

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
APRIL 18, 2023**

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

FLAG SALUTE

COUNCIL ROLL CALL:

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

MAYOR: Chau

APPROVAL OF MINUTES – April 4th

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

2023 MUNICIPAL BUDGET

- 91-2023 A Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Reading of the Budget by Title Only
- 92-2023 Self Examination of Budget Resolution

7PM - PUBLIC HEARING

- 77B-2022 Resolution to Amend 2023 Budget
- 77C-2023 Adoption of the 2023 Budget

ORDINANCES

- 3-2023 City of Northfield, New Jersey Ordinance No. 3-2023, As Now Amended, which is An Ordinance Amending Chapter 215 of the Code of the City of Northfield Governing Land Use and Development
3rd Reading / Public Hearing / Final Consideration
Published in the Press of AC 04/22/2022

RESOLUTIONS

- 93-2023 Resolution Authorizing Cancellation of Taxes Pursuant to N.J.S.A. 54:4-3.32 on Property known as Block 41, Lot 3 (1203 Tilton Road)
- 94-2023 Approval of Application for a Coin Drop American Legion Post 295
- 95-2023 Memorialize Resignation of Part Time Electrical Inspector
- 96-2023 To Amend Resolution 89-2023, and Establish a New Date of Hire for Part Time Electrical Inspector

CITY OF NORTHFIELD COUNCIL MEETING AGENDA

APRIL 18, 2023

- 97-2023** A Resolution of the City Of Northfield, County of Atlantic, State of New Jersey, Supporting Our First Responders Act
- 98-2023** Authorizing Refund of Overpayment of Sewer Rents and Charges
- 99-2023** A Resolution Combing The Job Description Of Assistant Sewer Supervisor And Assistant Public Works Supervisor And Recognizing The Job Description Of Public Works Supervisor
- 100-2023** Promotion Of Darren Boyd To Public Works Supervisor

EXECUTIVE

- 101-2023** 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) – Contract Negotiations and Matters Covered Under the Attorney Client Privilege (Shared Court)
- 102-2023** A Resolution Of The City Of Northfield, County Of Atlantic, Withdrawing As A Participating Municipality In The Central Municipal Court Of Atlantic County
- 103-2023** A Resolution Of The City Of Northfield, County Of Atlantic, Providing For And Permitting The City Of Northfield To Join The Joint Municipal Court Of The Town Of Hammonton

PAYMENT OF BILLS \$ 414,805.47

MEETING NOTICES

City Council	May 2nd	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 91-2023**

**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. 77A-2023, the City of Northfield's 2023 Municipal Budget passed on introduction at a Regular Meeting of the Common Council of the City of Northfield on March 21, 2023; 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 2023 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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 92-2023**

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 18th day of April 2023.

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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 77B-2023**

RESOLUTION TO AMEND BUDGET

WHEREAS, the local municipal budget for the year 2023 was approved on the 21st day of March 2023; and

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved budget, now

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic that the following amendment to the approved budget of 2023 be made:

	<u>From</u>	<u>To</u>
ANTICIPATED REVENUES		
3. Miscellaneous Revenues		
F. Prior Written Consent of Director of Local Government Services		
Public Private Revenues Offset with Appropriations		
Distracted Driving	0.00	3,500.00
Total Public Private Revenues Offset with Appropriations	382,502.93	386,002.93
7. Total General Revenues	14,217,206.53	14,220,706.53
8. General Appropriations:		
A. Operations - Excluded from "CAPS"		
Public & Private Progs Offset by Revenues		
Distracted Driving	0.00	3,500.00
Total Public and Private Programs Offset by Revenues	403,612.46	407,112.46
Total Operations Excluded from "CAPS"	2,406,471.46	2,409,971.46
Detail:		
Salaries & Wages	79,032.00	82,532.00
Other Expenses	2,327,439.46	2,327,439.46
9. Total General Appropriations	14,217,206.53	14,220,706.53

BE IT FURTHER RESOLVED, that a certified copy of this resolution be filed forthwith in the office of the Director of Local Government Services for her certification of the local municipal budget so amended.

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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 77C-2023

Adoption of the 2023 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 18, 2023, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

Mary Canesi, RMC, Municipal Clerk

2023 Adopted Budget

Resolution No. 77C-2023, Attachment

CAP Information			
	appropriation	levy	
Total Available	10,275,612.07	9,125,321.58	
Total Appropriated	<u>9,563,522.00</u>	<u>8,577,002.60</u>	
Remaining (Excess)	<u>712,090.06</u>	<u>548,318.98</u>	
Difference between 2.5% & 3.5%	95,468.69	Cap Bank \$	1,816,017.04

TAX RATE	TAX			CHANGE	
	2023 CURRENT	2022 PRIOR			
LOCAL	0.983	0.968	0.015	1.54%	
TOTAL	3.558	3.491	0.067	1.92%	
TOTAL LOCAL LEVY	8,577,002.60	8,394,826.77	182,175.83	2.17%	
NET VALUATION TA:	872,389,600	867,036,900	5,352,700.00	0.62%	
			\$ 51,825.92		Increased Revenue

TOTAL BUDGET				
	CURRENT	PRIOR	CHANGE	
TOTAL REVENUE	14,220,706.53	14,540,401.03	(319,694.50)	-2.20%
TOTAL APPROPRIATI	14,220,706.53	14,540,401.03	(319,694.50)	-2.20%
			-	

SURPLUS				
	AVAILABLE	BUDGETED	BALANCE	
CURRENT	2,993,351.01	2,075,000.00	918,351.01	69.32%
Prior Year	3,407,111.28	2,239,000.00	1,168,111.28	65.72%
Difference	(413,760.27)	(164,000.00)	(249,760.27)	

BUDGET ANALYSIS				
	2023 BUDGET YEAR	2022 PRIOR YEAR	CHANGE	
REVENUE				
Surplus	2,075,000.00	2,239,000.00	(164,000.00)	-7.32%
Local	1,946,520.00	2,324,816.58	(378,296.58)	-16.27%
State Aid	669,745.00	632,386.00	37,359.00	5.91%
Grants	386,002.93	412,347.68	(26,344.75)	-6.39%
Delinquent Tax	235,000.00	235,000.00	-	0.00%
Local Tax	8,577,002.60	8,394,826.77	182,175.83	2.17%
Library Tax	331,436.00	302,024.00	29,412.00	9.74%
TOTAL REVENUE	<u>14,220,706.53</u>	<u>14,540,401.03</u>	<u>(319,694.50)</u>	-2.20%
APPROPRIATIONS				
Salaries and Wages	4,327,858.00	4,330,982.00	(3,124.00)	-0.07%
OE & Statutory	6,907,087.00	6,916,610.59	(9,523.59)	-0.14%
Grants	407,112.46	442,519.72	(35,407.26)	-8.00%
Deferred Charges	750.00	-	750.00	
Capital	110,000.00	641,500.00	(531,500.00)	-82.85%
Debt Service	1,050,000.00	838,173.41	211,826.59	25.27%
Library Tax	331,436.00	302,024.00	29,412.00	9.74%
Reserve for Uncollect	<u>1,086,463.07</u>	<u>1,068,591.31</u>	<u>17,871.76</u>	1.67%
TOTAL APPROPRIATI	<u>14,220,706.53</u>	<u>14,540,401.03</u>	<u>(319,694.50)</u>	-2.20%
Deferred Chg	-	-	0.00	

% OF COLLECTION			
	MAXIMUM	USED	UNUSED
%	98.65%	96.50%	2.15%
\$	409,931.15	1,086,463.07	676,531.92
2021 Rate	98.46%	96.50%	0.19%

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 93-2023**

**RESOLUTION AUTHORIZING CANCELLATION OF TAXES
PURSUANT TO N.J.S.A. 54:4-3.32 ON PROPERTY KNOWN AS
BLOCK 41, LOT 3 (1203 TILTON ROAD)**

WHEREAS, ARC of Atlantic County acquired title to Block 41 Lot 3 (1203 Tilton Road) on March 26th, 2019; and

WHEREAS, it has been determined by the Tax Assessor, William Johnson, CTA that the ARC of Atlantic County is qualified to receive a full exemption from taxes pursuant to N.J.S.A 54:4-3.6; and

WHEREAS, it has been brought to the attention of the City of Northfield that there were taxes assessed on Block 41 Lot 3 (1203 Tilton Road) for 2021 and 2022 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

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

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

1. The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 41 Lot 3 (1203 Tilton Road) as follows due to the fact that said property is exempt:

\$30,058.50 for the year of 2021

\$31,345.64 for the year of 2022

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 94-2023**

**APPROVAL OF APPLICATION FOR A COIN DROP
AMERICAN LEGION POST 295**

WHEREAS, American Legion Post 295 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, Saturday, May 20, 2023, from 10:00am – 3:00pm; 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, May 20, 2023, from 10:00am – 3:00pm.

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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 95-2023**

**MEMORIALIZE RESIGNATION OF
PART TIME ELECTRICAL INSPECTOR**

WHEREAS, pursuant to Resolution No. 54-2022, the Common Council of the City of Northfield did appoint William Shelton Marsden to the position of Part Time Electrical Inspector commencing February 3, 2022; and

WHEREAS, William Shelton Marsden submitted his letter of resignation, with an effective date of April 6, 2023.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby acknowledge and memorialize the resignation of William Shelton Marsden from the position of Part Time Electrical Inspector; and

BE IT FURTHER RESOLVED that William Shelton Marsden's last day of work was April 6, 2023.

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 Council of Northfield, held this 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 96-2023**

**TO AMEND RESOLUTION 89-2023, AND ESTABLISH A NEW DATE OF
HIRE FOR PART TIME ELECTRICAL INSPECTOR**

WHEREAS, pursuant to Resolution 89-2023, the Common Council of the City of Northfield did authorize the hiring of Patrick Baker, Jr. for the position of Electrical Inspector, with an employment date of April 11, 2023; and

WHEREAS, Construction Official Derek Leary has requested that the employment date for Patrick Baker, Jr. be changed from April 11, 2023, to April 10, 2023.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the first day of employment for Patrick Baker, Jr, is memorialized as April 10, 2023; and

BE IT FURTHER RESOLVED, that all other terms and conditions of employment, as set forth in Resolution 89-2023, shall remain unchanged, as follows:

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

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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 97-2023**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY, SUPPORTING
OUR FIRST RESPONDERS ACT**

WHEREAS, our country's emergency medical services (EMS) system is facing a crisis that jeopardizes the health and safety of every man, woman, and child. The additional burdens placed on EMS systems and personnel during the pandemic exposed years of underfunding that is now creating a breaking point - at a time when 9-1-1 calls have increased in most jurisdictions.

WHEREAS, across the country, EMS response can vary depending on where you live. It consists of a diverse group of 400,000 healthcare practitioners, including hospital-based paramedics, Emergency Medical Technicians (EMTs), and dual role firefighter/EMTs across 21,000 locations. According to the Bureau of Labor Statistics, fatality rates among paramedics and EMTs were highest across all healthcare workers at approximately 14 deaths per 100,000 workers during the height of the COVID pandemic¹. Together, the pressures of the pandemic and ongoing opioid and mental health epidemics, combined with low pay and/or poor benefits, have contributed to an overall 30% turnover rate of full and part-time EMTs and paramedics across the country.

WHEREAS, these staffing shortages, combined with skyrocketing costs to purchase equipment and fuel, are forcing EMS agencies to make difficult decisions including whether to reduce or even cease operations. As more agencies shut down, remaining agencies are required to cover larger areas, leaving families without immediate assistance in their greatest moment of need when timing can mean life or death.

WHEREAS, today, only 13 states classify EMS as an essential service. Because of this designation, local governments are not required to provide emergency medical services. Unlike firefighting and police, EMS agencies do not have wide access to federal and state funding.

The Supporting Our First Responders Act

To address this crisis, the bipartisan *Supporting Our First Responders Act* would authorize **\$50 million per year for five years** to establish a grant program under the Department of Health and Human Services allowing public, private, and non-profit EMS agencies, along with State and local governments to apply for grants to:

- Hire, recruit, and retain trained medical personnel
- Support the well-being of EMS personnel
- Provide reimbursement for required trainings
- Constructing and modifying facilities *to* improve coverage and response time
- Upgrade and purchase new equipment, medication, and vehicles

WHEREAS, this legislation would also provide **\$5 million per year** in technical assistance *to* assist EMS agencies with the grant application process. In addition, this legislation requires the Secretary of Health and Human Services *to* provide Congress with detailed reports on existing challenges and recommendations *to* problems facing the EMS community including:

- Detailing the disparities and inadequacies in providing federal and private reimbursement for EMS
- Detailing the challenges specific *to* rural EMS departments and nonaffiliated EMS departments
- Detailing the feasibility of establishing a lead Federal office to implement recommendations *to* improve advocacy and collect data for EMS personnel

NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Northfield asserts this legislation would permanently extend the Emergency Triage, Treatment, and Travel (ET3) Model, first developed by the Center for Medicare and Medicaid Services (CMS) as a way to reimburse EMS agencies for their services that don't involve hospital transport. Permanently extending this practice, which was first waived at the beginning of the COVID-19 pandemic, would allow EMS agencies to be reimbursed for Treatment-In-Place (TIP) or alternative transport. CMS has reported that these extensions would save taxpayers more than \$560 million per year²; and

BE IT FURTHER RESOLVED, that the *Supporting Our First Responders Act* will invest the necessary resources in these heroes so they are able *to* continue serving our communities; and the Municipal Clerk shall forward a copy of this Resolution to all members of the United States House of Representatives and United States Senate representing the City of Northfield.

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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

¹ 2020 U.S. Bureau of Labor Statistics, Occupational Handbook.

² DOT and HHS release draft white paper on EMS innovation opportunities

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 98-2023**

AUTHORIZING REFUND OF SEWER RENTS AND CHARGES

WHEREAS, due to an unanticipated error during a software conversion for the City's computer aided property tax appraisal system (BRT Power Cama), the residential property known as Block 33 Lot 40 was billed a commercial rate for sewer rents and charges; and

WHEREAS, the commercial rate of \$585.00 was paid by the owner of the residential property known as Block 33 Lot 40 in advance of the due date; and

WHEREAS, the correct residential rate for sewer rents and charges for the property known as Block 33 Lot 40 is \$180.00; and

WHEREAS, the owner of the residential property known as Block 33 Lot 40 has requested a refund of the overpayment as follows:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Deborah Winneberger 2523 Helen Dr W Northfield, NJ 08225	33	40	2523 Helen Dr W Northfield, NJ 08225 Sewer Acct 508-0	\$405.00
Total Amount of Refund:				\$405.00

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund to the owner of Block 33 Lot 40, in the amount of \$405.00 for overpaid sewer rents and charges is hereby authorized; and

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

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 18th day of April, 2023

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 99-2023**

**A RESOLUTION COMBINING THE JOB DESCRIPTION OF ASSISTANT
SEWER SUPERVISOR AND ASSISTANT PUBLIC WORKS
SUPERVISOR AND RECOGNIZING THE JOB DESCRIPTION OF
PUBLIC WORKS SUPERVISOR**

WHEREAS, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

WHEREAS, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

WHEREAS, the position of Assistant Sewer Supervisor and Assistant Public Works Supervisor are longer recognized by Government Workers' Union 410; and

WHEREAS, the position of Public Works Supervisor is recognized by Government Workers' Union 410; and

WHEREAS, the City of Northfield wishes to combine the job description for the position of Assistant Sewer Supervisor and Assistant Public Works Supervisor to Public Works Supervisor, attached herein as Exhibit A and in accordance with the recommendation of the Superintendent of Public Works and the Council Chair.

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the job description for the position of Public Works Supervisor be and is hereby recognized.

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 Council of Northfield, held this 18th day of April 2023.

Mary Canesi, RMC, Municipal Clerk

Resolution 99-2023, Exhibit A

Position Description

Class Title: Public Works Supervisor

Department: Public Works

Location: City Garage and any other location in the City as required.

GENERAL PURPOSE

Supervises subordinate employees engaged in all aspects of the Department of Public Works and assists Superintendent of Public Works as required in order to maintain efficient operations of the Department of Public Works; Performs semi-skilled, skilled, technical and administrative work in running all aspects of the Department of Public Works including, but not limited to, maintaining all of the facilities, equipment, systems, parks and grounds; does other related duties as required.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Public Works Superintendent and Council Chair.

SUPERVISION EXERCISED

Assists the Public Works Superintendent in supervision over all subordinate employees in the Department of Public Works.

Exercises administrative direction and assists all subordinate employees in the Department of Public Works.

Exercises Supervisory authority of the Department in the absence of Superintendent of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with planning, scheduling and implementation of construction, maintenance and operational activities within the department.

Assists Superintendent in oversight of all aspects of Department of Public Works, including, all buildings, grounds, infrastructure, and parks.

Assists in supervising and training all subordinate employees.

Assigns and evaluates the work of all subordinate employees in the Department of Public Works; advises and assist all subordinates if needed.

Assist in the preparation of bid specifications for equipment and facilities, and any other bids related to the Department of Public Works.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department.

Maintains records, prepares reports and other specialized maintenance records of the Department of Public Works, including, but not limited to, facilities, equipment, inspections, roads and grounds.

Determines the locations of sewer lines prior to excavation.

Responds to complaints regarding sewer problems, evaluates situation; explains findings to Superintendent.

Insures proper maintenance of equipment and tools.

Drives trucks of various sizes and weights in loading, hauling and unloading of various equipment.

Performs routine inspections and preventive maintenance on all Department of Public Works equipment and pump stations.

Operates light and medium-sized construction and power equipment, such as jetter, emergency generator, pumps, plows, etc.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor as assigned and as is necessary, involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Assists in oversight of all aspects of City Parks.

Assists in administrative duties of Department of Public Works, including, but not limited to personnel management.

Makes recommendations to Superiors regarding disciplinary measures, promotions and appointments of subordinates.

Prepares reports with recommendations as appropriate.

Does all other related duties as required.

PERIPHERAL DUTIES

May serve as a member of various employee committees.

May be required, in absence of Superintendent of Public Works, to appear before City Council or in meetings representing the Department.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Four (4) years of related experience, or
- (C) Any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repairs as required for operation of the Department.
- (B) Skills in operation of the tools and equipment utilized in the Department of Public Works.
- (C) Ability to perform heavy manual tasks for an extended period of time; ability to work safely; ability to communicate effectively verbally and in writing in English; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
- (D) Ability to direct subordinates, provide them with advice/assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed and desired objectives are achieved.
- (E) Ability to organize assigned work and develop effective work methods.

SPECIAL REQUIREMENTS

Valid New Jersey State Drivers license and CDL certification and all applicable endorsements for the class and type of vehicles being operated, Certification as a New Jersey Collection Systems Operator.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pick up truck, utility truck, jetter, snow plow, tamper, plate compactor, saws, pumps, generators, compressor, common hand and power tools, shovels, wrenches, detection device, mobile radio, phone, fax machine and computer, and others as may be required.

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. If accommodation cannot be made because it would cause the employer undue hardship, employee may not be eligible. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use

hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. If accommodation cannot be made because it would cause the employer undue hardship, employee may not be eligible.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

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: _____ Supervisor

Approval: _____ Appointing Authority

Effective Date:

Revision History

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 100-2023**

PROMOTION OF DARREN BOYD TO PUBLIC WORKS SUPERVISOR

WHEREAS, Darren Boyd was hired by the City of Northfield on May 19, 1999 and has been continuously employed by the City of Northfield since that date; and

WHEREAS, since October 5, 2022, Darren Boyd has been serving in the temporary capacity of Acting Public Works Supervisor; and

WHEREAS, Mr. Boyd's compensation for serving in the temporary capacity of Acting Public Works Supervisor, as separately set forth in the governing collective bargaining agreement for Government Workers Union Local No. 410 for Supervisory Employees, has been \$65,828.59 per annum, on a prorated basis effective October 5, 2022; and

WHEREAS, it is the recommendation of Public Works City Council Chairman Greg Dewees that Mr. Boyd be promoted from the Acting positions to the position of Public Works Supervisor, effective April 19, 2023; and

WHEREAS, it is the recommendation of Public Works City Council Chairman Greg Dewees that the salary for Mr. Boyd be increased to \$ 69,629.63, effective April 19, 2023.

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that Darren Boyd shall be promoted to the position of Public Works Supervisor for the City of Northfield, at a rate of pay of \$69,629.63 per annum, effective April 19, 2023, and prorated for the balance of calendar year 2023.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the Council of Northfield, held this 18st day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 101-2023**

**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) – CONTRACT NEGOTIATIONS AND 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, contractual negotiations pertaining to a potential Joint Court Agreement with the Town of Hammonton, 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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 102-2023**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, WITHDRAWING AS A PARTICIPATING
MUNICIPALITY IN THE CENTRAL MUNICIPAL COURT OF
ATLANTIC COUNTY**

WHEREAS, on or about October 13, 2023, the City of Northfield entered into an Agreement with the County of Atlantic and other municipalities to participate in the Central Municipal Court of Atlantic County; and

WHEREAS, the Common Council of the City of Northfield believes it is advantageous to withdraw from the Central Municipal Court of Atlantic County and to become part of the Joint Municipal Court for the Town of Hammonton; and

WHEREAS, the City of Northfield will, after the adoption of this Resolution, provide the required six (6) months' notice of withdrawal to the County, the Central Municipal Court Administrator and the other participating municipalities in the form a cover letter containing a copy of this Resolution; and

WHEREAS, the City of Northfield will, after the adoption of this Resolution and through and including December 31, 2023, continue to satisfy its contractual budget assessment for the balance of the 2023 calendar year; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor is authorized and directed to execute a copy of this Resolution effectively withdrawing the City of Northfield from the Central Municipal Court of Atlantic County as set forth above; and

BE IT FURTHER RESOLVED that the Common Council hereby exercises its contractual rights, as set forth in VII of the Agreement Establishing the Central Municipal Court of Atlantic County to withdraw from same after two (2) years, said withdrawal to become effective January 1, 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 18th day of April, 2023.

Mary Canesi, RMC, Municipal Clerk

Erland Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 103-2023**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, PROVIDING FOR AND PERMITTING THE CITY OF
NORTHFIELD TO JOIN THE JOINT MUNICIPAL COURT OF THE TOWN
OF HAMMONTON**

WHEREAS, on or about October 31, 2021, the City of Northfield entered into an Agreement with the County of Atlantic and other municipalities to participate in the Central Municipal Court of Atlantic County; and

WHEREAS, the Common Council of the City of Northfield believes it is advantageous to withdraw from the Central Municipal Court of Atlantic County and to become part of the Joint Municipal Court for the Town of Hammonton; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield desires to become a member of the Joint Municipal Court for the Town of Hammonton on terms and conditions to me memorialized in an Agreement by and between the Town of Hammonton and the City of Northfield.

BE IT FURTHER RESOLVED that the Solicitor of the City of Northfield is authorized and directed to finalize the Agreement with the Town of Hammonton and once same is approved by the Solicitor and this Common Council for the City of Northfield, the Mayor is authorized and directed to execute same thereby joining the Joint Municipal Court for the Town of Hammonton.

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 18th day of April, 2023

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

ENGINEERING MEMORANDUM

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

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

SUBJECT: Engineers Report for April 18, 2023

DATE: April 14, 2023

PROJECTS:

NF13-43 Asset Management Plan

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

NF13-27 Grant Applications:

(5-22-2020) working on the 2021 Municipal Aid Grants for the reconstruction and widening of Merritt Drive, portion of Ridgewood Drive and possible drainage system upgrade. Also, I received an email from the ACIA stating that the municipality does not qualify for CDBG for recreational use (we do not meet the LMI requirements as set by HUD) the only project we can apply for are ADA compliance or projects for Senior Citizen. (6-12-2020) Finalizing the Municipal Aid Grant application for Merritt Drive and working on the CDBG grant to upgrade ADA access to the picnic area at Birch Grove Park. (7-101-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24th. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA.

(6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (5-6-2022) The application for the CDBG grant from ACIA is completed and will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. (6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant. (6-24-2022) Grant application was submitted to the NJDOT. (7-15-2022) Resolution has been uploaded in PMRS. (8-15-2022) We have a pre application meeting setup for 8-15-2022 for the Transportation Alternative Set-Aside Grant. (10-21-2022) working on the Transportation Alternative Set-Aside Grant and flood mitigation grant with Tim Joo. (11-10-2022) We submitted the Transportation Alternative Set-Aside Grant and are working on flood mitigation grant with Tim Joo. (11-25-2022) Grant application was submitted, also we have received the 2023 Municipal Aid Grant for the reconstruction of Ridgewood Drive in the amount of \$261,640. (12-8-2022) I am working on the recreational grant application; we will have on the meeting agenda a resolution to authorize the filing on this application. (1-13-2023) finishing the recreational grant application to be submitted by the 20th. **(4-14-2023) No update.**

NF13-03 New Jersey American Water Company System Upgrade:

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new projects scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5th, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC is planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. (3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd Circle and Shepherd Circle West on March 7th, it will take approximately 5 weeks to finish the main installation and another 5 weeks to finish all connections. (4-8-2022) Contractor finished the main installation portion of this project, they will start on the water main replacement along Hemsley Place on Monday. (5-20-2022) The contractor will start the individual water connections at Herbert Drive this coming Monday. (6-10-2022) the contractor finished the individual connections along Hemsley and finished more than 50% of the connections for Herbert and Shepherd portion of the project. (6-24-2022) All work has been completed; paving will start after 60 days. (9-2-2022) We marked the limits of paving for the final restoration at Hemsley, Herbert and Shepherd, the work is scheduled for the first week in October. (9-15-22) Contractor sent all required paperwork for additional paving. (10-7-2022) the Paving was completed at Shepherd and Herbert, Hemsley to be finished on Monday. (10-21-2022) Pavement restoration has been completed. (3-17-2023) I scheduled to appear at court on March 28, 2023, regarding the illegal street opening done by the NJAWC. (3-31-2023) The prosecutor recommended that we work this issue out with the NJAWC, I directed them to Chapter 330: Streets and Sidewalks § 330-15: Newly paved streets, at this point they will need to pave the entire block. **(4-14-2023) I was contacted by the NJAWC to arrange for the repaving of Putting Green block between Broad and Cecil.**

NF13-03 Street Opening:

(4-14-2023) 1 street opening permit was processed.

NF13-44 2020 Local Road Paving Program

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

ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10th. (12-11-

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

PROJECT IS COMPLETED

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

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

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

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

that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September.

(8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14th. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11th, project should be completed by October 22nd. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. (12-10-2021) Received the payment request, and all the prep and post installation videos for our review. (1-14-2022) Spoke with the contractor regarding the issue with the slip line at the intersection of Tilton and Roosevelt waiting on his time frame to fix, so we can process the payment. (2-6-2022) Due to the weather the repair can't take place until the temperature is in the upper 40, at this time we recommended a partial payment to the Contractor. (4-8-2022) We prepared the final change order for approval by Council, mainly this change order reflects few discrepancies between the as-built plan and the actual conditions in the field. (4-22-2022) We received the final payment request from the Contractor on 4-202-22, it will be on the next Council meeting agenda for payment. (5-6-2022) Final payment has been submitted, Contractor provided the required maintenance bond. (9-15-2022) Project is completed, only one punch list item remains to be completed. (10-7-2022) We are going to prepare a bid package for another section of the deep sewer to be slipped lined. (10-21-2022) Bid package has been completed and will be going out to bid next week. (11-25-2022) Bid opening is scheduled for December 2, 2022. (12-8-2022) I prepared the recommendation of award for the Council to approve for Phase II. (1-13-2023) we have the pre-construction meeting setup for January 26, 2023(3-3-2023) Contractor started the slip lining on 2-27-2023. (3-17-2021) The Contractor is attempting to fix the damaged liner along New Road in front of McDonald, the Contractor will try next week one more method to remove the damaged liner, if it fails, they will need to excavate and replace the pipe. (3-31-2023) The Contractor is not able to fix the liner without removing the pipe, they are in the process of getting the contractor to get this work done, it will take 2 nights to fix it. **((4-14-2023) the contractor is in the process of removing the damage liner the night work started on April 11th and will be completed by the 18th.**

NF13-52 2021 Local Road Paving Program

(3-18-2022) This project originally included full width repaving W Revere Ave (Rt 9 & Leeds Ave), Leeds Ave (W Revere & Oakcrest), W Oakcrest (Leeds & Rt 9), Northwood Court, Chestnut Ave (Rt 9 & Maple), Virginia Ave (Shore Rd & Broad St), Jenny Lynn Drive, Catherine Place, Cedarbridge (Oak Ave & Delmar Ct), Franklin Ave (Bike path & Broad St), Putting green (Shore Rd to Broad Street), Madison Ave, and half width repaving for Cedarbridge (Delmar & Zion) and Putting Green (Bike path & Broad St), Mazza Drive was added to the scope of this project. (4-8-2022) We are working on the engineering plans and the bid specifications. (4-22-2022) We completed the field work for Casey Drive, which was added to the last Council meeting and should have the plans and specification ready early next month. (5-6-2022) Plans and bid specifications are completed and at the Clerk's office for review. We need Council's approval to go out to bid the project. (6-10-2022) We have bid opening scheduled for June 17, 2022. (6-24-2022) I submitted the recommendation of award for the Council review and approval. (7-15-2022) we had the pre-construction meeting, and the contractor is scheduled to start the first week in August with anticipated completion by November 1st. (8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications. (8-12-2022) The contractor started the concrete work on 8-8-2022. (9-2-2022) Paving is completed at Cedarbridge, Madison, Mazza, Jenny Lynn, West Oakcrest and West Revere. The contractor will finish Northwood on the 7th and will mobilize back the week of September 19th to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19th. (10-7-2022) All paving has been completed, the contractor will be the asphalt driveways and the punch list item. (10-21-2022) Contractor completed the line striping, working on the final change order amount and punch list items. (11-10-2022) Project will be under budget, working on the final change order amount and punch list items. (11-25-2022) working on the punch list items. The NJAWC had a main leak at the intersection of Wilson Drive and Wilson Drive. The opening was about 7'X6', I am working with the NJAWC on the limits of the pavement restoration. **(4-14-2023) no updates.**

NF13-53 Reconstruction of Oak Avenue (Municipal Aid FY 2022)

The City of Northfield has been awarded FY2022 NJDOT Municipal Aid program grant in the amount of \$285,000.00 for the above referenced project. The reconstruction limits are West Mill Road to the east and Burroughs Avenue to the west. Contractor's bids were received for the project known as "Reconstruction of Oak Avenue" at the Municipal Building on January 4, 2023. The lowest bidder for the project was Arawak paving Co, Inc with a total bid of \$268,900.00. (3-31-2023) The Contractor asked if we want to postpone the paving until the school is out. **(4-14-2023) No update.**