

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
APRIL 7, 2026**

MEETING CALLED TO ORDER by Shannon Campbell, Deputy Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 10, 2026.

FLAG SALUTE

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

MAYOR: Chau

APPROVAL OF MINUTES – March 24, 2026

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 125-2026** Authorizing the Appointment of a COAH Attorney as Special Counsel in Accordance with N.J.S.A. 40A:11-5(1) as a Professional Service and in Compliance with N.J.S.A. 19:44A-20.5
- 126-2026** Authorizing the Waiver of Any and All Permit Fees Associated with Removing and Replacing Roof on Stillwater Annex Building
- 127-2026** Authorizing the Waiver of Any and All Permit Fees Associated with Installation of a Carport Structure at The Stillwater Annex Building
- 128-2026** Authorizing the Waiver of Any and All Permit Fees Associated with Installation of Roof Mounted Solar at Stillwater Annex Building
- 129-2026** Amending Fund Commissioner
- 130-2026** To Approve the Hiring of Frank Gabriel for the Position of Police Officer
- 131-2026** Resolution Accepting Termination of Shared Services Agreement with Borough of Folsom for Chief Financial Officer Services
- 132-2026** Authorizing the Mayor and City Clerk’s Office to Terminate Participation in Agreement Between the City of Northfield and Trinity Code Inspections LLC For The Provision Of Private On-Site Plumbing Sub-Code Inspections

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
APRIL 7, 2026**

133-2026 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(8) Regarding Matters Involving Employment Of A Prospective Public Officer Or Employee And Matters That Fall Within The Attorney-Client Privilege

PAYMENT OF BILLS \$ 2,355,909.61

MEETING NOTICES

City Council April 21st 6pm Work Session
 Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 125-2026**

**AUTHORIZING THE APPOINTMENT OF A COAH ATTORNEY AS
SPECIAL COUNSEL IN ACCORDANCE WITH N.J.S.A. 40A:11-5 (1) AS A
PROFESSIONAL SERVICE AND IN COMPLIANCE WITH N.J.S.A. 19:44A-
20.5**

WHEREAS, the need exists to continue to employ a Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its obligations in any proceeding involving affordable housing requirements imposed by the state of New Jersey or by a New Jersey court of competent jurisdiction; and

WHEREAS, the Common Council of the City of Northfield wishes to award a contract to Surenian, Edwards, and Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742, as a professional service pursuant to N.J.S.A. 40A:11-5 (1) and as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, Surenian, Edwards, and Nolan, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that of Surenian, Edwards, and Nolan, LLC has not made any reportable contributions to a political or candidate committee in the City of Northfield, County of Atlantic in the previous one year, and that the contract will prohibit of Surenian, Edwards, and Nolan, LLC from making any reportable contributions through the term of the contract; and

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 Surenian, Edwards, and Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$25,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

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 that certification of funds has been received from the Municipal Finance Officer and that 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 6-01-20-155-200.

I, SHANNON CAMPBELL, Deputy 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 April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made this _____ day of _____ 2026, by and between:

CITY OF NORTHFIELD, a Municipal Corporation of the State of New Jersey
1600 Shore Road
Northfield, NJ 08225

Hereinafter referred to as “City”

And: **SURENIAN, EDWARDS, BUZAK & NOLAN LLC**
311 Broadway, Suite A
Point Pleasant Beach, NJ 08742

Hereinafter referred to as “Special Counsel”, “Contractor” or “Firm”.

In the event that Surenian, Edwards, Buzak & Nolan LLC is reconstituted, references to “Special Counsel”, “Contractor” or “Firm” shall include references to the new entity.

WITNESSETH:

1. City hereby appoints and employs the Firm to assist the City and its legal counsel to a) address its responsibilities with respect to its affordable-housing obligations under New Jersey State laws commonly referred to as “the Mount Laurel doctrine”, and b) any necessary projects, as determined and authorized by the City.
2. The Firm shall bill the City at the following rates:
 - (a) \$225.00 per hour for Partners
 - (b) \$190.00 per hour for Associates
 - (c) \$90.00 per hour for Paralegals
 - (d) For any new hires, the Firm will communicate with the City prior to the commencement of any work.
3. City shall pay all disbursements incurred by the Firm, such as, but not limited to, black and white photocopying and printing charges (at \$0.30 per page); color photocopying and printing charges (at \$0.50 per page); facsimile charges (at \$1.00 per page); telephone charges;

postage, travel expenses, mileage (at standard IRS rate, plus tolls); video conferencing charges; scanning charges (at \$0.30 per page); research; messenger fees; filing fees; expert fees; recording fees, etc.

4. Special Counsel shall bill City on a monthly basis. In the event that the bills exceed the amount budgeted, City shall either make another appropriation or advise Special Counsel to stop work immediately.

5. City shall pay all bills within forty-five (45) days from date mailed.

6. As a prerequisite to payment, Special Counsel shall complete and execute vouchers provided by the City, which the Firm shall be free to submit with each bill, so that said bill may be paid upon approval.

7. Attached hereto and incorporated herein are:

Enclosures

1. Mandatory Affirmative Action Compliance Notice N.J.S.A. 10:5-31 and N.J.A.C. 17:27;
2. Appendix A Americans with Disabilities Act of 1990 Equal Opportunity for Individuals with Disability; and Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, C. 127) N.J.A.C. 17-27;
3. State of New Jersey Business Registration
4. Certificate; Certificate of Employee Information Report;
5. Workers Compensation and Employers Liability Policy; and
6. Business Entity Disclosure Certification;
7. Disclosure of Investment Activities in Iran
8. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022, c.3
9. Political Contribution Disclosure Form Pursuant To N.J.S.A. 19:44A-20.26
10. Stockholder Disclosure Certification

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 126-2026**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH REMOVING AND REPLACING ROOF ON
STILLWATER ANNEX BUILDING**

BE IT RESOLVED, in accordance with NJSA 52:27D-126b, the Common Council of the City of Northfield, County of Atlantic, New Jersey, hereby authorizes the City of Northfield to waive any and all permit fees associated with the removal and replacement for the existing roof on the Stillwater Annex Building, 101-201 Shore Road, Northfield, NJ, owned by the County of Atlantic Facilities Management.

I, SHANNON CAMPBELL, Deputy 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 April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 127-2026**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH INSTALLATION OF A CARPORT STRUCTURE AT
THE STILLWATER ANNEX BUILDING**

BE IT RESOLVED, in accordance with NJSA 52:27D-126b, the Common Council of the City of Northfield, County of Atlantic, New Jersey, hereby authorizes the City of Northfield to waive any and all permit fees associated with the installation of a carport structure for roof mounted solar panels the Stillwater Annex Building, 101-201 Shore Road, Northfield, NJ, owned by the County of Atlantic Facilities Management.

I, SHANNON CAMPBELL, Deputy 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 April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 128-2026**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH INSTALLATION OF ROOF MOUNTED SOLAR AT
STILLWATER ANNEX BUILDING**

BE IT RESOLVED, in accordance with NJSA 52:27D-126b, the Common Council of the City of Northfield, County of Atlantic, New Jersey, hereby authorizes the City of Northfield to waive any and all permit fees associated with installation of solar on the roof and carport at the Stillwater Annex Building, 101-201 Shore Road, Northfield, NJ, owned by the County of Atlantic Facilities Management.

I, SHANNON CAMPBELL, Deputy 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 April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 129-2026**

**A RESOLUTION AMENDING RESOLUTION 8-2026 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

IT IS HEREBY RESOLVED that Resolution No. 8-2026 appointing a Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Joint Insurance Fund, adopted January 6, 2026, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended; and

BE IT FURTHER RESOLVED, the Governing Body recommends the appointment of Councilwoman Carolyn Bucci, 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 Councilwoman Carolyn Bucci, as Fund Commissioner and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, for the Atlantic County Municipal Joint Insurance Fund.

I, SHANNON CAMPBELL, Deputy 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 April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 130-2026**

**TO APPROVE THE HIRING OF FRANK GABRIEL
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 and reviewed, and interviews were held; and

WHEREAS, the members of the Police Committee and Chief of Police Scott Pollak have recommended that a conditional offer of employment be made to Frank Gabriel to fill the position of Police Officer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that a conditional offer of employment be made to Frank Gabriel, to serve as a full time Police Officer with a tentative hiring date of April 27, 2026, subject to the following:

1. Successful completion of a pre-employment physical examination and alcohol/drug urinalysis screening, to be administered by the City Physician.
2. Successful completion of a psychological examination, administered by a City designated psychiatrist in accordance with NJ Police Training Commission Guidelines.
3. Successful graduation from the Atlantic County Police Academy.
4. Fulfilment of all other provisions of the Conditional Offer provided to him by the City, a copy of which is attached to this Resolution.
5. Starting salary shall be at the step one level of \$47,427.00 in accordance with the current collective bargaining agreement (CBA) between the City of Northfield and the Mainland PBA, Local #77.

I, SHANNON CAMPBELL, Deputy 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 April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

Scott M. Pollak
CHIEF OF POLICE



POLICE (609)641-3122
ADMINISTRATIVE BUSINESS
(609)641-2832
FAX (609-646-9539

NORTHFIELD
POLICE DEPARTMENT
1600 SHORE ROAD
NORTHFIELD, NEW JERSEY 08225

Conditional Offer of Employment

A conditional offer of employment is being made to: _____ on
_____.

By Chief Scott Pollak on behalf of Mayor Erland Chau and the City of Northfield for the
position of:

- A. Please carefully read the following and sign the form at the appropriate space at the bottom of the form.
- B. The candidate will retain one copy for their records.
- C. This conditional offer of employment is not considered valid unless signed by the candidate.
 1. Under the *Americans with Disabilities Act of 1990*, all employers with more than 15 employees are required to make such a conditional offer of employment to candidates meeting the minimum qualifications regarding job requirements and business necessity. You have been found to meet the initial minimum requirements. You are required to meet additional requirements before this offer becomes final.
 2. Do not leave your present employer or provide notice that you are leaving. Do not relocate your address, assume any financial responsibilities, or otherwise change your lifestyle as a result of this conditional offer. Do not tell others that you have been offered this employment. This offer is conditional only.
 3. You may be required to compensate your previous employer for academy fees or any other fees to fulfill previous employer contract agreements.
 4. This offer is conditional upon the successful completion of an extensive background check.
 5. You may be required to complete additional medical, physical, psychological and other tests or provide exemplars before this offer of employment is finalized. You will be afforded reasonable accommodations for any known or discovered disability.
 6. This offer is conditional upon there being an available funded position when you complete all remaining steps required for the position. Please note that, at times there are more conditional offers than funded positions, because some candidates are ultimately unsuccessful, this is done to ensure enough available candidates. Positions will be filled in the order that conditional offers are issued.

7. You may be required to submit to drug and/or alcohol screening. By signing this agreement, you agree to participate when requested to do so and acknowledge that successfully completing such screening is required before any offer of employment becomes final.
8. For police officer candidates:
 - i. You are required to successfully complete a course of basic training in a New Jersey Police Training Commission approved police academy and successfully meet all of the requirements of a municipal police officer trainee as established by the New Jersey Police Training Commission. Your signature acknowledges your understanding of this mandatory requirement.
 - ii. Upon graduation from the police academy, you are required to successfully complete a structured Field Training Program administered by this police department.
 - iii. Upon graduation from the police academy, you are required to successfully complete a working test period (probation) of 12 full months (one year) before being granted permanent status as a police officer.
9. This conditional offer of employment will be withdrawn if the candidate becomes involved in any incident that results in their arrest, the filing of criminal charges against the candidate, the candidate being named as a defendant in any domestic violence restraining order, or other conduct not appropriate for a police officer.
10. This conditional offer of employment will also be withdrawn if any disqualifying information was not disclosed by the candidate in their employment application or if it is determined that the candidate was purposely or knowingly untruthful in any statement of fact.

I certify that I have read this conditional offer of employment, I understand its requirements, and agree to this conditional offer of employment.

(Signature of Candidate)

(Date)

(Print Name of Candidate)

(Signature of Witness)

(Date)

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 131-2026**

**RESOLUTION ACCEPTING TERMINATION OF SHARED
SERVICES AGREEMENT WITH BOROUGH OF FOLSOM FOR CHIEF
FINANCIAL OFFICER SERVICES**

WHEREAS, the City of Northfield is currently a party to a Shared Services Agreement (“SSA”) with the Borough of Folsom (“Folsom”) for shared Chief Financial Officer (“CFO”) services; and

WHEREAS, on December 5, 2025, Folsom provided written notice of termination of the SSA as a result of the CFO’s retirement as of May 1, 2026; and

WHEREAS, the City of Northfield desires to accept the termination of the SSA for the reasons set forth above and for the reasons contained in Folsom’s December 5, 2025 notice of termination; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield hereby accepts the termination of the SSA effective April 30, 2026 for the reasons set forth above and for the reasons contained in Folsom’s December 5, 2025 notice of termination.

I, SHANNON CAMPBELL, Deputy Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City Council of Northfield, held this 7th day of April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 132-2026**

**AUTHORIZING THE MAYOR AND CITY CLERK'S OFFICE TO
TERMINATE PARTICIPATION IN AGREEMENT BETWEEN THE CITY
OF NORTHFIELD AND TRINITY CODE INSPECTIONS LLC FOR THE
PROVISION OF PRIVATE ON-SITE PLUMBING SUB-CODE
INSPECTIONS**

WHEREAS, the City of Northfield had a need for the performance of private on-site plumbing inspections and plan review; and

WHEREAS, in accordance with N.J.A.C. 5:23-4.12, the City of Northfield entered into an Agreement with Trinity Code Inspections LLC For the provision of private on-site plumbing sub-code inspections ("Agreement"); and

WHEREAS, Article VII B of the Agreement allows either party to terminate participation in same by providing 30 days advance written notice to the other party via certified mail, return receipt requested; and

WHEREAS, the Common Council for the City of Northfield desires to terminate participation in the Agreement by providing 30 days written notice to Trinity Code Inspections LLC, Attn: Jay Dilworth, 735 Shunpike Road, Cape May, NJ 08204.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes and directs the Mayor and the City Clerk's Office of the City of Northfield to terminate participation in the Agreement by providing 30 days written notice to Trinity Code Inspections LLC, Attn: Jay Dilworth, 735 Shunpike Road, Cape May, NJ 08204.

I, Shannon Campbell, Deputy Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 7th day of April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

Roll Call:

Aye: Carfagno, Dewees, Kern, Notaro, Polistina, Smith, Bucci

Nay:

Abstain:

Absent:

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 133-2026**

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(8) REGARDING MATTERS INVOLVING EMPLOYMENT OF A PROSPECTIVE PUBLIC OFFICER OR EMPLOYEE AND MATTERS THAT FALL WITHIN THE ATTORNEY-CLIENT PRIVILEGE

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 does not open to the public certain matters relating to items authorized by NJSA 10:4-12b(8) matter involving the appointment of a prospective public officer or employee, to wit a Chief Financial Officer, together with matters that fall within the attorney-client privilege.

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 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, Shannon Campbell, Deputy 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 Northfield, held this 7th day of April, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk