

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL  
6:00PM - JANUARY 6, 2026**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, December 6, 2025.

**FLAG SALUTE**

**COUNCIL ROLL CALL:** Bucci, Carfagno, Dewees, Kern, Notaro, Polistina, Smith  
**MAYOR:** Chau

**CEREMONIAL OATH OF OFFICE**

Ceremonial Oath of Office Administered by Mayor Erland Chau

- Council 2nd Ward, Cynthia Kern

**ELECT COUNCIL PRESIDENT FOR 2026**

**ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2026**

**MAYOR'S STATE OF THE CITY ADDRESS**

**APPROVAL OF MINUTES** – December 16, 2025

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- |                |   |
|----------------|---|
| <b>1-2026</b>  | Annual Schedule of Meetings   |
| <b>2-2026</b>  | Temporary Appropriations  |
| <b>3-2026</b>  | Designation of Official Newspapers for the Publication of Legal Notices for the City of Northfield                            |
| <b>4-2026</b>  | Annual Appointments   |
| <b>5-2026</b>  | To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2026                                   |
| <b>6-2026</b>  | Safety and Health Committee Appointments  |
| <b>7-2026</b>  | Establishing Charges for Municipal Public Records   |
| <b>8-2026</b>  | Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund           |
| <b>9-2026</b>  | Appointing Public Agency Compliance Officer   |
| <b>10-2026</b> | Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund |

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL**  
**6:00PM - JANUARY 6, 2026**

- 11-2026** A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF
- 12-2026** A Resolution Adopting Robert's Rules of Order
- 13-2026** City of Northfield Local Emergency Management Council Appointments
- 14-2026** A Resolution Adopting a Cash Management Plan
- 15-2026** To Establish the Rate of Interest for Nonpayment of Taxes or Assessments
- 16-2026** Authorize Delinquent Tax Penalty Charges
- 17-2026** Authorizing Award of Contract for Registered Municipal Accountant through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 18-2026** Authorizing Award of Contract for Licensed Land Surveyor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 19-2026** Authorizing Award of Contract for Bond Counsel through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 20-2026** Authorizing Award of Contract for Labor Relations Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 21-2026** Authorizing Award of Contract for Tax Appeal Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 22-2026** Authorizing Award of Contract for Municipal Engineer through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 23-2026** Authorizing Award of Contract for Municipal Solicitor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 24-2026** Resolution Authorizing the Public Auction of Abandoned / Unclaimed Vehicles
- 25-2026** Resolution Recognizing Members of the Northfield Volunteer Fire Company
- 26-2026** Resolution Recognizing Members of the Northfield Volunteer Company Ladies' Auxiliary
- 27-2026** Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 28-2026** Designating Custodians of Records in Accordance with the Open Public Records Act
- 29-2026** Resolution Authorizing Cancellation of Tax Refunds and / or Delinquencies of Less than Ten Dollars Pursuant To N.J.S.A. 40A:5-17.1
- 30-2026** Authorizing Refund of Performance Surety Payment for Street Opening Permit
- 31-2026** Treatment Works Approval (TWA) Application to The New Jersey Department of Environmental Protection For The Dolphin Avenue Sewer Main Extension
- 32-2026** Supporting an Amendment to the Atlantic County Solid Waste Management Plan Endorsing The Expansion of the ACUA Landfill at the Howard "Fritz" Haneman Environmental Park
- 33-2026** To Reject All Proposals and Authorize Re-Advertisement of Request for Proposals for Project Known as "Recreation Improvements at Birch Grove Park", FY 2024 Local Recreation Improvement Grant (LRIG)
- 34-2026** Approval of Specifications and Authorization to Proceed with Public Bidding for General Repairs and Construction of the City of Northfield Sanitary Sewer and Stormwater Facilities
- 35-2026** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12b(7) and (8), Regarding Matters Relating to Attorney-Client Privilege and Personnel Matters

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL  
6:00PM - JANUARY 6, 2026**

- 36-2026**      Appointment of Scott Pollak as Chief of Police for the City of Northfield  
**37-2026**      Approving Terms and Conditions of a Memorandum of Agreement Between Scott Pollak Upon His Promotion to Chief of Police for the City of Northfield, and the City of Northfield

**ORDINANCE**

- 1-2026**      Ordinance Providing for and Establishing Salary Ranges of Officers and Employees of the City of Northfield and Repealing All Ordinances Heretofore Adopted, the Provisions of which are Inconsistent Herewith  
*Introduction / No Public Input / Published in the Press of AC 1/10/2026*  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration 1/20/2026*

**PAYMENT OF BILLS**      \$ 256,383.01

**MEETING NOTICES**

City Council	January 20	6pm Work Session
		Regular Session immediately following

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 1-2026**

**ANNUAL SCHEDULE OF MEETINGS**

**BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the Annual Schedule of meetings for calendar year 2026 shall be as follows:

January - Reorganization	January 6th
January	January 20th
February	February 3rd and 17th
March	March 10th and 24th
April	April 7th and 21st
May	May 5th and 19th
June	June 9th and 23rd
July	July 14th
August	August 11th
September	September 1st and 15th
October	October 6th and 20th
November	November 10th and 24th
December	December 15th

**BE IT FURTHER RESOLVED** that all 2026 Council meetings will start with a work session at 6:00 p.m., with the regular session immediately following, in Council Chambers, 1600 Shore Road, Northfield, New Jersey, 08225.

Special Meetings may be scheduled by the Council President at any time, provided notice of said meeting is properly advertised and complies with the provisions of Public Law 1975, Chapter 231 or the exceptions there under.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 2-2026**

**TEMPORARY APPROPRIATIONS**

**WHEREAS**, N.J.S.A.40A:4-19 provides for the establishment of temporary appropriations if any contracts, commitments, or payments are to be made prior to the adoption of the annual budget; and

**WHEREAS**, the total of such temporary appropriations shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget of the preceding fiscal year excluding appropriations made for debt service, capital improvement fund and public assistance; and

**WHEREAS**, such 26.25% limitation amount is \$ **3,638,762.11**.

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations shall constitute the City of Northfield 2026 Temporary Budget:

**2026 Temporary Budget**

Admin & Executive S & Wages	5,000.00
Admin & Executive O/E	14,000.00
Mayor & Council S & W	18,750.00
Mayor & Council O/E	2,000.00
Clerk S & W	35,000.00
Clerk O/E	5,000.00
Finance S & W	35,000.00
Finance O/E	4,000.00
Audit O/E	20,000.00
Collector S & W	40,000.00
Collector O/E	3,000.00
Assessor S & W	15,000.00
Assessor O/E	2,000.00
Workman's Compensation	60,000.00
Employee Group Insurance	425,000.00
Other Insurance	40,000.00
Health Benefits Waiver	-
Legal O/E	30,000.00
COAH Services	15,000.00
Planning Board S & W	2,000.00
Planning Board O/E	1,000.00
Engineering O/E	10,000.00

Fire S & W	150,000.00	
Hydrants	25,000.00	
O/E	7,000.00	
Police S & W	500,000.00	
Police O/E	7,000.00	
EMS Services	\$35,000.00	
Emergency Mgmt S & W	3,000.00	
Emergency Mgmt O/E	500.00	
Streets & Road S&W	120,000.00	
Streets & Road O/E	10,000.00	
Parks Maintenance	10,000.00	
Vehicle Maintenance O/E	10,000.00	
Solid Waste Contracts	230,000.00	
Buildings & Grounds O/E	50,000.00	
Maint of Bike Path	500.00	
Sewer S & W	40,000.00	
Sewer O/E	5,000.00	
Construction Official S & W	40,000.00	
Construction Official O/E	2,500.00	
Zoning / Housing S & W	20,000.00	
Zoning / Housing O/E	1,000.00	
Petroleum Products	10,000.00	
Telecommunications	10,000.00	
Water	10,000.00	
Electricity & Natural Gas	60,000.00	
PERS	195,886.00	
Social Security	25,000.00	
PFRS	871,425.00	
Unemployment	3,000.00	
DCRP	2,000.00	
<b>TOTAL WITHIN CAPS</b>		<b>\$ 3,235,361.00</b>
Interlocal Agreement – Dispatch	155,000.00	
Interlocal – CFO	13,322.00	
Interlocal Agreement - ACUA	230,000.00	
Sewer Repairs	5,000.00	
<b>TOTAL PER 26.25% LIMIT</b>		<b>\$ 3,638,683.00</b>
Bond Principal	-	
BAN Payment	-	
Interest on Bonds	120,000.00	
Interest on Notes	-	

<b>TOTAL TEMPORARY BUDGET</b>		<b>\$3,758,683.00</b>
2025 Adopted Budget	15,298,335.90	
Less :		
Capital Improvements	264,190.00	
Debt Service	<u>1,172,195.00</u>	
	13,861,950.90	
Maximum Allowed (26.25%)		<b>\$3,638,762.11</b>
Difference		\$ 79.11

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 3-2026**

**DESIGNATION OF OFFICIAL NEWSPAPERS  
FOR THE PUBLICATION OF LEGAL NOTICES  
FOR THE CITY OF NORTHFIELD**

**IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that **THE PRESS OF ATLANTIC CITY**, and **THE OCEAN CITY SENTINEL** are hereby designated as the official newspapers for the publication of any advertisements and notices required by law to be published by the municipality. Publication in either of the above shall be deemed to be the official notice to satisfy the requirements of N.J.S.A. 40:53-1.

**BE IT FURTHER RESOLVED**, pursuant to P.L. 2025 Chapter 72, after March 1, 2026, the City of Northfield, where required by law or by order or rule of any court to publish or advertise a legal notice, shall publish or advertise the legal notice on the City of Northfield's official internet website: <https://www.cityofnorthfield.org>.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 4-2026**

**ANNUAL APPOINTMENTS**

**IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, that the following appointments are hereby made, confirmed, and ratified:

ONE YEAR TERM / January 1, 2026 - December 31, 2026

Deputy Municipal Clerk Specialist – Shannon Campbell

Clean Communities Coordinator – Shannon Campbell

Collector of Sewerage Revenue and Search Officer – Robin Atlas, CTC

Housing Officer – Gerardo Marin-Jimenez

Zoning Officer – Rami Nassar

ADA Compliance Officer– Municipal Engineer

Municipal Alliance Coordinator – Shannon Campbell

Right to Know / PEOSHA Indoor Air Quality Designee – Kathi Smith

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 5-2026**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE  
A PETITION OF APPEAL OR APPEALS  
FOR THE TAX YEAR 2026**

**WHEREAS**, from time to time, the Tax Assessor of the City of Northfield discovers an error in calculation, transposition, measurement, or typographical error in the tax assessment on the tax list after the time within which the County Board of Taxation has certified the tax rates of the tax year; and

**WHEREAS**, the governing body of the taxing district of the City of Northfield is desirous that every taxpayer shall pay their fair share of taxes; and

**WHEREAS**, if said error is discovered by the Tax Assessor in the normal course of business and is not corrected, the affected taxpayers would then be paying more or less than their fair share of taxes; and

**WHEREAS**, in each instance, the error discovered was not caused by any act or omission of the taxpayer.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Mayor and Council of the taxing district of the City of Northfield that the Tax Assessor is hereby authorized and permitted to file a Petition of Appeal or Appeals for the tax year 2026 with the Atlantic County Board of Taxation to seek correction of such errors, and, in each instance, to either raise or lower the assessment to the correct and proper value; and

**IT IS FURTHER RESOLVED** that in each such instance, a copy of any Petition of Appeal filed with the Atlantic County Board of Taxation pursuant to the authorization extended by this Resolution shall be filed with the Municipal Clerk of the City of Northfield; and

**IT IS FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded by the Municipal Clerk of the City of Northfield to the Atlantic County Board of Taxation upon passage of this Resolution; and

**IT IS FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Atlantic County Board of Taxation accompanying any Petition of Appeal which may be filed by the Assessor under the authority extended herein.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 6-2026**

**SAFETY AND HEALTH COMMITTEE APPOINTMENTS**

**WHEREAS**, it is the policy of the City of Northfield to promote a safe and healthy environment in the City Government; and

**WHEREAS**, the City must provide a mechanism to evaluate accidents, practices, resources, and issues, and to make recommendations which promote and maintain a safe and healthy working environment in order to protect the public resources and reduce City exposure to risk and loss.

**NOW, THEREFORE, BE IT RESOLVED** that the members of the Safety and Health Committee be appointed as follows:

Safety Coordinator	Shannon Campbell
Claims Coordinator	Mary Canesi
Finance Department	Kathi Smith
Fire Department	Fire Chief
Fund Commissioner	Mary Canesi
Alternate Fund Commissioner	Shannon Campbell
Code Enforcement	Christopher Prychka
Buildings & Grounds	Kathi Smith
Library	Library Director
Office of Emergency Management	Tim Joo
Police Department	Chief of Police
Road Department/Sewerage Operations	Darren Boyd
Tax Office	Robin Atlas

**BE IT FURTHER RESOVELD**, it is mandatory that the Committee Members attend or send a representative to all City Safety Meetings scheduled by the Safety Coordinator.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO.7-2025**

**ESTABLISHING CHARGES FOR MUNICIPAL PUBLIC RECORDS**

**BE IT RESOLVED** by the Mayor and Common Council of the City of Northfield that in accordance with N.J.S.A. 47:1A-5.b, the City of Northfield does hereby establish the following charges for the reproduction of any municipal public record:

Per Page Cost Letter Size .....\$ .05 per page  
Per Page Cost Legal Size .....\$ .07 per page

Access to electronic records and non-printed materials shall be provided free of charge, but the City of Northfield shall charge for the actual costs of any needed supplies such as computer discs. Mailing charges shall consist of actual postage.

**BE IT RESOLVED** that fees for City documents reproduced by a 3<sup>rd</sup> party shall not exceed actual duplication costs.

**BE IT FURTHER RESOLVED** that a request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 8-2026**

**A RESOLUTION APPOINTING A FUND COMMISSIONER  
AND AN ALTERNATE FUND COMMISSIONER  
FOR THE ATLANTIC COUNTY JOINT INSURANCE FUND**

**WHEREAS**, the City of Northfield is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as FUND; and

**WHEREAS**, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint (1) Fund Commissioner to the Fund. Each Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and no individual may serve as Fund Commissioner for more than one member; and

**WHEREAS**, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing unit's local governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

**WHEREAS**, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing members shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

**WHEREAS**, the Governing Body recommends the appointment of Municipal Clerk, Mary Canesi, as Fund Commissioner, and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, in accordance with FUND bylaws.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the City of Northfield does hereby appoint Municipal Clerk, Mary Canesi, as Fund Commissioner and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, for the Atlantic County Municipal Joint Insurance Fund.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 9-2026**

**APPOINTING MARY CANESI AS THE DESIGNATED  
PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, pursuant to N.J.A.C. 17:27-3.3, the City of Northfield must appoint a Designated Public Agency Compliance Officer; and

**WHEREAS**, the Common Council of the City of Northfield has recommended Municipal Clerk Mary Canesi for the position of Public Agency Compliance Officer.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Common Council of the City of Northfield do hereby approve, confirm, and ratify this appointment to expire December 31, 2026.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 10-2026**

**APPOINTMENT OF RISK MANAGEMENT CONSULTANT IN  
ACCORDANCE WITH THE BYLAWS OF THE ATLANTIC COUNTY  
MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the City of Northfield is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self-insurance pooling fund, and;

**WHEREAS**, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

**WHEREAS**, the Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the City's 2026 total combined Atlantic County Municipal Joint Insurance Fund assessment, which is charged against line 06-23-215-200, and;

**WHEREAS**, requests for proposals for Risk Management Consultant Services were advertised and two proposals were received; and

**WHEREAS**, Derek Valenti of Hardenberg Insurance Group submitted a proposal on December 2, 2025, indicating he will provide the City of Northfield with his services as Risk Management Consultant for an annual fee of \$8,000.00; and

**WHEREAS**, the City's 2026 total combined Atlantic County Municipal Joint Insurance Fund assessment is \$475,931, and the fee proposed by Mr. Valenti represents approximately 1.68% of this total.

**NOW THEREFORE**, be it resolved that the governing body of the City of Northfield does hereby appoint as its Risk Management Consultant, in accordance with 40A:11-5 and;

**BE IT FURTHER RESOLVED** that the term of said appointment shall be one year, from January 1, 2026, to December 31, 2026; and

**BE IT FURTHER RESOLVED** that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

ATTEST: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

ATTEST: \_\_\_\_\_ CONSULTANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**“AGREEMENT”**  
**RISK MANAGEMENT CONSULTANT**  
**ATLANTIC COUNTY**  
**MUNICIPAL JOINT INSURANCE FUND**

This agreement, entered into this 1<sup>st</sup> day of January, 2026, between the City of Northfield (hereinafter referred to as Municipality) and Hardenbergh Insurance Group (Corporation) of the State of New Jersey, having its principal office at 8000 Sagemore Dr., Suite 8101, Marlton, NJ 08053 (hereinafter referred to as the Consultant).

**WHEREAS**, the Consultant has offered to the **Municipality** professional risk management consulting services as required in the Bylaws of the Atlantic County Municipal Joint Insurance Fund, and

**WHEREAS**, the **Municipality** desires these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held January 6, 2026;

**NOW THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
  - A) The Consultant shall assist the **Municipality** in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
  - B) The Consultant shall assist the **Municipality** in understanding and selecting the various coverages available from the Atlantic County Municipal Joint Insurance Fund.
  - C) The Consultant shall review with the **Municipality** any additional coverage that the Consultant feels should be carried but are not available from the Fund and subject to the Municipality's authorization place such coverages outside the Fund.
  - D) The Consultant shall assist the **Municipality** in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the consultant.
  - E) The Consultant shall review the **Municipality's** annual assessment as prepared by the Fund and assist the Municipality in the preparation of its annual insurance budget.
  - F) The Consultant shall review the loss and engineering reports and assist the safety committee in its loss containment objectives.



- G) The Consultant shall attend and actively participate in the MUNICIPALITY's Safety Committee activities and meetings and shall present information to the Safety Committee on Safety related topics.
- H) The Consultant shall attend the MUNICIPALITY's Member Accident Review Panel meetings and assist the MUNICIPALITY in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
- J) Any other services required by the Fund's Bylaws.
2. The term of this agreement shall be for one (1) year from the first day of **January 2026**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
3. The Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, an amount of **\$8,000**. Said fee shall be paid within 30 days of payment of the member's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
4. For any coverages, authorized by the **Municipality**, to be placed outside of the Fund, the Consultant shall receive as his full compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Item 3 above.
5. Either party may cancel this Agreement, with cause, at any time by mailing to the other written notice calling for termination at any time not less than ninety (90) days thereafter. Fees shall be pro-rated to the date of termination.

ATTEST: \_\_\_\_\_  
*(signature)*

MUNICIPALITY: \_\_\_\_\_  
*(Mayor Erland VL Chau)*

PRINT NAME: \_\_\_\_\_

PRINT REP NAME: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
*(signature)*

CONSULTANT: \_\_\_\_\_  
*(Jon Sharp)*

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT FIRM: Hardenbergh Insurance Group

DATE: \_\_\_\_\_

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 11-2026**

**A RESOLUTION AUTHORIZING THE CONTACT PERSONS  
TO ACCESS THE EMPLOYMENT PRACTICES LIABILITY  
CONSULTATION SERVICE (EPL)  
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Governing body of the City of Northfield hereinafter referred to as “MUNICIPALITY”, is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as “FUND”; and

**WHEREAS**, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

**WHEREAS**, the FUND has budgeted an annual allowance per member for EPL consulting services; and

**WHEREAS**, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the City of Northfield does hereby designate Mary Canesi, Fund Commissioner, as its Contact Person.

**BE IT FURTHER RESOLVED** that the Governing Body does hereby designate the Municipal Solicitor and Chief Financial Officer Dawn Stollenwerk as additional Contact Persons.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 12-2026**

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY  
COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY OF  
NORTHFIELD FOR THE YEAR 2026**

**WHEREAS**, it is in the interest of the City of Northfield to adopt standing rules of order and regulations for participation at City Council Meetings for the purpose of promoting efficiency and ensuring that the public has a fair opportunity to comment when permitted to do so.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Common Council of the City of Northfield adopt the following standing rules of order and conduct for City Council Meetings:

- A. Adoption of Roberts Rules of Order.
  - a. City Council meetings shall use Robert's Rules of Order, 11<sup>th</sup> edition, as a guide to meeting procedures.
- B. Regulations of Participation at City Council Meetings.
  - a. The Chair must recognize a speaker.
  - b. The person must state his or her name and municipality of residence for the record.
  - c. All persons recognized by the Chair must engage in respectful and orderly discourse. In the event of disrespectful, vulgar, or inflammatory discourse, the Chair may exercise discretion and terminate the person's right to speak.
  - d. Members of the public shall be given up to five minutes to address the Governing Body regardless of the number of issues during the Public Portion of the meeting and shall not be entitled to "borrow" time from others. At the discretion of the Chair, and subject to the consent by the majority of the Council at a given meeting, this time allocation may be relaxed and extended, which relaxation or suspension shall not constitute a binding precedent for other speakers on other issues. The limitations imposed herein relate solely to the Public portion of the meeting and are not intended to apply to the Regular Business Meeting.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 13-2026**

**CITY OF NORTHFIELD  
LOCAL EMERGENCY MANAGEMENT COUNCIL APPOINTMENTS**

**WHEREAS**, pursuant to N.J.S.A. App.A:9-41 and 9-43.2 through 9-43.4, every municipality is required to establish a Local Emergency Management Council overseen by the Municipal Emergency Management Coordinator; and

**WHEREAS**, pursuant to Directive Number NJOEM-9 (2022) from the New Jersey Office of Emergency Management, the Local Emergency Management Council shall undertake the following responsibilities:

1. Meet at least two times per year, and as otherwise directed by the Chairperson, to address homeland security and all phases of emergency management.
2. Review the provisions of the municipal emergency operations plan and appendices periodically, but no less than once per year.
3. Revise and update the municipal emergency operations plan in conformity with State statutes (N.J.S.A. App.A:9-42.1 through 43.4), Executive Orders issued by the Governor, any current or future NJOEM directives, or any applicable federal statutes or regulations.
4. Participate in training and exercises pursuant to any current or future NJOEM directives, as well as local training and exercises with key stakeholder groups such as schools, long term care facilities, religious facilities, and other entities, as appropriate.
5. Ensure inclusiveness in planning and preparedness for individuals with disabilities and others with access and functional needs as well as vulnerable and traditionally underserved populations to achieve equity in mitigation, response, and recovery planning to align with federal guidance.
6. To the extent required by NJ.AC. 6A:16-5.1, meet with the chief school administrator in the development of the school district's plans, procedures and mechanisms for school safety and security.

**WHEREAS**, membership in Northfield's Local Emergency Management Council should include broad representation to ensure that all necessary elements of the planning process are represented; and

**WHEREAS**, a recommendation has been made by the Mayor to this Governing Body to appoint the following members to this committee:

Municipal Emergency Management Coordinator  
Mayor  
Council President  
Chief, Fire Department  
Chief of Police  
Public Works Superintendent  
Superintendent, Northfield Community School  
Administrator, Meadowview Nursing and Rehabilitation Center

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Governing Body of the City of Northfield that the individuals in the named positions are appointed to serve as members of the Northfield Local Emergency Management Council until December 31, 2026, or until a successor shall be duly appointed.

**BE IT FURTHER RESOLVED** that the individuals appointed to the Northfield Local Emergency Management Council shall serve without compensation and without entitlement compensation and without entitlement to any benefits.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 14-2026**

**A RESOLUTION ADOPTING A CASH MANAGEMENT PLAN  
OF THE CITY OF NORTHFIELD**

**WHEREAS**, pursuant to the provisions of N.J.S.A. 40A:5-14, the City of Northfield shall adopt a Cash Management Plan and shall deposit its funds pursuant to that plan; and

**WHEREAS**, the Cash Management Plan shall include the designation of a depository or depositories as permitted in section 4 of P.L. 1970, c 236 (C.17.9-44); and

**WHEREAS**, the Cash Management Plan shall be designed to assure, to the extent practicable, the investment of local funds in interest bearing accounts and may be modified from time to time in order to reflect changes in federal or state law or regulations; and

**WHEREAS**, the Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

1. The allegations to the preamble are incorporated herein by this reference.
2. The Cash Management Plan for the City of Northfield be and hereby is adopted.
3. A copy of the Cash Management Plan is attached hereto and made a part of this resolution.

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorized to do all things necessary to carry out the intent of the resolution.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

**2026**

**I. STATEMENT OF INTENT**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the City of Northfield, pending the use of such funds for the intended purposes. The Plan is intended to ensure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.**

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Northfield:

Current Fund	Capital Fund
Dog Fund	Trust Escrow Fund
Payroll Account	Recreation Trust
Small Cities Account	Tax Collector’s Account
Trust Fund – Other	Affordable Housing Trust

B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Northfield, specifically:

Tax Collector’s Premium Account  
Tax Collector’s Lien Account  
Drug Enforcement/State  
Drug Enforcement/Federal  
City Confidential Account

**III. DESIGNATION OF OFFICIALS OF THE CITY OF NORTHFIELD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Chief Financial Officer of the City of Northfield (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the City of Northfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank	First National Bank of Absecon
NJ ARM	Bank of America
Wells Fargo	Park Bank
OceanFirst Bank	State of New Jersey Cash Management Fund
Truist Bank	

All such depositories holding City funds shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

**V. DESIGNATION OF OFFICIALS TO SIGN CHECK AND WITHDRAWALS OF THE CITY OF NORTHFIELD.**

Pursuant to N.J.S.A. 40A:5-17. B (2), that the following named officials shall sign checks and authorize withdrawals for the City of Northfield:

Mayor	Chief Financial Officer
Municipal Clerk	Council President

All checks and withdrawals shall be signed with two (2) signatures (Any combination of the above positions) for all City accounts unless otherwise indicated below.

The City Payroll account will require two (2) signatures, namely the Chief Financial Officer and the Municipal Clerk. Facsimile signatures for the payroll account are permitted, with a maximum dollar amount of \$10,000.00.

The Tax Collector’s Premium account and Tax Collector’s Lien Account will require only one (1) signature, namely the Tax Collector or the Chief



**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

Financial Officer.

The Drug Enforcement/State and Drug Enforcement/Federal will require two (2) signatures, namely the Chief of Police, the Municipal Clerk, or the Mayor.

The Confidential Account will require two (2) signatures, namely the Chief of Police, the Municipal Clerk, or the Mayor.

**VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the designated official(s) of the City referred to in this Plan may deal with for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

None designated.

**VII. AUTHORIZED INVESTMENTS.**

- A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
  - (2) Government money market mutual funds;
  - (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
  - (4) Bonds or other obligations of the Local unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
  - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

Division of Investment of the Department of Treasury for investment by Local Units;

- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c236 (C.17:9-41); and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund - An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec 270 2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool - An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act” P.L. 1968, c.410 (c.52:14B-1 et seq) By the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility which changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

- (g) Notwithstanding the above authorization, the monies on hand in the accounts listed in section 2 shall be further limited, as to maturities, specific investments or otherwise as follows:

Limited only to maturities, one (1) year or less

**VIII. SAFEKEEPING CUSTODY PAYMENT AND  
ACKNOWLEDGEMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investments involve a document or security which is not physically held by the City, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the City to ensure that there is no unauthorized use of the funds or the Permitted Investment or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the City or by a third-party custodian prior to or upon the release of the City's funds.

To assure that all parties with whom the City deals either by way of Deposits or Permitted Investments are aware of the authority and limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

**IX. REPORTING REQUIREMENTS.**

At the regular meeting each month (for those months with two meetings it shall be the second meeting) during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Finance Chairperson of the City a written report of

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the City as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the Finance Chairperson of the City.

**X. COMPLIANCE MATTERS.**

The City follows the MEL's JCMi Banking Best Practices governing wire transfers, ACH payment and check issuance attached to this resolution. The Finance Officer will further confirm that its financial institution will adhere to these requirements.

**XI. TERM OF THE PLAN.**

This Plan shall be in effect from January 1, 2026, to December 31, 2026. The plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Adopted: January 6, 2026

## RESOLUTION NO. 14-2026, ATTACHMENT



### Cyber Security Bulletin December 2023

#### Best Practices for Wire Transfers and ACH Payments

1. **Review contracts with financial institutions** – Your entity’s legal counsel must immediately review all agreements and be certain that the “presumptive liability” is placed on financial institutions that process wire transfers and ACH payments.
2. **Confirm receipt of Best Practices** – Verify that your Chief Financial Officer has reviewed each of these practices and provides specific “no exception guidelines” as to wire transfer and ACH payment policy and procedures.
3. **Include Best Practices in Annual Cash Management Plan** – Require that your Chief Financial Officer includes the entire Best Practices for Wire Transfer, ACH Payments, and Check Issuance protocol as part of the Annual Cash Management Plan pursuant to N.J.S.A. 40A:5-14, which is required to be adopted annually by the governing body.
4. **Establish specific wire transfer and ACH payment requirements** – Wire transfers payments are completed the same day while ACH payments take 1-2 business days for the transaction to be completed. Banking institutions have indicated that ACH payments are more secure than wire transfers. The following requirements must be part of your wire transfer and ACH payments policy:
  - a. Identify at least two authorized individuals in the covered entity who are authorized to execute and confirm wire transfers and ACH payments respectively. The Official with financial administrative rights that is tasked with this process is required to have an appropriate level of responsibility. This official will set up the wire transfer or the ACH payment and the other official, also with an appropriate level of responsibility will authorize the release of the wire or ACH payment directly with the bank utilizing a separate platform other than the electronic platform utilized to initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.
  - b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein the Finance office initiates and the Administrative office confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) Multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user’s smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.

- c. For all wire/ACH transfer of funds, the following information is required:
- i. Must create a template for all transactions.
  - ii. Name of person spoken to, including the recipient vendor title and telephone number.
  - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
  - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
  - v. Memorialization of the transfer and confirmation of completion of the transaction.
  - vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit.
- e. A detailed description of all wire transfers and ACH payments must be filed with the Chief Administrative Officer and the Clerk.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
- g. Entities are required to establish a policy restricting the frequency of wire transfers to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. The frequency of fraudulent transactions for wire transfers is far greater than for checks. Templates must be set up for wire transfers and ACH payments.
- h. Entities are required to placing a dollar limit on wire transfers and ACH payments that is reasonable to your size entity but recognize when setting that limit that your coverage is limited to the maximum coverage of the crime policy and your entity will be responsible for any losses between the coverage limits and the wire limit you set.
- i. Establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy must include a requirement that the wire/ACH is not released until the recipient of the alert approves it.
- j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up the restrictions on the banking institution's on-line system.
- k. Each Chief Financial Officer must utilize blocks and alerts in their banking system to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Chief Financial Officer must authorize each flagged transaction. **The use of a Payee Positive Pay system for all checks and ACH transactions is required.** Additionally, daily review of overnight transactions and balances to identify any unusual transactions or events is strongly recommended.
- l. Notify the bank and Chief Financial Officer/Treasurer/Responsible individual immediately if suspicious activity is detected.

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 15-2026**

**TO ESTABLISH THE RATE OF INTEREST  
FOR NONPAYMENT OF TAXES OR ASSESSMENTS**

**BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that, as authorized by N.J.S.A.54:4-67 as amended by Chapter 435 P.L. 1978, the rate of interest to be charged for nonpayment of taxes or assessments on or before the date that they would become delinquent is hereby fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00, provided, however, that no interest shall be charged if payment is made within ten (10) calendar days of the date upon which the tax or assessment becomes payable.

**IT IS FURTHER RESOLVED** that nothing contained within this Resolution shall be construed to extend the date on which taxes are due and payable nor the obligations to pay interest which shall commence on the due date if taxes are not paid within the ten (10) calendar day grace period.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 16-2026**

**AUTHORIZE A PENALTY CHARGE  
TO DELINQUENT TAXPAYERS**

**BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that as authorized by N.J.S.A.54:4-67 as amended by Chapter 75, P.L. 1991, the Governing Body of the City of Northfield hereby establishes a penalty in the amount of six percent (6%) to be charged to a taxpayer with a delinquency in excess of Ten Thousand Dollars (\$10,000.00) who fails to pay that delinquency prior to the end of the calendar year.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 17-2026**

**AUTHORIZING AWARD OF CONTRACT FOR REGISTERED MUNICIPAL  
ACCOUNTANT THROUGH A FAIR AND OPEN PROCESS PURSUANT TO  
N.J.S.A. 19:44A-20.5, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for the services of a Registered Municipal Accountant; and

**WHEREAS**, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Ford, Scott and Associates, LLC, indicating they will provide Registered Municipal Accountant services in the form of a basic audit for a fee of \$36,500.00, and additional services if to be billed at a rate not to exceed \$250.00 per hour, be accepted; and

**WHEREAS**, the estimated annual value of the contract is \$36,500.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract as per NJSA 40A:5-4 with Ford, Scott and Associates, LLC, 1535 Haven Avenue, Ocean City, New Jersey, 08226, for Registered Municipal Accountant services for a term ending December 31, 2026, for a fee of \$36,500 for a basic audit, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

**BE IT RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-135-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 18-2026**

**AUTHORIZING AWARD OF CONTRACT FOR LICENSED LAND  
SURVEYOR THROUGH A FAIR AND OPEN PROCESS PURSUANT TO  
N.J.S.A 19:44A-20.5, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for the services of a Licensed Land Surveyor, and funds are available for this purpose;

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers, indicating they will provide Land Surveyor for a variable fee of up to \$115.00 per hour, be accepted; and

**WHEREAS**, the estimated annual value of the contract is \$7,500.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as the Licensed Land Surveyor for the City of Northfield, for a term ending December 31, 2026, for a variable fee of up to \$115.00 per hour as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State’s Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

**BE IT FURTHER RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-165-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 19-2026**

**AUTHORIZING AWARD OF CONTRACT FOR BOND COUNSEL AS A  
PROFESSIONAL SERVICE THROUGH A FAIR AND OPEN PROCESS  
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for professional services for Bond Counsel, and funds are available for this purpose; and

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Joel Fleishman of Fleishman Daniels Law Firm, indicating they will provide Bond Counsel services for variable fees in accordance with the fee schedule submitted, be accepted; and

**WHEREAS**, the estimated annual value of the contract is not to exceed \$20,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Joel Fleishman of Fleishman Daniels Law Firm, PO Box 884, Northfield, New Jersey, as Bond Counsel for the City of Northfield for a term ending December 31, 2026, in accordance with the fee schedule incorporated therein. Said contract is awarded in compliance with the rules and restrictions set forth by the State’s Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

**BE IT FURTHER RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 20-2026**

**AUTHORIZING AWARD OF CONTRACT FOR LABOR RELATIONS  
ATTORNEY SERVICES THROUGH A FAIR AND OPEN PROCESS  
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need the services of a Labor Relations Attorney; and

**WHEREAS**, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Blaney, Donohue & Weinberg, 2123 Dune Drive, Suite 11, Avalon, New Jersey, indicating they will provide Labor Relations Attorney services for the fee of \$175.00 per hour, be accepted; and

**WHEREAS**, the estimated annual value of the contract is not to exceed \$35,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Nicole Curio, Esquire with the firm of Blaney, Donohue & Weinberg, 2123 Dune Drive, Suite 11, Avalon, New Jersey as Labor Relations Attorney for the City of Northfield, for a term ending December 31, 2026, for the fee of \$ 175.00 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

**BE IT RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 21-2026**

**AUTHORIZING AWARD OF CONTRACT FOR TAX APPEAL  
ATTORNEY AS A PROFESSIONAL SERVICE UNDER A FAIR AND  
OPEN PROCESS PURSUANT TO N.J.S.A. 19:44A-20.5, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for the services of a Tax Appeal Attorney; and

**WHEREAS**, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, indicating that he will provide the services of a Tax Appeal Attorney for the fee of \$140.00 per hour be accepted; and

**WHEREAS**, the estimated annual value of the contract is not to exceed \$6,500.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, as the Tax Appeal Attorney for the City of Northfield, for a term ending December 31, 2026, for a fee of \$140.00 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

**BE IT RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 22-2026**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL ENGINEER  
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.5,  
ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for the professional services of a Municipal Engineer; and

**WHEREAS**, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey indicating they will provide Municipal Engineering services for a variable fees up to \$115.00 per hour be accepted; and

**WHEREAS**, the estimated annual value of the contract is \$250,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Rami Nassar, PE, PP, CME, of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey, for the City of Northfield, with a term ending December 31, 2026, for a variable fee of up to \$115.00 per hour, as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

**BE IT FURTHER RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-165-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 23-2026**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL SOLICITOR  
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-  
20.5, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for the services of a Municipal Solicitor; and

**WHEREAS**, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 8, 2025; and

**WHEREAS** proposals were received and publicly opened on December 2, 2025, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Kristopher J. Facenda, indicating he will provide the services of the Municipal Solicitor for retainer of \$36,000.00 and a fee of \$185.00 per hour for additional services be accepted; and

**WHEREAS**, the estimated annual value of the contract is not to exceed \$95,000. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Kristopher J. Facenda of Kristopher J. Facenda, LLC, 2408 New Road, Suite 2, Northfield, New Jersey as Municipal Solicitor for the City of Northfield, for a term ending December 31, 2026, for the sum of \$36,000 for services provided under the general retainer, and \$185.00 per hour for extra legal services, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

**BE IT RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 24-2026**

**A RESOLUTION AUTHORIZING THE PUBLIC AUCTION OF  
ABANDONED / UNCLAIMED VEHICLES**

**WHEREAS**, throughout the year 2026, the City of Northfield shall have possession of abandoned or unclaimed vehicles not needed for purposes by the Municipality; and

**WHEREAS**, the Governing Body of the City of Northfield is desirous of selling said vehicles at various public auctions and or open public sales throughout the year to the highest bidder, subject to the limitation set forth herein; and

**WHEREAS**, all vehicles being offered for sale will be offered for sale "as is" without any representation or warranties on behalf of said Municipality as to its condition.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield that the Northfield Police Department will expose such vehicles for public auction and set the minimum bid price in accordance with NJSA 39:10A-1, et seq, and NJSA 40A:11-36, and other applicable statutes; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk is authorized to set appropriate dates and times for any and all future auctions in 2026 and shall advertise the vehicles for sale along with the minimum bid.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 25-2026**

**RESOLUTION RECOGNIZING  
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

**IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Volunteer Fire Company for the calendar year ending December 31, 2026, is hereby approved, ratified and confirmed:

Badger, Cindy	Kerlin, Kirk
Boyle, Daniel	Kirby, Joshua ( <i>Lieutenant</i> )
Burke, Christopher	Leeds, Bill ( <i>Lieutenant</i> )
Campsmith, Jacob	Lichtenberger, Lee
Carey, Lou	Martinelli, Henry
Chau, Erland	Morey, Donald Michael
Clark, Ryan	Morey, Kevin
Cummings, Bruce ( <i>Chief</i> )	Naame, Kyle
Cummings, Bruce Jr. ( <i>Lieutenant</i> )	Nehl, Michael Tyler
Durham, Jared	Ordille, John
Fisher, Steven Jr.	Pepek, Martin
Flaherty, Brian ( <i>Captain</i> )	Plettner, Stephen
Foltz, Brad	Scalise, Nicholas
Garbutt, Ronald III	Shenkus, Eric ( <i>Assistant Chief</i> )
Goodman, Scott ( <i>Deputy Chief</i> )	Shenkus, Thomas
Grasso, Gianna	Sullivan, John III
Hackett, Edward	Swartz, Robert
Hickey, Daniel	Thulin-Guzejko, Hanna
Joo, Timothy	Wallace, Michael ( <i>Safety Officer</i> )

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 26-2026**

**RESOLUTION RECOGNIZING MEMBERS OF THE NORTHFIELD  
VOLUNTEER COMPANY LADIES' AUXILIARY**

**IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that members of the Northfield Volunteer Fire Company Ladies' Auxiliary for the year ending December 31, 2026, are hereby recognized as follows:

Barbara Cummings – Treasurer	Cindy Kreminski
Chelsea Cummings	June Leeds
Hope Cummings	Kate Leeds
Janice Davis – Executive Board	Tricia Leeds – Executive Board
Sharon Evans	Janet Morey – Secretary
Elizabeth Flaherty – President	Brenda Mullis
Brianna Gansert – Assistant Secretary	Donna Revelle
Sue Giansanti – Vice President	Carol Swartz
Pat Hackett	Ruth Tayao
Kathy Hanna	Kate Scalise
Kathy Jasiecki	MaryAnne Vergulti – Executive Board
Amanda Kirby	

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January, 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 27-2026**

**AUTHORIZING CONTRACTS WITH CERTAIN APPROVED  
STATE CONTRACT VENDORS FOR CONTRACTING UNITS  
PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the City of Northfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7 et seq. may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the City of Northfield has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the City of Northfield may enter into contracts with State Contract Vendors and purchase items through State Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Northfield authorized the Purchasing Agent to purchase certain goods or services from approved New Jersey State Contract Vendors, pursuant to all conditions of the individual State contracts; and

**BE IT FURTHER RESOLVED** that the Governing Body of the City of Northfield pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable of certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

**BE IT FURTHER RESOLVED** that the duration of the contracts between the City of Northfield and the Referenced State Contract Vendors shall be from January 1, 2026, to December 31, 2026.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

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Erland V.L. Chau, Mayor

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 28-2026**

**DESIGNATING CUSTODIANS OF RECORDS  
IN ACCORDANCE WITH THE OPEN PUBLIC RECORDS ACT**

**WHEREAS**, on January 2, 2002, the Acting Governor signed into law the Open Public Records Act (N.J.S.A. 47:1A-1), which became effective on July 8, 2002; and

**WHEREAS**, the Open Public Records Act requires that a Custodian of Records be established by the public entity; and

**WHEREAS**, the Municipal Clerk has been named as the Chief Custodian of records; and

**WHEREAS**, the Mayor and Council of the City of Northfield wish to designate Deputy Custodians who shall be responsible for requests for government records in the departments each position serves.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, have designated the following positions to be the Deputy Custodians for the departments each position serves:

Tax Collector  
Planning Board Secretary  
Chief Financial Officer  
Finance and Facilities Supervisor  
Tax Assessor  
Fire Chief  
Housing Officer  
Zoning Officer  
Code Enforcement Officer  
Inspections Department Supervisor  
Superintendent of Public Works  
Chief of Police

**BE IT FURTHER RESOLVED** that the designated Deputy Records Custodians shall report to the Municipal Clerk all requests for records and shall follow any instructions that may be given by the Municipal Clerk regarding the handling of such requests.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 29-2026**

**RESOLUTION AUTHORIZING CANCELLATION OF TAX REFUNDS  
AND / OR DELINQUENCIES OF LESS THAN TEN DOLLARS  
PURSUANT TO N.J.S.A. 40A:5-17.1**

**WHEREAS**, the Common Council of the City of Northfield finds and declares that N.J.S.A. 40A:5-17-1(b) empowers authorized municipal employees to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars; and

**WHEREAS**, the Common Council of the City of Northfield further finds and declares that the Municipal Tax Collector is qualified to process the tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars; and

**WHEREAS**, the Common Council of the City of Northfield further finds and declares that it is in the best interest of the citizens of the City of Northfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield that Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2026 in accordance with N.J. S.A. 40A:5-17-1.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 30-2026**

**AUTHORIZING REFUND OF PERFORMANCE SURETY PAYMENT  
FOR STREET OPENING PERMIT**

**WHEREAS**, on September 25, 2025, Robert McCabe, homeowner, 2503 Helen Drive East, Northfield, submitted a Street Opening permit application for installation of a new curb; and

**WHEREAS**, pursuant to § 330-19 of the City of Northfield Code, before any permit is issued for any work in a public street, certain performance and maintenance sureties are to be posted with the City Clerk.; and

**WHEREAS**, on September 30, 2025, the Engineer for the City of Northfield, DeBlasio and Associates, 4701 New Jersey Avenue, Wildwood, NJ, did request the applicant, Robert McCabe, 2503 Helen Drive East, Northfield post a performance surety in the amount of \$3,340.00; and

**WHEREAS**, pursuant to section 330-19(A)1 of the City of Northfield Municipal Code, on October, 21, 2025, the owner of Mr. McCabe did remit payment to the City Clerk of the City of Northfield in form of a certified check in the amount of \$3,340.00 for the performance surety; and

**WHEREAS**, DeBlasio and Associates conducted an inspection of the new curb on October 31, 2025, and found the work to be satisfactory; and

**WHEREAS**, on December 15, 2025, DeBlasio and Associates submitted a written request to the City of Northfield advising a refund in the amount of \$3,340.00 may be issued to Mr. Robert McCabe, 2503 Helen Drive East, Northfield, NJ.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Common Council of the City of Northfield authorizes the refund of \$3,340.00 to Robert McCabe mailing address 2503 Helen Drive East, Northfield, NJ 08225.

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at a Reorganization Meeting of the Common Council of the City of Northfield, held this 6<sup>th</sup> day of January, 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 31-2026**

**TREATMENT WORKS APPROVAL (TWA) APPLICATION TO THE  
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
FOR THE DOLPHIN AVENUE SEWER MAIN EXTENSION**

**WHEREAS**, the City of Northfield proposes to extend portions of the existing sanitary sewer main along Dolphin Avenue in the City of Northfield, Atlantic County, New Jersey; and

**WHEREAS**, the proposed improvements include extending the existing sewer gravity main approximately 196 linear feet to provide residential service to Block 69, Lot 1.02, all within the public right-of-way; and

**WHEREAS**, pursuant to N.J.A.C. 7:14A-22.8, the New Jersey Department of Environmental Protection (NJDEP) requires a resolution or statement of consent from the governing body of the municipality in which the project is located prior to issuance of a Treatment Works Approval; and

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Northfield, hereby authorizes the City Engineer to make application to the New Jersey Department of Environmental Protection for the project known as: Block 69, Lot 1.02 Dolphin Avenue.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 32-2026**

**SUPPORTING AN AMENDMENT TO THE ATLANTIC COUNTY SOLID  
WASTE MANAGEMENT PLAN ENDORSING THE EXPANSION OF  
THE ACUA LANDFILL AT THE HOWARD “FRITZ” HANEMAN  
ENVIRONMENTAL PARK**

**WHEREAS**, the Atlantic County Utilities Authority (“ACUA”) provides solid waste disposal services for Atlantic County municipalities, ensuring reliable, transparent, and environmentally responsible management of the region’s solid waste;

**WHEREAS**, waste generated within Atlantic County is currently disposed of at the landfill located at Howard “Fritz” Haneman Environmental Park, located at 6700 Delilah Road, Egg Harbor Township, New Jersey;

**WHEREAS**, the existing landfill currently is project to reach disposal capacity by 2029

**WHEREAS**, the ACUA has proposed an expansion of the existing landfill that includes a horizontal expansion of approximately 5.74 acres and a vertical expansion of approximately 40 feet, which together will provide an estimated eleven (11) additional years of disposal capacity, extending the landfill’s useful life to approximately 2040;

**WHEREAS**, the continued operation of the ACUA landfill is essential for maintaining stable and predictable disposal rates for municipalities, helping local governments budget effectively and protect taxpayers from unexpected cost increases;

**WHEREAS**, ACUA’s publicly governed structure ensures full transparency, public accountability, and open decision-making regarding waste management operations, capital planning, and environmental compliance;

**WHEREAS**, ACUA operates under stringent environmental regulations and employs best-practice landfill engineering, environmental monitoring, and sustainability initiatives, making the expansion the most environmentally responsible option for the long-term management of Atlantic County’s solid waste;

**WHEREAS**, relying on ACUA for solid waste disposal avoids the uncertainties, environmental impacts, and significantly higher long-term costs associated with transporting waste to out-of-county or out-of-state facilities;

**WHEREAS**, the proposed landfill expansion will ensure that Atlantic County municipalities continue to benefit from the most economical, reliable, and environmentally beneficial solid waste disposal option available;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the municipality hereby supports the proposed amendment to the Atlantic County Solid Waste Management Plan and endorses the expansion of the ACUA landfill at the Howard “Fritz” Haneman Environmental Park;

**BE IT FURTHER RESOLVED**, that this governing body acknowledges that the expansion is in the best financial and environmental interests of the City of Northfield, NJ and its residents;

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6th day of January 2026.

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Erland V. L. Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 33-2026**

**TO REJECT ALL PROPOSALS AND AUTHORIZE RE-  
ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR PROJECT  
KNOWN AS “RECREATION IMPROVEMENTS AT BIRCH GROVE  
PARK”, FY 2024 LOCAL RECREATION IMPROVEMENT GRANT  
(LRIG)**

**WHEREAS**, as authorized by Resolution of the Common Council No. 237-2025, the City of Northfield did properly advertise a request for proposals for the project known as “Recreation Improvements at Birch Grove Park”, FY 2024 Local Recreation Improvement Grant (LRIG); and

**WHEREAS**, specifications for the Project were prepared DeBlasio and Associates Consulting Engineers and Planners, and have been reviewed by the Mayor and Council; and

**WHEREAS**, on December 30, 2025, the Deputy Municipal Clerk did receive and open sealed proposals as follows:

<b>Proposald</b>	<b>Proposal Amount</b>
Rambone Concrete, LLC	\$ 91,295.00
Think Pavers Hardscaping	\$ 99,836.00
Shore Top Construction	\$100,850.00
Landberg Construction	\$106,111.00
West Bay Construction	\$173,300.00

**WHEREAS**, the lowest proposal received substantially exceeds the cost estimate for the project, as well as the amount of funds appropriated for the project; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-13.2 (a) and/or (b) which provide that a (a) contracting unit may reject all proposals if the lowest proposal substantially exceeds the cost estimates for the goods or services, and (b) the lowest proposal substantially exceeds the contracting unit’s appropriations for the goods or services, the City of Northfield desires to reject all the proposals; and

**WHEREAS**, it is the recommendation of the City Engineer and Birch Grove Park City Council Chair that all proposals be rejected, the scope of the project be amended.

**THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that all proposals received on December 30, 2025, for the for the project known as “Recreation Improvements at Birch Grove Park”, FY 2024 Local Recreation Improvement Grant (LRIG) be and hereby are rejected.

**BE IT FURTHER RESOLVED** that the project scope shall be amended as stated herein and it shall be re-advertised for proposals in accordance with N.J.S.A. 40A:11-23.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6<sup>th</sup> day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 34-2026**

**APPROVAL OF SPECIFICATIONS AND AUTHORIZATION TO  
PROCEED WITH PUBLIC BIDDING FOR GENERAL REPAIRS AND  
CONSTRUCTION OF THE CITY OF NORTHFIELD SANITARY SEWER  
AND STORMWATER FACILITIES**

**WHEREAS**, there exists the need to retain the services of a professional contractor to perform general repairs and maintenance on, and for the construction of, the City of Northfield Sanitary Sewer and Stormwater facilities; and

**WHEREAS**, said specifications were prepared by DeBlasio and Associates Consulting Engineers and Planners, and have been reviewed by the Mayor and Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, Atlantic County, New Jersey that the aforesaid specifications are hereby approved and DeBlasio and Associates Consulting Engineers and Planners is authorized to proceed with public bidding for this project.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of Northfield, held this 1<sup>st</sup> day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 35-2026**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT  
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS  
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-  
12b(7) and (8), REGARDING MATTERS RELATING TO ATTORNEY-  
CLIENT PRIVILEGE AND PERSONNEL MATTERS**

**WHEREAS**, the Common Council of the City of Northfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12b(7) and (8), specifically with regard to a Memorandum of Agreement setting forth the terms and conditions of employment for the City of Northfield Chief of Police.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

**IT IS FURTHER RESOLVED** that any vote on the matter will be held in public session.

**IT IS FURTHER RESOLVED** that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of Northfield, held this 6th day of January 2026.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 36-2026**

**APPOINTMENT OF SCOTT POLLAK AS  
CHIEF OF POLICE FOR THE CITY OF NORTHFIELD**

**WHEREAS**, Police Chief, Mark VonColln, has previously announced his retirement, effective February 1, 2026; and

**WHEREAS**, in anticipation of Chief VonColln's retirement, the City began the promotional process for the position of Police Chief; and

**WHEREAS**, as a result of that process, Mayor Erland Chau and Council President Carolyn Bucci, have selected and recommend Captain Scott Pollak to serve as the next Chief of Police of the City of Northfield; and

**WHEREAS**, Captain Pollak has been advised that he has been recommended to serve as the City's next Police Chief and has accepted the position, subject to Council's approval; and

**WHEREAS**, Captain Pollak has been continuously employed by the Northfield Police Department since June 14, 1999; and

**WHEREAS**, City Council is in agreement with the recommendation that Captain Pollak be appointed Chief of Police, effective upon the retirement of Chief VonColln, which is anticipated to be February 1, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that:

1. The statements in the preamble are hereby restated as if set forth herein.
2. Effective upon the retirement of Police Chief, Mark VonColln, which is anticipated to be February 1, 2026, Scott Pollak, shall be Chief of Police of the City of Northfield Police Department.
3. Effective upon the passage of this resolution and, subject to the discretion of Chief VonColln, Captain Pollak shall begin to prepare for the duties of Chief of Police so that, upon the retirement of Chief VonColln, there shall be a smooth transition. Until Chief VonColln's retirement, Captain Pollak will retain his rank of Captain and shall not be considered "Acting Chief" and, therefore, not entitled to any additional compensation during this period of time.

**BE IT FURTHER RESOLVED** that, effective upon the retirement of Chief Mark VonColln, which is anticipated to be February 1, 2026, the salary for Scott

Pollak, as Chief of Police shall be \$155,214, prorated to reflect the effective date of February 1<sup>st</sup>. This shall represent the total compensation for the position of Chief of Police.

**BE IT FURTHER RESOLVED** that all other terms and conditions of employment for Scott Pollak, as Chief of Police are hereby memorialized as per the memorandum incorporated herein as Exhibit A and any terms and conditions not explicitly set forth in the memorandum shall be applicable to the Chief of Police as they are set forth in the City of Northfield personnel policies as of this date or as they may be amended in the future.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6<sup>th</sup> day of January, 2026.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 37-2026**

**APPROVING TERMS AND CONDITIONS OF A MEMORANDUM OF  
AGREEMENT BETWEEN SCOTT POLLAK UPON HIS PROMOTION  
TO CHIEF OF POLICE FOR THE CITY OF NORTHFIELD, AND THE  
CITY OF NORTHFIELD**

**WHEREAS**, Scott Pollak has been recommended for appointment for the position of Chief of Police of the City of Northfield; and

**WHEREAS**, the appointment will become effective February 1, 2026; and

**WHEREAS**, the Common Council of the City of Northfield wish to provide Scott Pollak with a Memorandum of Agreement which sets forth terms employment which will be applicable as of February 1, 2026, when he becomes Chief of Police; and

**WHEREAS**, the Common Council of the City of Northfield discussed the terms of employment for Scott Pollak, in his position as Chief of Police, in an executive session held on January 6, 2026; and

**WHEREAS**, the City of Northfield and Scott Pollak wish to memorialize the terms of his employment by way of a Memorandum of Agreement covering the period February 1, 2026, through December 31, 2027, a copy of which is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that:

1. The statements in the preamble are hereby restated as if set forth fully herein.
2. The Memorandum of Agreement between the City of Northfield and Scott Pollak, to be effective upon his appointment to Chief of Police, covering the period February 1, 2026, through December 31, 2027, a copy of which is attached hereto and made a part hereof, is hereby approved and shall be in full force and effect.
3. The Mayor is hereby authorized to execute the attached Memorandum of Agreement on behalf of the City of Northfield.
4. All other officers and employees of the City are hereby authorized and directed to act in accordance with the terms of the attached Memorandum of Agreement.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 6<sup>th</sup> day of January 2026.

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Mary Canesi, RMC, Municipal Clerk