Monday Afternoon
Riverside, NJ
September 14, 2026
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 13, 2026.
2) Written notice was delivered to the Burlington County Times and the Courier Post on February 13, 2026.
3) Filed written notice with the Clerk of the Township of Riverside on February 13, 2026.
4) Posting written notice on the Township Website February 13, 2026.

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

FLAG SALUTE:

Chairman Conard led the Flag Salute.

ROLL CALL:

Mr. Brickley – was not in attendance, Mr. George Conard – present via telephone, Mr. Giovanetti–not in attendance, Mr. Horton – present, Mr. Mingin – present.

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

APPROVAL OF MINUTES:

Motion made by Mr. Conard, seconded by Mr. Conard, that the minutes of the Work Session Meeting of August 10, 2026, the Regular Meeting of August 10, 2026 and the Closed Session Meeting of August 10, 2026 be approved. Upon roll call the vote was as follows: Ayes – Messrs. Conard, Horton, and Mingin. Nays – None. Abstain – None. Absent – Messrs. Brickley and Giovanetti. Motion carried.

Mr. Brickley arrived at the meeting via telephone at 4:36pm.

Riverside Sewerage Authority

PUBLIC HEARING RE-ADOPTION OF THE 2025 BUDGET:

In seeing no members of the Public, wishing to speak at the Public Hearing of the Re-adoption of the 2025 Budget, **motion made by Mr. Horton, seconded by Mr. Conard to close the Public Hearing carried.**

CONSENST AGENDA:

Mr. Horton made a motion, seconded by Mr. Mingin, that the Consent Agenda be approved. Upon roll call the vote was as follows: Ayes – Messrs. Brickley, Conard, Horton and Mingin. Nays – None. Abstain – None. Absent - Mr. Giovanetti. – None. Motion carried.

The following items were contained in the consent agenda:

1. Resolution 2026 - #29 – Readoption of the 2025 Budget.
2. Resolution 2026 - #30 – Certification of the Annual Audit.
3. Resolution 2026 - #31 – A Resolution of Riverside Sewerage Authority Adoption a Corrective Action Plan for the 2025.

PUBLIC PORTION – (TECHNICAL):

Chairman Conard opened the Public Portion - (Technical)

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

Mr. Brickley left the meeting via telephone at 4:52pm.

OLD BUSINESS:

Riverside Sewerage Plant:

1. 2026 Filter Media Replacement Project – No update.

Other:

2026-2027 Budget - Treasurer Jack discussed the 2026-2027 Budget.

Riverside Sewerage Authority

RIVERSIDE SEWERAGE AUTHORITY
RESOLUTION 2026 - 29

RE - ADOPTION OF THE 2025 AUTHORITY BUDGET

Adopted this 14th day of September, 2026

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

CERTIFICATION

I, Susan M. Dydek, RMC, Authority Secretary, hereby certify that the foregoing Resolution was duly adopted by the Riverside Sewerage Authority, in the Township of Riverside, County of Burlington, State of New Jersey, at the Special Meeting held on the 14th day of September, 2026.

Susan M. Dydek

Susan M. Dydek, RMC, Authority Secretary

RIVERSIDE SEWERAGE AUTHORITY
CERTIFICATION OF THE ANNUAL AUDIT
RESOLUTION 2026- 30

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, 2025 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	2nd	YES	ABSTAIN	NO	ABSENT
BRICKLEY			X			
CONARD			X			
HORTON	1st		X			
GIOVANETTI						X
MINGIN		2nd	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 14TH day of September, 2026.

Susan Dydek, RMC
Authority Secretary

RESOLUTION 2026-#31
A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY ADOPTING A CORRECTIVE ACTION PLAN FOR THE 2025 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 $391,623.52.

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

NEW BUSINESS:

Riverside Sewerage Plant:

None.

Other:

None.

CORRESPONDENCE:

None.

REPORTS:

PLANT:

Mr. Conard had nothing to report.

APPEALS

Mr. Horton had nothing to report.

REVENUE AND FINANCE:

Mr. Giovanetti was not in attendance.

STREETS:

Mr. Mingin reported on a specific maintenance issue involving a manhole on Bridgeboro Street.

INSPECTIONS:

Mr. Brickley was not in attendance.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Jeffrey Conard reported the following:

- The plant is currently pumping chlorine to manage ammonia levels but has not yet reached the "break point" or determined the final proper dosage.
- A new chemical feed system will be required for the 2027 budget, which will include at least a 1,000-gallon tank and a pump.
- The tank is planned for the area next to Building 6, currently occupied by alum and caustic soda tanks, which will need to be demolished or renovated to provide proper retaining walls for spill prevention.

Riverside Sewerage Author

RIVERSIDE SEWERAGE AUTHORITY
PLANT OPERATOR'S REPORT
AUTHORITY MEETING – September 13, 2026

1. The Plant Performance Summary for July, 2026 is attached for review. The Residuals [Sludge] Management Summary for July, 2026 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 August will be distributed at meeting

3. Weekly collection system checks were performed in August. Cleaning of the collection system has also started.

4. Measurements were taking for the Secondary Digester Cover. Public Works side 41.75", Building #2 side 41.75", Primary Side 41.25," Lab Side 41.25"

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. Breakpoint Chlorination began September 8th.

7. Met with Alex from ERI for proposed Building 2 upgrades. Still waiting on updated quote.

8. New sludge transfer pump has been ordered.

Respectfully Submitted,

JEFFREY M. CONARD
EXECUTIVE DIRECTOR

PLANT PERFORMANCE SUMMARY

July-26

PARAMETER	PERMIT	REPORTED		PARAMETER	PERMIT	REPORTED	
12 Month Rolling Average Flow Effluent				Mar Avg % Theoretical CAF			
Monthly Avg	Report	0.616 MGD		Mon Avg Conc	Report	61.70	%
Flow, Influent				Nitrate (as N) Effluent		1/month	
Monthly Avg	Report	0.78	MGD	Mon Avg Conc	Report	29.50	MG/L
Daily Maximum	Report	0.959	MGD	Daily Max Conc	Report	29.50	MG/L
Flow, Effluent				E Coli Effluent		1 / month	
Monthly Avg	Report	0.61	MGD	Monthly Geomean	126	16.39	/100ML
Daily Maximum	Report	0.68	MGD	Max Geomean	126	108.10	/100ML
BOD 5 day, Influent				Fecal Coliform, Effluent		Require Reuse Only	
Mon Avg Conc	Report	158.88	mg/l	Monthly Avg	Report	1.00	/100ML
Weekly Avg Conc	Report	235.00	mg/l	Weekly Avg	Report	1.00	/100ML
BOD 5 day, Effluent				Bioassay Effluent	LC50 1/year	IC25 1/6months	
Mon Avg Loading	98 kg/d	11.95	kg/d	LC50 96 hr Acute	50	0.00	%
Weekly Avg Loading	147 kg/d	16.61	kg/d	IC25 7 day Chronic	Report	0.00	%
Mon Avg Conc	30 mg/l	5.17	mg/l	Chlorine, Total, Effluent		1/month	
Weekly Avg Conc	45 mg/l	6.75	mg/l	Mon Avg Conc	Report	0.04	mg/l
BOD 5 day, % Removal				Daily Max Conc	Report	0.1	mg/l
Mon Avg Minimum	85.6	96.73	%	Temperature, Influent		1/day	
pH, Influent				Minimum	Report	23.7	°C
Minimum	Report	6.82	S.U.	Monthly Avg	Report	25.3	°C
Maximum	Report	7.54	S.U.	Maximum	Report	26.4	°C
pH, Effluent				Temperature, Effluent		1/day	
Minimum	6.00 S.U.	6.22	S.U.	Minimum	Report	25.1	°C
Maximum	9.00 S.U.	7.3	S.U.	Monthly Avg	Report	25.9	°C
Total Susp Solids, Influent		3/month		Maximum	Report	27.0	°C
Mon Avg Conc	Report	109.67	mg/l	Dissolved Oxygen, Effluent		3/month	
Weekly Avg Conc	Report	134.00	mg/l	Weekly Avg Conc (Min)	4.0 MG/L	4.29	mg/l
Total Susp. Solids Effluent		3/month		Phosphorous, Total, Effluent		1 / month	
Mon Avg Loading	113 kg/d	26.24	kg/l	Mon Avg Conc	Report	5.69	mg/l
Weekly Avg Loading	170 kg/d	39.12	kg/l	Weekly Avg Conc	Report	5.89	mg/l
Mon Avg Conc	30 mg/l	11.30	mg/l	Copper, Effluent		1/3months	
Weekly Avg Conc	45 mg/l	14.00	mg/l	Mon Avg Conc	Report	0	mg/l
Total Susp. Solids % Removal				Daily Max Conc	Report	0	mg/l
Mon Avg Minimum	85	88.17	%	Zinc, Effluent		1/3months	
Oil & Grease, Effluent		1/3months		Mon Avg Conc	Report	0	mg/l
Mon Avg Conc	10 mg/l	0.00	mg/l	Daily Max Conc	Report	0.0	mg/l
Daily Max Conc	15 mg/l	0.00	mg/l	Total Dissolved Solids	Effluent	1/month	
Ammonia Nitrogen (May-Oct) Effluent		3/month		Mon Avg Conc	Report	488.00	mg/l
Mon Avg Loading	18.8 kg/d	22.77	kg/d	Daily Max Conc	Report	488.00	mg/l
Daily Max Loading	37.9 kg/d	34.20	kg/d	Bis(2-ethylhexyl)phthalate		1/3months	
Mon Avg Conc	5 mg/l	5.79	mg/l	Mon Avg Conc	Report	0.00	ug/l
Daily Max Conc	10 mg/l	13.89	mg/l	Daily Max Conc	Report	0.00	ug/l
Ammonia Nitrogen (Nov-Apr) Effluent		3/month		Asbestos Fibres per Liter		Semi-Annually	
Mon Avg Loading	75.7 kg/d	0	kg/d	Mon Avg Conc	Report	0	Fiber/liter
Daily Max Loading	151.4 kg/d	0	kg/d	Daily Max Conc	Report	0	Fiber/liter
Mon Avg Conc	20 mg/l	0	mg/l	Color		Starting July 2024	
Daily Max Conc	40 mg/l	0	mg/l	Mon Avg Conc	Report	45	CU
Copper	Required		Quarterly	IC25 Chronic	Required		Semi-Annually
Zinc	Required		Quarterly	LC50 Acute	Required		Annually
Asbestos Fibres per Liter			Semi-Annually	Bis(2-ethylhexyl)phthalate			Quarterly

RESIDUALS MANAGEMENT SUMMARY

July-26

Sludge Production		
Total Gallons	0	gal
Average Gallons/Day	0	gpd
Total Dry Tons	0	dt
Average Dry Tons/ Day	0	dt/d
Total Metric Tons	0	mt
Average Metric Tons/Day	0	mt/d
Liquid Sludge Removed		
Total Gallons	NR	gal
Average Gallons/Day	NR	gpd
Total Dry Tons	N.R.	dt
Average Dry Tons/ Day	N.R.	dt/d
Total Metric Tons	N.R.	mt
Average Metric Tons/Day	N.R.	mt/d
% Total Solids, Minimum	N.R.	%
% Total Solids, Average	N.R.	%
% Total Solids, Maximum	N.R.	%
pH, Minimum	N.R.	s.u.
pH, Maximum	N.R.	s.u.
Dewatered Sludge Removed		
Total Gallons to Belt Press	0.00	gal
Average Gallons/Day	0.00	gpd
% Total Solids, minimum	17.3	%
% Total Solids, average	19.18	%
% Total Solids, maximum	20.80	%
% Total Volatile Solids, minimum	77.40	%
% Total Volatile Solids, average	79.44	%
% Total Volatile Solids, maximum	81.80	%
Total Wet Cubic Yards Removed	50.00	cu yd
Average Wet Cubic yards/day	1.61	cy/d
Total Dry Metric Tons	6.69	dt
Average Dry Metric Tons/day	0.22	dt/d
	0	mt
	0	mt/d
Operations		
Heat Exchange, Temp In, min	104.0	°C
Heat Exchange, Temp In, avg	114.9	°C
Heat Exchange, Temp In, max	126.0	°C
Heat Exchange, Temp Out, min	104.0	°C
Heat Exchange, Temp Out, avg	114.7	°C
Heat Exchange, Temp Out, max	124.0	°C
Detention Time, Primary Digester	0	days
Detention Time, Secondary Digester	0	days
N.R. = None Removed		
N.S. = Not Sampled		
N.W. = Not Working		

Raw Sludge		
% Total Solids, minimum	2.99	%
% Total Solids, average	3.78	%
% Total Solids, maximum	5.35	%
% Total Volatile Solids, minimum	68.80	%
% Total Volatile Solids, average	72.84	%
% Total Volatile Solids, maximum	79.00	%
pH minimum	5.76	s.u.
pH maximum	7.45	s.u.
sludge sample temperature, min	22.70	°C
sludge sample temperature, avg	24.80	°C
sludge sample temperature, max	25.90	°C
Primary Digester Sludge		
% Total Solids, minimum	0.81	%
% Total Solids, average	1.14	%
% Total Solids, maximum	1.43	%
% Total Volatile Solids, minimum	74.60	%
% Total Volatile Solids, average	80.84	%
% Total Volatile Solids, maximum	93.20	%
pH minimum	6.32	s.u.
pH maximum	6.97	s.u.
sludge sample temperature, min	23.60	°C
sludge sample temperature, avg	27.09	°C
sludge sample temperature, max	29.00	°C
Secondary Digester Sludge		
% Total Solids, minimum	1.76	%
% Total Solids, average	2.69	%
% Total Solids, maximum	4.09	%
% Total Volatile Solids, minimum	74.60	%
% Total Volatile Solids, average	78.84	%
% Total Volatile Solids, maximum	92.30	%
pH minimum	6.69	s.u.
pH maximum	7.06	s.u.
sludge sample temperature, min	24.90	°C
sludge sample temperature, avg	26.91	°C
sludge sample temperature, max	28.80	°C
Volatile Solid Reduction		
Raw to Secondary Digester, minimum		%
Raw to Secondary Digester, average		%
Raw to Secondary Digester, maximum		%
R.T.S. = Return To Service		
N.I.S. = Not In Service		

August 2026 Trouble Log Summary

Date	Report #	Address	Condition(s) Reported	Condition(s) Found	Manhole Checked	Disposition
8/5/2026	26-089	Spring Garden and Carrol St	Slow/No Drainage	Main Slow	MH176,175,174,166	Flush/vac/root cut sewer main
8/19/2026	26-090	225 S.Pavilion St	Backflow into property	Main Clear	MH175,174	Notified owner/Tennant

- The goal is to have the system live by April to cover the April-to-October period.
- In terms of water discharge, the plant has a permitted chlorine limit of 1.4. Sodium thiosulfate is being used for dechlorination to stay in compliance.

The Executive Director's report is in file in the Secretary's Office.

Motion made by Mr. Horton to accept the Executive Director's Report, seconded by Mr. Mingin carried.

ENGINEER'S REPORT:

The Engineer's Report was submitted.

No questions or concerns were presented.

Motion made by Mr. Horton to accept the Engineer's Report as written, seconded by Mr. Mingin carried.

MONTHLY FINANCIAL REPORT:

Mr. Horton questioned a rate increase and revenue.

Treasurer Jack reported that the audit and rate review are scheduled to begin on Monday. Treasurer Jack also reported on the following:

- The corrective action plan acknowledges that the budget was overspent, which the treasurer noted is a recurring issue due to ongoing maintenance needs.
- Authorization was granted to pay outstanding bills, specifically addressing an invoice from M&N and ongoing billing discrepancies with USA Blue Book dating back to May.
- Recent rate increases and the removal of the rate cap have improved revenue, but the treasurer warned it is likely not enough for the necessary future work.
- There is significant uncertainty regarding financing through IBank because interest rates are fluctuating, making it difficult for the financial team and representatives to set firm targets.
- The authority is working with Phoenix Advisors and Parker McCay to explore various funding "pots," including principal forgiveness, USDA grants, and the Hazard Site Remediation Discharge Fund (HD SRF).
- There is a particular focus on climate resiliency funding because the facility is located in a flood hazard area and cannot be moved due to Riverside being fully built out.

Motion made by Mr. Horton to accept the Treasurer's Report, seconded by Mr. Mingin, carried.

BILLS AND EXPENDITURES:

Motion made by Mr. Horton, seconded by Mr. Mingin, that all bills and expenditures be paid including additional payments to M&N, and USA Blue Book carried.

September 14, 2026
03:10 PM

RIVERSIDE SEWERAGE AUTHORITY
Check Register By Check Id

Range of Checking Accts: 01 TD GENERAL to 01 TD GENERAL Range of Check Ids: 5786 to 5810
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
5786	09/14/26	ALSEN005	ALS ENVIRONMENTAL	1,787.25	369
5787	09/14/26	BARTU005	BARTUK HOSE	244.62	369
5788	09/14/26	BURLI020	BURLINGTON FARM HOME & GARDEN	1,100.00	369
5789	09/14/26	CINTA005	CINTAS CORPORATION	4,509.39	369
5790	09/14/26	CUSTO005	CUSTOM ENVIRONMENTAL TECH-	3,278.85	369
5791	09/14/26	ENVIR012	ENVIRONMENTAL RESOLUTIONS INC	280.00	369
5792	09/14/26	GRAIN005	GRAINGER	457.20	369
5793	09/14/26	HARTF010	HARTFORD AUTO BODY	5,780.22	369
5794	09/14/26	INTER005	INTERSTATE WASTE SERV OF NJ IN	325.00	369
5795	09/14/26	JEFFR015	JEFFREY M CONARD	248.74	369
5796	09/14/26	MARYB005	MARYBRIDGET ENTERPRISES INC	245.00	369
5797	09/14/26	MARYL005	MARYLAND BIOCHEMICAL	409.07	369
5798	09/14/26	METLI005	METLIFE	538.80	369
5799	09/14/26	NJAME005	N.J. AMERICAN WATER COMPANY	404.58	369
5800	09/14/26	NJWEA006	NJWEA-SOUTH SECTION	432.00	369
5801	09/14/26	ONECA005	ONE CALL CONCEPTS	85.50	369
5802	09/14/26	PARKE005	PARKER MCCAY PA	5,566.50	369
5803	09/14/26	PKFOC005	PKF O'CONNOR DAVIES	17,592.24	369
5804	09/14/26	PRIME005	PRIMEPOINT LLC	1,543.15	369
5805	09/14/26	RIVER025	RIVERSIDE NAPA AUTO PARTS	54.26	369
5806	09/14/26	TREAS010	TREASURER, BURLINGTON COUNTY	2,215.87	369
5807	09/14/26	UNIVA005	UNIVAR SOLUTIONS	4,007.52	369
5808	09/14/26	VERIZ005	VERIZON	316.18	369
5809	09/14/26	VERIZ010	VERIZON WIRELESS	70.48	369
5810	09/14/26	XEROX005	XEROX CORPORATION	78.14	369

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	25	0	51,570.56	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	25	0	51,570.56	0.00

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Range of Checking Accts: 01 TD GENERAL to 01 TD GENERAL Range of Check Ids: 5811 to 5812
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
5811	09/16/26	MNASS005 M & N ASSOCIATES COMPANY	32,000.00	370
5812	09/16/26	USABL005 HD SUPPLY INC	1,417.43	370

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	33,417.43	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	33,417.43	0.00

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. Mingin that the meeting be adjourned and so declared by Chairman Conard.

Susan M. Dydek, RMC
Authority Secretary

Riverside Sewerage Authority