

Monday Afternoon
Riverside, NJ
September 13, 2021
Regular Meeting
4:40pm

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 March 2, 2021 and June 8, 2021.
2. Written notice was delivered to the Burlington County Times and the Courier Post on March 2, 2021 and June 8, 2021.
3. Filed written notice with the Clerk of the Township of Riverside on March 2, 2021 and June 8, 2021.

ROLL CALL:

Mr. Mingin – present, Mr. Giovanetti – present, Mr. George Conard – present, Mr. Van Meter – present, Mr. Horton – present.

Also present: Authority Secretary Susan M. Dydek, Authority and Treasurer Meghan Jack. Superintendent Joseph Bader was not in attendance.

RESOLUTION:

Mr. Conard made a motion to adopt Resolution 2021 - #23 entitled, "Riverside Sewerage Authority Certification of the Annual Audit" seconded by Mr. Giovanetti. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Van Meter, Conard and Horton. Nays – None. Abstain None. Motion carried.

Mr. Van Meter made a motion to adopt Resolution 2021 - #24 entitled, "A Resolution of the Riverside Sewerage Authority Adopting the 2021 Personnel Policies and Procedure Manual" seconded by Mr. Giovanetti. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Van Meter, Conard and Horton. Nays – None. Abstain – None. Motion carried.

APPROVAL OF MINUTES:

Motion made by Mr. Van Meter, seconded by Mr. Giovanetti that the minutes of the Work Session Meeting of August 9, 2021 and the Regular Meeting of August 9, 2021 be approved as written carried.

PUBLIC PORTION – (TECHNICAL):

In seeing no members of the Public present, motion made by Mr. Conard to close Public Portion (Technical) seconded by Mr. Van Meter carried.

**RIVERSIDE SEWERAGE AUTHORITY
CERTIFICATION OF THE ANNUAL AUDIT
RESOLUTION 2021 - #23**

WHEREAS, N.J.S.A. 5A: 5 requires the governing body of every local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the Annual Report of Audit for the fiscal year ended December 31, 2020 has been completed and filed with the Riverside Sewerage Authority pursuant to N.J.S.A. 40A: 5-15, and

WHEREAS, N.J.S.A. 40A:5A-17, required the governing body of each authority to, within 45 days of receipt of annual audit, certify by resolution to the Local Finance Board that each member there has personally reviewed the annual audit report, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17

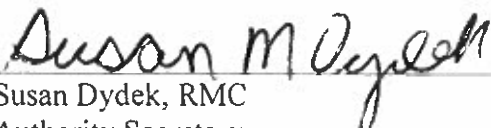
NOW, THEREFORE BE IT RESOLVED, that the governing body of the Riverside Sewerage Authority, hereby certifies to the Local Finance Board of the State of New Jersey that the governing body member has personally reviewed the sections of the audit report entitled, "General Comments" and "Recommendations", and has evidenced same group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE BE IT RESOLVED that the Secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

AUTHORITY MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
HORTON			X			
CONARD	1st		X			
VAN METER			X			
MINGIN			X			
GIOVANETTI		2 nd	X			

CERTIFICATION

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 13TH day of September, 2021.


 Susan Dydek, RMC
 Authority Secretary

**RESOLUTION 2021 - #24
A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY ADOPTING THE 2021 PERSONNEL
POLICIES AND PROCEDURES MANUAL**

WHEREAS, it is the policy of the Riverside Sewerage Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA,) and the Open Public Meetings Act; and

WHEREAS, the Riverside Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority that the Personnel Policies and Procedure Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED, that these personnel policies and procedures shall apply to all Riverside Sewerage Authority Officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED, that this manual is intended to provide guidelines covering public service by Riverside Sewerage Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Riverside Sewerage Authority.

BE IT FURTHER RESOLVED, that to the maximum extent permitted by law, employment practices for the Riverside Sewerage Authority shall operate under the legal doctrine know as "employment at will."

BE IT FURTHER RESOLVED, that Albert Marmero is hereby appointed as Labor Counsel to advise the Riverside Sewerage Authority in personnel matters.

BE IT FURTHER RESOLVED, that the Chairman and all managerial/supervisory personnel are responsible for these employment practices and shall assist in the implementation of the policies and procedures in this manual.

AUTHORITY MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
HORTON			X			
CONARD			X			
VAN METER	1st		X			
MINGIN		2nd	X			
GIOVANETTI			X			

CERTIFICATION

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 13th day of September 2021.

Susan M Dydek
 Susan Dydek, RMC
 Authority Secretary

ENGINEER'S REPORT:

The Engineer's Report was distributed. There were no questions or concerns presented.

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

MONTHLY FINANCIAL REPORT:

Treasurer Jack reported that there will be a budget meeting in two (2) weeks.

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

BILLS AND EXPENDITURES:

Motion made by Mr. Conard, seconded by Mr. Van Meter that all bills and expenditures be paid carried.

PUBLIC PORTION (INFORMATIONAL)

In seeing that no members of the public were present, motion made by Mr. Conard and Mr. Van Meter that Public Portion (Informational) be closed carried.

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


Susan M. Dydek, RMC
Authority Secretary

Riverside Sewerage Authority

OLD BUSINESS:

- 1) NJLM 106th Annual Conference – November 16th -18th, 2021.

NEW BUSINESS:

- 1) Shared Service Agreement for the Sewer Jetter – **Mr. Conard made a motion *to deny* the Shared Service Agreement Request submitted by Riverton Borough seconded by Mr. Giovanetti carried. *Motion denied.***
- 2) Authorization to approve and execute the First Amendment to Deed of Easement between Camelot at Riverside Urban Renewal LLC and the Riverside Water Reclamation Authority/Riverside Sewerage Authority. **Motion made by Mr. Conard to approve the aforementioned amendment to the Deed of Easement seconded by Mr. Mingin carried.**
- 3) **Motion made by Mr. Conard to approve a Blanket Utility Easement with SJM seconded by Mr. Van Meter carried.**

CORRESPONDENCE:

None.

REPORTS:**PLANT:**

Mr. Conard reported that the flood at the Plant was well maintained. The reported labs are satisfactory.

APPEALS

Mr. Mingin reported that there were no appeals filed.

REVENUE AND FINANCE:

Mr. Giovanetti had no report.

STREETS:

Mr. Van Meter questioned if the final patches were installed by SJM? Treasurer Jack answered in the negative.

INSPECTIONS:

Mr. Horton had no report.

SUPERINTENDENT'S REPORT:

Superintendent Bader was not in attendance.