

Monday Afternoon  
Riverside, NJ  
November 7, 2022  
**Regular Meeting**  
4:56pm

**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 February 16, 2022.
- 2) Written notice was delivered to the Burlington County Times and the Courier Post on February 16, 2022.
- 3) Filed written notice with the Clerk of the Township of Riverside on February 16, 2022.

The Regular Meeting of the Riverside Sewerage Authority was held at the Riverside Sewerage Plant Office. The meeting had to be relocated due to a conflict with the Riverside Township Court.

**FLAG SALUTE:**

Chairman Horton led the Flag Salute.

**ROLL CALL:**

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

Also present: Authority Secretary Susan M. Dydek, Authority Treasurer Meghan Jack, Superintendent Joseph Bader and Assistant Superintendent Jeffrey Conard.

**RESOLUTION:**

**Mr. Conard made a motion to adopt Resolution 2022 - #32 entitled, “Declaring an Emergency for the Purposes of Awarding a Contract for Manhole Repairs/Replacements” seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.**

**Mr. Conard made a motion to adopt Resolution 2022 - #33 entitled, “A Resolution Affirming the Riverside Sewerage Authority’s Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, Members of the Public That Come Into Contact with Authority Employees, Officials and Volunteers” seconded by Mr. Giovanetti. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.**



Mr. Conard made a motion to adopt Resolution 2022 - #34 entitled, "Riverside Sewerage Authority Certification of Compliance With the United States Equal Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964." seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Conard made a motion to adopt Resolution 2022 - #35 entitled, "Introduction of the 2023 Authority Budget" seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Conard made a motion to adopt Resolution 2022 - #36 entitled, "Delayed Budget Submission" seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Giovanetti made a motion to adopt Resolution 2022 - #37 entitled, "A Resolution of the Riverside Sewerage Authority Cancelling Levied Charges and Cancelling Interest" seconded by Mr. Conard. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Conard made a motion to adopt Resolution 2022 - #38 entitled, "Declaring an Emergency for the Purposes of Awarding a Contract for sewer main repair at 201 Pulaski Ave and Adams St." seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Van Meter made a motion to adopt Resolution 2022 - #39 entitled, "Declaring an Emergency for the Purposes of Awarding a Contract for Emergency Manhole Repair at 130 Hancock Street." seconded by Mr. Giovanetti. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Conard made a motion to adopt Resolution 2022 - #40 entitled, "Declaring an Emergency for the Purposes of Awarding a Contract for Emergency Repair at the Sewerage Plant" seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

Mr. Van Meter made a motion to adopt Resolution 2022 - #41 entitled, "Declaring an Emergency for the Purposes of Awarding a Contract for Emergency Repair at the Sewerage Plant" seconded by Mr. Giovanetti. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Conard, Van Meter and Horton. Nays – None. Abstain None. Motion carried.

**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION 2022 - #32**  
**DECLARING AN EMERGENCY FOR THE PURPOSES OF AWARDING A CONTRACT FOR**  
**MANHOLE REPAIRS/REPLACEMENTS**

**WHEREAS,** the Riverside Sewerage Authority finds and declares that an emergency situation developed regarding the manholes at Spring Garden Street and Carroll Street and 36 Polk Street; and

**WHEREAS,** the Riverside Sewerage Authority further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

**WHEREAS,** the Riverside Sewerage Authority further finds and declares that N.J.S.A. 40A:11-6 authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

**WHEREAS,** the Riverside Sewerage Authority further finds and declares that the Plant Superintendent/Assistant Superintendent has correctly recommended that the aforementioned repairs were remediated through the award to M&N Associates in the amount of \$7,500.00; and;

**WHEREAS,** this amount was listed on the bill list and approved by the Riverside Sewerage Authority at a Regular Meeting on October 17, 2022.

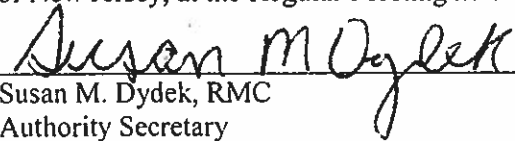
**WHEREAS,** the emergency costs to be funded through the 2022 Sewerage Authority Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Riverside Sewerage Authority does hereby declare the existence of a public emergency warranting the completion of the Utility Water Valve Replacement and does hereby support the award of said project to M&N Associates.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Horton			X			
Conard	1st		X			
Van Meter			X			
Mingin		2nd	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 Regular Meeting held on the 7th day of November, 2022.

  
 Susan M. Dydek, RMC  
 Authority Secretary

RIVERSIDE SEWERAGE AUTHORITY  
PO BOX 188  
RIVERSIDE, NJ 08075

Office (856) 461-1460

Plant (856) 461-0700

Fax (856) 461-0428

September 15, 2022

**EMERGENCY STATEMENT: MANHOLE REPLACEMENT.**

**IFO 36 POLK ST. MANHOLE # 368  
SPRING GARDEN ST / CARROLL ST. MANHOLE # 176**

The undersigned Department Head certifies as to the following:

1. An emergency condition exists in the wastewater collection system.
2. This condition constitutes an emergency affecting the immediate health, safety or welfare of the public.
3. The Manhole castings are in need of replacement due to the manhole lid being stuck shut and or the casting around the lid being cracked and missing. Causing the manhole lid to become dislodged.
4. This emergency occurred in September of 2022.
5. It is necessary to invoke N.J.S.A. 40a:11-6 in order to obtain the immediate replacement of said manholes. The estimate cost of said parts is \$3,500 to \$4,000 per manhole replacement.
6. It is requested that purchase orders be issued without public advertisement for bids, pursuant to the above cited statute and N.J.A.C. 5:34-6.1 et seq.
7. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Respectfully Submitted,



**Jeffrey M. Conard  
Assistant Superintendent**

Resolution 2022 - #33

**Riverside Sewerage Authority  
Declaration of Civil Rights**

**A RESOLUTION AFFIRMING THE RIVERSIDE SEWERAGE AUTHORITY'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of Riverside Sewerage Authority to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Genetic Information Nondiscrimination Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the Fair Credit Reporting Act, the Americans with Disabilities Act, the Vocational Rehabilitation Act, the Family and Medical Leave Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Law Against Discrimination, the New Jersey Family Leave Act, the New Jersey SAFE Act, the New Jersey Public Employer-Employee Relations Act (as applicable), the New Jersey Public Employee Occupational Safety and Health Act, the New Jersey Equal Pay Act, the Conscientious Employee Protection Act, New Jersey Wage and Hour laws, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Open Public Meeting Act, free speech, due process or other applicable constitutional rights; and

**WHEREAS**, the governing body of Riverside Sewerage Authority has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the governing body of the Riverside Sewerage Authority that:

**Section 1:** No official, employee, appointee or volunteer of the Riverside Sewerage Authority by whatever title known, or any entity that is in any way a part of the Riverside Sewerage Authority shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment, denial of a legally required reasonable accommodation or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Riverside Sewerage Authority's business or using the facilities or property of the Riverside Sewerage Authority.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization

or support in any way from the Riverside Sewerage Authority to provide services that otherwise could be performed by the Riverside Sewerage Authority.

**Section 3:** Discrimination, harassment, denial of a legally required reasonable accommodation and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning those issues.

**Section 4:** The Riverside Sewerage Authority has established written procedures for any person to report alleged violations prohibited by this resolution affixed as Attachment A. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints. Individuals and organizations are encouraged to promptly report all violations or complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment, denial of a legally required reasonable accommodation or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Riverside Sewerage Authority shall establish written procedures that require all officials, employees, appointees and volunteers of the Riverside Sewerage Authority as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Secretary of the Riverside Sewerage Authority shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Secretary of the Riverside Sewerage Authority shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Riverside Sewerage Authority. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Riverside Sewerage Authority's web site.

**Section 9:** This resolution shall take effect immediately.

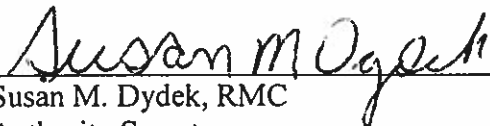
**Section 10:** A copy of this resolution shall be published in the official newspaper of the Riverside Sewerage Authority in order for the public to be made aware of this policy and the Riverside Sewerage Authority's commitment to the implementation and enforcement of this policy.

**PASSED ON: November 7, 2022**

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Horton			X			
Conard	1ST		X			
Van Meter			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 Regular Meeting held on the 7th day of November, 2022.

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



## ATTACHMENT A

### Complaint Reporting Procedure

This complaint procedure applies to all non-employee complaints or reports of improper conduct involving discrimination, harassment, retaliation, threats of harm or intimidation, or other matters involving the Riverside Sewerage Authority.

For instances involving you personally, the Secretary to the Riverside Sewerage Authority encourages you to communicate directly with the alleged wrong doer, and make it clear that his/her behavior is unacceptable, but you are not required to do so.

In all instances, anyone who feels that he or she is a victim of, witnesses or wishes to report any of the conduct identified within the Riverside Sewerage Authority's EEO policy, or policies prohibiting discrimination, harassment or retaliation, by any employee or a non-employee, should bring the matter to the immediate attention of the Secretary of the Riverside Sewerage Authority. If that would prove to be uncomfortable, or in the event the alleged perpetrator is the Secretary of the Riverside Sewerage Authority, then the complaint should be reported directly to the Chairman. Every effort will be made to promptly investigate all allegations of unlawful discrimination, harassment, retaliation or other wrong doing as confidentially as possible and to take appropriate corrective action, if warranted. This is not a guarantee that all matters will remain confidential as to all persons at all times.

Any employee who is determined, after an investigation, to have engaged in conduct which violates this or another Riverside Sewerage Authority policy will be subject to appropriate disciplinary action, up to and including discharge.

To investigate a complaint, it is typically necessary to interview the person making the complaint, the accused, and witnesses with knowledge of the allegations, various contentions, claims, facts or evidence. The Secretary to the Riverside Sewerage Authority will strive to maintain confidentiality to the extent possible as it has a compelling interest in protecting the integrity of its investigations. In every investigation, the Riverside Sewerage Authority also has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. The Riverside Sewerage Authority may decide in some circumstances that to achieve these objectives, individuals must maintain the investigation and their role in it in strict confidence. If the Riverside Sewerage Authority reasonably imposes such a requirement and an employee does not maintain such confidentiality, the employee may be subject to disciplinary action up to and including immediate termination.

The Riverside Sewerage Authority will not tolerate any retaliation for making a good faith complaint or report, or assisting in an investigation of a complaint. The Secretary to the Riverside Sewerage Authority will process complaints in accordance with the Employee Complaint Procedure contained within the Riverside Sewerage Authority's Personnel Manual.

A person making a complaint may be asked to put in writing, but are not required to do so. All complaints, oral or written, will be addressed by the Riverside Sewerage Authority.

The supervisor or Department Head receiving the initial complaint must report all written or verbal complaints to the Secretary of the Riverside Sewerage Authority unless the complaint is against the Secretary in which case the complaint must be reported directly to the Chairman.

If the person making the complaint is reluctant to sign a written complaint, the person initially receiving the complaint will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the complainant at appropriate intervals to ensure accuracy and completeness.

At the conclusion of any discussion with a person making a complaint, the person receiving the initial complaint as well as the individual performing the investigation will remind all interviewees of the Riverside Sewerage Authority's policy against retaliation, the consequences of violating that policy and encourage each person to immediately contact the Secretary of the Riverside Sewerage Authority or Chairman in the event of retaliation.

**RESOLUTION 2022 - #34**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**WHEREAS, N.J.S.A. 40A:4-5** as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

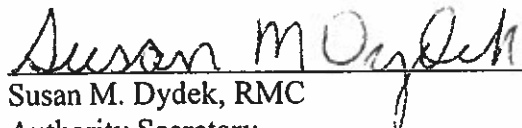
**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Riverside Sewerage Authority hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Secretary to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Horton</b>			X			
<b>Conard</b>	1ST		X			
<b>Van Meter</b>			X			
<b>Mingin</b>		2ND	X			
<b>Giovanetti</b>			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 Regular Meeting held on the 7th day of November, 2022.

  
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 Susan M. Dydek, RMC  
 Authority Secretary

RIVERSIDE SEWERAGE  
AUTHORITY RESOLUTION  
2022 - #35

INTRODUCTION OF THE  
2023 AUTHORITY BUDGET

**RESOLUTION 2021 - #36  
RIVERSIDE SEWERAGE AUTHORITY  
COUNTY OF BURLINGTON, STATE OF NEW JERSEY  
DELAY IN THE BUDGET SCHEDULE AND PROCESS**

**WHEREAS**, the Riverside Sewerage Authority has approved the 2022/2023 Authority Budget on November 7, 2022; and

**WHEREAS**, the Riverside Sewerage Authority budget was not submitted within the statutory timetable, and

**WHEREAS**, the Riverside Sewerage Authority encountered a delay in the budget schedule and process due to the timing of the availability of financial information, and

**WHEREAS**, the Riverside Sewerage Authority pursuant to NJAC 5:31-2.59(a) and (b) desires to adopt this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that the Members of the Riverside Sewerage Authority hereby approve this resolution pursuant to NJSA a 5:31-2.5 (A) AND (B), and

**BE IT FURTHER RESOLVED**, that the Secretary of the Riverside Sewerage Authority is hereby directed to submit a copy of this adopted resolution to the Director of Local Government Services for approval as part of the Authority's 2022/2023 Budget.

Adopted this 7<sup>th</sup> day of November, 2022

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Horton</b>			X			
<b>Conard</b>	1st		X			
<b>Van Meter</b>			X			
<b>Mingin</b>		2nd	X			
<b>Giovanetti</b>			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 Regular Meeting held on the 7th day of November, 2022.

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

**RESOLUTION 2022 - #37**

**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY  
AUTHORIZING THE CANCELLATION OF SEWERAGE LEVY  
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

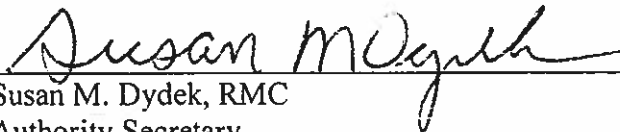
**WHEREAS**, the Riverside Sewerage Authority may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of refunds or delinquencies of less than \$10.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Riverside Sewerage Authority of the Township of Riverside that the Riverside Township Tax Collector is authorized to cancel said amounts as deemed necessary for the tax year 2022

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Horton</b>			X			
<b>Conard</b>		2ND	X			
<b>Van Meter</b>			X			
<b>Mingin</b>			X			
<b>Giovanetti</b>	1ST		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 Regular Meeting held on the 7th day of November, 2022.

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

**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION 2022 - #38**  
**DECLARING AN EMERGENCY FOR THE PURPOSES OF AWARDING A**  
**CONTRACT FOR EMERGENCY SINK HOLE REPAIR AT 201 PULASKI AVE AND**  
**ADAMS STREET**

**WHEREAS**, the Riverside Sewerage Authority finds and declares that an emergency situation developed at 201 Pulaski Ave and Adams Street in which a sink hole developed and necessitated sewer main repairs; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that N.J.S.A. 40A:11-6 authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that the Riverside Sewerage Authority Administrator has correctly recommended that the aforementioned repairs were remediated through the award to M&N Associates in the amount of \$7,500.00; and;

**WHEREAS**, the emergency costs to be funded through the 2022 Riverside Sewerage Authority Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Riverside Sewerage Authority does hereby declare the existence of a public emergency warranting the completion of the Sink Hole and sewer main repairs at 201 Pulaski Ave. and Adams St. and does hereby support the award of said project to M&N Associates.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Horton			X			
Conard	1ST		X			
Van Meter			X			
Giovanetti			X			
Mingin		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 a Regular Meeting held on the 7th day of November, 2022.

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Sewerage Authority Clerk

## Emergency Statement:

Emergency conditions exist on the several roadways in Riverside Township. Sink holes were identified at Pulaski Avenue and Adams Street. These conditions constitute an emergency affecting the immediate safety and welfare of the public. The Township must engage the immediate services of a third party, M & N Associates, to repair the infrastructure.

Date of Occurrence: August 9, 2022

Have any contracts been awarded or purchase orders placed in connection with this emergency appropriation? Yes.

Have any payments been made in connection with this emergency appropriation? Yes.

If costs are in excess of \$7,500 for either labor or materials, or both, will bids be advertised for? No.

If not, have resolutions been adopted declaring an exigency to exist which will not permit the advertisement for public bids? No.

Will work be performed by contract, force account, or otherwise? Yes, contract.

  
\_\_\_\_\_  
Meghan Jack, Treasurer



**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION 2022 - #39**  
**DECLARING AN EMERGENCY FOR THE PURPOSES OF AWARDING A**  
**CONTRACT FOR EMERGENCY MANHOLE REPAIR AT 130 HANCOCK STREET**

**WHEREAS**, the Riverside Sewerage Authority finds and declares that an emergency situation developed at 130 Hancock Street in which a manhole necessitated repairs; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that N.J.S.A. 40A:11-6 authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that the Riverside Sewerage Authority Assistant Superintendent has correctly recommended that the aforementioned repairs were remediated through the award to M&N Associates in the amount of \$3,376.62; and;

**WHEREAS**, the amount of \$3,376.62 was approved to be paid to M&N Associates at the Regular Meeting of the Riverside Sewerage Authority held on April 11, 2022; and

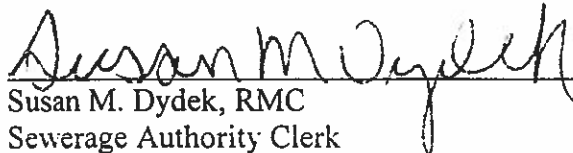
**WHEREAS**, the emergency costs to be funded through the 2022 Riverside Sewerage Authority Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Riverside Sewerage Authority does hereby declare the existence of a public emergency warranting the completion of the manhole repairs at 130 Hancock St. and does hereby support the award of said project to M&N Associates.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Horton			X			
Conard			X			
Van Meter	1ST		X			
Giovanetti		2ND	X			
Mingin			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 a Regular Meeting held on the 7th day of November, 2022.

  
 Susan M. Dydek, RMC  
 Sewerage Authority Clerk

RIVERSIDE SEWERAGE AUTHORITY  
PO BOX 188  
RIVERSIDE, NJ 08075

Office (856) 461-1460

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Fax (856) 461-0428

April 9, 2022

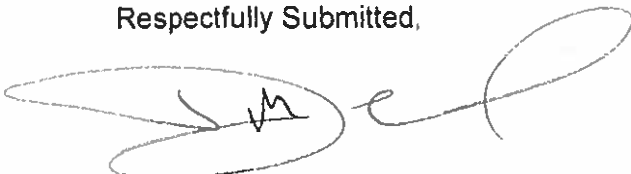
**EMERGENCY STATEMENT: MANHOLE REPLACEMENT.**

Manhole # 169. In front of 130 Hancock St.

The undersigned Department Head certifies as to the following:

1. An emergency condition exists in the wastewater collection system.
2. This condition constitutes an emergency affecting the immediate health, safety or welfare of the public.
3. The Manhole castings are in need of replacement due to the manhole lid being stuck shut and or the casting around the lid being cracked and missing. Causing the manhole lid to become dislodged.
4. This emergency occurred in April of 2022.
5. It is necessary to invoke N.J.S.A. 40a:11-6 in order to obtain the immediate replacement of said manholes. The estimate cost of said parts is \$3,500 to \$4,000 per manhole replacement.
6. It is requested that purchase orders be issued without public advertisement for bids, pursuant to the above cited statute and N.J.A.C. 5:34-6.1 et seq.
7. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Respectfully Submitted,



Jeffrey M. Conard  
Assistant Superintendent

**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION 2022 - #40**  
**DECLARING AN EMERGENCY FOR THE PURPOSES OF AWARDED A**  
**CONTRACT FOR EMERGENCY REPAIR AT THE RIVERSIDE SEWERAGE PLANT.**

**WHEREAS**, the Riverside Sewerage Authority finds and declares that an emergency situation developed at the Sewerage Plant which necessitated repairs; and

**WHEREAS**, emergency excavation to locate a clogged 6” drain needed to be done as well as the supporting work; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that N.J.S.A. 40A:11-6 authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

**WHEREAS**, the Riverside Sewerage Authority further finds and declares that the Riverside Sewerage Authority Assistant Superintendent has correctly recommended that the aforementioned repairs were remediated through the award to M&N Associates in the amount of \$7,500.00; and;

**WHEREAS**, the amount of \$7,500.00 was approved to be paid to M&N Associates at the Regular Meeting of the Riverside Sewerage Authority held on August 8, 2022; and


**WHEREAS**, the emergency costs to be funded through the 2022 Riverside Sewerage Authority Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Riverside Sewerage Authority does hereby declare the existence of a public emergency warranting the emergency excavation to locate a clogged 6” drain needed to be done as well as the supporting work and does hereby support the award of said project to M&N Associates.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Horton</b>			X			
<b>Conard</b>	1ST		X			
<b>Van Meter</b>			X			
<b>Giovanetti</b>			X			
<b>Mingin</b>		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 a Regular Meeting held on the 7th day of November, 2022.

  
\_\_\_\_\_  
Susan M. Dydek, RMC  
Sewerage Authority Clerk

RIVERSIDE SEWERAGE AUTHORITY  
PO BOX 188  
RIVERSIDE, NJ 08075

Office (856) 461-1460

Plant (856) 461-0700

Fax (856) 461-0428

August 1, 2022

**EMERGENCY STATEMENT: Locate/Replace Clogged Drain Line**

**@ Riverside Wastewater Treatment Plant**

The undersigned Department Head certifies as to the following:

1. An emergency condition exists in the wastewater treatment system.
2. This condition constitutes an emergency affecting the immediate health, safety or welfare of the public.
3. Locate/Replace clogged drain for the Belt Filter Press.
4. This emergency occurred in August of 2022.
5. It is necessary to invoke N.J.S.A. 40a:11-6 in order to obtain the immediate replacement of said manholes. The estimate cost of said parts is \$7,000 to \$8,000 per manhole replacement.
6. It is requested that purchase orders be issued without public advertisement for bids, pursuant to the above cited statute and N.J.A.C. 5:34-6.1 et seq.
7. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Respectfully Submitted,



Jeffrey M. Conard  
Assistant Superintendent

**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION 2022 - #41**  
**DECLARING AN EMERGENCY FOR THE PURPOSES OF AWARDED A**  
**CONTRACT FOR EMERGENCY REPAIR AT THE RIVERSIDE SEWERAGE PLANT.**

WHEREAS, the Riverside Sewerage Authority finds and declares that an emergency situation developed at the Sewerage Plant which necessitated repairs; and

WHEREAS, emergency excavation to cut out a damaged valve and pipe repair; and

WHEREAS, the Riverside Sewerage Authority further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

WHEREAS, the Riverside Sewerage Authority further finds and declares that N.J.S.A. 40A:11-6 authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

WHEREAS, the Riverside Sewerage Authority further finds and declares that the Riverside Sewerage Authority Assistant Superintendent has correctly recommended that the aforementioned repairs were remediated through the award to M&N Associates in the amount of \$7,500.00; and;

WHEREAS, the amount of \$7,500.00 was approved to be paid to M&N Associates at the Regular Meeting of the Riverside Sewerage Authority held on August 8, 2022; and

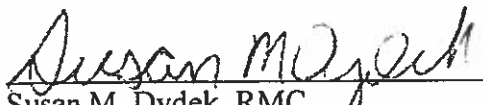
WHEREAS, the emergency costs to be funded through the 2022 Riverside Sewerage Authority Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Riverside Sewerage Authority does hereby declare the existence of a public emergency warranting the emergency excavation to cut out a damaged valve and pipe repair needed to be done as well as the supporting work and does hereby support the award of said project to M&N Associates.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Horton			X			
Conard			X			
Van Meter	1ST		X			
Giovanetti		2ND	X			
Mingin			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 a Regular Meeting held on the 7th day of November, 2022.



\_\_\_\_\_  
Susan M. Dydek, RMC  
Sewerage Authority Clerk

RIVERSIDE SEWERAGE AUTHORITY  
PO BOX 188  
RIVERSIDE, NJ 08075

Office (856) 461-1460

Plant (856) 461-0700

Fax (856) 461-0428

August 3, 2022

**EMERGENCY STATEMENT: Remove Broken Valve @ Riverside Wastewater Treatment Plant**

The undersigned Department Head certifies as to the following:

1. An emergency condition exists in the wastewater treatment system.
2. This condition constitutes an emergency affecting the immediate health, safety or welfare of the public.
3. Remove broken valve and replaced pipe for the Belt Filter Press.
4. This emergency occurred in August of 2022.
5. It is necessary to invoke N.J.S.A. 40a:11-6 in order to obtain the immediate replacement of said manholes. The estimate cost of said parts is \$7,000 to \$8,000 per manhole replacement.
6. It is requested that purchase orders be issued without public advertisement for bids, pursuant to the above cited statute and N.J.A.C. 5:34-6.1 et seq.
7. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Respectfully Submitted,



Jeffrey M. Conard  
Assistant Superintendent



**APPROVAL OF MINUTES:**

Motion made by Mr. Conard, seconded by Mr. Mingin that the minutes of the Work Session Meeting of October 17, 2022 and the Regular Meeting of October 17, 2022 be approved carried.

**PUBLIC PORTION – (TECHNICAL):**

Chairman Horton opened the Public Portion (Technical).

- 1) Erricson Plumbing – Mr. Lim was present and explained the New Sanitary Sewer Connection to 134 E. Hancock Street. **Motion made by Messrs. Giovanetti and Mingin to approve the connection request carried.**

In seeing no persons wishing to speak, motion made by Mr. Conard to close Public Portion (Technical) seconded by Mr. Van Meter carried.

**OLD BUSINESS:**

- 1) New Jersey League of Municipalities Convention
- 2) Assistant Superintendent Contract.
- 3) Kluk Consultants – New Sanitary Sewer and Water Supply for Keymar Warehouse Co., 257 St. Mihiel Drive, Riverside, NJ. – Tabled October 17, 2022 – Waiting for Engineering Payment.

**NEW BUSINESS:**

- 1) Marilyn Gilbert – 620 W. Washington Street – Gurgling sound coming from sink and bathtub.

**CORRESPONDENCE:**

- 1) Williams – Call before you dig.
- 2) Jeffrey M. Conard – Requesting opening contract.

**REPORTS:****PLANT:**

Mr. Conard reported that there were issues with the DEP. Superintendent Bader will go into detail with his report.

**APPEALS**

Mr. Mingin had no report.

**REVENUE AND FINANCE:**

Mr. Giovanetti had no report.

**STREETS:**

Mr. Van Meter reported that 2463 ft. of lines were jetted.

**INSPECTIONS:**

Mr. Horton had no report.

**SUPERINTENDENT'S REPORT:**

Superintendent Bader reported that there was a noncompliance violation during this reporting period with the Effluent Ammonia. The monthly average concentration was 8.91 mg/l and the daily max concentration was 10.20 mg/L. An Affirmative Action Letter will be sent and emailed to the NJDEP Southern Enforcement (NJDRP Case #221107125402.) Fifty (50) yards of dewatered sludge were removed by Seaside Waste Services Company and transported for composting at the County Facility. The NJDEP verbally stated that they will be fining the Authority for noncompliance violation that was reported on August 8, 2022 regarding the E-Coli Monthly Average.

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

**ENGINEER'S REPORT:**

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

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

**MONTHLY FINANCIAL REPORT:**

Treasurer Jack reported that she is preparing for the 2023 Authority Budget.

**Motion made by Mr. Conard, seconded by Mr. Giovanetti to accept the Monthly Financial Report, carried.**

**BILLS AND EXPENDITURES:**

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

**PUBLIC PORTION (INFORMATIONAL):**

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

**RESOLUTION:**

**Mr. Giovanetti made a motion to adopt Resolution 2022 - #42 entitled, "A Resolution of the Riverside Sewerage Authority Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12" seconded by Mr. Van Meter. Upon roll call the vote was as follows: Ayes -**

**RESOLUTION 2022 - #42**  
**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY PROVIDING FOR**  
**A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE**  
**PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-**

**12**

**WHEREAS**, the Riverside Sewerage Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Riverside Sewerage Authority to discuss in a session not open to the public certain matters relating to Personnel.

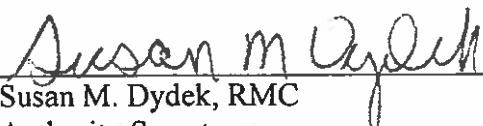
**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Riverside Sewerage Authority, assembled in a Regular Teleconference Meeting on November 7, 2022 and that an Executive Session closed to the public shall be held during the Regular Meeting of the Riverside Sewerage Authority on November 7, 2022 for the discussion of matters relating to the specific items designated above. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

Adopted: November 7, 2022.

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 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 Regular Meeting held on the 7th day of November, 2022.

  
 Susan M. Dydek, RMC  
 Authority Secretary

Messrs. Mingin, Giovanetti, Van Meter and Horton. Nays – None. Abstain – Mr. Conard. Motion carried.

Motion made by Mr. Van Meter and Mr. Giovanetti to reopen the meeting carried.

Mr. Giovanetti made a motion authorizing the adoption of a Sidebar Agreement between the Riverside Sewerage Authority and Assistant Superintendent Jeffrey Conard increasing the annual salary of the Assistant Superintendent to \$80,000.00 annually seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Mingin, Giovanetti, Van Meter and Horton. Nays – None. Abstain – Mr. Conard. Motion carried.

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

  
Susan M. Dydek, RMC  
Authority Secretary

Riverside Sewerage Authority