

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
JUNE 9, 2026**

**MEETING CALLED TO ORDER** by Shannon Campbell, Deputy Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 10, 2026.

**FLAG SALUTE**

**COUNCIL ROLL CALL:** Carfagno, Dewees, Kern, Notaro, Polistina, Smith, Bucci

**MAYOR:** Chau

**APPROVAL OF MINUTES** – May 19, 2026

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 161-2026** Governing Body Certification Of The Annual Audit
- 162-2026** Acknowledging The Notice Of Resignation Of Nadine Erwin, Deputy Tax Collector
- 163-2026** To Authorize Liquor License Renewal For The Year 2026-2027 - ACCC
- 164-2026** Resolution Authorizing Cancellation And Refund Of Taxes Pursuant To N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 On Property Known As Block 92 Lot 18 (259 W. Mill Road)
- 165-2026** Amending Resolution 146-2026, Resolution Of The City Of Northfield, Atlantic County, New Jersey, Authorizing Fireworks Display On Private Property Pursuant To N.J.S.A. 21:3-3
- 166-2026** 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
- 167-2026** To Authorize Liquor License Renewal For The Year 2026-2027 – Ventura’s
- 168-2026** A Resolution Authorizing The Northfield Office Of Emergency Management To Apply For And Obtain A Building Resilient Infrastructure And Communities (BRIC) Grant From The Federal Emergency Management Agency (FEMA)
- 169-2026** Authorizing Schaeffer Nassar Scheidegg Engineers To Proceed With Engineering Services For Project Known As Building Resilient Infrastructure And Communities Grant (BRIC) New Pump Station Project
- 170-2026** A Resolution Authorizing The Northfield Fire Department To Apply For And Obtain A Grant From The Federal Emergency Management Agency (FEMA)



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 161-2026**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

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

**WHEREAS**, the Annual Report of Audit for the year 2025 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

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

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

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

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

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

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

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

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

I, Shannon Campbell, Deputy 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 9th day of June, 2026.

\_\_\_\_\_  
Shannon Campbell, RMC  
Deputy Municipal Clerk

NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY  
COUNTY OF ATLANTIC

We, members of the governing body of the City of Northfield, in the County of Atlantic, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the City Council of the City of Northfield in the County of Atlantic;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2025;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____
(L.S.) _____	(L.S.) _____

\_\_\_\_\_  
Clerk

Sworn to and subscribed before me this  
\_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

**IMPORTANT:** This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

**CITY OF NORTHFIELD  
RESOLUTION NO. 162-2026**

**ACKNOWLEDGING THE NOTICE OF RESIGNATION OF  
NADINE ERWIN, DEPUTY TAX COLLECTOR**

**WHEREAS**, pursuant to Resolution 98-2024, the Common Council of the City of Northfield approved the hiring of Nadine Erwin for the position of full time Deputy Tax Collector commencing February 5, 2025; and

**WHEREAS**, on May 13, 2026, Nadine Erwin submitted notice of resignation to the City of Northfield with an effective date of May 29, 2026.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of Nadine Erwin Deputy Tax Collector, effective May 29, 2026; and

**BE IT FURTHER RESOLVED** that Ms Erwin's last day of work was May 29, 2026.

I, SHANNON CAMPBELL, Deputy 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 9<sup>th</sup> day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 163-2026**

**TO AUTHORIZE LIQUOR LICENSE RENEWAL  
FOR THE YEAR 2026-2027**

**WHEREAS**, an application was submitted by Atlantic City Country Club 1, LLC, to the state of New Jersey Division of Alcoholic Beverage Control for the 2026-2027 renewal of a Plenary Retail Consumption liquor license; and

**WHEREAS**, the Alcoholic Beverage Retail Licensee Clearance Certificate has been received from the State of New Jersey Division of Taxation and a copy is on file in the office of the Municipal Clerk; and

**WHEREAS**, the appropriate renewal fees have been paid to the State of New Jersey and to the City of Northfield by the licensee.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Northfield that license number 0118-33-002-010 shall be granted to Atlantic City Country Club 1 LLC effective July 1, 2026, through June 30, 2027.

I, SHANNON CAMPBELL, Deputy 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 9<sup>th</sup> day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 164-2026**

**RESOLUTION AUTHORIZING CANCELLATION AND REFUND OF  
TAXES PURSUANT TO N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 ON  
PROPERTY KNOWN AS Block 92 Lot 18 (259 W. Mill Road)**

**WHEREAS**, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 92 Lot 18 (5 Julie Drive) for 2026 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; and

**WHEREAS**, Florence E. Klund, Earl R. Keen and Margaret M. Keen acquired title to Block 92 Lot 18 (259 W. Mill Road) on April 18, 1980; and have been approved effective March 18, 2026; and

**WHEREAS**, Earl R. Keen is qualified to receive a permanent and totally disabled veteran's property tax exemption, pursuant to N.J.S.A. 54:4-3.30(b);

**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 92 Lot 18 (259 W. Mill Road) as follows due to the fact that said property is exempt:

\$1,467.59 for the year 2026

2. The Chief Financial Officer and other appropriate officials, pursuant to N.J.S.A. 54:4-3.30(b) and N.J.S.A. 54:4-3.32, are hereby authorized to refund taxes to Earl Keen 259 W. Mill Road Northfield, NJ 08225, for Block 92 Lot 18, 259 W. Mill Road, Northfield NJ 08225:

\$1,467.59 for the year of 2026

I, SHANNON CAMPBELL, Deputy 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 9th day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 165-2026**

**AMENDING RESOLUTION 146-2026, RESOLUTION OF THE CITY OF  
NORTHFIELD, ATLANTIC COUNTY, NEW JERSEY, AUTHORIZING  
FIREWORKS DISPLAY ON PRIVATE  
PROPERTY PURSUANT TO N.J.S.A. 21:3-3**

**WHEREAS**, the Common Council of the City of Northfield did approve Resolution No. 146-2026, Resolution Of The City Of Northfield, Atlantic County, New Jersey, Authorizing Fireworks Display On Private Property Pursuant To N.J.S.A. 21:3-3 at a Regular Meeting on May 5, 2026, and;

**WHEREAS**, The Atlantic City Country Club and Serpico Pyrotechnics wish to amend the time of the approved display to commence from between 9:00pm and 9:45pm.

**WHEREAS**, the Chief of the City of Northfield Fire Department and the Chief of the City of Northfield Police Department have each approved the amended request.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, Atlantic County, New Jersey that upon completion of the conditions specified in Resolution 146-2026, approval is hereby given for the Fireworks Display on private property by the Serpico Pyrotechnics, LLC., at the Atlantic City Country Club, located at One Leo Fraser Drive, on July 2, 2026. Said displays will commence between 9:00pm and 9:45pm and be 8 to 15 minutes in duration.

I, SHANNON CAMPBELL, Deputy 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 9th day of June, 2026.

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Shannon Campbell, RMC,  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 166-2026**

**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, SHANNON CAMPBELL, RMC, Deputy 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 9<sup>th</sup> day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk

**Vendor Agreement Between the City of Northfield and JB Sports Timing**

**Providing Race Timing Service – Frank Connolly Memorial Mile Run on July 4, 2026**

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 timing 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;
- \$1,000,000 general aggregate per project;
- \$1,000,000 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, 2026. 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: \_\_\_\_\_

<i>Signature</i>	Print Name/Title	Date
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**For City of Northfield**

By: \_\_\_\_\_

<i>Signature</i>	Print Name/Title	Date
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**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 167-2026**

**TO AUTHORIZE LIQUOR LICENSE RENEWAL  
FOR THE YEAR 2026-2027**

**WHEREAS**, an application was submitted by LGM Enterprises, Inc., to the state of New Jersey Division of Alcoholic Beverage Control for the 2026-2027 renewal of a Plenary Retail Consumption liquor license; and

**WHEREAS**, the Alcoholic Beverage Retail Licensee Clearance Certificate has been received from the State of New Jersey Division of Taxation and a copy is on file in the office of the Municipal Clerk; and

**WHEREAS**, the appropriate renewal fees have been paid to the State of New Jersey and to the City of Northfield by the licensee.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Northfield that license number 0118-33-001-002 shall be granted to LGM Enterprises, Inc. effective July 1, 2026, through June 30, 2027.

I, SHANNON CAMPBELL, Deputy 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 9<sup>th</sup> day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 168-2026**

**A RESOLUTION AUTHORIZING THE NORTHFIELD OFFICE OF  
EMERGENCY MANAGEMENT TO APPLY FOR AND OBTAIN A  
BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES  
(BRIC) GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT  
AGENCY (FEMA)**

**WHEREAS**, the City of Northfield Office of Emergency Management wishes to apply for and obtain a Building Resilient Infrastructure and Communities (BRIC) Grant from the Federal Emergency Management Agency (FEMA) as follows and for the purposes described:

	Cost	Federal Funds 75%	Municipal Funds 25%
New Pump Station Project	\$84,000.00	\$63,000.00	\$21,000.00

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that the City of Northfield Office of Emergency Management shall submit an application for such a grant in accordance with all pertinent terms, conditions and requirements which may be established for such an application and, further, shall accept and agree to comply with and fulfill each of the understandings and assurances contained in said application.

I, Shannon Campbell, Deputy 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 9th day of June, 2026.

\_\_\_\_\_  
Shannon Campbell, RMC  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 169-2026**

**AUTHORIZING SCHAEFFER NASSAR SCHEIDEGG ENGINEERS TO  
PROCEED WITH ENGINEERING SERVICES FOR PROJECT KNOWN  
AS BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES  
GRANT (BRIC) NEW PUMP STATION PROJECT**

**WHEREAS**, Schaeffer Nassar Scheidegg Consulting Engineers, LLC 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 Building Resilient Infrastructure And Communities Grant (BRIC) New Pump Station Project; and

**WHEREAS**, the proposed scope of work includes: project identification, engineering plans for the new pump station and all associated improvements, bid specifications, bid packet and permit fees.

**WHEREAS**, to complete the above referenced scope of work, Schaeffer Nassar Scheidegg Consulting Engineers, LLC has submitted a cost proposal in the amount of \$84,000.00.

**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.

**THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer Nassar Scheidegg Consulting Engineers, LLC.

**BE IT FURTHER RESOLVED** that certification of funds has been received from the Municipal Finance Officer, and that funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 06-01-20-165-000.

I, Shannon Campbell, Deputy 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 9th day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 170-2026**

**A RESOLUTION AUTHORIZING THE NORTHFIELD FIRE  
DEPARTMENT TO APPLY FOR AND OBTAIN A GRANT FROM THE  
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

**WHEREAS**, the Northfield Fire Department wishes to apply for and obtain an Assistance to Firefighters grant from the Federal Emergency Management Agency (FEMA) in the amount of \$128,093.31.00; and;

**WHEREAS**, said grant monies will fund the replacement and installation of a Plymovent Exhaust System in both Station 1 and Station 2, with a required 5% match in City funds in the amount of \$6,404.67.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that the Northfield Fire Department shall submit an application for such a grant in accordance with all pertinent terms, conditions and requirements which may be established for such an application and, further, shall accept and agree to comply with and fulfill each of the understandings and assurances contained in said application.

I, Shannon Campbell, Deputy 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 9<sup>th</sup> day of June, 2026.

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Shannon Campbell, RMC  
Deputy Municipal Clerk