

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MAY 6, 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 22, 2025

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- | | |
|-----------------|---|
| 119-2025 | Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey, Authorizing Execution of a Race Timing Services Agreement with JB Sports Services |
| 120-2025 | Award of Contract for the Project Known as “Various Sanitary Sewer Main and Manhole Rehabilitations Re-Bid” |
| 121-2025 | Authorizing the Waiver of any and all Permit Fees Associated with the New Drinking Fountain/Bottle Filling Station at the Baseball Snack Bar at Birch Grove Park |
| 122-2025 | To Approve an Application for a Coin Drop Mainland Junior Wrestling |
| 123-2025 | To Approve an Application for Use of Facilities |
| 124-2025 | Cultural Committee Appointments |
| 125-2025 | Approval of the Project Known as ‘ADA Compliant Bleachers at Birch Grove Park’ for the City of Northfield’s Application for Funding Under the Community Development Block Grant Program |
| 126-2025 | Authorizing DeBlasio and Associates Consulting Engineers and Planners to Proceed with Engineering Services for the ACIA Community Development Block Grant Application |
| 127-2025 | Amending Resolution No. 61-2025 Recognizing Members of the Northfield Volunteer Fire Company |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MAY 6, 2025**

ORDINANCES

- 7-2025** Amending Chapter 128 Construction Codes, Uniform, to Establish a New Section
Entitled “Control of Dust and Plastic Contaminants”
Introduction / No Public Input / Published in the Press of AC 05/10/2025
2nd Reading / Public Hearing / Final Consideration 05/20/2025
- 8-2025** An Ordinance Appropriating \$165,000 from the Capital Improvement Fund for
the Purchase, Installation and Deployment of Vehicle and Body Cameras, Data
Storage Systems and Related Software & Equipment for the Police Department of
the City of Northfield, County of Atlantic, State of New Jersey
Introduction / No Public Input / Published in the Press of AC 05/10/2025
2nd Reading / Public Hearing / Final Consideration 05/20/2025

PAYMENT OF BILLS \$ 2,352,111.85

MEETING NOTICES

City Council	May 20 th	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 119-2025**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY,
AUTHORIZING EXECUTION OF A RACE TIMING SERVICES
AGREEMENT WITH JB SPORTS SERVICES**

WHEREAS, the City of Northfield is desirous of executing the *RACE TIMING SERVICES AGREEMENT* between the City of Northfield and JB Sports Timing, attached as Exhibit "A" for race timing services for the Frank Connolly Memorial Mile Run; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield in the County of Atlantic, New Jersey, duly assembled in public session, that the Mayor is hereby authorized and directed to execute the *RACE TIMING SERVICES AGREEMENT* attached as Exhibit "A" on behalf of the City of Northfield.

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 City Council of Northfield, held this 6th day of May 2025.

Mary Canesi, RMC, Municipal Clerk



Resolution No. 119-2025
Attachment

6283 Holly Street
Mays Landing, NJ 08330
W: (609) 965-0338
www.jbsportstiming.com

Disposable Chip Timing Proposal

April 8, 2025

Mary Canesi & Jay Hurley,

This proposal is for Northfield's Frank Connolly Memorial Mile Run on July 4, 2025. We will be providing you with computerized chip timing with disposable chips. We are quoting this for a 12ft wide common start / finish line with chip start and chip finish timing systems. This is based on an out and back course. As part of our package, we are providing you with live searchable results on our website.

Event Name: 2025 Northfield's Frank Connolly Memorial Mile Run
Event Date/Time: July 4, 2025 – Start time 8:30am
Event Type: 1 Mile Run
Estimated Participants: 600

JB Sports Timing will provide the following services:

- Hold regular telephone conference calls with your team to review race plans.
- Set up the race online registration on RunSignUp. We will keep online registration open until the race day. This way, the race day signup can all be done online. *The City of Northfield needs to set up banking information inside RunSignUp. This way all registration fees get paid to the City of Northfield. The online registration site can't open up until this is done.*
- We will attach chips to our generic bibs for the 1-mile runners.
- We will provide bibs to you on race day July 4, 2025. *I will assign each participant's bib number who signs up for the 1 mile run on RunSignUp before July 3, 2025, at 12pm. Bibs will be labeled with runners' information.*
- Provide a laptop for on-site registration. (You must provide 2 volunteers to type runners' information into the computer.)
- Set up our timing systems and provide staff to run the systems on race day.
- Provide a 12ft wide common start / finish line with a chip timing system.
- Provide a race clock at the finish line.
- Provide HD Camera for finish line backup.
- Provide a 2,000 watts generator for all equipment supplied by JB Sports Timing.
- Provide printed overall race results by division and age group rankings about 45 minutes after start of event.
- Post full searchable race results to our website (www.jbsportstiming.com) at event completion.

Race promoters will provide the following:

- Provide all volunteers needed for the race day of registration, bib & shirt pickup.
- Ensure we can begin setting up our equipment at least 1.5 hours prior to the start of the race.
- Ensure that we have a minimum of 1.5 hours to break down our equipment and pack it up.
- Determine the racecourse and perform all course setup except for the finish line chute. This may include, but is not limited to, water stations, cones, and police to shut down roads / manage traffic.
- You will need to take care of all staffing/volunteers on course at the water stop, turnaround points and street intersection.



6283 Holly Street
Mays Landing, NJ 08330
W: (609) 965-0338
www.jbsportstiming.com

April 8, 2025

Fee for Services:

Computerized Chip Timing systems with a common Start/Finish line	
Price will include Northfield Mile bibs, chips, and safety pins for event.	\$950.00 + \$2.50 each participant in database.
<i>Minimum Fee + \$2.50 for each participant in the database for the 1 Mile Run</i>	
Estimate cost: \$950.00 + (\$2.50 x 600) = \$ 2,450.00	
Optional Services with Added Cost	
<i>Custom full color bibs with sponsor logo for advertisement</i>	\$ 0.35 each
If you want us to order custom bibs with sponsors, you must provide us with a sponsor logo by May 27, 2025.	

PAYMENT:

We will keep your date open for 30 days from the date of this proposal (unless we hear otherwise from you). Once we receive the signed contract, and a non-refundable deposit of \$250.00, your event will be added to our event calendar. The race director will receive a final invoice on the day of the event or by the next business day by email. Final payment is due within 15 days after the event is completed.

Sincerely,

James Brown
Owner

Terry Brown
Co-owner

If you have any questions about this proposal, please contact me.

James Brown (609) 965 – 0338 or (609) 412 – 5144

Email: jbsportstiming@verizon.net

<https://www.facebook.com/JBSportsTiming>

Thank You for Your Business!



6283 Holly Street
Mays Landing, NJ 08330
W: (609) 965-0338
www.jbsportstiming.com

April 8, 2025

Contract Sheet

Contact Names: _____ Phone: _____

Cellphone: _____ Email: _____

Event Information

Event Names: _____

Event Type: _____ Event Date: _____ Start Time: _____

Event Website: _____ Projected # of participants: _____

Event Address: _____ City: _____ State: _____

Online Registration Website: RunSignup.com

Chip Timing Service

(Please put a check the services listed below that you would like to have.)

X - Start/Finish Line Timing Point X - Safety Pins # of boxes - 2

X - Northfield Mile bibs with chips

Sign Agreement

This contract must be signed and returned to timing within 10 days. At this time, we will add your event to our race calendar.

Signature: _____ Date: _____

Print Name: _____

If you have any questions about this proposal, please contact me.

James Brown (609) 965 – 0338 or (609) 412 – 5144

Email: jbsportstiming@verizon.net

Thank You for Your Business!

Vendor Agreement Between the City of Northfield and JB Sports Timing

Providing Race Timing Service for the Frank Connolly Memorial Mile Run on July 4, 2025

1. **Hold Harmless/Indemnification Provision.** JB Sports Timing agrees to indemnify the City of Northfield, its agents, servants, employees and elected officials, and save them harmless against and from any and all claims, suits and costs of every kind, type or description, and any and all damages and liability to which they may be subjected, by reason of injury to the person or property of third parties resulting from or in any way arising out of their services while providing race management services as approved by the City of Northfield, and for any and all negligent acts of JB Sports Timing, and any employees or volunteers working with JB Sports Timing in the performance of all activities.
2. **Insurance.** As further assurance to the City of Northfield, but not in any way limiting JB Sports Timing liability for indemnification, they shall supply the City of Northfield with a Certificate of Insurance (COI) evidencing the type and amount of coverage described herein to substantiate that such insurance is in full force and effect. During the performance of the activities JB Sports Timing shall keep in force at least the following insurance:

a) **Commercial General Liability** insurance or its equivalent for bodily injury, personal and advertising injury and property damage including loss of use, with minimum limits of:

\$1,000,000 each occurrence;
\$1,000,000 personal and advertising injury;
\$2,000,000 general aggregate per project;
\$2,000,000 products/completed operations aggregate

This insurance shall include:

- Liability arising from premises operations.

City of Northfield, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities shall be added as additional insured on the general liability policy with respect to activities performed by JB Sports Timing for the City during the Frank Connolly Memorial Mile Run on July 4, 2025. A copy of the additional insured endorsement(s) shall be attached to the certificate.

Coverage shall be primary to the additional insureds and shall not be contributing with any other insurance or similar protection available to the additional insureds, whether other available insurance be primary, contributing or excess. JB Sports Timing hereby grants the City of Northfield a waiver of any right to subrogation which any insurer may acquire by virtue of the payment of any loss.

For JB Sports Timing

By: James Brown James Brown - owner 4/8/2025
Signature Print Name/Title Date

For City of Northfield

By: _____
Signature Print Name/Title Date

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 120-2025**

**AWARD OF CONTRACT FOR THE PROJECT KNOWN AS "VARIOUS
SANITARY SEWER MAIN AND MANHOLE REHABILITATIONS RE-BID"**

WHEREAS, as authorized by Resolution 86-2025, bid specifications were prepared and solicited by DeBlasio & Associates Consulting Engineers, Surveyors and Planners for the City of Northfield for the rebid of the project known as Various Sanitary Sewer Main and Manhole Rehabilitations; and

WHEREAS, sealed bids were received and opened by the Municipal Clerk at 10:00am on April 3, 2025, from the following:

Description	Base - slip line only	Alt 1 - Zion and Mill	Alt 2 - Zion and Shore	Alt 3 - Zion/Mill and Zion/Shore (v1)	Alt 4 - Zion/Mill and Zion/Shore (v2)	TOTAL
Mobile Dredging & Video Pipe	\$210,125	\$230,032	\$101,644	\$ 288,325	\$ 197,844	\$1,027,970

WHEREAS, after review of the proposals, DeBlasio & Associates Consulting Engineers, Surveyors and Planners has recommended that the contract be awarded to Mobile Dredging & Video Pipe, Inc., for Alternate bid number 3, in the amount of \$288,325.00.

THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield accepts the bid in the amount of \$288,325.00 from Mobile Dredging & Video Pipe, Inc. 1566 Harding Highway, Newfield, NJ 08344.

BE IT FURTHER RESOLVED, Certification of the Availability of funds has been received from the Chief Financial Officer.

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 the City of Northfield, held this 6th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 121-2025**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH THE NEW DRINKING FOUNTAIN/BOTTLE
FILLING STATION AT THE BASEBALL SNACK BAR AT BIRCH
GROVE PARK**

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 relocation and installation for a new drinking fountain / bottle filling station at the baseball snack bar at Birch Grove Park.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield held this 6th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 122-2025**

**TO APPROVE AN APPLICATION FOR A COIN DROP
MAINLAND JUNIOR WRESTLING**

WHEREAS, Mainland Junior Wrestling 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, August 16, 2025, from 9:00am – 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, August 16, 2025, from 9:00am – 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 6th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 123-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Brian Smith has properly submitted an Application for Use of Facilities requesting use of the Softball Field and Farm League Field July 7th through July 11th, from 9am until 12pm for a softball camp; and

WHEREAS, Mr. Brian Smith has presented this request on behalf of the Mainland Softball Club; and

WHEREAS, pursuant to Resolution No. 44-2025, the Common Council of the City of Northfield did previously authorize the use of the Softball Field and Farm League Field by Northfield Little League, on all dates from March 1st through July 31st and August 15th through November 1st from 8am until 10:00pm; and

WHEREAS, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that July 7th through July 11th, from 9am until 12pm, may be deleted from his previously authorized use, and are therefore available.

THEREFORE, BE IT RESOLVED, the request approved for Northfield Little League pursuant to Resolution No. 44-2025 is hereby amended to exclude May 31st and June 1st from 8am until 5:00pm; and

BE IT FURTHER RESOLVED that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Brian Smith; and

BE IT FURTHER RESOLVED that the approval is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

BE IT FURTHER RESOLVED that all baseball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

BE IT FURTHER RESOLVED that the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion 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 at a Regular Meeting of the Common Council of the City of Northfield, held this 6th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk



CITY OF NORTHFIELD

Application for Use of Facilities

(Other than Use of Birch Grove Park Center)

Name and Address of Organization: MAINLAND SOFTBALL CLUB

104 CATHERINE PLACE, NORTHFIELD NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: SOFTBALL CAMP MAINLY

FOR KIDS IN NORTHFIELD, WINWOOD, AND SOMEWHAT AS WELL

AS NEIGHBORING CITIES

Is the Group a Not-For-Profit Organization? Yes ☒ No

Do Participants Pay a Fee for Your Sport / Event? Yes ☒ No

If Yes, How Much? \$ 150 per: Person ☒ Day ☐ Season ☐ (other)

Name of Applicant / Responsible Party: BRIAN SMITH Title/Affiliation COACH

Home Address: 104 CATHERINE PLACE, NORTHFIELD NJ 08225

Telephone: (H) _____ (C) [REDACTED] (W) _____

Name and Location of Facility(ies) Being Requested: BIRCH GROVE SOFTBALL & T-BALL FIELDS

1675 BURTON AVE.

For the Following Purpose: HOST SOFTBALL CAMP

on the Following Date(s): JULY 7TH-11TH

Specify Hours of Use: From: 9 AM To: 12 PM Are Field Lights Requested? No

* If Yes, Provide Dates / Times for Requested Light Use: _____

**LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE*

of Participants per Date: 30 # of Participants who are Northfield Residents: 15+

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 7-13

Have You Applied to Other Municipalities for Use of their Facilities for this Event? Yes ☒ No

If Yes, Name of Municipality/ies: _____

Date/s and Disposition of Request/s: _____

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: [Signature] DATE: 3-13-25

Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 124-2025**

NORTHFIELD CULTURAL COMMITTEE APPOINTMENTS

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Cultural Committee for calendar year January 1, 2025 through December 31, 2025, is hereby approved, ratified and confirmed:

Roy Clark, Museum Curator
David Goldstein, Volunteer
Robert Patrick, Volunteer
Joan Pullan Brennan, Volunteer
Eleanor Webb, Museum Volunteer
Jay Hurley, Volunteer (*as of 5/6/2025*)

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the City of Northfield, held this 6th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 125-2025**

**APPROVAL OF THE PROJECT KNOWN AS 'ADA COMPLIANT
BLEACHERS AT BIRCH GROVE PARK' FOR THE CITY OF NORTHFIELD'S
APPLICATION FOR GRANT FUNDING UNDER THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the Atlantic County Improvement Authority implements and administers the grant funds under the CDBG Program; and

WHEREAS, the City of Northfield has opted to apply for the Atlantic County Community Development Block Grant (CDBG) Program; and

WHEREAS, the Common Council has identified a need for ADA-compliant bleachers and related improvements at Birch Grove Park; and

WHEREAS, ADA-compliant bleachers are crucial for ensuring equal access and inclusion for people with disabilities at our local sporting events and will create a welcoming environment where everyone can enjoy these events without barriers.

THEREFORE, BE IT RESOLVED that the project known as ADA-compliant bleachers for the City's CDBG application be and is hereby approved.

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 6th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 126-2025**

**AUTHORIZING DEBLASIO AND ASSOCIATES CONSULTING
ENGINEERS AND PLANNERS TO PROCEED WITH ENGINEERING
SERVICES FOR THE GRANT APPLICATION FOR THE ACIA
COMMUNITY DEVELOPMENT BLOCK GRANT**

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 the preparation of a grant application for ADA-compliant bleachers and related improvements at Birch Grove Park; and

WHEREAS, the proposed scope of work includes the following:

1. Meet with the City to discuss locations and recommended improvements.
2. Prepare Engineer's Estimate of Construction Cost.
3. Prepare Application Forms and Project Location Map.
4. Submit grant application.

WHEREAS, to complete the above referenced scope of work, DeBlasio and Associates Consulting Engineers and Planners has submitted a cost proposal in the amount of \$3,000.00.

WHEREAS, copies of said expenditure request has 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 as stated herein.

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 6th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 127-2025**

**AMENDING RESOLUTION NO. 61-2025 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 61-2025 appointing the members of the City of Northfield Volunteer Fire Company, adopted February 4, 2025, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to add member Jacob Campsmith, effective May 2, 2025; and

BE IT FURTHER RESOLVED THAT following persons are the present members of the Northfield Volunteer Fire Company for the year ending December 31, 2025:

Badger, Cindy	Joo, Timothy
Campsmith, Jacob (<i>effective 5/2/25</i>)	Kerlin, Kirk
Carey, Louis	Kirby, Joshua (<i>Lieutenant</i>)
Chau, Erland	Leeds, Bill (<i>Lieutenant</i>)
Ciambrone, Joseph	Lichtenberger, Lee
Clark, Ryan	Martinelli, Henry
Cummings, Bruce (<i>Chief</i>)	Morey, Donald Michael
Cummings, Bruce Jr. (<i>Lieutenant</i>)	Morey, Kevin
Durham, Jared	Nehl, Michael Tyler
Fisher, Steven Jr.	Ordille, John
Flaherty, Brian (<i>Captain</i>)	Pepek, Martin
Foltz, Brad	Plettner, Stephen
Garbutt, Ronald III	Scalise, Nicholas
Gitsas, Adam	Shenkus, Eric (<i>Assistant Chief</i>)
Goodman, Scott (<i>Deputy Chief</i>)	Sullivan, John III
Grasso, Gianna	Swartz, Robert
Hackett, Edward	Thulin-Gujejko, Hanna
Hickey, Daniel	Wallace, Michael (Safety Officer)

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 6th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

Engineer's Report

To: Mayor & Council
City of Northfield

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

cc: Mary Canesi, Clerk (via email)
Dawn Stollenwerk, CFO (via email)
Darren Boyd, Supervisor of Public Works (via email)
Nancy Mauro, P.E. (via email)

Date: May 6, 2025

Grant Applications

1. **FY2026 Community Funding Project**

- Congressman VanDrew announced the application process was open for Community Grant Funding through the House Appropriations Committee. Applications are due to be submitted by March 14, 2025.
- The Northfield application will be for the construction of basketball and pickleball courts at Birch Grove Park.
- The application was successfully submitted on March 14, 2025.

2. **FY2024 NJDCA Local Recreation Improvement Grant (LRIG)**

- The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is February 27, 2024. The LRIG application was submitted on February 23, 2024.
- Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
- The City requested that due to budget constraints, the project be revised to be closer in cost to the grant award. Our office contacted the NJDCA in February of 2025. The NJDCA will allow for a change in scope in the project and will allow engineering costs to be submitted with the construction estimate.
- Our office submitted a revised proposal on March 12, 2025 based on this information.
- The NDCA approved the revised scope of work of a stone parking lot and the inclusion of engineering design fees on March 21, 2025. A time extension request was not approved, and the project must be completed by April 2026.
- The project is in the design phase.

3. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)
 - On June 10, 2024 the USDA awarded the City \$17,000.00 for the PPG grant and the next step requires the City to file the full application.
 - The next phase is for the City to authorize our office for an engineering study – our proposal for this project was submitted on February 12, 2025.
 - The City approved the proposal for this work with Resolution No. 70-2025 on February 18, 2025.
 - The City DPW recommended that the forcemains be considered for the study rather than the gravity mains due to their age and history of pipe bursts. Our office contacted the USDA on March 26, 2025 and their engineer stated a change of scope from the original submission is allowable.
 - The City selected the forcemains be studied, and the USDA was notified of this on April 23, 2025.
4. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)
 - The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
 - The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.
 - This application is currently still pending with the NJDOT.
5. New Jersey Department of Transportation Municipal Aid
 - The City has selected the reconstruction of Juniper Drive from Cedarbridge Road to Mill Road as its project for FY2025 Municipal Aid.
 - The City was awarded \$229,190.00 on November 13, 2024 for this project. The total project cost estimate is \$355,824.70.
 - Survey work has been completed and plans are being prepared.

Engineering

1. Street Excavation and Sidewalk Ordinance
 - Our office was asked to review and revise the street excavation and sidewalk ordinance. We have been coordinating with the City to update this ordinance.
 - Our office sent a draft ordinance to the City on May 21, 2024.
 - Our office met with the City on July 15, 2024 to review City revisions and comments.
 - The second draft of the ordinance was sent to the City on September 4, 2024.
 - Final draft of the ordinance was sent to the City on November 18, 2024.
 - The City passed a revised ordinance and it became legal publication on February 22, 2025.
2. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads
 - The bid opening was held on April 10, 2025.
 - The City selected to award Bid Alternative #3, slipline repair and manhole rehabilitation at Zion and Mill and Zion and Shore Roads. A Letter of recommendation was submitted to the City on April 23, 2025.

3. Habitat for Humanity Housing Project

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- On September 6, 2024, our office issued an email with further detail of stormwater management options in response to the summary email issued by the City on September 5, 2024.
- On October 1, 2024 a meeting was held with representatives from the City, Habitat for Humanity and our office. Habitat representatives stated that engineering costs would be covered under the DCA grant that Habitat will submit. Habitat's engineer will be responsible for preparing a complete project estimate.
- Our office revised their original estimate to include all anticipated site plan engineering costs including anticipated permit fees, with a not to exceed amount as directed by City council.
- Our office transmitted a proposal to the City on December 10, 2024 and is ready to begin work upon authorization from the City.
- Our office provided answers to the Habitat for Humanity's project questionnaire on April 8, 2025 at the closed session of the City Council Meeting.
- The City has authorized our office to proceed with engineering services for this project via Resolution No. 111-2025 on April 22, 2025.