

Monday Evening  
Riverside, NJ  
December 18, 2017  
**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 January 4, 2017.
2. Written notice was delivered to the Burlington County Times on January 4, 2017 and the Courier Post on January 4, 2017.
3. Filed written notice with the Clerk of the Township of Riverside on January 4, 2017.

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: Mrs. Hatcher, Messrs. Christopher, Frey and Mayor Conard along with Municipal Clerk Susan M. Dydek, Solicitor Douglas Burry, Captain Jaensch and Administrator Meghan Jack. The following people were also present: Incumbent Committeemen Michael Miller and Corey Kimble. Mr. Prisco was not in attendance.

**APPROVAL OF MINUTES:**

**Motion made by Mrs. Hatcher and Mr. Frey that the minutes of the Work Session Meeting of November 20, 2017, the minutes of the Regular Meeting of November 20, 2017 and the Special Meeting of December 7, 2017 be approved as written. Upon roll call the vote was as follow: Ayes – Mrs. Hatcher, Messrs. Frey and Conard. Nays – None. Abstain – Mr. Christopher. Motion carried.**

**PROCLAMATION:**

**Motion made by Mrs. Hatcher authorizing the Proclamation honoring George F. Conard Sr. seconded by Mr. Frey 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. Frey and Mrs. Hatcher to close Public Portion (Agenda Items Only) carried.**

## **ORDINANCES:**

The following Ordinance was introduced at the Regular Meeting of November 20, 2017 and advertised in the Burlington County Times on November 27, 2017. **ORDINANCE 2017 - #10** entitled, "An Ordinance fixing the compensation of certain Officials and Employees of the Township of Riverside, in the County of Burlington, and the State of New Jersey for the calendar year 2018."

**Mayor Conard opened the Public Portion.**

Hearing nothing from the public, motion made by Mrs. Hatcher and Mr. Frey that Public Portion be closed. Upon roll call, the vote was as follows: Ayes – Mrs. Hatcher, Messrs. Frey, Christopher and Conard. Nays – None. Abstain – None. Motion carried.

Motion made by Mrs. Hatcher, seconded by Mr. Frey that the foregoing Ordinance be passed on second and final reading. Upon roll call, the vote was as follows:

**Ayes – Mrs. Hatcher, Messrs. Christopher, Frey and Conard.**

**Nays – None.**

**Abstain – None.**

**Motion carried.**

The following Ordinance was introduced at the Regular Meeting of November 20, 2017 and advertised in the Burlington County Times on December 8, 2017. **ORDINANCE 2017 - #11** entitled, "An Ordinance of the Township of Riverside amending Chapter 66 of the Codes of the Township of Riverside, the Rules and Regulations of the Township of Riverside Police Department."

**Mayor Conard opened the Public Portion.**

Hearing nothing from the public, motion made by Mr. Frey and Mrs. Hatcher that Public Portion be closed. Upon roll call, the vote was as follows: Ayes – Mrs. Hatcher, Messrs. Frey, Christopher and Conard. Nays – None. Abstain – None. Motion carried.

Motion made by Mrs. Hatcher, seconded by Mr. Frey that the foregoing Ordinance be passed on second and final reading. Upon roll call, the vote was as follows:

**Ayes – Mrs. Hatcher, Messrs. Christopher, Frey and Conard.**

**Nays – None.**

**Abstain – None.**

**Motion carried.**

The following Ordinance was introduced at the Regular Meeting of November 20, 2017 and advertised in the Burlington County Times on December 8, 2017. **ORDINANCE 2017 - #12** entitled, "An Ordinance of the Township of Riverside amending Chapter 243 of the Code of the Township of Riverside entitled, "Vehicles and Traffic."

**Mayor Conard opened the Public Portion.**

Hearing nothing from the public, motion made by Mr. Frey and Mrs. Hatcher that Public Portion be closed. Upon roll call, the vote was as follows: Ayes – Mrs. Hatcher, Messrs. Frey, Christopher and Conard. Nays – None. Abstain – None. Motion carried.

Motion made by Mr. Frey, seconded by Mrs. Hatcher that the foregoing Ordinance be passed on second and final reading. Upon roll call, the vote was as follows:

**Ayes – Mrs. Hatcher, Messrs. Christopher, Frey and Conard.**

**Nays – None.**

**Abstain – None.**

**Motion carried.**

The following Ordinance was introduced at the Regular Meeting of November 20, 2017 and advertised in the Burlington County Times on December 8, 2017. **ORDINANCE 2017 - #13** entitled, "An Ordinance of the Township of Riverside amending the Design Guidelines and Bulk Standards for the Mill at Riverside."

**Mayor Conard opened the Public Portion.**

Hearing nothing from the public, motion made by Mrs. Hatcher and Mr. Frey that Public Portion be closed. Upon roll call, the vote was as follows: Ayes – Mrs. Hatcher, Messrs. Frey, Christopher and Conard. Nays – None. Abstain – None. Motion carried.

Motion made by Mrs. Hatcher, seconded by Mr. Frey that the foregoing Ordinance be passed on second and final reading. Upon roll call, the vote was as follows:

**Ayes – Mrs. Hatcher, Messrs. Christopher, Frey and Conard.**

**Nays – None.**

**Abstain – None.**

**Motion carried.**

The following Ordinance was introduced at the Regular Meeting of November 20, 2017 and advertised in the Burlington County Times on November 27, 2017. **ORDINANCE 2017 - #14** entitled, "An Ordinance of the Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, amending and supplementing Chapter 201 Peddling and Soliciting to adopt and create "No Knock List" to permit Township residents to register and prohibit soliciting, canvassing, hawking and peddling on their property"

**Mayor Conard opened the Public Portion.**

Hearing nothing from the public, **motion made by Mrs. Hatcher and Mr. Frey that Public Portion be closed. Upon roll call, the vote was as follows: Ayes – Mrs. Hatcher, Messrs. Frey, Christopher and Conard. Nays – None. Abstain – None. Motion carried.**

**Motion made by Mrs. Hatcher, seconded by Mr. Frey that the foregoing Ordinance be passed on second and final reading. Upon roll call, the vote was as follows:**

**Ayes – Mrs. Hatcher, Messrs. Christopher, Frey and Conard.**

**Nays – None.**

**Abstain – None.**

**Motion carried.**

The following Ordinance was introduced at the Regular Meeting of November 20, 2017 and advertised in the Burlington County Times on November 27, 2017. **ORDINANCE 2017 - #15** entitled, "An Ordinance of the Township of Riverside in the County of Burlington, State of New Jersey, requiring the maintenance of properties that are vacant or abandoned or in foreclosure."

**Mayor Conard opened the Public Portion.**

Hearing nothing from the public, **motion made by Mr. Frey and Mrs. Hatcher that Public Portion be closed. Upon roll call, the vote was as follows: Ayes – Mrs. Hatcher, Messrs. Frey, Christopher and Conard. Nays – None. Abstain – None. Motion carried.**

**Motion made by Mr. Frey, seconded by Mrs. Hatcher that the foregoing Ordinance be passed on second and final reading. Upon roll call, the vote was as follows:**

**Ayes – Mrs. Hatcher, Messrs. Christopher, Frey and Conard.**

**Nays – None.**

**Abstain – None.**

**Motion carried.**

### **CONSENT AGENDA**

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

The following Resolutions were contained in the consent agenda:

### **CONSENT AGENDA**

#### **RESOLUTIONS**

- |             |  |
|-------------|--|
| 2017 - #134 | A Resolution setting the 2018 fee schedule.  |
| 2017 - #135 | A Resolution of the Township of Riverside authorizing the Chief Financial Officer the "Authority" to pay all bills and make any necessary transfers through the end of the year. |
| 2017 - #136 | Handicapped Parking Removal.   |

#### **ACTION:**

- 1) Authorization to appoint Hugh McCurley as the Construction Code Official effective January 1, 2018 **approved on motion by Mrs. Hatcher and Mr. Frey carried.**

### **SHADE TREE COMMITTEE REQUEST**

- 1) John Lee – 400 Kossuth Street – Tree removal.

### **CORRESPONDENCE**

- 1) Mrs. Janice Bienkowski and Family – Thank you letter for sympathy basket.

### **DEPARTMENT OF PUBLIC SAFETY:**

Captain Jaensch reported the Police Activity for November 2017: Incidents – 545, Investigations – 87, Adult Arrests Total – 57, Motor Vehicle Summons – 119, Motor Vehicle Accidents – 13, Juvenile Charges – 2, Curfew Violations – 0, Protective Custody – 0, Stationhouse Adjustments – 0, Summons for False Alarms – 0, False Alarm Calls – 13, False Alarm Warning Letters - 0. Captain Jaensch reported on 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. A copy of the report is on file in the Office of the Municipal Clerk.

**RESOLUTION 2017 - #134**  
**A RESOLUTION SETTING THE 2018 FEE SCHEDULE.**

**WHEREAS**, Chapter 150 currently provides for provisions allowing for the levying of annual fees; and

**WHEREAS**, the Township Committee wishes to amend this provision to allow for an increase in certain annual fees;

**NOW, WHEREFORE, BE IT HEREBY ORDAINED** by the Township Committee of the Township of Riverside, County of Burlington, State of New Jersey that Chapter 150 is hereby as follows:

**150-68. Public Works.**

A. Effective April 24, 2007, the Township of Riverside will begin collecting fees for the following items and services:

1. Stump Collection: \$30.00 per stump.
2. Tire Collection: \$10.00 per car tire; \$ 15.00 per truck tire.

**150-106. Alcoholic Beverages.**

A. The annual fee for each plenary retail consumption license hereafter issued in the township shall be \$2,500.00

B. The annual fee for each plenary retail distribution license hereafter issued in the township shall be \$2,500.00

C. The annual fee for each plenary retail club license hereafter issued in the township shall be \$188.00

**150-108. Amusement Devices.**

A. The fee for such machines and devices for vending purposes shall be \$25.00 for the fiscal year; which said license fee, as hereinbefore provided, is imposed for costs of administration purposes.

B. All applications for mechanical, electrical and musical amusement devices under Article II and III must be accompanied by the payment to said Township of Riverside of an annual license fee of \$100.00 for each such pinball game or other mechanical & electrical device of any kind or nature, which said fee is imposed for costs of administration purposes.

C. Change of machines or devices require a new posting: \$15 charge per machine.

D. Any agency funded by taxpayer dollars shall be exempt from amusement device fees.

E. Any person applying for an amusement device license, either for renewal of previous license or for the first time, and failing to comply with the time requirements set forth herein will be charged an administration fee to compensate for the additional administrative procedures in the amount of \$15, which is in addition to all other fees set forth herein.

#### 150-111. Animals.

A. The person applying for the license and registration tag shall pay a fee of \$15 for each dog to be licensed hereunder and the sum of \$1 for the registration tag of each dog. For each annual renewal, the fee for the license and the registration tag shall be the same as for the original license and tag. There shall be a \$4 discount given for all dogs that are spayed or neutered.

B. The person applying for the license and registration tag shall pay a fee of \$15 for each cat to be licensed hereunder and the sum of \$1 for the registration tag of each cat. For each annual renewal, the fee for the license and the registration tag shall be the same as for the original license and tag. There shall be a \$4 discount given for all cats that are spayed or neutered.

C. Any person applying for a dog or cat license, either for renewal of previous license or for the first time, and failing to comply with the time requirements set forth herein will be charged an administration fee to compensate for the additional administrative procedures in the amount of \$20, which is in addition to all other fees set forth herein.

D. The annual license fee for a kennel providing accommodations for 10 or fewer dogs shall be \$100 and for more than 10 dogs, \$250. The annual license fee for an animal hospital providing accommodations for 10 or fewer dogs, cats or other animals shall be \$100 and for more than 10 dogs, cats or other animals, \$250. The annual license fee for a pet shop shall be \$100. No fee shall be charged for a shelter or pound.

#### 150-114. Barbershops.

See Section 150-127 Business Licenses.

#### 150-127. Business Licenses.

A. The license fees to be paid hereunder, which are for the purpose of revenue, shall be as follows: the fees for mercantile licenses for stores for the sale of merchandise and other kinds of business, as hereinbefore enumerated, shall be the sum of \$100 per annum; and when the renewal of said license is applied for, the renewal fee shall be \$50 per annum. The fees shall be due and payable by January 31 of each year.

B. Any person applying for a license, either for renewal of previous license or for the first time, and failing to comply with the time requirements set forth herein will be charged an administration fee to compensate for the additional administrative procedures in the amount of \$20, which is in addition to all other fees set forth herein.

#### 150-129. Certificate of Habitability; Certificate of Occupancy; Certificate of Approval.

(1) The fee for such inspection shall be \$100.00 per unit for all buildings or structures, which shall be tendered and paid to the Construction Secretary at the time of making the application, and shall also cover one (1) reinspection. A fee of \$50.00 shall be paid for the second reinspection and all subsequent reinspections which are required, which fee shall be tendered to the Construction Secretary prior to the time of each reinspection. A fee of \$100.00 per unit shall be paid for a second inspection if and when there is an excess of sixty (60) days between the first and second inspection within the calendar year.

# 150-131. Construction Code, Uniform.

It shall be unlawful for any person or corporation, whether owner, agent or contractor, to erect, construct, or alter any building/structure or any part thereof or make any addition thereto in the Township without first obtaining and remitting payment for a permit.

## (a) General:

1. The minimum permit fee shall be \$55.00 per trade. This fee shall be paid before a permit is issued.

2. The fee to be charged for a construction permit will be the sum of the basic construction fee plus all applicable special fees, such as elevator or sign fees. This fee shall be paid before a permit is issued.

3. The fee to be charged for a certificate of occupancy shall be paid before a certificate is issued. This fee shall be in addition to the construction permit fee.

4. Where the Department, pursuant to 5:23-4.24, is designated as the plan review agency, or when the Department has been requested to provide plan review services by a municipality pursuant to 5:23-4.24, or when the Department is designated as the local enforcing agency pursuant to 5:23-4.3, the following schedule of fees shall pertain.

5. The construction or rehabilitation of residential units that are to be legally restricted to occupancy by households of low or moderate income shall be exempted from the fees set forth in (b) and (c) below and otherwise payable to the Department.

6. No fee shall be collected for work consequential to a natural disaster when the Department is the local enforcing agency.

## (b) Departmental plan review fee:

1. The plan review fee for new construction shall be based upon the volume of the structure.

i. For buildings or structures in Use Groups A, F or S, the plan review fee shall be \$.015 per cubic foot;

ii. For health care facilities in Use Groups B or I, the plan review fee shall be \$.030 per cubic foot; and

iii. For all other buildings or structures, the plan review fee shall be \$.020 per cubic foot.

2. The plan review fee for renovations, alterations, repairs, site construction associated with pre-engineered systems of commercial farm buildings, premanufactured construction and external utility connections for premanufactured construction shall be based upon the estimated cost of work.

i. For health care facilities in Use Groups B or I, the fee shall be \$ 25.00 per \$ 1,000 or part thereof for estimated cost not exceeding \$ 50,000, \$ 15.00 per \$ 1,000 or part thereof for



estimated cost in excess of the first \$ 50,000 and not exceeding \$ 100,000, and \$ 15.00 per \$ 1,000 or part thereof for estimated cost in excess of the first \$ 100,000; and

ii. For all other buildings or structures, the fee shall be \$ 20.00 per \$ 1,000 or part thereof for estimated cost not exceeding \$ 50,000, \$ 12.00 per \$ 1,000 or part thereof for estimated cost in excess of the first \$ 50,000 and not exceeding \$ 100,000, and \$ 15.00 per \$ 1,000 or part thereof for estimated cost in excess of the first \$ 100,000.

3. The elevator device plan review fee shall be as set forth in (c)6 and 7 below.

4. There shall be an additional fee of \$ 60.00 per hour for review of any amendment or change to a plan that has already been released.

5. In any case where the Department conducts plan review for a local enforcing agency, the fee charged by the local enforcing agency for inspection services shall be 80 percent of the fee that would otherwise be determined under the local fee schedule.

(c) Departmental (enforcing agency) fees shall be as follows:

1. The fee for plan review shall be 20 percent of the amount to be charged for a construction permit.

i. The elevator device plan review fee shall be as in (c)6 and 7 below.

ii. The fee for plan review for Statewide prototype plans released by the Department or for other prototype plans where the prototype did not include the foundation detail shall be five percent of the amount to be charged for a construction permit.

2. The basic construction permit fee shall be the sum of the parts computed on the basis of the volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and rating of electrical devices, the number of sprinklers, standpipes and detectors (smoke and heat) at the unit rates and/or the applicable flat fees as provided herein plus any special fees.

i. Building volume or cost: The fees for new construction or alteration are as follows:

(1) Fees for new construction shall be based upon the volume of the structure. Volume shall be computed in accordance with 5:23-2.28. The new construction fee shall be in the amount of \$ 0.050 per cubic foot of volume for buildings and structures of all use groups and types of construction as classified and defined in chapters 3 and 6, respectively, of the building subcode; except that the fee shall be \$ 0.040 per cubic foot of volume for use groups A-1, A-2, A-3, A-4, A-5, F-1, F-2, S-1 and S-2, and the fee shall be \$ 0.0030 per cubic foot for structures on farms, including commercial farm buildings under 5:23-3.2(d), with the maximum fee for such structures on farms not to exceed \$ 1,450.

(2) Fees for renovations, alterations and repairs or site construction associated with pre-engineered systems of commercial farm buildings, premanufactured construction, and the external utility connection for premanufactured construction shall be based upon the estimated cost of work. The fee shall be in the amount of \$ 40.00 per \$ 1,000 for the first \$ 50,000, prorated. From \$ 50,001 to and including \$ 100,000, the fee on the amount exceeding \$ 50,000

shall be in the amount of \$ 35.00 per \$ 1,000 of estimated cost, prorated. Above \$ 100,000, the fee on the amount exceeding \$ 100,000 shall be in the amount of \$ 30.00 per \$ 1,000 of estimated cost, prorated. For the purpose of determining estimated cost, the applicant shall submit to the Department such cost data as may be available produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The Department shall make the final decision regarding estimated cost.

(3) Fees for additions shall be computed on the same basis as for new construction for the added portion.

(4) Fees for combination renovations and additions shall be computed as the sum of the fees computed separately in accordance with items (2) and (3) above.

(5) The fee for tents, in excess of 900 square feet or more than 30 feet in any dimension, shall be \$ 125.00.

(6) The fee for roofing and siding work completed on structures of Group R-3 or R-5 shall be \$ 95.00.

(7) The fee for an above-ground swimming pool shall be \$ 145.00 for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$ 85.00. The fee for an in-ground swimming pool shall be \$ 205.00 for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$ 135.00.

(8) Fees for retaining walls shall be as follows:

(A) The fee for a retaining wall with a surface area greater than 550 square feet that is associated with a Class 3 residential structure shall be \$ 205.00;

(B) The fee for a retaining wall with a surface area of 550 square feet or less that is associated with a Class 3 residential structure shall be \$ 130.00;

(C) The fee for a newly constructed retaining wall of any size at other than a Class 3 residential structure shall be based on the cost of the construction.

ii. Plumbing fixtures and equipment: The fees shall be as follows:

(1) The fee shall be in the amount of \$ 25.00 per fixture, piece of equipment or appliance connected to the plumbing system, and for each appliance connected to the gas piping or oil piping system, except as indicated in (c) 2ii (2) below.

(2) The fee shall be \$ 95.00 per special device for the following: grease traps, oil separators, refrigeration units, utility service connections, backflow preventers equipped with test ports (double check valve assembly, reduced pressure zone and pressure vacuum breaker backflow preventers), steam boilers, hot water boilers (excluding those for domestic water heating), active solar systems, sewer pumps and interceptors. There shall be no inspection fee charged for gas service entrances.

iii. Electrical fixtures and devices: The fee shall be as follows:

(1) For the first block consisting of one to 50 receptacles, fixtures or devices, the fee shall be \$ 65.00; for each additional block consisting of up to 25 receptacles, fixtures or devices, the fee shall be \$ 20.00. For the purpose of computing this fee, receptacles, fixtures or devices shall include lighting fixtures, wall switches, convenience receptacles, sensors, dimmers, alarm devices, smoke and heat detectors, communications outlets, light-standards eight feet or less in height including luminaries, emergency lights, electric signs, exit lights or similar electric fixtures and devices rated 20 amperes or less including motors or equipment rated less than one horsepower (hp) or one kilowatt (kw).

(2) For each motor or electrical device rated from one hp or one kw to 10 hp or 10 kw; for each transformer or generator rated from one kw or one kva to 10 kw or 10 kva; for each replacement of wiring involving one branch circuit or part thereof; for each storable pool or hydro massage bath tub; for each underwater lighting fixture; for household electric cooking equipment rated up to 16 kw; for each fire, security or burglar alarm control unit; for each receptacle rated from 30 amperes to 50 amperes; for each light-standard greater than eight feet in height including luminaries; and for each communications closet, the fee shall be \$ 25.00.

(3) For each motor or electrical device rated from greater than 10 hp or 10 kw to 50 hp or 50 kw; for each service equipment, panel board, switch board, switch gear, motor-control-center, or disconnecting means rated 225 amperes or less; for each transformer or generator rated from greater than 10 kw or 10 kva to 45 kw or 45 kva; for each electric sign rated from greater than 20 amperes to 225 amperes including associated disconnecting means; for each receptacle rated greater than 50 amperes; and for each utility load management device, the fee shall be \$ 75.00.

(4) For each motor or electrical device rated from greater than 50 hp or 50 kw to 100 hp or 100 kw; for each service equipment, panel board, switch board, switch gear, motor-control-center or disconnecting means rated from greater than 225 amperes to 1,000 amperes; and for each transformer or generator rated from greater than 45 kw or 45 kva to 112.5 kw or 112.5 kva, the fee shall be \$ 135.00.

(5) For each motor or electrical device rated greater than 100 hp or 100 kw; for each service equipment, panel board, switch board, switch gear, motor-control-center or disconnecting means rated greater than 1,000 amperes; and for each transformer or generator rated greater than 112.5 kw or 112.5 kva, the fee shall be \$ 695.00.

(6) The fee charged for electrical work for each permanently installed private swimming pool as defined in the building subcode, spa, hot tub or fountain shall be a flat fee of \$ 95.00 which shall include any required bonding, and associated equipment such as filter pumps, motors, disconnecting means, switches, required receptacles, and heaters, etc., excepting panelboards and underwater lighting fixtures. For public swimming pools, the fee shall be charged on the basis of number of electrical fixtures and rating of electrical devices involved in accordance with (c)2iii(1) through (5) above.

(7) The fee charged for the installation of single and multiple station smoke or heat detectors and fire, burglar or security alarm systems in any one or two-family dwelling shall be a flat fee of \$ 45.00 per dwelling unit. For fire, burglar and security alarm systems and detectors in buildings other than one or two-family dwellings, the fee shall be charged in accordance with (c)2iii(1) and (2) above.

(8) For installations consisting of multimeter stacks, the fee shall be based on the ampere rating of the main bus and not upon the number of meters or rating of disconnects on the meter stack. Individual loadside panel boards shall be charged in accordance with (c)2iii(3), (4) or (5) above. There shall be no additional fee charged for the concurrent installation of individual feeder conductors.

(9) For motors or similar devices requiring concurrent installation of individual controls, relays and switches, the fee shall be based only upon the rating of the motor or device. There shall be no additional fee charged for the concurrent installation of individual circuit components, for example, controllers, starters, and disconnecting means.

(10) For electrical work requiring replacement of service entrance conductors or feeder conductors only, the fee shall be based on the designated ampere rating of the overcurrent device of the service or feeder as follows:

(A) 225 amperes or less, the fee shall be \$ 75.00;

(B) 226 to 1,000 amperes, the fee shall be \$ 150.00; and

(C) Greater than 1,000 amperes, the fee shall be \$ 695.00.

(11) The fee charged for process equipment shall be based on the ampere rating of the overcurrent device protecting the conductor feeding the process equipment or the cutoff device.

(12) For the purpose of computing these fees, all electrical and communications devices, utilization equipment and motors which are part of premises wiring, except those which are portable plug-in type, shall be counted.

(13) For photovoltaic systems, the fee shall be based on the designated kilowatt rating of the solar photovoltaic system as follows:

(A) One to 50 kilowatts, the fee shall be \$ 75.00;

(B) Fifty-one to 100 kilowatts, the fee shall be \$ 150.00; and

(C) Greater than 100 kilowatts shall be \$ 695.00.

iv. For fire protection and hazardous equipment, sprinklers, standpipes, detectors (smoke and heat), pre-engineered suppression systems, gas and oil fired appliances not connected to the plumbing system, kitchen exhaust systems, incinerators and crematoriums, the fee shall be as follows:

(1) The fee for 20 or fewer heads shall be \$ 100.00; for 21 to and including 100 heads, the fee shall be \$ 185.00; for 101 to and including 200 heads, the fee shall be \$ 335.00; for 201 to and including 400 heads, the fee shall be \$ 890.00; for 401 to and including 1,000 heads, the fee shall be \$ 1,165.00; for over 1,000 heads, the fee shall be \$ 1,445.00.

(2) The fee for one to 12 detectors shall be \$ 75.00; for each 25 detectors in addition to this, the fee shall be in the amount of \$ 25.00.

(3) The fee for each standpipe shall be \$ 405.00.

(4) The fee for each independent pre-engineered system shall be \$ 165.00.

(5) The fee for each gas or oil fired appliance that is not connected to the plumbing system shall be \$ 75.00.

(6) The fee for each kitchen exhaust system shall be \$ 75.00.

(7) The fee for each incinerator shall be \$ 580.00.

(8) The fee for each crematorium shall be \$ 580.00.

(9) For single and multiple station smoke or heat detectors and fire alarm systems in any one or two-family dwellings, there shall be a flat fee of \$ 45.00 per dwelling unit. For detectors and fire alarm systems in buildings other than one or two-family dwellings, the fee shall be charged in accordance with (c)2iv(2) above.

v. The fee for a mechanical inspection in a structure of Group R-3 or R-5 by a mechanical inspector shall be \$55.00 for the first device and \$20.00 for each additional device. No separate fee shall be charged for gas, fuel oil, or water piping connections associated with the mechanical equipment inspected.

### 3. Fees for certificates and other permits are as follows:

i. The fee for a demolition or removal permit shall be \$ 150.00 for a structure of less than 5,000 square feet in area and less than 30 feet in height, for one- or two-family dwellings (Group R-3 or R-5 of the building subcode), structures on farms, including commercial farm buildings under 5:23-3.2(d), and \$ 200.00 for all other Groups.

ii. The fee for a permit to construct a sign shall be as follows:

(1) Fees for pylon signs shall be \$ 20.00 per square foot for the first 100 square feet, \$ 5.00 per square foot for the next 400 square feet and \$5.00 per square foot thereafter;

(2) Fees for ground signs or wall signs shall be \$ 5.00 per square foot for the first 100 square feet, \$ 4.50 per square foot for the next 400 square feet and \$ 4.00 per square foot thereafter;

(3) The minimum fee shall be \$ 85.00.

iii. The fee for a certificate of occupancy shall be \$ 50.00.

iv. The fee for a certificate of occupancy granted pursuant to a change of use group shall be \$ 185.00.

v. The fee for a certificate of continued occupancy issued under 5:23-2.23(c) shall be \$ 185.00.

vi. The fee for the first issuance and the renewal of a temporary certificate of occupancy shall be \$ 30.00.

(1) Exception: There shall be no fee for the first issuance of the temporary certificate of occupancy provided the certificate of occupancy fee is paid at that time.

(2) Exception: Where a written request for a temporary certificate of occupancy is made for reasons other than uncompleted work covered by the permit (such as uncompleted work required by prior approvals from state or municipal agencies), no renewal fee shall be charged.

vii. The fee for plan review of a building for compliance under the alternate systems and nondepletable energy source provisions of the energy subcode shall be \$ 355.00 for one- and two-family dwellings (Group R-3 or R-5 of the building subcode), and for light commercial structures having the indoor temperature controlled from a single point, and \$ 1,750 for all other structures.

viii. The fee for an application for a variation in accordance with 5:23-2.10 shall be \$ 905.00 for class I structures and \$ 305.00 for class II and class III structures. The fee for resubmission of an application for a variation shall be \$ 430.00 for class I structures and \$ 140.00 for class II and class III structures.

ix. The fee for a permit for lead hazard abatement work shall be \$ 305.00. The fee for a lead abatement clearance certificate shall be \$ 95.00.

4. For cross connections and backflow preventers that are subject to testing, requiring reinspection annually, the fee shall be \$ 75.00 for each device when they are tested.

5. Annual permit requirements are as follows:

i. The fee to be charged for an annual construction permit shall be charged annually. This fee shall be a flat fee based upon the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode. Managers, engineers and clericals shall not be considered maintenance workers for the purpose of establishing the annual construction permit fee. Annual permits may be issued for building/fire protection, electrical and plumbing.

ii. Fees for annual permits shall be as follows:

(1) One to 25 workers (including foremen) \$ 1045.00/worker; each additional worker over 25, \$ 400.00/worker.

(2) Prior to the issuance of the annual permit, a training registration fee of \$ 235.00 per subcode and a list of not more than three individuals to be trained per subcode shall be submitted by the applicant to the Department of Community Affairs, Bureau of Code Services, Education Unit along with a copy of the construction permit (Form F170). Checks shall be made payable to "Treasurer, State of New Jersey." The Department shall register these individuals and notify them of the courses being offered.

6. The fee for plan review for elevator devices in structures of Group R-3, R-4, or R-5, and for elevator devices wholly within dwelling units in structures of Group R-2 shall be \$ 70.00 for each device.

7. The fee for plan review for elevator devices in structures of Groups other than R-3, R-4, or R-5 and devices in structures of Group R-2 exempted by (c)6 above shall be \$ 335.00 for each device.

8. The fees for elevator device inspections and tests shall be as set forth in 5:23-12.

9. The fee for a mechanical inspection in a structure of Group R-3 or R-5 by a mechanical inspector shall be \$ 60.00 for the first device and \$ 20.00 for each additional device. No separate fee shall be charged for gas, fuel oil, or water piping connections associated with the mechanical equipment inspected.

10. The fee for the annual electrical inspection of swimming pools, spas or hot tubs shall be \$ 95.00.

(d) The fee for an application by a manufacturer, distributor, owner or any other person for approval of any fixture, appurtenance, material or method, pursuant to 5:23-3.8, shall be an amount equal to the cost incurred, or to be incurred, by the Department for such tests as the Department may require, plus an administrative surcharge in the amount of 10 percent of such cost.

(e) Hourly charges and fees for development-wide inspection of homes after issuance of a certificate of occupancy shall be in such amount as may be reasonable and necessary in order to ascertain whether a violation exists or to verify that any work performed has abated the violation.

1. The hourly charge shall be the same as the hourly charge set forth at 5:23-4.20(b)4 times the number of hours spent by the code official in determining whether a violation exists or verifying that any work performed has abated the violations.

2. Any appeal of a charge levied by the Department pursuant to this subsection shall be made in accordance with 5:23-2.38.

#### Special permits:

(a) The permit fee for the construction of a sign shall be \$1.40 per square foot of the surface area of the sign. In the case of double-faced signs only one side of the sign shall be used for the purpose of fee computation. Minimum fee shall be \$55.

(b) The permit fee to construct a fence that is not required by the Uniform Construction Code shall be \$25 per thousand dollars, or fraction thereof, and be determined by the estimated cost of the work per thousand dollars or fraction thereof. This fee will be collected in lieu of a construction permit fee.

(c) The fee for a Zoning Application and/or for a Zoning Use Permit Application shall be \$30.00 and is to be paid at the time of application.

#### Permit fees to construct miscellaneous structures:

1) Use group U (temporary) fee \$95.00.

- 2) Open structural towers fee \$205.00.
- 3) Tower or dish antenna greater than 24" in diameter fee \$80.00.
- 4) Install or construct sheds 100 square feet and less than 200 square feet in use group R-3 and R-5 fee \$85.00.
- 5) All other use groups fee \$180.00.
- 6)

#### 150-197. Parks and Recreation Areas.

The Township of Riverside hereby reserves the right to establish users fees for the use of all Township recreational and other municipally owned facilities for an amount of no less than \$1 and no more than \$100 per use.

#### 150-201. Peddling and Soliciting.

A. Every applicant for a license shall be charged by the Township Clerk for such license \$125 per year.

B. Any veteran who holds a special state license issued under the laws of the State of New Jersey shall be exempt from securing a license as provided herein for hawking and peddling, but shall be required to procure from the Township Clerk a special veteran's permit which shall be issued by the Township Clerk, upon proper identification.

C. Any person to whom a valid mercantile license shall have been issued under provisions of laws other than the within chapter shall be exempt from securing a license as provided in the section, but said person or said person's employees, agent or servants shall be required to comply with all other sections of this chapter and shall be required to procure from the Township Clerk a permit, upon proper identification and said compliance herewith.

#### 150-144. Fees for Public Documents and Records.

A. The Township shall charge the following fees for reproduction of public records:

- |   |  |
|---|--|
| 1) Zoning Map                           | \$5.00 per sheet   |
| 2) Zoning Ordinance                     | \$50.00  |
| 3) Site Plans                           | \$2.00 per sheet for 24 inches by 36 inches<br>\$3.00 per sheet for 30 inches by 42 inches                         |
| 4) Street Map                           | \$2.00 each  |
| 5) Reproduction on Floppy Disk          | \$1.00 per disk  |
| 6) Reproduction on CD                   | \$5.00 per disk  |
| 7) Reproduction of Video                | \$25.00 per tape   |
| 8) Preproduction of Audio Tapes         | \$5.00 per tape  |
| 9) USB Jump Drive with Data             | \$50.00 per drive  |
| 10) Duplicate Certificate of Redemption | \$25.00 after request in writing   |
| 11) Duplicate Certificate of Tax Sale   | \$100.00 after notarized affidavit attached stating original has been lost. Resolution of Governing Body required. |



12) All other Documents

\$.05 per letter; \$.07 per legal

\$2.50 per page for notary services

150-151. Fire Prevention

Fee Schedule:

The inspection fee schedule is as follows:

	Inspection Required		Fee
	Businesses		
		Business establishments having a gross floor area of less than 300 square feet.	\$32
		Business establishments having a gross floor area of more than 300 square feet but less than 500 square feet.	\$52
		Business establishments having a gross floor area of more than 500 square feet but less than 3,500 square feet.	\$65
		Business establishments having a gross floor area of more than 3,500 square feet but less than 12,000 square feet.	\$95
		Business/Factories establishments having a gross floor area of more than 12,000 square feet but less than 24,000 square feet.	\$148
		Business/Factories establishments having a gross floor area of more than 24,000 square feet but less than 48,000 square feet.	\$277
		Business/Factories establishments having a gross floor area of more than 48,000 square feet.	\$535
		Multiple business occupancy shall include all buildings and structures or parts thereof which are used for the purposes that meet the requirements of Use Group B and which comprise a multiplicity of rooms, suites or areas to accommodate multiple business occupancies, not to exceed thirty in number, which are rented from a common owner. The owner, who shall control access to all areas, shall provide basic services as are needed for the tenants to conduct their business, at their option. These services may include, but are not limited to, clerical, phone answering and message taking, photocopying and reproduction, mail services, security and secretarial and stenographers.	\$340

	Mercantile		
		Mercantile establishments having a gross floor area of less than 500 square feet.	\$52
		Business establishments having a gross floor area of more than 500 square feet, but less than 3,500 square feet.	\$65
		Business establishments having a gross floor area of more than 3,500 square feet, but less than 12,000 square feet.	\$72
	Storage		
		Buildings used for storage with a gross floor area of less than 2,500 square feet.	\$148
		Buildings used for storage with a gross floor area of more than 2,500 square feet but less than 12,000 square feet.	\$217
		Buildings used for storage with a gross floor area of more than 12,000 square feet but less than 24,000 square feet.	\$406
		Buildings used for storage with a gross floor area of more than 24,000 square feet but less than 48,000 square feet.	\$535
		Buildings used for storage with a gross floor area of more than 48,000 square feet.	\$665
	Residential		
		Multiple-family dwelling having three or more dwelling units, but fewer than 12 per building.	\$59
		Multiple-family dwelling having twelve or more dwelling units, but fewer than 24 per building.	\$97
		Multiple-family dwelling having 24 or more dwelling units per building.	\$174
	Vacant		

	All structures or portions thereof vacant or unoccupied for a period of 90 days and not under active renovation, modification or construction shall be classified as vacant.	\$20
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#### Permit and Other Fees.

The permit fees to be charged by the Fire Official shall be established by the Uniform Fire Code, except as follows:

#### Building type.

	Type	Fee
	1	\$54
	2	\$214
	3	\$427
	4	\$641
	5	\$1,780

Aboveground storage use of any flammable or combustible liquid, gas or heating oil, 300 gallons or more: \$30.

Any process or storage use of propane gas, including all type occupancies and the use of forklifts: \$30.

Publicly owned buildings: no fee.

Nonprofit organizations shall be exempt from permit fees except for an administrative fee of \$15.

Fire investigation reports that may be requested from the Bureau shall be provided for a fee of \$25 per report. Photographs and diagrams will be provided for a fee of \$10 per page. One report to a resident/property owner will be provided at no cost.

The fee for the issuance of a Certificate of Fire Code Status shall be \$25.

#### 150-205. Poolrooms.

A. The annual fee payable for licenses to be issued under this chapter shall be the sum of \$100 for one pool or billiard table and an additional sum of \$25 for each additional pool or billiard table on the premises.

B. In taverns, the annual license fee shall be \$50 per table

C. The aforesaid fees shall be paid to the Township Clerk of the Township of Riverside at the time the application for license is submitted. In the event that the license is refused or not issued, then the aforesaid license fees shall be refunded.

D. Any person applying for a license, either for renewal of previous license or for the first time, and failing to comply with the time requirements set forth herein will be charged an administration fee to compensate for the additional administrative procedures in the amount of \$20, which is in addition to all other fees set forth herein.

#### 150-207. Precious Metals and Gems

At the time of filing the application for a license, a license fee of \$100 shall be paid for the initial license for the premises where the activity is to be conducted, together with a fee of \$25 for each employee who is to be licensed. Thereafter, the annual renewal fee for the license shall be \$50 and for each employee who is to be licensed shall be \$25.

#### 150-212. Rental Property

At the time of the filing of the license application, and prior to the issuance of a license, the owner or agent of the owner must pay separate fees in accordance with the following:

A. An annual license fee of \$100 per year per rental unit, which shall include the cost of the required inspection and one reinspection;

B. A reinspection fee of \$50 per rental unit, which shall be paid for each reinspection beyond the inspections noted in section A if the initial and second inspections disclose violations and for each change in tenant inspection;

C. If the owner of the property is a senior citizen who resides in a unit of the property and rents out the remaining unit and would otherwise qualify under the State of New Jersey Senior Citizen property tax deduction under N.J.S.A. 54:4-8.41, there shall be no fee;

D. If any fee is not paid within 30 days of its due date, additional fees will be charged in accordance with Chapter 212 of the Codes of the Township of Riverside.

150-216. Sales, Going Out of Business

The Township Clerk shall receive from the applicant for such license upon the granting thereof a license fee which shall be \$100.

150-225. Solid Waste.

Reserved.

150-228. Streets and Sidewalks.

The applicant shall pay, by separate money order, certified check or, if the applicant is a public utility as herein defined, by a corporate check a nonrefundable application fee as stipulated in the fee schedule. Applicants other than a public utility shall pay, by separate money order or certified check, a refundable escrow deposit fee for inspection and professional services as set forth in said schedule. The unused portion of the escrow deposit shall be returned, plus any earned interest. Should the escrow deposit fee account at any time become insufficient to cover the actual or anticipated inspection and professional expense, said fund shall be subject to increase on demand.

The Township shall pay from the escrow deposit fee any costs incurred by its designated representatives or professional consultants for inspection or other engineering services or legal fees required in connection with the proposed opening or excavation at the rates established.

Public utility corporations may, if so desired, file an annual bond in an amount to be determined by the Township Engineer and/or Township Attorney, but in no event less than \$10,000, to cover the costs of replacing or repairing any street surface. The filing of such a bond shall in no way relieve any obligations as to obtaining a permit for each opening or excavation. [11-23-1987 by Ord. No. 1987-16].

A. Application fee, nonrefundable (other than public utilities).

(1) Road opening.

(a) First five linear feet: \$50.

(b) All over five linear feet, said linear feet to be defined as the longest dimension: \$20.

(2) Boring, tunneling or driving under road, lump sum: \$50.

(3) Curb, gutter, sidewalk or driveway, lump sum: \$50.

B. Application fee, nonrefundable (public utilities).

(1) Road opening.

(a) First five linear feet, said linear feet to be defined as the largest dimension: \$200.

(b) All over five linear feet, an additional fee of \$0.25 for each additional one linear foot.

(2) Boring, tunneling or driving under road or disturbance of curb, gutter, sidewalk or driveway.

(a) First 50 linear feet: \$100.

(b) All over 50 linear feet, an additional fee of \$0.25 per each one linear foot.

(3) The public utility application fee would be utilized to pay all expenses incurred by the Township or its professional consultants to administer, inspect and review and perform other services with respect to the application and construction. Application fees would be accumulated in one account for each public utility, and said funds can be utilized for payment of expenses incurred by the Township for any work performed by the respective utility company without restriction as to which application the funds were originally posted.

C. Escrow deposit fee. (not applicable to public utilities).

(1) All road openings, excavations, borings and other work as stated on the permit application.

(a) Base charge, including first five square yards of any roadway trench opened, torn up or excavated and including the first 20 linear feet of any roadway torn up or excavated: \$1,000, certified check. [8-24-1998 by Ord. No. 1998-8].

(a) Base charge, including first five square yards of any curb or driveway trench opened, torn up or excavated and including the first 20 linear feet of any curb or gutter torn up or excavated: \$250.00, certified check. [8-24-1998 by Ord. No. 1998-8].

(b) For all work proposed on each application that exceeds the quantities delineated in Subsection D (1 )(a) above, a work schedule shall be submitted to and approved by the Township and/or its designated representative, who shall estimate the total escrow deposit fee required based thereon. If, at any time during the course of the work, it appears evident to the Township and/or its designated representative that the escrow deposit fee is or will be insufficient to cover all costs of inspection and/or other professional services, additional escrow deposit fees shall be estimated by the Township and paid to the Township, based on a revised work schedule to be submitted by the applicant. This procedure shall be repeated as often as necessary to guarantee sufficient escrow deposit fees being available.

(2) Actual payments from the escrow deposit fee fund shall be based on the following rates:

(a) Professional engineering services: per contract.

(b) Attorney: per contract.

(c) Nonengineering inspection or services performed by the Township's own personnel or its consultants: \$50 per hour.

D. Driveway. Applicants that do not require a road opening permit shall pay a fee of \$50.00 for the installation of a new driveway or the reconstruction of an existing driveway. In addition, any applicant who wishes to install a second driveway shall pay a fee of \$100.00 for the installation.

E. Moratorium. There shall be a fee of \$5,000.00 charged, in addition to any and all fees above, to open a road that has been reconstructed or repaved by the Township of Riverside, or its designated agents, within the previous five (5) years.

150-236. Taxicabs.

Each application shall be accompanied by a license fee of \$500 for a single taxicab to be licensed, together with a license fee of \$100 for each additional cab. There shall be submitted with each application a schedule of the rates, fees or charges proposed to be made for the use within the Township of Riverside of such taxicabs sought to be licensed.

A fee of \$25.00 will be charged to transfer any license.

150-243. Vehicles and Traffic.

Reserved.

150-246. Vital Statistics.

A. The fee for certified copies of birth certificates, including births resulting from still births when issued shall be \$30.00 for the first certificate and \$10.00 for each additional certificate issued as the result of the same birth per each request.

B. The fee for certified copies of death certificates shall be \$30.00 for the first certificate and \$10.00 for each additional certificate issued as the result of the same death per each request.

C. The fee for all burial permits issued shall be \$5.00.

D. The fee for certified copies of marriage certificates issued shall be \$30.00 for the first certificate and \$10.00 for each additional certificate issued as a result of the same marriage per request.

E. The fee for certified copies of domestic partnership certificates issued shall be \$30.00 for the first certificate and \$10.00 for each additional certificate issued as a result of the same domestic partnership per request.

F. The fee for certified copies of civil union certificates issued shall be \$30.00 for the first certificate and \$10.00 for each additional certificate issued as a result of the same domestic partnership per request.

G. The fee for a correction on any certified copy of a vital record shall be \$10.00.

150-255. Planning Board.

A. Filing Fees:

Concept Site/Subdivision Plan/Technical Review	\$100.00
Minor Site Plan	\$250.00
Major Site Plan (Preliminary)	\$350.00
Major Site Plan (Final)	\$550.00



Minor Subdivision Plan	\$250.00
Major Subdivision Plan (Preliminary)	\$350.00
Major Subdivision Plan (Final)	\$550.00
Conditional Use Application	\$250.00
Variance Application (Bulk)	\$150.00
Variance Application (Use & Other)	\$250.00
Appeals	\$150.00
Interpretations	\$150.00
Certificate of Subdivision Approval	\$150.00
Zoning Use Permit Application	\$30.00
Inspection of Site Improvements	5% of performance guarantee or \$500.00, whichever is greater
Tax Map Updates:	
1 to 4 Lots	\$350.00 per Lot
5 to 10 Lots	\$250.00 per Lot
11 or more Lots	\$225.00 per Lot
B. Escrow Fees	
Concept Site/Subdivision Plan/Technical Review	\$550.00
Minor Site Plan	\$2000.00; \$150.00/ac
Major Site Plan (Preliminary)	\$250.00/d.u.; \$3500 minimum
Major Site Plan (Final)	\$150.00/d.u.; \$2000.00 minimum
Minor Subdivision Plan	\$2000.00
Major Subdivision Plan (Preliminary)	\$2500.00; \$300.00 per lot
Major Subdivision Plan (Final)	\$2500.00; \$150.00 per lot

Conditional Use Application	\$2000.00
Variance Application (Bulk)	\$1500.00 first; \$150.00 each additional (R)
R-Residential; C-Commercial	\$2000.00 first; \$150.00 each additional (C)
Variance Application (Use & Other)	\$1500.00 (R)
R-Residential; C-Commercial	\$2000.00 (C)
Appeals	\$1500.00
Interpretations	\$1500.00

150-262. Body Art Establishments.

The fee for annual licensure of body art establishments is hereby fixed at \$250 per annum.

**RESOLUTION 2017 - #135**

**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING CHIEF FINANCIAL OFFICER THE "AUTHORITY" TO PAY ALL BILLS AND MAKE ANY NECESSARY TRANSFERS THROUGH THE END OF THE YEAR.**

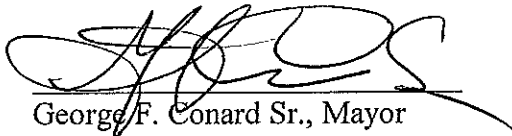
**WHEREAS**, the Township Committee of the Township of Riverside is holding their final regular public meeting of the year on December 18, 2017; and

**WHEREAS**, notwithstanding prior transfers and to assure that all 2017 budget appropriations have adequate funds to support Township activities through year-end, the Township Committee hereby authorizes that the Chief Financial Officer be delegated the authority to make additional transfers of funds, if required; and

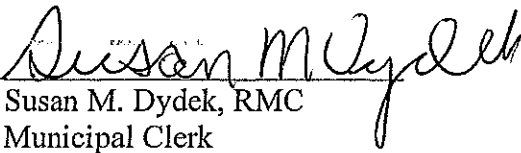
**WHEREAS**, the Township Committee authorizes that the Chief Financial Officer has the authority to pay all necessary bills through year end.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Riverside, County of Burlington, State of New Jersey, that the Chief Financial Officer is hereby delegated the authority to make transfers of funds in the 2017 budget and pay all necessary bills and expenditures to assure uninterrupted Township operations with ratification by the Township Committee at the next Township Meeting.

**BE IT FURTHER RESOLVED**, that all of the applicable Township Officers, whom are authorized to sign the checks to pay the aforementioned bills and expenditures, are hereby authorized to sign such checks.

  
George F. Conard Sr., Mayor

ATTEST:

  
Susan M. Dydek, RMC  
Municipal Clerk

**RESOLUTION 2017 - #136**  
**HANDICAPPED PARKING**

**WHEREAS**, pursuant to Riverside Township Code, Chapter 243-47, et seq., the Riverside Township Committee has reviewed requests for handicapped parking spots; and

**WHEREAS**, the Township Police Department has reviewed the requests 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 spots are authorized at:

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Riverside that the handicapped on-street parking spot shall be removed at:

<u>Street</u>	<u>Street Number</u>	<u>Name of Requestor</u>
222 Heulings Ave		PD

**DEPARTMENT OF PUBLIC WORKS:**

Mrs. Hatcher reported that brush pick up ended October 27, 2017. As of December 13, 2017 the Public Works Department has picked up 1500 cubic yards of leaves and they are continuing to pick leaves up. They have made a pass of the entire Township. The preparations for Christmas in Riverside went well. Mrs. Hatcher stated that the Christmas tree was donated by the Supervisor and his family and thanked them for their generosity.

**DEPARTMENT OF REVENUE AND FINANCE:**

Mr. Christopher reported that the tax office had a smooth collection period. The residents are taking advantage of the online system to make payments. Bankruptcies were worked on, and the office will work on delinquencies through the end of the year.

**DEPARTMENT OF RECREATION:**

Mr. Prisco was not in attendance.

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

Mr. Frey reported that Christmas in Riverside was a success and reported on the winners of the Christmas in Riverside House Decorating Contest. The Riverside Elementary School Student Government did the judging of the houses. Mr. Frey thanked the Riverside Elementary School Principal and all who participated. 856 Bridgeboro Street was deemed the Best in Town.

**SOLICITOR'S REPORT:**

Solicitor Burry had no report.

**MUNICIPAL CLERK 'S REPORT:**

Municipal Clerk Dydek had no report.

**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 reported that the annual licenses are due after January 2, 2018 and requested that pot.holes be reported for repair via email or telephone.

**Motion made by Mr. Frey, seconded by Mrs. Hatcher, approving all the reports that were submitted carried.**

**BILLS AND EXPENDITURES:**


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

**PUBLIC PORTION**

Mayor Conard opened the Public Portion

In seeing that no members of the Public wishing to speak, motion made by Mr. Frey and Mrs. Hatcher carried: Public Portion be closed.

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

  
Susan M. Dydek, RMC  
Municipal Clerk