

Monday evening  
 February 15, 2022  
 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 25, 2022.
- 2) Written notice was delivered to the Burlington County Times and the Courier Post on January 25, 2022.
- 3) Filed written notice with the Clerk of the Township of Riverside on January 25, 2022.

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 with the following members present: Messrs. Mingin, Horton, Van Meter, and Giovanetti along with Authority Secretary Susan M. Dydek, Treasurer Meghan Jack and Plant Superintendent Joseph Bader. Mr. Conard was not in attendance.

All present stood to salute the flag.

Authority Secretary/Municipal Clerk Dydek administered the Oath of Office to appointed Authority Member Robert Van Meter.

The first order of business was the appointment of a Chairman for the year 2022. Authority Secretary Dydek called for nominations of a Chairman for the year 2022. Mr. Van Meter nominated Mr. Horton. **Hearing no further nominations, motion made by Mr. Van Meter, seconded by Mr. Giovanetti, to appoint Mr. Horton as Chairman for the year 2022 carried. Mr. Horton is appointed Chairman for the year 2022, and assumed the chair.**

Chairman Horton called for nominations of a Vice-Chairman for the year 2022. Mr. Van Meter nominated Mr. George Conard Sr. **Hearing no further nominations, motion made by Mr. Van Meter, seconded by Mr. Mingin to appoint Mr. George Conard Sr. as Vice-Chairman for the year 2022 carried.**

**RESOLUTIONS:**

Chairman Horton called for nominations for an Attorney. Mr. Giovanetti nominated Albert Marmero from Marmero Law LLC.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2022-#3 – APPOINTMENT OF AN ATTORNEY.**

Mr. Giovanetti made a motion that Albert Marmero be appointed as Authority Attorney and to adopt Resolution 2022-#3 confirming the appointment seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Giovanetti, Van Meter and Mingin. Nays – None. Abstain – None. Motion carried.

Chairman Horton called for nominations for the appointment of an Engineer. Mr. Van Meter nominated Hugh Dougherty with Pennoni Engineering.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2022-#4 – APPOINTMENT OF AN ENGINEER.**

Mr. Van Meter made a motion that Hugh Dougherty with Pennoni Engineering be appointed as Authority Engineer and to adopt Resolution 2022- #4 confirming the appointment seconded by Mr. Giovanetti. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Giovanetti and Van Meter. Nays – None. Abstain – None. Motion carried.

Chairman Horton called for nominations for the appointment of a Special Projects Engineer. Mr. Giovanetti nominated Environmental Resolutions Inc.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2022-#5 – APPOINTMENT OF A SPECIAL PROJECTS ENGINEER.**

Mr. Giovanetti made a motion that Environmental Resolutions Inc. be appointed as the Special Projects Engineer and to adopt Resolution 2022- #5 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Giovanetti and Van Meter. Nays – None. Abstain – None. Motion carried.

Chairman Horton called for nominations for the appointment of an Auditor. Mr. Giovanetti nominated Brent Lee.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2022-#6 APPOINTMENT OF AN AUDITOR.**

Mr. Giovanetti made a motion that Brent Lee be appointed as Authority Auditor and to adopt Resolution 2022-#6 confirming the appointment seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter and Giovanetti. Nays – None. Abstain – None. Motion carried.

**RESOLUTION 2022 - #3**  
**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-20.4 et seq., 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 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:

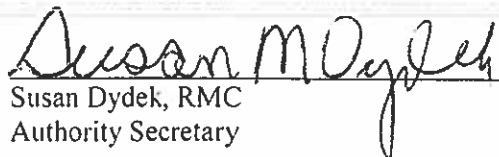
1. The Chairman and Secretary are hereby authorized and directed to execute the attached contract with Albert Marmero and the firm Marmero Law, LLC for a one-year term commencing on February 15, 2022 and ending on February 13, 2023. The total amount to be dispersed by the Riverside Sewerage Authority shall be \$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.

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

**CERTIFICATION**

I, Susan Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey at the Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

  
 Susan Dydek, RMC  
 Authority Secretary

**RESOLUTION 2022 - #4**  
**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-20.4 et seq., 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 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:

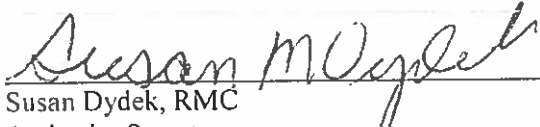
1. The Chairman and Secretary are hereby authorized and directed to execute the attached contract with Pennoni Associates, Inc. for a one-year term commencing on February 15, 2022 and ending on February 13, 2023. The total amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$252.00 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.

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

**CERTIFICATION**

I, Susan Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey at the Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

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

**RESOLUTION 2022 - #5**  
**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-20.4 et seq., 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 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:

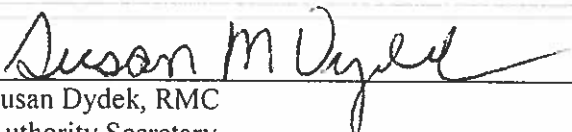
1. The Chairman and Secretary are hereby authorized and directed to execute the attached contract with Environmental Resolutions, Inc. for a one-year term commencing on February 15, 2022 and ending on February 13, 2023. The total amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$180.00 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.

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

**CERTIFICATION**

I, Susan Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey at the Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

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

**RESOLUTION 2022 - #6**  
**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-20.4 et seq., 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 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:

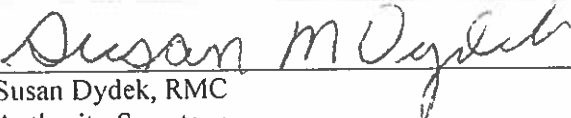
1. The Chairman and Secretary are hereby authorized and directed to execute the attached contract with Brent W. Lee & Co., LLC for a one-year term commencing on February 15, 2022 and ending on February 13, 2023. The total amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$31,000.00 per annum. 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.

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

**CERTIFICATION**

I, Susan Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey at the Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

  
 Susan Dydek, RMC  
 Authority Secretary

Chairman Horton called for nominations for the appointment of an Accountant. Mr. Giovanetti nominated Bowman.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2022-#7 APPOINTMENT OF AN ACCOUNTANT.**

**Mr. Giovanetti made a motion that Bowman be appointed as Authority Accountant and to adopt Resolution 2022-#7 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter and Giovanetti. Nays – None. Abstain – None. Motion carried.**

Chairman Horton called for nominations for the appointment of Labor Counsel Attorney. Mr. Van Meter nominated Marmero Law LLC.

Hearing no further nominations, the following Resolution was introduced:

**RESOLUTION 2022-# 8 APPOINTMENT OF LABOR COUNSEL.**

**Mr. Van Meter made a motion that Marmero Law LLC be appointed as Authority Labor Counsel and to adopt Resolution 2022- #8 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Giovanetti and Van Meter. Nays – None. Abstain – None. Motion carried.**

Chairman Horton called for nominations for the appointment of a Risk Management Consultant. Mr. Giovanetti nominated The Barclay Group.

**RESOLUTION 2022-#9 – APPOINTMENT OF A RISK MANAGEMENT CONSULTANT.**

**Mr. Giovanetti made a motion to appoint The Barclay Group as Risk Management Consultant and to adopt Resolution 2022- #9 confirming the appointment, seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter and Giovanetti. Nays – None. Abstain - None. – None. Motion carried.**

**RESOLUTION 2022-#10 – DESIGNATION OF DEPOSITORIES.**

**Mr. Van Meter made a motion that TD Bank be appointed as the Main Depository and Idle Funds Depository and to adopt Resolution 2022- #10 confirming the appointment, seconded by Mr. Giovanetti. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter, and Giovanetti. Nays – None. Motion carried.**

RESOLUTION 2022 - #7  
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-20.4 et seq., 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 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:

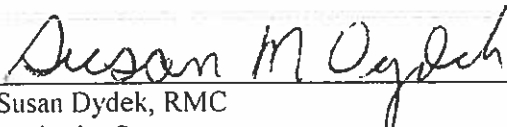
1. The Chairman and Secretary are hereby authorized and directed to execute the attached contract with Bowman & Company LLP for a one-year term commencing on February 15, 2022 and ending on February 13, 2023. The total amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$8,000.00 per annum. 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.

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

**CERTIFICATION**

I, Susan Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey at the Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

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



RESOLUTION 2022 - #8  
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-20.4 et seq., 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 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:

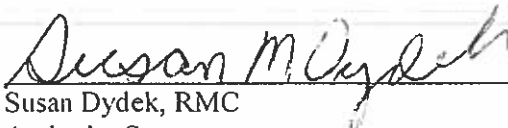
1. The Chairman and Secretary are hereby authorized and directed to execute the attached contract with Marmero Law, LLC for a one-year term commencing on February 15, 2022 and ending on February 13, 2023. The total amount to be dispersed by the Riverside Sewerage Authority shall not exceed \$150.00 per 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.

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

CERTIFICATION

I, Susan Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey at the Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

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

**RESOLUTION 2022 - #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;

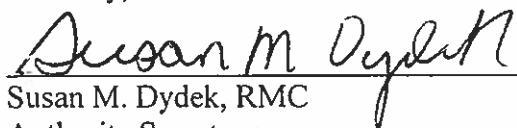
**NOW THEREFORE**, be it resolved that the Riverside Sewerage Authority does hereby appoint The Barclay Group as its Risk Management Consultant in accordance with the Fund's bylaws; and

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

**CERTIFICATION**

I, Susan M. Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at the Reorganization Meeting held on the 15th day of February, 2022.



Susan M. Dydek, RMC  
Authority Secretary

**RESOLUTION 2022 - #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.

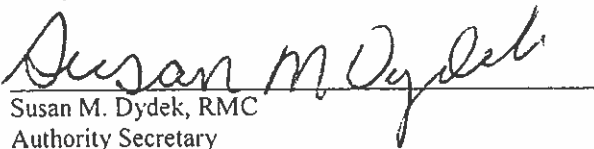
1. To or from Authority checking or savings accounts to other Authority accounts.
2. To or from Authority checking or savings to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Riverside Sewerage Authority.

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 Richard Horton, Chairman or George Conard Sr., Vice-Chairman, and Susan M. Dydek, Authority Secretary and Meghan Jack, Treasurer, and that a copy of this Resolution be sent to TD Bank.

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

**CERTIFICATION**

I, Susan M. Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at the Reorganization Meeting held on the 15th day of February, 2022.

  
 Susan M. Dydek, RMC  
 Authority Secretary

**RESOLUTION 2022-#11 DESIGNATING DATES OF MEETINGS.**

Mr. Van Meter made a motion to adopt Resolution 2022-#11, seconded by Mr. Giovanetti. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter, and Giovanetti. Nays – None. Motion carried.

**RESOLUTION 2022-#12 CASH MANAGEMENT PLAN.**

Mr. Mingin made a motion to adopt Resolution 2022-#12, seconded by Mr. Van Meter. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Van Meter and Giovanetti. Nays – None. Abstain – None. Motion carried.

**RESOLUTION 2022-#13 – APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER.**

Mr. Van Meter made a motion that Meghan Jack be appointed as the Public Agency Compliance Officer and to adopt Resolution 2022- #13 confirming the appointment, seconded by Mr. Giovanetti. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter and Giovanetti. Nays – None. Motion carried.

**RESOLUTION 2022-#14 – GRANTING THE CHAIRMAN AND OR PLANT SUPERINTENDENT OF THE AUTHORITY TO EXECUTE NJDEP AND EPA APPLICATIONS.**

Mr. Van Meter made a motion to adopt Resolution 2022- #14 seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter and Giovanetti. Nays – None. Motion carried.

**RESOLUTION 2022-#15 – AUTHORIZING TO PURCHASE UNDER STATE CONTRACT.**

Mr. Van Meter made a motion to adopt Resolution 2022- # 15, seconded by Mr. Giovanetti. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter and Giovanetti. Nays – None. Motion carried.

**RESOLUTION 2022-#16 – PAYMENT IN ADVANCE OF AUTHORIZED OFFICAL TRAVEL.**

Mr. Giovanetti made a motion to adopt Resolution 2022- #16 seconded by Mr. Mingin. Upon roll call, the vote was as follows: Ayes – Messrs. Mingin, Horton, Van Meter and Giovanetti. Nays – None. Motion carried.

**RESOLUTION 2022 - #11**  
**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY**  
**DESIGNATING THE DATES OF MEETINGS FOR CALENDAR YEAR**  
**2022 AND JANUARY 2023 AND FEBRUARY 2023.**

**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 2022, January 2023 and February 2023:

**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 14, 2022

Monday April 11, 2022

Monday May 9, 2022

Monday June 13, 2022

Monday July 11, 2022

Monday August 8, 2022

Monday September 12, 2022

Monday October 17, 2022

Monday November 7, 2022

Monday December 12, 2022

Monday January 9, 2023

Monday February 13, 2023

**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 2/16/22

Burlington County Times 2/16/22

Courier Post 2/16/22

Posted in Administrative Office Bldg. 2/16/22

Maintain File for Copy 2/16/22

Dated 2/16/22 by: Susan M Dydek  
Susan M. Dydek RMC, Authority Secretary

**RESOLUTION 2022 - #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.

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

**CERTIFICATION**

I, Susan M. Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at the Reorganization Meeting held on the 15th day of February, 2022.

  
 Susan M. Dydek, RMC  
 Authority Secretary



RESOLUTION 2022 – #13RIVERSIDE SEWERAGE AUTHORITYAPPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER

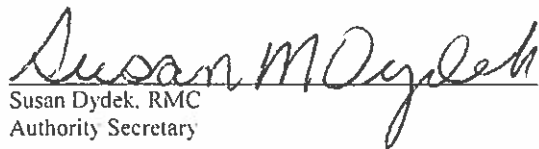
WHEREAS, the Riverside Sewerage Authority is mandated to appoint a Public Agency Compliance Officer for the purpose of ensuring all those individuals and corporations who have contracts with the Riverside Sewerage Authority comply with all Equal Employment Opportunity rules and regulations.

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 2022.

AUTHORITY MEMBER	MOTION	2 <sup>nd</sup>	YES	ABSTAIN	NO	ABSENT
HORTON			X			
CONARD						X
VAN METER	1ST		X			
MINGIN			X			
GIOVANETTI		2ND	X			

## CERTIFICATION

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Reorganization Meeting held on the 15<sup>th</sup> day of February, 2022.

  
 Susan Dydek, RMC  
 Authority Secretary

**RESOLUTION 2022 - #14**

**RIVERSIDE 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**

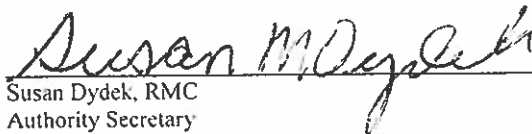
BE IT RESOLVED, by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, and State of New Jersey, as follows:

Section 1. Richard Horton, 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.

AUTHORITY MEMBER	MOTION	2 <sup>nd</sup>	YES	ABSTAIN	NO	ABSENT
MINGIN		2nd	X			
GIOVANETTI			X			
CONARD						X
VAN METER	1 <sup>ST</sup>		X			
HORTON			X			

**CERTIFICATION**

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 15<sup>TH</sup> day of February, 2022.

  
 Susan Dydek, RMC  
 Authority Secretary

**RESOLUTION 2022 - #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 2022.

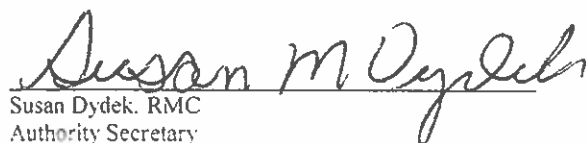
NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Riverside Sewerage Authority, County of Burlington, and State of New Jersey as follows:

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 15, 2022.

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

**CERTIFICATION**

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 15<sup>TH</sup> day of February, 2022.

  
 Susan Dydek, RMC  
 Authority Secretary

**RESOLUTION 2022 - #16**  
**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION FOR PAYMENT IN ADVANCE OF AUTHORIZED OFFICAL 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 2022 budget, for various accounts, not to exceed \$200.00 per day per person and not to exceed \$1000.00 per conference; and

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

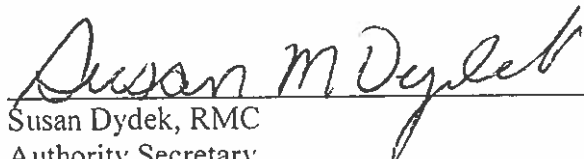
WHEREAS, the officers and employees of the Riverside Sewerage Authority will verify their expenses and any excess cash will be repaid to the Authority along with a detailed bill of items on demand, and the certification or affidavit required by N.J.S.A. 40A5-16 which will be submitted within ten (10)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

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

**CERTIFICATION**

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 15<sup>TH</sup> day of February, 2022.

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

**DEPARTMENT SCHEDULE FOR THE YEAR 2022:****PLANT:**

Chairman – Mr. Conard  
Vice – Chairman – Mr. Horton

**APPEALS:**

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

**REVENUE AND FINANCE:**

Chairman - Mr. Giovanetti.  
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. Giovanetti and Mr. Mingin carried: the above Department Schedule Appointments be approved.**

**APPOINTMENTS:**

**Mr. Van Meter made a motion that Roberts Rules of Order be adopted for the year 2022 seconded by Mr. Mingin carried.**

**Mr. Giovanetti made a motion that the Burlington County Times and the Courier Post be designated at the Legal Newspapers of the Riverside Sewerage Authority for the year 2022 seconded by Mr. Mingin carried.**

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

**Mr. Giovanetti made a motion that Barbara Casperite be appointed as Assistant Authority Treasurer seconded by Mr. Mingin carried.**

**Mr. Van Meter made a motion that Donald Nesbitt be appointed as the Qualified Purchasing Agent seconded by Mr. Mingin carried.**


**PUBLIC PORTION:**

Chairman Horton opened Public Portion.

- 1) Hugh Dougherty - Pennoni – Thanked the Authority for his appointment.
- 2) Brent Lee - Thanked the Authority for the appointment.

**In hearing nothing from the public, motion made by Mr. Giovanetti and Mr. Mingin carried: Public Portion be closed.**

**There being no further business to attend to, the Authority Members unanimously voted that that the meeting be adjourned, and so declared by Chairman Horton.**

  
Susan M. Dydek, RMC  
Authority Secretary

Riverside Sewerage Authority