

Monday Evening  
Riverside, NJ  
November 24, 2014  
**Regular Meeting**  
7:00p.m.

**STATEMENT:**

**Public Notice** of this meeting pursuant to the Open Public Meetings Act has been given by the Riverside Township Committee in the following manner:

1. Posting written notice on the official bulletin board at the Riverside Township Administrative Office Building on November 3, 2014.
2. Written notice was delivered to the Burlington County Times on November 3, 2014 and the Courier Post on November 3, 2014.
3. Filed written notice with the Clerk of the Township of Riverside on November 3, 2014.

The regular meeting of the Riverside Township Committee was held on the above date at the Riverside Township Municipal Building with the following members present: Messrs. Prisco, Van Meter, Le Coney, Mrs. Hatcher, and Mayor Conard along with Municipal Clerk Susan M. Dydek, Solicitor Douglas Berry, Police Chief William Eliason and Administrator Meghan Jack.

**SERVICE RECOGNITION:**

Chief Eliason presented Letters of Commendations to Officers Amaya Urtasun and Timothy Marano for responding to a residential structure fire and assisting the victims in climbing down from a second story roof.

**Motion made by Mr. Prisco and Mrs. Hatcher to take a recess carried.**

**Motion to reopen the meeting made by Mrs. Hatcher and Mr. Le Coney carried.**

**APPROVAL OF MINUTES:**

**Motion made by Mr. Prisco and Mr. Van Meter that the minutes of the Work Session Meeting of October 20, 2014 and the Regular Meeting of October 20, 2014 be approved as written carried.**

**OPEN PORTION – AGENDA ITEMS:**

Mayor Conard opened the meeting to the public for agenda items only.

Hearing nothing further from the public, **motion made by Mr. Van Meter and Mrs. Hatcher to close Public Portion (Agenda Items Only) carried.**

**ORDINANCES:**

Mrs. Van Meter and Mr. Le Coney made a motion to approve Ordinance 2014 - #9 entitled, "SALARY ORDINANCE." Upon roll call the vote was as follows: Ayes - Mrs. Hatcher, Messrs. Le Coney, Prisco, Van Meter, and Conard. Nays - None. Abstain - None. Motion carried.

**CONSENT AGENDA:**

Mr. Van Meter made a motion, seconded by Mr. Prisco that the consent agenda be approved carried.

The following Resolutions were contained in the consent agenda:

**2014 - #109 - RENEWAL OF INACTIVE LIQUOR LICENSES IN THE TOWNSHIP OF RIVERSIDE FOR PERIOD NOVEMBER 25, 2014 TO JUNE 30, 2015.**

**2014 - #110 - A GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT.**

**2014 - #111 - A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE ADOPTING A CORRECTIVE ACTION PLAN FOR THE 2013 AUDIT.**

**2014 - #112 - A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING THE TAX COLLECTOR TO PLACE MUNICIPAL LIENS AGAINST CERTAIN BLOCKS AND LOTS.**

**2014 - #113 - A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AWARDING THE CONTRACT FOR THE PURCHASE OF A SNOW PLOW.**

**2014 - #114 - A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AWARDING THE CONTRACT FOR THE PUBLIC WORKS YARD IMPROVEMENTS.**

**2014 - #115 - A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RIVERSIDE FOR THE AMENDMENT OF RIVERSIDE TOWNSHIP FLEXIBLE BENEFITS PLAN.**

**2014 - #116 - (NO TITLE.)**

**2014 - #117 - APPROVAL FOR HANDICAPPED PARKING.**

**2014 - #118 - A RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATIONS IN ACCORDANCE N.J.S.A. 40A: 4-87: BODY ARMOR 2014.**

2014 - #119 - A RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE  
AND APPROPRIATIONS IN ACCORDANCE N.J.S.A. 40A: 4-87: CLEAN  
COMMUNITIES 2014.

2014 - #120 - A RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE  
AND APPROPRIATIONS IN ACCORDANCE N.J.S.A. 40A: 4-87: CLICK IT OR  
TICKET 2014.

**RESOLUTION 2014 - #109****RENEWAL OF INACTIVE LIQUOR LICENSES  
IN THE TOWNSHIP OF RIVERSIDE  
FOR PERIOD  
NOVEMBER 25, 2014 TO JUNE 30, 2015**

**WHEREAS**, an application to renew Inactive Plenary Retail Distribution License number 0330-33-004-011 was received on June 6, 2014; and

**WHEREAS**, the Special Ruling to Permit Renewal of Inactive License Pursuant to N.J.S.A., 33:1-12.39 was issued on September 8, 2014 has been received; and

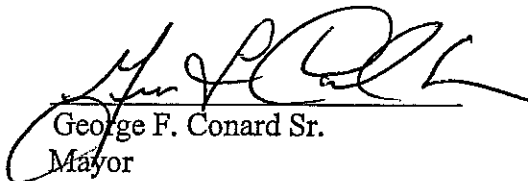
**WHEREAS**, the Alcoholic Beverage Retail Clearance Certificate (Renewal) was issued on May 16, 2014 and has been received.

**NOW, THEREFORE, BE IT RESOLVED**, that the following inactive Plenary Retail Consumption License be approved:

- 1) **License name:** Riverview Properties **Trade Name:** "None on File" **License number :** 0330-33-004-011 **Location:** "None on File"

**BE IT FURTHER RESOLVED**, that this Inactive Renewal License will become effective November 25, 2014 and will expire on June 30, 2015.

**By Order of the Township Committee of the Township of Riverside.**

  
George F. Conard Sr.  
Mayor

**ATTEST:**

  
Susan M. Dydek, RMC  
Municipal Clerk

**RESOLUTION 2014-#110**  
**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2013 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations," as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

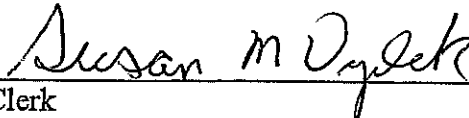
WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Riverside, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON NOVEMBER 24, 2014.

  
Clerk

**RESOLUTION 2014-#111  
A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE ADOPTING A CORRECTIVE  
ACTION PLAN FOR THE 2013 AUDIT**

**Whereas,** the 2013 Audit contained findings and responses from the Township Auditor; and

**Whereas,** corrective actions are required to ensure that the conditions are corrected.

**Now, Therefore, Be It Resolved,** by the Township Committee of the Township of Riverside that the corrective action plan be adopted as follows:

**FINDINGS AND RESPONSES**

**Tax Collector**

**\*Finding 2013-01:**

**Criteria:**

The Tax Collector and Tax Title Lien Redemption bank account reconciliations should be completed timely and on a monthly basis.

**Condition:**

The Tax Collector and Tax Title Lien Redemption bank account reconciliations were not completed timely and on a monthly basis.

**Cause:**

Unknown.

**Effect:**

The Township is unable to accurately reflect the financial position of taxes on a monthly basis.

**Recommendation:**

The Tax Collector and Tax Title Lien Redemption bank account reconciliations should be completed timely and on a monthly basis.

**Corrective Action Plan:**

Bank account reconciliations will be completed timely and on a monthly basis.

**Finding 2013-02:**

**Criteria:**

A proper and accurate analysis of the tax title lien account should be maintained on a monthly basis.

**Condition:**

There was not an accurate analysis of the tax title lien account on a monthly basis.

**Cause:**

Unknown.

**Effect:**

The Township is unable to accurately reflect the financial position of Township taxes on a monthly basis.

**Recommendation:**

The Township should maintain accurate analyses of the delinquent taxes and municipal tax liens on a monthly basis.

**Corrective Action Plan:**

Analyses of all taxes will be maintained on a monthly basis.

**Municipal Court**

A separate report of the Municipal Court transactions was filed in accordance with the requirements of the Local Finance Board.

As part of the test of the Municipal Court records, no attempt was made to differentiate between fines due the Township, County, or State, or to pass upon the authenticity of the preparation and procedures for complaints issued.

**\*Finding 2013-03:****Criteria:**

Receipts should be timely deposited within 48 hours as required by N.J.S.A. 40A:5-15.

**Condition:**

It was noted on two instances that Municipal Court receipts were not deposited within 48 hours as required.

**Cause:**

Oversight of Township personnel.

**Effect:**

The lack of timely deposits could result in mismanagement of assets.

**Recommendation:**

All funds collected by the Municipal Court should be deposited within 48 hours of receipt as required by N.J.S.A.:5-15.

**Corrective Action Plan:**

Deposits will be made within 48 hours.

**Treasurer****\*Finding 2013-04:****Criteria:**

The general ledger must be properly recorded to reflect all transactions and reconciled to subsidiary ledgers.

**Condition:**

The general ledger did not accurately reflect all transactions and was not reconciled to subsidiary ledgers.

**Cause:**

Timely monthly reviews of the general ledger were not performed.

**Effect:**

Potential misstatement of the financial statements.

**Recommendation:**

The general ledger should be reviewed for completeness and reconciled to subsidiary ledgers.

**Corrective Action Plan:**

The general ledger will be complete and reconciled to all subsidiary ledgers.

**Finding 2013-05:****Criteria:**

All purchase orders should reflect the approved authorizing signatures required by the Township's internal control purchasing procedures.

**Condition:**

It was noted during the testing of disbursements that six purchase orders did not reflect all required authorizing signatures.



**Cause:**

Unknown.

**Effect:**

The lack of approved authorizing signatures is not in compliance with the Township's internal control purchasing procedures.

The Township did not comply with N.J.S.A. 40A:11-6.1.

**Recommendation:**

Purchases should not be made without properly executed purchase orders.

**Corrective Action Plan:**

All purchase orders will have the approved authorizing signatures.

**Cash Reconciliations****Finding 2013-06:****Criteria:**

No officer shall enter into any contract which by its terms involves the expenditure of money for any such purchase for which no appropriation is provided, or in excess of the amount appropriated for such purpose in accordance with N.J.S.A 40A:4-57.

**Condition:**

The Township expended more for various expenses than was appropriated creating over-expenditures of \$61,475 collectively.

**Cause:**

Unknown.

**Effect:**

The overexpenditures created deferred charges to future taxation.

**Recommendation:**

The Township should certify the availability of funds prior to processing all purchase orders to ensure compliance with N.J.S.A 40A:4-57.

**Corrective Action Plan:**

These overexpenditures were due to unforeseen obligations to the State and Federal Governments. The Township owed penalty monies to the State of New Jersey Police and Fireman Retirement System and the Internal Revenue Service.

**Payroll****Finding 2013-07:****Criteria:**

The payroll bank reconciliation should be completed timely and on a monthly basis.

**Condition:**

The payroll bank reconciliation was not completed timely and on a monthly basis.

**Cause:**

Unknown.

**Effect:**

The Township is unable to accurately reflect the financial position of the Township funds on a monthly basis.

**Recommendation:**

The payroll bank reconciliation should be completed timely and on a monthly basis.

**Corrective Action Plan:**

The payroll bank reconciliation will be completed timely and on a monthly basis.

**\*Finding 2013-08:****Criteria:**

All employees that are eligible to participate in the State pension plan must be registered and enrolled in the State pension system.

**Condition:**

Six employees that were eligible to participate in the pension system with money being withheld from their compensation were not registered and enrolled in the State pension system. One employee that was ineligible to be enrolled in the pension system had pension money withheld from compensation.

**Cause:**

Unknown.

**Effect:**

The Township could owe the State pension system for each individual's pension in order to retroactively restore them into the pension system. The Township will need to refund the ineligible employee the money that was withheld from her compensation.

**Recommendation:**

Procedures should be established to assure that eligible employees are enrolled in the State pension plan as required.

**Corrective Action Plan:**

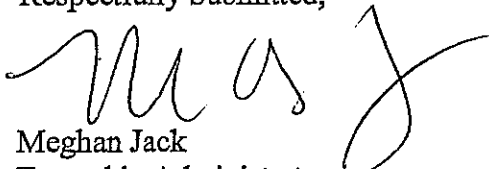
In accordance with State requirements, there is a Certifying Officer and a Certifying Officer's Supervisor so that there is oversight of Pension enrollments and filings. Please also see the response to comment 2013-6.

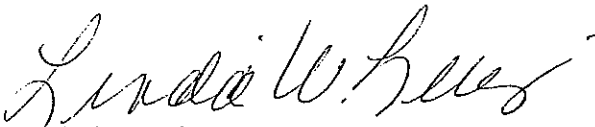
**View of Responsible Officials**

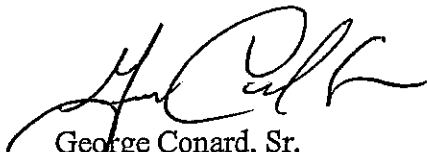
The responsible officials are in agreement with the above findings that will be addressed in a corrective action plan.

\* Prior Year Finding

Respectfully Submitted,

  
Meghan Jack  
Township Administrator  
856-461-1460 extension 4

  
Linda Lewis  
CFO  
856-461-1460 extension 3

  
George Conard, Sr.  
Mayor

Attest:

  
Susan Dydek  
RMC

**RESOLUTION 2014 - #112**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING THE**  
**TAX COLLECTOR TO PLACE MUNICIPAL LIEN AGAINST**  
**CERTAIN BLOCKS AND LOTS.**

**WHEREAS**, the Township has identified certain blocks and lots, as a public nuisance due to failure to maintain the property; and

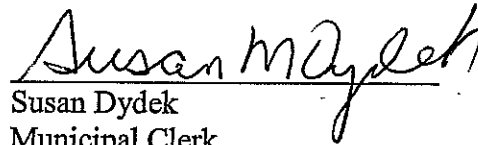
**WHEREAS**, the Codes of the Township of Riverside has made provisions in the event that the owner and/or tenant or person in possession shall refuse or neglect to abate or remedy the condition complained of after said notice, whereas the Township Committee may cause the condition complained of to be abated and remedied and shall thereafter certify the cost thereof to the Collector of Taxes of the Township of Riverside to be charged against said lands. The amount so charged shall forthwith become a lien upon such lands and shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officers and in the same manner as taxes; and

**WHEREAS**, the Township has identified the attached blocks and lots as abandoned properties as of October 2014.

**WHEREAS**, the Township has abated the conditions and hereby places the cost of abatement as a lien against the attached blocks and lots in the amounts shown.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Riverside approves such action.

**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Township Committee of the Township of Riverside, County of Burlington, State of New Jersey, at the Regular Meeting held on November 24, 2014.

  
Susan Dydek  
Municipal Clerk

**RESOLUTION 2014 - #113**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AWARDING THE**  
**CONTRACT FOR THE PURCHASE OF A SNOW PLOW.**

**WHEREAS**, the Township Committee of the Township of Riverside has requested bids for the purchase of a snow plow; and

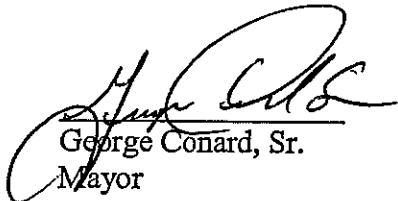
**WHEREAS**, quotes have been received from the following for the same in accordance with the request:


DeJana	\$4,900.00
H.A. DeHart & Sons	\$6,495.00
U.S. Municipal	\$7,106.95

**WHEREAS**, the quotes of DeJana, totaling \$4,900, is hereby determined by the Township of Riverside to be a responsible bid; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Riverside that project outlined above shall be awarded to DeJana.

Adopted the 24<sup>th</sup> day of November 2014 at the Regular Meeting of the Township Committee of the Township of Riverside.

  
George Conard, Sr.  
Mayor

  
Susan Dydek, RMC  
Municipal Clerk

**RESOLUTION 2014 - #114**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AWARDING THE**  
**CONTRACT FOR THE PUBLIC WORKS YARD IMPROVEMENTS.**

**WHEREAS**, the Township Committee of the Township of Riverside has requested bids for various improvements to the Public Works Yard; and

**WHEREAS**, bids have been received from the following for the same in accordance with the request:

Lot Clearing:

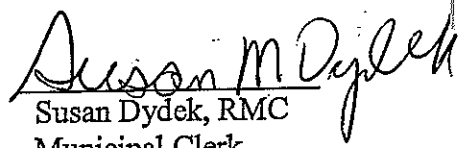
Winzinger	\$5,365.00
Cannon & Sons	No Response
Hargrove	No Response

**WHEREAS**, the quote of Winzinger, totaling \$5,365.00, is hereby determined by the Township of Riverside to be a responsible bid; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Riverside that project outlined above shall be awarded to Winzinger.

Adopted the 24<sup>th</sup> day of November 2014 at the Regular Meeting of the Township Committee of the Township of Riverside.

  
George Conard, Sr.  
Mayor

  
Susan Dydek, RMC  
Municipal Clerk

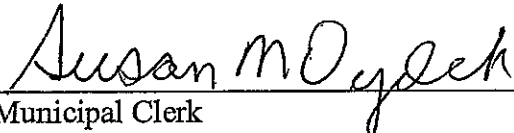
**RESOLUTION 2014-#115****A RESOLUTION OF THE TOWNSHIP COMMITTEE OF RIVERSIDE TOWNSHIP  
FOR THE AMENDMENT OF RIVERSIDE TOWNSHIP FLEXIBLE BENEFITS PLAN**

**WHEREAS**, the Employer has the power to amend the Plan; and

**WHEREAS**, On January 1, 2015 the following resolutions to amend the Riverside Township Flexible Benefits Plan were duly adopted by unanimous consent in lieu of a meeting of the Township Committee of Riverside Township and that such resolutions have not been modified or rescinded as of the date hereof:

**THEREFORE, BE IT RESOLVED**, that the form of Cafeteria Plan Code Section 125 with Health Flexible Spending Account under the Cafeteria Plan Code Section 105 and with Dependent Care under the Cafeteria Plan Code Section 129 of the Internal Revenue Code of 1986, presented to this meeting is hereby amended and approved and that the proper Officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

**BE IT FURTHER RESOLVED**, that the proper Officers of the Employer shall act as soon as possible to notify employees of the Employer of the amendment of the Plan by delivering to each employee a copy of the summary plan description of the Plan in the form of the Summary Plan Description presented to the Township Committee, which form is hereby approved. The undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document and Summary Plan Description for Riverside Township Flexible Benefits Plan approved and adopted in the foregoing resolutions.

  
\_\_\_\_\_  
Municipal Clerk

  
\_\_\_\_\_  
Date

## TOWNSHIP OF RIVERSIDE

## RESOLUTION NO. 2014-#116

WHEREAS, there are certain 2014 Budget Appropriations of the Township of Riverside, which are insufficient to meet the requirements for operating affairs of the Township, and

WHEREAS, there are other 2014 Budget Appropriations where there are unexpended balances which will not be needed for such purposes, and

WHEREAS, the Revised Statutes 40A-58 provides for the transfers from such accounts that have unexpended balances; now

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Riverside in the County of Burlington that the following sums, and any others required be transferred:

Amount	Transfer From	Transfer To
\$22,000.00	Landfill	Trash O/E
\$20,000.00	Workmans Compensation	Buildings & Grounds
\$8,000.00	Workmans Compensation	Police O/E
\$10,000.00	Workmans Compensation	Legal Services
\$2,000.00	Finance & Admin Salaries	Finance & Admin O/E
\$2,000.00	Municipal Clerk O/E	Finance & Admin O/E
\$5,100.00	Municipal Clerk O/E	Collection of Taxes O/E
\$1,000.00	Municipal Clerk O/E	Engineering



**RESOLUTION 2014 - #117**  
**APPROVAL FOR HANDICAPPED PARKING**

**WHEREAS**, pursuant to Riverside Township Code, Chapter 243-47, et seq., the Riverside Township Committee has received a request for handicapped parking spot; and

**WHEREAS**, the Township Police Department has reviewed the request and determined that there is sufficient on-street parking to honor this request; and

**WHEREAS**, the Township Committee has the authority to honor these requests by Resolution pursuant to Chapter 243-49.1B.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Riverside that resident handicapped on-street parking spot is authorized at:

<u>Street</u>	<u>Street Number</u>	<u>Name of Requestor</u>
S. Fairview Street	305	Snyder

Resolution 2014-#118A Resolution Requesting Approval of Items of Revenue and AppropriationIn accordance N.J.S.A. 40A: 4-87:Body Armor 2014

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, THE Director may also approve the insertion of an item of appropriation for the equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Committee of the Township of Riverside, in the County of Burlington, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2014 in the sum of \$1,680.92, which is now available from the Division of Criminal Justice.

BE IT FURTHER RESOLVED, that the sum of \$1,680.92 is hereby appropriated under the caption:

Body Armor 2014 Grant

I, Susan Dydek, Municipal Clerk of the Township of Riverside, in the County of Burlington, in the State of New Jersey, do hereby certify the forgoing is a correct and true copy of a resolution adopted by the Committee of the Township of Riverside, in the County of Burlington, State of New Jersey.

*Susan M Dydek RMC*

Resolution 2014-#119

A Resolution Requesting Approval of Items of Revenue and Appropriation

In accordance N.J.S.A. 40A: 4-87:

Clean Communities 2014

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, THE Director may also approve the insertion of an item of appropriation for the equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Committee of the Township of Riverside, in the County of Burlington, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2014 in the sum of \$13,191.52, which is now available from the Division of Solid Waste Administration.

BE IT FURTHER RESOLVED, that the sum of \$13,191.52 is hereby appropriated under the caption:

Clean Communities 2014 Grant

I, Susan Dydek, Municipal Clerk of the Township of Riverside, in the County of Burlington, in the State of New Jersey, do hereby certify the forgoing is a correct and true copy of a resolution adopted by the Committee of the Township of Riverside, in the County of Burlington, State of New Jersey.

*Susan M Dydek, RMC*

Resolution 2014-#120A Resolution Requesting Approval of Items of Revenue and AppropriationIn accordance N.J.S.A. 40A: 4-87:Click It or Ticket 2014

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, THE Director may also approve the insertion of an item of appropriation for the equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Committee of the Township of Riverside, in the County of Burlington, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2014 in the sum of \$2,200.00, which is now available from the Division of Highway Safety.

BE IT FURTHER RESOLVED, that the sum of \$2,200.00 is hereby appropriated under the caption:

Click It or Ticket 2014 Grant

I, Susan Dydek, Municipal Clerk of the Township of Riverside, in the County of Burlington, in the State of New Jersey, do hereby certify the forgoing is a correct and true copy of a resolution adopted by the Committee of the Township of Riverside, in the County of Burlington, State of New Jersey.

*Susan M Dydek, RMC*

**ACTION:**

- 1) **Mr. Van Meter and Mrs. Hatcher made a motion** authorizing to appoint a Committee to open the 2015 RFP/RFQ **carried.**
- 2) Authorization to accept the resignations of Susan Epperly and Jennifer Daley from the Planning Board and to appoint Jerry Carucci as Class IV member, Jason Frey as Alternrate #1 and Henry Ligier as Alternate #2 approved on **motion by Mrs. Hatcher and Mr. Le Coney carried.**
- 3) **Mr. Le Coney and Mr. Prisco made a motion** to authorize to enter into an agreement with Phoenix Advisors to perform continuing disclosure agreements for debt services as required by SEC **carried.**

**SHADE TREE COMMITTEE REQUESTS:**

- 1) 516 Eighth Street – Tree Removal

**CORRESPONDENCE:**

None.

**COMMITTEE REPORTS:****DEPARTMENT OF PUBLIC SAFETY:**

Chief Eliason reported the Police Activity for October 2014: Incidents – 542, Investigations – 76, Adult Arrests Total – 46, Motor Vehicle Summons – 94, Motor Vehicle Accidents – 11, Juvenile Charges – 11, Curfew Violations – 6, Protective Custody – 0, Stationhouse Adjustments – 6, Domestic Violence Cases – 13, Summons for False Alarms – 1, False Alarm Calls – 15, False Alarm Warning Letters - 1. Chief Eliason reported the various trainings that the Officers attended, the various programs in which the officers and the Chief participated in, and various awards and commendations that the police officers received. Chief Eliason also reported on the School Officer's report. A copy of the report is on file in the Office of the Municipal Clerk.

The Delran Emergency Squad report is on file in the Office of the Municipal Clerk. The activity for September 2014 is: Medical Emergencies – 61, Motor Vehicle Accidents – 4, Fire Stand Bys – 7, Non - Emergency Transports – 17, Football Stand Bys – 5, Patients transported to the hospital – 53 and Patients refused treatment and transportation – 12.

**DEPARTMENT OF PUBLIC WORKS:**

Mrs. Hatcher reported that the Public Works Department began its fall leaf collection on November 3, 2014. They have completed one pass through the entire Township. The East End Section of the town was completed on November 17, 2014 and they are currently in the Middle Section. The activities for December were reported.

The report is on file in the Municipal Clerk's Office.

**DEPARTMENT OF REVENUE AND FINANCE:**

Mr. Van Meter had no report.

**DEPARTMENT OF RECREATION:**

Mr. Prisco reported that work is continuing at Whomsley Field.

**DEPARTMENT OF PUBLIC EVENTS AND ECONOMIC DEVELOPMENT:**

Mr. Le Coney reported that Christmas in Riverside is currently being planned.

**SOLICITOR'S REPORT:**

Solicitor Berry had no report.

**MUNICIPAL CLERK 'S REPORT:**

Municipal Clerk reported that there have been 767 Dog Licenses issued, 67 Cat Licenses issued. Municipal Clerk Dydek also reported that the General Election was held on November 4, 2014.

Copies of the reports are on file in the Municipal Clerk's Office.

**ENGINEER'S REPORT:**

The Engineer's Report has been submitted and a copy of the report is on file in the Municipal Clerk's Office.

**ADMINISTRATOR'S REPORT:**

Administrator Jack's report was distributed to the Committee. No questions or concerns were presented.

A copy of the report is on file in the Municipal Clerk's Office.

**Motion made by Mr. Van Meter, seconded by Mr. Prisco approving all the reports that were submitted carried.**

**BILLS AND EXPENDITURES:**

**Motion made by Mrs. Hatcher and Mr. Le Coney to approve the bills and expenditures for payment carried.**

Monday evening  
December 1, 2014  
**Special Meeting**  
6:00 p.m.

**STATEMENT:**

**PUBLIC NOTICE** of this meeting pursuant to the Open Public Meetings Act has been given by the Riverside Township Committee in the following manner:

1. Posting written notice at the Riverside Township Administrative Office Building on November 25, 2014.
2. Written notice was delivered to the Burlington County Times and mailed to the Courier Post on November 25, 2014.
3. Filed written notice with the Clerk of the Township of Riverside on November 25, 2014.

The Special Meeting of the Riverside Township Committee was held on the above date at the Riverside Township Administrative Office Building.

**Roll Call:** Messrs. Prisco, Le Coney, Mrs. Hatcher and Mr. Conard. The following people were also present: Municipal Clerk Dydek, Chief Eliason and Administrator Jack and Committeeman Elect John Bienkowski. Mr. Van Meter was not in attendance.

**CONSENT AGENDA:**

Mrs. Hatcher questioned the Change Order Resolution. Administrator Jack stated that it is a decrease of forty – one cents.

**Mrs. Hatcher made a motion, seconded by Mr. Le Coney that the consent agenda be approved carried.**

The following Resolutions were contained in the consent agenda:

- |                    |  |
|--------------------|--|
| <b>2014 - #121</b> | <b>Contract Award.</b><br>A Resolution authorizing the award of a contract for the installation of a generator at Town Hall.     |
| <b>2014 - #122</b> | <b>Change Order.</b><br>A Resolution authorizing a change order to the Monroe Street project.                                    |
| <b>2014 - #123</b> | <b>Overpayment.</b><br>A Resolution authorizing the repayment of certain overpayments and cleared said payment from the records. |

RESOLUTION 2014-#121  
A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING A  
CHANGE ORDER TO THE CONTRACT FOR THE MONROE STREET  
PROJECT.

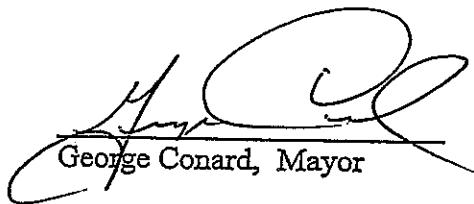
WHEREAS, the Township Committee of the Township of Riverside awarded a contract to Land Tech Enterprises, Inc., and

WHEREAS, there were changes to the project necessitated by change in scope of work assignments, and

WHEREAS, the Members of the Riverside Township Committee wish to approve the following change to the original contract:

Change Order #3 (net decrease)	\$ .14
Amended contract price	\$148,449.91

Adopted at the regular meeting of the Riverside Township Committee on December 1, 2014.

  
George Conard, Mayor

  
Susan Dydek, RMC  
Municipal Clerk



**RESOLUTION 2014 - #122**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AWARDING THE**  
**CONTRACT FOR THE TANK INSTALLATION AT TOWN HALL.**

**WHEREAS**, the Township Committee of the Township of Riverside has requested bids for the installation of a tank; and


**WHEREAS**, quotes have been received from the following for the same in accordance with the request:

Superior Tank and Energy Co.	\$3,950.00
Industrial Valley	\$4,490.00
E. O. Habegger Co., Inc.	\$4,584.62
Moore's Tank Service	No Response
Harriet's Oil Service	No Response
B&B Environmental	No Response
7 Oil Company	No Response

**WHEREAS**, the quote of Superior Tank and Energy Co., totaling \$3,950.00, is hereby determined by the Township of Riverside to be a responsible bid; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Riverside that project outlined above shall be awarded to Superior Tank and Energy Co.

Adopted the 1<sup>st</sup> day of December 2014 at the Special Meeting of the Township Committee of the Township of Riverside.

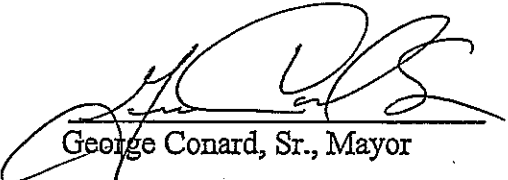
  
 George Conard, Sr.  
 Mayor

  
 Susan Dydek, RMC  
 Municipal Clerk

**RESOLUTION 2014 - #123**  
**MUNICIPAL CLERK'S OVERPAYMENT RESOLUTION**

BE IT RESOLVED, that the following overpayment be refunded and cleared from the record and checks be drawn to the following taxpayer:

<u>AMOUNT</u>	<u>NAME</u>	<u>REASON</u>
\$50.00	EAS Investments	Duplicate Payment

  
George Conard, Sr., Mayor

  
Susan M. Dydek, RMC

**RESOLUTION 2014 - #124**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE PROVIDING FOR A**  
**MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE**  
**PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT,**  
**N.J.S.A. 10:4-12**

WHEREAS, the Township Committee of the Township of Riverside is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Committee of the Township of Riverside to discuss in a session not open to the public certain matters relating to Personnel.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Riverside, assembled in public session on December 1, 2014 that an Executive Session closed to the public shall be held during the Special Meeting of the Township Committee on December 1, 2014 in the Riverside Administrative Building, 237 S. Pavilion Avenue, Riverside, New Jersey for the discussion of matters relating to the specific items designated above. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Township Committee of the Township of Riverside, County of Burlington, State of New Jersey, at a Special Meeting held on December 1, 2014.

  
Susan M. Dydek, RMC  
Municipal Clerk

2014 - #124

**Closed Session.**

A Resolution authorizing the recess into closed session for the purpose of discussing personnel.

**Motion made by Mr. Prisco and Mr. Le Coney to reopen the Special Meeting after the Closed Session ended carried.**

**ACTION:**


- 1) **Authorization to promote employees within the Police and Public Works Department was tabled on motion by Mr. Prisco and Mrs. Hatcher. Motion tabled.**

**PUBLIC PORTION:**

Mayor Conard opened the meeting to the public.

Hearing nothing from the public, **motion made by Mr. Prisco and Mr. Le Coney to close Public Portion carried.**

There being no further business to attend to, **motion made by Mrs. Hatcher and Prisco that the meeting be adjourned and so declared by Mayor Conard.**

  
Susan M. Dydek, RMC  
Municipal Clerk

/smd