

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MAY 20, 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 – May 6, 2025

PUBLIC HEARING

- Street Opening Moratorium Hardship Exception Request, Block 10, Lot 6, 2307 Oak Avenue

RESOLUTION

128-2025 A Resolution Ruling on a Request for a Hardship Exception from Road Opening Moratorium for Block 10, Lot 6, 2307 Oak Avenue

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 129-2025** Amending Resolution No. 127-2025 Recognizing Members of the Northfield Volunteer Fire Company
- 130-2025** Authorizing Refund of Pet License Fees
- 131-2025** Acknowledging Retirement of Barbara Nelson, Police Records Secretary
- 132-2025** Accumulated Absence Payout
- 133-2025** Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey Authorizing the Mayor to Execute a License Agreement
- 134-2025** Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey Authorizing the Mayor to Execute a License Agreement
- 135-2025** Inserting an Item of Revenue in the 2025 Budget
- 136-2025** To Authorize the Sale of Surplus Property No Longer Needed for Public Use on an Online Auction Website
- 137-2025** Inserting an Item of Revenue in the 2025 Budget
- 138-2025** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12b (4), Regarding Contract Negotiations between the City of Northfield and Government Workers Union, Local 420

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MAY 20, 2025**

- 139-2025** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act N.J.S.A. 10:4-12b (8), Regarding Personnel Matters
- 140-2025** To Hire a Full Time Police Records Secretary

ORDINANCES

- 7-2025** Amending Chapter 128 Construction Codes, Uniform, to Establish a New Section Entitled “Control of Dust and Plastic Contaminants”
2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 05/24/2025
- 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
2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 05/24/2025
- 9-2025** Authorizing And Encouraging Electric Vehicle Supply/Service Equipment (EVSE) And Make-Ready Parking Spaces And Amending Chapter 215 Of The City Of Northfield Code, Land Use And Development
Introduction / No Public Input / Published in the Press of AC 05/24/2025
Referral to City of Northfield Combined Planning/Zoning Board 05/21/2025
2nd Reading / Public Hearing / Final Consideration 07/15/2025
- 10-2025** Amending Chapter 128-3 of the City Code, Uniform Construction Code Fees
Introduction / No Public Input / Published in the Press of AC 05/24/2025
2nd Reading / Public Hearing / Final Consideration 06/03/2025

PAYMENT OF BILLS \$ 343,089.60

MEETING NOTICES

City Council	June 3	6pm Work Session Regular Session immediately following
Primary Election	June 10 th	6am-8pm Northfield Community School

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 128-2025**

**A RESOLUTION RULING ON A REQUEST FOR A HARDSHIP
EXCEPTION FROM ROAD OPENING MORATORIUM FOR BLOCK 10,
LOT 6 LOCATED AT 2307 OAK AVENUE**

WHEREAS, Fernando Santilli, Jr. (Applicant) has submitted a request for a hardship exception from the road opening moratorium currently in effect for Block 10, Lot 6 located at 2307 Oak Avenue in the City of Northfield in accordance with the Code of the City of Northfield, Chapter 330, Section 15(b);

WHEREAS, the Applicant is seeking the exception so that a curb cut can be installed for a driveway at the property.

WHEREAS, the request for a hardship exception has been considered by the Common Council of the City of Northfield at a public hearing held on May 20, 2025; and

WHEREAS, at said public hearing, the Common Council heard and considered the proofs and sworn testimony of the Applicant; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the request for a hardship exception from the road opening moratorium for Block 10, Lot 6 located at 2307 Oak Avenue in the City of Northfield submitted by Applicant is hereby granted expressly conditioned upon: (i) the applicant securing the appropriate road opening permit pursuant to Chapter 330, Article II of the City Code; (ii) the applicant restoring the road opening in accordance with the applicable provisions of the Chapter 330, Article II of the City Code;; (iii) if required, the applicant posting a performance bond in cash or a form acceptable to the Solicitor of the City of Northfield and in the amount recommended by the City Engineer for 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 City Council of Northfield, held this 20th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 129-2025**

**AMENDING RESOLUTION NO. 127-2025 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 127-2025 appointing the members of the City of Northfield Volunteer Fire Company, adopted May 6, 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 Thomas Shenkus, effective May 12, 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	Kerlin, Kirk
Campsmith, Jacob)	Kirby, Joshua (<i>Lieutenant</i>)
Carey, Louis	Leeds, Bill (<i>Lieutenant</i>)
Chau, Erland	Lichtenberger, Lee
Ciambrone, Joseph	Martinelli, Henry
Clark, Ryan	Morey, Donald Michael
Cummings, Bruce (<i>Chief</i>)	Morey, Kevin
Cummings, Bruce Jr. (<i>Lieutenant</i>)	Nehl, Michael Tyler
Durham, Jared	Ordille, John
Fisher, Steven Jr.	Pepek, Martin
Flaherty, Brian (<i>Captain</i>)	Plettner, Stephen
Foltz, Brad	Scalise, Nicholas
Garbutt, Ronald III)	Shenkus, Eric (<i>Assistant Chief</i>)
Gitsas, Adam	Shenkus, Thomas (<i>effective 5/12/25</i>)
Goodman, Scott (<i>Deputy Chief</i>)	Sullivan, John III
Grasso, Gianna	Swartz, Robert
Hackett, Edward	Thulin-Guzejko, Hanna
Hickey, Daniel	Wallace, Michael (Safety Officer)
Joo, Timothy	

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 20th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 130-2025**

AUTHORIZING REFUND OF PET LICENSE FEES

WHEREAS, on March 15, 2025, the Northfield City Clerk's Office did collect a check in the amount of \$21.00 from Mrs. Teresa Layton for the issuance of 3 pet licenses; and

WHEREAS, on March 31, 2025, after the issuance of said pet licenses, the City of Northfield received a notice of insufficient funds from Ocean First Bank regarding this transaction; and

WHEREAS, on April 7, 2025, Mrs. Layton remitted payment in the amount of \$41.00 to pay for the pet licenses and the City's \$20.00 returned check fee; and

WHEREAS, on May 8, 2025, the City of Northfield was notified by Ocean First Bank that they had redeposited Mrs. Layton's original check and that it had cleared; and

WHEREAS, Mrs. Layton has requested a refund of the \$21.00 duplicate payment for the pet licenses.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Common Council of the City of Northfield authorizes the refund of \$21.00, to Teresa Layton, 320 Mt. Vernon Avenue, Northfield, NJ.

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 20th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 131-2025**

**ACKNOWLEDGING RETIREMENT OF BARBARA NELSON, POLICE
RECORDS SECRETARY**

WHEREAS, the Common Council of the City of Northfield approved the hiring of Barbara Nelson effective January 20, 1988; and

WHEREAS, Barbara Nelson submitted notice of retirement to the State of New Jersey with an effective date of May 1, 2025.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the retirement of Barbara Nelson from the position of Police Records Secretary, effective May 1, 2025; and

BE IT FURTHER RESOLVED that Ms Nelson's last day of work was April 30, 2025.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City Northfield, held this 20th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 132-2025**

ACCUMULATED ABSENCE

WHEREAS, NJAC 5:30-15 establishes rules that govern how local government units manage and finance compensation for accumulated absence time for their respective employees, and

WHEREAS, accumulated absence includes any sick days, vacation days, personal days or other absence time authorized as part of an employer agreement, which is not used by the employee during the allowed period and which is permitted to accumulate over time to the benefit of the employee, and

WHEREAS, the Chief Financial Officer has certified that the funds and authority exists to pay the total accumulated absence, as per the attached schedule, to Barbara Nelson who retired from the service of the City effective April 30, 2025.

WHEREAS, the attached certification and documentation are presented to comply with the rules and regulations established by the Local Finance Board.

NOW, THEREFORE, BE IT RESOLVED, by the City Council, that the total sum of \$3,069.31 composed of 40.34 Vacation Hours and 47.06 Sick Hours (50% of 94.12 sick hours) be paid out to Barbara Nelson for her unused, accumulated absence time. The balance will be paid in one lump sum the next regular pay period.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a regular meeting of the City Council of Northfield, held this 20th day of May, 2025

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

CERTIFICATION OF ACCUMULATED ABSENCES
Police Secretary Barbara Nelson
Retirement Date: April 30, 2025
Amount of Payout for unused compensated absences: \$3,096.31

I, Dawn M. Stollenwerk, Chief Financial Officer of the City of Northfield, hereby certify according to NJSA 5:30-15.4 that sufficient documentation has been provided to support the accumulated absence payout to Barbara Nelson. Such sufficient documentation is found in the agreement between the City of Northfield and the Government Workers Union, Local 430 for White Collar Employees, January 1, 2021 through December 31, 2025. Attached herewith is the copy of the accumulation for the year 2025, reflecting the balances accumulated in prior years and a copy of the calculations and amounts used.

I further certify that funds are available in the 2025 Municipal Budget and in the Accumulated Absence Trust to satisfy this commitment, and are being encumbered against the line-item T-24-56-850-008 Accumulated Compensated Absences. This commitment, combined with any other previous commitments does not exceed the appropriation balances available in this line item.

Signed,

Dawn M. Stollenwerk
Chief Financial Officer
Date: May 20, 2025

Barbara Nelson
Payment Calculations - Accumulated Absences

Retirement Date: April 30, 2025

Balance of Accrued Time		
	Hours	Value
Sick Leave	94.12	
50% Sick Time	47.06	\$1,652.65
Vacation	<u>40.34</u>	<u>\$1,416.66</u>
Total	87.40	\$3,069.31
Hourly Rate	\$	35.12



City of Northfield
Employee Balance

Employee	SSN	Hire Date	Display Mode			
City of Northfield						
Police Department						
Nelson, Barbara		01/20/1988	Hours			
Absence Category	Plan	Carry	Earned	Used	Lost	Balance
Vacation	Vacation - GWU & Clerk, Calendar, Cai	5.000	175.000	139.660	0.000	40.340
Sick	Sick, Calendar, Carry	31.050	210.000	146.930	0.000	94.120
Personal	Personal Time , Calendar, Zero	0.000	14.000	13.800	0.000	0.200
PTO	(None), Hire Date, Carry	0.000	0.000	0.000	0.000	0.000
Administrative Leave	(None), Hire Date, Carry	0.000	0.000	0.000	0.000	0.000
Compensatory Time	(None), Hire Date, Carry	0.000	0.000	0.000	0.000	0.000
Extra Holiday - Fire	(None), Hire Date, Carry	0.000	0.000	0.000	0.000	0.000
FMLA / NJFLA	(None), Hire Date, Carry	-420.000	0.000	0.000	0.000	-420.000
Count in Police Department: 1						
Count in City of Northfield: 1						
Total Count: 1			Group On: Location Department Show Group Totals Thru Date: 05/16/2025 Year To Date			

1/2 S = 47.06 hrs
Vacation 40.34 hrs
87.40 hrs -

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 133-2025**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY AUTHORIZING
THE MAYOR TO EXECUTE A LICENSE AGREEMENT**

WHEREAS, the City of Northfield, and/or its agents/third party contractor(s) (hereinafter collectively referred to as the “City”), require temporary rights of pedestrian access, ingress and egress over and upon private Block 16.01, Lot 36.08 in order to maintain City owned Block 16.01, Lot 8; and

WHEREAS, the owner of private Block 16.01, Lot 36.08 has verbally granted the City with temporary rights of pedestrian, vehicular and equipment access, ingress and egress (hereinafter “Access”) over and upon private Block 16.01, Lot 36.08 in order to maintain City owned Block 16.01, Lot 8; and

WHEREAS, the City and the owner of private Block 16.01, Lot 36.08 want to memorialize, in writing, the grant of permission to the City of Northfield of temporary rights of access over and upon private Block 16.01, Lot 36.08 in order to maintain City owned Block 16.01, Lot 38 by way of the License Agreement attached hereto; 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 License Agreement attached hereto 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 Common Council of the City of Northfield, held this 20th day of May 2025

Mary Canesi, RMC, Municipal Clerk

LICENSE AGREEMENT

This License Agreement (the "License Agreement") is made this 21st day of May 2025 by and between the City of Northfield ("City"), by and through Erland Chau, and Michael Tierney and Kathleen Tierney ("Tierney").

WITNESSETH:

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Lot 8 in Block 16.01 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved but requires periodic maintenance; and

WHEREAS, Tierney is the owner of that certain parcel of real property known and designated as Lot 36.08 in Block 16.01 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "Tierney Property"), which property is adjacent to the City Property; and

WHEREAS, the City and/or its agents/third party contractor(s) (hereinafter collectively referred to as the "City") requires, and Tierney agrees to provide, temporary rights of pedestrian, vehicular and equipment access, ingress and egress (hereinafter "Access") over and upon the Tierney Property in order to maintain the City Property; and

WHEREAS, it is Tierney's independent desire to grant to the City Access over and upon the Tierney Property in order to maintain the City Property;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, Tierney agrees that the City is hereby granted Access over and upon the Tierney Property in order to maintain the City Property starting on May 21, 2025 and ending on July 19, 2025.

The parties covenant for themselves, and all of their successors in right, title and interest, as follows:

1. GRANT OF LICENSE. Tierney hereby grants to the City Access over and upon the Tierney Property in order to maintain the City Property.
2. PERMITTED USE. The City is hereby permitted Access over and upon the Tierney Property in order to maintain the City Property. Access on a daily basis shall commence no earlier than 8:00 a.m. and shall cease no later than 5:00 p.m.
3. TERM OF LICENSE. The term of this License is for 60 days commencing on on May 21, 2025 and ending on July 19, 2025. On July 19, 2025 this License Agreement shall automatically terminate and the City shall immediately cease Access, repair all damage resulting from the City's Access and reasonably restore the Tierney Property to its good condition as it existed prior to the date of this agreement.
4. FEE & PAYMENT. The consideration of this License Agreement shall be \$1.00 and other good and valuable consideration, receipt of which is acknowledged by Tierney.
5. ENTIRE AGREEMENT. This License Agreement constitutes and contains the entire agreement between the parties with regard to the use of the Tierney Property. There are no other understandings or agreements between the parties other than are set forth in this written document. The parties may not change, amend or modify this License Agreement unless the change, amendment or modification is in writing and signed by both parties.
6. SIGNATURES. The parties agree that this License Agreement may be transmitted and delivered between them by electronic signature, email or facsimile machine (fax). The parties intend that electronic, emailed or faxed signatures constitute original signatures and that a electronic, emailed or faxed agreement containing the signatures (original or faxed) of all parties is binding on all parties.

LICENSOR: HAVE THEM BOTH SIGN

May 21, 2025

Michael and/or Kathleen Tierney

LICENSEE:

The CITY OF NORTHFIELD, NJ

May 21, 2025

By: _____
Erland Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 134-2025**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY AUTHORIZING
THE MAYOR TO EXECUTE A LICENSE AGREEMENT**

WHEREAS, the City of Northfield, and/or its agents/third party contractor(s) (hereinafter collectively referred to as the “City”), require temporary rights of pedestrian access, ingress and egress over and upon private Block 40, Lot 3 in order to maintain City owned Block 40, Lot 17.01; and

WHEREAS, the owner of private Block 40, Lot 3 has verbally granted the City with temporary rights of pedestrian, vehicular and equipment access, ingress and egress (hereinafter “Access”) over and upon private Block 40, Lot 3 in order to maintain City owned Block 40, Lot 17.01; and

WHEREAS, the City and the owner of private Block 40, Lot 3 want to memorialize, in writing, the grant of permission to the City of Northfield of temporary rights of access over and upon private Block 40, Lot 3 in order to maintain City owned Block 40, Lot 17.01 by way of the License Agreement attached hereto; 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 License Agreement attached hereto 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 Common Council of the City of Northfield, held this 20th day of May, 2025

Mary Canesi, RMC, Municipal Clerk

LICENSE AGREEMENT

This License Agreement (the "License ") is made this 21th day of May 2025, by and between the City of Northfield ("City"), by and through Erland Chau, and Denise Zuccarino.

WITNESSETH:

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Lot 17.01 in Block 40 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved but requires periodic maintenance; and

WHEREAS, Zuccarino is the owner of that certain parcel of real property known and designated as Lot 3 in Block 40 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "Zuccarino Property"), which property is adjacent to the City Property; and

WHEREAS, the City and/or its agents/third party contractor(s) (hereinafter collectively referred to as the "City") requires, and Zuccarino agrees to provide, temporary rights of pedestrian, vehicular and equipment access, ingress and egress (hereinafter "Access") over and upon the Tierney Property in order to maintain the City Property; and

WHEREAS, it is Zuccarino's independent desire to grant to the City Access over and upon the Zuccarino Property in order to maintain the City Property;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, Zuccarino agrees that the City is hereby granted Access over and upon the the Zuccarino Property in order to maintain the City Property starting on May 21, 2025 and ending on July 19, 2025.

The parties covenant for themselves, and all of their successors in right, title and interest, as follows:

1. GRANT OF LICENSE. Zuccarino hereby grants to the City Access over and upon the Zuccarino Property in order to maintain the City Property.
2. PERMITTED USE. The City is hereby permitted Access over and upon the Zuccarino Property in order to maintain the City Property. Access on a daily basis shall commence no earlier than 8:00 a.m. and shall cease no later than 5:00 p.m.
3. TERM OF LICENSE. The term of this License is for 60 days commencing on May 21, 2025 and ending on July 19, 2025. On July 19, 2025 this License Agreement shall automatically terminate and the City shall immediately cease Access, repair all damage resulting from the City's Access and reasonably restore the Zuccarino Property to its good condition as it existed prior to the date of this agreement.
4. FEE & PAYMENT. The consideration of this License Agreement shall be \$1.00 and other good and valuable consideration, receipt of which is acknowledged by Zuccarino.
5. ENTIRE AGREEMENT. This agreement constitutes and contains the entire agreement between the parties with regard to the use of the Zuccarino Property. There are no other understandings or agreements between the parties other than are set forth in this written document. The parties may not change, amend or modify this agreement unless the change, amendment or modification is in writing and signed by both parties.
6. SIGNATURES. The parties agree that this License Agreement may be transmitted and delivered between them by electronic signature, email or facsimile machine (fax). The parties intend that electronic, emailed or faxed signatures constitute original signatures and that a electronic, emailed or faxed agreement containing the signatures (original or faxed) of all parties is binding on all parties.

LICENSOR:

May 21, 2025

DENISE ZUCCARINO

LICENSEE:

The CITY OF NORTHFIELD, NJ

May 21, 2025

By: _____
ERLAND CHAU

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 135-2025**

INSERTING AN ITEM OF REVENUE IN THE 2025 BUDGET

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation of equal amount,

WHEREAS, the City of Northfield has been awarded a \$9,544.53 Grant from the NJDEP from the 2022 Recycling tonnage program and wishes to amend its 2025 Budget to include this amount as revenue.

SECTION 1:

NOW THEREFORE BE IT RESOLVED, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2025:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

NJ Department of Environmental Protection, 2022 Recycling Tonnage Grant

SECTION 2:

BE IT FURTHER RESOLVED, that a like sum of \$9,544.53 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from 5% Caps Public and Private Program Off-Set by Revenues:

NJ Department of Environmental Protection 2022 Recycling Tonnage Grant

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 20th day of May, 2025.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 136-2025**

**TO AUTHORIZE THE SALE OF SURPLUS PROPERTY NO LONGER
NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the City of Northfield has determined that the personal property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the City of Northfield intends to utilize the online auction services of Govdeals, Inc., located at [govdeals.com](https://www.govdeals.com); and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15.

NOW, THEREFORE, BE IT RESOLVED by the City of Northfield in the County of Atlantic, State of New Jersey, that the City is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled <https://www.govdeals.com>; and

BE IT FURTHER RESOLVED, that surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals, Inc. and the City of Northfield are available at [govdeals.com](https://www.govdeals.com) and in the office of the Municipal Clerk; and

BE IT FURTHER RESOLVED, that the City of Northfield reserves the right to accept or reject any bid submitted right to reject all bids pursuant to N.J.S.A. 40A:11-36(5).

I, Mary Canesi, Municipal Clerk of the City of Northfield does hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 20th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk

Resolution No. 136-2025, Schedule A

Quantity	Description	VIN or Serial #
1	1990 Sewer Equipment of Florida Jet Machine	843441
1	1999 Dodge Dump Truck 3500	3B6MF3666XM592058
1	1999 Ford F350 Utility Body Dually	1FDWF36L7XEB53706
1	2000 Ford F750 Dump Truck	3FDXF75R5YMA10606
1	2002 Dodge 3500 Utility body Dually 4x4	3B6MF36522M258528
1	2012 Dodge Charger	2C3CDXAT6CH190572
1	2012 Dodge Charger (veh 65)	2C3CDXAT5CH190580
1	Black toner cartridges for HP Laserjet CP2525, CM 350	504A/CE250A Black
1	Yellow toner cartridges for HP Laserjet CP2525, CM 350	504A/CE252A Yellow
1	Black toner cartridges for HP Laserjet M2727, P2014, P2015	53X/Q7553X
3	AVAYA Wall mounted phone Prod ID 700480643	BM12D01A-1009
2	Otter Box Defender Series Cases for Samsung Galaxy S20 FE 5G	
1	Standing desk - measurements 3' wide x 2' long	

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 137-2025**

RESOLUTION INSERTING AN ITEM OF REVENUE IN THE 2025 BUDGET

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation of equal amount,

WHEREAS, the City of Northfield has been awarded a \$2,800.00 Grant from the NJ Department of Law & Public Safety and wishes to amend its 2025 Budget to include this amount as revenue.

SECTION 1:

NOW THEREFORE BE IT RESOLVED, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2025:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of the
Director of Local Government Services:

State of New Jersey

Department of Law & Public Safety, 2025 Click it or Ticket Grant

SECTION 2:

BE IT FURTHER RESOLVED, that a like sum of \$2,800.00 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from 5% Caps Public and Private Program Off-Set by
Revenues:

State of New Jersey

Department of Law & Public Safety, 2025 Click it or Ticket Grant

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 20th day of May, 2025.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 138-2025**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-
12b(4), REGARDING CONTRACT NEGOTIATIONS BETWEEN THE
CITY OF NORTHFIELD AND GOVERNMENT WORKERS UNION,
LOCAL 420**

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

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

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12b(4), specifically, the contract negotiations between the City of Northfield and Government Workers Union, Local 420, and an updated to be provided to the Common Council by the City's Negotiations Committee.

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 City Council of Northfield, held this 20th day of May, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD NJ
RESOLUTION NO. 139-2025**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-
12(8), REGARDING PERSONNEL MATTERS**

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

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

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12(8), specifically with regard to a potential new hire in the Police Records Department.

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 any vote on the matter will be held in public session.

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 the City of Northfield, held this 20th May, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 140-2025**

TO HIRE A FULL TIME POLICE RECORDS SECRETARY

WHEREAS, the need exists to fill the position of full time Police Records Secretary; and

WHEREAS, the position was advertised to internal and external applicants, and interviews were conducted with interested candidates; and

WHEREAS, it is the recommendation of Police Chief Mark VonColln and Captain Scott Pollak that applicant Carolyn Miller be selected for the position; and

WHEREAS, the position of Police Records Secretary is represented by the Government Workers' Union, Local No. 430 for White Collar Employees and Carolyn Miller shall be entitled to the accrued leave and other benefits as set forth in the collective bargaining agreement.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that Carolyn Miller is authorized to be hired as Police Records Secretary, as of May 27, 2025, and subject to understanding and/or completion of the following:

1. Compliance with the Policies and Procedures of the City
2. Probationary period 90 days from date of hire
3. Satisfactory results of Background Check

IT IS FURTHER RESOLVED that compensation for Carolyn Miller shall be based on an annual salary of \$_____ per annum. Said salary shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

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 20th day of May 2025.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

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 20, 2025

Grant Applications

- 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.
- 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.

- 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.
 - The USDA approved this change on May 13, 2025. The study will be revised accordingly.
- 5. Atlantic County Improvement Authority Community Development Block Grant
 - The City has selected the installation of ADA compliant bleachers at the five baseball fields at Birch Grove Park.
 - Our proposal was submitted on April 28, 2025.
- 6. New Jersey Department of Transportation State Aid Program
 - The City has selected the reconstruction of Burton Avenue from Mill Road to Tilton Road and will include pedestrian safety improvements.
 - Our proposal for this project was submitted on April 30, 2025.
- 7. 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.
- 8. 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.
- The preconstruction meeting for this project is scheduled for May 16, 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.
- The survey of the properties is underway and plans will be ready as requested by Habitat's engineer in 3 weeks or less.