

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
APRIL 22, 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 – April 8, 2025

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

2025 MUNICIPAL BUDGET

- 105-2025** A Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Reading of the Budget by Title Only
- 106-2025** Self Examination of Budget Resolution

7PM - PUBLIC HEARING

- 90B-2025** Adoption of the 2025 Budget

RESOLUTIONS

- 107-2025** Authorizing Refund of Overpayment of Road Opening Permit Application Fees
- 108-2025** Authorizing the Waiver of Any and All Permit Fees Associated with the Installation of Low Voltage Wiring at Birch Grove Park Related to Security Cameras and Installation as Authorized by Resolution No. 142-2024
- 109-2025** Authorization to Hire Substitute Adult School Crossing Guard
- 110-2025** Authorizing Execution of Intergovernmental Services Agreement – Shared Services Agreement with the Atlantic County Prosecutor’s Office and the County of Atlantic
- 111-2025** Authorizing DeBlasio and Associates Consulting Engineers and Planners to Proceed with Engineering Services for the Project Known as Major Subdivision Plan for Block 69 Lot 1.02 and Block 66 Lot 11
- 112-2025** Approving Job Description for Senior Deputy Clerk
- 113-2025** Rescind the Appointment of Shannon Campbell as Use of Facilities and Event Coordinator, and Deputy Municipal Clerk, and Authorize the Appointment of Shannon Campbell to the Position of Senior Deputy Clerk
- 114-2025** A Resolution Establishing Salaries for Non-Union Employees of the City of Northfield for 2025
- 115-2025** 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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 105-2025**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY, AUTHORIZING THE READING
OF THE BUDGET BY TITLE ONLY**

WHEREAS, pursuant to Resolution No. 90A-2025, the City of Northfield's 2025 Municipal Budget passed on introduction at a Regular Meeting of the Common Council of the City of Northfield on March 18, 2025; and

WHEREAS, since introduction, a complete copy of the approved budget has been posted for public inspection in the lobby of the City of Northfield Municipal Complex, has been posted on the municipal website, and has been available in the office of the Municipal Clerk to any person upon request; and

WHEREAS, N.J.S.A. 40A:4-8 provides that the budget may be read by title only at the time of the public hearing, providing that at least one week prior to the date of the hearing a complete copy of the approved budget as advertised shall be made available for public inspection and shall be made available to each person upon request.

NOW THEREFORE, BE IT RESOLVED by the Common Council for the City of Northfield, County of Atlantic, State of New Jersey, that the 2025 Municipal Budget be read by title only.

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 106-2025**

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the City of Northfield has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2023 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Northfield that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

City of Northfield
Atlantic County, New Jersey
CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and N.J.A.C. 5:30-7.

It is further certified that the municipality has met the eligibility requirements of N.J.A.C. 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with N.J.A.C. 5:30-7.6.

Dated: _____ By: _____
Chief Financial Officer

RESOLUTION NO. 90B-2025

Adoption of the 2025 Budget - SEE HARD COPY

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, after a second reading, and public hearing, at a meeting of said Council on April 22, 2025, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 90B-2025

2025 Adopted Budget
April 22, 2025

	% Change	\$ Change	Budgeted 2025	Adopted Budget 2024	Amended by Transfers/Emerg	Amended Budget 2024	Actual 2024	Difference Reserve
REVENUE								
Surplus	-8.88%	(195,000.00)	2,000,000.00	2,195,000.00		2,195,000.00	2,195,000.00	-
Alcoholic Beverages	0.00%	-	7,500.00	7,500.00		7,500.00	7,500.00	-
Other	7.14%	5,000.00	75,000.00	70,000.00		70,000.00	81,394.54	11,394.54
Fees & Permits	6.67%	5,000.00	80,000.00	75,000.00		75,000.00	177,766.02	102,766.02
Fines & Costs-Court	12.50%	5,000.00	45,000.00	40,000.00		40,000.00	65,571.72	25,571.72
Interest & Costs on Taxes	0.00%	-	55,000.00	55,000.00		55,000.00	56,563.44	1,563.44
Interest on Investments	40.00%	24,000.00	84,000.00	60,000.00		60,000.00	136,970.90	76,970.90
Sewer Rentals	0.69%	10,000.00	1,450,000.00	1,440,000.00		1,440,000.00	1,526,279.35	86,279.35
Sub-Total Local Revenues	2.80%	49,000.00	1,796,500.00	1,747,500.00		1,747,500.00	2,052,045.97	304,545.97
UCC Fees	-3.57%	(5,000.00)	135,000.00	140,000.00		140,000.00	136,397.68	(3,602.32)
Total Municipal Relief Aid		-	-	-		-	-	-
Energy Receipts	0.00%	-	639,927.00	639,927.00		639,927.00	639,926.55	(0.45)
Reserve for State Aid TMRFA	-100.00%	(65,967.28)	-	65,967.28		65,967.28	65,967.28	(-)
Sub-Total State Aid	-9.35%	(65,967.28)	639,927.00	705,894.28		705,894.28	705,893.83	(0.45)
Interlocal Sewage Agreement	0.00%	-	11,520.00	11,520.00		11,520.00	11,520.00	-
Interlocal Court Agreement		-	-	-		-	-	-
Sub-Total Interlocals	0.00%	-	11,520.00	11,520.00		11,520.00	11,520.00	-
NJ Transportation Trust Fund	-22.19%	(65,350.00)	229,190.00	294,540.00	-	294,540.00	294,540.00	-
Drunk Driving Enforcement		-	-	-	-	-	-	-
Clean Communities	-100.00%	(24,863.61)	-	-	24,863.61	24,863.61	24,863.61	-
Recycling Tonnage Grant	-100.00%	(10,751.55)	-	-	10,751.55	10,751.55	10,751.55	-
EMAA Grant	0.00%	-	10,000.00	10,000.00		10,000.00	10,000.00	-
Municipal Alliance	0.00%	-	7,910.14	7,910.14		7,910.14	7,910.14	-
AFFG 2024	-100.00%	(39,000.00)	-	39,000.00		39,000.00	39,000.00	-
Safe & Secure	0.00%	-	45,150.00	45,150.00		45,150.00	45,150.00	-
LRIG	-100.00%	(63,000.00)	-	-	63,000.00	63,000.00	63,000.00	-
Community Dev Block Grant		-	-	-		-	-	-
Stormwater Management Grant		-	-	-		-	-	-
Distracted Driving Grant		2,800.00	2,800.00	-		-	-	-
Body Armor Grant	3.66%	72.07	2,043.80	1,971.73		1,971.73	1,971.73	-
Drive Sober or Get Pulled Over	-100.00%	(4,900.00)	-	-	4,900.00	4,900.00	4,900.00	-
Click It or Ticket	-100.00%	(2,100.00)	-	-	2,100.00	2,100.00	2,100.00	-
USDA Grant	-100.00%	(17,000.00)	-	-	17,000.00	17,000.00	17,000.00	-
Matthew Sheppard Hate Crimes Grant		37,500.00	37,500.00	-		-	-	-
DMHAS Youth Leadership Grant		-	-	-		-	-	-
US DOJ Body Armor Grant	-100.00%	(9,194.60)	-	-	9,194.60	9,194.60	9,194.60	-
Sub-Total Grants	-36.91%	(195,787.69)	334,593.94	398,571.87	131,809.76	530,381.63	530,381.63	-
Library Maintenance Agreement	0.00%	-	20,500.00	20,500.00		20,500.00	20,500.00	-
Library Reimbursement-Moriarity		-	-	-		-	-	-
Capital Fund Surplus		150,000.00	150,000.00	-		-	-	-
Sub-Total Revenues with Consent		150,000.00	170,500.00	20,500.00		20,500.00	20,500.00	-
Receipts from Delinquent Taxes	0.00%	-	225,000.00	225,000.00		225,000.00	229,853.46	4,853.46
Sub-Total General Revenues	-4.71%	(262,754.97)	5,313,040.94	5,443,986.15		5,575,795.91	5,881,592.57	305,796.66
Amount to be Raised by Taxation	6.57%	589,420.84	9,565,208.96	8,975,788.12		8,975,788.12	9,897,546.12	921,758.00
Minimum Library Tax	16.71%	60,145.00	420,086.00	359,941.00		359,941.00	359,941.00	-
Total Amount to be Raised	6.96%	649,565.84	9,985,294.96	9,335,729.12		9,335,729.12	10,257,487.12	921,758.00
TOTAL REVENUES	2.59%	386,810.87	15,298,335.90	14,779,715.27		14,911,525.03	15,779,138.69	1,227,554.66

2025 Adopted Budget
April 22, 2025

	% Change	\$ Change	Budgeted 2025	Adopted Budget 2024	Amended by Transfers/Emerg	Amended Budget 2024	Actual 2024	Difference Reserve
APPROPRIATIONS								
Admin S/W	4.78%	776.00	17,000.00	16,224.00		16,224.00	16,224.00	-
Admin & Executive O/E	-9.09%	(10,000.00)	100,000.00	110,000.00		110,000.00	108,914.39	1,085.61
Mayor & Council S & W	16.19%	10,000.00	71,750.00	71,750.00	(10,000.00)	61,750.00	60,702.92	1,047.08
Mayor & Council O/E	-28.00%	(1,400.00)	3,600.00	5,000.00		5,000.00	3,685.25	1,314.75
Clerk S & W	3.31%	5,000.00	156,000.00	151,000.00		151,000.00	150,697.78	302.22
Clerk O/E	-9.97%	(4,440.00)	40,100.00	51,540.00	(7,000.00)	44,540.00	41,713.74	2,826.26
Finance S & W	5.49%	5,000.00	96,000.00	91,000.00		91,000.00	87,654.77	3,345.23
Finance O/E	-18.75%	(3,000.00)	13,000.00	16,000.00		16,000.00	12,982.62	3,017.38
Audit O/E	21.21%	7,000.00	40,000.00	38,000.00	(5,000.00)	33,000.00	33,000.00	-
Collector S & W	0.00%	-	115,000.00	125,000.00	(10,000.00)	115,000.00	110,447.20	4,552.80
Collector O/E	-2.86%	(500.00)	17,000.00	13,000.00	4,500.00	17,500.00	15,647.70	1,852.30
Assessor S & W	3.51%	1,694.00	49,900.00	48,206.00		48,206.00	48,205.04	0.96
Assessor O/E	-29.87%	(2,300.00)	5,400.00	7,700.00		7,700.00	4,188.17	3,511.83
Workman's Compensation	12.32%	34,056.00	310,401.00	276,345.00		276,345.00	276,345.00	-
Employee Group Insurance	20.35%	341,327.00	2,018,327.00	1,677,000.00		1,677,000.00	1,677,000.00	-
Liability Insurance	1.54%	1,975.00	130,000.00	65,000.00	63,025.00	128,025.00	116,490.29	11,534.71
Health Benefits Waiver	75.00%	15,000.00	35,000.00	20,000.00		20,000.00	20,000.00	-
Legal O/E	-16.13%	(25,000.00)	130,000.00	125,000.00	30,000.00	155,000.00	146,994.64	8,005.36
Planning Board S & W	3.33%	300.00	9,300.00	9,000.00	-	9,000.00	8,822.92	177.08
Planning Board O/E	-46.00%	(11,500.00)	13,500.00	15,000.00	10,000.00	25,000.00	21,029.63	3,970.37
Council on Affordable Housing		150,000.00	150,000.00	-	-	-	-	-
Engineering O/E	0.00%	-	40,000.00	30,000.00	10,000.00	40,000.00	35,695.73	4,304.27
Economic Develop Comm O/E	0.00%	-	3,000.00	5,000.00	(2,000.00)	3,000.00	3,000.00	-
Fire S & W	0.00%	-	600,000.00	610,000.00	(10,000.00)	600,000.00	556,122.52	43,877.48
Hydrants	1.56%	2,000.00	130,000.00	115,000.00	13,000.00	128,000.00	123,497.16	4,502.84
O/E	-10.97%	(6,100.00)	49,500.00	55,600.00	-	55,600.00	55,058.72	541.28
Police S & W	-2.12%	(55,000.00)	2,534,000.00	2,619,000.00	(30,000.00)	2,589,000.00	2,421,201.35	167,798.65
Police O/E	-14.39%	(29,500.00)	175,500.00	230,000.00	(25,000.00)	205,000.00	196,575.69	8,424.31
Emergency Mgmt S & W	0.00%	-	1,000.00	6,000.00	(5,000.00)	1,000.00	431.47	568.53
Emergency Mgmt O/E	-11.11%	(1,000.00)	8,000.00	14,000.00	(5,000.00)	9,000.00	8,973.12	26.88
Emergency Medical Services	168.86%	44,749.00	71,250.00	20,001.00	6,500.00	26,501.00	24,875.00	1,626.00
PUBLIC WORKS FUNCTIONS:								
Streets & Road S&W	39.56%	180,000.00	635,000.00	455,000.00	-	455,000.00	455,000.00	-
Streets & Road O/E	0.00%	-	30,700.00	36,700.00	(6,000.00)	30,700.00	28,940.48	1,759.52
Reserve for Storm Recovery	0.00%	-	1.00	1.00	-	1.00	-	1.00
Vehicle Maintenance O/E	-6.45%	(4,000.00)	58,000.00	62,000.00		62,000.00	57,532.09	4,467.91
Sewer S & W	-100.00%	(154,975.00)	-	190,000.00	(35,025.00)	154,975.00	119,701.85	35,273.15
Sewer O/E	-25.00%	(5,000.00)	15,000.00	20,000.00		20,000.00	12,873.55	7,126.45
Buildings & Grounds O/E	-15.63%	(12,500.00)	67,500.00	80,000.00	-	80,000.00	74,090.76	5,909.24
Maint of Bike Path	-40.00%	(1,000.00)	1,500.00	2,500.00		2,500.00	1,326.34	1,173.66
Parks Maintenance		(5,500.00)	40,500.00	46,000.00		46,000.00	42,738.06	3,261.94
Solid Waste Contracts	4.30%	37,505.00	910,000.00	872,495.00	-	872,495.00	851,955.94	20,539.06
Dog Regulation O/E	0.00%	-	9,300.00	9,300.00		9,300.00	9,300.00	-
Neighborhood Program	-33.33%	(2,000.00)	4,000.00	6,000.00		6,000.00	666.85	5,333.15
Senior Citizens	-100.00%	(2,200.00)	-	2,200.00		2,200.00	-	2,200.00
Construction Official S & W	25.00%	25,000.00	125,000.00	90,000.00	10,000.00	100,000.00	96,590.21	3,409.79
Construction Official O/E	0.00%	-	8,000.00	20,000.00	(12,000.00)	8,000.00	3,108.23	4,891.77
Zoning / Housing S & W	0.00%	-	33,000.00	33,000.00		33,000.00	29,300.43	3,699.57
Zoning / Housing O/E	-60.00%	(1,500.00)	1,000.00	2,500.00		2,500.00	-	2,500.00
Petroleum Products	0.00%	-	70,000.00	70,000.00		70,000.00	63,645.73	6,354.27
Telecommunications	0.00%	-	40,000.00	40,000.00		40,000.00	32,034.40	7,965.60
Water	0.00%	-	15,000.00	15,000.00		15,000.00	12,130.92	2,869.08
Electricity & Natural Gas	1.52%	5,000.00	335,000.00	315,000.00	15,000.00	330,000.00	325,078.91	4,921.09
Accumulated Absence	0.00%	-	1.00	1.00	-	1.00	-	1.00
Sub-total appropriations in CAPS		527,967.00	9,532,030.00	9,004,063.00	-	9,004,063.00	8,602,191.57	401,871.43
						-		
PERS	-18.11%	(43,568.81)	197,025.00	240,593.81		240,593.81	240,593.81	-
Social Security	-1.14%	(2,000.00)	173,000.00	175,000.00	-	175,000.00	164,001.37	10,998.63
PFRS	-2.11%	(18,503.00)	857,818.00	876,321.00		876,321.00	-	-
Unemployment	-5.88%	(1,000.00)	16,000.00	17,000.00		17,000.00	14,976.16	2,023.84
DCRP	-30.00%	(3,000.00)	7,000.00	10,000.00	-	10,000.00	6,706.09	3,293.91
Deferred Charges & Statutory Expenditures		(68,071.81)	1,250,843.00	1,318,914.81	-	1,318,914.81	1,302,598.43	16,316.38
						-		
Salaries & Wages inside CAP		32,795.00	4,477,951.00	4,535,181.00	(90,025.00)	4,445,156.00	4,181,102.46	264,053.54
Other Expenses inside CAP		427,100.19	6,304,922.00	5,787,796.81	90,025.00	5,877,821.81	5,723,687.54	154,134.27

2025 Adopted Budget
April 22, 2025

	% Change	\$ Change	Budgeted 2025	Adopted Budget 2024	Amended by Transfers/Emerg	Amended Budget 2024	Actual 2024	Difference Reserve
Appropriations Excluded From CAP								
Library	16.71%	60,145.00	420,086.00	359,941.00		359,941.00	359,941.00	-
LOSAP	0.00%	-	14,000.00	14,000.00		14,000.00		14,000.00
Health Insurance	295.86%	160,443.00	214,673.00	54,230.00		54,230.00	9,966.15	44,263.85
Workers Compensation Insurance	-100.00%	(8,655.00)	-	8,655.00		8,655.00	5,120.57	3,534.43
Solid Waste		-	-	-		-	-	-
PERS Contribution		-	-	-		-	-	-
PFRS Contribution		-	-	-		-	-	-
Interlocal Agreement - Court	-92.31%	(120,000.00)	10,000.00	130,000.00		130,000.00	125,282.83	4,717.17
Interlocal Agreement - CFO	3.22%	1,210.00	38,755.00	37,545.00		37,545.00	37,545.00	-
Interlocal Agreement - Dispatch	3.00%	14,061.00	482,764.00	468,703.00		468,703.00	468,703.00	-
Interlocal Agreement - Pump Station		1.00	1.00	-		-	-	-
Interlocal Agreement - ACUA	-9.97%	(72,000.00)	650,000.00	722,000.00	-	722,000.00	647,879.24	74,120.76
Sub-Total Interlocals	-13.01%	(176,728.00)	1,181,520.00	1,358,248.00	-	1,358,248.00	1,279,410.07	78,837.93
NJ Transportation Trust Fund	-22.19%	(65,350.00)	229,190.00	294,540.00	-	294,540.00	294,540.00	-
Drunk Driving Enforcement		-	-	-		-	-	-
Clean Communities	-100.00%	(24,863.61)	-	-	24,863.61	24,863.61	24,863.61	-
Recycling Tonnage Grant	-100.00%	(10,751.55)	-	-	10,751.55	10,751.55	10,751.55	-
Municipal Alliance	0.00%	-	7,910.14	7,910.14		7,910.14	7,910.14	-
Municipal Alliance - Local Match	0.00%	0.01	1,977.54	1,977.53		1,977.53	1,977.53	-
EMAA	0.00%	-	10,000.00	10,000.00		10,000.00	10,000.00	-
Safe & Secure	0.00%	-	45,150.00	45,150.00		45,150.00	45,150.00	-
Safe & Secure - Local Match	3.91%	2,790.00	74,146.00	71,356.00		71,356.00	71,356.00	-
Community Dev Block Grant		-	-	-		-	-	-
Stormwater Management Grant		-	-	-		-	-	-
Distracted Driving Grant		2,800.00	2,800.00	-		-	-	-
Body Armor Grant	3.66%	72.07	2,043.80	1,971.73		1,971.73	1,971.73	-
Drive Sober or Get Pulled Over	-100.00%	(4,900.00)	-	-	4,900.00	4,900.00	4,900.00	-
Click It or Ticket	-100.00%	(2,100.00)	-	-	2,100.00	2,100.00	2,100.00	-
LRIG	-100.00%	(63,000.00)	-	-	63,000.00	63,000.00	63,000.00	-
AFFG 2024	-100.00%	(39,000.00)	-	39,000.00	-	39,000.00	39,000.00	-
DMHAS Youth Leadership Grant		-	-	-		-	-	-
USDA Grant	-100.00%	(17,000.00)	-	-	17,000.00	17,000.00	17,000.00	-
Matthew Sheppard Hate Crimes Grant		37,500.00	37,500.00	-		-	-	-
US DOJ Body Armor Grant	-100.00%	(9,194.60)	-	-	9,194.60	9,194.60	9,194.60	-
Sub-Total Grants	-31.97%	(192,997.68)	410,717.48	471,905.40	131,809.76	603,715.16	603,715.16	-
Total Operations Excluded From CAPS		(157,792.68)	2,240,996.48	2,266,979.40	131,809.76	2,398,789.16	2,258,152.95	140,636.21
Total S/W Excluded from CAPS		(200.00)	170,851.00	164,051.00	7,000.00	171,051.00	171,051.00	-
Total O/E Excluded from CAPS		(157,592.68)	2,070,145.48	2,102,928.40	124,809.76	2,227,738.16	2,352,547.92	-
Capital Improvement Fund		-	-	-		-	-	-
Firefighter Protection Equipment	-14.29%	(2,500.00)	15,000.00	17,500.00		17,500.00	16,047.32	1,452.68
Facility Improvements		-	-	-		-	-	-
Recreation Improvements		-	-	-		-	-	-
Sewer Repairs	0.00%	-	15,000.00	15,000.00		15,000.00	-	15,000.00
Computer & Electronic Equipment	0.00%	-	5,000.00	5,000.00		5,000.00	2,037.21	2,962.79
Sub-Total Capital Improvements		(2,500.00)	35,000.00	37,500.00	-	37,500.00	18,084.53	19,415.47
Bond Principal	1.97%	15,000.00	775,000.00	760,000.00		760,000.00	760,000.00	-
BAN Payment		-	-	-		-	-	-
Interest on Bonds	-11.57%	(31,805.00)	243,195.00	275,000.00		275,000.00	274,193.76	-
Interest on Notes		154,000.00	154,000.00	-		-	-	-
Sub-Total Debt Service	13.26%	137,195.00	1,172,195.00	1,035,000.00	-	1,035,000.00	1,034,193.76	-
Emergency Authorizations		-	-	-		-	-	-
Deferred Charges - Grant Match		-	-	-		-	-	-
Deferred Chgs to Future Tax		-	-	-		-	-	-
Sub-Total Deferred Charges		-	-	-	-	-	-	-
General Appropriations	3.17%	436,797.51	14,231,064.48	13,662,457.21	131,809.76	13,794,266.97	13,215,221.24	578,239.49
Reserve for Uncollected Taxes	-4.47%	(49,986.64)	1,067,271.42	1,117,258.06	-	1,117,258.06	1,117,258.06	-
Total General Appropriations	2.59%	386,810.87	15,298,335.90	14,779,715.27	131,809.76	14,911,525.03	14,332,479.30	578,239.49

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 107-2025**

**AUTHORIZING REFUND OF OVERPAYMENT OF ROAD OPENING
PERMIT APPLICATION FEES**

WHEREAS, pursuant to § 330-13 (c) of the City of Northfield Code, a fee of \$500 shall be paid to the City of Northfield prior to the issuance of a road opening permit for the opening of any asphalt or other street surface; and

WHEREAS, on March 25, 2025, NJ American Water Company did apply for road opening permits for certain addresses, and remitted payment as follows:

Address	Amount	Refund Due in Excess of \$500
315 Jackson Avenue	\$ 532.16	\$ 32.16
55 Yorkshire Avenue	\$ 532.16	\$ 32.16
109 Rosedale Avenue	\$ 532.16	\$ 32.16
114 Mt Vernon Avenue	\$ 532.16	\$ 32.16
218 Jackson Avenue	\$ 532.16	<u>\$ 32.16</u>
	Total	\$ 160.80

WHEREAS, on April 3, 2025, NJ American Water, 3215 Fire Road, Egg Harbor Township, NJ, 08234 submitted a written request for a refund of the overpaid amounts, for a total of \$160.80.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Common Council of the City of Northfield authorizes the refund of \$160.80 to NJ American Water, 3215 Fire Road, Egg Harbor Township, NJ, 08234.

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 108-2025**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH THE INSTALLATION OF LOW VOLTAGE
WIRING AT BIRCH GROVE PARK RELATED TO SECURITY CAMERAS
AND INSTALLATION AS AUTHORIZED BY RESOLUTION NO. 142-2024**

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 low voltage wiring for security cameras at Birch Grove Park 1675 Burton Avenue, Northfield, NJ 08225, as authorized by Resolution No. 142-2024.

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 22nd day of April, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 109-2025**

**AUTHORIZATION TO HIRE SUBSTITUTE
ADULT SCHOOL CROSSING GUARD**

WHEREAS, the need exists within the Police Department to fill the position of substitute Adult School Crossing Guard; and

WHEREAS, an application submitted by Nancy Haines was received; and

WHEREAS, the recommendation to hire Nancy Haines was made by Lieutenant of Police, Robert Dever.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the hiring of Nancy Haines effective Monday, April 28, 2025, is hereby approved.

BE IT FURTHER RESOLVED that compensation for the Substitute Adult School Crossing Guard shall be \$40.00 per day in accordance with the Crossing Guard Rider Agreement between the City of Northfield and Government Workers Union, Local No. 430.

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 on this 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 110-2025**

**AUTHORIZING EXECUTION OF INTERGOVERNMENTAL SERVICES
AGREEMENT – SHARED SERVICES AGREEMENT WITH THE
ATLANTIC COUNTY PROSECUTOR’S OFFICE AND THE COUNTY OF
ATLANTIC**

WHEREAS, N.J.S.A. 40A:65-1 provides in part that two or more local units may enter into an agreement to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the City of Northfield and the Atlantic County Prosecutor’s Office and the County of Atlantic intend to establish an Intergovernmental Services Agreement for the purpose of furnishing Northfield Police Department personnel to the Atlantic County Prosecutor’s Office and the County of Atlantic whereby said personnel work under the auspices of the Atlantic County Prosecutor’s Office for the uniform and efficient enforcement of criminal laws; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the Mayor and Municipal Clerk be and are hereby duly authorized, empowered and directed to execute the agreement attached hereto as Exhibit "A" entitled "INTERGOVERNMENTAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF NORTHFIELD, THE NORTHFIELD POLICE DEPARTMENT AND THE ATLANTIC COUNTY PROSECUTOR’S OFFICE AND THE COUNTY OF ATLANTIC".

I, Mary Canesi, RMC, 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 22nd day of April 2025.

In witness hereof, I have hereunto set my hand and official seal this 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

INTERGOVERNMENTAL SERVICES AGREEMENT

**BY AND BETWEEN
THE CITY OF NORTHFIELD, THE NORTHFIELD POLICE DEPARTMENT
AND
THE ATLANTIC COUNTY PROSECUTOR'S OFFICE
AND
THE COUNTY OF ATLANTIC**

WHEREAS, N.J.S.A. 40A:65-1 *et seq.* authorizes the sharing of services and personnel between governmental entities; and

WHEREAS, the City of Northfield and Northfield Police Department (hereafter referred to as "NPD"), has on prior occasions, furnished personnel (hereinafter referred to as "Law Enforcement Officers") to the Atlantic County Prosecutor's Office and the County of Atlantic (hereinafter referred to as the "ACPO" collectively "Party" or "Parties"), whereby said personnel work under the authority and the auspices of the Atlantic County Prosecutor's Office; and

WHEREAS, N.J.S.A. 57:17N-98 sets forth a public policy of the State of encourage cooperation among law enforcement officers to secure the uniform and efficient enforcement of the criminal laws; and

WHEREAS, the NPD has agreed to provide Law Enforcement Officers to the ACPO, at the discretion of the NPD Chief of Police, on an as needed basis to provide services to and for the ACPO; and

WHEREAS, the NPD is willing to accommodate the needs for services as requested by the ACPO; and

WHEREAS, the NPD and the ACPO agree that the Law Enforcement Officers provided by the NPD shall continue to operate under the terms and conditions of the employee's union contract, if any; and

WHEREAS, the NPD and the ACPO agree that while working the assigned times the Law Enforcement Officers provided by the NPD shall be directed and supervised by the ACPO employees and shall be acting in compliance with work rules set forth by the ACPO; and

WHEREAS, the NPD and the ACPO have been operating under an arrangement, whereby Law Enforcement have been deployed from the NPD to the ACPO, which the parties now wish to formalize (hereinafter referred to as the "*Agreement*");

NOW, THEREFORE, the NPD and the ACPO hereby agree to the following terms and conditions:

1. The Agreement shall become effective immediately upon completion and signing and will remain in full force and effect for one (1) year.
2. The NPD may provide one or more NPD Law Enforcement Officers to the ACPO.
3. Employees detailed to the ACPO from the NPD may be assigned tasks by the ACPO but shall remain under the full disciplinary control of the NPD. The ACPO retains the right to return any assigned Law Enforcement Officer to the NPD.
4. NPD may recall their Law Enforcement(s) assigned to ACPO at any time should the needs of NPD require their presence to fulfill agency obligations to the City of Northfield.
5. If ACPO determines that NPD assigned Law Enforcement Officer(s) require specialized equipment to fulfill their duties to ACPO, the costs of that equipment will be the sole responsibility of ACPO.
6. The regular compensation for NPD Law Enforcement Officer(s) provided to the ACPO shall be paid for by the NPD and shall include:
 - a. Annual salary of each assigned Law Enforcement Officer.
 - b. Pension contributions.
 - c. Cost of health benefits for Law Enforcement Officer(s) and dependents.

7. NPD acknowledges and agrees that its Law Enforcement Officers are not to be considered employees of the ACPO and/or the County of Atlantic and are not to be covered by the County of Atlantic's Workers Compensation Plan. NPD shall provide ACPO with evidence of Worker's Compensation insurance covering its Law Enforcement Officers while performing under this Agreement. The Law Enforcement Officers are employees of NPD and shall be compensated by NPD.
8. ACPO will reimburse the City for the following:
 - a. Reimbursement of overtime. The overtime rate for each employee shall be governed by their current employment contract with the NPD. Overtime must be incurred during an assignment to the ACPO. The annual limit for reimbursement to the City is \$3,000 for each individual Law Enforcement Officer assigned.
9. To the extent permissible by law, ACPO agrees to indemnify, defend and hold harmless NPD, its officers, agents, and employees from any claim for bodily injury or property damage arising from NPD's furnishing Law Enforcement Officers to ACPO pursuant to the Agreement provided that such claim is proximately caused by a failure of ACPO to perform any of its obligations set forth herein. ACPO shall not be required to indemnify, defend or hold harmless NPD, its officers, agents, and employees, from any claim caused by any negligent or intentional conduct of NPD, or its Law Enforcement Officers.
10. To the extent permissible by law, NPD shall indemnify ACPO, its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and consequences of the granting of this Agreement, including but not limited to the administrative actions, civil actions, and Section 1983 cases, if it is determined that the act was caused through the negligence or omission of NPD, or its employees or Law Enforcement Officers and NPD shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses for any Law Enforcement Officer involved pursuant to NJ.S.A. 40A:14-155, and/or the city, and if any judgment shall be

rendered against the ACPO in any such actions, shall at its owned expense, satisfy and discharge such judgment. NPD expressly understands and agrees that any insurance protection obtained by NPD shall in no way limit the responsibility of NPD to indemnify and defend ACPO, the County of Atlantic, its employees, agents and officials.

11. The City of Northfield shall maintain general liability, workers' compensation, and law enforcement legal liability insurance in the amount of \$1,000,000 per occurrence covering the NPD Law Enforcement Officers assigned to the County's Prosecutor's Office. The County of Atlantic shall maintain general liability, workers' compensation, and law enforcement legal liability insurance in the amount of \$1,000,000 per occurrence covering the ACPO Law Enforcement Officers and employees.
12. The City of Northfield shall name the County of Atlantic, its agents, officials, and employees as additional insured on the liability policies as respects to the actions of the NPD Law Enforcement Officers furnished to the ACPO per the agreement. The County of Atlantic shall name the City of Northfield, its agents, officials, and employees as additional insured on the liability policies as respects to the actions of the ACPO Law Enforcement Officers per the Agreement.
13. No Contract or Agreement will be executed by any persons on behalf of the Parties except by those who have executed this Agreement.
14. The NPD or the ACPO may withdraw from this Agreement by providing at least 10 days written notice to all other parties to the Agreement.
15. Should any condition of the Agreement be found by a court of competent jurisdiction to be void or unenforceable, all other conditions shall remain in force unless the entire Agreement is found by said court to be null and void.

CITY OF NORTHFIELD

Erland Chau -Mayor

Date: _____

NORTHFIELD POLICE DEPARTMENT

Mark J. VonColln-Chief of Police

Date: 4.8.25

Atlantic County Prosecutor

William E. Reynolds

Date: _____

COUNTY OF ATLANTIC

Dennis Levinson
County Executive

Date: _____

APPROVED AS TO FORM

N. Lynne Hughes
County Counsel

Date: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 111-2025**

**AUTHORIZING DEBLASIO AND ASSOCIATES CONSULTING
ENGINEERS AND PLANNERS TO PROCEED WITH ENGINEERING
SERVICES FOR THE PROJECT KNOWN AS MAJOR SUBDIVISION
PLAN FOR BLOCK 69 LOT 1.02 AND BLOCK 66 LOT 11**

WHEREAS, DeBlasio and Associates Consulting Engineers and Planners have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield for a major subdivision plan associated with certain property currently owned by the City of Northfield which is intended to be donated to Habitat for Humanity; 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:

Project Description	Estimated Amount
Outbound & Topographic Survey	\$ 4,000.00
Subdivision Plans	\$ 13,500.00
Site Engineering & Land Use Approvals	\$ 61,000.00
Zoning Board and Planning Board Applications	\$ 2,000.00
Meeting Attendance	\$ 4,000.00
Plan Revisions as required	\$ 4,000.00
TOTAL ESTIMATED FEE	\$ 88,500.00

WHEREAS, certification of funds has been received from the Municipal Finance Officer.

THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this Project is approved as submitted by DeBlasio and Associates Consulting Engineers and Planners.

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

December 10, 2024

VIA EMAIL

Mayor & Council
City of Northfield
1600 Shore Rd
Northfield, NJ 08225

**Re: City of Northfield, Atlantic County, NJ
 Block 69 Lot 1.02 & Block 66 Lot 11
 *Professional Land Surveying & Engineering Services-Revised***

Dear Mayor & Council:

DeBlasio & Associates, P.C. (DBA) is pleased to provide the following revised proposal for Professional Land Surveying & Engineering Services for the site known as Block 69 Lot 1.02 and Block 66 Lot 11 in the City of Northfield, County of Atlantic, New Jersey. All services for this project will be performed under the direct supervision of a New Jersey licensed Professional Land Surveyor (P.L.S.) as well as a New Jersey licensed Professional Engineer (P.E.).

Project Understanding – Proposed Major Subdivision

It is our understanding that the intent is for the City of Northfield to complete two (2) major subdivision plans to create fourteen (14) separate lots for the purpose of constructing multifamily homes. It is understood that this lot lies completely within the City of Northfield and the City is providing an outbound and topographic survey from Schaeffer Nassar Scheidegg Consulting Engineers, LLC. Our office will rely on and utilize the outbound and topographic survey provided by Schaeffer Nassar Scheidegg Consulting Engineers, LLC to complete the required subdivision and site plans. DBA will collect supplemental topography to design the proposed utility services and satisfy Atlantic County's requirements. DBA will also prepare a Major Subdivision Plan for both lots which will illustrate the proposed subdivisions, Zoning Chart which will compare the proposed subdivided lots with the allowable zoning bulk requirements. Along with this map, DBA will prepare written descriptions of the new lots which will be coordinated with the City of Northfield prior to finalizing Major Subdivision Plan and descriptions.

DBA utilizes state of the art survey equipment including but not limited to GPS technology and robotic total station when conducting field surveys. Establishment of horizontal and vertical datum consistent with NAD-83/NAVD-88 is the basis for the survey control.

Based upon our phone conversations and emails, the following is a list of services that will be required:

Scope of Services

I. Survey Services

Task 1 **Record Boundary Analysis:** It is our understanding that DBA will not be provided with a title report for the lot in question. DBA will utilize public records as the basis for the Boundary survey including but not limited to: (recorded adjoining owner deeds, present owner deed, tax map(s), filed map(s), previous locations survey(s), etc.). This information will be analyzed and plotted in AutoCAD for verification of all mathematical courses and any possible gores or overlaps written in recorded documents.

Task 2 **Field Survey Services:** DBA's in-house survey crew will mobilize to the site and perform a field survey where all improvements including but not limited to roadways, driveways, curbing, sidewalks, walkways, fences, buildings, walls, utilities (visible at time of survey), and any other visible improvements on said premises will be field located. All available boundary markers that can be recovered will be field located for boundary analysis. When a survey is performed, all boundary or corner markers delineating the property surveyed, found or set, will be described on the plat of survey.

Task 3 **Boundary & Topographic Survey Deliverable:** DBA will download all collected data and place in AutoCAD for preparation of mapping. The Boundary & Topographic Survey will be prepared and drafted at an appropriate scale showing all collected field data, including any/all improvements within project area, and found boundary evidence shown with its relationship to the actual boundary lines. Topography will be depicted at appropriate spot grade elevations. DBA will depict the location of underground utilities within the project area based on existing markout as well as the visible surface structures and review of previously available mapping provided to DBA. DBA will utilize AutoCAD Civil 3D design software to map and model the existing conditions of the site.

The Boundary & Topographic Survey will be prepared in accordance with N.J.A.C. 13:40-5.1 "Land Surveyors; Preparation of Land Surveys". Deliverables for this Boundary & Topographic Survey will be prepared at an appropriate scale to depict the site improvements.

Task 4 **Setting of Corner Markers:** DBA will return to the field to set all missing corner markers along the boundary lines. The number of markers needed at this time is unknown until Task 2 is completed.

II. Site Engineering and Land Use Approvals

Task 5 Utilize the Outbound Survey and Topography listed above for engineering site design and preparation of a Site Plan for both locations to include site layout, grading and drainage, landscaping, lighting layout and soil erosion control.

Task 6 Two (2) soil borings for storm water management for each location with backhoe services.

Task 7 Preparation of a Storm Water Management Plan and Report for each location. Stormwater management will include below grade perforated piping for each lot in lieu of single retention basin for all lots per October 1, 2024 meeting with Habitat for Humanity.

Task 8 Preparation of the engineering portion of the Atlantic County Planning Board application form for each location.

Task 9 Preparation of Cape Atlantic Soil Conservation District Application Package and NJDEP 5G Stormwater permit, if required, for each location.

Task 10 Preparation of Northfield Zoning Board and Planning Board Application for each location.

Task 11 Attendance for up to two (2) City of Northfield Land Use Board and Atlantic County Department of Planning Board Hearing meetings. Attendance of up to four (4) meetings with regulatory agencies or others.

Task 12 Up to twenty-four (24) hours of plan revisions resulting from the City of Northfield Land Use Board, Atlantic County Department of Planning Board meetings, or regulatory requirements.

Task 13 Preparation of Traffic Control plan if required by Atlantic County Engineering Department.

Deliverables

- Signed and sealed copies of Proposed Major Subdivision Plan submission to the Land Use Boards
- Set Property Corners/Monuments as required by the New Jersey Map Filing Law
- Signed and sealed copies of written boundary descriptions of fourteen (14) new lots
- Signed and sealed mylars for filing in the Atlantic County Clerk's Office

Fee Proposal

DBA proposes to provide the above described services for both sites for the following:

A. Outbound & Topographic Survey	\$4,000.00
B. Subdivision Plans	\$13,500.00
C. Site Engineering & Land Use Approvals	\$61,000.00
D. Zoning Board and Planning Board Applications	\$2,000.00
E. Meeting Attendance	\$4,000.00
F. Plan Revisions as required	\$4,000.00
<hr/>	
TOTAL ESTIMATED FEE	\$88,500.00

The fee for the above-mentioned services is estimated. If we find that the proposed services are being performed or accomplished at a reduced amount of time, the estimated amount will be adjusted accordingly. If we are unable to complete the above outlined work due to unforeseen difficulties, and the estimated amount will not cover the outlined services, you will be notified in writing, and your written consent will be required prior to any additional work being performed.

Project Schedule

We are prepared to commence services within four (4) weeks of authorization.

Services Not Included Unless Authorized

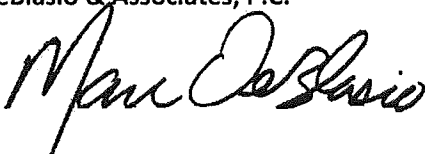
It should be noted that our fee is based on the specific tasks as explained in the above sections of this proposal. Additional services and items may be determined to be required during the course of the project that have not been included in this cost proposal. These services and items include but are not limited to:

- Outbound and topographic survey-provided by Schaeffer Nassar Scheidegg Consulting Engineers, LLC
- Tree clearing to perform soil borings
- Application and permit fees, estimated to be \$10,000.00
- Off-tract improvements design
- Geotechnical investigations
- Traffic Impact Study
- Site Inspections and Construction Management
- Any other items not included in the Scope of Work

It is our understanding per the October 1, 2024 meeting, that the engineer for Habitat for Humanity will be preparing the cost estimate for the NJDCA permit application, and will be responsible for calculating all other site development costs not included in this proposal.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office. Thank you for the opportunity to submit this proposal.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 112-2025**

**APPROVING JOB DESCRIPTION
FOR SENIOR DEPUTY CLERK**

BE IT RESOLVED that the job description attached hereto for the position of Senior Deputy Clerk be and hereby is approved; and

BE IT FURTHER RESOLVED that the position hereby placed in effect within the City of Northfield may be filled at the discretion of the Mayor and Council of the City of Northfield.

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted a Regular Meeting of the Common Council of the City of Northfield, held this 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

Position Title: Senior Deputy Municipal Clerk
Department: Clerk
Location: City Hall
Union: None
FLSA Status: Non-exempt

GENERAL PURPOSE:

Provides a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Mayor and City Council, and assisting in the administration of the standard operating policies and procedures of the department as a confidential employee. Also acts on behalf of the Municipal Clerk during his/her absence.

SUPERVISION:

Reports to: Municipal Clerk.

Position Titles Supervised: None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, and word and data processing.

Answers incoming calls and routes callers or provides information as required.

Prepares and maintains employee time and other personnel records for departments, as required.

Prepares agendas and supporting materials; records and transcribes minutes; prepares and distributes minutes and reports.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Operates listed office machines as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports. Prepares records such as notices, minutes, and resolutions as requested.

Acts as custodian of departmental documents and records, including assignment of record series. Processes records destruction requests in accordance with state guidelines. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials. Works with Performance Bonds and Letters of Credit when necessary. Processes and issues animal licenses and mercantile licenses. Assists with all elections. Registers voters.

Receives payments as required and posts to appropriate accounts.

Serves as City of Northfield Municipal Safety Coordinator, with duties as established by the Atlantic County Joint Municipal Insurance Fund.

Serves as City of Northfield Municipal Wellness Coordinator, with duties as established by the Atlantic County Joint Municipal Insurance Fund.

Administrator for Memorial Bench, Tree and, Brick Programs for various City facilities, to include collection of funds, purchasing and engraving of memorial items, and coordination of installation.

Veteran's Park Coordinator responsible for attendance at meetings of the Veteran's Park Committee, assistance in planning and executing ceremonial events; works as liaison between members of the Veteran's Park Committee, various donors and members of City Council.

Special Projects Coordinator for the Mayor responsible for planning, scheduling, and execution of Special Projects as requested, such as annual Holiday Light Contest, Memorial Day and Veterans Day Ceremonies, etc.

Vehicle Auction – work with Police Department and tow companies to advertise public auction of abandoned vehicles. Ensure all paperwork from vendor and Police Department are correct. Coordinate release of vehicles with the purchaser or vendor.

Use of Facilities / Event Coordinator - Oversees the application process for use of municipal facilities by outside groups and acts as a liaison between the applicant and the municipality. Assists City organizations in planning and execution of events as directed by the Mayor.

Accepts applications for use of municipal facilities; reviews them for completeness.

Determines availability of venues in consultation with previously approved facilities-users, and Public Works if needed.

Ensures applications are presented to Council for approval when required.

Understand requirements for each event, coordinates with Public Works regarding preparation of municipal facilities for events, and pre and post-event clean up, as needed.

Ensures requestor has proper insurance as required by the City's insurance provider and or Risk Management Consultant.

Works with Police Department for traffic control, road closures, overflow parking, event layout.

Coordinates safety inspections if required for events or facilities use with the City's insurance provider and or Risk Management Consultant.

Creates and promotes opportunities for new events, as directed by the Mayor.

As directed by the mayor, assists with coordination of events presented on municipal property by neighborhood or community groups, school and community organizations, or the general public.

Oversees event happenings and acts quickly to resolve problems.

In the absence of the Municipal Clerk, performs the duties of said office.

POSITION QUALIFICATIONS:

Education Required: Graduation from a high school or GED equivalent with specialized course work in general office practices such as keyboarding, filing, accounting and bookkeeping.

Experience Required: Two (2) years of experience as Deputy Municipal Clerk required. Two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Proficient in Microsoft Office Word and Excel.
- Ability to type accurately and prepare grammatically correct documents
- Skill in operation of listed equipment
- Ability to accurately receive and process payments
- Ability to effectively meet and deal with the general public; ability to read, write, speak and understand English sufficiently to perform the duties of the position
- Ability to work under pressure and/or with frequent interruptions.
- Communication skills, with management, peers and subordinates
- Organizational skills
- Leadership and facilitation skills

EQUIPMENT USED:

Computer, copier, FAX machine, telephone, postage machine, recorder/transcriber.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific hearing abilities required by the job in using a recorder/transcriber.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related

tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Effective Date _____

Employee _____

Date _____

Supervisor _____

Date _____

Revision History:

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 113-2025**

RESCIND THE APPOINTMENT OF SHANNON CAMPBELL AS USE OF FACILITIES AND EVENT COORDINATOR, AND DEPUTY MUNICIPAL CLERK, AND AUTHORIZE THE APPOINTMENT OF SHANNON CAMPBELL TO THE POSITION OF SENIOR DEPUTY CLERK

BE IT RESOLVED, by the Governing Body of the City of Northfield, that the appointment of Shannon Campbell to the position of Use of Facilities and Event Coordinator be and is hereby rescinded effective April 18, 2025; and

BE IT FURTHER RESOLVED that the duties of the Use of Facilities and Event Coordinator have been added to the position of Senior Deputy Clerk; and

BE IT FURTHER RESOLVED that Shannon Campbell is hereby appointed to the position of Senior Deputy Clerk effective April 18, 2025.

BE IT FURTHER RESOLVED that the salary for the Senior Deputy Clerk shall be set forth separately in the Salary Resolution.

BE IT FURTHER RESOLVED that the balance of the terms and conditions of employment for the Senior Deputy Clerk shall be as set forth in the City of Northfield Personnel Policies and Procedures Manual.

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 City Council of Northfield, held this 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 114-2025**

**A RESOLUTION ESTABLISHING SALARIES FOR NON-UNION
EMPLOYEES OF THE CITY OF NORTHFIELD FOR 2025**

BE IT RESOLVED by the Governing Body of the City of Northfield, that the following salaries, wages and compensation be paid to the non-union officials and employees of the city of Northfield and shall be paid to all those employed at the time of passing of this resolution and who have been continuously employed since January 1, 2025, or thereafter on a retroactive basis:

<u>Position</u>	<u>2025</u>
Alliance Coordinator – Campbell, Shannon	1,248.00
Business Administrator – Canesi, Mary	16,873.00
Chief of Police – Mark VonColln	174,900.00
Council	8,633.00
Council President	8,633.00
Senior Deputy Municipal Clerk – Shannon, Campbell	58,494.00
Finance & Facilities Supervisor – Smith, Kathi	62,288.00
Fire Volunteers - Safety Officer – Wallace, Michael	1,352.00
Fire Volunteers - Assistant Chief, Shenkus, Eric	4,326.00
Fire Volunteers - Captain, Flaherty, Brian	2,434.00
Fire Volunteers - Deputy Chief, Goodman, Scott	4,867.00
Fire Volunteers - Fire Chief, Cummings, Bruce	8,112.00
Fire Volunteers - Lieutenants – Cummings, Jr., Kirby, Leeds	1,352.00
Housing Official – G. Marin-Jiminez	24.00/hr
Inspections - Building Inspector – Leary, Dennis	10,816.00
Inspections - Construction Official – Leary, Dennis	21,632.00
Inspections - Fire Sub-Code Inspector – Leary, Dennis	5,000.00
Inspections - Electrical Sub-Code – Muller, Kevin	16,640.00
Inspections – Fire Sub-Code – Plan Review John Holroyd	5,000.00
Inspections – Code Enforcement Official - Chris Prychka	\$27.00/hr
Mayor	10,524.00
Municipal Clerk – Canesi, Mary	93,470.00
OEM - Coordinator – Joo, Timothy	9,734.00
OEM - Deputy Coordinator – Leeds, Cole	1,125.00
Payroll Specialist – Sanfosso, Sharon	27.00/hr
PB/ZB Secretary – Atlas, Robin	9,280.00
Zoning Official – Nassar, Rami	12,480.00

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the City Council of Northfield, held this 22nd day of April, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 115-2025**

**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 5-01-20-155-200.

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made this _____ day of _____ 2025, 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) \$200.00 per hour for Partners
- (b) \$185.00 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; 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

8. Any portion or clause of this Agreement that is deemed unenforceable shall be severed from this Agreement with the surviving portion remaining in full force and effect.

9. The terms of this Agreement shall be in effect from May 1, 2025 to April 30, 2026.

CITY OF NORTHFIELD

ATTEST:

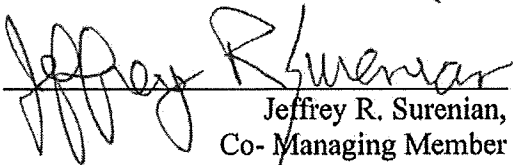
By _____, Mayor

SURENIAN, EDWARDS, BUZAK & NOLAN LLC

WITNESS:



Paul Fiorianti

By: 

Jeffrey R. Surenian,
Co- Managing Member

Date: 3/3/25

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 116-2025**

**AUTHORIZING A PROFESSIONAL PLANNER TO PROVIDE
PLANNING SERVICES FOR THE CITY OF NORTHFIELD'S
AFFORDABLE HOUSING OBLIGATIONS, AND 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, there exists the need to appoint a Professional Planner for the purpose of formulating the City of Northfield's Council On Affordable Housing (COAH) Compliance Plan; and

WHEREAS, the Common Council of the City of Northfield wishes to award a contract to Tiffany CuvIELLO, PP, LLC, 7 Equestrian Drive, Galloway, NJ 08205, 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 Tiffany CuvIELLO, PP, LLC, 7 Equestrian Drive, Galloway, NJ 08205, has completed and submitted a Business Entity Disclosure Certification which certifies that Tiffany CuvIELLO, PP, 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 Tiffany CuvIELLO, PP, LLC from making any reportable contributions through the term of the contract; and

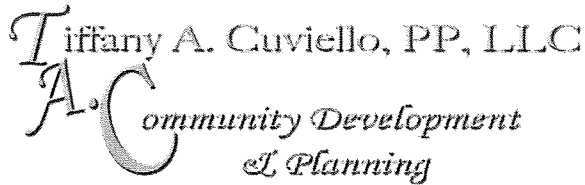
NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this professional service be awarded to Tiffany CuvIELLO, PP, LLC, 7 Equestrian Drive, Galloway, NJ 08205, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$20,000.00.

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 05-20-155-200.

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

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk



Tiffany A. Morrissey, PP, AICP
7 Equestrian Drive
Galloway, NJ 08205
(856) 912-4415
tamorrissey@comcast.net

April 7, 2025

Northfield City Council
1600 Shore Road
Northfield, NJ 08225

Attention: Mary Canesi, Registered Clerk

Re: Affordable Housing Planning Services

Dear Ms. Canesi:

I would be pleased to continue providing Planning Services for the City's affordable housing needs. Please accept this proposal to continue assisting the City Council with respect to Professional Planning Services. All work will be invoiced at an hourly rate of one hundred and twenty-five dollars (\$125.00).

SCOPE OF WORK

I would work with the City to update their Housing Element and Fair Share Plan to provide for the Round 4 obligations and regulations. This may include a continuation of the City's current plan mechanisms and any additional mechanisms made available under the new legislation. If the City decides to challenge the DCA estimates for the fourth round a separate proposal would be provided for any necessary Planning Services. This proposal does not include a challenge to the fourth-round obligation.

The specific tasks proposed are as follows:

- Update/Prepare the City's Housing Element and Fair Share Plan to address the Fourth-Round obligation and regulations as recently amended;
- Prepare draft implementing ordinances for adoption by the City if necessary;
- If requested attend subcommittee meetings or work sessions with City officials in developing the Fourth Round Housing Element and Fair Share Plan; and
- Attend Planning Board and Governing Body meetings as necessary for the approval of plans and ordinances.

This work will be completed on a time-charge basis at a rate of \$125.00 per hour. The cost of this proposal will not exceed \$20,000 unless modified at a later date.

This estimate does not mean that all tasks above will be completed within the stated cost, it is a measure to allow the City to budget and plan. The estimated cost of this proposal is not absolute as the process has many different factors and parties involved. If the cost of services approaches the estimated cost of \$20,000 before the Round Four Housing Element and Fair Share Plan is approved by the State, an updated proposal will be provided to the City for review and approval to complete the process. Factors which would cause an increase of cost include challenges to the City's proposed plan by developer's, property owners, or advocate groups; challenges to the newly adopted regulations which would impact the scope of work and approved regulations; and any other similar challenge which causes the need for revisions and/or delay in the process.

EXTRA WORK

All services beyond the scope of the work as outlined above will be considered as extra and require a new proposal for services. The above proposal does not include the following:

- Preparation of any Maps to accompany the Housing Element and Fair Share Plan. This office will work with the City Engineer to prepare any required maps if they are necessary. Alternatively, a separate proposal for map preparation will be submitted for review and approval;
- Blueprint, reproduction, overnight mail, deliveries or courier services;
- Planning Services Necessary to Challenge the Fourth Round Obligation Estimates;
- Any future work related to litigation, disputes or outside challenges to the Fourth Round Plan;
- Preparation of Resolutions or Public Notices.

INVOICES

It shall be understood that payment will be due forty-five (45) days from rendering of invoice.

TERMS OF INVOICES

Any questions involving invoices must be brought to our attention within thirty (30) days of the date of the invoice. After that time, all invoices will stand as issued.

PAYMENT NON-CONTINGENCY

It shall be understood that payment will in no way be contingent upon approvals of any agency or reviewing bodies. This applies to work product and not to the approval of the payment of invoices by the Governing Body.

Tiffany A. Cuvillo, PP, LLC
Community Development and Planning

7 Equestrian Drive • Galloway, NJ 08205
Phone (856) 912-4415
tamorrissey@comcast.net

PRINTS

All reproduction and printing costs shall be billed to the client at current square footage rates. Reproduction and printing shall include prints, cloth prints, duplicate mylar transparencies and Photostat copies.

MEETINGS

Attendance at evening meetings is scheduled subject to availability based on a first request basis.

TERMINATION

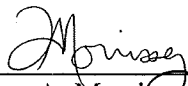
Either the consultant or the client shall have the right to terminate this Agreement by notifying the other party in writing by certified mail. In the event of termination, the client shall pay all outstanding balances effective the date of the termination of the work.

PROFESSIONAL SERVICES DISCLOSURE

I look forward to working with the City in this endeavor. Please contact me with any questions. Thank you.

Very truly yours,

Tiffany A CuvIELLO, PP, LLC

By: 
Tiffany A. Morrissey, PP, AICP

Signed _____

Printed _____

Title _____

Date _____

Tiffany A. CuvIELLO, PP, LLC
Community Development and Planning

7 Equestrian Drive • Galloway, NJ 08205
Phone (856) 912-4415
tamorrissey@comcast.net

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 117-2025**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH THE PROJECT KNOWN AS SANITARY SEWER
PUMP STATION UPGRADES AT ZION ROAD**

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 upgrade of the Sanitary Sewer Pump Station Upgrades at Zion Road.

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 22nd day of April, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 118-2025**

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty- five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Common Council of the City of Northfield, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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 22nd day of April 2025.

Mary Canesi, RMC, Municipal Clerk