

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
JANUARY 17, 2023**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised in the Press of Atlantic City on Saturday, January 7, 2023, and in accordance with Public Law 1975, Chapter 231.

**FLAG SALUTE**

**COUNCIL ROLL CALL:**

Bucci, Carfagno, Dewees, Leeds, Notaro, Polistina, Smith

**MAYOR:** Chau

**APPROVAL OF MINUTES** – January 3, 2023

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 32-2023** Authorizing Refund of Overpayment of Taxes
- 33-2023** New Jersey Department of Transportation Division of Local Aid and Economic Development Recommendation of Award for the Project known as MA-2022 Reconstruction of Oak Avenue in the City of Northfield, County of Atlantic
- 34-2023** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project Known as Slip Lining Deep Sanitary Sewer Pipes, Phase II
- 35-2023** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project known as MA-2022 Reconstruction of Oak Avenue in the City of Northfield, County of Atlantic
- 36-2023** To Approve the Hiring of Malachi J. Valentine for the Position of Police Officer
- 37-2023** To Approve the Hiring of Brenden S. O’Brien for the Position of Police Officer
- 38-2023** To Approve the Hiring of Nicholas Dunn for the Position of Public Works Laborer
- 39-2023** To Approve the Hiring of Derek Leary for the Position of Part Time Construction Official
- 40-2023** To Approve the Hiring of Derek Leary for the Position of Part Time Building Inspector
- 41-2023** Accumulated Absence Payout
- 42-2023** Authorizing the Award of Contract without Public Advertisement for Bids to JC Miller Auto Parts, dba NAPA at Northfield, Pursuant to The Provisions of N.J.S.A. 19:44A-20.5

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
JANUARY 17, 2023**

**ORDINANCES**

- 1-2023** 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  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration  
Published in the Press of AC 01/21/2023*
- 2-2023** Amending Chapter 117 of the City of Northfield Municipal Code, Entitled Outdoor Burning  
*Introduction / No Public Input / Published in the Press of AC 1/21/2023  
2<sup>nd</sup> Reading / Public Hearing / Final Consideration 2/7/2023*
- 3-2023** An Ordinance Amending Chapter 215 of the Code of the City of Northfield Governing Land Use and Development  
*Introduction / No Public Input / Published in the Press of AC 1/21/2023  
Referral to City of Northfield Planning Board 01/18/2023  
2<sup>nd</sup> Reading / Public Hearing / Final Consideration 3/7/2023*

**PAYMENT OF BILLS**      \$ 3,663,892.78

**MEETING NOTICES**

City Council	February 7th	6pm Work Session Regular Session immediately following
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**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 32-2023**

**AUTHORIZING REFUND OF OVERPAYMENT OF TAXES**

**BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that refunds for overpaid taxes pursuant to the following are hereby authorized:

<b>REFUND TO</b>	<b>BLK</b>	<b>LOT</b>	<b>PROPERTY ADDRESS</b>	<b>REFUND AMOUNT</b>
Anthony Salvatore 2 Mimi Court Northfield, NJ 08225	79	11.02	2 Mimi Court Northfield, NJ 08225	\$2,381.50
<b>Total Amount of Refund:</b>				\$2,381.50

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17<sup>th</sup> day of January, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 33-2023**

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT  
RECOMMENDATION OF AWARD FOR THE PROJECT KNOWN AS MA-2022  
RECONSTRUCTION OF OAK AVENUE  
IN THE CITY OF NORTHFIELD, COUNTY OF ATLANTIC**

**WHEREAS**, the City of Northfield has secured grant funding from the New Jersey Department of Transportation for the Reconstruction of Oak Avenue, under the FY2022 NJDOT Municipal Aid Program; and

**WHEREAS**, bid specifications were prepared and solicited by Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC, and sealed bids were received and opened by the Deputy Municipal Clerk at 11:00am on Wednesday, January 4, 2023, from the following:

<b>Bidder</b>	<b>Bid Amount</b>
Arawak Paving Company	\$268,900.00
Paving Plus, LLC	\$333,739.64
South State, Inc.	\$373,000.00
Command Co., Inc.	\$380,990.29

**WHEREAS**, after review of the proposals, Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC has recommended that the contract be awarded to Arawak Paving Company, Inc., 7503 Weymouth Road, Hammonton, NJ 08037 in the amount of \$268,900.00.

**THEREFORE, BE IT RESOLVED** that Common Council of the City of Northfield hereby recommends that the contract for the Reconstruction of Oak Avenue, the City of Northfield, County of Atlantic, be awarded to Arawak Paving Company, Inc., in the amount of \$268,900.00, subject to the approval of the New Jersey Department of Transportation.

**BE IT FURTHER RESOLVED**, Certification of the Availability of funds has been received from the Chief Financial Officer and funds will be encumbered by purchase order on an as needed basis, as required pursuant to N.J.A.C 5:30-5.4

**BE IT FURTHER RESOLVED** that the Mayor of the City of Northfield be and is hereby directed to execute the contract on its behalf, in the prescribed form for said construction, and that the Municipal Clerk be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.

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Mayor Erland Chau

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17th day of January, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 34-2023**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING  
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES  
FOR THE PROJECT KNOWN AS  
SLIP LINING DEEP SANITARY SEWER PIPES PHASE II**

**WHEREAS**, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield; and

**WHEREAS**, copies of said expenditure requests have been provided to the Common Council of the City of Northfield for their review; and

**WHEREAS**, the Common Council has deemed it appropriate to authorize the expenditure of these monies as follows:

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Engineering services – Management and Inspection for Slip Lining Deep Sanitary Sewer Pipes	
<b>Total</b>	\$17,500.00

**WHEREAS**, certification of funds has been received from the Chief Financial Officer.

**THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield held this 17<sup>th</sup> day of January, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 35-2023**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING  
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES  
FOR THE PROJECT KNOWN AS  
MA-2022 RECONSTRUCTION OF OAK AVENUE  
IN THE CITY OF NORTHFIELD, COUNTY OF ATLANTIC**

**WHEREAS**, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield; and

**WHEREAS**, copies of said expenditure requests have been provided to the Common Council of the City of Northfield for their review; and

**WHEREAS**, the Common Council has deemed it appropriate to authorize the expenditure of these monies as follows:

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Engineering services – Coordination with Contractor, Construction Inspection and contract administration	
<b>Total</b>	\$25,000.00

**WHEREAS**, certification of funds has been received from the Chief Financial Officer.

**THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield held this 17<sup>th</sup> day of January, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 36-2023**

**TO APPROVE THE HIRING OF MALACHI J. VALENTINE  
FOR THE POSITION OF POLICE OFFICER**

**WHEREAS**, the need exists within the Police Department of the City of Northfield for a full time Police Officer; and

**WHEREAS**, advertisements were duly made, applications were received, testing conducted, interviews were held; and

**WHEREAS**, Mayor Erland Chau and Chief of Police Mark J. VonColln have recommended the hiring of Malachi J. Valentine to fill the position.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the employment of Malachi J. Valentine, as full time Police Officer, with a hire date of February 27, 2023, is hereby approved and ratified, subject to the following:

1. Successful completion of a pre-employment drug urinalysis screening, to be administered by the State of New Jersey Toxicology Lab.
2. Successful completion of a psychological examination, administered by a City designated psychiatrist in accordance with NJ Police Training Commission Guidelines.
3. Starting salary shall be at the Academy/Probation rate of \$39,012 in accordance with the current collective bargaining agreement (CBA) between the City of Northfield and the Mainland PBA, Local #77.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17<sup>th</sup> day of January 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 37-2023**

**TO APPROVE THE HIRING OF BRENDEN S. O'BRIEN  
FOR THE POSITION OF POLICE OFFICER**

**WHEREAS**, the need exists within the Police Department of the City of Northfield for a full time Police Officer; and

**WHEREAS**, advertisements were duly made, applications were received, testing conducted, interviews were held; and

**WHEREAS**, Mayor Erland Chau and Chief of Police Mark J. VonColln have recommended the hiring of Brenden S. O'Brien to fill the position.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the employment of Brenden S. O'Brien, as full time Police Officer, with a hire date of February 28, 2023, is hereby approved and ratified, subject to the following:

1. Successful completion of a pre-employment drug urinalysis screening, to be administered by the State of New Jersey Toxicology Lab.
2. Successful completion of a psychological examination, administered by a City designated psychiatrist in accordance with NJ Police Training Commission Guidelines.
3. Starting salary shall be at the Academy/Probation rate of \$39,012 in accordance with the current collective bargaining agreement (CBA) between the City of Northfield and the Mainland PBA, Local #77.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17<sup>th</sup> day of January 2023.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 38-2023**

**TO APPROVE THE HIRING OF NICHOLAS DUNN FOR THE  
POSITION OF PUBLIC WORKS LABORER**

**WHEREAS**, the need exists to fill the position of Laborer in the Public Works Department; and

**WHEREAS**, having first been satisfied that the applicant has the necessary qualifications required for the position, Superintendent of Public Works Qwin Vitale and Public Works Council Chair Greg Dewees have recommended that Nicholas Dunn be hired as Laborer.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Governing Body of the City of Northfield that Nicholas Dunn be hired as Laborer, effective January 18, 2023 and subject to understanding and completion of the following:

- 1) Compliance with the Policies and Procedures of the City
- 2) Probationary period 90 days from date of hire
- 3) Longevity not included in negotiations since May 1996
- 4) Satisfactory driving record
- 5) Obtain CDL within 120 days of hire
- 6) Not Entitled to Chapter 88

**IT IS FURTHER RESOLVED** by the Council of the City of Northfield that the hiring of Nicholas Dunn be and hereby is memorialized.

**IT IS FURTHER RESOLVED** that compensation for Nicholas Dunn shall Starting salary shall be at the entry rate for the Laborer position of \$29,700 in accordance with the current collective bargaining agreement (CBA) between the City of Northfield and the Government Workers Union Local No. 420 for Blue Collar employees. Said salary shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17<sup>th</sup> day of January, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 39-2023**

**TO APPROVE THE HIRING OF DEREK LEARY FOR THE POSITION  
OF PART TIME CONSTRUCTION OFFICIAL**

**WHEREAS**, the need exists to hire a part time Construction Official, and

**WHEREAS**, the position was advertised and interviews were conducted with interested candidates; and

**WHEREAS**, it is the recommendation of the Business Administrator and the City Council President that qualified applicant Derek Leary be selected for the position; and

**WHEREAS**, the rate of pay for Derek Leary as part time Construction Official shall be \$20,000 per annum, on an as-needed basis not to exceed an average of 3 hours per week on an annual basis; and

**WHEREAS**, the position of part-time Construction Official is eligible for earned sick leave in accordance with the NJ paid sick leave law; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that Derek Leary is authorized to be hired as part time Construction Official, subject to understanding and/or completion of the following, and memorialized effective January 12, 2023:

1. Compliance with the Policies and Procedures of the City
2. Probationary period 90 days from date of hire
3. Unaligned position
4. Not entitled to health benefits

**THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, that the hiring of Derek Leary for the position of part time Construction Official effective January 12, 2023 is hereby memorialized.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17th day of January 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 40-2023**

**TO APPROVE THE HIRING OF DEREK LEARY FOR THE POSITION  
OF PART TIME BUILDING INSPECTOR**

**WHEREAS**, the need exists to hire a part time Building Inspector, and

**WHEREAS**, the position was advertised and interviews were conducted with interested candidates; and

**WHEREAS**, it is the recommendation of the Business Administrator and the City Council President that qualified applicant Derek Leary be selected for the position; and

**WHEREAS**, the rate of pay for Derek Leary as part time Building Inspector shall be \$10,000 per annum, on an as-needed basis not to exceed an average of 2 hours per week on an annual basis; and

**WHEREAS**, the position of part-time Building Inspector is eligible for earned sick leave in accordance with the NJ paid sick leave law; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that Derek Leary is authorized to be hired as part time Building Inspector, subject to understanding and/or completion of the following, and memorialized effective January 12, 2023:

1. Compliance with the Policies and Procedures of the City
2. Probationary period 90 days from date of hire
3. Unaligned position
4. Not entitled to health benefits

**THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, that the hiring of Derek Leary for the position of part time Building Inspector effective January 12, 2023 is hereby memorialized.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17th day of January 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 41-2023**

**ACCUMULATED ABSENCE**

**WHEREAS**, NJAC 5:30-15 establishes rules that govern how local government units manage and finance compensation for accumulated absence time for their respective employees, and

**WHEREAS**, accumulated absence includes any sick days, vacation days, personal days or other absence time authorized as part of an employer agreement, which is not used by the employee during the allowed period and which is permitted to accumulate over time to the benefit of the employee, and

**WHEREAS**, the Chief Financial Officer has certified that the funds and authority exists to pay the total accumulated absence, as per the attached schedule, to Paul Newman who retired from the service of the City effective December 31, 2022.

**WHEREAS**, the attached certification and documentation are presented to comply with the rules and regulations established by the Local Finance Board.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, that the total sum of \$52,003.12 composed of 52.34 Vacation Hours and 741.03 Sick Hours (75 days plus 10% of remainder) be paid out to Paul Newman for his unused, accumulated absence time. The balance will be paid in installments beginning February 2, 2023.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a regular meeting of the Common Council of the City of Northfield, held this 17<sup>th</sup> day of January 2023.

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk

**CERTIFICATION OF ACCUMULATED ABSENCES**  
**Police Chief Paul Newman**  
**Retirement Date: December 31,2022**  
**Amount of Payout for unused compensated absences: \$52,003.12**

I, Dawn M. Stollenwerk, Chief Financial Officer of the City of Northfield, hereby certify according to NJSA 5:30-15.4 that sufficient documentation has been provided to support the accumulated absence payout to Paul Newman. Such sufficient documentation is found in the agreement between the City of Northfield and Police Chief Paul Newman 2020-2023. Attached herewith is the copy of the accumulation for the year 2022, reflecting the balances accumulated in prior years and a copy of the calculations and amounts used.

I further certify that funds are available in the 2023 Municipal Budget and in the Accumulated Absence Trust to satisfy this commitment, and are being encumbered against the line item T-24-56-850-008 Accumulated Compensated Absences. This commitment, combined with any other previous commitments does not exceed the appropriation balances available in this line item.

Signed,

Dawn M. Stollenwerk  
Chief Financial Officer  
Date: January 13, 2023

# Balance Of Time

Northfield

01/01/2022-12/31/2022

Newman, Paul

<u>Bank</u>	<u>Units</u>	<u>Given</u>	<u>Used</u>	<u>Balance</u>
Accumulated	Hours	0.0000	0.0000	0.0000
Compensatory Time	Hours	0.7500	0.7500	0.0000
Personal Time	Hours	24.0000	24.0000	0.0000
Sick	Hours	2,150.2700	139.9670	2,010.3030
Vacation	Hours	250.0900	197.7500	52.3400
<b>Totals:</b>		<b>2,425.1100</b>	<b>362.4670</b>	<b>2,062.6430</b>
<b>Grand Totals:</b>		<b>2,425.1100</b>	<b>362.4670</b>	<b>2,062.6430</b>

\$65.5471

**Paul Newman**  
**Payment Calculations - Accumulated Absences**

Retirement Date: December 31, 2022

**Balance of Accrued Time**

	Days	Hours	Value
Sick Leave	251.288	2010.30	
Reimburse Sick 75 days	75.000	600.00	\$39,328.26
Plus 10% of remaining	17.629	141.03	\$9,244.13
Vacation	6.5425	<u>52.34</u>	\$3,430.74
Total		793.37	<b>\$52,003.12</b>

Hourly Rate \$ 65.55

Bi-Weekly Salary \$5,245.69

# Payments 9.91

Payout schedule

	<u>Payment</u>	<u>Balance</u>
2/3/2023	\$5,245.69	\$46,757.43
2/17/2023	\$5,245.69	\$41,511.74
3/3/2023	\$5,245.69	\$36,266.05
3/17/2023	\$5,245.69	\$31,020.36
3/31/2023	\$5,245.69	\$25,774.67
4/14/2023	\$5,245.69	\$20,528.98
4/28/2023	\$5,245.69	\$15,283.29
5/12/2023	\$5,245.69	\$10,037.60
5/26/2023	\$5,245.69	\$4,791.91
6/9/2023	\$4,791.91	\$0.00

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 42-2023**

**AUTHORIZING THE AWARD OF CONTRACT WITHOUT PUBLIC  
ADVERTISEMENT FOR BIDS TO JC MILLER AUTO PARTS DBA  
NAPA AT NORTHFIELD PURSUANT TO THE PROVISIONS OF  
N.J.S.A. 19:44A-20.5**

**WHEREAS**, the City of Northfield has a need to purchase vehicle maintenance parts for municipal vehicles; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is *1* year with an anticipated value not to exceed \$19,000.00; and

**WHEREAS**, JC Miller Auto Parts dba NAPA at Northfield, has completed and submitted a Business Entity Disclosure Certification which certifies that ‘JC Miller Auto Parts dba NAPA at Northfield’ has not made any reportable contributions to a political or candidate committee in the City of Northfield in the previous one year, and that the contract will prohibit JC Miller Auto Parts dba NAPA at Northfield from making any reportable contributions through the term of the contract, and

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Northfield authorizes the Chief Financial Officer to enter into a contract with ‘JC Miller Auto Parts dba NAPA at Northfield’, as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**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 lines 3-01-26-315-000.

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 17th day of January, 2023.

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Mary Canesi, RMC, Municipal Clerk



# ENGINEER'S REPORT

**ENGINEERING MEMORANDUM**

**TO:** Mayor and City Council, City of Northfield  
1600 Shore Road  
Northfield, NJ 08225

**FROM:** Rami Nassar, PE, PP, CME   
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

**SUBJECT:** Engineers Report for January 17, 2023

**DATE:** January 13, 2023

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**PROJECTS:**

**NF13-37** **Municipal Building Parking Lot Paving and ADA Upgrade**

**PROJECT IS COMPLETED**

**NF13-43** **Asset Management Plan**

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with Public Works Director on March 9, 2020, to go over portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. (3-12-2021) Will be starting to video the sewer main on Monday the 22<sup>nd</sup>, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered few issues which needs to be addressed in the asset management plan. (5-14-21) waiting on the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(1-13-2023) Working on the report.**

**NF13-27** **Grant Applications:**

(5-22-2020) working on the 2021 Municipal Aid Grants for the reconstruction and widening of Merritt Drive, portion of Ridgewood Drive and possible drainage system upgrade. Also, I received an email from the ACIA stating that the municipality does not qualify for CDBG for recreational use (we do not meet the LMI requirements as set by HUD) the only project we can apply for are ADA compliance or projects for Senior Citizen. (6-12-2020) Finalizing the Municipal Aid Grant application for Merritt Drive and working on the CDBG grant to upgrade ADA access to the picnic area at Birch Grove Park. (7-10-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be

Phone: 609-625-7400 Web: snsce.com

1425 Cantillon Boulevard Mays Landing New Jersey, 08330

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submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24<sup>th</sup>. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA. (6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (5-6-2022) The application for the CDBG grant from ACIA is completed will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. (6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant. (6-24-2022) Grant application was submitted to the NJDOT. (7-15-2022) Resolution has been uploaded in PMRS. (8-15-2022) We have a pre application meeting setup for 8-15-2022 for the Transportation Alternative Set-Aside Grant. (10-21-2022) working on the Transportation Alternative Set-Aside Grant and flood mitigation grant with Tim Joo. (11-10-2022) We submitted the Transportation Alternative Set-Aside Grant and working on flood mitigation grant with Tim Joo. (11-25-2022) Grant application was submitted, also we have received the 2023 Municipal Aid Grant for the reconstruction of Ridgewood Drive in the amount of \$261,640. (12-8-2022) I am working in the recreational grant application; we will have on the meeting agenda a resolution to authorize the filing on this application. **(1-13-2023) finishing the recreational grant application to be submitted by the 20<sup>th</sup>.**

**NF13-03      New Jersey American Water Company System Upgrade:**

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new project scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5<sup>th</sup>, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. (3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd Circle and Shepherd Circle West on March 7<sup>th</sup>, it will take approximately 5 weeks to finish the main installation and another 5 weeks to finish all connections. (4-8-2022) Contractor finish the main installation portion of this project, they will start on the water main replacement along Hemsley Place on Monday. (5-20-2022) The contractor will start the individual water connections at Herbert Drive this coming Monday. (6-10-2022) the contractor finished the individual connections along Hemsley and finished more than 50% of the connections for Herbert and Shepherd portion of the project. (6-24-2022) All work has been completed; paving will start after 60 days. (9-2-2022) We marked the limits of paving for the final restoration at Hemsley, Herbert and Shepherd, the work is scheduled for the first week in October. (9-15-22) Contractor sent all required paperwork for additional paving. (10-7-2022) the Paving was completed at Shepherd and Herbert, Hemsley to be finished on Monday. (10-21-2022) Pavement restoration has been completed. **(1-13-2023) Nothing new to report.**

**NF13-03      Street Opening:**

**(1-13-2023) 4 street opening permit was processed.**

**NF13-44      2020 Local Road Paving Program**

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20<sup>th</sup> meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are

requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10<sup>th</sup>. (12-11-2020) We received 6 bids and the lowest bid was from South State, Inc. in the amount of \$527,756.00, the recommendation of award is on the Council's agenda for approval for this meeting. (1-14-2021) we had the pre-construction meeting on the 11<sup>th</sup>, the contractor tentatively will start the drainage component of the project in February. (2-26-2021) We sent the notice to proceed, the contractor is starting the drainage improvements on March 1, 2021. (3-12-2021) The drainage pipe along Maple has been completed, and the Contractor will start the concrete work next week. (4-1-2021) The concrete work will start on the 5<sup>th</sup>. (4-15-2021) Contractor is not finished with the concrete work. (4-30-2021) All concrete has been completed, working with the Contractor on the paving schedule. (5-14-2021) Nothing new to report. (6-11-2021) the contractor started the paving portion of this project on 6/9/2021. (8-6-2021) The contractor will finish the paving and start on the punch list items the week of August 9<sup>th</sup>. (8-26-2021) The Contractor started the work on the punch list items, we sent him an email indicating the time for project completion is no later than September 15, if not finished by then, the Municipality could assess liquidated damages. (9-10-2021) the contractor finished 80% of the punch list items. (10-22-2021) Working on the payment request and the final change order. (11-19-2021) Working on the final change order, also we ordered the core sample testing to determine actual asphalt thickness and composition. (7-15-2022) Working on the final change order, so we can close out this project. **(1-13-2023) I had meeting with the Contractor to finalize the quantities for the change order and final payment.**

**NF13-45      Reconstruction of Fuae Avenue (Municipal Aid FY 2020)**

**PROJECT IS COMPLETED**

**NF13-48      Reconstruction of Merritt Dr. and p/o of Ridgewood Dr. (Municipal Aid FY 2021)**

On November 16, 2020, The City was selected to receive \$ 310,000.00 from the NJDOT Fiscal Year 2021 Municipal Aid Program the Reconstruction of Merritt Drive and portion of Ridgewood Drive between Route 9 and Wabash Avenue. Nothing New to report. (1-14-2021) we started the project design. (4-15-2021) Working on the design plan, should be completed by the end of April. (5-14-2021) The plan and specification will be at the Clerk's Office by the end of May for review and approval by Council. (6-11-2021) the plans and bid package is at the Municipal Clerk's office for the Council members to review. (7-9-2021) sent the package to the NJDOT for their concurrence. (8-26-2021) we received the NJDOT comments on the plans and bid package, we addressed all the issues and sent back the revised package for the NJDOT concurrence, so we can advertise the bid. (9-10-2021) the project has been advertised for bidding. (9-23-2021) No Update. (10-8-2021) We had bid opening on the 5<sup>th</sup> and I have submitted the recommendation for award for the Council members review and approval. (10-22-2021) We received the Award Concurrence from the NJDOT, so we can move forward with Pre-construction meeting and schedule the work with the contractor. (11-5-2021) The pre-construction meeting is scheduled for November 9<sup>th</sup>. (11-19-2021) The Contractor will work with Public Works to determine if the existing drainage system needs any additional upgrade. (3-4-2022) Starting dated was pushed toward the end of April, due to the water main connection for the new school at the corner of Route 9 and Ridgewood Drive. (3-18-2022) We sent the notice to proceed to the contractor for April 1, 2022. (4-8-2022) The Contractor will start the concrete portion of this project on Monday the 11<sup>th</sup>. (4-22-2022) Concrete work has been completed; we have an issue with a shallow stormwater pipe crossing along Merritt Dr. we are in the process of replacing this pipe, also we have removed three existing trees, one tree for sight distance and two trees for motorist safety. (5-6-2022) Drainage pipe replacement has been completed; we have 30-day settlement period before paving can start. (5-20-2022) The contractor is scheduling the paving portion for Mid-June. (6-10-2022) The paving portion of the project has been completed. (6-24-2022) Line striping has been finished; the project is substantially completed. (7-15-2022) Final inspection by NJDOT is scheduled for 7-19-2022. (8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications. (9-15-2022) the contractor is working on correction couple drainage issues along Merritt and Ridgewood. (10-7-2022) The contractor corrected the drainage issue along Merritt and Ridgewood, still need to correct the minor puddle by Route 9. (10-21-2022) Final change order has been finalized and need Council's approval before we can close out this project with the NJDOT. **(1-13-2023) Working on the close out documents for this grant.**

**NF13-49      Slip Line Portion of the Existing Sanitary Sewer Mains**

(8-6-2021) On June 15, 2021, The City awarded the slip lining contract to En-Tech Corop of NJ, for the sum of \$221,277.63. We had the pre-construction meeting on July 29, 2021. During the meeting the contractor requested

that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September. (8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14<sup>th</sup>. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11<sup>th</sup>, project should be completed by October 22<sup>nd</sup>. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. (12-10-2021) Received the payment request, and all the prep and post installation videos for our review. (1-14-2022) Spoke with the contractor regarding the issue with the slip line at the intersection of Tilton and Roosevelt waiting on his time frame to fix, so we can process the payment. (2-6-2022) Due to the weather the repair can't take place until the temperature is in the upper 40, at this time we recommended a partial payment to the Contractor. (4-8-2022) We prepared the final change order for approval by Council, mainly this change order reflects few discrepancies between the as-built plan and the actual conditions in the field. (4-22-2022) We received the final payment request from the Contractor on 4-202-22, it will be on the next Council meeting agenda for payment. (5-6-2022) Final payment has been submitted, Contractor provided the required maintenance bond. (9-15-2022) Project is completed, only one punch list item remains to be completed. (10-7-2022) We are going to prepare bid package for another section of the deep sewer to be slipped lined. (10-21-2022) Bid package has been completed and will be going out to bid next week. (11-25-2022) Bid opening is scheduled for December 2, 2022. (12-8-2022) I prepared the recommendation of award for the Council to approve for Phase II. **(1-13-2023) we have the pre-construction meeting setup for January 26, 2023.**

#### **NF13-52      2021 Local Road Paving Program**

(3-18-2022) This project originally included full width repaving W Revere Ave (Rt 9 & Leeds Ave), Leeds Ave (W Revere & Oakcrest), W Oakcrest (Leeds & Rt 9), Northwood Court, Chestnut Ave (Rt 9 & Maple), Virginia Ave (Shore Rd & Broad St), Jenny Lynn Drive, Catherine Place, Cedarbridge ( Oak Ave & Delmar Ct), Franklin Ave (Bike path & Broad St), Putting green ( Shore Rd to Broad Street), Madison Ave, and half width repaving for Cedarbridge (Delmar & Zion) and Putting Green (Bike path & Broad St), Mazza Drive was added to the scope of this project. (4-8-2022) We are working on the engineering plans and the bid specifications. (4-22-2022) We completed the field work for Casey Drive, which was added the last Council meeting and should have the plans and specification ready early next month. (5-6-2022) Plans and bid specifications are completed and at the Clerk's office for review. We need Council's approval to go out to bid the project. (6-10-2022) We have bid opening scheduled for June 17, 2022. (6-24-2022) I submitted the recommendation of award for the Council review and approval. (7-15-2022) we had the pre-construction meeting, and the contractor is scheduled to start the first week in August with anticipated completion by November 1<sup>st</sup>. (8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications. (8-12-2022) The contractor started the concrete work on 8-8-2022. (9-2-2022) Paving is completed at Cedarbridge, Madison, Mazza, Jenny Lynn, West Oakcrest and West Revere. The contractor will finish Northwood on the 7<sup>th</sup> and will mobilize back the week of September 19<sup>th</sup> to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19<sup>th</sup>. (10-7-2022) All paving has been completed, the contractor will be the asphalt driveways and the punch list item. (10-21-2022) Contractor completed the line striping, working on the final change order amount and punch list items. (11-10-2022) Project will be under budget, working on the final change order amount and punch list items. (11-25-2022) working on the punch list items. The NJAWC had a main leak at the intersection of Wilson Drive and Wilson Drive the opening was about 7'X6', I am working with the NJAWC on the limits of the pavement restoration. **(1-13-2023) no updates.**