

Monday Evening
Riverside, NJ
January 25, 2021
Teleconference 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 11, 2021.
2. Written notice was delivered to the Burlington County Times and the Courier Post on January 11, 2021.
3. Filed written notice with the Clerk of the Township of Riverside on January 11, 2021.

The regular meeting of the Riverside Township Committee was held on the above date during a Zoom Teleconference Meeting.

ROLL CALL

Mrs. Hatcher – present, Mr. Higgins – present, Mrs. Weaver – present, Mr. Kimble – present, Mr. Frey – present.

Also present: Municipal Clerk Susan M. Dydek, Administrator Meghan Jack, Township Attorney Chuck Fiore and Police Chief William Eliason.

APPROVAL OF MINUTES:

Motion made by Mrs. Hatcher and Mrs. Weaver that the following minutes be approved: the Work Session Teleconference Meeting of December 21, 2021 and the Teleconference Meeting of December 21, 2021. Upon roll call the vote was as follows: Ayes – Mmes. Hatcher and Weaver, Messrs. Kimble and Frey. Nays – None. Abstain – Mr. Higgins. Motion carried.

Motion made by Mrs. Weaver and Mr. Higgins that the following minutes be approved: The Reorganization Meeting of January 4, 2021 carried.

OPEN PORTION AGENDA ITEMS:

In hearing no members of the public wishing to speak, **motion made by Mrs. Hatcher and Mr. Kimble to close Public Portion (Agenda Items Only) carried.**

ORDINANCES

Mrs. Hatcher made a motion that Ordinance 2021 - #1 entitled, "Riverside Township Ordinance to exceed the Municipal Budget Appropriation Limits and to establish a CAP Bank" be approved on first reading, seconded by Mr. Kimble. Upon roll call, the vote was as follows: Ayes – Messrs. Kimble, Higgins, Frey, and Mmes. Hatcher and Weaver. Nays – None. Abstain – None. Motion carried.

Mrs. Hatcher made a motion that Ordinance 2021 - #2 entitled, "Joint Land Use Amendment Ordinance" be approved on first reading, seconded by Mr. Higgins. Upon roll call, the vote was as follows: Ayes – Messrs. Kimble, Higgins, Frey, and Mmes. Hatcher and Weaver. Nays – None. Abstain – None. Motion carried.

Mrs. Weaver made a motion that Ordinance 2021 - #3 entitled, "Bond Ordinance" be approved on first reading, seconded by Mr. Kimble. Upon roll call, the vote was as follows: Ayes – Messrs. Kimble, Higgins, Frey, and Mmes. Hatcher and Weaver. Nays – None. Abstain – None. Motion carried.

Resolution 2021 - #36 was pulled from the Consent Agenda and voted upon separately since the Applicant has a driveway.

Mr. Kimble made a motion, seconded by Mrs. Weaver that Resolution 2021 - #36 entitled, "Handicapped Parking Space Approval" be denied, seconded by Mrs. Weaver. The request was denied.

CONSENT AGENDA:

Mr. Kimble made a motion, seconded by Mrs. Weaver that the Consent Agenda be approved. Upon roll call the vote was as follows: Ayes – Messrs. Kimble, Higgins, Frey and Mmes. Hatcher and Weaver. Nays – None. Abstain – None. Motion carried.

The following Resolutions were contained in the consent agenda:

- | | |
|------------|--|
| 2021 - #31 | A Resolution Requesting Approval of Items of Revenue and Appropriation NJSA 40A:4-87. |
| 2021 - #32 | Authorizing Reserve Budget Appropriation Transfers During the First Three Months of the Succeeding Fiscal Year for the Township of Riverside, Burlington County, New Jersey. |
| 2021 - #33 | Resolution Refunding Overpayment of Property Taxes. |
| 2021 - #34 | A Resolution of the Township of Riverside Authorizing the Cancellation of Property Tax Overpayments or Delinquent Amounts Less Than \$10.00. |

TOWNSHIP OF RIVERSIDE

RESOLUTION 2021-#31

A RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJSA 40A:4-87

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been available by law and the amount thereof was not determined at the time of the adoption of the budget, and;

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and;

WHEREAS, the Township of Riverside wishes to amend its 2020 Budget to include a FY2020 Local Government Emergency Fund Grant for Covid 19 Relief in the amount of \$19,027.53, and;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Riverside, in the County of Burlington, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue from the following items in the 2020 Riverside Township Budget:

- 3. Miscellaneous Revenues – Section f: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services – Public and Private Revenues offset with appropriations:
 - FY2020 Local Government Emergency Fund Grant - \$19,027.53

BE IT FURTHER RESOLVED, that a like sum of the Grants aforementioned, be and the same is hereby appropriated under the caption of:

- 8. General Appropriations
 - (A) Operations Excluded from CAPS Public & Private Programs Offset by Revenues
 - FY2020 Local Government Emergency Fund Grant - \$19,027.53

BE IT FURTHER RESOLVED, that the Township Clerk forwards the prescribed certification to the Director of Local Government Services.

Adopted: January 25, 2021

	Frey	Hatcher	Kimble	Higgins	Weaver
YES	X	X	X	X	X
ABSTAIN					
NO					
ABSENT					
MOTION			1ST		2nd

CERTIFICATION

I, Susan Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing resolution was duly adopted by the Riverside Township Committee at its Regular Business Meeting held on the 25th day of January, 2021.

Susan M. Dydek

Susan Dydek, RMC, Riverside Township

**TOWNSHIP OF RIVERSIDE
RESOLUTION 2021-#33**

Resolution Refunding Overpayment of Property Taxes

WHEREAS, the Tax Collector certifies to the Mayor and the Township Committee of the Township of Riverside that the tax records reflect an overpayment due to a County Appeal to the following account:

Block 1402 Lot 6.01
BLUNT, JANIN & SWIFT ETTA
135 WEBSTER
Riverside, NJ 08075
\$1925.84

WHEREAS, Block 1402 Lot 6.01 135 WEBSTER was sold on August 28, 2020:

WHEREAS, the previous homeowner is due a prorated portion of said overpayment:

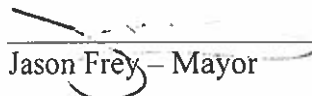
NOW, THEREFORE BE IT RESOLVED by the Township of Riverside that the CFO is authorized to issue a refund to RODRIGUES, JOSEPH & LISETTE for taxes paid prior to the date of sale:

In the amount of **\$1292.68**

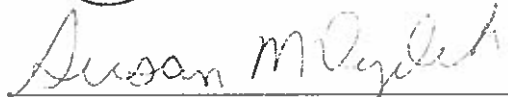
Payable to:
RODRIGUES, JOSEPH & LISETTE
68 PANCOAST Blvd
DELRAN, NJ 08075

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the township of Riverside on the 25th day of January 2021.

BE IT FURTHER RESOLVED that copies of said resolution be forwarded to the Tax Collector, and the Chief Financial Officer for their information and any appropriate action.



Jason Frey – Mayor



Susan M. Dydek – Municipal Clerk

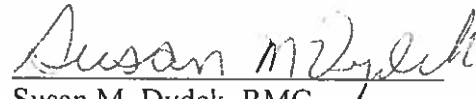
RESOLUTION 2021 - #34**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING THE
CANCELLATION OF PROPERTY TAX OVERPAYMENTS OR DELINQUENT
AMOUNTS LESS THAN \$10.00**

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of refunds or delinquent amounts in the amounts of less than \$10.00; and

WHEREAS, the Township of Riverside may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Riverside that the Riverside Township Tax Collector is authorized to cancel said amounts as deemed necessary for the tax year 2021

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Township Committee of the Township of Riverside, in the Township of Riverside, County of Burlington, State of New Jersey, at a Regular Meeting held on January 25, 2021.


Susan M. Dydek, RMC
Municipal Clerk

RESOLUTION 2021 - #35
A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING TO ENTER
INTO AN AGREEMENT WITH PHOENIX ADVISORS, LLC.

WHEREAS, the Township of Riverside has authorized funding for Financial Advisors; and

WHEREAS, Phoenix Advisors, LLC provides specific financial and other information with regard to Bond and Note sales; and

WHEREAS, the Township of Riverside has determined that there is a need for such service.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Riverside hereby authorizes an Agreement with Phoenix Advisors, LLC.

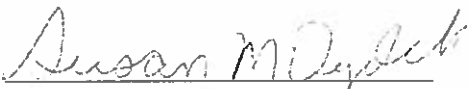
BE IT FURTHER RESOLVED, that the fee for services provided by Phoenix Advisors LLC shall not exceed \$1,750.00


EFFECTIVE DATE:

This Resolution shall take effect immediately upon passage.

CERTIFICATION:

I hereby certify that the foregoing is a true, full and correct copy of Resolution 2021 - #35 adopted by the Riverside Township Committee at its meeting on January 25, 2021.


 Susan M. Dydek, Township Clerk


 Jason Frey, Mayor

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
Weaver		3 rd	X			
Hatcher			X			
Kimble	1 st		X			
Higgins			X			
Frey			X			

RESOLUTION 2021 - #36

HANDICAPPED PARKING SPACE APPROVAL

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:

<u>Street</u>	<u>Street Number</u>	<u>Name of Requestor</u>
Carroll Street	212B	McGowan, Margery D - could not approve

DENIED

RESOLUTION 2021 - #37
A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE
AWARDING THE CONTRACT FOR THE
WASHINGTON STREET SEWER LATERAL OFFSETS.

WHEREAS, the Township Committee of the Township of Riverside has requested bids for the Washington Street Sewer Lateral Offsets; and

WHEREAS, bids have been received from the following for the same in accordance with the request:

<u>Bidder:</u>	<u>Base Bid:</u>
Black Rock Enterprises, LLC	\$16,850.00
M&N Associates	\$17,450.00
American Asphalt Company	\$26,680.00

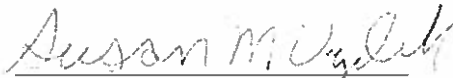
WHEREAS, the Local Publics Contract Law Section 40A:11-6.1, Award of Contracts, requires the Township to receive at least 2 quotes and states that, "The award shall be made to a vendor whose response is most advantageous, price and other factors considered;" and


WHEREAS, while M&N Associates, Inc. price is slightly higher than the low quote (by \$600/3.5%) it is competitive and reasonable; and

WHEREAS, given M&N's price and other factors, awarding the quote to M&N is advantageous to the Township.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Riverside that project outlined above shall be awarded to M&N Associates.

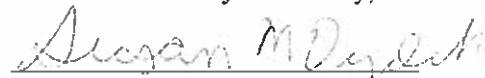
Adopted the 25th day of January 2021 at the Regular Meeting of the Township Committee of the Township of Riverside.


 Susan M. Dydek, RMC
 Municipal Clerk


 Jason Frey
 Mayor

COMMITTEEMEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
Weaver		2nd	X			
Hatcher			✓			
Kimble	1st		✓			
Higgins			✓			
Frey			✓			

I, Susan Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing resolution was duly adopted by the Riverside Township Committee at its Regular Business Meeting held on the 25th day of January, 2021.


 Susan Dydek, RMC
 Riverside Township Clerk

RESOLUTION 2021-#39**RESOLUTION OF THE TOWNSHIP OF RIVERSIDE ADOPTION OF PROCEDURES AND REQUIREMENTS FOR PUBLIC COMMENT AT REMOTE PUBLIC MEETINGS**

WHEREAS, pursuant to Executive Order Number 103 dated March 9, 2020, Governor Phil Murphy declared a Public Health Emergency and a State of Emergency in New Jersey; and

WHEREAS, on March 20, 2020 P.L. 2020 Chapter 11 amended the Open Public Meetings Act to allow local public bodies to conduct Remote Public Meetings by use of electronic communications technology during a period declared as a Public Health Emergency or a State of Emergency; and

WHEREAS, the Department of Community Affairs issued regulations requiring local public bodies to adopt standard procedures and requirements for public comment made during Remote Public Meetings and for public comment submitted in writing to such meeting; and

WHEREAS, the Township of Riverside desires to adopt standard procedures and requirements for public comment made during Remote Public Meetings and for public comment submitted in writing to such meetings.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Riverside, County of Burlington, and State of New Jersey hereby adopts the following procedures and requirements for public comment made during Remote Public Meetings:

Public comments will be accepted that are submitted in written form or via electronic mail received at the office of the Municipal Clerk of the Township of Riverside (hereinafter the "Township") no later than 3:00 p.m. on the date of the scheduled meeting. Public comments submitted through electronic mail or written letter before the remote public meeting shall be read aloud from the beginning, and addressed during the remote public meeting in a manner audible to all meeting participants and the public listening.

At the end of the regular business session of a Remote Public Meeting, a reasonable period of time will be provided for public comment. Members of the public attending the Remote Public Meeting will be able to submit comments by raising their virtual hand in the Zoom meeting application. The moderator of the Zoom Meeting will recognize those members of the public that wish to submit a comment and, if more than one, will establish a queue for those wishing to comment. The moderator will recognize, in order, each member of the public that desires to provide public comment. When recognized, the member of the public shall identify themselves by name, address and, if applicable, the group or organization that they represent.

Members of the public participating in a Remote Public Meeting shall conduct themselves with decorum, shall not use abusive, defamatory, or obscene language and any comments made shall be concise and to the point. The moderator, in his/her discretion, may interrupt, warn, or mute the individual's ability to speak if their conduct/comment is abusive, defamatory, obscene, or overly long.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Riverside, County of Burlington, and State of New Jersey that the Township adopts the foregoing procedures for public comments during remote public meetings.

Effective Date: This Resolution shall take effect immediately upon adoption.

Adopted by the Township Committee of the Township of Riverside on this the 25th day of January, 2021.



Mayor Jason Frey, Riverside Township

Certification

Susan M. Dydek, Township Clerk of the Township of Riverside, hereby certifies the foregoing to be a true copy of a Resolution adopted by the Township Committee of the Township of Riverside, in the County of Burlington and State of New Jersey, at a meeting held on this the 25th day of January, 2021.



Susan M. Dydek, RMC, Township Clerk

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
Weaver		2nd	X			
Hatcher			X			
Kimble	1st		X			
Higgins			X			
Frey			X			

RESOLUTION 2021 - #40
A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING TO ENTER
INTO AN AGREEMENT WITH CONNER STRONG & BUCKELEW.

WHEREAS, the Township of Riverside has authorized funding for Brokerage and Consultancy Services; and

WHEREAS, Connor Strong & Buckelew provides specific brokerage and consultancy services as it relates to Health Benefits Programs; and

WHEREAS, the Township of Riverside has determined that there is a need for such service.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Riverside hereby authorizes an Agreement with Conner Strong & Buckelew.

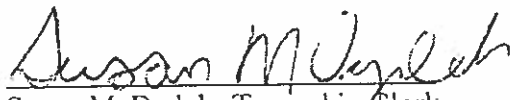
BE IT FURTHER RESOLVED, that the fee for services provided by Connor Strong & Buckelew not exceed \$7,200.00

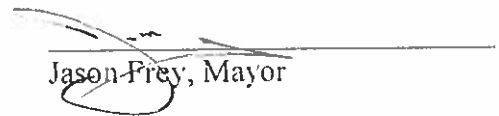
EFFECTIVE DATE:

This Resolution shall take effect immediately upon passage.

CERTIFICATION:

I hereby certify that the foregoing is a true, full and correct copy of Resolution 2021 - #40 adopted by the Riverside Township Committee at its meeting on January 25, 2021.


 Susan M. Dydek, Township Clerk


 Jason Frey, Mayor

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
Weaver		2nd	X			
Hatcher			X			
Kimble	1st		X			
Higgins			X			
Frey			X			

RESOLUTION 2021 - #41
A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING AND
ESTABLISHING THE PROFESSIONAL SERVICES BUDGET FOR VARIOUS
PROJECTS.

WHEREAS, the Township of Riverside has authorized funding for various projects; and

WHEREAS, these projects will require professional engineering services; and

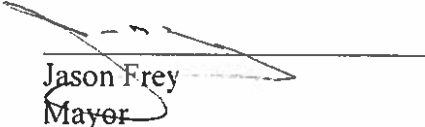
WHEREAS, the Township of Riverside has appointed Pennoni Engineering as the Engineer for the year 2020; and

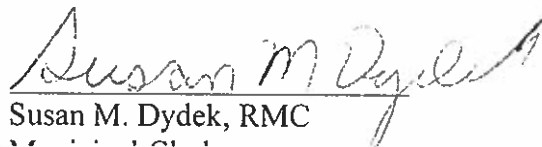
WHEREAS, the scope of work has been received from Pennoni Engineering as referenced in the attached Proposals for Professional Services, with a budget not to exceed the following:

1. NJDOT FY2021 Transit Village Grant Application - \$2,100.00
2. NJDOT FY2021 Municipal Grant Application - \$500.00
3. 2020 Small Cities Public Facilities Grant for Intersection Barrier Removal - \$76,000.00:
 - A) Task 1 – Survey and Design - \$36,000.00
 - B) Task 2 – Construction Phase Services - \$40,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Township of Riverside hereby authorizes and establishes the professional services budget for the projects as outlined herein.

Adopted the 25th day of January 2021 at Teleconference Meeting of the Township of Riverside.


 Jason Frey
 Mayor


 Susan M. Dydek, RMC
 Municipal Clerk

- 2021 - #35 A Resolution of the Township of Riverside Authorizing to Enter into an Agreement with Phoenix Advisors, LLC.
- 2021 - #37 A Resolution of the Township of Riverside Awarding the Contract for the Washington Street Sewer Lateral Offsets.
- 2021 - #38 Authorizing Reserve Budget Appropriation Transfers During the First Three Months of the Succeeding Fiscal Year for the Township of Riverside, Burlington County, New Jersey.
- 2021 - #39 Resolution of the Township of Riverside Adoption of Procedures and Requirements for Public Comment at Remote Public Meetings.
- 2021 - #40 A Resolution of the Township of Riverside Authorizing to enter into a Brokerage and Consultancy Agreement with Connor Strong & Buckelew.
- 2021 - #41 A Resolution of the Township of Riverside Authorizing and Establishing a Professional Services Budget for Various Projects.

ACTION:

- 1) After a brief discussion on the use of the fields, **Mr. Higgins made a motion authorizing to approve a Request for Use of Building and/or Facilities for PBC Royals for the use of the Bob Kenney Field on Sunday Mornings from April 4, 2021 through October 31, 2021 from 8:30am – 12:00pm with the exception that the dug-outs will not be used because of the COVID-19 Pandemic, seconded by Mr. Kimble. Upon roll call the vote was as follows: Ayes – Mmes. Weaver, Hatcher, Messrs. Kimble and Higgins. Nays – Mr. Frey. Abstain – None. Motion carried.**
- 2) Authorization to enter into an Agreement with the Board of Chosen Freeholders for Aerial Larval/Adult Mosquito Control Activities **approved on motion by Mr. Kimble and Mrs. Weaver carried.**
- 3) **Mr. Kimble made a motion authorizing the hiring Kyle Godfrey as a part-time Deputy Court Administrator and Jacquelyn Dorisio as a Court Clerk seconded by Mr. Higgins carried.**

SHADE TREE COMMITTEE REQUEST

None.

CORRESPONDENCE:

- 1) Kyle Godfrey – Letter of Resignation as Full-Time Deputy Court Administrator with the request to stay on a part-time basis. (This request was approved in the Action Items.)

- 2) Brenda Englehart – Request for waiving fees for the 2021 Vending Machine License Fee. **Motion made by Mmes. Hatcher and Weaver to approve to waive all 2021 Vending Machine License Fees due to the COVID-19 Pandemic carried.**
- 3) Rudy Grilli – Letter of interest in purchasing Block 403 Lot 8 as a contiguous property owner.

REPORTS:

DEPARTMENT OF PUBLIC SAFETY:

Chief Eliason reported the Police Activity for December 2020: Incidents – 20-6282 thru 20-6941, Investigations – 36, Adult Arrests Total – 19, Motor Vehicle Summons – 137, Motor Vehicle Accidents – 7, Juvenile Charges – 2, Curfew Violations – 0, Protective Custody – 0, Stationhouse Adjustments – 0, Summons for False Alarms – 0, False Alarm Calls – 14, False Alarm Warning Letters – 0. Firearms Applications submitted to the New Jersey State Police for the month – 19, Applications completed – 18, Previous pending – 37, Total pending – 40, Denied/Closed Applications – 12.

The Palmyra-Cinnaminson-Riverton Emergency Medical Services Chief's Report (EMS) for December 2020 was submitted.

The reports are on file in the Municipal Clerk's Office.

DEPARTMENT OF PUBLIC WORKS:

Mrs. Hatcher reported the following: Leaf pick-up has ended, Christmas tree collection will end on January 22, 2021, the Christmas banners have been removed, Road patching as needed, Street signs are being replaced as needed and performed miscellaneous maintenance as needed.

DEPARTMENT OF REVENUE AND FINANCE AND ECONOMIC DEVELOPMENT:

Mr. Frey reported on the Tax Collector's Monthly Report of Receipts for December 2020: Total Collected as of December 31, 2020 - \$503,828.94, Total Collected Year to Date - \$17,459,952.33, General – December 31, 2020 - \$18,896.00, Total Collected Year to Date - \$379,514.57.

DEPARTMENT OF RECREATION:

Mr. Kimble reported that he has noticed an abundant amount of trash in the streets and he would like to create a "Walking Group" that would pick up trash around town.

DEPARTMENT OF PUBLIC EVENTS:

Mrs. Weaver reported on the upcoming events for 2021.

SOLICITOR'S REPORT:

Solicitor Fiore 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 2021 Budget discussions will commence in February. The Friday Morning Sweeps will resume in April 2021. The roadway reconstruction projects will be discussed during the 2021 budget and the Planning Board has carried the application of Jose Costa to February 8, 2021.

Motion made by Mr. Kimble and Mr. Higgins to approve all the reports that were given and submitted carried.

BILLS AND EXPENDITURES:

Motion made by Mr. Kimble and Mr. Higgins to approve the bills and expenditures for payment. Upon roll call the vote was as follows: Ayes – Mrs. Weaver, Messrs. Kimble, Higgins and Frey. Nays – None. Abstain – Mrs. Hatcher. Motion carried.

PUBLIC PORTION:

In seeing no members of the public were present, Public Portion was not opened.

There being no further business to attend to, motion made by Mrs. Weaver and Mr. Higgins that the meeting be adjourned carried.


Susan M. Dydek, RMC
Municipal Clerk