

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
FEBRUARY 7, 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, Smith, Polistina

MAYOR: Chau

APPROVAL OF MINUTES – January 17, 2023

PLANNING BOARD

- Presentation of Response to Ordinance No. 3-2023, Amending Sign Regulations
- Proposed Regulations Regarding Stand-by Generators

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 45-2023** Authorizing Award of Contract for Document Scanning
- 46-2023** Acceptance of the LOSAP Point System and Qualifiers for Members of the Northfield Volunteer Fire Co. #1
- 47-2023** Authorizing the Award of Contract without Public Advertisement for Bids to Patricia’s Cleaning Service Pursuant to the Provisions of N.J.S.A. 19:44A-20.5
- 48-2023** Amending Resolution No. 25-2023, Recognizing Members of the Northfield Volunteer Fire Company
- 49-2023** Approving Participation with the State of New Jersey Federal Grant Program Administered by the Department of Law and Public Safety, Office of the Attorney General
- 50-2023** Authorizing Exemption of Property and Cancellation and Refund of Taxes Pursuant to N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 on Property known as Block 90 Lot 17 (13 Juniper Drive)
- 51-2023** Request to the County of Atlantic to Use County Roads for Parades and Other Functions
- 52-2023** A Resolution of the City of Northfield Authorizing the Sale of City Owned Land
- 53-2023** Authorization to Hire Temporary Part Time Payroll Specialist
- 54-2023** Approval for the Municipal Engineer to Submit the Project known as ‘Upgrading Handicap Access to the Existing Picnic Area at Birch Grove Park’ as the City’s Application for the 2021, 2022 and 2023 Community Development Block Grant Program

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 45-2023**

AUTHORIZING AWARD OF CONTRACT FOR DOCUMENT SCANNING

WHEREAS, the City of Northfield is a member of the Educational Services Commission of New Jersey (ESCNJ), a cooperative purchasing program organized pursuant to N.J.S.A. 40A:11-10 and N.J.A.C. 5:34-7.11; and

WHEREAS, the Local Public Contracts Law authorizes a municipality to purchase goods and services through a duly-formed cooperative purchasing system without advertising for bids; and

WHEREAS, the procurement of goods and services through a cooperative purchasing program is considered to be a fair and open process under the New Jersey Pay-To-Play Law N.J.S.A. 19:44A:20.4 et seq; and

WHEREAS, the City of Northfield desires scan and digitize documents for the Municipal Clerk's Office, and Planning and Zoning Boards, as described in the attached Exhibits "A" and "B", and pursuant to ESCNJ Co-Op #65MCECCPS – ESCNJ 22/23-11; and

WHEREAS, Foveonics Document Solutions has submitted a proposal indicating they will digitize the relevant documents for a cost not to exceed \$65,000, plus annual storage costs estimated at \$2,520.00.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The terms set forth in the preamble are acknowledged as if restated here.
2. The Council of the City of Northfield hereby awards a contract for document scanning and storage in accordance with the specifications described in the proposal submitted by Foveonics Document Solutions pursuant to the conditions of the ESCNJ Co-Op #65MCECCPS – ESCNJ 22/23-11.
3. Funds for this purchase has been certified as available by the Chief Financial Officer and are encumbered under Purchase Order 22-00815, account 2-01-20-120-260.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk / Business Administrator, as necessary, are hereby authorized to execute said contract with Foveonics Documents Solutions.

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 7th day of February 2023.

Mary Canesi, RMC, Municipal Clerk

NJ State Approved-op #65MCECCPS Bid#ESC NJ 22/23-11

F.9 Estimated Costs for clerk records consisting of minuets, ordinances, and resolution books – Years 1921-2022

Service	Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery	Per Box	\$1.00	40	\$40.00
Preparation of Files	Per Hour	\$18.00	120	\$2,160.00
Indexing of Files per Field	Per File	\$0.0500	30,000	\$1,500.00
Boxing and Labeling	Per Hour	\$18.00	50	\$ 900.00
Imaging of Files (Small Format) – Bound Books	Per Image	\$0.15	75,000	\$11,250.00
Quality Assurance	Per Hour	\$18.00	75	\$1,350.00
Sorting of Blue Prints	Per Hour	\$18.00	N/A	\$00
OCR	Per Image	\$0.005	75,000	\$ 750.00
Imaging of Files (Large Format)	Per Image	\$0.049	N/A	\$00
Set up & Training	Per Install	\$350.00	1	\$350.00
<i>One-time scanning costs</i>				\$18,300.00

Cooperative unit pricing is always utilized, and the township will only be billed for actual images produced.

NJ State Approved-op #65MCECCPS Bid#ESC NJ 22/23-11

F.10 Estimated Costs of 85 standard banker boxes of Planning & Zoning Files located in clerk's office, 1st floor and basement.

Service	Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery	Per Box	\$1.00	85	\$ 85.00
Preparation of Files	Per Hour	\$18.00	811	\$ 14,598.00
Indexing of Files per Field	Per File	\$0.05	30,000	\$ 1,500.00
Boxing and Labeling	Per Hour	\$18.00	175	\$ 3,150.00
Imaging of Files (Small Format)	Per Image	\$0.039	212,500	\$ 8,287.50
Quality Assurance	Per Hour	\$18.00	200	\$ 3,600.00
Sorting of Blue Prints	Per Hour	\$18.00	251	\$ 4,518.00
OCR – (3 fields per record)	Per Image	\$0.005	221,000	\$ 3,315.00
Imaging of Files (Large Format)	Per Image	\$0.49	8,500	\$ 4,165.00
<i>One-time scanning costs</i>				\$ 43,218.50

Cooperative unit pricing is always utilized, and the city will only be billed for actual images produced.

Service	Unit	Unit Cost	Estimated Volume	Total
DocumentSync2 Software annual costs	Per GB /Per Month	\$7.50	20/12	\$1,800.00
Web Based annual costs	Per Repository Per Month	\$30.00	2/12	\$ 720.00

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 46-2023**

**ACCEPTANCE OF THE LOSAP POINT SYSTEM AND QUALIFIERS
FOR MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE CO. #1**

WHEREAS, by Ordinance 13-2001, Northfield Volunteer Fire Co. #1 Length of Service Awards Program Act (LOSAP) for the City of Northfield was created pursuant to N.J.S.A. 40A:14-183 et seq.; and

WHEREAS, the following member of the Northfield Volunteer Fire Co. #1 has met their LOSAP requirements for their 21st YEAR November 1, 2021 through October 31, 2022: Donald M. Morey; and

WHEREAS, the following members have qualified for their 20th YEAR: Bruce Cummings, Robert Leeds; and

WHEREAS, the following member has qualified for his 19th YEAR: Scott Goodman; and

WHEREAS, the following member has qualified for his 18th YEAR: Kevin Morey; and

WHEREAS, the following member has qualified for his 16th YEAR: Brian Flaherty; and

WHEREAS, the following member has qualified for his 12th YEAR Eric Shenkus; and

WHEREAS, the following member has qualified for his 7th YEAR: Mike Wallace; and

WHEREAS, the following member has qualified for his 4th YEAR: William Leeds; and

WHEREAS, the following member has qualified for his 3rd YEAR: Kirk Kerlin; and

WHEREAS, the following member has qualified for his 1st YEAR: Tyler Nehl; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that the qualifiers are accepted as presented in this Resolution, and that the aforementioned members have met the necessary requirements for the year November 1, 2021 through October 31, 2022.

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 7th day of February 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 47-2023**

**AUTHORIZING THE AWARD OF CONTRACT WITHOUT PUBLIC
ADVERTISEMENT FOR BIDS TO PATRICIA'S CLEANING SERVICE
PURSUANT TO THE PROVISIONS OF N.J.S.A. 19:44A-20.5**

WHEREAS, the City of Northfield has a need for cleaning services at the various municipal buildings and facilities; 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 \$20,000.00; and

WHEREAS, Patricia's Cleaning Service, has completed and submitted a Business Entity Disclosure Certification which certifies that 'Patricia's Cleaning Service' 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 'Patricia's Cleaning Service' 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 'Patricia's Cleaning Service', 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 3-01-26-310-286.

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 7th day of February, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 48-2023**

**AMENDING RESOLUTION NO. 25-2023, RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 25-2023 appointing the members of the City of Northfield Volunteer Fire Company, adopted January 3, 2022, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to add member Stephen Plettner, effective December 12, 2022; and

BE IT FURTHER RESOLVED that the current list of members / titles of the City of Northfield Volunteer Fire Company shall be memorialized as follows:

Badger, Cindy	Carey, Louis
Chau, Erland	Clark, Ryan
Cummings, Bruce Jr.	Cummings, Bruce (<i>Chief</i>)
Fisher, Steven Jr.	Flaherty, Brian (<i>Captain</i>)
Foltz, Brad	Goodman, Scott (<i>Deputy Chief</i>)
Gitsas, Adam	Hickey, Daniel
Hackett, Edward	Kerlin, Kirk
Joo, Timothy	Leeds, Cole
Kirby, Joshua (<i>Lieutenant</i>)	Lichtenberger, Lee
Leeds, Bill (<i>Lieutenant</i>)	Morey, Donald Michael
Leeds, Robert	Morey, Thomas
Martinelli, Henry	Ordille, John
Morey, Kevin	Pepek, Martin
Nehl, Michael Tyler	Shenkus, Eric (<i>Assistant Chief</i>)
Pendlebury, John	*Plettner, Stephen
Schaech, Charles	Sullivan, John III (<i>Lieutenant</i>)
Swartz, Robert	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 Regular Meeting of the Common Council of the City of Northfield, held this 7th day of February, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 49-2023**

**APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY
FEDERAL GRANT PROGRAM ADMINISTERED BY THE DEPARTMENT
OF LAW AND PUBLIC SAFETY, OFFICE OF THE ATTORNEY
GENERAL**

WHEREAS, the City of Northfield wishes to apply for funding of approximately \$32,400.00 with a match of \$19,132.00 for a total cost of \$51,532.00 for a project under the State of New Jersey Safe and Secure Communities Grant Program (23-0118) for the period of April 9, 2023 through April 8, 2024, and

WHEREAS, the Mayor and Council have reviewed the accompanying application and have approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Northfield Police Department for the purpose described in the application.

THEREFORE, BE IT RESOLVED by the Mayor and Council that

- (1) As a matter of public policy, the City of Northfield wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
- (2) The Attorney General will receive funds on behalf of the applicant.
- (3) The Department of Public Safety, Office of the Attorney General shall be responsible for the receipt and review of the applications for said funds. The Department of Public Safety, Office of the Attorney General shall initiate allocations to each applicant as authorized.
- (4) The City Council of the City of Northfield does accept the award described herein for the purposes specified in the application.

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 7th day of February, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 50-2023**

**AUTHORIZING EXEMPTION OF PROPERTY AND CANCELLATION
AND REFUND OF TAXES PURSUANT TO N.J.S.A. 54:4-3.30 & N.J.S.A.
54:4-3.32 ON PROPERTY KNOWN AS BLOCK 90 LOT 17 (13 JUNIPER
DRIVE)**

WHEREAS, Christina Holloway acquired title to Block 90 Lot 17 (13 Juniper Drive) on April 16th, 2020; and

WHEREAS, it has been determined by the City of Northfield Tax Assessor, William Johnson, CTA, that Christina Holloway is qualified to receive a full disabled veteran exemption from taxes beginning August 9, 2022, pursuant to N.J.S.A 54:4-3.30(a); and

WHEREAS, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 90 Lot 17 (13 Juniper Drive) for 2022 and 2023 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

WHEREAS, it is the desire of the City to adjust the records of the Tax Collector in accordance therewith, which is the purpose of this resolution,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 90 Lot 17 (13 Juniper Drive) as follows due to the fact that said property is exempt:

\$3,177.86 for calendar year 2022
\$3,144.55 for calendar year 2023

BE IT FURTHER RESOLVED, that the City Chief Financial Officer and other appropriate officials, pursuant to N.J.S.A. 54:4-3.30(b) and N.J.S.A. 54:4-3.32, are hereby authorized to refund property taxes previously paid, to Christina Holloway, 13 Juniper Drive, Block 90 Lot 17, Northfield NJ 08225, as follows:

3 rd quarter of 2022	\$1,588.93
4 th quarter of 2022	<u>\$1,588.93</u>
Total Refund:	\$3,177.86

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 7th day of February, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 51-2023**

**REQUEST TO THE COUNTY OF ATLANTIC TO USE COUNTY ROADS
FOR PARADES AND OTHER FUNCTIONS**

WHEREAS, the City of Northfield has a desire to use County Roads for parades and other functions on a limited basis; and

WHEREAS, the City of Northfield has the following requests to be presented to the County of Atlantic:

Independence Day Parade and Race – Tuesday, July 4, 2022
Rain Date – Saturday, July 8, 2023

Close Shore Road from Dolphin Avenue
Tilton Road (8:30 a.m. to 11:15 a.m.)

Close Shore Road from Dolphin Avenue to Mill Road,
and Mill Road from Shore Road to Oak Avenue
(10:30 a.m. to 11:30 a.m.)

Annual Holiday Tree Lighting – Friday, December 1, 2023

Close Shore Road from Zion Road to Tilton Road (6:30 p.m. to 9:00 p.m.)

BE IT RESOLVED, that the Insurance Certificate and Indemnification Agreement are attached as requested by the County.

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 7th of February, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD
RESOLUTION NO. 52-2023**

**A RESOLUTION OF THE CITY OF NORTHFIELD
AUTHORIZING THE SALE OF CITY OWNED LAND**

WHEREAS, the real property known as and located at 2600 Zion Road, Block 9.01 Lot 24, City of Northfield, New Jersey (“the Property”) is owned by the City of Northfield and is not needed for public purposes; and

WHEREAS, it is in the best interest of the City to sell the Property to generate revenue, reduce taxes and reduce liabilities; and

WHEREAS, the Property is vacant land which is less than the minimum size required for development under the City of Northfield’s zoning ordinance, and is without any capital improvements; and

WHEREAS, there is more than one owner with property contiguous to the Property; and

WHEREAS, it is in the best interest of the City to advertise the Property for public sale to the highest bidder in accordance with N.J.S.A. 40A:12-13; and

WHEREAS, pursuant to N.J.S.A. 40A:12-13.2 the City of Northfield shall provide the owners of contiguous real property with notice of the first right of refusal to purchase said Property.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

1. The Municipal Clerk is authorized, subject to the conditions set forth herein, to offer for sale by public auction all of the City’s right, title and interest in and to the Property pursuant to the provisions of N.J.S.A. 40A:12-13.

The minimum bid for the Property is hereby established as \$4,000.00 and no bid less than the minimum amount set forth will be considered. As a condition of a sale to a contiguous owner, the purchaser of the Property shall consolidate the Property with the purchaser’s contiguous property by deed within 60 days of the receipt of the City of Northfield’s executed deed transferring the Property to said contiguous owner. The Municipal Clerk is authorized to notify by letter the contiguous owners of record in accordance with the current tax assessments and to advise each such contiguous owner of the Property being offered for sale. The failure, however, to notify any contiguous owner shall not invalidate the sale.

3. The property being offered for public sale hereunder is not necessary for public municipal purposes and the best interest of the public shall be served in selling said property by public sale to the highest bidder at or above the minimum price set forth in paragraph 2 above, with the Common Council of the City of Northfield reserving the right to accept or reject or otherwise remove the lot from sale. The public sale shall take place at the Northfield City Hall, 1600 Shore Road) Northfield, NJ 08025 on a date and time to be established by the Clerk. Bids shall be received by the Municipal Clerk in accordance with procedures to be announced by the Municipal Clerk. A deposit by certified check, bank check or money order made payable to the City of Northfield in an amount not less than ten percent (10%) of the bid must be paid by the successful bidder at the time of the sale. The Clerk may by the announcement made at the time and place scheduled for the public sale adjourn the sale to another date and time and such announcement shall be deemed adequate notice to all interested parties.
4. All bids shall be referred to the Common Council of the City of Northfield for review and final approval pursuant to N.J.S.A. 40A:12-13 and the City reserves the right to accept the highest bid or to reject any and all bids for any property. The deposits with respect to any unsuccessful bid and any rejected bid shall be returned.
5. The successful bidder shall be responsible for the cost of preparation of the deed of conveyance and any related documents for the transfer of title, not to exceed \$500.00. The balance of the purchase price, together with cost of preparation of the deed of conveyance and related documents for the transfer of title must be paid by certified check, bank check or money order made payable to the City of Northfield and provided to the Municipal Clerk within ten (10) days of the date of sale. The successful bidder shall be responsible for the recording of the deed and for the cost of such recording.
6. A deed without covenants shall be delivered at the Office of the Municipal Clerk on or before 45 days after the sale. The Mayor and Municipal Clerk are hereby authorized to execute said deeds and other conveyance documents and the Municipal Attorney is authorized to prepare such deeds and documents.
7. In addition to the terms and conditions set forth herein, the successful bidders agree to the imposition of the following conditions by the City:
 - a. In the event that the successful bidder fails to close title, the bidder agrees to forfeit to the City any and all monies deposited with the City.

- b. The City does not warrant or certify title to the property and in no event shall the City be liable for any damages to the successful bidder if title is found defective or unmarketable for any reason, and the bidder waives any and all rights and damages or by way of liens against the City, the sole remedy being the right to receive a refund prior to closing a title of the deposit paid and in the event title is found defective or unmarketable. It is the right of the successful bidder to examine title prior to closing. In the event of closing and a later finding of a defect of title, the City shall not be required to refund any money or correct any defect in title and shall not be held liable for damages. Acceptance of an offer to purchase shall constitute a binding agreement by the bidder and the successful bidder shall be deemed obligated to comply with the terms and conditions contained herein.
 - c. The deed of conveyance shall be subject to all matters of record which may affect title, what an accurate survey would reveal, the Ordinances of the City of Northfield, and the reservation of an easement for all natural or constructed drainage systems, swales, pipes, drains, inlets, waterways and easements, if any, on the land and a continued right of maintenance and flow thereof. The City shall be without obligation to provide access, public or private, or to provide any improvements.
 - d. The deed will contain a covenant that neither the purchaser nor any future owner or potential developer of the lot may assert a claim against the City of Northfield based upon the inability to develop or use the lot including, but not limited to, a claim for inverse condemnation or damages of any kind.
 - e. The City makes no representations, warranties or guaranties whatsoever regarding said lands and assumes no responsibility for environmental conditions, known or unknown, regarding said lands. The bidder shall be responsible for the exercise of due diligence in determining the condition of the land, including but not limited to, the determination of any title conditions, environmental conditions, zoning and development restrictions and any other condition or restriction that might impact the use of the land.
8. The Municipal Clerk, the Mayor and the Municipal Attorney are authorized to prepare and execute any and all such documents and to take any and all such actions as may be required to affect the transactions set forth herein.

9. The Municipal Clerk shall file with the Director of Local Government Services in the Department of Community Affairs any required affidavits verifying the publications of the advertisements required by N.J.S.A. 40A:12-13(b).
10. The sale of such lands is subject to applicable New Jersey Law concerning the disposition of municipal real estate and all other applicable laws and ordinances of the State of New Jersey and the City of Northfield.
11. All potential sales are subject to final approval by the Common Council in the sole and absolute discretion of said Council.
12. The City reserves the right to waive any and all defects, informalities and irregularities in any bid. The City further reserves the right to reject all bids in each instance where the highest bid is not accepted and to, in its discretion, re-advertise the property for sale. No bid shall be considered finally accepted until confirmed by the City Council.

BE IT FURTHER RESOLVED, that if any section, paragraph, subsection, clause or provision of this Resolution shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section paragraph, subsection, clause or provision so adjudicated, and the remainder of the Resolution shall be deemed valid and effective; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect following adoption and approval in the time and manner prescribed by law.

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 7th day of February 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 53-2023**

**AUTHORIZATION TO HIRE
TEMPORARY PART TIME PAYROLL SPECIALIST**

WHEREAS, the need exists to hire a temporary part-time Payroll Specialist for the City of Northfield; and

WHEREAS, Sharon Sanfosso has applied for and is qualified for the position; and

WHEREAS, Chief Financial Officer Dawn Stollenwerk and Business Administrator Mary Canesi have recommended that Sharon Sanfosso be hired as temporary part-time Payroll Specialist for the City of Northfield.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that Sharon Sanfosso be and is hereby hired for the position of temporary part-time Payroll Specialist, commencing on February 9, 2023, and subject to understanding and/or completion of the following:

1. Unaligned employee
2. Not eligible for health benefits or vacation time
3. Subject to Policies and Procedures of the City of Northfield
4. Successful completion of background check
5. Hours worked shall customarily be 21 hours per week
6. Employee may on occasion be requested to work additional hours in a given pay week but in no case shall hours worked exceed 25 hours per week

IT IS FURTHER RESOLVED that compensation for Sharon Sanfosso shall be based on an hourly wage of \$25.00 in accordance with the City of Northfield 2023 Salary Ordinance.

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 7th day of February 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 54-2023**

**APPROVAL FOR THE MUNICIPAL ENGINEER TO SUBMIT THE PROJECT
KNOWN AS 'UPGRADING HANDICAP ACCESS TO THE EXISTING PICNIC
AREA AT BIRCH GROVE PARK' AS THE CITY'S APPLICATION FOR THE
2021, 2022 AND 2023 COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**

WHEREAS, the City of Northfield has opted to participate in the Atlantic County Community Development Block Grant (CDBG) Program for FY 2021, FY 2022 and FY 2023; and

WHEREAS, as a participant, the City of Northfield was allocated \$28,485.00 for Fiscal Year 2021, \$27,420.00 for Fiscal Year 2022 and expects to be allocated \$28,000.00 for Fiscal Year 2023 and has selected the project known as Upgrading Handicap Access to the Existing Picnic Area at Birch Grove Park.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby authorizes the Municipal Engineer to submit the appropriate application to the Atlantic County Improvement Authority for the project known as Upgrading Handicap Access to the Existing Picnic Area at Birch Grove Park.

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 7th day of February, 2023.

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 RN
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

SUBJECT: Engineers Report for February 7, 2023

DATE: February 5, 2023

PROJECTS:

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 22nd, 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. **(2-5-2023) 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 submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24th. 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 20th. **(2-5-2023) The recreational grant application was submitted.**

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 5th, 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 7th, 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. **(2-5-2023) The NJAWC opened 124 Putting Green without a permit, and the street is under moratorium, Code Enforcement handled it.**

NF13-03 Street Opening:

(2-5-2023) 12 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 20th 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 10th. (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 11th, 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 5th. (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 9th. (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. **(2-5-2023) I am forwarding the Contractor the final quantities the we have agreed on so we can close out this project.**

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 5th 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 9th. (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 11th. (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. **(2-5-2023) 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 14th. (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 11th, project should be completed by October 22nd. (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. **(2-5-2023) We had the Pre-Construction meeting on January 26, 2023. The Contractor will provide a schedule so we can issue the notice to proceed.**

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 1st. (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 7th and will mobilize back the week of September 19th to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19th. (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. **(2-5-2023) no updates.**