

Monday evening  
 February 11, 2019  
 4:30pm  
**Reorganization Meeting**  
 Riverside, N.J.

**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 Township Administrative Office Building on January 31, 2019.
- 2) Written notice was delivered to the Burlington County Times and the Courier Post on January 31, 2019.
- 3) Filed written notice with the Clerk of the Township of Riverside on January 31, 2019.

The Reorganization Meeting of the Riverside Sewerage Authority was held on the above date at the Riverside Township Municipal Building 1 W. Scott Street Riverside, NJ 08075 with the following members present: Messrs. Mingin, Horton, Conard, Van Meter and Haman along with Authority Secretary Susan M. Dydek and Plant Superintendent Joseph Bader.

All present stood to salute the flag.

Authority Secretary/Municipal Clerk Dydek administered the Oath of Office to appointed Authority Member Richard Horton.

The first order of business was the appointment of a Chairman for the year 2019. Authority Secretary Dydek called for nominations of a Chairman for the year 2019. Mr. Horton nominated Mr. Haman. **Hearing no further nominations, motion made by Mr. Van Meter, seconded by Mr. Horton, to appoint Mr. Haman as Chairman for the year 2019 carried. Mr. Haman is appointed Chairman for the year 2019, and assumed the chair.**

Authority Secretary Dydek called for nominations of a Vice-Chairman for the year 2019. Mr. Mingin nominated Mr. Horton. **Hearing no further nominations, motion made by Mr. Mingin seconded by Mr. Conard to appoint Mr. Horton as Vice-Chairman for the year 2019 carried.**

Authority Secretary/Township Clerk Dydek administered the Oath of Office to Chairman Haman and to Vice – Chairman Horton.

**RESOLUTIONS:**

Authority Secretary Dydek called for nominations for an Attorney. Mr. Horton nominated Richard Wells.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2019-#3 – APPOINTMENT OF AN ATTORNEY.**

Mr. Conard made a motion that Richard Wells be appointed as Authority Attorney and to adopt Resolution 2019-#3 confirming the appointment seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Conard, Van Meter and Mingin. Nays – None. Abstain – Mr. Haman. Motion carried.

Authority Secretary Dydek called for nominations for the appointment of an Engineer. Mr. Horton nominated Hugh Dougherty with Pennoni Engineering.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2019 - #4 – APPOINTMENT OF AN ENGINEER.**

Mr. Horton made a motion that Hugh Dougherty with Pennoni Engineering be appointed as Authority Engineer and to adopt Resolution 2019- #4 confirming the appointment, seconded by Mr. Conard. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Conard, Horton and Van Meter. Nays – None. Abstain – Mr. Haman. Motion carried.

Authority Secretary Dydek called for nominations for the appointment of a Special Projects Engineer. Mr. Horton nominated Environmental Resolutions Inc.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2019 - #5 – APPOINTMENT OF A SPECIAL PROJECTS ENGINEER.**

Mr. Conard made a motion that Environmental Resolutions Inc. be appointed as the Special Projects Engineer and to adopt Resolution 2019- #5 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Conard, Horton and Van Meter. Nays – None. Abstain – Mr. Haman. Motion carried.

Authority Secretary Dydek called for nominations for the appointment of an Auditor. Mr. Horton nominated Brent Lee.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2019-#6 APPOINTMENT OF AN AUDITOR.**

Mr. Conard made a motion that Brent Lee be appointed as Authority Auditor and to adopt Resolution 2019-#6 confirming the appointment, seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter and Conard. Nays – None. Abstain – Mr. Haman. Motion carried.

Authority Secretary Dydek called for nominations for the appointment of an Accountant. Mr. Horton nominated Bowman.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2019-#7 APPOINTMENT OF AN ACCOUNTANT.**

Mr. Conard made a motion that Bowman be appointed as the Authority Accountant and to adopt Resolution 2019-#7 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter and Conard. Nays – None. Abstain – Mr. Haman. Motion carried.

Authority Secretary Dydek called for nominations for the appointment of Labor Counsel Attorney. Mr. Horton nominated James Grace of Grace Marmero Associates.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2019 - # 8 APPOINTMENT OF LABOR COUNSEL.**

Mr. Van Meter made a motion that James Grace be appointed as Authority Labor Counsel and to adopt Resolution 2019- #8 confirming the appointment, seconded by Mr. Conard. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Conard and Van Meter. Nays – None. Abstain – Mr. Haman. Motion carried.

Authority Secretary Dydek called for nominations for the appointment of a Risk Management Consultant. Mr. Horton nominated EH Sloan.

**RESOLUTION 2019 - #9 – APPOINTMENT OF A RISK MANAGEMENT CONSULTANT.**

Mr. Conard made a motion to appoint EH Sloan as Risk Management Consultant and to adopt Resolution 2019- #9 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Conard and Van Meter. Nays – None. Abstain – Mr. Haman. Motion carried.

**RESOLUTION 2019 - #10 – DESIGNATION OF DEPOSITORIES.**

Mr. Horton made a motion that TD Bank be appointed as the Main Depository and Idle Funds Depository and to adopt Resolution 2019- #10 confirming the appointment, seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter, Conard and Haman. Nays – None. Motion carried.

**RESOLUTION 2019-#11 DESIGNATING DATES OF MEETINGS.**

Mr. Conard made a motion to adopt Resolution 2019-#11, seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter, Conard and Haman. Nays – None. Motion carried.

**RESOLUTION 2019-#12 CASH MANAGEMENT PLAN.**

Mr. Horton made a motion to adopt Resolution 2019-#12, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter, Conard and Haman. Nays – None. Abstain – None. Motion carried.

**RESOLUTION 2019 - #13 – APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER.**

Mr. Conard made a motion that Meghan Jack be appointed as the Public Agency Compliance Officer and to adopt Resolution 2019- #13 confirming the appointment, seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter, Conard and Haman. Nays – None. Motion carried.

**RESOLUTION 2019 - #14 – GRANTING THE CHAIRMAN AND OR PLANT SUPERINTENDENT OF THE AUTHORITY TO EXECUTE NJDEP AND EPA APPLICATIONS.**

Mr. Horton made a motion to adopt Resolution 2019- #14 seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter, Conard and Haman. Nays – None. Motion carried.

**RESOLUTION 2019 - #15 – AUTHORIZING TO PURCHASE UNDER STATE CONTRACT.**

Mr. Conard Meter made a motion to adopt Resolution 2019- # 15, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter, Conard and Haman. Nays – None. Motion carried.

**RESOLUTION 2019 - #16 – PAYMENT IN ADVANCE OF AUTHORIZED OFFICAL TRAVEL.**

Mr. Conard made a motion to adopt Resolution 2019- #16 seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Conard, Van Meter and Haman. Nays – None. Motion carried.

RESOLUTION 2019 - #3  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF AN ATTORNEY

WHEREAS, there exists a need for an attorney, and

WHEREAS, funds are available for this purpose,

WHEREAS, in accordance with N.J.S.A. 19:44A-20.5, the Riverside Sewerage Authority, or any other agency or instrumentality thereof, shall not enter into a contract, including a professional service contract, having an anticipated value in excess of \$17,500, as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process; and

WHEREAS, the Riverside Sewerage Authority publicly advertised on the Riverside Township website, on December 21, 2018 the Request for Proposals / Request for Qualifications for Professional Services with the submission deadline of January 9, 2019 to submit such Request for Qualifications / Request for Proposals; and

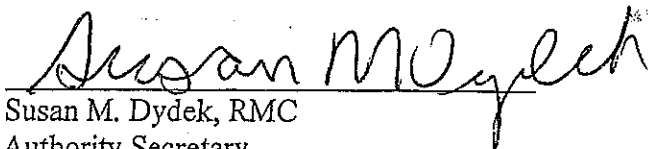
WHEREAS, the Riverside Sewerage Authority has complied with the minimum requirements pursuant to N.J.S.A 19:44A-20.7.

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority as follows:

1. The Chairman and Authority Secretary are hereby authorized and directed to execute the attached contract with Richard Wells for a one-year term commencing on February 11, 2019 and ending on February 10, 2020. The hourly amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$125.00. The resolution and contract are on file and available for public inspection in the office of the Authority Secretary; and
2. The firm will be required to comply with the requirements of P.L. 1975 C. 127.

  
 Cary Haman, Chairman

ATTEST:

  
 Susan M. Dydek, RMC  
 Authority Secretary

RESOLUTION 2019 - #4  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF AN ENGINEER

WHEREAS, there exists a need for an Engineer, and

WHEREAS, funds are available for this purpose,

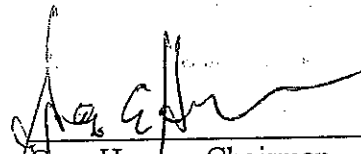
WHEREAS, in accordance with N.J.S.A. 19:44A-20.5, the Riverside Sewerage Authority, or any other agency or instrumentality thereof, shall not enter into a contract; including a professional service contract, having an anticipated value in excess of \$17,500, as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process; and

WHEREAS, the Riverside Sewerage Authority publicly advertised on the Riverside Township website on December 21, 2018 the Request for Proposals / Request for Qualifications for Professional Services with the submission deadline of January 9, 2019 to submit such Request for Qualifications / Request for Proposals; and

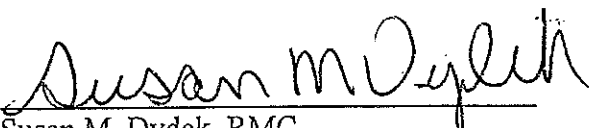
WHEREAS, the Riverside Sewerage Authority has complied with the minimum requirements pursuant to N.J.S.A 19:44A-20.7.

**NOW, THEREFORE, BE IT RESOLVED**, by the Riverside Sewerage Authority as follows:

1. The Chairman and Authority Secretary are hereby authorized and directed to execute the attached contract with Pennoni Associates for a one-year term commencing on February 11, 2019 and ending on February 10, 2020. The hourly amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$160.00. The resolution and contract are on file and available for public inspection in the office of the Authority Secretary; and
2. The firm will be required to comply with the requirements of P.L. 1975 C. 127.

  
\_\_\_\_\_  
Gary Haman, Chairman

ATTEST:

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Authority Secretary

RESOLUTION 2019 - #5  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF A SPECIAL PROJECTS ENGINEER

WHEREAS, there exists a need for a Special Projects Engineer, and

WHEREAS, funds are available for this purpose,

WHEREAS, in accordance with N.J.S.A. 19:44A-20.5, the Riverside Sewerage Authority, or any other agency or instrumentality thereof, shall not enter into a contract, including a professional service contract, having an anticipated value in excess of \$17,500, as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process; and

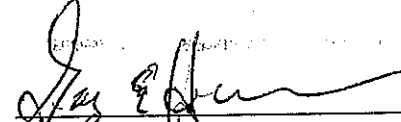
WHEREAS, the Riverside Sewerage Authority publicly advertised on the Riverside Township website on December 21, 2018 the Request for Proposals / Request for Qualifications for Professional Services with the submission deadline of January 9, 2019 to submit such Request for Qualifications / Request for Proposals; and

WHEREAS, the Riverside Sewerage Authority has complied with the minimum requirements pursuant to N.J.S.A 19:44A-20.7.

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority as follows:

1. The Chairman and Authority Secretary are hereby authorized and directed to execute the attached contract with Environmental Resolutions Inc. for a one-year term commencing on February 11, 2019 and ending on February 10, 2020. The hourly amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$160.00. The resolution and contract are on file and available for public inspection in the office of the Authority Secretary; and

2. The firm will be required to comply with the requirements of P.L. 1975 C. 127.

  
\_\_\_\_\_  
Gary Haman, Chairman

ATTEST:

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Authority Secretary

RESOLUTION 2019 - #6  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF AN AUDITOR

WHEREAS, there exists a need for an Auditor, and

WHEREAS, funds are available for this purpose,

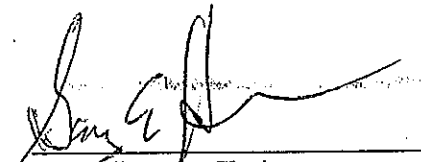
WHEREAS, in accordance with N.J.S.A. 19:44A-20.5, the Riverside Sewerage Authority, or any other agency or instrumentality thereof, shall not enter into a contract, including a professional service contract, having an anticipated value in excess of \$17,500, as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process; and

WHEREAS, the Riverside Sewerage Authority publicly advertised on the Riverside Township website on December 21, 2018 the Request for Proposals / Request for Qualifications for Professional Services with the submission deadline of January 9, 2019 to submit such Request for Qualifications / Request for Proposals; and

WHEREAS, the Riverside Sewerage Authority has complied with the minimum requirements pursuant to N.J.S.A 19:44A-20.7.

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority as follows:

1. The Chairman and Authority Secretary are hereby authorized and directed to execute the attached contract with Brent Lee & Associates LLC for a one-year term commencing on February 11, 2019 and ending on February 10, 2020. The annual amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$30,000.00. The resolution and contract are on file and available for public inspection in the office of the Authority Secretary; and
2. The firm will be required to comply with the requirements of P.L. 1975 C. 127.

  
\_\_\_\_\_  
Gary Haman, Chairman

ATTEST:

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Authority Secretary



RESOLUTION 2019 - #7  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF AN ACCOUNTANT

WHEREAS, there exists a need for an Accountant, and

WHEREAS, funds are available for this purpose,

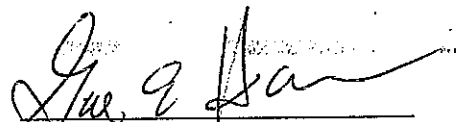
WHEREAS, in accordance with N.J.S.A. 19:44A-20.5, the Riverside Sewerage Authority, or any other agency or instrumentality thereof, shall not enter into a contract, including a professional service contract, having an anticipated value in excess of \$17,500, as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process; and

WHEREAS, the Riverside Sewerage Authority publicly advertised on the Riverside Township website on December 21, 2018 the Request for Proposals / Request for Qualifications for Professional Services with the submission deadline of January 9, 2019 to submit such Request for Qualifications / Request for Proposals; and

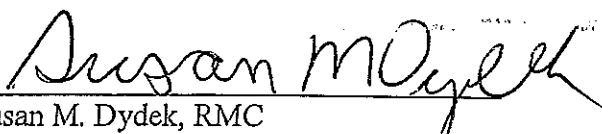
WHEREAS, the Riverside Sewerage Authority has complied with the minimum requirements pursuant to N.J.S.A 19:44A-20.7.

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority as follows:

1. The Chairman and Authority Secretary are hereby authorized and directed to execute the attached contract with Bowman & Company LLP for a one-year term commencing on February 11, 2019 and ending on February 10, 2020. The annual amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$7,500.00. The resolution and contract are on file and available for public inspection in the office of the Authority Secretary; and
2. The firm will be required to comply with the requirements of P.L. 1975 C. 127.

  
 Gary Haman, Chairman

ATTEST:

  
 Susan M. Dydek, RMC  
 Authority Secretary

RESOLUTION 2019 - #8  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF LABOR COUNSEL

WHEREAS, there exists a need for Labor Counsel, and

WHEREAS, funds are available for this purpose,

WHEREAS, in accordance with N.J.S.A. 19:44A-20.5, the Riverside Sewerage Authority, or any other agency or instrumentality thereof, shall not enter into a contract, including a professional service contract, having an anticipated value in excess of \$17,500, as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process; and

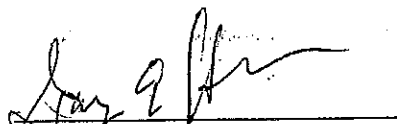
WHEREAS, the Riverside Sewerage Authority publicly advertised on the Riverside Township website on December 21, 2018 the Request for Proposals / Request for Qualifications for Professional Services with the submission deadline of January 9, 2019 to submit such Request for Qualifications / Request for Proposals; and

WHEREAS, the Riverside Sewerage Authority has complied with the minimum requirements pursuant to N.J.S.A 19:44A-20.7.

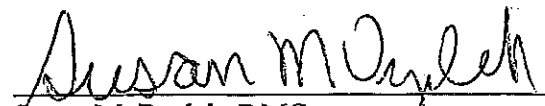
NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority, as follows:

1. The Chairman and Authority Secretary are hereby authorized and directed to execute the attached contract with James Grace of Grace, Marmero & Associates LLP for a one-year term commencing on February 11, 2019 and ending on February 10, 2020. The hourly amount dispersed by the Riverside Sewerage Authority shall not exceed \$150.00 an hour. The resolution and contract are on file and available for public inspection in the office of the Authority Secretary; and

2. The firm will be required to comply with the requirements of P.L. 1975 C. 127.

  
\_\_\_\_\_  
Gary Haman, Chairman

ATTEST:

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Authority Secretary

**RESOLUTION 2019 - #9  
RIVERSIDE SEWERAGE AUTHORITY  
APPOINTMENT OF A  
RISK MANAGEMENT CONSULTANT**

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

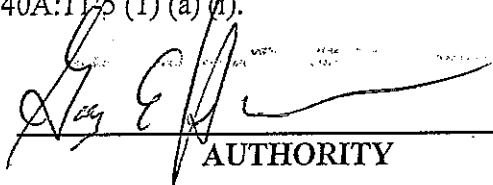
**WHEREAS**, the bylaws of said Funds require that each Authority appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the fee to be paid shall be three percent (3%) of the Authority's assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Authority;

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW THEREFORE**, be it resolved that the Riverside Sewerage Authority does hereby appoint Donna Reale – Waters of EH Sloan Insurance Agency as its Risk Management Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER** resolved that the Governing Body are hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

  
\_\_\_\_\_  
AUTHORITY

2-11-19  
Dated

**RESOLUTION 2019 - #10**  
**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION APPOINTING DEPOSITORIES**

WHEREAS, it is desirable that idle funds of the Riverside Sewerage Authority be invested in legal investment vehicles at all times, and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Authority expenses or for the purpose of effecting investments,

WHEREAS, N.J.S.A. 40A:5-14 mandates that the Authority of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a deposit for its monies at a bank or trust company having its place of business in the State and organized under the laws of the United States or this State:

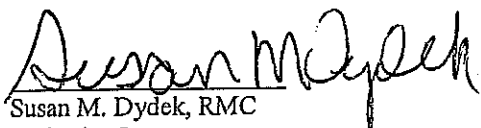
WHEREAS, the Riverside Sewerage Authority of the Township of Riverside hereby authorizes the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution, and

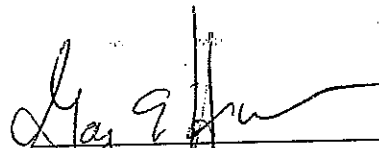
WHEREAS, the Riverside Sewerage Authority of the Township of Riverside, hereby designates TD Bank as its main depository, idle funds depository and payroll account depository of the Authority. Prior to the deposit of any Authority funds in the above mentioned depositories, said bank shall file with the Treasurer, a statement indicating that the bank is covered under the Government Units Deposit Protection Act. (R.S. 17:9-41).

BE IT FURTHER RESOLVED, that the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations.

1. To or from Authority checking or savings accounts to other Authority accounts;
2. To or from Authority checking or savings to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Riverside Sewerage Authority.

BE IT FURTHER RESOLVED, the above mentioned depository is hereby authorized to make payments for the funds of the Riverside Sewerage Authority, in the County of Burlington: Signed by Gary Haman, Chairman or Richard Horton, Vice-Chairman; and Susan M. Dydek, Authority Secretary and Meghan Jack, Treasurer, and that a copy of this Resolution be sent to TD Bank.

  
 Susan M. Dydek, RMC  
 Authority Secretary

  
 Gary Haman  
 Chairman

**RESOLUTION 2019 - #11**  
**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY**  
**DESIGNATING THE DATES OF MEETINGS FOR CALENDAR YEAR**  
**2019 AND JANUARY 2020 AND FEBRUARY 2020.**

WHEREAS, the Open Public Meetings Act requires that the Riverside Sewerage Authority adopt an annual schedule of its meetings and give proper notice thereof;

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority that the following is a list of the work session and regular meetings of the Riverside Sewerage Authority for calendar year 2019, January 2020 and February 2020:

**Work Session and Regular Meetings scheduled to be held at the Riverside Township Municipal Building:**

All Work Session meetings will be held at 4:30p.m. at the Riverside Township Municipal Building, 1 W. Scott Street Riverside, New Jersey. Formal action will not be taken at work session meetings. All Regular meetings will be held immediately following the scheduled Work Session Meetings at the Riverside Township Municipal Building, 1 W. Scott Street Riverside, New Jersey. Formal action will be taken at regular Sewerage Authority Meetings. Executive Sessions (Closed Sessions), if needed, will be held at the Regular Meeting. Formal Action will not be taken in Executive Sessions (Closed Sessions).

Monday March 11, 2019

Monday April 8, 2019

Monday May 13, 2019

Monday June 10, 2019

Monday July 8, 2019

Monday August 12, 2019

Monday September 9, 2019

Monday October 7, 2019

Monday November 4, 2019

Monday December 9, 2019

Monday January 13, 2020

Monday February 10, 2020

**BE IT FURTHER RESOLVED**, that the Authority Secretary is directed to post and maintain posted a copy of this resolution at the Riverside Township Administrative Office Building and submit a copy of this Resolution to the

newspapers designated to receive information and to those citizens requesting the same who have paid the proper fee.

**BY ORDER OF THE RIVERSIDE SEWERAGE AUTHORITY.**

**CERTIFICATION**

I hereby certify that on the date listed below, I processed the attached Meeting Notice as follows:

Authority Members 2/13/19

Burlington County Times 2/13/19

Courier Post 2/13/19

Posted in Administrative Office Bldg. 2/13/19

Maintain File for Copy 2/13/19

Dated 2/13/19 by: Susan M Dydek  
Susan M. Dydek RMC, Authority Secretary

RESOLUTION 2019 - #12  
RIVERSIDE SEWERAGE AUTHORITY  
CASH MANAGEMENT PLAN

This plan is established to comply with the requirements of NJSA 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the Riverside Sewerage Authority.

The following requirements shall be adhered to:

A. The Authority shall annually, at its Reorganization Meeting, designate the legal depositories for all Authority funds. The Resolution may be amended or supplemented from time to time as the Authority deems necessary. Such Resolution shall be deemed as part of the Cash Management Plan.

TD BANK

B. The Authority shall annually establish by Resolution adopted at its annual Reorganization Meeting the required signatories of all Authority Bank accounts.

C. All Authority funds received by any official or employee shall be either deposited within 48 hours to an interest bearing account in the name of the Authority or shall be turned over to the Treasurer within 48 hours of receipt.

D. All revenue received by the Treasurer shall be deposited to interest bearing accounts in the legal depositories.

E. The following funds shall not be required to be maintained in interest bearing accounts:

1. Change Funds
2. Petty Cash Funds
3. Payroll Funds
4. Trust funds to the extent that deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.
5. Checking accounts established for the express purpose of paying bills approved by the Authority. The balances in these funds shall be kept at the minimum required for the operation of the account.
6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the Authority.

F. The Billing/Collections Clerk of the Authority shall deposit all monies into the Riverside Sewerage Authority's Account. Since the Authority utilizes a General Account

for both collection and disbursement, the Billing/Collections Clerk of the Authority shall prepare a Monthly Report showing a breakdown of all monies collected during the month. Said report should be turned over to the Treasurer of the Authority by the 10<sup>th</sup> of the following month.

G. The Treasurer shall prepare and submit monthly financial reports to the Authority Members.

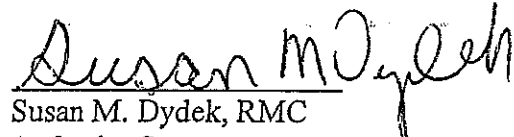
H. No Authority funds shall be disbursed by the Treasurer prior to approval of the Authority except for:


1. Debt Service Payments
2. Investments
3. Payroll Turnovers to Agencies
4. Discount Vouchers
5. Utilities Vouchers
6. Landfill Charges
7. Insurance Vouchers

Debt Service Payments and Discount Vouchers must be ratified after payment.

It shall be the responsibility of the Treasurer to analyze the cash flow and to invest funds in legal investments so as to maximize interest earnings. When investing funds in commercial banks, savings banks, savings and loan, etc., the Treasurer shall obtain a minimum of three quotations and shall invest at the institution offering the highest effective rate. The Treasurer shall determine which type of legal investment will best serve the needs of the Authority and is authorized to place the funds in any such legal investment unless otherwise restricted by the Authority.

The Treasurer shall report monthly all investment transactions as required by NJSA 40A:5-15.2 to the Authority.

  
 Susan M. Dydek, RMC  
 Authority Secretary

  
 Gary Haman, Chairman



RESOLUTION 2019 - #13RIVERSIDE SEWERAGE AUTHORITYAPPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, the Riverside Sewerage Authority is mandated to appoint a Public Agency Compliance Officer for the purpose of ensuring all those individuals and corporations who have contracts with the Riverside Sewerage Authority comply with all Equal Employment Opportunity rules and regulations;

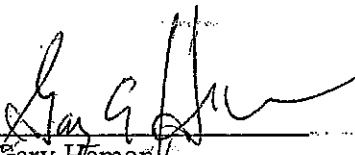
NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority of the Township of Riverside, in the County of Burlington, in the State of New Jersey, that Meghan Jack is hereby appointed Public Agency Compliance Officer for the year 2019.

RESOLUTION 2019 - #14RIVERSIDE SEWERAGE AUTHORITY

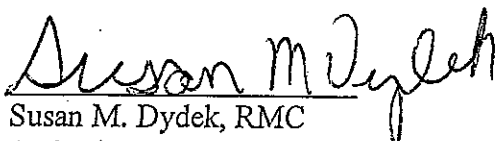
A RESOLUTION GRANTING THE CHAIRMAN OF THE  
AUTHORITY AND/OR THE SUPERINTENDENT OF THE SEWERAGE PLANT  
TO EXECUTE ENVIRONMENTAL PROTECTION  
ADMINISTRATION APPLICATIONS AND APPLICATIONS FOR  
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

BE IT RESOLVED, by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, and State of New Jersey, as follows:

Section 1. Gary Haman, Chairman and/or Joseph Bader, Plant Superintendent are hereby authorized and directed to execute the necessary applications to the Environmental Protection Administration and the New Jersey Department of Environmental Protection.

  
\_\_\_\_\_  
Gary Haman  
Chairman

ATTEST:

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Authority Secretary

RESOLUTION 2019 - #15  
RIVERSIDE SEWERAGE AUTHORITY  
AUTHORIZATION TO PURCHASE UNDER STATE CONTRACT

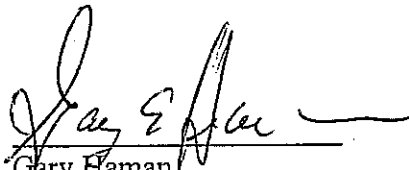
WHEREAS, in the past, the Riverside Sewerage Authority has availed itself of the right to purchase materials, supplies, and equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury pursuant to N.J.S.A. 40A:11-12; and

WHEREAS, it is desirable from time to time to obtain materials, supplies and equipment under contract for such materials, supplies and equipment entered into on behalf of the State by the said Division without the necessity of advertising for bids or in the cases where no bids have been received; and


WHEREAS, it is contemplated that it will be necessary or desirable to obtain materials, supplies, and equipment under such contract or contracts entered into on behalf of the State of New Jersey by said Division during the calendar year 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Riverside Sewerage Authority, County of Burlington, and State of New Jersey as follows:

1. That the purchase by the Riverside Sewerage Authority, through the several municipal departments shall be purchased under a contract or contracts for such materials, supplies or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury, in those cases where it is desirable and in the best interest of the Riverside Sewerage Authority, and in those cases where bids are received.
2. That a copy of this Resolution be kept on file in the Office of the Secretary.
3. This Resolution shall take effect as of February 11, 2019.

  
 Gary Haman  
 Chairman

Attest:

  
 Susan M. Dydek, RMC  
 Authority Secretary

RESOLUTION 2019 - #16  
RIVERSIDE SEWERAGE AUTHORITY  
RESOLUTION FOR PAYMENT IN ADVANCE OF AUTHORIZED OFFICIAL TRAVEL

WHEREAS, N.J.S.A., 40A5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel, and

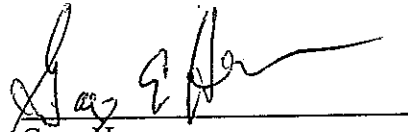
WHEREAS, certain officers and employees of the Riverside Sewerage Authority will need to travel to the NJWEA Annual Conference, the League of Municipalities Conference as well as other conferences for various educational conferences; and

WHEREAS, the Treasurer has certified that funds are available in the 2019 budget, for various accounts, not to exceed \$100.00 per day per person and not to exceed \$500.00 per conference; and

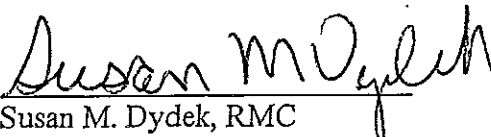
WHEREAS, the amount distributed to certain officers and employees shall be at the discretion of the Treasurer; and

WHEREAS, the officers and employees of the Riverside Sewerage Authority will verify their expenses and any excess cash will be repaid to the Authority along with a detailed bill of items on demand, and the certification or affidavit required by N.J.S.A. 40A5-16 which will be submitted within ten (10) days after the completion of the travel for which the advance was made.

NOW, THEREFOR, BE IT RESOLVED, that the Treasurer is hereby instructed to make the above said payment to those officers and employees.

  
\_\_\_\_\_  
Gary Haman  
Chairman

Attest:

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Authority Secretary

**DEPARTMENT SCHEDULE FOR THE YEAR 2019:****PLANT:**

Chairman -- Mr. Conard  
Vice -- Chairman -- Mr. Horton

**APPEALS:**

Chairman - Mr. Mingin  
Vice-Chairman -- Mr. Van Meter

**REVENUE AND FINANCE:**

Chairman - Mr. Haman.  
Vice-Chairman - Mr. Horton

**STREETS:**

Chairman - Mr. Van Meter  
Vice-Chairman - Mr. Mingin

**INSPECTIONS:**

Chairman -- Mr. Horton  
Vice - Chairman -- Mr. Mingin

**Motion made by Mr. Conard and Mr. Mingin carried: the above Department Schedule Appointments be approved.**

**APPOINTMENTS:**

**Mr. Horton made a motion that Roberts Rules of Order be adopted for the year 2019 seconded by Mr. Conard carried.**

**Mr. Horton made a motion that the Burlington County Times and the Courier Post be designated as the Legal Newspapers of the Riverside Sewerage Authority for the year 2019 seconded by Mr. Conard carried.**

**Mr. Horton made a motion that Meghan Jack be appointed as Assistant Secretary seconded by Mr. Van Meter carried.**

**Mr. Horton made a motion that Meghan Jack be appointed as Authority Treasurer seconded by Mr. Conard carried.**


Mr. Conard made a motion that Barbara Casperite be appointed as Administrative Assistant seconded by Mr. Van Meter carried.

**PUBLIC PORTION:**

Chairman Haman opened Public Portion.

In hearing nothing from the public, motion made by Mr. Conard and Mr. Horton carried: Public Portion be closed.

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

  
Susan M. Dydek, RMC  
Authority Secretary

Riverside Sewerage Authority