

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

At 6:05pm, this meeting was called to order by Mimi Marlor Deputy Municipal Clerk. It was properly advertised in the Press of Atlantic City on January 7, 2013 in accordance with Public Law 75, Chapter 231.

FLAG SALUTE

The flag salute was led by Mayor Mazzeo. Following the flag salute a moment of silence was observed.

ROLL CALL

Present: Dewees, O'Neill, Perri, Polistina, Travagline, Brown

Absent: Carew

Mayor Vince Mazzeo, City Solicitor Kris Facenda, Municipal Engineer Dan Kwapinski, and Municipal Clerk Mary Canesi were also in attendance.

Council President Brown announced that Councilman Carew is scheduled to arrive about 30 minutes late for tonight's meeting.

WORK SESSION TOPICS FOR DISCUSSION

- Installation of smoke detectors in City Hall and other municipal buildings

Council President Brown turned the floor over to Councilman Perri. Councilman Perri stated he was in attendance at the JIF meeting of 5/23/2013 and learned that there are no smoke detectors in the administration section of City Hall. He stated that the JIF committee is looking into several options but he'd like to see immediate action taken to rectify the situation even if they are temporary. He noted that Chief James and Lauren Crooks were specifically talking about looking into a monitored system that could tie into dispatch. He recommended that we install stand-alone smoke detectors now.

Council President Brown asked Councilman Travagline and Councilman Perri to coordinate this.

Councilman Polistina stated that Assistant Chief Crooks is walking people through and getting quotes for a monitored system. He offered to keep Councilman Perri in the loop.

Councilman Dewees asked if they are considering the Public Works building. Councilman Polistina stated they were considering Public Works too.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Councilman Dewees asked if they have an alarm system at the library. Mayor Mazzeo answered that the alarm they have is to get people out of the building. It is not a monitored system.

Councilman Perri stated he would like Council to be aware that we should do something temporarily as well.

Councilman Polistina reiterated that he will keep them all in the loop on the progress.

Council President Brown stated she had a topic for discussion and suggested reducing the number of annual meetings per year. She stated that there were presently around 17 meetings on the schedule and she'd like to see that reduced to one meeting per month in addition to the reorganization meeting and asked Council for comments.

Councilman Perri stated that historically the work load at certain times warrants more meeting time. He noted that a lesser number of meetings would result in more time at each scheduled Council meeting.

Mayor Mazzeo stated that last year he thought they were fairly close to the number thirteen that Council President Brown is suggesting.

Council President Brown asked if anyone had any strong objections.

Councilman Polistina stated he would like to keep the current number of meetings and if it turns out to be a light agenda it would be a shorter meeting.

Councilman Travagline stated that he would like to keep the double work sessions per month and only hold one regular Council meeting per month. Council President Brown replied to Councilman Travagline that she didn't think that would cut out much time to the schedule.

Councilman O'Neill stated that he liked Councilman Travagline's idea about keeping the work session as they are needed; we have a lot to accomplish.

Councilman Dewees stated he didn't really have any objections but he raised the question to ask, if we have both work sessions why not have both meetings.

6:18pm Councilman Carew arrived for the meeting and took his seat.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Municipal Clerk Canesi asked if she may comment. Council President Brown answered yes. Canesi suggested that they advertise the work sessions dates and times and note that a regular meeting may follow if needed. She clarifies this would eliminate the need to advertise several unscheduled or special meetings.

Councilman Travagline stated he thought this was sufficient. Councilman Carew stated that the Council President really sets the meeting schedule. Councilman Travagline asked when Council President Brown wanted to make this change. Council President Brown stated she wanted to make this change for next year.

Council President Brown asked if anyone else had a topic for discussion.

Mayor Mazzeo stated that he and Council President Brown had discussed earlier in the week, President Brown's recommendation for a part-time administrator. He stated that in light of the recently received management letter from the Municipal Auditor, he would like to propose that they look to hire a personnel coordinator. He stated they started looking at this two years ago but no action was taken; but since the management letter specifically states the need he encouraged others to consider it and he recommended that they pursue a personnel coordinator position ahead of the administrator.

Councilman Travagline noted that it's important to take baby steps. He commented that there were issues in the past and he believes a personnel coordinator is justified.

Councilman Carew stated he believes this is a good step forward as we want transparency and this is a compromise from both sides.

Council President Brown asked how to proceed?

Councilman Perri interjected that he would like a part-time administrator and would prefer to look into that before jumping into the personnel coordinator. Councilman Perri stated that Absecon wants an interlocal agreement to share an administrator and he thinks if Northfield found the right person, the City would benefit.

Councilman Carew noted he thought it was important to get things in motion.

Councilman Polistina asked how the selection process would take place.

Councilman Perri clarified that the appointment would be that of the Mayor's and approved by Council. He furthered stated that the salary ordinance recognizes both

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

the Administrator and the Personnel Coordinator's positions. He asked if either of the positions were funded in the budget. Councilman Carew stated that they did set aside some funding but wasn't sure of the exact amount. Council President Brown noted that she thought \$20,000 was in the budget to fund these positions.

Councilman Perri stated that the job description and duties of the administrator already exists and Council did not have to reinvent the wheel. He noted that under Northfield's form of government there are differences between an Administrator and a City Manager. He stated his concern was that he wasn't sure how to delineate the duties of an administrator and personnel coordinator without duties crossing over. He reiterated that he would like to investigate with Absecon the inter-local stated service agreement first.

Council President Brown stated that knowing the history of personnel issues in Northfield she would like to take the recommendation of the Municipal Auditor and move forward on the Personnel Coordinator as soon as possible.

Councilman Perri recapped his understanding of the job description for the Personnel Coordinator as presented. He stated that his understanding is that the Personnel Coordinator would be responsible for tracking time but he stated that payroll person should know those systems and it should already be done electronically. We seem to be using an electronic system as well as a manual system but it seems we are not using a uniform system. He stated this concerns him but he also commented that he understood that in Northfield the payroll person is not the time management person.

Councilman Carew asked if everyone is in agreement and really saying the same thing. Councilman Perri stated that he didn't think so. He elaborated that a personnel coordinator and a payroll person managing times on several systems is a duplication of services.

Mayor Mazzeo stated that he is responsible for approving the Chief's time off in the system. Councilman Dewees stated that he is responsible for approving the manager's time in the system for the Public Works Department and the manager in turn is responsible for approving the staff's time.

Councilman Polistina asked if that meant the Personnel Coordinator would track the managers and the Council liaisons would be out of the loop.

Councilman Carew stated that if the structure was done correctly this would be very advantageous.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Councilman Perri asked if this coordinator is strictly to check time and manage accountability of time records.

Council President Brown stated she would like to see a Personnel Coordinator now.

Councilman Polistina asked if an administrator would have these duties why aren't we looking at that option now. Council President Brown replied that she believed that the administrator position might take up to a year to fill so suggested that in the interim provide a stipend for a Personnel Coordinator and see how it works.

Councilman Carew suggested talking to Labor Counsel, Larry Pepper, and getting something written up to review at the next meeting.

Council President Brown asked Councilman Perri to contact Absecon and investigate the stated inter-local agreement they are proposing regarding an Administrator.

Councilman Perri stated he would defer that to Mayor Mazzeo. Mayor Mazzeo stated he could make the contact but its fine if Frank Perri wants to call.

Council President Brown asked if there were any other topics for discussion.

Councilman Polistina asked if anyone could provide an update regarding the request made by Mrs. Joyce Pullan to relax the insurance requirements. He reminded Council that she asked us to consider using a hold harmless agreement and common sense in discretionary power to implement the JIF recommendations.

Council President Brown stated she agreed that they should use common sense but the JIF recommendations are equally important. She noted that they should review on a case by case basis.

Councilman Perri stated that he thought another meeting with the Mayor, Rich Gerber and himself might be in order so that Council can understand the JIF structure and the recommendations and how they relate to a hold harmless agreement. He suggested having Mr. Gerber return to Council to clarify and answer questions.

Councilman Polistina agreed that might be helpful but believed that Mrs. Pullan's request was time sensitive.

Municipal Clerk Canesi clarified that Mrs. Pullan's request relates to the summer concert series and she is waiting to book the entertainment.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Councilman Polistina stated that Northfield is known for our events and this situation may cause us to lose people participating at the events. He also noted that if we lose participants we will lose attendees and eventually the event may drop off the schedule. He stated he would hate to see that happen.

Council President Brown asked if we can waive this for the Cultural Committee summer concert series now or do we need to have Mr. Gerber come in first.

Councilman Travagline stated he would like Mr. Gerber to visit first before we decide.

Council President Brown stated that would require a special meeting and she asked Council and Mayor their availability on June 6th, 2013.

Councilman Carew confirmed with Mrs. Pullan that the concert series begins the first Tuesday in July but she has to book the entertainment as soon as possible.

Council President asked if we could waive the requirement for her this evening and obtain a hold harmless from the band participants.

Municipal Clerk Canesi stated they would need to do that in the form of a Resolution and she assigned 112-2013 to the agenda for consideration.

Councilman O'Neill asked someone to clarify for him if the JIF requirement was a recommendation or in fact a requirement. Councilman Carew clarified that it is only a recommendation not a requirement.

Council President Brown asked if there were any other topics for discussion this evening.

Councilman Dewees stated that the mechanic is back full time and his status upgraded to unrestricted duty. He also noted that the temporary mechanic is being released and returning to his former employer. He asked Council to consider looking at a shared service to bring in a second mechanic.

Council President Brown asked if the Public Works Department would be willing to start it off as a part time position.

Councilman Carew asked if they would consider an individual/employee who has split responsibilities.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Councilman Dewees answered yes to both Council President Brown's and Councilman Carew's questions but he added that he didn't think the part time was the most advantageous. He stated that the Department has really been able to catch up on the backlog of repairs.

Councilman Carew stated that the Public Works Department is sometimes able to save the City a lot of money by providing services in house verses outsourcing it. When we outsource repairs it is very costly.

Councilman Dewees reminded Council that this would need to go through the union but a skilled mechanic might be the best bang for our buck.

Council President Brown asked if the Public Works Department was caught up at this time. Councilman Dewees stated they were caught up but noted that they are currently working on repairs that we would normally outsource such as police lights and sirens. He stated that our temporary mechanic has had time to retrofit an entire police vehicle at a huge savings.

Councilman Carew asked if it was possible to keep the part time mechanic for another 60 days to keep this going in a positive direction. Councilman Dewees stated he would have to go through the numbers to see how the part time/full time compares to the overall savings.

Municipal Clerk Canesi stated that to extend the employment for this individual would require a resolution. She asked if they would like to add 113-2013 to the agenda for consideration. Council President Brown answered in the affirmative.

Council President Brown opened the meeting to any member of the public wishing to speak on any subject.

Robert Webb, 218 West Revere Avenue, stated with Council that he would like them to consider purchasing second hand military equipment. The County recently did this in Carlisle, PA and he stated it was a great idea. Mr. Webb also commented that he would like to managers to be given responsibility but hold them accountable to their successes and failures. In closing he stated that it was very disturbing to see a woman faint at the Memorial Day parade and not have a hands on Rescue Squad available.

Seeing no one else from the public wishing to speak, Council President Brown closed the public session.

She asked if anyone else had any other topic of discussion.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Councilman Dewees stated that they received quotes for the City Garage repairs, which are time sensitive but they were not in line with the insurance adjuster's estimate. He asked the City Engineer to comment.

Engineer Kwapinski explained that the quotes received were more than double that of the adjuster's estimate. Council President Brown asked Engineer Kwapinski to reach out to the adjuster and investigate the discrepancy. Engineer Kwapinski stated he thinks the adjuster's estimate is too low and he had been trying to get a hold of him, but was unable to do so over the holiday weekend. He stated he would keep trying.

Councilman Dewees asked if he thought the estimates were based on prevailing wage. Engineer Kwapinski answered that he thought it was prevailing wage but he would follow up and report back.

Councilman Dewees stated that the contractor installed water covers on the sewer cleanouts. Engineer Kwapinski noted the contractor is working on this as it is on the current punch list for Broad Street Phase I. Councilman Dewees asked how many covers are being installed. Engineer Kwapinski answered three but stated he did not know the schedule for each.

Council President Brown asked the Engineer where things stood regarding the design package for the football field, bathroom and sewer hookup.

Kwapinski referred directly item P3 of the Engineer report dated 5/24/2013 for the update. He noted that he is in the process of assisting this construction with the design of sanitary sewer pump system to connect to the proposed to the public sanitary sewer within Joseph Court and has coordinated with the Architect, Daniel Masicone. He reported that bid specifications are being reviewed and when complete it will go out to bid.

Council President Brown stated she would like to add a resolution to the agenda to award Scheidegg to proceed for bidding, contingent on the Solicitor's review of the bidding documents. Municipal Clerk Canesi stated she would assign Resolution 114-2013 to the agenda for the regular meeting.

Council President Brown reviewed the evening agenda and gave out assignments for the regular meeting.

At 7:06pm on motions properly made and seconded this meeting was adjourned.

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
MAY 28, 2013**

Respectfully submitted,

Mimi M. Marlor, Deputy Clerk