

Monday Afternoon  
Riverside, NJ  
September 12, 2016  
Regular Meeting

**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 Riverside Township Administrative Office Building on February 16, 2016.
2. Written notice was delivered to the Burlington County Times on February 16, 2016 and the Courier Post on February 16, 2016.
3. Filed written notice with the Clerk of the Township of Riverside on February 16, 2016.

The regular meeting of the Riverside Sewerage Authority was held on the above date at the Riverside Township Municipal Building with the following members present: Messrs. Mingin, Conard, Van Meter, and Horton along with Assistant Secretary/Treasurer Meghan Jack, Superintendent Joseph Bader and Assistant Superintendent Jeffrey Conard.

**RESOLUTIONS:**

Mr. Horton made a motion, seconded by Mr. Mingin that the following Resolutions be approved. Upon roll call, the vote was as follows: Ayes – Messrs. Horton, Mingin, Conard, Van Meter and Haman. Nays – None. Abstain – None. Motion carried.

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| 2016 - #28 | AUTHORIZING THE POLICIES AND PROCEDURES MANUAL.  |
| 2016 - #29 | A RESOLUTION OF THE RIVERSIDE SEWERAGE<br>AUTHORITY CANCELLING OF SEWERAGE<br>OVERPAYMENTS OR DELINQUENT AMOUNTS LESS THAN<br>\$10.00. |
| 2016 - #30 | CERTIFICATION OF THE ANNUAL AUDIT.   |
| 2016 - #31 | AUTHORIZING A REFUND TO REMY INVESTMENTS.  |
| 2016 - #32 | CORRECTIVE ACTION PLAN.  |
| 2016 - #33 | PROFESSIONAL SERVICES CONTRACT.  |

**RESOLUTION 2016-#28**  
**A Resolution of the Riverside Sewerage Authority Adopting the 2016  
Personnel Policies and Procedures Manual**

**WHEREAS**, it is the policy of 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 Meeting 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.

**NOW, THEREBY, BE IT RESOLVED** by the Riverside Sewerage Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all 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.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by 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 Authority shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that Long & Marmero is hereby appointed as Labor Counsel to advise the Authority in personnel matters.

**BE IT FURTHER RESOLVED** that the Authority Chair and all managerial/supervisory personnel are responsible for these employment practices. The Superintendent, Secretary, Assistant Secretary, Treasurer and the Labor Counsel shall assist the Authority Chair in the implementation of the policies and procedures in this manual.

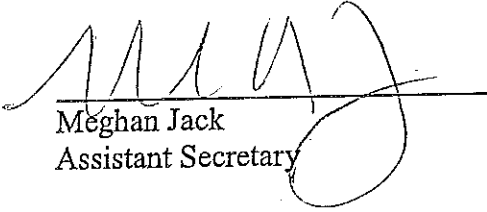
**RESOLUTION 2016 - #29**  
**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY**  
**CANCELLING OF SEWERAGE OVERPAYMENTS OR DELINQUENT**  
**AMOUNTS LESS THAN \$10.00**

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of refunds or delinquent amounts in the amounts of less than \$10.00; and

WHEREAS, the Authority may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Riverside Sewerage Authority that the Riverside Township Deputy Tax Collector (an Authority employee) and/or the Sewerage Authority Treasurer are authorized to cancel said amounts as deemed necessary and said approval is retroactive back to January 1, 2016.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Riverside Sewerage Authority in the Township of Riverside, County of Burlington, State of New Jersey, at a Regular Meeting held on September 12, 2016.

  
\_\_\_\_\_  
Meghan Jack  
Assistant Secretary

RIVERSIDE SEWERAGE AUTHORITY  
CERTIFICATION OF THE ANNUAL AUDIT  
RESOLUTION 2016 - #30

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

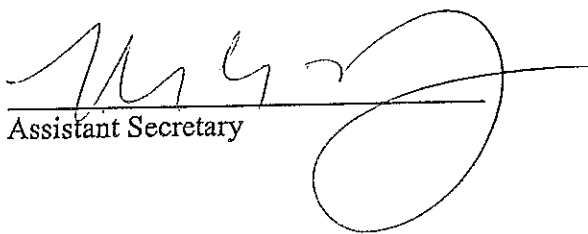
WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Riverside Sewerage Authority, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 12, 2016.

  
Assistant Secretary

LOCAL AUTHORITIES GROUP AFFIDAVIT  
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD  
AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Riverside Sewerage Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed/elected (cross out one) members of the Riverside Sewerage Authority
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

George F. Leonard

Richard G. Horton

Ronald Mungen

GARY B. HAMAN

ROBERT VANMETER

\_\_\_\_\_

\_\_\_\_\_

(SIGNATURE)

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

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Sworn to and subscribed before me this 31<sup>st</sup> day of October, 2016.

[Signature]  
Notary Public of New Jersey

**SUSAN M. DYDEK**  
Notary Public of New Jersey  
My Commission Expires April 17, 2020

**RESOLUTION 2016 - #31 OF THE RIVERSIDE  
SEWERAGE AUTHORITY AUTHORIZING A  
REFUND OF \$15,412.00 TO REMY INVESTMENTS,  
LLC FOR PROPERTY KNOWN AS 301 W.  
WASHINGTON STREET**

WHEREAS, Remy Investments, LLC ("Remy") is the owner of property known as 301 W. Washington Street, which is connected to the sewerage system owned and operated by the Riverside Sewerage Authority ("Authority"); and

WHEREAS, Remy has challenged the Authority's billings claiming that the service charges have been calculated incorrectly; and

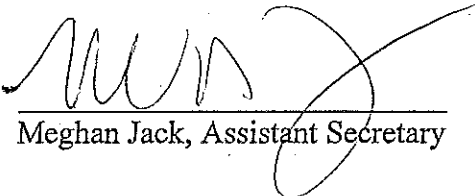
WHEREAS, the Authority has directed the Treasurer to review the service charges which have been assessed to Remy; and

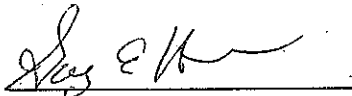
WHEREAS, the Treasurer has determined that an error was made in the rate applied to Remy so that it has overpaid the Authority \$15,412.00; and

WHEREAS, Remy has requested a refund in the amount of \$15,412.00 rather than having the overpayment credited to future charges; and

WHEREAS, the policy of the Authority generally is to apply overpayments to future billings, however, given the amount of the overpayment and the probability that it will take several years to apply the amount owing to future billings, and because the overbilling results from a clerical error, the Authority hereby elects in good faith to direct the Treasurer to issue a refund to Remy in the amount of \$15,412.

**NOW, THEREFORE, BE IT RESOLVED**, that the Treasurer is hereby directed to issue a refund to Remy Investments, LLC in the amount of \$15,412.00.

  
\_\_\_\_\_  
Meghan Jack, Assistant Secretary

  
\_\_\_\_\_  
Gary Haman, Chairman

**RESOLUTION 2016-#32**  
**A RESOLUTION OF THE RIVERSIDE SEWERAGE AUTHORITY ADOPTING A**  
**CORRECTIVE ACTION PLAN FOR THE 2015 AUDIT**

Whereas, the 2015 Audit contained findings and responses from the 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**

**Secretary**

**Finding 2015-01:**

All resolutions and minutes during the period January 1 through July 31 2015 were not signed by the Authority's Secretary and fully executed.

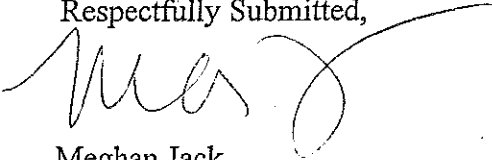
**Recommendation:**

All resolutions and minutes should be signed by the Authority's Secretary and fully executed as required.

**Corrective Action Plan:**

The Secretary will sign and executed all documents as required on a timely basis.

Respectfully Submitted,



Meghan Jack  
Treasurer  
856-461-1460 extension 4



Gary Haman  
Chairman

Attest:



Susan Dydek  
Secretary

**RESOLUTION 2016 - #33**  
**A RESOLUTION OF THE RIVERSIDE SEWER AUTHORITY AUTHORIZING**  
**AND ESTABLISHING THE PROFESSIONAL SERVICES BUDGET FOR THE**  
**CONSTRUCTION ADMINISTRATION OF THE PRIMARY DIGESTER**  
**MIXING SYSTEM.**

WHEREAS, the Riverside Sewerage Authority has authorized funding for the Primary Digester Mixing System; and

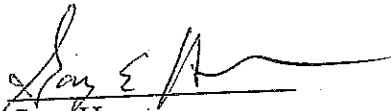
WHEREAS, the projects will require professional engineering services; and

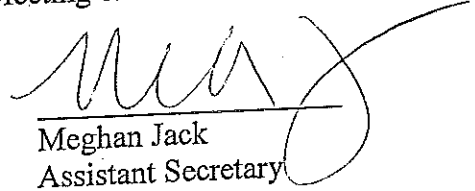
WHEREAS, the Authority has appointed Pennoni Associates as the Engineer for the year 2016; and

WHEREAS, the scope of work has been received from Pennoni Associates, as referenced in the attached Agreement, with a budget not to exceed \$35,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the Riverside Sewerage Authority hereby authorizes and establishes the professional services budgets for the Primary Digester Mixing System as outlined herein.

Adopted the 12<sup>th</sup> day of September 2016 at the Regular Meeting of the Riverside Sewerage Authority.

  
\_\_\_\_\_  
Gary Haman  
Chairman

  
\_\_\_\_\_  
Meghan Jack  
Assistant Secretary



**APPROVAL OF MINUTES:**

Motion made by Mr. Horton and Mr. Mingin that the minutes of the Work Session Meeting of August 8, 2016 be approved as written carried.

Motion made by Mr. Mingin and Mr. Horton that the minutes of the Regular Meeting of August 8, 2016 be approved as written carried.

**PUBLIC PORTION – (TECHNICAL):**

Chairman Haman opened the Public Portion – (Technical)

- 1) Leonard Berger – 619 Bem Street – Mr. Berger is requesting a waiver of the interest on his account. Mr. Berger stated that he came in to pay his bill and the woman in the office was speaking to a person so he left and dropped the payment in the drop box. **Mr. Horton and Mr. Mingin made a motion to waive the interest in the amount of \$1.46 carried.**

In seeing that there were no additional members of the public wishing to speak, **motion made by Mr. Horton and Mr. Mingin that the Public Portion (Technical) be closed, carried.**

**OLD BUSINESS:**

- 1) Review the Bylaws and Resolutions of the Riverside Sewerage Authority.

**NEW BUSINESS:**

- 1) 413 Chester Avenue – Sewerage backing up into street and affecting neighbors.
- 2) Manuel Pinho – 239 Bridgeboro Street – Sewerage problems.
- 3) Sandy Jaskowiak – 507 Weeks Avenue – Check main, high pitched noise in bathroom that is relieved when the toilet is flushed.
- 4) Manuel and Margarida Pinho – 239 Bridgeboro Street – Sewer backing up into basement.
- 5) Neil Githens (Plumber) – 506 Bridgeboro Street – Sewer backing up into street.

**ACTION:**

None.

**CORRESPONDENCE:**

- 1) State of New Jersey – Department of Environmental Protection – Riverside Sewerage Authority Primary Digester System.
- 2) State of New Jersey – Department of Anaerobic Digester Mixing System Replacement System.
- 3) Hugh Dougherty – Pennoni – Garage wall damage investigation

**Mr. Horton made a motion to accept the correspondence seconded by Mr. Mingin carried.**

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

Mr. Mingin reported that everything at the Plant is going well.

**APPEALS:**

Mr. Horton reported the Resolution approving the refund for Remy Investments was approved earlier in the meeting.

**REVENUE AND FINANCE:**

Mr. Haman reported that he signed all of the contracts that needed to be executed.

**STREETS:**

Mr. Van Meter reported that the Authority has been cleaning lines.

**SUPERINTENDENT'S REPORT:**

Superintendent Bader reported that an email correspondence was received from the DRBC commending Pennoni and the Riverside Sewerage Authority on the PMP effectiveness and efforts to reduce PCB loading into the Delaware Estuary, the new employees have been notified of their requirements to obtain their CDL License and they are currently attending school trying to obtain their Wastewater Licenses. There was an issue on September 6, 2016 the VFD drive for Pump #2 at Pump Station #1 went into fault and would not run in the auto mode. The Upper Belt on the Belt Filter Press has started to fray at the seam connecting the belt which requires replacement to process the digested sludge, the SCADA replacement has not begun and the Right To Know Audit will be forthcoming. **Mr. Horton made a motion that Superintendent Bader be allowed to accept the lowest bid that is received for repairing the VFD Drive seconded by Mr. Mingin carried.**

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

**Motion made by Mr. Horton and Mr. Conard to accept the Superintendent's Report carried.**

**ASSISTANT SUPERINTENDENT:**

Assistant Superintendent Jeffrey Conard reported that the new Ford F350 truck is in, the lights are installed and they are looking at a cargo slide for the back of the truck to hold the equipment. **Mr. Horton made a motion that a cargo slide may be purchased after the Treasurer confirms that there is money available in the budget seconded by Mr. Conard carried.**

**Mr. Van Meter made a motion authorizing to donate the Ford Explorer to the Riverside Fire Company for training purposes seconded by Mr. Conard. Upon roll call the vote was as follows: Ayes – Messrs. Van Meter, Conard, Mingin and Haman. Nays – None. Abstain – Mr. Horton. Motion carried.**

**Motion made by Mr. Horton and Mr. Mingin to approve the Assistant Superintendent's Report carried.**

**ENGINEER'S REPORT:**

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

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

Motion made by Mr. Conard and Mr. Van Meter to approve the Engineer's Report carried.

**CONSULTANT:**

Mr. Orfe was not present at the meeting.

**MONTHLY FINANCIAL REPORT:**

Treasurer Jack reported on the 2015 Audit Comments and the budget meetings will begin in October. The insurance company authorized a \$10,000.00 to assist with the Engineer's billing for the SCADA System.

Motion made by Mr. Horton and Mr. Conard to accept the Financial Report carried.

**BILLS AND EXPENDITURES:**

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

**PUBLIC PORTION (INFORMATIONAL):**

Chairman Haman opened the Public Portion.

In seeing that no members of the Public wished to speak, motion made by Mr. Conard and Mr. Mingin: Public Portion be closed.

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

  
Susan M. Dydek, RMC  
Authority Secretary

