

CITY OF NORTHFIELD COUNCIL MEETING AGENDA
APRIL 8, 2025

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 11, 2025.

FLAG SALUTE

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

MAYOR: Chau

APPROVAL OF MINUTES – March 13, 2025, and March 18, 2025

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 99-2025** Acknowledging Retirement of Qwin Vitale, Superintendent of Public Works
100-2025 Approval of Application for a Coin Drop Northfield Volunteer Fire Company
101-2025 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. 10:4-12(B)(7) –Matters Covered Under the Attorney Client Privilege
102-2025 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. 10:4-12 Regarding Pending Litigation in the Matter of Mary Canesi v. City of Northfield Et Al's

ORDINANCES

- 6-2025** Amending Chapter 250 Of The City Of Northfield Code, Article II Birch Grove Park, Veterans Park And First Street Playground Regulations, Section 250-2, Prohibited Activities
Introduction / No Public Input / Published in the Press of AC 4/12/2025
2nd Reading / Public Hearing / Final Consideration 04/22/2025

PAYMENT OF BILLS \$ 3,825,672.04

MEETING NOTICES

City Council April 22nd 6pm Work Session
Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 99-2025**

**ACKNOWLEDGING RETIREMENT OF QWIN VITALE,
SUPERINTENDENT OF PUBLIC WORKS**

WHEREAS, the Common Council of the City of Northfield approved the hiring of Qwin Vitale effective December 18, 1989; and

WHEREAS, Qwin Vitale submitted notice of retirement to the State of New Jersey with an effective date of April 1, 2025.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the retirement of Qwin Vitale from the position of Superintendent of Public Works, effective April 1, 2025; and

BE IT FURTHER RESOLVED that Mr. Vitale's last day of work was March 31, 2025.

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 Northfield, held this 8th day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 100-2025**

**APPROVAL OF APPLICATION FOR A COIN DROP
NORTHFIELD VOLUNTEER FIRE COMPANY**

WHEREAS, Northfield Volunteer Fire Company has properly submitted an Application for a Coin Drop to be held at the intersection of Tilton Road (CR563), Shore Road (CR585), and Mill Road CR (662) in the City of Northfield for Saturday, July 12, 2025, from 9:00am – 4:00pm; and

WHEREAS, the Police Department has reviewed approved the traffic control plan; and

WHEREAS this coin drop activity shall be subject to further and final approval by the County of Atlantic.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for a Coin Drop to be held at the intersection of Tilton Road (CR563), Shore Road (CR585), and Mill Road CR (662) in the City of Northfield on Saturday, July 12, 2025, from 9:00am –4:00pm.

BE IT FURTHER RESOLVED that the Coin Drop activity shall be deemed finally approved upon receipt of the County’s Resolution of Approval, to be provided by the applicant to the City of Northfield Municipal Clerk.

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 8th day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 101-2025**

**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-
12(b)(7) –MATTERS COVERED UNDER 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 not open to the public, with the City’s Special Counsel for Affordable Housing, an update regarding affordable housing compliance efforts, potential future affordable housing development, and matters that fall within the attorney client privilege related thereto.

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, 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 Northfield, held this 8th day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 102-2025**

**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. 10:4-12
REGARDING PENDING LITIGATION IN THE MATTER OF MARY
CANESI v. CITY OF NORTHFIELD ET ALS**

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

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

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to a lawsuit filed in Atlantic County Superior Court by Mary Canesi against the City of Northfield et als.; and

WHEREAS, the purpose of this meeting is to obtain provide a status update to the Common Council of the City of Northfield with regard to the lawsuit, an update which requires attorney client privilege and confidentiality.

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, Kristopher J. Facenda, Esq., Solicitor 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 8th day of April 2025.

Kristopher J. Facenda, Esquire

ENGINEER'S REPORT

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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Engineer's Report

To: Mayor & Council
City of Northfield

From: Marc DeBlasio, P.E., P.P., C.M.E.
City Engineer

Cc: Mary Canesi, Clerk (via email)
Dawn Stollenwerk, CFO (via email)
Qwin Vitale, Superintendent of Public Works (via email)
Nancy Mauro, P.E. (via email)

Date: April 8, 2025

Grant Applications

1. FY2025 NJDCA Local Recreation Improvement Grant (LRIG)
 - The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is January 31, 2025. The LRIG application for four (4) pavilions at Birch Grove Park was submitted on January 29, 2025.
2. FY2026 Community Funding Project
 - Congressman VanDrew announced the application process was open for Community Grant Funding through the House Appropriations Committee. Applications are due to be submitted by March 14, 2025.
 - The Northfield application will be for the construction of basketball and pickleball courts at Birch Grove Park.
3. FY2024 NJDCA Local Recreation Improvement Grant (LRIG)
 - The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is February 27, 2024. The LRIG application was submitted on February 23, 2024.
 - Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
 - Our office submitted the proposal for this project on December 20, 2024 and is ready to begin work upon authorization from the City.
 - The City requested that due to budget constraints, the project be revised to be closer in cost to the grant award. Our office contacted the NJDCA in February of 2025. The NJDCA will allow

for a change in scope in the project and will allow engineering costs to be submitted with the construction estimate.

- Our office submitted a revised proposal on March 12, 2025 based on this information.
- The NDCA approved the revised scope of work of a stone parking lot and the inclusion of engineering design fees on March 21, 2025. A time extension request was not approved, and the project must be completed by April 2026.

4. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)

- On June 10, 2024 the USDA awarded the City \$17,000.00 for the PPG grant and the next step requires the City to file the full application.
- The next phase is for the City to authorize our office for an engineering study – our proposal for this project was submitted on February 12, 2025.
- The City approved the proposal for this work with Resolution No. 70-2025 on February 18, 2025.

5. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)

- The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
- The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.
- This application is currently still pending with the NJDOT.

6. New Jersey Department of Transportation Municipal Aid

- The City has selected the reconstruction of Juniper Drive from Cedarbridge Road to Mill Road as its project for FY2025 Municipal Aid.
- The City was awarded \$229,190.00 on November 13, 2024 for this project. The total project cost estimate is \$355,824.70.
- Survey work has been completed and plans are being prepared.

Engineering

1. Street Excavation and Sidewalk Ordinance

- Our office was asked to review and revise the street excavation and sidewalk ordinance. We have been coordinating with the City to update this ordinance.
- Our office sent a draft ordinance to the City on May 21, 2024.
- Our office met with the City on July 15, 2024 to review City revisions and comments.
- The second draft of the ordinance was sent to the City on September 4, 2024.
- Final draft of the ordinance was sent to the City on November 18, 2024.
- The City passed a revised ordinance and it became legal publication on February 22, 2025.

2. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads

- The project was submitted to the Atlantic County Engineering department for review. The County is requiring the majority of the work to be conducted during the night.
- Our office received input from the City's Public Works Department. We adjusted the bid documents accordingly and are waiting for City approval to set a bid schedule.

- The Bid opening was held August 28, 2024 at 10 a.m. Only one bid was received from Mobile Dredging and Video Pipe, Inc. in the amount of \$344,150.
 - Council will be rejecting the bid due to lack of funding. The project exceeded the engineer's estimate due to night work requirements and increased traffic control requirements set forth by Atlantic County Engineering Department. The City will meet with the County Engineer to discuss traffic control. The City will consider a re-bid with revisions to the bid cost breakdown sheet.
 - The City will coordinate a meeting with the County to discuss traffic control plan alternatives.
- Our office met with City and County representatives on November 15, 2024. The County agreed that the traffic plan could be revised and will allow Northfield Police to provide traffic control where needed. Our office will revise plans and specifications for rebid.
- On January 10, 2025, our office contacted the County Engineer's office regarding the Zion Road and Shore Road intersection location. The Engineer's office reversed its initial requirement and consented to allow this repair work to be conducted during the daytime with reduced signage and a police presence at the intersection. However, the Zion Road and Mill Road intersection location must be completed at night.
- Our office submitted the proposal for this project on December 18, 2024 and is ready to begin work upon authorization from the City.
- The City has adopted Resolution No. 42-2025 at the January 21, 2025 meeting, authorizing our office to proceed with revisions to bid specifications for this project.
- This project is tentatively scheduled to go out to bid March 13, 2025.
- The project was advertised March 13, 2025 and two copies of plans and specifications were sent to the Northfield offices on March 12, 2025.
- The bid opening is scheduled to take place on April 10, 2025.

3. Habitat for Humanity Housing Project

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- On September 6, 2024, our office issued an email with further detail of stormwater management options in response to the summary email issued by the City on September 5, 2024.
- On October 1, 2024 a meeting was held with representatives from the City, Habitat for Humanity and our office. Habitat representatives stated that engineering costs would be covered under the DCA grant that Habitat will submit. Habitat's engineer will be responsible for preparing a complete project estimate.
- Our office revised their original estimate to include all anticipated site plan engineering costs including anticipated permit fees, with a not to exceed amount as directed by City council.
- Our office transmitted a proposal to the City on December 10, 2024 and is ready to begin work upon authorization from the City.