

BORDENTOWN SEWERAGE AUTHORITY
MEETING MINUTES
December 15, 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, James E. Lynch, Jr., 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, the Authority's Engineer Richard B. Czekanski, and the Authority's Labor Council Evan Crook.

On motion by Malone, seconded by Hornickel, it was moved to approve the regular session minutes of November 17, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Hornickel, it was moved to approve the executive session minutes of November 17, 2025, meeting as submitted.

There was no discussion regarding the minutes.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2025-149, approving the December payment of bills from the Operating Fund in the amount of \$313,851.82 of which \$141,435.56 is a payroll transfer, and \$4,929.36 is a capital expense.

No discussion on this Resolution.

Recorded vote:

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

On motion by Malone, seconded by Lynch, it was moved to adopt Resolution 2025-150, approving the December payment of bills from the Escrow Fund in the amount of \$2,695.00.

No discussion on this Resolution.

Recorded vote:

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

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2025-151, approving credits and refunds of customer accounts in the amount of \$173.21.

No discussion on this Resolution.

Recorded vote:

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

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. PUBLIC AGENCY COMPLIANCE OFFICER:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2025-152, authorizing the designation of Charles Bluhm, Jr., as the Public Agency Compliance Officer (P.A.C.O.) for the Authority.

No discussion on this Resolution.

Recorded vote:

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

B. ANNUAL INFORMATION TECHNOLOGY CONTRACTS:

1) On motion by Lynch, seconded by Miller, it was moved to approve Resolution 2025-153, authorizing Contract 2026-C1 for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Harris Computer Systems for Professional Application Software Support in the Amount of \$ 36,087.69.

No discussion on this Resolution.

Recorded vote:

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

2) On motion by Hornickel, seconded by Cheesman, it was moved to approve Resolution 2025-154, authorizing Contract 2026-C2 for Extraordinary, Unspecifiable Services between the Bordentown Sewerage Authority and Kyocera Document Solutions New York Metro, Inc. for imaging system software onsite maintenance support in the amount of \$ 7,516.30.

No discussion on this Resolution.

Recorded vote:

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

C. AWARD OF CONTRACTS:

1) On motion by Hornickel, seconded by Miller, it was moved to approve Resolution 2025-155, authorizing the award of contract to Harris Local Government in the amount of \$ 23,443.16, for print & mail services of monthly mailings for calendar year 2026.

No discussion on this Resolution.

Recorded vote:

Ayes: Gulbinsky, Lynch, Miller, Hornickel, Cheesman,
Malone

Nays: None
Abstained: None
Absent: None

2) On motion by Lynch, seconded by Cheesman, it was moved to approve Resolution 2025-156, authorizing Contract 2025-C17 to the Bank of Princeton for Banking services, effective December 1, 2025 through November 30, 2028.

No discussion on this Resolution.

Recorded vote:

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

D. PERSONNEL POLICY READOPTION:

On motion by Hornickel, seconded by Miller, it was moved to approve Resolutions 2025-157 and 2025-158.

- 1) Resolution 2025-157, approving the readoption if the Authority's policy against Harassment.
- 2) Resolution 2025-158, approving the readoption of the Authority's domestic Violence Policy.

No discussion on these Resolutions.

Recorded vote:

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

E. DISPOSAL OF DOCUMENTS:

On motion by Lynch, seconded by Miller, it was moved to adopt Resolution 2025-159, approving the disposal of documents as approved by Division of Archives and Records Management in accordance with the provision of the New Jersey Destruction of Public Records Law.

No discussion on this Resolution.

Recorded vote:

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

F. VEHICLE PURCHASE:

On motion by Hornickel, seconded by Malone, it was moved to adopt Resolution 2025-160, authorizing the purchase of one (1) 2026 Ford T250 medium roof cargo van and accessories under state contract in the amount of \$56,698.00.

No discussion on this Resolution.

Recorded vote:

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

II. PROFESSIONAL REPORTS:

A. EXECUTIVE DIRECTOR:

Mr. Bluhm's full report.

- 1.) A development meeting with the construction office and water department will be scheduled for January 2026.
- 2.) Sewer Construction Approval and Sewer Use Permit issued to Rising Sun Meadows, LLC for the connection of a 20-unit apartment building on Stephanie Drive known as Building #1. Connection fees in the amount of \$224,680.00 have been realized as revenue.
- 3.) Escrow refund in the amount of \$3,462.50 to be issued to A&C Land Management LLC for 18-22 Route 130.
- 4.) Legal Notification that an application for Freshwater Wetlands Transition Area Waiver will be submitted to NJDEP for construction of two apartment buildings in the Bordentown Waterfront Community – Phase II project.

The Executive Director spent 10 hours, and the administrative office spent 14 hours on development projects. A financial summary was provided to board members for review.

B. SOLICITOR

Mr. Drollas has items for closed session.

C. ENGINEER

Mr. Czekanski' s full report is attached to these minutes and made a part thereof.

III. PUBLIC PARTICIPATION:

There was no one from the public present.

IV. EXECUTIVE SESSION:

On motion by Hornickel, seconded by Miller, it was moved to adopt Resolution 2025-161 and enter executive session to discuss items related to potential litigation and personnel.

No discussion on this Resolution.

Recorded vote:

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

On motion by Hornickel, seconded Miller, 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:	None

V. ADJOURNMENT OF MEETING:

On motion by Malone, seconded by Hornickel, it was moved to adjourn the meeting at approximately 6:30 p.m.

Recorded vote:

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

Respectfully submitted,



APPROVED ON:

January 20, 2025

Aneka Miller, Secretary

**BORDENTOWN SEWERAGE AUTHORITY
ENGINEER'S STATUS REPORT FOR DECEMBER 15, 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 is under NJDEP review.
 - Last week sewer main pipe testing was being conducted.
 - Pump station shop drawings are being reviewed and returned. There has been no field pump station work in at least 40 days.
- **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:** The project is undergoing a field change with the Applicant's engineer designing an extension to their force main to a BSA manhole as opposed to connecting directly 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. No recent construction related to the BSA.
- **17 Roosevelt Avenue: Single Family Dwelling Sewer Connection:** In S4 application/connection fee payment/construction stage.

CAPITAL PROJECTS

- **WWTP Federal Grant Improvements:** RVE is progressing with the design drawings/specifications mainly with items related to unloading and processing the soda ash into a solution.
- **GIS Conveyance System Mapping:** RVE is moving forward mapping the sewer system based on the available drawings scanned. An early February 2026 partial submittal is planned.
- **Bywater Pump Station Modifications:** Drawing development work is ongoing with a late December BSA drawing review set being prepared prior to submittal of the NJDEP Treatment Works permit application.

- **Sylvan Glen Pump Station Structural Enhancements:** RVE's structural department personnel are developing the proposed structural enhancement plating design. An ongoing communication with the corrosion engineer (Corrpro) is occurring 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 with a BSA review drawing set being initiated in drafting last week.

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