

Monday Afternoon  
Riverside, NJ  
August 10, 2020  
**Teleconference Meeting**  
4:30pm

**STATEMENT:**

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

1. Posting written notice on the official bulletin board at the Riverside Township Administrative Office Building on July 30, 2020.
2. Written notice was delivered to the Burlington County Times and the Courier Post on July 30, 2020.
3. Filed written notice with the Clerk of the Township of Riverside on July 30, 2020.

The regular meeting of the Riverside Sewerage Authority was held on the above date during a Teleconference Meeting due to the COVID – 19 Pandemic.

**ROLL CALL**

Mr. Mingin – present. Mr. Haman – present. Mr. Conard – present. Mr. Van Meter – present, Mr. Horton – present.

Also present: Assistant Authority Secretary /Treasurer Meghan Jack. Attorney Richard Wells and Engineer Hugh Dougherty. Superintendent Joseph Bader Authority Secretary Susan M. Dydek was not in attendance.

**RESOLUTION:**

**Mr. Conard made a motion to adopt Resolution 2020 - #25 entitled, “Resolution of the Riverside Sewerage Authorizing the Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund” seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Haman, Conard, Van Meter, and Horton. Abstain – None. Nays – None. Motion carried.**

**Mr. Van Meter made a motion to adopt Resolution 2020 - #26 entitled, “A Resolution of the Riverside Sewerage Authority Authorizing the Execution of the Statements of Consent for the Treatment Works Approval (TWA) Application for the Mill at Riverside” seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Haman, Conard, Van Meter, and Horton. Abstain – None. Nays – None. Motion carried.**



RESOLUTION 2020 - #25

RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY AUTHOIRIZING THE RENEWAL OF MEMBERSHIP IN THE NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

WHEREAS, the Riverside Sewerage Authority is a member of the New Jersey Utility Authority Joint Insurance Fund: and

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Authority and the Fund: and

WHEREAS, the Authority desires to renew said membership.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1) The Riverside Sewerage Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures therof as presently existing or as modified from time to time by lawful act of the Fund.
2) The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this the 10th day of August 2020 by a vote of 5 affirmative and 0 negative.

Table with 7 columns: AUTHORITY MEMBER, MOTION, 2nd, YES, ABSTAIN, NO, ABSENT. Rows include Mingin, Haman, Conard, Van Meter, and Horton with handwritten marks and 'X' marks in the YES column.

CERTIFICATION

I, Meghan Jack Assistant Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Meeting at a Teleconference Business Meeting held on the 10th day of August, 2020.

Handwritten signature of Meghan Jack over a horizontal line, with the printed name 'Meghan Jack Assistant Authority Secretary' below it.

**RESOLUTION 2020 - #26**

**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY AUTHORIZING THE EXECUTION OF THE STATEMENTS OF CONSENT FOR THE TREATMENT WORKS APPROVAL (TWA) APPLICATION FOR THE MILL AT RIVERSIDE**

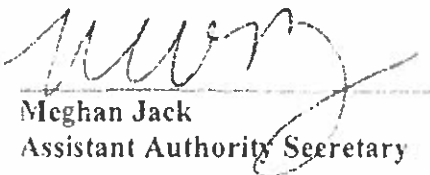
WHEREAS, The Mill at Riverside is a proposed residential development to be located in Riverside Township; and

WHEREAS, said development has made application to the Riverside Sewerage Authority for a Sewer Treatment Works Application Approval; and

WHEREAS, Pennoni Engineering the Authority Engineer, has reviewed said application and has determined that the application can be authorized by the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Chairman and Authority Members of the Riverside Sewerage Authority that based on the recommendation by the Authority's Engineer, Pennoni Engineering, the Riverside Sewerage Authority does hereby approve the Treatment Works Application for the proposed development known as The Mill at Riverside.

Adopted the 10<sup>th</sup> day of August 2020 by the Riverside Sewerage Authority.

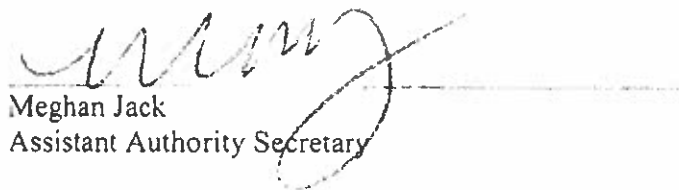
  
Meghan Jack  
Assistant Authority Secretary

Richard Horton  
Chairman

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Mingin		2nd	X			
Haman			X			
Conard			X			
Van Meter	1st		X			
Horton			X			

**CERTIFICATION**

I, Meghan Jack, the Assistant Authority Secretary, does hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 10<sup>th</sup> day of August, 2020.

  
Meghan Jack  
Assistant Authority Secretary

**APPROVAL OF MINUTES:**

**Motion made by Mr. Van Meter and Mr. Conard that the minutes of the Teleconference Meeting of July 13, 2020 and the Closed Session Meeting of July 13, 2020 be approved as written. Upon roll call the vote was as follow: Ayes – Messrs. Haman, Van Meter, Mingin, Conard and Horton. Nays – None. Abstain – Mr. Haman. Motion carried.**

**PUBLIC PORTION – (TECHNICAL):**

Chairman Horton opened Public Portion (Technical)

- 1) George R. Coulter Plumbing and Heating - 644 River Drive – Sewer Connection – Chairman Horton stated that this is the Plumber who is seeking permission to install a new connection at 644 River Drive. The Plumber has submitted plans which shows where the new saddle will be placed. Chairman Horton said that upon speaking with Plant Superintendent Joseph Bader, the Authority is requesting that the connection be placed on the south side of the manhole and not the north side. Superintendent Bader stated that the north side has been closed off and there is nothing there. Superintendent Bader reported that upon inspection with the camera, the property is completely removed from the main. Mr. Conard questioned if there will be a double band on the saddle? Plumber George Coulter answered in the affirmative and stated that he will use the material that is provided in the specifications. Chairman Horton stated that the connection must be inspected before the hole is filled in. **Motion made by Mr. Van Meter, seconded by Mr. Mingin to approve the request for a new sewer connection carried.**
- 2) Pennoni Engineering – Riverside Fire Company Expansion – Chairman Horton stated that Engineer Dougherty has reviewed the plans for the Riverside Fire Company for a reconnection permit. Assistant Secretary Jack stated that Engineer Dougherty cannot review the plans because the plans were prepared by Pennoni Engineering. Engineer Dougherty stated that the plans have been submitted as a courtesy, however, he has not reviewed them. Engineer Dougherty further explained that the request is to replace the current lateral which is in bad shape and there will be no new flows. Assistant Secretary Jack questioned Chairman Horton since the submitted plans were done as a courtesy, does the Authority want Environmental Resolution Inc. to review them? Mr. Conard questioned if having ERI to review them would, hold up the expansion? Administrator Jack answered in the negative. **Mr. Conard made a motion to have Environmental Resolutions Inc. review the plans that were submitted by Pennoni Engineering and if they are satisfactory, approve the reconnection permit seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Mingin and Van Meter. Nays – None. Abstain – Messrs. Haman and Horton. Motion carried.**
- 3) R. Weiss – 1 N. Pavilion Avenue – Sewer Connection – Chairman Horton stated that the sketch that Mr. Weiss submitted doesn't outline the work that Mr. Weiss is performing. Superintendent Bader said that drawing that was submitted depicts the sewer line that Mr. Weiss is installing is above where the forced line are located, where the the forced main comes in at the back side of the manhole. Superintendent Bader further explained that Mr. Weiss would have to drop in and usually the Authority doesn't like the piping to drop in too much because of odors. Chairman Horton stated that Mr. Weiss needs to submit a better

detailed plan on how is going to enter the Authority's sewer line and that Mr. Weiss should speak with the Engineer and the Superintendent. Engineer Dougherty said that Mr. Weiss would have to survey the manhole where he tying in at to see if he can even make the connection. Chairman Horton stated that the Authority will hold off on approving this for another month. **Motion made by Mr. Conard seconded by Mr. Mingin to give permission to the Authority Engineer and the Superintendent to approve the sewer connection after reviewing the required plans and deeming them satisfactory. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Mingin and Van Meter. Nays – None. Abstain – Messrs. Haman and Horton. Motion carried.** Assistant Authority Secretary Jack questioned Attorney Wells if this motion was acceptable? Attorney Wells stated that this is okay but if there are any substantial changes, they should be submitted to the Board for approval.

In seeing no additional members of the Public wishing to speak, **motion made by Mr. Haman and Mr. Conard to close Public Portion (Technical) carried.**

#### **OLD BUSINESS:**

- 1) Connection Fees and Rates – (Tabled on April 13, 2020 until the Authority meets in person.)
- 2) Enterprise Fleet Management – (This will be discussed when the Authority meets in person.)
- 3) NJLM Conference – November 17<sup>th</sup> – 19<sup>th</sup> 2020.
- 4) SJM Riverside (Taubel Mills/Kokes) – Connection Fees.
- 5) Chester Avenue Developers, LLC – Treatment Works Application. Mr. Horton questioned Engineer Dougherty if this TWA was ready to be approved. Engineer Dougherty stated that the TWA for the Chester Avenue Developers LLC is not ready to be approved at this time.
- 6) Kaplan Companies – Deed of Easement, Block 602 Lot 2.01 – Attorney Wells stated that he reviewed the Deed and has discussed it with the Township Attorney. It is the position of both Attorneys that it is not appropriate for the Riverside Sewerage Authority to prepare the deed and if Kaplan Companies have any revisions that they would like to present, they should submit them to the Authority Board. Attorney Wells will reach out to the Kaplan Companies. **Mr. Haman made a motion to table seconded by Mr. Van Meter carried.**

#### **NEW BUSINESS:**

- 1) Eric Keymar – 257 St. Mihiel Drive – Sewer is backing up. Superintendent Bader reported that the issue was in their driveway and the main was clear.

#### **ACTION:**

None.

**CORRESPONDENCE:**

- 1) Greenbaum, Rowe, Smith & Davis LLP – The Mill at Riverside-Sewer Connection Fee Credit.

**REPORTS:****PLANT:**

Mr. Conard had no report.

**APPEALS**

Mr. Mingin had no report.

**REVENUE AND FINANCE:**

Mr. Haman had no report.

**STREETS:**

Mr. Van Meter reported that there was 460 feet of line maintenance performed.

**INSPECTIONS:**

Mr. Horton had no report.

**SUPERINTENDENT'S REPORT:**

Superintendent Bader reported that there was a problem with Effluent Flow Meter. An Emergency Statement has been issued. A new Influent Meter is being installed which the Superintendent believes will alleviate the Engineer's concern about taking on additional sewerage consumption. There is a problem with the SCADA System however, the representative has been ill and in the hospital. Chairman Horton questioned if the Generator Project has begun? Superintendent Bader answered in the negative.

The Superintendent's Report was submitted and is on file in the Authority Secretary's Office.

**Motion made by Mr. Haman, seconded by Mr. Mingin to accept the Superintendent's Report carried.**

**ENGINEER'S REPORT:**

Engineer Dougherty reported that the NJPDES Permit Application was submitted however, with the rolling furloughs of employees in the DEP, there may be a slow response. The Arc Flash Study Report was submitted. Engineer Dougherty reported that the effluent flow and the influent

flow were not consistent and stated that the Superintendent was correct in replacing the Influent Meter. Engineer Dougherty explained that where it becomes critical is when the average flow for 12 months reached 95% of permitted flow, an evaluation must be done and this may impact future development. Engineer Dougherty recommended that the Authority develop an Asset Management Plan.

The Engineer's Report was submitted and is on file in the Authority Secretary's Office.

There were no comments or concerns presented.

**Motion made by Mr. Conard, seconded by Mr. Haman to accept the Engineer's Report carried.**

#### **MONTHLY FINANCIAL REPORT:**

Treasurer Jack reported that the Audit is being completed however there is a problem accessing EFTPS System. The EFTPS is a system that the Auditor can access to ensure that all the Federal and State Taxes have been paid. The third quarter billing has been mailed to property owners and is due timely.

**Motion made by Mr. Conard, seconded by Mr. Mingin to accept the Treasurer's Report carried.**

#### **BILLS AND EXPENDITURES:**

Treasurer Jack explained that she had a family emergency this morning and was unable to distribute the bill list.

#### **PUBLIC PORTION (INFORMATIONAL)**

In hearing no members of the public wishing to speak, **motion made by Mr. Haman, seconded by Mr. Mingin to close Public Portion (Informational) carried.**

#### **RESOLUTION:**

**Mr. Van Meter made a motion to adopt Resolution 2020 - #27 entitled, "A Resolution of the Riverside Sewerage Authority 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" seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Haman, Conard, Van Meter, and Horton. Abstain – None. Nays – None. Motion carried.**

**Motion made by Messrs. Conard and Haman to reopen the meeting carried.**

Attorney Richard Wells explained that while in the Closed Session Meeting, the Authority discussed the proposed Connection Fee Credit and after a brief discussion, determined that they would like to proceed with a Connection Fee Credit of \$650,000.00.



**RESOLUTION 2020 - #27**  
**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY**  
**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**

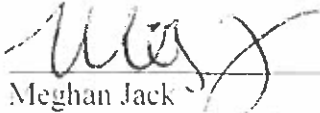
**WHEREAS**, the Riverside Sewerage Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

**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 Riverside Sewerage Authority to discuss in a session not open to the public certain matters relating to Attorney – Client Privilege.

**NOW, THEREFORE, BE IT RESOLVED**, by the Riverside Sewerage Authority, that the Authority assembled in a teleconference meeting on August 10, 2020, that an Executive Session closed to the public shall be held during the Teleconference Meeting of the Riverside Sewerage Authority on August 10, 2020 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 Riverside Sewerage Authority that the public interest will no longer be served by such confidentiality.

**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at a Teleconference Meeting held on August 10, 2020.

  
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Meghan Jack  
Assistant Authority Secretary

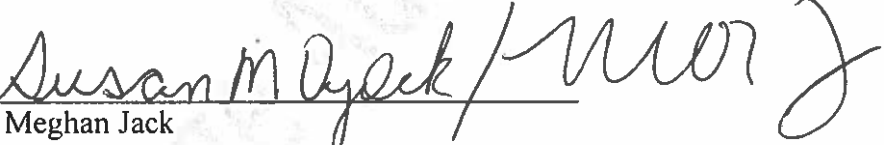
Mr. Kokes stated that he would like to speak to his Attorney before agreeing to an amount. Mr. Kokes called his attorney to discuss the proposed amount.

Treasurer Jack questioned the Authority if the amount will be \$651,998.00 or \$650,000.00? Attorney Richard Wells stated that the amount will be \$651,998.00.

Mr. Kokes returned to the meeting and stated that he will accept the amount of \$651,998.00 and thanked the Authority.

**Motion made by Mr. Haman and Mr. Conard to accept the Connection Fee Credit of \$651,998.00 for the SJM Riverside LLC, the Mill at Riverside carried.**

**There being no further business to attend to, motion made by Mr. Van Meter and Mr. Mingin that the meeting be adjourned, and so declared by Chairman Horton.**

  
\_\_\_\_\_  
Meghan Jack  
Assistant Authority Secretary

MJ/SMD

Riverside Sewerage Authority