

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

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

**FLAG SALUTE**

**COUNCIL ROLL CALL:**

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

**MAYOR:** Chau

**APPROVAL OF MINUTES** – June 27, 2023

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 137-2023** Authorizing Release of Performance and Waiver of Maintenance Guarantee for Block 17, Lot 8.11, Phase I
- 138-2023** A Resolution in Support of a Grant Application and Execution of a Grant Agreement with the New Jersey Department of Transportation for the Project Known as MA-2024 Reconstruction of Wabash Avenue – 00587
- 139-2023** To Approve an Application for Use of Facilities - FAN
- 140-2023** Approval of Application for a Coin Drop Northfield Volunteer Fire Company
- 141-2023** Authorizing Refund of Overpayment of Taxes
- 142-2023** Authorizing the Tax Collector of the City of Northfield, County of Atlantic to Amend the Grace Period for 3rd Quarter Property Tax Payments
- 143-2023** Resolution of the City of Northfield, County of Atlantic, Authorizing Execution of Contract for Services Between the City of Northfield and the Low-Income Household Water Assistance Program (LIHWAP) NJ Department of Community Affairs
- 144-2023** To Approve an Application for Use of Facilities – SOJO Sports
- 145-2023** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12(b)(4) – Contract Negotiations and N.J.S.A. 10:4-12(b)(7) Matters Covered Under the Attorney Client Privilege
- 146-2023** A Resolution Approving a Memorandum of Agreement between the City of Northfield and Mainland PBA Local No. 77 Regarding Promotional Process for Lieutenants in the Northfield Police Department

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

**ORDINANCES**

- 9-2023**          Amending Article I, Chapter 97, Animals  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration July 18, 2023*  
*Published in the Press of AC July 26, 2023*
  
- 10-2023**        Amending Chapter 250 of the City of Northfield Code, Article II Birch Grove Park,  
Veterans Park and First Street Playground Regulations  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration July 18, 2023*  
*Published in the Press of AC July 26, 2023*
  
- 11-2023**        Bond Ordinance Appropriating Seven Hundred Forty Thousand Dollars (\$740,000)  
and Authorizing the Issuance of Seven Hundred Three Thousand Dollars (\$703,000)  
in Bonds or Notes of the City of Northfield for Various Improvements or Purposes  
Authorized to be Undertaken by the City of Northfield, in the County of Atlantic,  
New Jersey  
*Introduction / No Public Input / Published in the Press of AC July 26, 2023*  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration August 15, 2023*

**PAYMENT OF BILLS**          \$ 4,477,181.79

**MEETING NOTICES**

City Council	August 15, 2023	6pm Work Session Regular Session immediately following
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**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 137-2023**

**AUTHORIZING RELEASE OF PERFORMANCE AND WAIVER OF  
MAINTENANCE GUARANTEE FOR BLOCK 17, LOT 8.11, PHASE I**

**WHEREAS** the owner of Block 17, Lot 8.11, has requested that their Performance Guarantee be released for Phase I of this project; and

**WHEREAS** the Municipal Planning Board Engineer has inspected the improvements and has found that Phase I of this project is complete and was done in substantial compliance with the requirements of the approved site plan; and

**WHEREAS** the Municipal Planning Board Engineer's recommendation is to release the Performance Guarantee, posted in the form of a Letter of Credit in the amount of \$1,028,675.70, and \$114,297.30 in cash; and

**WHEREAS** the owner of Block 17, Lot 8.11, has further requested that the required two-year Maintenance Guarantee be waived for Phase I of this project, as Phase I has been complete for more than two years; and

**WHEREAS** the Municipal Planning Board Engineer has confirmed that the work for Phase I of this project has been complete for the two-year Maintenance period; and

**WHEREAS** it is the recommendation of the Municipal Planning Board Engineer that the 2-year Maintenance Guarantee for Phase I of this project be waived.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, by the Common Council of the City of Northfield, that Performance Guarantee posted in the form of a Letter of Credit in the amount of \$1,028,675.70 be released, and \$114,297.30 in cash plus applicable interest be refunded to Max Gurwicz and Sons, Inc., PO Box 5, Northfield, New Jersey 08225.

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 18<sup>th</sup> day of July 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 138-2023**

**A RESOLUTION IN SUPPORT OF A GRANT APPLICATION AND  
EXECUTION OF A GRANT AGREEMENT  
WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION  
FOR THE PROJECT KNOWN AS MA-2024  
RECONSTRUCTION OF WABASH AVENUE – 00587**

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Northfield formally supports the grant application identified as ‘MA-2024 Reconstruction of Wabash Avenue – 00587’, submitted to the New Jersey Department of Transportation on behalf of the City of Northfield.

**BE IT FURTHER RESOLVED** that the Mayor Erland Chau and Municipal Clerk Mary Canesi are hereby authorized to sign a grant agreement with the New Jersey Department of Transportation on behalf of the City of Northfield and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

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 18<sup>th</sup> day of July 2023.

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 139-2023**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mrs. Colleen Kennedy has properly submitted an Application for Use of Facilities requesting use of the Football Field, Practice Field, and surrounding buildings (snack bar, restrooms, and tower), as follows:

July 19, 2023 - December 1, 2023  
Monday – Friday from 5pm until 9pm for practices  
Saturdays and Sundays from 9am until 10pm for games

**WHEREAS**, Mrs. Colleen Kennedy has presented this request on behalf of Family Association of Northfield.

**WHEREAS**, said approval requires the use of lights during some hours of play where it may be needed, and fees shall be paid in accordance with Chapter 250 of the Municipal Code; and

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mrs. Colleen Kennedy 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 football facilities are presently open to the public, however, the decision to open and or close the football facilities to the public for use shall be solely at the discretion of the City of Northfield; and

**BE IT FURTHER RESOLVED**, 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 18th day of July 2023.

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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: Family Association of Northfield FAN  
P.O. Box 723 Northfield, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: FAN runs football, cheer, and basketball programs for the youth of Northfield (k-8). Our purpose is to provide a safe + positive environment to allow the children of Northfield to develop their athletic skills.

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? \$ 100-130 per:  Person  Day  Season  (other)

Name of Applicant / Responsible Party: Colleen Kennedy Title/Affiliation Vice-President

Home Address: 101 Julie Dr. Northfield, NJ 08225

Telephone: (H) \_\_\_\_\_ (C) 6 \_\_\_\_\_ (W) \_\_\_\_\_

Name and Location of Facility(ies) Being Requested: Football field, football practice field, limited baseball outfield and surrounding buildings (snack bar, bathrooms, tower)

For the Following Purpose: 2022 Northfield Cardinals Football + Cheer season.

on the Following Date(s): 8/19/23 - 12/1/23 Practice M-F; Games Sat or Sun

Specify Hours of Use: From: M-F 5pm/5:59pm To: M-F 9pm, SS 10:00am Are Field Lights Requested\*?

\*If Yes, Provide Dates / Times for Requested Light Use: M-F Dusk to PM SAT night game - schedule pending.

\*LIGHT USE FEE APPLIES IN ACCORDANCE WITH CHAPTER 250.3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

# of Participants per Date: 200 # of Participants who are Northfield Residents: 200

Will Juveniles be Present? Yes  No  If Yes, What Ages? 6-14

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:  DATE: 6/28/23  
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.

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 140-2023**

**APPROVAL OF APPLICATION FOR A COIN DROP  
NORTHFIELD VOLUNTEER FIRE COMPANY**

**WHEREAS**, Northfield Volunteer Fire Company 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, September 23, 2023, from 9:00am – 4:00pm; 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, September 23, 2023, from 9:00am – 4:00pm.

**BE IT FURTHER RESOLVED** that the Coin Drop activity shall be deemed finally approved upon receipt of the County’s Resolution of Approval, to be provided by the applicant to the City of Northfield Municipal Clerk.

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

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 141-2023**

**AUTHORIZING REFUND OF OVERPAYMENT OF TAXES**

**BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund for overpaid property taxes pursuant to the following is hereby authorized:

<b>REFUND TO</b>	<b>BLK</b>	<b>LOT</b>	<b>PROPERTY ADDRESS</b>	<b>REFUND AMOUNT</b>
FIG 20, LLC FBO SEC PTY PO Box 12225 Newark, NJ 07101-3411	52	1	617 Jackson Ave	\$31.50
<b>Total Amount of Refund:</b>				<b>\$31.50</b>

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

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

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 142-2023**

**AUTHORIZING THE TAX COLLECTOR OF THE CITY OF  
NORTHFIELD, COUNTY OF ATLANTIC TO AMEND THE GRACE  
PERIOD FOR 3<sup>RD</sup> QUARTER PROPERTY TAX PAYMENTS**

**WHEREAS**, pursuant to R.S. 54:4-67, on January 3, 2023, the Common Council of the City of Northfield adopted Resolution No. 16-2023, establishing a maximum grace period for property tax payments of ten (10) days from the due date, after which said payments would be considered delinquent and subject to applicable interest charges; and

**WHEREAS**, due to unforeseen delays, the tax rate was not received in time to meet the statutory mailing and payment due dates for the third quarter tax bills, resulting in the need to amend the grace period for the third quarter of calendar year 2023.

**THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, that the grace period for property tax payments, for the third quarter of calendar year 2023, shall be extended to twenty-five (25) days from the date of certified mailing, in accordance with statutory requirements pursuant to N.J.S.A. 54:4-66.3d.

**BE IT FURTHER RESOLVED** that the maximum grace period of ten (10) days for the fourth quarter of 2023, as authorized pursuant to Resolution of Council No. 16-2023, shall remain unchanged.

**BE IT FURTHER RESOLVED** that interest on any payments received after the duly authorized grace periods shall be charged in accordance with the provisions set forth in Resolution of Council No.16-2023.

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 18th day of July 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 143-2023**

**RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF  
ATLANTIC, AUTHORIZING EXECUTION OF CONTRACT FOR  
SERVICES BETWEEN THE CITY OF NORTHFIELD AND THE LOW-  
INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)  
NJ DEPARTMENT OF COMMUNITY AFFAIRS**

WHEREAS, pursuant to P.L. 2023, c. 33, signed into law by Governor Murphy on April 5, 2023, all local units that directly bill residential ratepayers for sewer are required to sign a vendor contract with DCA to participate in LIHWAP (LIHWAP benefits assist low-income households that are paying a high proportion of their income for drinking water and wastewater services); and

WHEREAS the City of Northfield is required to enter into a Contract for Services with the New Jersey Department of Community Affairs to provide LIHWAP benefits; and

WHEREAS the Common Council of the City of Northfield agrees that the Contract for Services shall be authorized to be executed by the Mayor on behalf of the City of Northfield.

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

1. That the Common Council does hereby authorize and approve the execution of the Contract for Services Between Low Income Household Water Assistance Program (LIHWAP) NJ Department of Community Affairs and the City of Northfield.
2. That the Mayor is hereby authorized to execute all documents related to this approval.

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 18th day of July 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 144-2023**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Ms Mimi Andrews has properly submitted an Application for Use of Facilities requesting use of the Football Field as follows:

Saturdays  
September 23, 2023, through December 16, 2023  
8am until 3pm, for games

**WHEREAS**, Ms Mimi Andrews has presented this request on behalf of SOJO Sports, LLC.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Ms. Mimi Andrews 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 football facilities are presently open to the public, however, the decision to open and or close the football facilities to the public for use shall be solely at the discretion of the City of Northfield; and

**BE IT FURTHER RESOLVED**, 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 18th day of July 2023.

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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: SOLO Sports, LLC.  
484 S. Fir Avenue, Galloway, NJ 08205

Tell Us Who You Are / Description and Purpose of Organization: We are an adult, co-ed  
flag football league. We run seasons every spring and fall.  
We typically have 6-8 teams per season and we run 1 game per hour

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? \$ 100 per:  Person  Day  Season \_\_\_\_\_ (other)

Name of Applicant / Responsible Party: Steve + Mimi Andrews Title/Affiliation: owners

Home Address: 484 S. Fir Avenue, Galloway, NJ 08205

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Name and Location of Facility(ies) Being Requested: Any football or soccer field

For the Following Purpose: Adult, co-ed flag football games

on the Following Date(s): Saturdays from 9/23 to 12/16

Specify Hours of Use: From: 8 am To: 3 pm Are Field Lights Requested\*? NO

\*If Yes, Provide Dates / Times for Requested Light Use: N/A

*\*LIGHT USE FEE APPLIES IN ACCORDANCE WITH CHAPTER 25-2 OF THE CITY OF NORTHFIELD MUNICIPAL CODE*

# of Participants per Date: ~ 100 # of Participants who are Northfield Residents: unknown

Will Juveniles be Present? Yes  No  If Yes, What Ages? \_\_\_\_\_

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: Mimi Andrews DATE: 10/28/23  
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.

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 145-2023**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT  
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS  
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-  
12(b)(4) – CONTRACT NEGOTIATIONS AND N.J.S.A. 10:4-12(b)(7)  
MATTERS COVERED UNDER THE ATTORNEY CLIENT PRIVILEGE**

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

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

**WHEREAS**, it is necessary for the City 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 terms of a memorandum of agreement between the City of Northfield and the NJ State PBA, Mainland Local 77, related to promotional testing procedures, and NJSA 10:4-12(b)7, matters falling within the attorney client privilege related thereto.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

**IT IS FURTHER RESOLVED** that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of Northfield, held this 18<sup>th</sup> day of July 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 146-2023**

**A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF NORTHFIELD AND MAINLAND PBA  
LOCAL NO. 77 REGARDING PROMOTIONAL PROCESS FOR  
LIEUTENANTS IN THE NORTHFIELD POLICE DEPARTMENT**

**WHEREAS**, the City of Northfield, Atlantic County, New Jersey (the City) and Mainland PBA Local No. 77 (the PBA) are parties to a collective negotiations' agreement covering the terms and conditions of employment for all members of the Northfield Police Department below the rank of Lieutenant; and

**WHEREAS** the City and PBA acknowledge that certain aspects of the promotional process regarding procedures are subject to negotiations; and

**WHEREAS** the parties have discussed an alternative promotional process for Lieutenants and Captains of the Northfield Police Department which shall be in place temporarily for a specific period of time and based on specific reasons as set forth in a Memorandum of Agreement (the MOA), a copy of which is attached hereto; and

**WHEREAS**, by entering into this MOA, the City is not waiving any management rights to determine promotional criteria or aspects of the promotional process which may fall outside of the scope of negotiations; and

**WHEREAS**, the PBA has approved and executed the MOA; and

**WHEREAS** individuals specifically mentioned in the MOA have reviewed, approved, and executed the MOA; and

**WHEREAS**, the Common Council of the City of Northfield has reviewed and discussed those terms in an executive session on July 18, 2023; and

**WHEREAS** the Common Council of the City of Northfield desires to approve the MOA and move forward in accordance with the terms outlined therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey:

1. The terms of the preamble are hereby restated as if set forth in full herein.
2. The Memorandum of Agreement between the City of Northfield and Mainland PBA Local No. 77, revising, on a temporary basis, the promotional procedures for the position of Lieutenant in the Northfield Police Department is hereby adopted, and a copy of said Agreement is hereby annexed to this Resolution.

3. The terms of the Memorandum of Agreement shall take effect immediately and all officers and employees of the City are hereby authorized to act in accordance with the terms contained therein.

**BE IT FURTHER RESOLVED** that the Mayor and Council President are hereby authorized to execute the said Agreement on behalf 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 18<sup>th</sup> day of July 2023.

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Mary Canesi, RMC, Municipal Clerk

# ENGINEER'S REPORT



## ENGINEERING MEMORANDUM

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

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

**SUBJECT:** Engineers Report for July 18, 2023

**DATE:** July 14, 2023

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### PROJECTS:

#### **NF13-43** Asset Management Plan

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with the Public Works Director on March 9, 2020, to go over a portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. (3-12-2021) Will be starting to video the sewer main on Monday the 22<sup>nd</sup>, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered a few issues which need to be addressed in the asset management plan. (5-14-21) waiting for the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(7-14-2023) Working on the report.**

#### **NF13-27** Grant Applications:

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

(6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (5-6-2022) The application for the CDBG grant from ACIA is completed and will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. (6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant. (6-24-2022) Grant application was submitted to the NJDOT. (7-15-2022) Resolution has been uploaded in PMRS. (8-15-2022) We have a pre application meeting setup for 8-15-2022 for the Transportation Alternative Set-Aside Grant. (10-21-2022) working on the Transportation Alternative Set-Aside Grant and flood mitigation grant with Tim Joo. (11-10-2022) We submitted the Transportation Alternative Set-Aside Grant and are working on flood mitigation grant with Tim Joo. (11-25-2022) Grant application was submitted, also we have received the 2023 Municipal Aid Grant for the reconstruction of Ridgewood Drive in the amount of \$261,640. (12-8-2022) I am working on the recreational grant application; we will have on the meeting agenda a resolution to authorize the filing on this application. (1-13-2023) finishing the recreational grant application to be submitted by the 20<sup>th</sup>. (4-28-2023) We received \$80,000 grant for the bandstand area upgrade at BGP, also Qwin requested a \$25,000 grant from NJDEP to assist New Jersey municipalities in upgrading their MS4 Stormwater Programs to comply with the requirements of the 2023 Tier A MS4 Permit renewal. Also, we need to determine which street reconstruction project we want to apply to the Fiscal 2024 Municipal Aid grant. **(7-14-2023) The 2024 Municipal Aid Grant was submitted.**

**NF13-03      New Jersey American Water Company System Upgrade:**

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new projects scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5<sup>th</sup>, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC is planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. (3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd Circle and Shepherd Circle West on March 7<sup>th</sup>, it will take approximately 5 weeks to finish the main installation and another 5 weeks to finish all connections. (4-8-2022) Contractor finished the main installation portion of this project, they will start on the water main replacement along Hemsley Place on Monday. (5-20-2022) The contractor will start the individual water connections at Herbert Drive this coming Monday. (6-10-2022) the contractor finished the individual connections along Hemsley and finished more than 50% of the connections for Herbert and Shepherd portion of the project. (6-24-2022) All work has been completed; paving will start after 60 days. (9-2-2022) We marked the limits of paving for the final restoration at Hemsley, Herbert and Shepherd, the work is scheduled for the first week in October. (9-15-22) Contractor sent all required paperwork for additional paving. (10-7-2022) the Paving was completed at Shepherd and Herbert, Hemsley to be finished on Monday. (10-21-2022) Pavement restoration has been completed. (3-17-2023) I scheduled to appear at court on March 28, 2023, regarding the illegal street opening done by the NJAWC. (3-31-2023) The prosecutor recommended that we work this issue out with the NJAWC, I directed them to Chapter 330: Streets and Sidewalks § 330-15: Newly paved streets, at this point they will need to pave the entire block. (4-14-2023) I was contacted by the NJAWC to arrange for the repaving of Putting Green block between Broad and Cecil. (4-28-2023) we had an emergency opening at 2200 Cornwall Avenue on 4-27-2023. (6-9-2023) The NJAWC started the main upgrade along Oak Avenue on 6/5/2023. Work should be completed by min July. (6-23-2023) The main from Mill Road to Cedar Bridge has been completed and the contractor will finish the main installation by July 6. During the main installation the contractor had to remove approximately 350' of existing drainage pipe, the NJAWC will replace this pipe within 30 days. **(7-14-2023) The main replacement was completed, the Contractor is installing the individual services, should be completed by the end of July, also the drainage pipe will be replaced by mid-August. Final paving will be scheduled 45 days after the completion of all under ground work.**

**NF13-03      Street Opening:**

**(7-15-2023) 2 opening permit was processed.**

**NF13-44      2020 Local Road Paving Program**

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20<sup>th</sup> meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, the package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10<sup>th</sup>. (12-11-

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

**PROJECT IS COMPLETED**

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

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

completed asphalt material and construction complies with the approved specifications. (9-15-2022) the contractor is working on correction of a couple drainage issues along Merritt and Ridgewood. (10-7-2022) The contractor corrected the drainage issue along Merritt and Ridgewood, and still needs to correct the minor puddle by Route 9. (10-21-2022) Final change order has been finalized and needs Council's approval before we can close out this project with the NJDOT. (4-28-2023) Waiting on the NJDOT representative to help in updating the PMRS. **(7-14-2023) I am in the process of updating the PMRS so we can close out this project.**

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

(8-6-2021) On June 15, 2021, The City awarded the slip lining contract to En-Tech Corp of NJ, for the sum of \$221,277.63. We had the pre-construction meeting on July 29, 2021. During the meeting the contractor requested that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September.

(8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14<sup>th</sup>. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11<sup>th</sup>, project should be completed by October 22<sup>nd</sup>. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. (12-10-2021) Received the payment request, and all the prep and post installation videos for our review. (1-14-2022) Spoke with the contractor regarding the issue with the slip line at the intersection of Tilton and Roosevelt waiting on his time frame to fix, so we can process the payment. (2-6-2022) Due to the weather the repair can't take place until the temperature is in the upper 40, at this time we recommended a partial payment to the Contractor. (4-8-2022) We prepared the final change order for approval by Council, mainly this change order reflects few discrepancies between the as-built plan and the actual conditions in the field. (4-22-2022) We received the final payment request from the Contractor on 4-20-22, it will be on the next Council meeting agenda for payment. (5-6-2022) Final payment has been submitted, Contractor provided the required maintenance bond. (9-15-2022) Project is completed, only one punch list item remains to be completed. (10-7-2022) We are going to prepare a bid package for another section of the deep sewer to be slipped lined. (10-21-2022) Bid package has been completed and will be going out to bid next week. (11-25-2022) Bid opening is scheduled for December 2, 2022. (12-8-2022) I prepared the recommendation of award for the Council to approve for Phase II. (1-13-2023) we have the pre-construction meeting setup for January 26, 2023(3-3-2023) Contractor started the slip lining on 2-27-2023. (3-17-2021) The Contractor is attempting to fix the damaged liner along New Road in front of McDonald, the Contractor will try next week one more method to remove the damaged liner, if it fails, they will need to excavate and replace the pipe. (3-31-2023) The Contractor is not able to fix the liner without removing the pipe, they are in the process of getting the contractor to get this work done, it will take 2 nights to fix it. (4-14-2023) the contractor is in the process of removing the damage liner the night work started on April 18<sup>th</sup> and will be completed by the 18<sup>th</sup>. (4-28-2023) the repair to damaged liner was completed on 4-20-2023. (6-9-2023) There is a one-point repair needed, the contractor was on site on June 8<sup>th</sup> this work should be completed by June 16, 2023. **(7-14-2023) The project has been completed, I am preparing the NJDOT application for the street opening permit, so the contractor can finalize the Route 9 paving.**

#### **NF13-52      2021 Local Road Paving Program**

(3-18-2022) This project originally included full width repaving W Revere Ave (Rt 9 & Leeds Ave), Leeds Ave (W Revere & Oakcrest), W Oakcrest (Leeds & Rt 9), Northwood Court, Chestnut Ave (Rt 9 & Maple), Virginia Ave (Shore Rd & Broad St), Jenny Lynn Drive, Catherine Place, Cedarbridge ( Oak Ave & Delmar Ct), Franklin Ave (Bike path & Broad St), Putting green ( Shore Rd to Broad Street), Madison Ave, and half width repaving for Cedarbridge (Delmar & Zion) and Putting Green (Bike path & Broad St), Mazza Drive was added to the scope of this project. (4-8-2022) We are working on the engineering plans and the bid specifications. (4-22-2022) We completed the field work for Casey Drive, which was added to the last Council meeting and should have the plans and specification ready early next month. (5-6-2022) Plans and bid specifications are completed and at the Clerk's office for review. We need Council's approval to go out to bid the project. (6-10-2022) We have bid opening scheduled for June 17, 2022. (6-24-2022) I submitted the recommendation of award for the Council review and approval. (7-15-2022) we had the pre-construction meeting, and the contractor is scheduled to start the first week in August with anticipated completion by November 1<sup>st</sup>. (8-12-2022) Working on the final punch list

items, core sample testing was completed asphalt material and construction complies with the approved specifications. (8-12-2022) The contractor started the concrete work on 8-8-2022. (9-2-2022) Paving is completed at Cedarbridge, Madison, Mazza, Jenny Lynn, West Oakcrest and West Revere. The contractor will finish Northwood on the 7<sup>th</sup> and will mobilize back the week of September 19<sup>th</sup> to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19<sup>th</sup>. (10-7-2022) All paving has been completed, the contractor will be the asphalt driveways and the punch list item. (10-21-2022) Contractor completed the line striping, working on the final change order amount and punch list items. (11-10-2022) Project will be under budget, working on the final change order amount and punch list items. (11-25-2022) working on the punch list items. The NJAWC had a main leak at the intersection of Wilson Drive and Wilson Drive. The opening was about 7'X6', I am working with the NJAWC on the limits of the pavement restoration. **(7-14-2023) no updates.**

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

The City of Northfield has been awarded FY2022 NJDOT Municipal Aid program grant in the amount of \$285,000.00 for the above referenced project. The reconstruction limits are West Mill Road to the east and Burroughs Avenue to the west. Contractor's bids were received for the project known as "Reconstruction of Oak Avenue" at the Municipal Building on January 4, 2023. The lowest bidder for the project was Arawak paving Co, Inc with a total bid of \$268,900.00. (3-31-2023) The Contractor asked if we want to postpone the paving until the school is out. **(7-14-2023) Pavement is on hold until the NJAWC main upgrade and services are finished.**