

Monday Afternoon
 Riverside, NJ
 November 13, 2023
Regular Meeting
 4:50pm

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 22, 2023.
- 2) Written notice was delivered to the Burlington County Times and the Courier Post on February 22, 2023.
- 3) Filed written notice with the Clerk of the Township of Riverside on February 22, 2023.

The Regular Meeting of the Riverside Sewerage Authority was held at the Riverside Township Municipal Building.

FLAG SALUTE:

Chairman Horton led the Flag Salute.

ROLL CALL:

Mr. Mingin – present, Mr. Giovanetti– present, Mr. George Conard – not in attendance, Mr. Van Meter – present, Mr. Horton – present.

Also present: Secretary Susan M. Dydek and Treasurer Meghan Jack.

RESOLUTIONS:

Resolution 2023 - #31 – A Resolution Affirming the Riverside Sewerage Authority’s Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, Member of the Public That Come Into Contact with Authority Employees, Officials and Volunteers. **Motion made by Mr. Giovanetti that Resolution 2023 - #31 be approved, was seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – Mr. G. Conard Sr. Motion carried.**

Resolution 2023 - #32 – 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. **Motion made by Mr. Mingin that Resolution 2023 - #32 be approved, was seconded by Mr. Giovanetti. Upon roll call the vote was as follows: Ayes – Messrs. Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – G. Conard Sr. Motion carried.**

Resolution 2023 - #33 – Introduction of the 2024 Budget. Motion made by Mr. Van Meter that Resolution 2023 - #33 be approved, was seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – G. Conard Sr. Motion carried.

Resolution 2023 - #34 – Delayed Budget Submission. Motion made by Mr. Giovanetti that Resolution 2023 - #34 be approved, was seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – G. Conard Sr. Motion carried.

Resolution 2023 - #35 – 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. Motion made by Mr. Giovanetti that Resolution 2023 - #35 be approved, was seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – G. Conard Sr. Motion carried.

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

Superintendent Jeffrey Conard and Assistant Superintendent Alice Jane Crammer arrived at 4:44pm.

APPROVAL OF MINUTES:

Motion made by Mr. Van Meter, seconded by Mr. G. Conard that the minutes of the Work Session Meeting of October 16, 2023 and the Regular Meeting of October 16, 2023 be approved, carried.

ACTION:

None.

PUBLIC PORTION – (TECHNICAL):

In seeing no members of the Public Present, Public Portion (Technical) was not opened.

OLD BUSINESS:

- 1) CWA Contract – negotiations to commence in 2024.

NEW BUSINESS:

- 1) Superintendent Contract – Will discuss next meeting.
- 2) Assistant Superintendent Contract – Will discuss next meeting.
- 3) Health Insurance – Will discuss next meeting.

CORRESPONDENCE:

None.

Resolution 2023 - #31**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 13, 2023

BY THE ORDER OF THE RIVERSIDE SEWERAGE AUTHORITY

RESOLUTION 2023 - #32

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 nd	Yes	Abstain	No	Absent
Horton			X			
Conard						X
Van Meter			X			
Mingin	1st		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 13th day of November, 2023.


 Susan M. Dydek, RMC
 Authority Secretary

RIVERSIDE SEWERAGE AUTHORITY RESOLUTION 2023 - #33

INTRODUCTION OF THE 2024 AUTHORITY BUDGET

Authority Member	Motion	2 nd	Yes	Abstain	No	Absent
Conard						X
Giovanetti			X			
Mingin		2nd	X			
Van Meter	1st		X			
Horton			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 13th day of November, 2023.


 Susan M. Dydek, RMC
 Authority Secretary

**RESOLUTION 2023 - #34
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 2023/2024 Authority Budget on November 13, 2023; 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

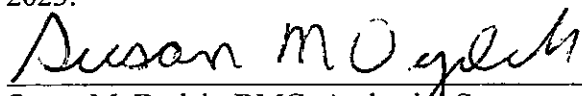
BE IT FURTHER RESOLVED, that the Secretary of the Riverside Sewerage Authority is hereby directed to submit a copy of this adopted resolution to the Director of Local Government Services for approval as part of the Authority’s 2023/2024 Budget.

Adopted this 13th day of November, 2023

Authority Member	Motion	2 nd	Yes	Abstain	No	Absent
Horton			X			
Conard						X
Van Meter			X			
Mingin		2 nd	X			
Giovanetti	1 st		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 13th day of November, 2023.



 Susan M. Dydek, RMC, Authority Secretary

RESOLUTION 2023 - #35
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 Meeting on November 13, 2023 and that an Executive Session closed to the public shall be held during the Regular Meeting of the Riverside Sewerage Authority on November 13, 2023 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.

Authority Member	Motion	2 nd	Yes	Abstain	No	Absent
Conard						X
Giovanetti	1st		X			
Mingin		2nd	X			
Van Meter			X			
Horton			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 13th day of November, 2023.



Susan M. Dydek, RMC
 Authority Secretary

REPORTS:**PLANT:**

Mr. George Conard Sr. was not in attendance.

APPEALS

Mr. Mingin had nothing to report.

REVENUE AND FINANCE:

Mr. Giovanetti reported that the 2024 Budget was introduced. The Delayed Budget Resolution was also adopted.

STREETS:

Mr. Van Meter reported that the camera snapped off the cable on Greenwood Avenue. M&N Associates will be onsite to retrieve it on November 14, 2023.

INSPECTIONS:

Mr. Horton had nothing to report.

SUPERINTENDENT'S REPORT:

Superintendent Jeffrey Conard reported that the Temporary UV System is in place. This numbers are still high but not as bad. The Trickling Filter is offline. The Raw Sewer Pump has been installed along with the influent check valve and is back online. The Dumpster needs to be changed to bi-weekly.

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

Mr. Giovanetti questioned item number 1C on the Engineer's Report. The "On-Call Contract" Treasurer Jack explained that this item was done by the Township.

ENGINEER'S REPORT:

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

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

MONTHLY FINANCIAL REPORT:

Treasurer Jack had nothing to report.

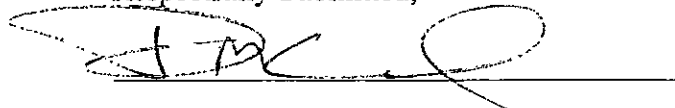
BILLS AND EXPENDITURES:

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

**RIVERSIDE SEWERAGE AUTHORITY
PLANT OPERATOR'S REPORT
AUTHORITY MEETING – NOVEMBER 13, 2023**

1. The Plant Performance Summary for September, 2023 is attached for review. There was a noncompliance violation during this reporting period with the E-coli. The Residuals [Sludge] Management Summary for September, 2023 is also attached for review. Dewatered sludge [25 yds] were removed by the Seaside Waste Services Company for composting at the County facility.
2. Trouble log for October is attached.
3. Collection system maintenance log for October is attached.
4. No measurements were taking for the Secondary Digester Cover tilt during this reporting period. The Secondary Digester is not operating as designed. The Secondary Digester Dome requires methane gas produced in the Primary Digester for the secondary roof to float correctly.
5. Trickling Filter #2 has been taken offline. Center column was bound up with rags, same has been removed and taken out to be rebuilt. Case# 23-08-28-1246-17. Oper# 15.
6. Raw Sewer Pump #2 [a main influent pump] has been installed along with the influent check valve and is back online.
7. Temporary UV system in place.

Respectfully Submitted,



JEFFREY M. CONARD
SUPERINTENDENT

October 2023 Collection System Maintenance Log Summary

<i>Date</i>	<i>Report #</i>	<i>Street/Section</i>	<i>Distance</i>	<i>Condition(s) Found</i>	<i>Manhole(s) Checked</i>	<i>Personnel</i>
10/6/2023	23-040	Carrol St.	245 ft	Grease	187,194	JD,PH,SY
10/8/2023	23-041	Rush St.	376 ft	Grease	184,185	KC,SY,JJ
10/12/2023	23-042	Taylor and Hecker	444 ft	Grease and debris	85,96	KC,PH,JJ

October 2023 Trouble Log Summary

Date	Report #	Address	Condition(s) Reported	Condition(s) Found	Manhole(s) Checked	Disposition
10/6/2023	23-86	816 Chester Ave	Backflow to property	Main clear	DS-266 US-673	Notified Homeowner/tenant
10/6/2023	23-87	22 Webster	Odor Complaint	Main Slow	173,176,184,187,194, D.E.195	Flushed/Vac/root cut sewer main
10/8/2023	23-88	240 Carrol St.	Backflow to property	Main Slow	DS-184 UPS-185	Flushed/Vac/root cut sewer main
10/8/2023	23-89	1053 S. Fairview	Backflow to property	Main Clear	DS-226 UPS-225	Notified Homeowner/tenant
10/12/2023	23-90	Taylor and Hecker	Line Maintenance	Main Slow	96,85	Flushed/Vac/root cut sewer main
10/27/2023	23-91	Chester and Greenwood	Amer. Water line break	Main Clear	265,266	Notified Superintendent
10/27/2023	23-92	559 South Fairview St.	Markout	Main Clear	231,232	Marked out main

November 1, 2023
01:14 PM

RIVERSIDE SEWERAGE AUTHORITY
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 TD GENERAL to 01 TD GENERAL Range of Check Ids: 4562 to 4568
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
4562	11/01/23	GEORG015 GEORGE CONARD SR.	1,000.00		301
4563	11/01/23	JEFFR010 JEFFREY M CONARD	480.00		301
4564	11/01/23	METLI005 METLIFE	5,582.50		301
4565	11/01/23	NJAME005 N.J. AMERICAN WATER COMPANY	21.27		301
4566	11/01/23	PSEG0005 PSE&G	8,641.52		301
4567	11/01/23	ROBER022 ROBERT GIOVANETTI	600.00		301
4568	11/01/23	RONAL005 RONALD MINGIN	400.00		301

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	7	0	16,725.29	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	16,725.29	0.00

November 13, 2023
03:20 PM

RIVERSIDE SEWERAGE AUTHORITY
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 TD GENERAL to 01 TD GENERAL Range of Check Ids: 4569 to 4591
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
4569	11/13/23	ALLIN005 ALL INDUSTRIAL SAFETY PRODUCTS	106.86		302
4570	11/13/23	ALSEN005 ALS ENVIRONMENTAL	1,519.00		302
4571	11/13/23	CONTR005 CONTRACTOR SERVICE	249.76		302
4572	11/13/23	HACHC005 HACH COMPANY	107.84		302
4573	11/13/23	JEFFR010 JEFFREY M CONARD	299.99		302
4574	11/13/23	LONGO005 LONGO ELECTRICAL CONTROLS LLC	4,400.00		302
4575	11/13/23	MARME005 MARMERO LAW LLC	1,065.00		302
4576	11/13/23	MCMAS005 MCMASTER CARR SUPPLY CO.	86.60		302
4577	11/13/23	MNAS005 M & N ASSOCIATES COMPANY	16,000.00		302
4578	11/13/23	ONECA005 ONE CALL CONCEPTS	128.69		302
4579	11/13/23	PAULH005 PAUL HUSBAND	125.00		302
4580	11/13/23	PRIME005 PRIMEPOINT LLC	214.50		302
4581	11/13/23	REPUB005 REPUBLIC SERVICES	92.38		302
4582	11/13/23	SCOTT010 SCOTT YANSICK	125.00		302
4583	11/13/23	STEVE015 STEVENSON SUPPLY CO., INC.	424.89		302
4584	11/13/23	UGIEN005 UGI ENERGY SERVICES LLC	354.72		302
4585	11/13/23	USABL005 HD SUPPLY INC	693.69		302
4586	11/13/23	VERIZ005 VERIZON	47.74		302
4587	11/13/23	VERIZ005 VERIZON	56.85		302
4588	11/13/23	VERIZ010 VERIZON WIRELESS	69.95		302
4589	11/13/23	WBMAS005 W B MASON CO., INC	654.68		302
4590	11/13/23	WESTE005 WESTERN TERMITE & PEST CONTROL	99.91		302
4591	11/13/23	XEROX005 XEROX FINANCIAL SERVICES	189.06		302

Report Totals	<u>Paid</u> ¹	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	23	0	27,112.11	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	23	0	27,112.11	0.00

PUBLIC PORTION (INFORMATIONAL):

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

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


Susan M. Dydek, RMC
Authority Secretary