

Monday Evening
Riverside, NJ
March 16, 2020
Regular Meeting
7:00p.m.

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, 2020.
2. Written notice was delivered to the Burlington County Times and the Courier Post on January 8, 2020.
3. Filed written notice with the Clerk of the Township of Riverside on January 8, 2020.

The regular meeting of the Riverside Township Committee was held on the above date at the Riverside Township Municipal Building 1 W. Scott Street Riverside, NJ 08075.

ROLL CALL

Mrs. Weaver – present, Mrs. Hatcher – present, Mr. Kimble – present, Mr. Kirk – not in attendance, Mr. Frey – present.

Also present: Municipal Clerk Susan M. Dydek, Police Chief William Eliason, Administrator Meghan Jack, Emergency Management Coordinator George Conard Jr., Fire Chief Donald Nesbitt and Palmyra Ambulance Chief Dan Norman.

PROCLAMATIONS:

- 1) Honoring Alex Stockton. **Motion made by Mrs. Hatcher and Mr. Kimble adopting the aforementioned Proclamation carried.**

APPROVAL OF MINUTES:

Motion made by Mr. Kimble and Mrs. Weaver that the following minutes be approved: The Work Session Meeting of February 24, 2020, the Regular Meeting of February 24, 2020, the Closed Session Minutes of February 24, 2020 and the Special Meeting of March 2, 2020 and the Special Work Session Meeting of March 2, 2020. Upon roll call the vote was as follows: Ayes – Messrs. Kimble and Frey and Mrs. Weaver. Nays – None. Abstain – Mrs. Hatcher. Motion carried.

OPEN PORTION AGENDA ITEMS:

Mayor Frey opened the meeting to the public for agenda items only.

In seeing that no members of the public wishing to speak, **motion made by Mrs. Weaver and Mr. Kimble to close Public Portion (Agenda Items Only) carried.**

ORDINANCES

Mr. Kimble made a motion to adopt Ordinance 2020 - #3 entitled, "AN ORDINANCE OF THE TOWNSHIP OF RIVERSIDE AUTHORIZING THE SALE OF CONTIGUOUS PROPERTY BLOCK 805 LOT 4.01" seconded by Mrs. Weaver. Upon roll call the vote was as follows: Ayes – Messrs. Frey, Kimble and Mmes. Weaver and Hatcher. Nays – None. Abstain – None. Motion carried.

CONSENT AGENDA:

Mr. Kimble made a motion, seconded by Mrs. Weaver that the Consent Agenda be approved. Upon roll call the vote was as follows: Ayes – Messrs. Kimble and Frey and Mrs. Weaver. Nays – None. Abstain – Mrs. Hatcher. Motion carried.

The following Resolutions were contained in the consent agenda:

- | | |
|------------|--|
| 2020- #47 | Overpayment Resolution. |
| 2020 - #48 | Contract Award. |
| 2020 - #49 | Guidelines for Township of Riverside Township Employee Leave Time and Staffing – COVID-19. |
| 2020 - #50 | Budget Transfers. |

ACTION

- 1) Authorization to approve Peddler/Solicitor's Licenses for Joan Schober, Andrew T. Williams, Bryant Geissler and Kenneth Winder to see Mr. Softee products pending the Governor's release of business constraints with regard to the COVID-19 **approved on motion by Mrs. Hatcher and Mr. Kimble carried.**
- 2) **Mr. Kimble made a motion** authorizing to improve the Request for Use of Building and/or Facilities for Party Works LLC to use the AA Field for State Inspection of their equipment **seconded by Mrs. Hatcher carried.**

SHADE TREE COMMITTEE REQUEST

- 1) Steve Mostovyk – 8 Henry Street – Tree removal.
- 2) Bud Harley – 6 Henry Street – Tree removal.

CORRESPONDENCE:

None.

RESOLUTION 2020- #47**RIVERSIDE TOWNSHIP OVERPAYMENT RESOLUTION**

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

<u>Name</u>	<u>Amount</u>	<u>Address</u>	<u>Reason</u>	<u>Department</u>
Triumph Investments LLC	\$250.00	40 Devonshire Road Princeton, NJ 08540	Sold Property located at 610 Filmore Street (Vacant)	Township Clerk
Law Property Management	\$750.00	PO Box 127 Riverside, NJ 08075	Sold Property located at 401 Lippincott Avenue (Vacant)	Township Clerk

RESOLUTION 2020 - #48A RESOLUTION OF THE TOWNSHIP OF RIVERSIDE
AWARDING THE CONTRACT FOR THE
AA SIDEWALK PROJECT.

WHEREAS, the Township Committee of the Township of Riverside has requested bids for the installation of the AA Sidewalk Project; and

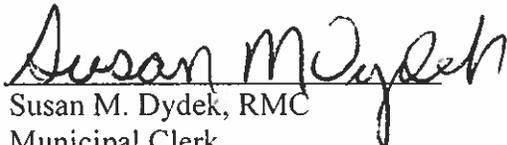
WHEREAS, bids have been received from the following for the same in accordance with the request:

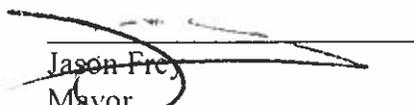
<u>Bidder:</u>	<u>Base Bid:</u>
Rahn Construction	\$30,735.40
Diamond Construction	\$32,000.00
Seacoast Construction Inc.	\$39,000.00
Bialowas Concrete	\$29,600.00
Decker's Inc.	\$19,704.00
Charles Marandino LLC	\$46,000.00
AJR Masonry, LLC	\$24,000.00
Think Pavers.com Hardscaping	\$26,400.00
Nava Construction	\$17,500.00
Rudy Grilli	\$29,400.00

WHEREAS, the bid of Nava Construction, totaling \$17,500.00 is hereby determined by the Township of Riverside to be the lowest acceptable bid; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Riverside that project outlined above shall be awarded to Nava Construction.

Adopted the 13th day of March 2020 at the Regular Meeting of the Township Committee of the Township of Riverside.


Susan M. Dydek, RMC
Municipal Clerk


Jason Frey
Mayor

RESOLUTION 2020-#49**GUIDELINES FOR TOWNSHIP OF RIVERSIDE TOWNSHIP
EMPLOYEE LEAVE TIME AND STAFFING – COVID-19**

As provided in Resolution 2020-#49, the protection of the health and well-being of the Township of Riverside residents and the Township's workforce is a primary concern. It is equally important to ensure the continuous delivery of *essential* municipal services during this rapidly evolving outbreak of the novel coronavirus, COVID-19. Therefore, municipal operations need flexibility to address staffing capabilities to ensure *essential* operational needs are met. Similarly, employees require greater latitude in applicable leave time procedures to prevent further spread of the virus and to prioritize their health and the health of their immediate family members.

Therefore, in support of Executive Order 103, the Township Committee of the Township of Riverside authorizes to waive, suspend, and/or modify any existing rule and/or policy where its enforcement would be detrimental to the public welfare, and specifically authorizes the Township Administrator to take appropriate steps to address the public health hazard of COVID-19 via the following guidelines:

Alterations to Existing Work Arrangements

The Township Administrator is permitted to implement or modify flextime or alternative workweek programs and may adjust established hours of daily or shift operations without the need for prior approval. These flextime arrangements may include modifications regarding hours of work and break times. Prior to implementing a new program or a modification of an existing program, the Township Administrator shall advise the Governing Body of any anticipated modifications to hours of work or leave times in addition to notifying negotiation representatives of the modifications before implementation.

Applicable Leave Time Procedures

If an employee is (i) diagnosed with COVID-19, (ii) directed by a medical professional or governmental agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (iii) undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, then the employee will not be required to utilize accumulated leave time if they provide documentation verifying the same within three work days of the initial absence. As with any documentation of illness, the documentation should be provided to Human Resources, maintaining its confidentiality under the Health Insurance Portability and Accountability Act. If an employee does not provide such documentation, then the employee will be required to utilize their own accumulated leave time.

If the absence is caused by the employee's need to care for an immediate family member who (i) has been diagnosed with COVID-19, (ii) was directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (iii) is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, the employee shall submit documentation verifying the family member's COVID-19 related illness, exposure, and/or quarantine period to Human Resources within three days of the employee's initial absence. If no such documentation is received, the employee will be required to use accumulated leave time.

Employees who have been exposed to or diagnosed with the COVID-19 virus will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the recommended 14-day period of quarantine from the point of last exposure (regarding those who were exposed).

Until further notice, employees who had previously been subjected to documentation requirements due to excessive absenteeism or abuse of sick leave shall not be disciplined for future absences that occur as a result of their being suspected of or diagnosed with the COVID-19 virus or having to be absent to care for a family member impacted by the virus. Additionally, no absenteeism related to the COVID-19 virus shall subject an employee to a documentation requirement for excessive absenteeism. If no documentation is received within three days to support an asserted COVID-19 related absence, the Township may exercise its discretion in determining its response.

Example: Employee A, who is required to provide documentation due to excessive absenteeism, calls out stating she has been exposed to COVID-19. Three days later, Employee A provided documentation from her medical provider that she was in contact with an individual diagnosed with COVID-19 and is required to self-quarantine. In this case, no disciplinary action should be considered.

School Closures

Employees who are not under suspicion of having been exposed to the virus or diagnosed with the virus but wish to stay home with a child of whom they are the parent or legal guardian due to the closure of a preschool program, elementary or secondary school, or child care center related to COVID-19, will be required to provide documentation verifying the closing. As explained more fully below, the Township Administrator in conjunction with the effected Department Head/Division Chief, will review how best to ensure continuity of operations in determining if work from home arrangements can, or should, be accommodated for both essential and non-essential employees during the period of the closure. If a work from home arrangement cannot be accommodated, such employee will not be required to use accumulated leave during the period of the COVID-19 related closure.

If the employee is staying home to care for a child who is under suspicion of having the virus or has been diagnosed with COVID-19, the employee will be required to provide documentation from a medical professional or governmental agency in order for the leave time procedure outlined above to apply.

Staffing

The Township Administrator is actively reviewing continuity of operations plans and lists of designated essential employees. In the event of a partial or full closure of Township operations, essential employees will be notified regarding whether they are required to report to work, in accordance with their essential designation, and will be paid at their regular rate of pay. As required, representative unions will also be notified of such changes.

Department Heads/Division Chiefs should be reviewing their current continuity plans to determine if requests to work from home can, or should, be accommodated for both essential and non-essential employees during this rapidly evolving time of uncertainty.

In the event of staffing shortages that disrupt the usual delivery of municipal services due to diagnosis and/or necessity of quarantine, it may become necessary for the Township Administrator to reassign essential work duties to ensure continuity of operations. This potential temporary assignment of out of title work will be permissible so long as (1) the employee is otherwise qualified for the out of title work, (2) the assignment is temporary in nature, and (3) the employee's normal job duties resume upon return of the absent employee(s).

Subject to the need of an essential employee to work from home, the Township of Riverside will provide all equipment, tools, and resources necessary to accommodate such work.

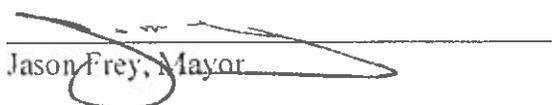
Required Medical Documentation

For cases where individuals are undergoing a period of isolation or quarantine under circumstances described above, documentation from a local, state or federal governmental agency, a medical professional, office, or hospital or proof that the employee was recently in a location where the recommendation by a governmental agency is to self-quarantine will satisfy the requirement to provide documentation. Additional forms of documentation may be permitted at the discretion of the Township Administrator.

For cases where individuals are caring for an immediate family member sickened by or diagnosed with COVID-19, then the employee shall submit documentation verifying the family member's COVID-19 related illness to Human Resources within three days of the employee's initial absence.

If an employee is absent from work without sufficient documentation confirming diagnosis or quarantine or isolation due to exposure or potential exposure, standard leave rules apply.

Adopted by Resolution 2020-#49 on the 16th day of March, 2020 and will remain in effect until further notice.


Jason Frey, Mayor

ATTEST:


Susan M. Dydek, RMC
Municipal Clerk

RESOLUTION 2020- #50

RIVERSIDE TOWNSHIP OVERPAYMENT RESOLUTION

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

<u>Name</u>	<u>Amount</u>	<u>Address</u>	<u>Reason</u>	<u>Department</u>
Calvan Vanard	\$250.00	204 S. Fairview St. Riverside, NJ 08075	Refund Street Opening Escrow. Permit #1204	Township Clerk

REPORTS:**DEPARTMENT OF PUBLIC SAFETY:**

Chief Eliason reported on the COVID-19. The County Department of Health will be the Lead Agency. All the bars and restaurants will close at 8:00pm. Food stores, pharmacies and gas stations may stay open. There is a COVID Task Force established. Any Police, OEM or employee in contact with the COVID-19 will be quarantined for 14 days. This will be a Workman's Compensation. There is a company on stand-by to disinfect the Police Station and the Police vehicles if needed. Chief Eliason requested permission to enter into a MOU with the surrounding jurisdictions. Chief Eliason reported that the Police Department is trying to limit exposure of the COVID-19 with the public.

Mayor Frey stated that he would like to see the Town sign utilized.

Administrator Jack recommended that the Administrative Offices be closed to the public through March 31, 2020. The women in the Construction Office will rotate working days and women in the Tax Office will be rotating working days. Normal business will operate via email, telephone, drop box or USPS mail. Should the Police Department need to be disinfected, the Police will commandeer the Administrative Offices. Public Works will continue to work.

Mayor Frey stated that next month the Public Meeting will be done via remotely and recommended that all board utilize remote meetings.

Mayor Frey thanked all the First Responders for their efforts.

DEPARTMENT OF PUBLIC WORKS:

Mrs. Hatcher had no report.

DEPARTMENT OF REVENUE AND FINANCE AND ECONOMIC DEVELOPMENT:

Mr. Kirk was not in attendance.

DEPARTMENT OF RECREATION:

Mr. Kimble thanked the First Responders. Mr. Kimble reported that he has 29 sign-ups for the 5k. Mr. Kimble stated that he is unable to obtain any food trucks, and he is moving forward cautiously.

DEPARTMENT OF PUBLIC EVENTS:

Mrs. Weaver reported that the Easter Egg Hunt may need to be postponed. Chief Eliason stated that the Police Department will host the Haunted House again and the theme will be "Nightmare on Scott Street."

SOLICITOR'S REPORT:

Solicitor Marmero was not in attendance.

ENGINEER'S REPORT:

The Engineer's Report has been submitted and a copy of the report is on file in the Municipal Clerk's Office.

ADMINISTRATOR'S REPORT:

Administrator Jack had no report.

Motion made by Mr. Kimble and Mrs. Weaver to approve all the reports that were given and submitted. Upon roll call the vote was as follows: Ayes – Mrs. Weaver, Messrs. Kimble and Frey. Nays – None. Abstain – Mrs. Hatcher. Motion carried.

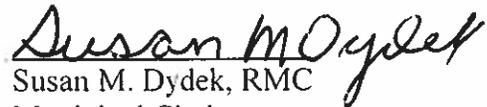
BILLS AND EXPENDITURES:

Motion made by Mr. Kimble and Mrs. Weaver to approve the bills and expenditures for payment. Upon roll call the vote was as follows: Ayes – Mrs. Weaver, Messrs. Kimble and Frey. Nays – None. Abstain – Mrs. Hatcher. Motion carried.
carried.

PUBLIC PORTION:

In seeing no members of the public wishing to speak, motion made by Mrs. Hatcher and Mr. Kimble to close Public Portion carried.

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


Susan M. Dydek, RMC
Municipal Clerk

