2025

  
Heather Cheesman, Assistant Secretary



**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR NOVEMBER 17, 2025 MEETING  
PREPARED BY REMINGTON & VERNICK (RVE) ENGINEERS**

**DEVELOPER ACTIVITY**

- **Lennar Ward Avenue Development (The Reserve at Turgyan Farms – 59 Residential Homes):**
  - **Pump Station:** A NJDEP Treatment Works permit application modification for the required switch from a standby pump to a generator has been submitted and judged to be administratively complete by the NJDEP. Shop drawings are being submitted and reviewed.
  - The pump station wet well was installed since the last meeting.
- **Mansfield Tower Gate Development:** No interaction since the September BSA Board meeting.
- **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): In Construction:** Last meeting RVE discussed the Applicant will have to replace a section of questionable Rising Sun Road sewer main piping. The Applicant decided to extend their force main to a BSA manhole as opposed to connecting to the sewer main.
  - **Oliver Tract (Adjacent to the NJTP on Old York Road):** Project entering construction and S-4 connection fee payment stages.
  - **Hedding Road Warehouse (behind Candlewood Suites): In S-3 Application Stage:** A resubmittal has been provided but escrow is in the negative so RVE is waiting for replenishment of the escrow funds.
- **Bordentown Township Municipal Building:** Construction is on-going.
- **17 Roosevelt Avenue: Single Family Dwelling Sewer Connection:** EPA waiver received and S3 application approval is recommended.

**CAPITAL PROJECTS**

- **WWTP Federal Grant Improvements:** RVE is progressing with the design drawings/specifications.
- **GIS Conveyance System Mapping:** RVE is moving forward mapping the sewer system based on the available drawings scanned. Once an assessment of the missing sections is performed the gaps in the system will be filled in.
- **Bywater Pump Station Modifications:** Drawing development work is ongoing with a December 2026 NJDEP Treatment Works permit application planned.

- **Sylvan Glen Pump Station Structural Enhancements:** RVE's structural department personnel are developing the proposed structural enhancement plating design. A corrosion engineer (Corrpro) has re-submitted their design based on RVE comments but additional modifications will be communicated to Corrpro in order for the design to be buildable.
- **Wellington Woods Pump Station Conversion to a Submersible Pump Station:** RVE has initiated design work on the pump station modifications as authorized at the July meeting.

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