

Monday Afternoon
Riverside, NJ
October 13, 2025
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 20, 2025.
- 2) Written notice was delivered to the Burlington County Times and the Courier Post on February 20, 2025.
- 3) Filed written notice with the Clerk of the Township of Riverside on February 20, 2025.

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

FLAG SALUTE:

Chairman Giovanetti led the Flag Salute.

ROLL CALL:

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

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

APPROVAL OF MINUTES:

Motion made by Mr. Horton, seconded by Mr. Conard that the minutes of the Work Session Meeting of September 8, 2025 and the Regular Meeting of September 8, 2025 be approved. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Horton, Giovanetti and Mingin. Nays – None. Abstain – None. Absent – Mr. Van Meter. Motion carried.

RESOLUTIONS:

Motion made by Mr. Horton that Resolution 2025 - #21 entitled, "Resolution of the Riverside Sewerage Authority Expressing Its Intention to Reimburse Itself for Certain Expenditures Relating to the Authority Capital Improvement Program Out of the Proceeds of Bonds, Notes, or Other Obligations to be Hereafter Issued by the Authority" be approved seconded by Mr. Conard. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Horton, and Mingin. Nays – None. Abstain – None. Absent – Mr. Van Meter. – None. Motion carried.

Motion made by Mr. Conard that Resolution 2025 - #22 entitled, "A Resolution of the Riverside Sewerage Authority Adopting the 2025 Personnel Policies and Procedures Manual" be approved

seconded by Mr. Mingin. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Horton and Mingin. Nays – None. Abstain – None. Absent – Mr. Van Meter. Motion carried.

Motion made by Mr. Conard that Resolution 2025 - #23 entitled, “A Resolution of the Riverside Sewerage Authority Adopting a Corrective Action Plan for the 2024 Audit” be approved seconded by Mr. Horton. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Horton, and Mingin. Nays – None. Abstain – None. Absent – Mr. Van Meter. Motion carried.

Motion made by Mr. Conard that Resolution 2025 - #24 entitled, “Certification of the Annual Audit” be approved seconded by Mr. Horton. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Giovanetti, Horton and Mingin. Nays – None. Abstain – None. Absent – Mr. Van Meter. Motion carried.

PUBLIC PORTION – (TECHNICAL):

- 1) Richard Scardilli – Altima Mechanical Corp – New Connection – 309 N. Fairview Street
Mr. Scardilli distributed plans for a new connection. After a brief discussion, **motion made by Mr. Horton, seconded by Mr. Conard approving a new connection for 309 N. Fairview St. carried.**

In seeing no members of the Public Present wishing to speak, **motion made by Mr. Horton, seconded by Mr. Conard to closed Public Portion (Technical) carried.**

OLD BUSINESS:

None.

NEW BUSINESS:

- 1) David Miller 525 Jefferson Street –
- 2) Adjustment request for 525 Jefferson Street due to water company meter error: Board approved relief for 26,000 gallons to align with typical prior year usage, plus advice to quickly report consecutive estimated bills.

CORRESPONDENCE:

- 1) James W. Burns Esquire – Notice of Public Hearing, Township of Riverside Planning Board – 712 Cleveland Avenue – Block 2301 Lot 3.

REPORTS:

PLANT:

Mr. Giovanetti stated that the report will be given in the Superintendent’s Report.

THE RIVERSIDE TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION NO. 2025 - #21

RESOLUTION OF THE RIVERSIDE TOWNSHIP SEWERAGE AUTHORITY EXPRESSING ITS INTENTION TO REIMBURSE ITSELF FOR CERTAIN EXPENDITURES RELATING TO THE AUTHORITY'S CAPITAL IMPROVEMENT PROGRAM OUT OF THE PROCEEDS OF BONDS, NOTES, OR OTHER OBLIGATIONS TO BE HEREAFTER ISSUED BY THE AUTHORITY

BACKGROUND

WHEREAS, The Riverside Sewerage Authority ("Authority") is a public body corporate and politic organized and existing pursuant to the Sewerage Authorities Law of New Jersey, constituting Chapter 138 of the Pamphlet Laws of 1946 of the State of New Jersey, and the acts amendatory thereof and supplemental thereto (N.J.S.A. 40:14A-1 et seq.) ("Act") and created by virtue of an ordinance of the governing body of the Township of Riverside, New Jersey ("Township"); and

WHEREAS, the Authority is the owner and operator of sewerage facilities ("System"); and

WHEREAS, the Authority has determined to undertake a capital improvement project consisting of upgrades and repairs to the System, including to the Authority's wastewater treatment plant, all as more particularly described in the information prepared in connection therewith by the Authority's Consulting Engineer, on file and available for inspection in the offices of the Authority (collectively, the "Project"); and

WHEREAS, the Authority intends to incur expenditures for the costs of engineering, obtaining various permits and approvals, and preparation, design, planning, acquisition and installation of the Project including, without limitation, expenditures to certain of its consultants, engineers, attorneys and others for services rendered in connection with the Project and certain capital expenditures for the Project (collectively, the "Project Costs"); and

WHEREAS, the Authority intends to pay such Project Costs using temporarily available funds in anticipation of reimbursing such expenditures from the proceeds of bonds or other obligations hereafter issued by the Authority in the aggregate principal amount of up to \$10,000,000 ("Project Debt Obligations"); and

WHEREAS, in accordance with the requirements of the Internal Revenue Code of 1986, as amended ("Code"), and the regulations promulgated thereunder including, without limitation, Income Tax Regulation §1.150-2(e), the Authority now desires to express its intention to reimburse itself for such expenditures out of the proceeds of the Project Debt Obligations.

NOW, THEREFORE, BE IT RESOLVED BY THE RIVERSIDE TOWNSHIP SEWERAGE AUTHORITY AND THE MEMBERS THEREOF, AS FOLLOWS:

Section 1. The Authority hereby declares its reasonable expectation to reimburse the expenditures paid by the Authority to pay the Project Costs prior to the date of issuance of the Project Debt Obligations including, without limitation, expenditures to certain of its consultants, engineers, attorneys and others for services rendered in connection with the Project, out of the proceeds of the Project Debt Obligations which are to be issued by the Authority after the date of this Resolution.

Section 2. The Authority intends that the expenditures made by or on behalf of the Authority with respect to the Project are to be permanently financed with the proceeds of the Project Debt Obligations.

Section 3. The expenditures to be incurred by the Authority to pay for the Project Costs prior to the date of issuance of the Project Debt Obligations will initially be paid from Authority funds which are not permanently available for the Project.

Section 4. This Resolution is to be retained by the Authority and made publicly available for inspection at the offices of the Authority from the date hereof through the date of issuance of the Project Debt Obligations.

Section 5. The appropriate Authority officials are hereby authorized to designate the "original expenditures" in a written "reimbursement allocation", within the meaning of Income Tax Regulation §1.150-2(c)(2), that evidences the Authority's use of proceeds to reimburse an original expenditure on the date of issue of the Project Debt Obligations.


Section 6. All resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

Section 7. This resolution shall take effect immediately upon adoption this 13th day of October, 2025.

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

CERTIFICATION

I, Susan M. Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at the Regular Meeting held on the 13th day of October, 2025.


 Susan M. Dydek, RMC
 Authority Secretary

RESOLUTION 2025 - #22
A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY ADOPTING THE
2025
PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, it is the policy of the Riverside Sewerage Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA,) and the Open Public Meetings Act; and

WHEREAS, the Riverside Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

WHEREAS, the Township previously adopted personnel policies manual ("Manual");

WHEREAS, from time to time, revisions to the Manual are necessary to reflect changes in law as well as other changes deemed necessary by the Township and/or the Municipal Excess Liability Fund to which the Town belongs.

NOW, THEREBY, BE IT RESOLVED by the Township that the Manual is hereby revised as reflected within the attached Policies and Procedures Manual, Revised October 13, 2025.

BE IT FURTHER RESOLVED, that these personnel policies and procedures shall apply to all Riverside Sewerage Authority Officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail. The attached revisions adopted today supersede all prior policies regarding the same topics.

BE IT FURTHER RESOLVED, that this manual is intended to provide guidelines covering public service by Riverside Sewerage Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Riverside Sewerage Authority.


BE IT FURTHER RESOLVED, that to the maximum extent permitted by law, employment practices for the Riverside Sewerage Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED, that Albert Marmero was previously appointed as Labor Counsel to advise the Riverside Sewerage Authority in personnel matters.

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

CERTIFICATION

I, Susan M. Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at the Regular Meeting held on the 13th day of October, 2025.



Susan M. Dydek, RMC
Authority Secretary

RESOLUTION 2025-#23
A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY ADOPTING A
CORRECTIVE ACTION PLAN FOR THE 2024 AUDIT

Whereas, the 2024 Audit contained findings and responses from the Authority Auditor; and

Whereas, corrective actions are required to ensure that the conditions are corrected.

Now, Therefore, Be It Resolved, by the members of the Riverside Sewerage Authority that the Corrective Action Plan be adopted as follows:

FINDINGS AND RESPONSES

Finding 2024-01:

While auditing the Authority's financials statements, it was noted that the Authority over-expended their operating budget by \$131,238.69.

Recommendation:

The Authority should ensure that the budget not be over-expended in order to be in compliance with N.J.A.C. 5:31-2.

Corrective Action Plan:

The Authority will endeavor to expend within the authorized budget or to amend the authorized budget prior to year-end.

Respectfully Submitted,

Meghan Jack, Treasurer

Robert Giovanetti, Chairman

Jeffrey Conard, Superintendent

Attest:

Susan Dydek, Secretary

**RIVERSIDE SEWERAGE AUTHORITY
CERTIFICATION OF THE ANNUAL AUDIT
RESOLUTION 2025 - #24**

WHEREAS, N.J.S.A. 5A: 5 requires the governing body of every local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the Annual Report of Audit for the fiscal year ended December 31, 2023 has been completed and filed with the Riverside Sewerage Authority pursuant to N.J.S.A. 40A: 5-15, and

WHEREAS, N.J.S.A. 40A:5A-17, required the governing body of each authority to, within 45 days of receipt of annual audit, certify by resolution to the Local Finance Board that each member there has personally reviewed the annual audit report, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17


NOW, THEREFORE BE IT RESOLVED, that the governing body of the Riverside Sewerage Authority, hereby certifies to the Local Finance Board of the State of New Jersey that the governing body member has personally reviewed the sections of the audit report entitled, "General Comments" and "Recommendations", and has evidenced same group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE BE IT RESOLVED that the Secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

AUTHORITY MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
HORTON		2 nd	X			
CONARD	1 st		X			
VAN METER						X
MINGIN			X			
GIOVANETTI			X			

CERTIFICATION

I, Susan Dydek, RMC, Riverside Sewerage Authority Secretary, hereby certify that the foregoing resolution was duly adopted by the Riverside Sewerage Authority at its Regular Business Meeting held on the 13th day of October, 2025.



 Susan Dydek, RMC
 Authority Secretary

APPEALS

Mr. Mingin had nothing to report.

REVENUE AND FINANCE:

Mr. Horton reported that Audit Report noted that the budget was overextended due to shifting items between capital and operations.

STREETS:

Mr. Van Meter was not in attendance.

INSPECTIONS:

Mr. Conard had nothing to report.

SUPERINTENDENT'S REPORT:

Superintendent Jeffrey Conard reviewed his report that was distributed in advance; highlights recapped during meeting:

- Superintendent reported on plant operations and maintenance:
 - Heating system in Building 1 garage: Only one bid received (WJ Gross, \$32,320). Board agreed to proceed due to lack of contractor response; work will be a complete replacement.
 - Headworks upgrade: Test holes and piping verification to proceed. Headworks project will bypass IBank due to urgency; goal is summer 2026 installation.
 - Existing grit and equalization tanks to be decommissioned.
 - Demolition of existing headworks may not be included in current upgrades, needs review.
 - Trickling filter options discussed:
 - Option A: Raise filters to 10 feet.
 - Option B: Keep existing trickling filters with new nitrification tower for redundancy (preferred by board).
 - Existing media and distribution arms are at end-of-life, need replacement.
 - Agreement to proceed with staff and engineer recommendations for upgrades.
- Discussion of state regulatory issues:
 - NJDEP fine for past violations to be paid; attempts may be made to seek help from Senator Singleton's office.
 - Consensus that legal challenge would increase costs.

The report is on file in the Secretary's Office.

**RIVERSIDE SEWERAGE AUTHORITY
PLANT OPERATOR'S REPORT
AUTHORITY MEETING – October 13, 2025**

1. The Plant Performance Summary for August, 2025 is attached for review. The Residuals [Sludge] Management Summary for August, 2025 is also attached for review. Dewatered sludge [25 yds] were removed by the Seaside Waste Services Company for composting at the County facility.
2. Trouble log for September is attached.
3. Weekly collection system checks were performed in September.
4. No measurements were taking for the Secondary Digester Cover tilt during this reporting period. The Secondary Digester is not operating as designed. The Secondary Digester Dome requires methane gas produced in the Primary Digester for the secondary roof to float correctly.
5. Still injecting Poly Aluminum Chloride in the influent well of the flocs to assist with suspended solids settling out. This will assist in keeping our UVT number above 43 which is the lowest number for our UV system to function properly.
6. Ben (ERI) along with PSI process was on location taking 3D scans of the trickling filters and nitrification tower. Reports were emailed to the board.
7. Grit Chamber #2 was repaired and placed back into service.
8. Repairs were made to the Nitrification Tower. The seals are leaking and the bearings are in need of repair still.
9. Headworks project is still ongoing. Multiple emails placed expressing the urgency of this project.

Respectfully Submitted,

JEFFREY M. CONARD
SUPERINTENDENT



**STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATERSHED & LAND MANAGEMENT**

Mail Code 501-02A, P.O. Box 420, Trenton, New Jersey 08625-0420

Telephone: (609) 777-0454 or Fax: (609) 777-3656

<https://www.dep.nj.gov/wlm/>



PERMIT

<p>In accordance with the laws and regulations of the State of New Jersey, the Department of Environmental Protection hereby grants this permit to perform the activities described below. This permit is revocable with due cause and is subject to the terms, conditions, and limitations listed below and on the attached pages. For the purpose of this document, "permit" means "approval, certification, registration, authorization, waiver, etc." Violation of any term, condition, or limitation of this permit is a violation of the implementing rules and may subject the permittee to enforcement action.</p>		<p>Approval Date October 10, 2025</p>
		<p>Expiration Date October 9, 2030</p>
<p>Permit Number(s): 0330-14-0001.3 LUP250001/FWW250001</p>	<p>Type of Approval(s): Waterfront Development Individual Permit - Public (Landward) Letter of Interpretation (LOI)</p>	<p>Governing Rule(s): N.J.A.C. 7:7-1.1(a) N.J.A.C. 7:7A-1.1(a)</p>
<p>Permittee: Meghan Jack Riverside Township P.O. Box 188 Riverside, NJ 08075</p>	<p>Site Location: Whomsley Field Block(s) & Lot(s): [101, 4] Municipality: Riverside Twp County: Burlington</p>	
<p>Description of Authorized Activities:</p> <p>This permit document authorizes the updating and site improvements to the existing athletic fields on the parcel referenced above.</p> <p>This permit is authorized under and in compliance with the Rules on Coastal Zone Management, N.J.A.C. 7:7-1.1 et seq., as amended through October 5, 2021, provided that all conditions to follow are met.</p> <p><i>The Department has determined that the herein approved activities meet the requirements of the CZM rules. This approval does not obviate the local Floodplain Administrator's responsibility to ensure all development occurring within their community's Special Flood Hazard Area is compliant with the local Flood Damage Prevention Ordinance, and minimum NFIP standards, regardless of any state-issued permits. FEMA requires communities to review and permit all proposed construction or other development within their SFHA in order to participate in the NFIP.</i></p>		
<p>Prepared by: Jeff Thein</p>	<p>Received and/or Recorded by County Clerk:</p>	
<p>If the permittee undertakes any regulated activity, project, or development authorized under this permit, such action shall constitute the permittee's acceptance of the permit in its entirety as well as the permittee's agreement to abide by the requirements of the permit and all conditions therein.</p>		
<p align="center">This permit is not valid unless authorizing signature appears on the last page.</p>		

STATEMENT OF AUTHORIZED IMPACTS:

The authorized activities allow for the permittee to undertake impacts to regulated areas as described below. Additional impacts to regulated areas without prior Department approval shall constitute a violation of the rules under which this document is issued and may subject the permittee and/or property owner to enforcement action, pursuant to N.J.A.C. 7:7-29; N.J.A.C. 7:7A-22.

Riparian Zone Vegetation	Area of riparian zone (Acres)
Permanent Disturbed	0.094 (1)
Temporary Disturbed	0

(1) Impacts occur in maintained lawn.

PRE-CONSTRUCTION CONDITIONS:

1. Prior to commencement of work approved by this permit, the permittee must apply for and obtain a tidelands instrument (e.g., a license or lease) for the use and occupation of tidelands for the structures and/or fill legalized via this permit. All decisions concerning the issuance of any tidelands instrument is solely up to the NJDEP's Bureau of Tidelands Management following the Tidelands Resource Council policy.
2. Prior to commencement of work approved by this permit, written approval from NJDEP Green Acres' Public Land Compliance (PLC) regarding this project shall be obtained. Proof of the PLC approval must be forwarded to the Division's project manager, Jeff Thein, via email at jeff.thein@dep.nj.gov. Upon receiving written approval from PLC, the applicant's obligation under this condition shall be satisfied
3. Prior to commencement of work approved by this permit, a silt fence shall be installed along the limits of disturbance of the development. This fence and any other erosion and sediment controls must be properly maintained and remain in place until all construction and landscaping activities are completed and the site has been stabilized.

SPECIAL CONDITIONS:

1. This permit document includes the issuance of a Letter of Interpretation (LOI), NJDEP LOI File No. 0330-14-0001.3 FWW250001 and approval of the freshwater wetland, transition area, and State open water regulatory boundaries depicted on a drawing entitled, "WHOMSLEY FIELD #4 – FIELD TURF IMPROVEMENTS, BLOCK 101, LOT 4, RIVERSIDE, BURLINGTON COUNTY, NEW JERSEY, TOWNSHIP OF RIVERSIDE, 237 S. PAVILION STREET, RIVERSIDE, NJ 08075, NJDEP PERMIT SITE PLAN", sheet 5 of 12, dated July 9, 2025, last revised October 7, 2025, and prepared by Pennoni Associates, Inc. The applicant can rely upon the LOI for a period of five years in accordance with N.J.A.C. 7:7A-4.6 of the Freshwater Wetlands Protection Act rules.

2. The wetlands shown on the approved plans are of **intermediate** value with a subsequent transition area width of **50 feet**.
3. The Department has determined that this project meets the requirements of the Stormwater Management rules at N.J.A.C. 7:8 without the use of a green infrastructure Stormwater Best Management Practice. Any future expansion or alteration of the approved stormwater management system, which would affect water quality, increase the rate or volume of stormwater leaving the site, affect the infiltration capacity on the site, or alter the approved green infrastructure best management practices, shall be reviewed and approved by the Department by obtaining a modification or new permit as appropriate prior to construction. This includes any proposed changes to the discharge characteristics of any basin, the construction of new inlets or pipes that tie into the storm sewer network and/or the replacement of existing inlets or pipes with structures of different capacity.
4. All excavated material must be disposed of in a lawful manner outside of any flood hazard area, riparian zone, open water, freshwater wetland, and adjacent transition area, and in such a way as to not interfere with the positive drainage of the receiving area.
5. All debris, wood, trash, and other loose materials generated by the approved project shall be legally discarded and disposed of offsite.
6. Riparian zone vegetation within 150 feet of the top of the bank, or edge of water shall only be disturbed in the areas specifically shown on the approved drawings. No other vegetation within 150 feet of the top of any stream bank, or edge of water, onsite shall be disturbed for any reason. This condition applies to all channels onsite regardless of the contributory drainage area

STANDARD CONDITIONS:

1. The issuance of a permit shall in no way expose the State of New Jersey or the Department to liability for the sufficiency or correctness of the design of any construction or structure(s). Neither the State nor the Department shall, in any way, be liable for any loss of life or property that may occur by virtue of the activity or project conducted as authorized under a permit.
2. The issuance of a permit does not convey any property rights or any exclusive privilege.
3. The permittee shall obtain all applicable Federal, State, and local approvals prior to commencement of regulated activities authorized under a permit.
4. A permittee conducting an activity involving soil disturbance, the creation of drainage structures, or changes in natural contours shall obtain any required approvals from the Soil Conservation District or designee having jurisdiction over the site.
5. The permittee shall take all reasonable steps to prevent, minimize, or correct any adverse impact on the environment resulting from activities conducted pursuant to the permit, or from noncompliance with the permit.

6. The permittee shall immediately inform the Department of any unanticipated adverse effects on the environment not described in the application or in the conditions of the permit. The Department may, upon discovery of such unanticipated adverse effects, and upon the failure of the permittee to submit a report thereon, notify the permittee of its intent to suspend the permit.
7. The permittee shall immediately inform the Department by telephone at (877) 927-6337 (WARN DEP hotline) of any noncompliance that may endanger public health, safety, and welfare, or the environment. The permittee shall inform the Watershed & Land Management by telephone at (609) 777-0454 of any other noncompliance within two working days of the time the permittee becomes aware of the noncompliance, and in writing within five working days of the time the permittee becomes aware of the noncompliance. Such notice shall not, however, serve as a defense to enforcement action if the project is found to be in violation of this chapter. The written notice shall include:
 - i. A description of the noncompliance and its cause;
 - ii. The period of noncompliance, including exact dates and times;
 - iii. If the noncompliance has not been corrected, the anticipated length of time it is expected to continue; and
 - iv. The steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
8. Any noncompliance with a permit constitutes a violation of this chapter and is grounds for enforcement action, as well as, in the appropriate case, suspension and/or termination of the permit.
9. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the authorized activity in order to maintain compliance with the conditions of the permit.
10. The permittee shall employ appropriate measures to minimize noise where necessary during construction, as specified in N.J.S.A. 13:1G-1 et seq. and N.J.A.C. 7:29.
11. The issuance of a permit does not relinquish the State's tidelands ownership or claim to any portion of the subject property or adjacent properties.
12. The issuance of a permit does not relinquish public rights to access and use tidal waterways and their shores.
13. The permittee shall allow an authorized representative of the Department, upon the presentation of credentials, to:
 - i. Enter upon the permittee's premises where a regulated activity, project, or development is located or conducted, or where records must be kept under the conditions of the permit;
 - ii. Have access to and copy, at reasonable times, any records that must be kept under the conditions of the permit; and

- iii. Inspect, at reasonable times, any facilities, equipment, practices, or operations regulated or required under the permit. Failure to allow reasonable access under this paragraph shall be considered a violation of this chapter and subject the permittee to enforcement action.
14. The permittee shall not cause or allow any unreasonable interference with the free flow of a regulated water by placing or dumping any materials, equipment, debris or structures within or adjacent to the channel while the regulated activity, project, or development is being undertaken. Upon completion of the regulated activity, project, or development, the permittee shall remove and dispose of in a lawful manner all excess materials, debris, equipment, and silt fences and other temporary soil erosion and sediment control devices from all regulated areas.
15. The permittee and its contractors and subcontractors shall comply with all conditions, site plans, and supporting documents approved by the permit.
16. All conditions, site plans, and supporting documents approved by a permit shall remain in full force and effect, so long as the regulated activity, project, or development, or any portion thereof, is in existence, unless the permit is modified pursuant to the rules governing the herein approved permits.
17. The permittee shall perform any mitigation required under the permit in accordance with the rules governing the herein approved permits.
18. If any condition or permit is determined to be legally unenforceable, modifications and additional conditions may be imposed by the Department as necessary to protect public health, safety, and welfare, or the environment.
19. Any permit condition that does not establish a specific timeframe within which the condition must be satisfied (for example, prior to commencement of construction) shall be satisfied within six months of the effective date of the permit.
20. A copy of the permit and all approved site plans and supporting documents shall be maintained at the site at all times and made available to Department representatives or their designated agents immediately upon request.
21. The permittee shall provide monitoring results to the Department at the intervals specified in the permit.
22. A permit shall be transferred to another person only in accordance with the rules governing the herein approved permits.
23. A permit can be modified, suspended, or terminated by the Department for cause.
24. The submittal of a request to modify a permit by the permittee, or a notification of planned changes or anticipated noncompliance, does not stay any condition of a permit.
25. Where the permittee becomes aware that it failed to submit any relevant facts in an application, or submitted incorrect information in an application or in any report to the Department, it shall promptly submit such facts or information.
26. The permittee shall submit email notification to the Bureau of Coastal & Land Use Compliance & Enforcement at CLU_tomsriver@dep.nj.gov at least 3 days prior to commencement of site preparation and/or regulated activities, whichever comes first. The notification shall include proof of

completion of all pre-construction conditions, including proof of recording of permits, approved plans and/or conservation easements, if required. The permittee shall allow an authorized Bureau representative on the site to inspect to ensure compliance with this permit.

27. The permittee shall record the permit, including all conditions listed therein, with the Office of the County Clerk (the Registrar of Deeds and Mortgages, if applicable) of each county in which the site is located. The permit shall be recorded within 30 calendar days of receipt by the permittee, unless the permit authorizes activities within two or more counties, in which case the permit shall be recorded within 90 calendar days of receipt. Upon completion of all recording, a copy of the recorded permit shall be forwarded to Watershed & Land Management through the DEP Online service. The uploaded documents will go directly into the Department's database, and staff will be notified that information has been received. The service can be found at: <https://dep.nj.gov/wlm/eservices/lrp-eservices/>.
28. This permit is issued subject to compliance with N.J.A.C. 7:7-27.2 – Conditions that apply to all coastal permits.

APPROVED PLANS:

The drawings hereby approved consist of ten (10) sheets prepared by Pennoni Associates, Inc., dated July 9, 2025, last revised October 7, 2025, and entitled:

“WHOMSLEY FIELD #4 – FIELD TURF, IMPROVEMENTS, BLOCK 101, LOT 4, RIVERSIDE, BURLINGTON COUNTY, NEW JERSEY, TOWNSHIP OF RIVERSIDE, 237 S. PAVILION STREET, RIVERSIDE, NJ 08075,”

- “DEMOLITION PLAN”, sheet 3 of 12,
- “SITE PLAN,” sheet 4 of 12,
- “NJDEP PERMIT SITE PLAN”, sheet 5 of 12,
- “GRADING AND UTILITY PLAN,” sheet 6 of 12,
- “CONSTRUCTION DETAILS 1”, sheet 8 of 12,
- “CONSTRUCTION DETAILS 2”, sheet 7 of 12,
- “CONSTRUCTION DETAILS 3”, sheet 9 of 12,
- “SOIL EROSION AND SEDIMENT CONTROL PLAN”, sheet 10 of 12
- “SOIL EROSION AND SEDIMENT CONTROL NOTES”, sheet 11 of 12
- “SOIL EROSION AND SEDIMENT CONTROL DETAILS”, sheet 12 of 12

APPEAL OF DECISION:

Any person who is aggrieved by this decision may submit an adjudicatory hearing request within 30 calendar days after public notice of the decision is published in the DEP Bulletin (available at <https://dep.nj.gov/bulletin/>). If a person submits the hearing request after this time, the Department shall deny the request. The hearing request must include a completed copy of the Administrative Hearing Request Checklist (available at <https://dep.nj.gov/wlm/forms/>). A person requesting an adjudicatory hearing shall submit the original hearing request to: NJDEP Office of Administrative Hearings and Dispute Resolution, Attention: Adjudicatory Hearing Requests, Mail Code 401-07A, P.O. Box 420, 401 East State Street, 7th Floor, Trenton, NJ 08625-0420. Additionally, a copy of the hearing request shall be submitted to the Director of Watershed & Land Management at the address listed on page one of this permit. In addition to your hearing request, you may file a request with the Office of Dispute Resolution

to engage in alternative dispute resolution. Please see <https://dep.nj.gov/oahdr/> for more information on this process.

If you need clarification on any section of this permit or conditions, please contact Watershed & Land Management's Technical Support Call Center at (609) 777-0454.

Approved By:



Digitally signed by David
Sumba
Date: 2025.10.10
10:45:22-04'00'

David Sumba, Supervisor
NJDEP, Watershed & Land Management

- c: Municipal Clerk, Riverside Twp
Municipal Construction Official, Riverside Twp
Agent – Kristin Wildman, DuBois & Associates

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



Harry R. Fox, NICET III
G. Jeffrey Hanson, PE, CME
Jennifer A. Harris, PE, CME
Joseph R. Hirsch, PE, CME, CPWM
Ethan F. Hyder, CST II
Ryan G. McCarthy, PE, CME
C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PG
Neil J. Werket, RLA, LLA, CPSI

October 10, 2025

Re: Sewerage Treatment Plant Upgrade
Status Update

Mr. Jeff Conard, Superintendent
Riverside Sewerage Authority
237 S. Pavilion Avenue
Riverside, NJ 08075

SENT VIA EMAIL TO
jconard@riversidetwp.org

Dear Jeff:

This letter is to provide an update regarding the directive given to Environmental Resolutions, Inc. ("ERI") to provide a proposed upgrade project for the Riverside Sewerage Treatment Plant ("RSTP") per the July 14, 2025 Authority meeting and our subsequent letter dated August 11, 2025. Our directive was to review the facility's current performance and to provide recommendations as to how ERI would look to address the issues at the RSTP. The significant areas of concern relative to the discharge permit are: Ammonia, Total Suspended Solids ("TSS"), and E. coli.

As noted in our previous update, ERI has engaged the manufacturer, Brentwood, to perform an evaluation of the plastic media in the Nitrification Tower and two (2) trickling filters to help determine their usable life as they are responsible for the removal of Biological Oxygen Demand ("BOD") and Ammonia in the treatment train. The site investigation was performed on July 30, 2025 and included 3-D scans of the various tank surfaces to determine the effectiveness of the media. This report was furnished on September 17, 2025. Generally speaking, the report found that the filter media has reached the end of its serviceable life and warrants replacement in all three (3) filters. Further, the current distribution system for the filters are not functioning properly which is reducing the effectiveness of the filters. Overall, it is recommended to replace the media and distribution system with the potential of converting the hydraulically rotated distribution arms with motorized arms with variable frequency drives.

Further, ERI and Brentwood considered two (2) alternative designs to retrofit the existing treatment system. Option "A" is to increase the depths of the two (2) existing trickling filters from 5.5 feet to 10 feet which would increase the treatment volume/surface area within the existing tanks and to replace all media in the three (3) tanks. Option "B" is to construct a second Nitrification Tower and to retrofit the remaining (3) tanks. It is in our engineering opinion that Option "B" is preferable as it will also provide redundancy to this stage of the treatment process and will allow the plant personnel to bring one of the Nitrification Towers offline, when necessary.

ERI is also aware that the Authority is currently in the process of replacing their headworks system which should significantly reduce the amounts of grit and rags that are entering the treatment process. This work should reduce the strain on the existing primary settling tanks and downstream treatment processes. It is noted that rags can currently be found in the downstream processes which are adversely impacting the treatment process.

Once the new headworks is online, it is expected that the primary settling tanks may not be stressed as much as they currently are. It was previously noted that based on current design standards the Primary Clarifiers are considered undersized when one tank is offline. However, upon further review, when one tank is offline the loading rate is 796 gpd/sf which is within the acceptable operating range when one tank is out of service. Therefore, it is anticipated that the primary settling tanks will operate in a more efficient manner once the headworks system is online.

Our office also considered options to adjusting the sequencing of the various treatment devices to potentially increase efficiency and potentially reduce the amount of pumping throughout the facility. However, there was no appreciable benefit in doing so. Further, unless the Authority is having structural or mechanical issues with the components of the primary clarifiers, secondary clarifiers or clarifloculators, no significant changes appear warranted for these processes. Our office recommends that the Authority consider retrofitting the existing chemical feed system for the clarifloculators to allow for continued use of Poly Aluminum Chloride ("PAC"). As noted in our August letter, the addition of PAC to the waste stream has been significant in meeting the TSS requirements of the permit. The 1993 Tertiary Plant Upgrade included the construction of significant chemical treatment tanks and dosing systems for the facility which indicates that some level of chemical addition was required to meet permit requirements. While ERI would prefer to minimize the use of chemicals in the treatment train, having the ability to add PAC, or other chemicals, to assist with operations is recommended.

ERI also recommends that the Authority replace the existing Parkson upflow sand filters with an alternative method of tertiary treatment to reduce TSS. The (3) existing filters have surpassed their useful life and have a number of operational issues. Based on early discussions with a manufacturer, the Authority may be able to repurpose the existing footprint for the sand filters into tanks for disc filters to assist in the removal of TSS. Between the disc filters and the addition of PAC, it should be sufficient to reduce TSS and allow for an adequate level of ultraviolet transmission necessary for the UV system to be effective.

Finally, the anaerobic digester system is currently out of commission and is being repaired by others. It is our understanding that the Authority would like to consider converting the anaerobic digesters to aerobic digesters and/or sludge thickeners. Our office has limited current information on the RSTP sludge handling system but can further investigate alternatives and costs for repurposing or retrofitting the existing digesters as requested.

The following is a breakdown of preliminary costs to perform the improvements noted above:

1. Supply of new filter media, grating, media support systems for two (2) trickling filters and (2) Nitrification Towers from Brentwood	\$2,000,000.00
2. Second Nitrification Tower, miscellaneous equipment and labor required to install the new media, and distribution arms in all filters.....	\$3,000,000.00
3. Chemical Feed System Improvements.....	\$250,000.00
4. Replace Sand Filters with Disc Filters	\$1,000,000.00
5. <u>Anerobic Digester Improvements</u>	<u>TBD</u>
Total Estimated Construction Costs.....	\$6,250,000.00
Estimated Design and Construction Services Fees (15% Const.).....	\$937,500.00
Total Project Cost.....	\$7,187,500.00

Overall, ERI finds that the RSTP has a sound infrastructure foundation capable of meeting its discharge requirements. With replacement of aged process equipment and the addition of a second nitrification tower, the facility should be able to achieve sustained compliance while maintaining operations within the existing footprint.

Please advise if you would like ERI to proceed with additional analyses or alternative design concepts. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,



Benjamin R. Weller, PE, CME, CPWM, S3, C3
Special Projects Engineer

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

ENGINEER'S REPORT:

The Engineer's Report was not submitted.

MONTHLY FINANCIAL REPORT:

Treasurer Jack reported on the following:

- The Audit Report reflected that the budget was overextended due to shifting items between capital and operations.
- The Corrective Action plan is in place to amend the budget before year-end in future cases.
- Upcoming budget decisions are pending after the Friday IBank meeting.

BILLS AND EXPENDITURES:

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

Riverside Sewerage Au
rity

October 13, 2025
03:02 PM

RIVERSIDE SEWERAGE AUTHORITY
Check Register By Check Date

Range of Checking Accts: 01 TD GENERAL to 01 TD GENERAL Range of Check Dates: 10/13/25 to 10/13/25
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 Fund			
5364	10/13/25	ALSEN005 ALS ENVIRONMENTAL	429.50		344
5365	10/13/25	ALSEN005 ALS ENVIRONMENTAL	3,127.75		344
5366	10/13/25	BARTU005 BARTUK HOSE	67.84		344
5367	10/13/25	BOWMA005 BOWMAN & COMPANY	9,887.50		344
5368	10/13/25	CINTA005 CINTAS CORPORATION	3,817.87		344
5369	10/13/25	GLASCO05 GLASCO UV LLC	6,798.12		344
5370	10/13/25	GRAINO05 GRAINGER	889.73		344
5371	10/13/25	INDUS005 INDUSTRIAL VALLEY POWER	1,257.00		344
5372	10/13/25	MARYL005 MARYLAND BIOCHEMICAL	3,850.00		344
5373	10/13/25	MEGHA010 MEGHAN JACK - TREASURER	299.39		344
5374	10/13/25	METLIO05 METLIFE	1,948.46		344
5375	10/13/25	MISSIO05 MISSION COMMUNICATIONS LLC	347.40		344
5376	10/13/25	MNASS005 M & N ASSOCIATES COMPANY	56,000.00		344
5377	10/13/25	MUNICO05 MUNICIPAL MAINTENANCE	1,398.56		344
5378	10/13/25	NJAME005 N.J. AMERICAN WATER COMPANY	379.79		344
5379	10/13/25	NJAME010 N.J. AMERICAN WATER COMPANY	470.50		344
5380	10/13/25	ONECA005 ONE CALL CONCEPTS	417.30		344
5381	10/13/25	PARKE005 PARKER MC CAY PA	802.50		344
5382	10/13/25	PENNO010 PENNONI ASSOCIATES INC.	1,406.00		344
5383	10/13/25	PRIME005 PRIMEPOINT LLC	242.50		344
5384	10/13/25	RIVER025 RIVERSIDE NAPA AUTO PARTS	108.61		344
5385	10/13/25	RONALO05 RONALD MINGIN	415.89		344
5386	10/13/25	SCHWE005 SCHWERING'S	18.76		344
5387	10/13/25	SEASI005 SEASIDE WASTE SERVICES	650.00		344
5388	10/13/25	SHERWO10 SHERWOOD-LOGAN & ASSOC. INC.	3,564.43		344
5389	10/13/25	SNYDE005 SNYDER DISTRIBUTORS INC	222.00		344
5390	10/13/25	THOMA015 THOMAS SCIENTIFIC, LLC	329.06		344
5391	10/13/25	TREAS010 TREASURER, BURLINGTON COUNTY	2,571.97		344
5392	10/13/25	TREAS020 TREASURER, STATE OF NEW JERSEY	1,685.00		344
5393	10/13/25	USABL005 HD SUPPLY INC	308.81		344
5394	10/13/25	VERIZO05 VERIZON	217.70		344
5395	10/13/25	VERIZO10 VERIZON WIRELESS	70.03		344
5396	10/13/25	WATER005 WATER ENVIRONMENT FEDERATION	424.00		344
5397	10/13/25	WESTE005 WESTERN TERMITE & PEST CONTROL	113.31		344
5398	10/13/25	WILLIO15 WILLIER ELEC MOTOR REPAIR CO	5,280.00		344
5399	10/13/25	WILSO005 WILSON WEBB SERVICES	296.50		344
5400	10/13/25	XEROX005 XEROX CORPORATION	104.81		344

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	37	0	110,218.59	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	37	0	110,218.59	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	37	0	110,218.59	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	37	0	110,218.59	0.00

374

October 13, 2025
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RIVERSIDE SEWERAGE AUTHORITY
Check Register By Check Date

Total by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	5-01	110,218.59	0.00	0.00	110,218.59
Total Of All Funds:		<u>110,218.59</u>	<u>0.00</u>	<u>0.00</u>	<u>110,218.59</u>

October.13, 2025
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RIVERSIDE SEWERAGE AUTHORITY
Check Register By Check Date

Totals by Fund
Description

Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	01	110,218.59	0.00	0.00	110,218.59
Total Of All Funds:		<u>110,218.59</u>	<u>0.00</u>	<u>0.00</u>	<u>110,218.59</u>

RIVERSIDE SEWERAGE AUTHORITY
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	5-01	110,218.59	0.00	0.00	0.00	110,218.59
Total of All Funds:		<u>110,218.59</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110,218.59</u>

PUBLIC PORTION (INFORMATIONAL):

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

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


Susan M. Dydek, RMC
Authority Secretary

Riverside Sewerage Authority