

Monday Afternoon  
 Riverside, NJ  
 December 11, 2023  
**Regular Meeting**  
 4:30pm

**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 – present, Mr. Van Meter – present, Mr. Horton – present.

Also present: Treasurer/Assistant Secretary Meghan Jack.

Secretary Susan M. Dydek and Superintendent Jeffrey Conard were not in attendance.

**RESOLUTIONS:**

Resolution 2023 - #36 – Adoption of the 2024 Authority Budget. **Motion made by Mr. Giovanetti that Resolution 2023 - #36 be approved, was seconded by Mr. Van Meter. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – None. Motion carried.**

Resolution 2023 - #37 – Riverside Sewerage Authority Resolution for Salary Increase. **Motion made by Mr. Conard that Resolution 2023 - #37 be approved, was seconded by Mr. Van Meter. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – None. Motion carried.**

Resolution 2023 - #38 – A Resolution of the Riverside Sewerage Authority Authorizing the Treasurer the “Authority” to Pay all Bills through the end of the year. **Motion made by Mr. Conard that Resolution 2023 - #38 be approved, was seconded by Mr. Giovanetti. Upon roll call**

# RIVERSIDE SEWERAGE AUTHORITY RESOLUTION 2023 - #36

## ADOPTION OF THE 2024 AUTHORITY BUDGET

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

### CERTIFICATION

I, Susan 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 11th day of December, 2023.

  
 Susan M. Dydek, RMC  
 Authority Secretary

**RESOLUTION 2023 - #37**  
**RIVERSIDE SEWERAGE AUTHORITY**  
**RESOLUTION FOR SALARY INCREASE**

WHEREAS, the Riverside Sewerage Authority has adopted the 2024 Budget; and

WHEREAS, the Treasurer has certified that funds are available for an increase in the salaries of certain employees of the Riverside Sewerage Authority; and

WHEREAS, it is the desire of the Riverside Sewerage Authority to increase the pensionable salaries of the following positions by four percent (4%) for the calendar year 2024: the Treasurer, Assistant Treasurer, Secretary, and Billing Clerk; and

WHEREAS, it is the desire of the Riverside Sewerage Authority to increase the pensionable salary of the following position: Clerk Jacqueline Ransburgh to \$ 45,540.74 and;

WHEREAS, the Riverside Sewerage Authority recognizes that certain employees' salaries are contractual and will abide by the contractual increases of said applicable employees.

NOW, THEREFOR, BE IT RESOLVED, by the Riverside Sewerage Authority that the pensionable salaries of the Treasurer, Assistant Treasurer, Secretary, Billing Clerk and Clerk shall be increased by the aforementioned amounts and the salary increases of the applicable contractual employees shall increase by the terms of their contract.

Authority Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Horton			X			
Conard	1st		X			
Van Meter		2nd	X			
Mingin			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 11th day of December, 2023.



Susan M. Dydek, RMC  
 Authority Secretary

**RESOLUTION 2023 - #38**

**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY AUTHORIZING THE TREASURER THE "AUTHORITY" TO PAY ALL BILLS THROUGH THE END OF THE YEAR.**

**WHEREAS**, the Riverside Sewerage Authority is holding their final regular public meeting of the year on December 11, 2023; and

**WHEREAS**, notwithstanding prior transfers and to assure that all 2023 budget appropriations have adequate funds to support the Riverside Sewerage Authority's activities through year-end, the Riverside Sewerage Authority hereby authorizes that the Treasurer be delegated the "authority" to make additional transfers of funds, if required; and

**WHEREAS**, the Riverside Sewerage Authority authorizes that the Treasurer has the authority to pay all necessary bills through year end.

**NOW, THEREFORE, BE IT RESOLVED**, by the Riverside Sewerage Authority located in the Township of Riverside, County of Burlington, State of New Jersey, that the Treasurer is hereby delegated the authority to make transfers of funds in the 2023 budget and pay all necessary bills and expenditures to assure uninterrupted Sewerage Authority operations with ratification by the Riverside Sewerage Authority at the next Sewerage Authority Meeting.

**BE IT FURHER RESOLVED**, that all of the applicable Sewerage Authority Officers, whom are authorized to sign the checks to pay the aforementioned bills and expenditures, are hereby authorized to sign such checks.

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 11th day of December, 2023.

  
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 Susan M. Dydek, RMC  
 Authority Secretary

the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – None. 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. Conard, seconded by Mr. Giovanetti that the minutes of the Work Session Meeting of November 13, 2023, the Regular Meeting of November 13, 2023 and the Closed Session Meeting of November 13, 2023 be approved, carried. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – None. Motion carried.

**ACTION:**

- 1) Motion made by Mr. Giovanetti seconded by Mr. Mingin to approve Superintendent Jeffrey Conard's Contract with the following amendments: 3.5% increase for year 1, 20 vacation days and the contract may reopen after the S-3 License is procured. The Contract term will be from January 1, 2024 to January 31, 2027. Upon roll call the vote was as follows: Ayes – Messrs. Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – Mr. Conard. Absent – None. Motion carried.
- 2) Motion made by Mr. Conard seconded by Mr. Giovanetti to approve Assistant Superintendent Alice Jane Crammer's Contract with the following amendments: 3.5% increase for 3 years, 20 vacation days plus 1 day for 2025 and 2026. and the contract may reopen after the S-3 License is procured. The Contract term will be from January 1, 2024 to December 31, 2028. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Mingin, Van Meter and Horton. Nays – None. Abstain – None. Absent – None. Motion carried.
- 3) Motion made Mr. Conard authorizing the Authority Secretary to advertise and receive RFPs/RFQs for 2024 Professional Services seconded by Mr. Giovanetti carried.

**PUBLIC PORTION – (TECHNICAL):**

In seeing no members of the Public Present wishing to speak, motion made by Mr. Conard to close Public Portion – Technical seconded by Mr. Giovanetti carried.

**OLD BUSINESS:**

- 1) CWA Contract – negotiations to commence in 2024.
- 2) Health Insurance – No update, waiting for State.

**NEW BUSINESS:**

- 1) Grace period for quarterly billing. Motion made by Mr. Conard, seconded by Mr. Giovanetti to deny the request carried.
- 2) Nancy Kalbach – 20 Grant Street – Sewer overflowing at 24 Grant Street.
- 3) Linda & Gretchen Kilbride – 200 Lippincott Ave – Downstairs Toilet backing up.

**CORRESPONDENCE:**

1) Site Civil Engineering – Environmental Investigation/Cleanup – 209 Adams Street.

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

Mr. George Conard Sr. reported that there was a non-compliance violation for the reporting period for the E-coli.

**APPEALS**

Mr. Mingin had nothing to report.

**REVENUE AND FINANCE:**

Mr. Giovanetti reported that the 2024 Budget has been adopted.

**STREETS:**

Mr. Van Meter had no report.

**INSPECTIONS:**

Mr. Horton had nothing to report.

**SUPERINTENDENT'S REPORT:**

Superintendent Jeffrey Conard reported that the Temporary UV System is in place. The numbers are still coming down. 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. Trickling Filter #2 is back in service. Carter Pump #2 has been taken out of service for repairs.

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

**MONTHLY FINANCIAL REPORT:**

Treasurer Jack reported that the rate schedule has been updated.

December 11, 2023  
03:45 PM

RIVERSIDE SEWERAGE AUTHORITY  
Check Register By Check Date

Page No: 1

Range of Checking Accts: 01 TD GENERAL to 01 TD GENERAL Range of Check Dates: 12/01/23 to 12/11/23  
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
01 TD GENERAL		General Fund			
4592	12/01/23	CHARL015 CHARLES BLUHM JR	125.00		303
4593	12/01/23	GEORG015 GEORGE CONARD SR.	174.40		303
4594	12/01/23	JEFFR010 JEFFREY M CONARD	68.20		303
4595	12/01/23	KYLEC005 KYLE CONARD	237.66		303
4596	12/01/23	NJAME005 N.J. AMERICAN WATER COMPANY	1,943.36		303
4597	12/01/23	NJAME005 N.J. AMERICAN WATER COMPANY	1,346.30		303
4598	12/01/23	NJAME005 N.J. AMERICAN WATER COMPANY	22.67		303
4599	12/01/23	RONAL005 RONALD MINGIN	444.03		303
4600	12/01/23	VERIZ005 VERIZON	56.15		303
4601	12/01/23	XEROX005 XEROX FINANCIAL SERVICES	189.06		303
4602	12/11/23	ALSEN005 ALS ENVIRONMENTAL	1,033.00		304
4603	12/11/23	ALSEN005 ALS ENVIRONMENTAL	739.00		304
4604	12/11/23	ALSEN005 ALS ENVIRONMENTAL	3,015.00		304
4605	12/11/23	ALSEN005 ALS ENVIRONMENTAL	150.00		304
4606	12/11/23	ALSEN005 ALS ENVIRONMENTAL	100.00		304
4607	12/11/23	ALSEN005 ALS ENVIRONMENTAL	184.00		304
4608	12/11/23	BARTU005 BARTUK HOSE	27.05		304
4609	12/11/23	CINTA005 CINTAS CORPORATION	5,500.93		304
4610	12/11/23	CONTR005 CONTRACTOR SERVICE	368.56		304
4611	12/11/23	DONAV005 DONOVAN'S AUTO INC.	250.79		304
4612	12/11/23	EMSLA005 EMSL ANALYTICAL INC	108.00		304
4613	12/11/23	GRAIN005 GRAINGER	409.10		304
4614	12/11/23	HANKI005 HANKINS AUTO BODY	168.60		304
4615	12/11/23	MCMAS005 MCMASTER CARR SUPPLY CO.	3,554.46		304
4616	12/11/23	METL1005 METLIFE	522.62		304
4617	12/11/23	MNASS005 M & N ASSOCIATES COMPANY	39,200.00		304
4618	12/11/23	ONECA005 ONE CALL CONCEPTS	56.84		304
4619	12/11/23	PENNO010 PENNONI ASSOCIATES INC.	556.00		304
4620	12/11/23	PENNO010 PENNONI ASSOCIATES INC.	525.00		304
4621	12/11/23	PENNO010 PENNONI ASSOCIATES INC.	4,055.00		304
4622	12/11/23	PRIME005 PRIMEPOINT LLC	197.60		304
4623	12/11/23	PSEG0005 PSE&G	3,289.31		304
4624	12/11/23	SAFEG005 SAFEGUARD BUSINESS SYSTEMS	188.40		304
4625	12/11/23	SCHWE005 SCHWERING'S	181.86		304
4626	12/11/23	SEASI005 SEASIDE WASTE SERVICES	250.00		304
4627	12/11/23	SNYDE005 SNYDER DISTRIBUTORS INC	440.00		304
4628	12/11/23	TREAS010 TREASURER, BURLINGTON COUNTY	1,127.45		304
4629	12/11/23	UGIEN005 UGI ENERGY SERVICES LLC	538.33		304
4630	12/11/23	VERIZ005 VERIZON	103.13		304
4631	12/11/23	VERIZ010 VERIZON WIRELESS	69.37		304
4632	12/11/23	WATER005 WATER ENVIRONMENT FEDERATION	598.00		304
4633	12/11/23	WBMAS005 W B MASON CO., INC	494.12		304
4634	12/11/23	WESTE005 WESTERN TERMITE & PEST CONTROL	99.91		304
4635	12/11/23	WETIM005 W E TIMMERMAN CO INC	936.00		304

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01 TO GENERAL General Fund					
Continued					
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
					<u>Amount Void</u>
		Checks:	44	0	73,644.26
		Direct Deposit:	0	0	0.00
		Total:	<u>44</u>	<u>0</u>	<u>73,644.26</u>
Report Totals					
		Checks:	44	0	73,644.26
		Direct Deposit:	0	0	0.00
		Total:	<u>44</u>	<u>0</u>	<u>73,644.26</u>



**BILLS AND EXPENDITURES:**

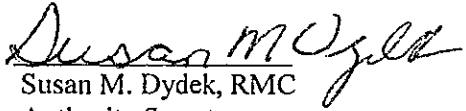
Motion made by Mr. Conard, seconded by Mr. Giovanetti that all bills and expenditures be paid carried.

Chairman Horton requested that a Connection Fee Analysis be prepared for February's meeting.

**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