

Monday Evening  
Riverside, NJ  
March 17, 2025  
**Regular Meeting**  
7:00p.m.

Mayor Haman led in the Flag Salute.

**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 8, 2025.
2. Written notice was delivered to the Burlington County Times and the Courier Post on January 8, 2025.
3. Filed written notice with the Clerk of the Township of Riverside on January 8, 2025.

The regular meeting of the Riverside Township Committee was held on the above date at the Riverside Municipal Building.

**ROLL CALL**

Mr. Haman – present, Mr. Kimble - present, Ms. Leith – present, Mr. Marter – present, Mr. Peditto – present.

Also present: Administrator Meghan Jack, Township Clerk Susan M. Dydek, Township Attorney Albert Marmero and Police Chief H. David Jaensch.

**PROCLAMATION:**

**Mr. Kimble made a motion to adopt a Proclamation honoring the Beverly-Riverside Masonic Lodge #107, seconded by Mr. Marter. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Haman, Kimble, Marter, and Peditto. Nays – None. Abstain – None. Absent – None. Motion carried.**

**APPROVAL OF MINUTES:**

**Motion made by Ms. Leith and Mr. Marter that the following minutes be approved: The Work Session Meeting of February 24, 2025, the Regular Meeting Minutes of February 24, 2025 and the Closed Session Meeting of February 24, 2025. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Haman, Marter, and Peditto. Nays – None. Abstain – Mr. Kimble. Absent – None. Motion carried.**

### **OPEN PORTION - AGENDA ITEMS ONLY:**

In seeing no members of the public wishing to speak, **motion made by Mr. Kimble and Mr. Marter to close Open Portion – Agenda Items Only carried.**

### **ORDINANCES**

**Mr. Peditto made a motion to approve the introduction of Ordinance 2025 - #6 entitled, “An Ordinance fixing the compensation of certain officials and employees of the Township of Riverside, in the County of Burlington, and the State of New Jersey for the year 2025” on first reading seconded by Mr. Kimble carried.**

**Mr. Peditto made a motion to approve the introduction of Ordinance 2025 - #7 entitled, “Historic Preservation Ordinance” on first reading seconded by Mr. Kimble carried.**

### **CONSENT AGENDA:**

**Mr. Kimble made a motion, seconded by Ms. Leith that the Consent Agenda be approved. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Haman, Kimble, Marter and Peditto. Nays – None. Absent – None. Abstain – None. Motion carried.**

The following items were contained in the consent agenda:

1. Resolution 2025 - #57 – Resolution Authorizing the Increase of Change Funds.
2. Resolution 2025 - #58 – A Resolution of the Township of Riverside Authorizing a Change Order for the State Purchase Contract for the FY2023 NJDEP Green Acres Spring Garden Park Upgrade.
3. Resolution 2025 - #59 – A Resolution Authorizing the Award of a Non-Fair and Open Contract for Employee Benefits Brokerage and Consultancy Services.
4. Resolution 2025 - #60 – A Resolution of the Township of Riverside Authorizing the Cancellation and Refund of Taxes for a Tax-Exempt Property.
5. Resolution 2025 - #61 – Handicapped Parking Space Approval.
6. Resolution 2025 - #62 – Governor’s Council on Alcoholism and Drug Abuse GCADA Grant Fund Resolution.
7. Resolution 2025 - #63 – A Resolution of the Township of Riverside Refunding Vacant Properties Registration Fees.
8. Resolution 2025 - #68 – Resolution of Riverside Township, County of Burlington.
9. Authorization to approve a Request for Use of Building and/or Facilities for Sports Outlet to use the AA Field on April 13, 20, 27, May 4, 11, 18, 25 and June 1, 8, 15, 22 and 29 from 8:30am – 12:00pm.
10. Resolution 2025 - #69 – A Resolution of the Township of Riverside the Appointment of a Paid Intern for the Public Works Department.
11. Authorization to approve a Request for Use of Building and/or Facilities for the Philadelphia Flames Soccer Club to use Whomsley Field on Sundays from March 23, 2025 to June 29, 2025 from 11:30am – 4:30pm.
12. Authorization to hire part-time staff to fill the vacancy in the Tax Office.

## **RESOLUTIONS:**

Mr. Kimble made a motion to adopt a Resolution 2025 - #64 entitled, "A Resolution of the Township of Riverside Authorizing and Establishing the Professional Services Budget for the FY2025 NJDOT Municipal Aid Grant Sylvan Street, Pavilion Avenue, and Little Avenue Improvements, seconded by Ms. Leith. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Kimble, Marter, and Peditto. Nays – None. Abstain – Mr. Haman. Absent – None. Motion carried.

Mr. Kimble made a motion to adopt a Resolution 2025 - #65 entitled, "A Resolution of the Township of Riverside Authorizing and Establishing the Professional Services Budget for the Greenwood Avenue Improvements, seconded by Mr. Peditto. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Kimble, Marter, and Peditto. Nays – None. Abstain – Mr. Haman. Absent – None. Motion carried.

Mr. Kimble made a motion to adopt a Resolution 2025 - #66 entitled, "A Resolution of the Township of Riverside Authorizing and Establishing the Professional Services Budget for the Legislative Grant for Polk Street and North Fairview Street Flood Mitigation/Drainage Improvements seconded by Ms. Leith. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Kimble, Marter, and Peditto. Nays – None. Abstain – Mr. Haman. Absent – None. Motion carried.

Mr. Peditto made a motion to adopt a Resolution 2025 - #67 entitled, "A Resolution of the Township of Riverside Authorizing and Establishing the Professional Services Budget for the FY2024NJDOT Municipal Aid Grant Second Street, North Fairview Street, and Polk Street Improvements seconded by Mr. Kimble. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Kimble, Marter, and Peditto. Nays – None. Abstain – Mr. Haman. Absent – None. Motion carried.

## **CORRESPONDENCE:**

1. Jessica Allen – Citizen Leadership Form.
2. Joseph Cunningham Jr. – Tree Removal (2) 707 Harrison Street.
3. Toni Kozianowski – Tree Removal 505 Henry Street.
4. Joseph Ezzio – Tree Removal 429 Delaware Avenue.

## **REPORTS:**

### **TOWNSHIP COMMITTEE REPORTS:**

### **DEPARTMENT OF PUBLIC SAFETY:**

Mr. Haman reported that each quarter the Township Committee will honor one Officer.

**TOWNSHIP OF RIVERSIDE**  
**RESOLUTION 2025-#57**  
**Resolution Authorizing the Increase of Change Funds**

WHEREAS, there exists a need for certain departments to have municipal change funds for cash transactions; and

WHEREAS, it is recommended that the Township of Riverside annually establish the municipal change funds; and

WHEREAS, the Township of Riverside has the following change funds totaling \$600.00; and

WHEREAS, the tax Collector and Chief Financial Officer recommends an increase in certain change funds; and

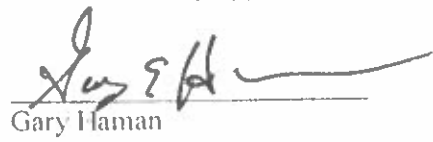
WHEREAS, the tax Collector and Chief Financial Officer recommends the following allotments in change funds:

Tax Collector	\$200	
Cashier Box 1	\$250	
Cashier Box 2	\$250	
Construction	\$200	

NOW, THEREFORE, BE IT RESOLVED by the Township of Riverside, that the municipal change funds are hereby established for the budget year 2025

BE IT FURTHER RESOLVED that copies of said resolution be forwarded to the Tax Collector, the Treasurer and the County Board of Taxation for their information and any appropriate action.


  
 Susan M. Dydek, RMC  
 Township Clerk

  
 Gary Haman  
 Mayor

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Haman			X			
Kimble	1st		X			
Leith		2nd	X			
Marter			X			
Peditto			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

**RESOLUTION 2025 - #58**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE**  
**AUTHORIZING A CHANGE ORDER FOR THE STATE PURCHASE CONTRACT FOR**  
**THE FY2023 NJDEP GREEN ACRES SPRING GARDEN PARK UPGRADE.**

**WHEREAS**, the Township Committee of the Township of Riverside has entered into a State Purchase Contract with MRC whose address is PO Box 106 Spring Lake NJ 07762; and

**WHEREAS**, this Change Order (#1) is required to remove and dispose existing equipment/wood ties/EWF and supply and install 9,645 square feet of stone base prep and accept, deliver and install 147 rubber curbs; and

**WHEREAS**, the Township Chief Financial Officer has authorized this Change Order (#1) in the amount of \$38,500.00 increasing the total contract amount to \$271,500.00; and

**WHEREAS**, the Riverside Township Committee does wish to approve the changes; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Riverside that this Change Order (#1) in the amount of \$38,500.00 increasing the total contract amount to \$271,500.00 is hereby approved and the Township Committee authorizes the aforementioned Change Order be executed on this 17<sup>th</sup> day of March 2025.

Adopted the 17<sup>th</sup> day of March 2025 at the Regular Meeting of the Township of Riverside.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Haman			X			
Kimble	1 <sup>st</sup>		X			
Leith		2 <sup>nd</sup>	X			
Marter			X			
Peditto			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17<sup>th</sup> day of March, 2025

  
 Susan Dydek, RMC  
 Riverside Township Clerk



MRC  
PO Box 106  
Spring Lake, NJ 07762  
Ph: 732-458-1111  
Email: MRC@GAMETIME.COM  
Web: www.mrcrec.com

12/17/2024  
Quote #  
114300-05-01

## NJ Riverside Spring Garden Park - Change Order

Riverside Town of  
Attn: Michael Mansdoerfer  
237 S Pavilion Ave  
Riverside, NJ 08075  
United States  
Phone: 856-461-1460 Ext. 100  
mmansdoerfer@Riversidetwp.org

Ship to Zip 08075

Quantity	Part #	Description	Net Price	Amount
1	INSTALL	GameTime - by a certified GameTime installer- Remove and dispose: existing equipment / wood ties/ EWF in photo received 12.2.24 Supply and install 9,645 sf ft of stone base prep Accept, deliver, and install 147 rubber curbs - sold separately  <i>please note excavated dirt to remain @ site, if additional labor /material needed, to be invoiced accordingly</i>	\$38,500.00	\$38,500.00
Contract: ESC New Jersey			Sub Total	\$38,500.00
			Total	\$38,500.00

### Comments

ESC NJ #24/26-01

by af

This quotation is subject to the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MRC, INC. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services. Customer is responsible for any required permits and fees pertaining to such permits.

**PRICING / PAYMENT:** Pricing f.o.b. factory, firm for 30 days from date of quotation unless otherwise stated above. Payment terms: Purchase order made payable to MRC, INC. 75% Due Net 30 days from ship date and 25% Balance Due upon project completion for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

**TAXES:** State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

**RECEIPT OF GOODS:** Customer is responsible for unloading and uncrating equipment from truck. Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

### INSTALLATION: Installation by a Gametime Certified Installer

- Customer is responsible for calling 888-DIG-SAFE a minimum of 72 hours before installation is to begin.
- Direct access is required for large construction vehicles.
- All excavated material is to remain on site.
- The installation of the safety surfacing is not included in the above price.
- Unforeseen subsurface obstructions may incur additional charges.

**EXCLUSIONS:** Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; installation tools/equipment; safety surfacing; borders and drainage provisions.

**TO ORDER:** Please complete the acceptance portion of this quotation and provide color selections. PURCHASE ORDER and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.



MRC  
PO Box 106  
Spring Lake, NJ 07762  
Ph: 732-458-1111  
Email: MRC@GAMETIME.COM  
Web: www.mrcrec.com

12/17/2024  
Quote #  
114300-05-01

## NJ Riverside Spring Garden Park - Change Order

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless otherwise noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to **GAMETIME, c/o Marturano Recreation**. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services. Customer is responsible for any required permits and fees pertaining to such permits.

**PRICING / PAYMENT:** Pricing f.o.b. factory, firm for 30 days from date of quotation. Payment terms: Purchase order made payable to GameTime. 75% due Net 30 days after ship date and 25% balance due upon completion of project for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

**TAXES** State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

**FREIGHT/SHIPMENT:** Freight charges Prepaid and added at time of invoicing. Shipment order will ship within 14-16 weeks after GameTime's receipt and acceptance of your PURCHASE ORDER, signed quotation and color selections.

**RECEIPT OF GOODS:** Customer is responsible for unloading and uncrating equipment from truck. Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

**INSTALLATION:** *Installation by TITAN DEVELOPMENT INC a Gametime Certified Installer.* The attached certified installer form must be completed to assure the customer understands the terms of installation listed briefly below:

- Installation assumes a flat, dirt surface with no grading preparation required.
- Gametime's installer is not responsible for any site preparation, and/or grading.
- Customer is responsible for calling 888-DIG-SAFE a minimum of 72 hours before installation is to begin.
- Direct access is required for large construction vehicles.
- All work is to be done in one move.
- All excavated material is to remain on site.
- Customer is responsible for accepting delivery, storage of equipment and transporting equipment from storage to the site, if storage is other than installation site.
- Customer will be responsible for unloading the truck and disposal of packaging.
- The installation of the safety surfacing and/or border timbers is not included in the above price.
- Unforeseen subsurface obstructions may incur additional charges.

**EXCLUSIONS:** unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; safety surfacing; borders and drainage provisions.

**TO ORDER:** Please complete the acceptance portion of this quotation and provide color selections, PURCHASE ORDER and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

**Sales Representative: Bob Valvano**



MRC  
PO Box 106  
Spring Lake, NJ 07762  
Ph: 732-458-1111  
Email: MRC@GAMETIME.COM  
Web: www.mrcrec.com

12/17/2024  
Quote #  
114300-05-01

## NJ Riverside Spring Garden Park - Change Order

### Acceptance of quotation: (ALL INFORMATION REQUIRED)

Accepted By (printed): \_\_\_\_\_ P.O. No. \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Purchase Amount: \$38,500.00

### Order Information: (ALL INFORMATION REQUIRED)

Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_  
Bill To Contact: \_\_\_\_\_ Ship To Contact: \_\_\_\_\_  
Bill To Email: \_\_\_\_\_ Ship To Email: \_\_\_\_\_  
Bill To Phone: \_\_\_\_\_ Ship To Phone: (Office) \_\_\_\_\_  
(Cell) \_\_\_\_\_  
Bill to Address: \_\_\_\_\_ Ship To Address: \_\_\_\_\_  
Bill To City, State, Zip \_\_\_\_\_ Ship To City, State, Zip \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE # \_\_\_\_\_  
(PLEASE PROVIDE A COPY OF CERTIFICATE)



Certification Of Availability of Funds

This is to certify to the Township Committee of the TOWNSHIP OF RIVERSIDE that funds for the following resolutions are available.

Contract Amount: 271,500.00  
Resolution Date: 03/17/25  
Resolution Number: 2025-

Vendor: RUBBE010 RUBBERECYCLE  
1985 RUTGERS UNIVERSITY BLVD  
LAKEWOOD, NJ 08701

Contract: C2400006 Rubbercycle Spring Garden Park  
Upgrades

Account Number	Amount	Department Description
C-04-23-09F-002	38,500.00	ORD 2023-9 IMP SPRING GARDEN PARK
Total	38,500.00	

Only amounts for the 2025 Budget year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
Chief Financial Officer

**RESOLUTION 2025 - #59**  
**A RESOLUTION AUTHORIZING THE AWARD OF A**  
**NON-FAIR AND OPEN CONTRACT FOR EMPLOYEE BENEFITS BROKERAGE AND**  
**CONSULTANCY SERVICES**

WHEREAS, the Township of Riverside has a need to acquire Employee Benefits Brokerage and Consultancy Services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5* as appropriate; and,

WHEREAS, the Township of Riverside has determined and certified in writing that the value of the acquisition is \$10,000.00 per annum and,

WHEREAS, the anticipated term of this contract is a one (1) year and may be extended by authorization approved by the Township of Riverside; and

WHEREAS, Conner Strong & Buckelew has submitted a proposal indicating they will provide Employee Benefits Brokerage and Consultancy for the amount of 10,000.00; and

WHEREAS, Conner Strong & Buckelew has completed and submitted a Business Entity Disclosure Certification which certifies that Conner Strong & Buckelew has not made any reportable contributions to a political or candidate committee in the Township of Riverside in the previous one year, and that the contract will prohibit the Conner Strong & Buckelew from making any reportable contributions through the term of the contract.

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Riverside authorizes the Chief Financial Officer to enter into a contract retroactive to February 1, 2025 with Conner Strong & Buckelew as described herein.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Haman			X			
Kimble	1 <sup>st</sup>		X			
Leith		2 <sup>nd</sup>	X			
Marter			X			
Peditto			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17<sup>th</sup> day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

**TOWNSHIP OF RIVERSIDE**  
**RESOLUTION 2025 - #60**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING THE CANCELLATION**  
**AND REFUND OF TAXES FOR A TAX EXEMPT PROPERTY**

**WHEREAS**, the Riverside Tax Assessor of the Township of Riverside advises to the Mayor and Township Committee when taxes can be cancelled pursuant to NJSA 54:4-3.6c; and

**WHEREAS**, the Riverside Tax Assessor of the Township of Riverside has advised to the Mayor and Township Committee that the 2021 taxes for Robert Holler 417 Delaware Avenue, Block 1802 Lot 17 be cancelled pursuant to NJSA 54:4-3.6c and refund any taxes paid; and

**WHEREAS**, Riverside Tax Assessor and Tax Collector have also approved the refunding of taxes already paid; and

**WHEREAS**, the total amount levied for the 2021 calendar year was \$3579.55; and

**WHEREAS**, the total amount that was refunded to Robert Holler authorized by Resolution 2021 - #62 was \$1789.78 leaving a refund balance of \$1789.77 for the 2021 calendar year; and

**WHEREAS**, Robert Holler is due a refund of \$1789.77.

**NOW, THEREFORE BE IT RESOLVED** by the Township of Riverside that the following property have any and all taxes billed be cancelled for the calendar year 2021:

Block 1802 Lot 17  
 Robert Holler  
 Date of exemption: 1/1/2021

Refunding Taxes paid to:  
 Robert Holler  
 417 Delaware Ave  
 Riverside, NJ 08075  
 \$1789.77

**BE IT FURTHER RESOLVED** that copies of said resolution be forwarded to the Tax Collector, the Treasurer and the County Board of Taxation for their information and any appropriate action.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>						
<b>Kimble</b>	1st					
<b>Leith</b>		2nd				
<b>Marter</b>						
<b>Peditto</b>						

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

**RESOLUTION 2025 - #61**  
**HANDICAPPED PARKING SPACE APPROVAL**

**WHEREAS**, pursuant to Riverside Township Code, Chapter 419-48, 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 419-51B.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Riverside that resident handicapped on-street parking spots are authorized at:

<u>Street</u>	<u>Street Number</u>	<u>Name of Requestor</u>
Lee Street	40	Richard Knight Police Dept. Approved

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>			X			
<b>Kimble</b>	1 <sup>st</sup>		X			
<b>Leith</b>		2 <sup>nd</sup>	X			
<b>Marter</b>			X			
<b>Peditto</b>			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Reorganization Meeting held on the 17th day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

**RESOLUTION 2025 - #62  
RIVERSIDE TOWNSHIP  
GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE  
GCADA GRANT FUND RESOLUTION  
FORM 1B**

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Township Committee of the Township of Riverside, County of Burlington, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Burlington.

NOW, THEREFORE, BE IT RESOLVED by the Township of Riverside, County of Burlington, State of New Jersey hereby recognizes the following:

The Township Committee does hereby authorize submission of a strategic plan for the Riverside/Delanco Municipal Alliance grant for fiscal year 2025 in the amount of:

GCADA Grant     \$6000.00  
Cash Match       \$1500.00  
In-Kind           \$4500.00

The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: \_\_\_\_\_

*Gary Haman*  
Gary Haman, Mayor

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Haman			X			
Kimble	1st		X			
Marter			X			
Leith		2 <sup>nd</sup>	X			
Peditto			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17<sup>th</sup> day of March, 2025.

*Susan M. Dydek*  
\_\_\_\_\_  
Susan Dydek, RMC  
Riverside Township Clerk

**RESOLUTION 2025- #63****A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE  
REFUNDING VACANT PROPERTY REGISTRATION FEES**

**WHEREAS**, pursuant to Chapter 328-9 of the Code of the Township of Riverside, an owner who completes a restoration of the property whereby the property no longer is defined as a vacant property may request a refund of the vacant property registration fee; and

**WHEREAS**, CSJMM Realty Solutions LLC paid their Vacant Property Registration Fee of \$500.00 for the property located at 206 West Washington Street on February 4, 2025; and

**WHEREAS**, CSJMM Realty Solutions LLC sold the aforementioned property on March 5, 2025 and submitted an email requesting a refund of the Vacant Property Fee which was paid.

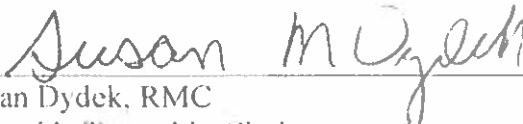
**THEREFORE, BE IT RESOLVED**, that the following payments be refunded and cleared from the records and checks drawn to clear the records:

<u>Name</u> <u>And Billing</u> <u>Address</u>	<u>Amount</u>	<u>Property</u> <u>Address</u>	<u>Reason</u>	<u>Department</u>
CJM Realty Solutions, LLC 8 Camelot Court Mt. Laurel, NJ 08054	\$500.00	206 W. Washington St. Riverside, NJ 08075	Refund Vacant Property Registration Fee	Township Clerk

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>			X			
<b>Kimble</b>	1 <sup>st</sup>		X			
<b>Leith</b>		2 <sup>nd</sup>	X			
<b>Marter</b>			X			
<b>Peditto</b>			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Ordinance was duly adopted after public hearing by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17<sup>th</sup> day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

**RESOLUTION 2025 - #64**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE**  
**AUTHORIZING AND ESTABLISHING THE PROFESSIONAL SERVICES BUDGET**  
**FOR THE FY2025 NJDOT MUNICIPAL AID GRANT SYLVAN STREET, PAVILION**  
**AVENUE, AND LITTLE AVENUE IMPROVEMENTS.**

**WHEREAS**, the Township of Riverside has authorized funding for the FY2025 NJDOT Municipal Aid Grant for the Sylvan Street, Pavilion Avenue and Little Avenue Improvements; 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 2025; 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:

Phase 1

- Task 1 – Design and Bidding - \$39,000.00.
- Task 2 – Construction Phase Services - \$40,000.00
- Task 3 – Sidewalk Inspection Report - \$2,000.00
- Task 4 – Grant Administration – \$3,000.00

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Riverside hereby authorizes and establishes the professional services budget in the amount of \$84,000.00 for the projects as outlined herein.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>				X		
<b>Kimble</b>	1 <sup>st</sup>		X			
<b>Leith</b>		2 <sup>nd</sup>	X			
<b>Marter</b>			X			
<b>Peditto</b>			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

Certification Of Availability of Funds

This is to certify to the Township Committee of the TOWNSHIP OF RIVERSIDE that funds for the following resolutions are available.

Contract Amount: 84,000.00

Resolution Date: 03/17/25

Resolution Number: 2025-64

Vendor: PENNO010 PENNONI ASSOCIATES INC.  
515 GROVE STREET SUITE 2C  
HADDON HEIGHTS, NJ 08035

Contract: C5-00007 FY25 NJDOT MA  
Sylvan St, Pavilion & Litle Ave

Account Number	Amount	Department Description
C-04-25-03A-001	84,000.00	Ord 2025-3 Road Repairs
Total	84,000.00	

Only amounts for the 2025 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer





January 24, 2024

RSTPX 24008P

Sent via Email and Regular Mail

**Township of Riverside**  
**Attn: Meghan O. Jack, Township Administrator**  
 PO Box 188  
 Riverside, NJ 08075

**RE: TOWNSHIP OF RIVERSIDE  
 PROPOSAL FOR PROFESSIONAL SERVICES  
 FY2025 NJDOT MUNICIPAL AID GRANT  
 SYLVAN STREET, PAVILION AVENUE, AND LITLE AVENUE IMPROVEMENTS**

Dear Meghan:

In connection with the referenced project, we understand that the Township has been awarded NJDOT FY2025 Municipal Aid funding in the amount of \$297,080.00. We understand that the project will include paving improvements for Sylvan Street (from Pine Street to Bridgeboro Street), Litle Avenue (from Smith Street to Lichtenthal Street), and Pavilion Avenue (from South Fairview Street to the Railroad).

We appreciate the opportunity to serve the Township and we have developed the following scope of services:

#### **SCOPE OF SERVICES**

##### **Task 1 – DESIGN AND BIDDING**

Topographic survey and drainage/utility pipe evaluations are not included in this scope.

We will review the field conditions and determine the need for inlet repairs, specific curb replacements, and other incidental work required for a complete pavement surface improvement construction project.

We will develop plans and project specifications to include a Base Bid (Sylvan Street and Litle Avenue) and Add Alternate (Pavilion Avenue).

We will provide for Railroad coordination as needed for the Pavilion Avenue work.

We will advertise the project and provide the Township with the ad affidavit.

We will assist in opening and evaluating bids, and preparation of contracts.

##### **Task 2 – CONSTRUCTION PHASE SERVICES**

We will apply for a Soil Erosion and Sediment Control Certification on behalf of the Township. Application fees are not included in our fee.

We will prepare and administer contracts for execution by the Township and contractor.  
 We will coordinate and conduct the contractor pre-construction meeting.

We will assist in coordinating and conducting the resident pre-construction meeting.

We will conduct inspections and site visits as needed to ensure that construction is proceeding as specified in the Contract Documents and as shown on the Contract Plans.

We will conduct site meetings with the contractor as necessary.

We will coordinate the construction with the residents.

We will review contractor requests for payment and issue payment recommendations to the Township

### Task 3 – SIDEWALK INSPECTION REPORT

We will inspect the sidewalks within the project limit for trip hazards and issue a detailed report with location plans.

### Task 4 – GRANT ADMINISTRATION

We will assemble and prepare documentation required by NJDOT for the various PMRS system submissions, including Railroad review for the Pavilion Avenue activities, and coordinate with Township staff as needed when action milestones are due.

### SCHEDULE

We are prepared to begin upon written authorization and anticipate NJDOT submission in May, approval to advertise in June, and award in July/August.

### FEE

Our estimated fee and project budget are as follows:

Task 1 – Design and Bidding	\$ 39,000.00
Task 2 – Construction Phase Services	\$ 40,000.00

<b>Total Engineering Fee:</b>	<b>\$ 79,000.00 (14% of total estimated construction)</b>
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Task 3 – Sidewalk Inspection Report	\$ 2,000.00
Task 4 – Grant Administration	\$ 3,000.00

<b>Requested Purchase Order amount</b>	<b>\$ 84,000.00</b>
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Estimated Construction Cost	\$ 561,955.00
Contingency	\$ 54,045.00

<b>Estimated Total Project Cost:</b>	<b>\$ 700,000.00</b>
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Please feel free to contact us with any questions.

Sincerely,

**PENNONI ASSOCIATES INC.**



Hugh J. Dougherty, PE, CME  
Township Engineer



Kenneth J. Shine  
Project Manager

cc's via Email:

Michael Mansdoerfer, CFO  
Susan Dydek, RMC  
Sean Raday, PE, CME, Pennoni

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RSTPX 24008P

Township of Riverside  
NJDOT FY2025 MUNICIPAL AID  
SYLVAN STREET, PAVILION AVENUE, AND LITTLE AVENUE IMPROVEMENTS  
ENGINEER'S ESTIMATE OF PROBABLE PROJECT COSTS

January 2025

BID ITEM		Engineer's Estimate		
Item #	Description	Quantity	Unit Price	Total
<b>BASE BID</b>				
<b>Sylvan Street (Pine Street to Bridgeboro Street)</b>				
1	Variable Depth MBI, 2" Min.	4,000 SY	\$8.00	\$32,000.00
2	HMA 9.5M64 Surface Course, 2" Thick	4,000 SY	\$18.00	\$72,000.00
3	Pavement Restoration, 8" Thick (If and Where directed)	390 SY	\$15.00	\$5,850.00
4	Vertical Concrete Curb (Remove and Replace, If and Where directed)	315 LF	\$50.00	\$15,750.00
5	Concrete Driveway Apron, 6" Thick (If and where directed)	1,120 SF	\$22.00	\$24,640.00
6	Asphalt Driveway Apron, 2" Thick	5 SY	\$10.00	\$50.00
7	Handicap Ramp with DWS Inserts, Complete (Includes removal, replacement, curbs, sidewalks, and restorations)	6 UN	\$5,000.00	\$30,000.00
8	Replace "B" Inlet Casting with New "ECO" Head	5 UN	\$1,500.00	\$7,500.00
9	Replace "E" Inlet Casting	1 UN	\$2,500.00	\$2,500.00
10	Tree Removal (If and Where Directed)	2 UN	\$1,500.00	\$3,000.00
<b>SUBTOTAL</b>				<b>\$193,290.00</b>
<b>Little Avenue (Smith Street to Lichtenthal Street)</b>				
1	Variable Depth MBI, Minimum 2" Thick	1,400 SY	\$8.00	\$11,200.00
2	HMA 9.5M64 Surface Course, 2" Thick	1,400 SY	\$18.00	\$25,200.00
3	Pavement Restoration, 8" Thick (If and Where directed)	100 SY	\$15.00	\$1,500.00
4	Vertical Concrete Curb (Remove and Replace, If and Where Directed)	100 LF	\$50.00	\$5,000.00
5	Handicap Ramp with DWS Inserts, Complete (Includes removal, replacement, curbs, sidewalks, and restorations)	2 UN	\$5,000.00	\$10,000.00
6	Concrete Sidewalk, 4" Thick	600 SF	\$15.00	\$9,000.00
7	Concrete Driveway Apron, 6" Thick	80 SF	\$22.00	\$1,760.00
8	Asphalt Driveway Apron, 2" Thick	5 SY	\$10.00	\$50.00
9	Reconstruct B Inlet	4 UN	\$5,000.00	\$20,000.00
10	Reset Manhole Casting	1 UN	\$400.00	\$400.00
11	Tree Removal (If and Where Directed)	2 UN	\$1,500.00	\$3,000.00
<b>SUBTOTAL</b>				<b>\$87,110.00</b>
<b>BASE BID TOTAL</b>				<b>\$280,400.00</b>
<b>ADD ALTERNATE</b>				
<b>Pavilion Avenue (South Fairview Street to Railroad)</b>				
1	Variable Depth MBI, Minimum 2" Thick	7,800 SY	\$8.00	\$62,400.00
2	HMA 9.5M64 Surface Course, 2" Thick	7,800 SY	\$18.00	\$140,400.00
3	Pavement Restoration, 8" Thick (If and Where directed)	533 SY	\$15.00	\$7,995.00
4	Vertical Concrete Curb (Remove and Replace, If and Where Directed)	300 LF	\$50.00	\$15,000.00
5	Handicap Ramp with DWS Inserts, Complete (Includes removal, replacement, curbs, sidewalks, and restorations)	4 UN	\$5,000.00	\$20,000.00
6	Concrete Sidewalk, 4" Thick (If and Where Directed)	600 SF	\$15.00	\$9,000.00
7	Concrete Driveway Apron, 6" Thick	400 SF	\$22.00	\$8,800.00
8	Reset Manhole Casting	10 UN	\$400.00	\$4,000.00
9	Reset Valve Box (If and Where Directed)	10 UN	\$350.00	\$3,500.00
10	Thermoplastic Striping, White, 4" Wide	1,480 LF	\$3.00	\$4,440.00
11	Thermoplastic Striping, Double Yellow, 4" Wide	835 LF	\$6.00	\$5,010.00
12	Thermoplastic Striping, White, 8" Wide	150 LF	\$3.00	\$450.00
13	Thermoplastic Striping, White, 24" Wide	70 LF	\$8.00	\$560.00
<b>ALTERNATE TOTAL</b>				<b>\$281,555.00</b>
<b>ESTIMATED CONSTRUCTION COST</b>				<b>\$561,955.00</b>
Design and Bidding				\$19,000.00
Construction Inspection				\$40,000.00
Sidewalk Inspection Report and Grant Administration				\$5,000.00
Contingency				\$54,045.00
<b>Est Cost</b>				<b>\$700,000.00</b>
<p>This estimate was developed in consideration of the prevailing wage rate requirements of the David Bacon Act and the State of New Jersey Prevailing Wages</p> <p style="text-align: right;">FY2025 NJDOT MA Grant      \$297,080.00</p> <p style="text-align: center;">               Hugh J. Doughty, PE, CME              Township Engineer              NJ Registered Professional Engineer No. 34634           </p>				

**RESOLUTION 2025 - #65**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE**  
**AUTHORIZING AND ESTABLISHING THE PROFESSIONAL SERVICES BUDGET**  
**FOR THE GREENWOOD AVENUE IMPROVEMENTS.**

**WHEREAS**, the Township of Riverside has authorized funding for the Greenwood Avenue Improvements through the adoption of Ordinance 2025-#3; 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 2025; 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:

**Phase 1**

- Task 1 – Survey, Design and Bidding - \$80,000.00.
- Task 2 – Construction Phase Services - \$80,000.00
- Task 3 – Sidewalk Inspection Report - \$2,000.00
- Task 4 – Grant Administration – \$3,000.00

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Riverside hereby authorizes and establishes the professional services budget in the amount of \$165,000.00 for the projects as outlined herein.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>				X		
<b>Kimble</b>	1 <sup>st</sup>		X			
<b>Leith</b>			X			
<b>Marter</b>			X			
<b>Peditto</b>		2 <sup>nd</sup>	X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

Certification Of Availability of Funds

This is to certify to the Township Committee of the TOWNSHIP OF RIVERSIDE that funds for the following resolutions are available.

Contract Amount: 165,000.00  
Resolution Date: 03/17/25  
Resolution Number: 2025-65

Vendor: PENN0010 PENNONI ASSOCIATES INC.  
515 GROVE STREET SUITE 2C  
HADDON HEIGHTS, NJ 08035

Contract: C5-00008 Greenwood Ave Improvements

Account Number	Amount	Department Description
C-04-25-03A-002	165,000.00	Ord 2025-3 Road Repairs
Total	165,000.00	

Only amounts for the 2025 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer



January 20, 2025

RSTPX 24006P

Sent via Email and Regular Mail

Township of Riverside  
Attn: Meghan O. Jack, Township Administrator  
PO Box 188  
Riverside, NJ 08075

RE: TOWNSHIP OF RIVERSIDE  
PROPOSAL FOR PROFESSIONAL SERVICES  
GREENWOOD AVENUE IMPROVEMENTS

Dear Meghan

In connection with the referenced project, the design scope has been developed to repave Greenwood Avenue from South Fairview Street in Riverside Township to South Chester Avenue in Delran Township.

The work is to include selective curb and driveway apron replacements within Riverside Township and full replacement of curb and driveway aprons within Delran Township. The work will also include investigation for replacement of storm drain lines if needed.

We understand that the project will be bid as a single construction contract with separate pay items for the improvements made within Delran Township.

We appreciate the opportunity to serve Riverside Township and we have completed the following scope of services:

#### SCOPE OF SERVICES

##### Task 1 – SURVEY, DESIGN, AND BIDDING

We will review the field conditions and perform:

- a curb-to-curb topographic survey within Riverside Township to determine general flow patterns.
- a right-of-way to right-of-way topographic survey within Delran Township to accommodate curb and apron replacements.
- An underground utility survey including stormwater facilities.

We will determine the need for inlet repairs, specific curb replacements, tree removals, and other incidental work required for a complete construction project.

We will review storm pipe videos (to be provided by Delran Township or Sewerage Authority) and evaluate the needs for maintenance and upgrades that may be included in the construction contract. It is suspected that there are stormwater pipe-to-pipe connections that will necessitate construction of additional structures. **We have included an allowance for potential needs.**

We will review sanitary sewer videos to be provided from Riverside Sewerage Authority for their facilities and evaluate the needs for maintenance and upgrades that may be included in the construction contract. **We have included an allowance for potential needs.**

We will develop plans and project specifications, including grading designs for the curb and apron replacements in Delran Township.

We will advertise the project and provide the Township with the ad affidavit.

We will assist in opening and evaluating bids, and make recommendation for Committee action

#### **Task 2 – CONSTRUCTION PHASE SERVICES**

We will prepare and administer Contracts for execution by the Township and contractor.

We will apply for a Soil Erosion and Sediment Control Certification on behalf of the Township. Application fees are not included in our fee.

We will coordinate and conduct the contractor pre-construction meeting

We will assist in coordinating and conducting the resident pre-construction meeting.

We will conduct inspections and site visits as needed to ensure that construction is proceeding as specified in the Contract Documents and as shown on the Contract Plans

We will conduct site meetings with the contractor as necessary.

We will coordinate the construction with the residents

We will review contractor requests for payment and issue payment recommendations to the Township

#### **Task 3 – SIDEWALK INSPECTION REPORT**

We will inspect the sidewalks within the project limit for trip hazards and issue a detailed report with location plans

#### **Task 4 – GRANT ADMINISTRATION**

We will assemble and prepare documentation required by NJDOT for the various PMRS system submissions and coordinate with Township staff as needed when action milestones are due

#### **SCHEDULE**

We are proceeding with design and anticipate NJDOT submission in April, approval to advertise in May, and Award in June.

#### **FEE**

Our estimated fee and project budget are as follows:

Task 1 – Survey, Design, and Bidding:	\$ 80,000.00
<u>Task 2 – Construction Phase Services:</u>	<u>\$ 80,000.00</u>
<b>Total Engineering Fee:</b>	<b>\$ 160,000.00 (19.26% of total estimated construction)</b>
Task 3 – Sidewalk Inspection Report:	\$ 2,000.00
<u>Task 4 – Grant Administration</u>	<u>\$ 3,000.00</u>
<b>Requested Purchase Order amount</b>	<b>\$ 165,000.00</b>
Estimated Construction Cost (Roadway):	\$ 630,762.00
Allowance for Stormwater and Sanitary:	\$ 200,000.00
<u>Contingency</u>	<u>\$ 84,238.00</u>
<b>Estimated Total Project Cost:</b>	<b>\$ 1,080,000.00</b>

Please feel free to contact us with any questions.

Sincerely,

PENNONI ASSOCIATES INC.



Hugh J. Dougherty, PE, CME  
Township Engineer



Kenneth J. Shine  
Project Manager

cc's via Email:

Michael Mansdoerfer, CFO  
Susan Dydek, RMC  
Sean Raday, PE, CME, Pennoni

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**Michael Mansdoerfer**

**From:** Kenneth Shine <KShine@Pennoni.com>  
**Sent:** Friday, January 24, 2025 9:01 AM  
**To:** Michael Mansdoerfer  
**Subject:** Greenwood Avenue fee breakdown

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mike

In follow-up to our discussions, please let me know if the following is satisfactory:

**FEE**

Our estimated fee and project budget are broken down as follows:

**Task 1 – Survey, Design, and Bidding:**

Topographic and	
Subsurface Utility Surveys	\$28,000.00
Sanitary and Stormwater	
Utility Evaluations	\$ 3,000.00
Delran design	\$21,000.00
Riverside design	\$12,000.00
Bidding	\$ 6,000.00
Sanitary design/spec	\$ 3,000.00 (if needed)
Stormwater design/spec	\$ 7,000.00 (if needed)
Survey, Design, and Bidding	<b>\$80,000.00</b>

**Task 2 – Construction Phase Services:**

Delran Construction	\$36,000.00
Riverside Construction	\$21,000.00
Sanitary Sewer Inspections	\$8,000.00 (if needed)
Stormwater Inspections	\$15,000.00 (if needed)
Construction Phase Services:	<b>\$80,000.00</b>

**Total Engineering Fee:** **\$160,000.00** (19.26% of total estimated construction)

Task 3 – Sidewalk Inspection Report:	\$ 2,000.00
Task 4 – Grant Administration	\$ 3,000.00

**Requested Purchase Order amount** **\$ 165,000.00**

Estimated Construction Cost (Roadway)	\$ 630,762.00
Allowance for Stormwater and Sanitary:	\$ 200,000.00
Contingency	\$ 84,238.00

**Estimated Total Project Cost:** **\$ 1,080,000.00**

Thanks, Ken

**Kenneth Shine, Assoc. DBIA, CFM**

**Pennoni**

515 Grove Street, Suite 1B | Haddon Heights, NJ 08035



RSTPX 24006P

Township of Riverside  
GREENWOOD AVENUE IMPROVEMENT PROJECT  
ENGINEER'S ESTIMATE OF PROBABLE PROJECT COSTS

JANUARY 2025

BID ITEM		Engineer's Estimate		
Item #	Description	Quantity	Unit Price	Total
<b>Greenwood Avenue Improvements - Fairview Street to Township Line (Riverside Township)</b>				
1	Roadway Excavation, Unclassified	900 SY	\$6.00	\$5,400.00
2	Variable Depth Mill, Minimum 2" Thick	7,300 SY	\$8.00	\$58,400.00
3	HMA 9.5M64 Surface Course, 2" Thick	8,200 SY	\$18.00	\$147,600.00
4	HMA 19M64 Base Course, 4" Thick	900 SY	\$24.00	\$21,600.00
5	Dense Grade Aggregate, 6" Thick (If and Where Directed)	900 SY	\$19.00	\$17,100.00
6	Pavement Restoration, 8" Thick (If and Where Directed)	800 SY	\$15.00	\$12,000.00
7	Replace ADA Ramp (Including DWS and Sidewalk)	18 UN	\$5,000.00	\$90,000.00
8	Vertical Concrete Curb (Remove and Replace, If and Where Directed)	500 LF	\$50.00	\$25,000.00
10	Concrete Sidewalk, 4" Thick	4 SY	\$150.00	\$600.00
11	Concrete Driveway Apron, 6" Thick	780 SF	\$22.00	\$17,160.00
12	Replace "B" Inlet Casting with "ECO" Head and Bicycle safe grate (Includes Concrete and Asphalt Restorations)	12 UN	\$1,500.00	\$18,000.00
13	Reset Manhole	16 UN	\$400.00	\$6,400.00
14	Reset Valve Box (If and Where Directed)	15 UN	\$350.00	\$5,250.00
15	Thermoplastic Striping, White, 4" Wide	40 LF	\$3.00	\$120.00
16	Thermoplastic Striping, White, 8" Wide	470 LF	\$4.00	\$1,880.00
17	Thermoplastic Striping, White, 24" Wide	30 LF	\$8.00	\$240.00
18	Allowance for Asphalt Price Adjustment for Hot Mix Asphalt, If Needed	1 LS	\$2,000.00	\$2,000.00
19	Allowance for Fuel Price Adjustment, If Needed	1 LS	\$2,000.00	\$2,000.00
<b>SUBTOTAL (RIVERSIDE)</b>				<b>\$430,750.00</b>
<b>Greenwood Avenue Improvements - Township Line to Chester Avenue (Delran Township)</b>				
1	Variable Depth Mill, Minimum 2" Thick	3,400 SY	\$8.00	\$27,200.00
2	HMA 9.5M64 Surface Course, 2" Thick	3,400 SY	\$18.00	\$61,200.00
3	Pavement Restoration, 8" Thick (If and Where Directed)	300 SY	\$15.00	\$4,500.00
4	Replace ADA Ramp (Including DWS and Sidewalk)	4 UN	\$5,000.00	\$20,000.00
5	Monolithic Gutter Curb (If and Where Directed)	1,800 LF	\$55.00	\$99,000.00
6	Concrete Sidewalk, 4" Thick	400 SY	\$150.00	\$60,000.00
7	Concrete Driveway Apron, 6" Thick	1,200 SF	\$22.00	\$26,400.00
8	Thermoplastic Striping, White, 8" Wide	130 LF	\$4.00	\$520.00
9	Thermoplastic Striping, White, 24" Wide	24 LF	\$8.00	\$192.00
<b>SUBTOTAL (DELRAN)</b>				<b>\$200,012.00</b>
<b>ALLOWANCE FOR RIVERSIDE TOWNSHIP STORMWATER AND RIVERSIDE SEWERAGE AUTHORITY FACILITY IMPROVEMENTS</b>				<b>\$200,000.00</b>
<b>ESTIMATED CONSTRUCTION COST</b>				<b>\$830,762.00</b>
Survey, Design, and Bidding				\$80,000.00
Construction Phase Services				\$80,000.00
Sidewalk Inspection and Grant Administration				\$5,000.00
Contingency				\$84,218.00
<b>Total Project Cost</b>				<b>\$1,080,000.00</b>
<p>This estimate was developed in consideration of the prevailing wage rate requirements of the David Bacon Act and the State of New Jersey' Prevailing Wages.</p> <p><i>Hugh J. Dougherty</i>          Hugh J. Dougherty, PE, CME          NJ Registered Professional Engineer No. 31634</p> <p><i>UTILITY VS MHI</i></p> <p><i>PAVEMENT CONCRETE</i></p>				

**RESOLUTION 2025 - #66**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE**  
**AUTHORIZING AND ESTABLISHING THE PROFESSIONAL SERVICES BUDGET**  
**FOR THE LEGISLATIVE GRANT FOR POLK STREET AND NORTH FAIRVIEW STREET**  
**FLOOD MITIGATION/DRAINAGE IMPROVEMENTS.**

WHEREAS, the Township of Riverside has authorized funding for the Legislative Grant for the Polk Street and North Fairview Street Flood Mitigation/Drainage Improvements; 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 2025; 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:

Phase 1

- Task 1 – FHIA AD/WFD Exemption - \$9,200.00
- Task 2 – FHWA GP 11 Update - \$4,500.00
- Task 3 – Grant Compliance Support - \$10,000.00
- Task 4 – Final Design and Bidding – \$14,000.00
- Task 5 – Construction and Phase Services - \$48,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Township of Riverside hereby authorizes and establishes the professional services budget in the amount of \$85,700.00 for the projects as outlined herein.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>				X		
<b>Kimble</b>	1 <sup>st</sup>		X			
<b>Leith</b>		2 <sup>nd</sup>	X			
<b>Marter</b>			X			
<b>Peditto</b>			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

Certification Of Availability of Funds

This is to certify to the Township Committee of the TOWNSHIP OF RIVERSIDE that funds for the following resolutions are available.

Contract Amount: 85,700.00  
Resolution Date: 03/17/25  
Resolution Number: 2025-66

Vendor: PENNO010 PENNONI ASSOCIATES INC.  
515 GROVE STREET SUITE 2C  
HADDON HEIGHTS, NJ 08035

Contract: C5-00009 Polk & N. Fairview St  
Drainage Improvements

Account Number	Amount	Department Description
04-25-03A-002	85,700.00	Ord 2025-3 Road Repairs
Total	85,700.00	

Only amounts for the 2025 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer



March 11, 2025

RSTPX22007

Sent via Email and Regular Mail

**Township of Riverside**  
**Attn: Meghan O. Jack, Township Administrator**  
 PO Box 188  
 Riverside, NJ 08075

**RE: TOWNSHIP OF RIVERSIDE  
 PROPOSAL FOR PROFESSIONAL SERVICES  
 LEGISLATIVE GRANT  
 POLK STREET AND NORTH FAIRVIEW STREET FLOOD MITIGATION/DRAINAGE IMPROVEMENTS**

Dear Meghan:

We understand the Township has been awarded a \$250,000 Legislative Grant for construction of this project. The proposed improvements will provide flood mitigation and water quality improvements, including installation of a sump collection system on Polk Street and portions of North Fairview Street, drainage pipe improvements on both streets, and intersection grading improvements.

#### **BACKGROUND**

We applied to NJDEP for permits in March 2023 to install stormwater drainage and sump collection improvements to drain the intersection, which is a source of repeated pavement failures, DPW maintenance, and potential hazards due to the constant sump discharges and intersection elevation. DEP Watershed & Land Management responded on 4/25/2023 requiring additional permitting and potential additional work from other DEP departments.

In September 2023, DEP Green Acres Program responded that the proposed project would require a Major Diversion application submission for review. An awarded Major Diversion includes significant documenting and formal processing that can be expected to take five (5) years to complete.

Based on the DEP Open Space Map (attached) we have developed a concept plan to avoid Green Acres property and keep all proposed improvements within the existing pavement footprint.

The Township's DEP permit application remains open at this time, which will avoid resubmission fees.

#### **SCOPE OF SERVICES**

We appreciate the opportunity to serve the Township and we have developed the following scope of services:

##### **Task 1 – NJDEP Applicability Determination/Waterfront Development Exemption Request**

We will prepare conceptual design plans to keep all proposed improvements within the existing roadway limits.

We will provide narratives, maps, and analysis to demonstrate that all work will be within the roadway footprint and will be allowed without further DEP involvement as defined in N.J.A.C. 7:13 (Flood Hazard Area Control Act Rules) and as defined in N.J.A.C. 7:7 (Coastal Zone Management Rules).

**Task 2 – NJDEP Freshwater Wetlands ("FWW") Permitting**

The current application (process on hold) includes an application for a FWW General Permit #11. We will submit to NJDEP Watershed & Land Management with updated plans as needed for the FWW General Permit #11.

**Task 3 – Grant Compliance Support**

We will coordinate with DEP and the Township to update the DEP SAGE application and assist with milestone completions.

We will assist with anticipated quarterly progress reporting and semi-annual financial reporting.

**Task 4 – Final Design and Bidding**

We will prepare plans, specifications, and final cost estimates for bidding and construction.

We will advertise the project and provide the Township with the ad affidavit.

We will assist in opening and evaluating bids, and make recommendation for Township action.

**Task 5 – Construction Phase Services**

We will prepare and coordinate execution of the Contracts.

We will coordinate and conduct the contractor pre-construction meeting.

We will conduct inspections and site visits as needed to ensure that construction is proceeding as specified in the Contract Documents and as shown on the Contract Plans.

We will review contractor requests for payment and issue payment recommendations to the Township.

**SCHEDULE**

We are prepared to proceed upon written approval and will submit to NJDEP within 60 days.

**FEE**

Our estimated fee and project budget are as follows:

Task 1 – FHA AD/WFD Exemption:	\$ 9,200.00
Task 2 – FWW GP 11 Update:	\$ 4,500.00
Task 3 – Grant Compliance Support:	\$10,000.00
<b>Total Estimated DEP Compliance:</b>	<b>\$23,700.00</b>
Task 4 – Final Design and Bidding:	\$14,000.00
Task 5 – Construction Phase Services:	\$48,000.00
<b>Total Engineering Fee:</b>	<b>\$62,000.00 (8% of total estimated construction)</b>
<b>Requested Purchase Order Amount:</b>	<b>\$85,700.00</b>
Estimated Construction Cost:	\$786,230.00
Contingency:	\$ 78,070.00
<b>Estimated Total Project Cost:</b>	<b>\$950,000.00</b>

Meghan Jack  
Professional Services

March 11, 2025

Page 3  
RSTPX22007

Please feel free to contact us with any questions.

Sincerely,

**PENNONI ASSOCIATES INC.**



Hugh J. Dougherty, PE, CME  
Township Engineer



Kenneth J. Shine  
Project Manager

cc's via Email:

Michael Mansdoerfer, CFO  
Susan Dydek, RMC

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n fairview fy2025.doc



RSTPX 22007

Township of Riverside  
Polk Street and North Fairview Street Flood Mitigation/Drainage Improvements

March 2025

ENGINEER'S ESTIMATE OF PROBABLE PROJECT COSTS

BID ITEM		Engineer's Estimate		
Description		Quantity	Unit Price	Total
<b>POLK STREET DRAINAGE SYSTEM (North Fairview Street to Madison Street)</b>				
1	HMA 9.5M64 Surface Course, 2" Thick	2,300 SY	\$14.00	\$32,200.00
2	HMA 19M64 Stabilized Base Course, 3" Thick	2,300 SY	\$22.00	\$50,600.00
3	Dense Graded Aggregate, 4" Thick	2,300 SY	\$12.00	\$27,600.00
4	Concrete Swale	1,000 SF	\$25.00	\$25,000.00
5	18" HDPE	460 LF	\$225.00	\$103,500.00
6	Type B Inlet	3 UN	\$8,500.00	\$25,500.00
7	Sump Lateral with cleanout and connection to 18" HDPE	7 UN	\$1,500.00	\$10,500.00
8	Check Valve at Inlet connection	1 UN	\$25,000.00	\$25,000.00
<b>SUB TOTAL</b>				<b>\$299,900.00</b>
<b>NORTH FAIRVIEW STREET DRAINAGE SYSTEM (Jefferson Street to Polk Street)**</b>				
9	HMA 9.5M64 Surface Course, 2" Thick	1,600 SY	\$14.00	\$22,400.00
10	HMA 19M64 Stabilized Base Course, 3" Thick	1,600 SY	\$22.00	\$35,200.00
11	Dense Graded Aggregate, 4" Thick	1,600 SY	\$12.00	\$19,200.00
12	18" HDPE	326 LF	\$225.00	\$73,350.00
13	Type B Inlet	4 UN	\$8,500.00	\$34,000.00
14	6" HDPE Sump Header with Stone Bedding and Fittings	164 LF	\$95.00	\$15,580.00
15	Header Cleanout in Pavement	1 UN	\$800.00	\$800.00
16	Sump Lateral with cleanout and connection to 18" HDPE	4 UN	\$1,500.00	\$6,000.00
17	Sump Lateral with cleanout and connection to 6" HDPE	2 UN	\$1,500.00	\$3,000.00
18	Check Valve at Inlet connection	1 UN	\$25,000.00	\$25,000.00
19	Type E Inlet	6 UN	\$10,000.00	\$60,000.00
<b>SUB TOTAL</b>				<b>\$294,530.00</b>
<b>POLK STREET SUMP COLLECTION (Madison Street to Pavilion Avenue)</b>				
20	6" HDPE Sump Header with Stone Bedding and Fittings	600 LF	\$95.00	\$57,000.00
21	Sump Lateral with cleanout and connection to 6" HDPE	20 EA	\$1,500.00	\$30,000.00
22	Header Cleanout in Pavement	6 EA	\$800.00	\$4,800.00
23	Paved Trench Restoration (6" Thick DGA, 3" Thick HMA 12.5M64 Surface Course)	500 SY	\$65.00	\$32,500.00
24	Concrete Swale	500 SF	\$25.00	\$12,500.00
25	Connection to Existing Inlet with check valve	2 UN	\$15,000.00	\$30,000.00
<b>SUB TOTAL</b>				<b>\$166,800.00</b>
<b>GENERAL</b>				
26	Soil Erosion and Sediment Control	1 LS	\$15,000.00	\$15,000.00
27	Asphalt Price Adjustment	1 LS	\$5,000.00	\$5,000.00
28	Fuel Price Adjustment	1 LS	\$5,000.00	\$5,000.00
<b>SUB TOTAL</b>				<b>\$25,000.00</b>





RSTPX 22007

Township of Riverside

March 2025

### Polk Street and North Fairview Street Flood Mitigation/Drainage Improvements

### ENGINEER'S ESTIMATE OF PROBABLE PROJECT COSTS

<b>CONSTRUCTION TOTAL</b>		<b>\$786,230.00</b>
	Permitting	\$13,700.00
	Grant Support	\$10,000.00
	Final Design and Bldgng	\$14,000.00
	Construction Phase Services	\$48,000.00
	Contingency	\$78,070.00
	<b>Total Project Cost</b>	<b>\$950,000.00</b>

This estimate was prepared using current Davis-Bacon, New Jersey, and Burlington County prevailing wage rates.

\*\*North Fairview Street paving improvements extend from Jefferson Street to Monroe Street.

Hugh J. Dougherty, P.E.  
Township Engineer  
NJ Registered Professional Engineer No. 34634

# Open Space Map



1:4,514  
0 0.03 0.06 0.09 0.11 mi  
0 0.04 0.09 0.18 km

9/7/2023, 8:51:13 AM

Open Space

☐ County Boundaries

☐ Municipal Unfunded

☐ Parcels Data (Block and Lot)

☐ Output Query

Esri Community Maps Contributors, City of Philadelphia, data.pa.gov, New Jersey Office of GIS, © OpenStreetMap contributors, Esri, HERE, Garmin, New Jersey Department of Environmental Protection, METANUSA, USGS, EPA, NPS, US Census Bureau, USDA | NJDEP | NJ

**RESOLUTION 2025 - #67**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE**  
**AUTHORIZING AND ESTABLISHING THE PROFESSIONAL SERVICES BUDGET**  
**FOR THE FY2024 NJDOT MUNICIPAL AID GRANT SECOND STREET, NORTH FAIRVIEW**  
**STREET, AND POLK STREET IMPROVEMENTS.**

**WHEREAS**, the Township of Riverside has authorized funding for the FY2024 NJDOT Municipal Aid Grant for the Second Street, North Fairview Street, and Polk Street Improvements; 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 2025; 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:

Phase 1

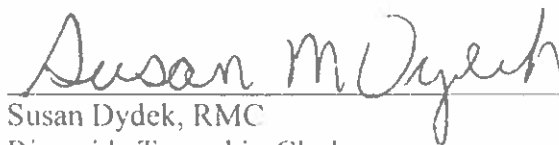
- Task 1 – Design and Bidding - \$20,000.00
- Task 2 – Construction Phase Services - \$38,000.00
- Task 3 – Sidewalk Inspection Report - \$2,000.00
- Task 4 – Grant Administration – \$3,000.00

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Riverside hereby authorizes and establishes the professional services budget in the amount of \$63,000.00 for the projects as outlined herein.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>				X		
<b>Kimble</b>		2 <sup>nd</sup>	X			
<b>Leith</b>			X			
<b>Marter</b>			X			
<b>Peditto</b>	1 <sup>st</sup>		X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.



Susan Dydek, RMC  
Riverside Township Clerk

Certification Of Availability of Funds

This is to certify to the Township Committee of the TOWNSHIP OF RIVERSIDE that funds for the following resolutions are available.

Contract Amount: 63,000.00  
Resolution Date: 03/17/25  
Resolution Number: 2025-67

Vendor: PENNO010 PENNONI ASSOCIATES INC.  
515 GROVE STREET SUITE 2C  
HADDON HEIGHTS, NJ 08035

Contract: C5-00010 FY24 NJDOT 2nd N Fairview &  
Polk St Improvements

Account Number	Amount	Department Description
C-04-24-12A-001	63,000.00	ord 2024-12 Road Repairs
Total	63,000.00	

Only amounts for the 2025 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer



January 23, 2025

RSTPX 24007P

Sent via Email and Regular Mail

Township of Riverside  
Attn: Meghan O. Jack, Township Administrator  
PO Box 188  
Riverside, NJ 08075

RE: TOWNSHIP OF RIVERSIDE  
PROPOSAL FOR PROFESSIONAL SERVICES  
FY2024 NJDOT MUNICIPAL AID GRANT  
SECOND STREET, NORTH FAIRVIEW STREET, AND POLK STREET IMPROVEMENTS

Dear Meghan

In connection with the referenced project, we understand that the Township has been awarded NJDOT FY2024 Municipal Aid funding in the amount of \$195,840. We understand that the project will include drainage pipe and paving improvements on North Fairview Street from County Route 543 (Saint Mihiel Drive) to Monroe Street. We appreciate the opportunity to serve the Township and we have developed the following scope of services:

#### SCOPE OF SERVICES

##### Task 1 – DESIGN AND BIDDING

The topographic survey and drainage pipe replacement design were completed separately and will be incorporated into this project.

We will review the field conditions and determine the need for specific curb replacements, tree removals, and other incidental work required for a complete construction project.

We will prepare Traffic Control Plans for the contractor's use to obtain County permitting.

We will finalize plans for proposed improvements, including new ADA curb ramps at Monroe Street, for bid plans and specifications. **This project does not include replacing the curb ramps at the County intersection.**

We will advertise the project and provide the Township with the ad affidavit.

We will assist in opening and evaluating bids, and preparation of contracts.

##### Task 2 – CONSTRUCTION PHASE SERVICES

We will apply for a Soil Erosion and Sediment Control Certification on behalf of the Township. Application fees are not included in our fee.

We will prepare and administer contracts for execution by the Township and contractor.

We will coordinate and conduct the contractor pre-construction meeting.

We will assist in coordinating and conducting the resident pre-construction meeting.

We will conduct inspections and site visits as needed to ensure that construction is proceeding as specified in the Contract Documents and as shown on the Contract Plans.

We will conduct site meetings with the contractor as necessary.

We will coordinate the construction with the residents.

We will review contractor requests for payment and issue payment recommendations to the Township.

### Task 3 – SIDEWALK INSPECTION REPORT

We will inspect the sidewalks within the project limit for trip hazards and issue a detailed report with location plans.

### Task 4 – GRANT ADMINISTRATION

We will assemble and prepare documentation required by NJDOT for the various PMRS system submissions and coordinate with Township staff as needed when action milestones are due.

### SCHEDULE

The drainage pipe replacement improvements on North Fairview Street were designed in 2024 as a separate project that will now be included in a single improvement project. We are proceeding with design of the roadway improvements and anticipate NJDOT submission in April, approval to advertise in May, and Award in June.

### FEE

Our estimated fee and project budget are as follows:

Task 1 – Design and Bidding:	\$ 20,000.00
Task 2 – Construction Phase Services:	\$ 38,000.00
<b>Total Engineering Fee:</b>	<b>\$ 58,000.00 (15% of total estimated construction)</b>
Task 3 – Sidewalk Inspection Report:	\$ 2,000.00
Task 4 – Grant Administration:	\$ 3,000.00
<b>Requested Purchase Order amount</b>	<b>\$ 63,000.00</b>
Estimated Construction Cost:	\$420,940.00
Contingency	\$ 41,060.00
<b>Estimated Total Project Cost:</b>	<b>\$525,000.00</b>

Please feel free to contact us with any questions.

Sincerely,

PENNONI ASSOCIATES INC.



Hugh J. Dougherty, PE, CME  
Township Engineer



Kenneth J. Shine  
Project Manager

cc's via Email:


Michael Mansdoerfer, CFO  
Susan Dydek, RMC  
Sean Raday, PE, CME, Pennoni



RSTPX 24007P

Township of Riverside  
NJDOT FY2024 MUNICIPAL AID  
SECOND STREET, NORTH FAIRVIEW STREET, AND POLK STREET IMPROVEMENTS  
ENGINEER'S ESTIMATE OF PROBABLE PROJECT COSTS

January 2025

BID ITEM			Engineer's Estimate		
Item #	Description	Quantity	Unit Price	Total	
North Fairview Street (County Route 543 to Monroe Street)					
1	Variable Depth MIB, Minimum 2" Thick	2,700 SY	\$8.00	\$21,600.00	
2	HMA 9.5M64 Surface Course, 2" Thick	2,700 SY	\$18.00	\$48,600.00	
3	Base Repairs (8" thick HMA Base Course)	700 SY	\$15.00	\$10,500.00	
4	Vertical Concrete Curb (Remove and Replace, if and where directed)	500 LF	\$50.00	\$25,000.00	
5	Concrete Sidewalk, 4" Thick	35 SY	\$150.00	\$5,250.00	
6	Concrete Driveway Apron, 6" Thick	300 SF	\$22.00	\$6,600.00	
7	Detectable Warning Surface	24 SF	\$35.00	\$840.00	
8	24" HDPE, 6' - 10' Depth	630 LF	\$280.00	\$176,400.00	
9	Trench Repair (20:1 Sand Cement, 6" Thick HMA Base Course)	420 SY	\$200.00	\$84,000.00	
10	Manhole Casting	4 UN	\$1,000.00	\$4,000.00	
11	Manhole Lining	32 VF	\$1,000.00	\$32,000.00	
12	Thermoplastic Line Striping, 6" Wide	350 LF	\$4.00	\$1,400.00	
13	Thermoplastic Marking	1 UN	\$750.00	\$750.00	
14	Allowance for Asphalt Price Adjustment for Hot Mix Asphalt, If Needed	1 LS	\$2,000.00	\$2,000.00	
15	Allowance for Fuel Price Adjustment, If Needed	1 LS	\$2,000.00	\$2,000.00	
SUBTOTAL				\$420,940.00	
Survey, Design, and Bidding				\$20,000.00	
Construction Phase Services				\$38,000.00	
Sidewalk Inspection Report and Grant Administration				\$5,000.00	
Contingency				\$41,060.00	
Total Project Cost				\$525,000.00	
FY2024 NJDOT MA Grant				\$195,840.00	
This estimate was developed in consideration of the prevailing wage rate requirements of the David Bacon Act and the State of New Jersey' Prevailing Wages.					
					
Hugh J. Dougherty, P.E. Township Engineer NJ Registered Professional Engineer No. 34634					

RESOLUTION 2025-#68  
RESOLUTION OF RIVERSIDE TOWNSHIP, COUNTY OF BURLINGTON

WHEREAS, Riverside Township supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission (DVRPC); and

WHEREAS, Riverside Township fully understands that DVRPC will provide project management and oversight of the planning grant, if chosen for funding; and

WHEREAS, Riverside Township fully understands the application requirements including county coordination and attachments; and

WHEREAS, Riverside Township fully understands that DVRPC will provide project management and oversight for the grant and advise on the qualifications-based procurement process, if required; and

WHEREAS, Riverside Township fully understands that DVRPC will contract directly with a consultant chosen through a fair and open procurement process on behalf of the project sponsor; and

WHEREAS, that Riverside Township hereby authorizes the Township Administrator to submit an application to DVRPC for a TCDI planning grant.

NOW, THEREFORE, BE IT RESOLVED, that Riverside Township agrees to, if selected for the TCDI grant, to take all necessary action to complete the project associated with the grant agreement within the 24-month timeframe, and submit the final deliverable to DVRPC; and

BE IT FURTHER RESOLVED, that Riverside Township agrees to provide all documentation and records that may be required by DVRPC to ensure proper allocation of costs and resources.

BE IT FURTHER RESOLVED, that Riverside Township agrees to provide proof of adoption or acceptance of the final deliverable by the governing body through a resolution that must be submitted no later than December 31, 2027 to DVRPC.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Haman			X			
Kimble	1st		X			
Leith		2nd	X			
Marter			X			
Peditto			X			

CERTIFICATION

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.

  
Susan Dydek, RMC  
Riverside Township Clerk



**RESOLUTION 2025 - #69****A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING THE APPOINTMENT OF A PAID INTERN FOR PUBLIC WORKS DEPARTMENT**

**WHEREAS**, the Township of Riverside sees a need for an intern; and

**WHEREAS**, this appointment will be a paid position for the duration of a four (4) week period; and

**WHEREAS**, Ayden Conard is a student at Delran High School and is participating in the Delran High School Senior Internship Program; and

**WHEREAS**, this program is an opportunity for high school seniors to gain real-world work experience and is available to Grade 12 students in good academic standing who are on-track to graduate in June 2025; and

**WHEREAS**, the program also empowers students to take ownership of their education by pursuing an internship in a special area of interest and will expand their learning by interning with a business mentor in place of attending traditional classes; and

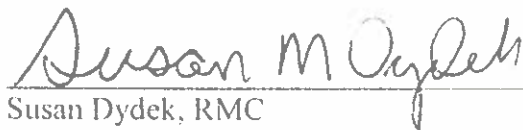
**WHEREAS**, the Township of Riverside agrees to utilize Mr. Ayden Conard for the benefit of the Public Works Departments of the Township of Riverside and will not assign any duties and/or tasks that are beyond his ability or comfort or the regulations and/or Codes of the Township of Riverside.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Riverside hereby authorizes the appointment of Mr. Ayden Conard for temporary employment with the Township of Riverside.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
<b>Haman</b>			X			
<b>Kimble</b>	1st		X			
<b>Leith</b>		2nd	X			
<b>Marter</b>			X			
<b>Peditto</b>			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.



Susan Dydek, RMC  
Riverside Township Clerk

**DEPARTMENT OF PUBLIC WORKS:**

Mr. Kimble reported the monthly operations:

- Maintain ball fields and parks (Trash Collection.)
- Maintain all Township properties (Trash Collection.)
- Road maintenance (Patch potholes as needed, clear storm drains as needed.)
- Performed miscellaneous work orders (trash carts, recycling carts, street sign installs, clean up illegal dumping etc.)

No questions or concerns were presented.

The report is on file in the Municipal Clerk's Office.

**DEPARTMENT OF REVENUE AND FINANCE AND ECONOMIC DEVELOPMENT:**

Mr. Peditto reported on the 2026 celebrations of the Country and the Township. Mr. Peditto questioned if letters should be sent to the residents? Administrator Jack recommended to use Google Forms and have inserts in the tax bills. Mr. Peditto said that he would like to have the celebration spread throughout the entire town.

**DEPARTMENT OF RECREATION:**

Ms. Leith will set up a meeting with the Administrator regarding refurbishing the Whittaker Street Park. Ms. Leith also suggested spotlighting a business each month.

**DEPARTMENT OF PUBLIC EVENTS:**

Mr. Marter reported Easter Egg Hunt on April 12<sup>th</sup> at 11:00am at Whomsley Field. Mr. Marter further reported that he is currently working on Car Show and the Memorial Day Parade. Mr. Marter suggested doing an essay contest on what it means to live in a small town for children 5 years old to 18 years old.

**STAFF REPORTS:****POLICE DEPARTMENT:**

Chief Jaensch reported the Police Activity for February 2025: Incidents – 740, Investigations – 53, Adult Arrests Total – 39, Motor Vehicle Summons – 160, Motor Vehicle Accidents – 13, Juvenile Charges – 0, Curfew Violations – 0, Protective Custody – 0, Stationhouse/Curbside Adjustments – 1, Summons for False Alarms – 0, False Alarm Calls – 4, False Alarm Warning Letters – 0. Firearms: Applications given out – 9, applications completed – 5, previous pending – 10, pending – 16, Denied/withdrawn – 2, carry permits – 3.

No questions or concerns were presented.

The report is on file in the Municipal Clerk's Office.

#### **ADMINISTRATOR'S REPORT:**

Administrator Jack reported that first quarter sewer bills were due. All of the animal licenses are due by the end of the month. Administrator Jack and the Chief Financial Officer are working on the final budget preparations. The State Aid numbers are in. The Friday Morning Sweeps will resume in April. The Public Works Department completed all of the winter cleaning. The Spring Time cleaning will begin and the roadway projects will get underway. The cell tower hearings continue.

#### **PROFESSIONAL REPORTS:**

##### **SOLICITOR'S REPORT:**

Solicitor Marmero reported on a petition that was submitted by some Delran residents voicing concerns over the sale of the Camishion property. A meeting will be set up with the residents and Riverside and Delran Officials.

##### **ENGINEER'S REPORT:**

The Engineer's Report was submitted. No questions or concerns were presented.

The report is on file in the Municipal Clerk's Office.

**Motion made by Mr. Kimble and Mr. Marter to approve all reports carried.**

#### **APPROVAL OF BILLS**

**Motion made by Mr. Kimble and Mr. Marter to approve all bills and expenditures except for ones payable to Pennoni. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Haman, Marter and Peditto. Nays – None. Absent – Mr. Kimble. Abstain – None. Motion carried.**

**Motion made Mr. Kimble, seconded by Mr. Marter to approve all bills and expenditures payable to Pennoni. Upon roll call the vote was as follows: Ayes – Ms. Leith, Messrs. Marter and Peditto. Nays – None. Absent – Mr. Kimble. Abstain – Mr. Haman. Motion carried.**

Range of Checking Accts: First to Last Range of Check Dates: 02/25/25 to 03/17/25  
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 ACCOUNT		
19250	02/27/25	MEGHA010 MEGHAN JACK - TREASURER	300.00	1550
19251	03/05/25	ATTM0010 AT&T MOBILITY	1,146.50	1551
19252	03/05/25	COMCA010 COMCAST	229.63	1551
19253	03/05/25	COMCA010 COMCAST	9.97	1551
19254	03/05/25	DAVID080 DAVID JAENSCH	574.50	1551
19255	03/05/25	NEWJE130 NEW JERSEY-AMERICAN	275.71	1551
19256	03/05/25	PSEG0010 PSE&G	10.08	1551
19257	03/05/25	RIVER050 RIVERSIDE BOARD OF EDUCATION	784,229.83	1551
19258	03/05/25	RIVER200 RIVERSIDE PUBLIC LIBRARY	3,750.00	1551
19259	03/05/25	STATE040 STATE OF NEW JERSEY TREAS	1,802.00	1551
19260	03/05/25	STATE080 TREASURER-ST. OF NJ	855.00	1551
19261	03/05/25	SUSAN010 SUSAN DYDEK	30.00	1551
19262	03/05/25	TREAS010 TREASURER - BURLINGTON COUNTY	27,527.58	1551
19263	03/05/25	XTEL010 XTEL COMMUNICATIONS INC.	67.22	1551
19264	03/17/25	ACCES010 ACCESS ABILITY	630.00	1552
19265	03/17/25	ALLCO010 Konica Minolta Business Sol.	719.81	1552
19266	03/17/25	BHKE005 BHK ELECTRICAL LLC	693.89	1552
19267	03/17/25	BOWMA010 BOWMAN & COMPANY LLP	16,065.00	1552
19268	03/17/25	BUILD030 BUILDING INSPECTION UNDER-	2,028.80	1552
19269	03/17/25	BURLI110 BURLINGTON COUNTY FOP LODGE #2	2,850.00	1552
19270	03/17/25	CLCLO005 CLC LOCKSMITHS	195.00	1552
19271	03/17/25	CNSCL010 CNS CLEANING CO INC	750.00	1552
19272	03/17/25	COMCA010 COMCAST	123.35	1552
19273	03/17/25	COMCA010 COMCAST	355.09	1552
19274	03/17/25	COMCA010 COMCAST	106.85	1552
19275	03/17/25	CONNE020 CONNER STRONG & BUCKELEW	10,000.00	1552
19276	03/17/25	DELRA015 DELRAN TWP. FIRE CO. #1	240.00	1552
19277	03/17/25	EAGLE010 EAGLE POINT GUN/TJ MORRIS & SO	6,045.30	1552
19278	03/17/25	EDDIE010 EDDIE B. PLUMBING INC	1,047.00	1552
19279	03/17/25	ENTER010 Enterprise FM Trust	6,541.08	1552
19280	03/17/25	GATEH010 GATEHOUSE MEDIA PENNSYLVANIA	175.95	1552
19281	03/17/25	GILBE010 GILBERT'S	296.00	1552
19282	03/17/25	GREIG005 LAW OFFICE of GREIG & MOLES LLP	1,800.00	1552
19283	03/17/25	HADEN010 H. A. DEHART & SON	168.30	1552
19284	03/17/25	INDUS010 INDUSTRIAL VALLEY POWER SYSTEM	510.00	1552
19285	03/17/25	LOWTH010 LOWTHERS SMALL ENGINE INC.	147.21	1552
19286	03/17/25	MARYB010 MARYBRIDGET ENTERPRISES INC	3,805.50	1552
19287	03/17/25	MEGHA010 MEGHAN JACK - TREASURER	17.05	1552
19288	03/17/25	MGLPR010 MGL PRINTING SOLUTIONS	243.00	1552
19289	03/17/25	MRJOH010 United Site Services	226.89	1552
19290	03/17/25	NETCA010 NETCARRIER TELECOM, INC.	482.31	1552
19291	03/17/25	NETCA010 NETCARRIER TELECOM, INC.	409.80	1552
19292	03/17/25	NETCA010 NETCARRIER TELECOM, INC.	464.63	1552
19293	03/17/25	PARKE010 PARKER, MCCAY P.A.	730.30	1552
19294	03/17/25	PRIME005 PRIMEPOINT LLC	1,013.00	1552
19295	03/17/25	PSEG0010 PSE&G	14,434.13	1552
19296	03/17/25	RAYMO010 RAYMOND & COLEMAN HEINOLD LLP	720.00	1552
19297	03/17/25	RIGGI005 Riggins Inc	8,193.84	1552
19298	03/17/25	RIVEL005 RIVELL	4,075.91	1552

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
TD GENERAL GENERAL ACCOUNT Continued					
19299	03/17/25	RIVER050 RIVERSIDE BOARD OF EDUCATION	100.00		1552
19300	03/17/25	RIVER170 RIVERSIDE NAPA	209.63		1552
19301	03/17/25	RUTGE010 Rutgers-Ctr for Government Svc	488.00		1552
19302	03/17/25	SCHWE010 SCHWERING'S HARDWARE INC.	40.91		1552
19303	03/17/25	SONJR010 SOUTHERN NJ EMPLOYEE	163,116.00		1552
19304	03/17/25	SOUTH025 SOUTH JERSEY WELDING SUPPLY	35.84		1552
19305	03/17/25	SUBUR005 Suburban Disposal Inc	35,066.66		1552
19306	03/17/25	UGIEN005 UGI ENERGY SERVICES LLC	251.05		1552
19307	03/17/25	UGIEN005 UGI ENERGY SERVICES LLC	489.71		1552
19308	03/17/25	VERAL010 V.E. RALPH & SONS INC.	1,257.30		1552
19309	03/17/25	WALTE035 WALTER R. EARLE-BURLINGTON INC	368.90		1552
19310	03/17/25	WESTE010 WESTERN PEST SERVICES	90.63		1552
19311	03/17/25	WESTE010 WESTERN PEST SERVICES	181.26		1552
19312	03/17/25	WITME005 WITMER PUBLIC SAFETY GROUP INC	2,186.66		1552
19313	03/17/25	XEROX010 XEROX CORPORATION	285.58		1552
19314	03/17/25	XEROX010 XEROX CORPORATION	133.09		1552
19315	03/17/25	XEROX010 XEROX CORPORATION	156.17		1552
19316	03/17/25	XEROX010 XEROX CORPORATION	108.68		1552

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	67	0	1,111,679.08	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	67	0	1,111,679.08	0.00

TD CAPITAL CAPITAL ACCOUNT					
5270	03/17/25	CHERR010 CHERRY VALLEY TRACTOR SALES	14,325.60		1553
5271	03/17/25	MOOD010 Moody's Investors Service Inc	14,500.00		1553
5272	03/17/25	PARKE010 PARKER, MCCAY P.A.	16,967.60		1553

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	3	0	45,793.20	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	45,793.20	0.00

12 TD DOG DOG ACCOUNT					
1711	03/17/25	DOG2014 NJ STATE DEPT. HEALTH	421.80		1554
1712	03/17/25	GARRITY New Jersey Animal Control LLC	1,369.00		1554

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	1,790.80	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,790.80	0.00

14 TD ESCROW ESCROW ACCOUNT					
1207	03/17/25	RAYMO010 RAYMOND & COLEMAN HEINOLD LLP	48.00		1555

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	48.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	48.00	0.00

TD PAYROLL PAYROLL ACCOUNT					
599	03/17/25	RIVER190 RIVERSIDE POLICE ASSOCIATION	1,200.00		1556

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
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20 TD PAYROLL PAYROLL ACCOUNT		Continued			
Checking Account Totals	Paid	Void	Amount Paid	Amount	Void
Checks:	1	0	1,200.00		0.00
Direct Deposit:	0	0	0.00		0.00
Total:	1	0	1,200.00		0.00

28 TD TRUST TRUST ACCOUNT				
886	03/17/25	CENTR015	CENTRAL JERSEY LANDSCAPING INC	120.00 1557
887	03/17/25	DELRA020	Delran Township	305.80 1557
888	03/17/25	FSGUR010	Gurk Enterprises Inc	250.00 1557
889	03/17/25	RIVER240	RIVERSIDE TOWNSHIP-CURRENT FD	27,663.97 1557

Checking Account Totals	Paid	Void	Amount Paid	Amount	Void
Checks:	4	0	28,339.77		0.00
Direct Deposit:	0	0	0.00		0.00
Total:	4	0	28,339.77		0.00

Report Totals	Paid	Void	Amount Paid	Amount	Void
Checks:	78	0	1,188,850.85		0.00
Direct Deposit:	0	0	0.00		0.00
Total:	78	0	1,188,850.85		0.00

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Totals by Year-Fund and Description		Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND		4-01	90.63	0.00	0.00	90.63
CURRENT FUND		5-01	1,111,588.45	0.00	0.00	1,111,588.45
GENERAL CAPITAL FUND		C-04	45,793.20	0.00	0.00	45,793.20
PAYROLL		P-20	1,200.00	0.00	0.00	1,200.00
ANIMAL CONTROL TRUST FUND		T-12	1,790.80	0.00	0.00	1,790.80
TRUST OTHER		T-28	675.80	0.00	0.00	675.80
	Year Total:		2,466.60	0.00	0.00	2,466.60
Total of All Funds:			1,161,138.88	0.00	0.00	1,161,138.88

Project Description	Project No.	Project Total
Diamond-275 Adams St	PB24-00004	48.00
PSEG	PD17-00001	1,204.88
PIONEER PIPE	PD17-00007	618.31
HENKELS: POLICE DUTY	PD18-0011	25,840.78
Total Of All Projects:		<u>27,711.97</u>



**RESOLUTION 2025 - #70**  
**A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE 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 Township Committee of the Township of Riverside 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 Township Committee of the Township of Riverside to discuss in a session not open to the public certain matters relating to Personnel, Pending Litigation and Contract Negotiation.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Riverside, assembled in public session on March 17, 2025 that an Executive Session closed to the public shall be held during the Regular Meeting of the Township Committee on March 17, 2025 in the Riverside Municipal Building, 1 W. Scott Street, Riverside, New Jersey 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.

Committee Member	Motion	2 <sup>nd</sup>	Yes	Abstain	No	Absent
Haman			X			
Kimble		2 <sup>nd</sup>	X			
Leith	1 <sup>st</sup>		X			
Marter			X			
Peditto			X			

**CERTIFICATION**

I, Susan M. Dydek, RMC, Riverside Township Clerk, hereby certify that the foregoing Resolution was duly adopted by the Riverside Township Committee of the Township of Riverside, in the County of Burlington, State of New Jersey, at their Regular Meeting held on the 17th day of March, 2025.

  
 Susan Dydek, RMC  
 Riverside Township Clerk

**PUBLIC PORTION:**

Mayor Haman opened Public Portion.

- 1) Eric Huetger – 510 Filmore – Mr. Huetger explained that he created a traveling soft ball travel team and submitted a Request for Use of Building and/or Facilities and it is not listed on the agenda. Township Clerk stated that if the Committee agrees, they can approve the request. **Ms. Leith made a motion to approve the Request for Use of Building and/or Facilities Request seconded by Mr. Kimble pending to date conflicts with any existing schedules seconded by Mr. Kimble carried.** Mr. Peditto suggested using Reeder Field for the games.

In hearing no additional members of the public wishing to speak, **Motion made by Mr. Kimble and Ms. Leith that Public Portion be closed carried.**

**RESOLUTION:**

- 1) 2025 - #70 - A Resolution of the Township of Riverside 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. **The aforementioned Resolution 2025 - #44 was approved on motion made by Ms. Leith, seconded by Mr. Peditto carried.**

**Mr. Kimble made a motion to reopen the meeting seconded by Mr. Peditto carried.**

**There being no further business to attend to, motion made by Mr. Kimble and Ms. Leith that the meeting be adjourned carried.**

  
Susan M. Dydek, RMC  
Municipal Clerk