

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 24, 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 – October 10, 2023

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 189-2023** A Resolution Authorizing the Chief Financial Officer to Execute a Contract with an Approved State Contract Vendor Pursuant to N.J.S.A. 40A:11-12a
- 190-2023** Resolution Authorizing the Award of a Non-Fair and Open Contract for Electrical Services
- 191-2023** Resolution Authorizing Redemption of Municipal Property Tax Lien in Installments
- 192-2023** A Resolution to Support Submission of an Application for the New Jersey Department of Transportation Safe Routes to Schools Grant Program
- 193-2023** Amending An Agreement Between the County of Atlantic and the City of Northfield for the Shared Use of Attenuators / Arrow Boards
- 194-2023** Appointment of Part Time Housing Officer
- 195-2023** Appointment of Part Time Code Enforcement Officer
- 196-2023** To Approve the Hiring of Kevin Muller for the Position of Part Time Electrical Inspector
- 197-2023** Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle 2020 – 2025
- 198-2023** A Resolution to Cancel Grant Balances
- 199-2023** Refund of Building Department Permit Fees

- 200-2023** Resolution Updating the Combined Personnel Policies and Procedures and Employee Handbook for the City of Northfield

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 24, 2023**

- 201-2023** Resolution Identifying Members of the City of Northfield Municipal Emergency Response Team
- 202-2023** 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)(7) – Matters Covered Under the Attorney Client Privilege

PAYMENT OF BILLS \$ 291,125.34

MEETING NOTICES

General Election	November 7 th	6am – 8pm Northfield Community School
City Council	November 14 th	6pm Work Session Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 189-2023**

**A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER
TO EXECUTE A CONTRACT WITH AN APPROVED STATE
CONTRACT VENDOR PURSUANT TO N.J.S.A. 40A:11-12a**

WHEREAS, the City of Northfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City of Northfield has the need to purchase a new vehicle for the Public Works Department; and

WHEREAS, Winner Ford has provided pricing for (1) 2024 Ford F450 Truck with Plowing Package and required equipment for a total cost not to exceed \$85,521.00 as per State Contract A88215; and

WHEREAS, the Chief Financial Officer has certified the availability of funds by encumbering said funds on Purchase Order Number 23-00699, budget account number C-04-55-023-101 and C-04-55-023-102.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield authorizes the Purchasing Agent/Chief Financial Officer to execute the required documents to purchase (1) 2024 Ford F450 as stated above.

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 24th day of October 2023.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 190-2023**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND
OPEN CONTRACT FOR ELECTRICAL SERVICES**

WHEREAS, the City of Northfield has a need to procure electrical services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Chief Financial Officer/QPA has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, Calvi Electric Company has submitted a proposal to install sign lights for a cost of \$7,986.75 which will result in annual aggregate costs of approximately \$20,000, and;

WHEREAS, Calvi Electric Company has completed and submitted a Political Contribution Disclosure form, and a Business Entity Disclosure Certification which certifies that Calvi Electric Company has not made any reportable contributions to a political or candidate committee in the City of Northfield, County of Atlantic in the previous one year, and that the contract will prohibit Calvi Electric Company from making any reportable contributions through the term of the contract, and

WHEREAS, as required by *N.J.A.C. 5:30-5.4* the Chief Financial Officer has certified that funds are available in budget account 3-01-26-310-286.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes the Chief Financial Officer to enter into the agreement with Calvi Electric Company as described herein; and,

BE IT FURTHER RESOLVED that the Political Contribution Disclosure form, and Business Disclosure Entity Certification, and the Determination of Value be placed on file with this resolution.

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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 191-2023**

**RESOLUTION AUTHORIZING REDEMPTION OF MUNICIPAL TAX SALE
LIEN BY INSTALLMENT PAYMENTS**

WHEREAS, the City of Northfield holds Certificate of Sale 21-00003 and the amount required to redeem totals One Hundred and One Thousand Six Hundred Eighty-Two Dollars and Thirty-Four cents (\$101,682.34) including interest to December 1, 2023, on property owned by Bronson Oil Fee Holdings, LLC located at 2401 New Road, (Block 23 Lot 17); and

WHEREAS, the owner has requested installment payments to redeem said tax sale certificate; and

WHEREAS, N.J.S.A. 54:5-65 provides that a municipality holding a tax sale lien may provide by resolution, general or special, as to any one or more specific parcels of property, for the redemption of the lien by installment payments and that the resolution may be amended, altered or supplemented from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield hereby authorizes and directs the Tax Collector to accept installment payments of Certificate of Sale 21-00003 encumbering the property owned by Bronson Oil Fee Holdings, LLC located at 2401 New Road (Block 23 Lot 17) in the City of Northfield in accordance with the following schedule:

- A. Payment to be made on or before November 1, 2023, of Four Thousand Six Hundred Twenty-Seven and 17 cents (\$4,627.17) which represents the fourth quarter taxes due on November 1, 2023, and Two Hundred and Ten Dollars (\$210.00) which represents the sewer bill due September 1, 2023.
- B. Starting on December 1, 2023, and on the first day of each month thereafter for a total of thirty-Six (36) months, monthly installment payments of thousand six hundred seventy-six dollars and six cents (\$3,676.06) until the balance of Certificate of Sale 21-00003 is paid in full, with an adjustment on the final monthly payment, if necessary, for interest due on date of actual receipt of payments.

BE IT FURTHER RESOLVED that the property owner's failure to make any installment payment in a timely manner may be cause for the City of Northfield to rescind this Resolution without further notice to the property owner.

BE IT FURTHER RESOLVED that the City of Northfield does not, by approving this Resolution, waive any legal rights whatsoever, in law or in equity, in connection with Certificate of Sale 21-00003.

BE IT FURTHER RESOLVED that all Taxes and Sewer charges not yet due shall be regularly and promptly made in addition to the payments set forth above.

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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 192-2023**

**A RESOLUTION TO SUPPORT SUBMISSION OF AN APPLICATION
FOR THE NEW JERSEY DEPARTMENT OF TRANSPORTATION
SAFE ROUTES TO SCHOOLS GRANT PROGRAM**

WHEREAS, the City of Northfield, Atlantic County, is applying for funding to provide upgrades to the bicycle and pedestrian path and county intersections to create safer routes of travel for students to the Northfield Community School; and

WHEREAS, the project will help to continue and improve the promotion and encouragement of pedestrian and bicycle access and safety for school children and other residents who use the bicycle and pedestrian path; and

WHEREAS, maintenance of the facility, once constructed, will be assumed by the City of Northfield with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those crosswalks on state or county highways.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that it hereby supports the submission of a grant application for the Safe Routes to Schools Program within the State of New Jersey Department of Transportation and authorizes the Mayor, Certified Financial Officer, and the Municipal Clerk to execute any and all documents necessary and related to the submission of said grant application or 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 Council of Northfield, held this 24th day of October, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 193-2023**

**AMENDING AN AGREEMENT BETWEEN THE COUNTY OF
ATLANTIC AND THE CITY OF NORTHFIELD FOR THE SHARED USE
OF ATTENUATORS/ARROW BOARDS**

WHEREAS, the City of Northfield (Municipality) and County of Atlantic (County) entered into an Agreement dated February 8, 2023 (hereinafter the "Agreement"), for the purpose of acquiring and using three trailer mounted attenuators and three arrow boards for the attenuators. A copy of the Agreement is attached as Exhibit "A".

WHEREAS, the City and the County of Atlantic now desire to amend the Agreement in order to extend the term of the Agreement for a period of (5) five years, the Agreement now expires on February 8, 2028.

WHEREAS, the County and the Municipality agree to amend the Agreement in accordance with the terms of the document attached as Exhibit "B"; and

WHEREAS, Exhibit "B" has been presented and reviewed and is found to be acceptable; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the Mayor and Municipal Clerk be and are hereby duly authorized, empowered and directed to execute Exhibit "B" on behalf of the City of Northfield which amends the Agreement with the County of Atlantic for the purpose of acquiring and using three trailer mounted attenuators and three arrow boards for the attenuators.

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 24th day of October, 2023.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

K.23.201

SHARED SERVICE AGREEMENT BETWEEN
Atlantic County
AND
City of Northfield
TO
PURCHASE AND MAKE AVAILABLE THREE TRAILER MOUNTED
ATTENUATORS AND THREE ARROW BOARDS FOR THE ATTENUATORS.

THIS SHARED SERVICES AGREEMENT is made and entered into on this 5th day of February, 2023, by and between the COUNTY OF ATLANTIC, a governmental corporation of the State of New Jersey, with offices located at 1333 Atlantic Avenue, Atlantic City, New Jersey 08401 ("County"), and the City of Northfield ("Municipality").

BACKGROUND STATEMENT

WHEREAS, the County desires to purchase and make available on an as needed basis to Municipality three trailer mounted attenuators and three arrow boards for the attenuators (herein referred to as the "TMAs"), and

WHEREAS, the County and Municipality desires to enter into this shared service agreement with the assistance of the LEAP Implementation Grant for a total amount not to exceed \$35,316 of which \$64,078.00 will be State funding and a County cash match in the amount of \$21,238.67 and an in-kind match in the amount of \$1,500.00 to support implementation of this shared service, and

WHEREAS, the Board of Commissioners for the County of Atlantic approved Resolution #677 on December 7, 2021, which authorizes the County Executive to apply for and accept the LEAP Implementation Grant, and

WHEREAS, the parties acknowledge that this agreement is contingent upon the adoption all related Resolutions by the respective parties. The County is entering into this Agreement by adoption of Resolution # 57, dated 2/7/23 the City of Northfield is entering into this Agreement by adoption of Resolution # 186-2022 dated Sept 20, 2022 and

WHEREAS, entering into this Shared Service Agreement in advance of the actual need will enable the County to facilitate the prompt availability of the TMAs, and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and of the benefits which will accrue to the County and to Municipality, the parties do mutually agree as follows:

I. SCOPE OF SERVICES

A. Activities

The County hereby allocates \$21,238.67 as a cash match and \$1,500.00 as an in-kind match to purchase the three trailer mounted attenuators and three arrow boards for the attenuators and make the trailer mounted attenuators and the arrow boards available to Municipality on an as needed basis.

The Municipality agrees to properly use the trailer mounted attenuators and arrow boards on an as needed basis.

II. TIME OF PERFORMANCE

Services of the Municipality shall commence on an as needed basis.

III. RESPONSIBILITIES

- A. The County shall maintain title and registration of the three (3) TMAs.
- B. If Municipality causes damage to the TMA and/or arrow board, the Municipality must make a promise to repair. Repairs must be completed within 20 days. If repairs are not made within 20 days, then the County may use the subrogation process to resolve problem.
- C. The County and Municipality shall each maintain written records regarding pick up, possession and return of TMA. A representative of the County and representative of the Municipality (driver) shall perform a pre-inspection of the TMA before it is picked up and a post-inspection upon return. Any damage or other findings shall be documented in writing by both parties.

IV. NOTICES

Communication and details concerning this Agreement shall be directed to the following:

Atlantic County
Jerry DelRosso, County Administrator
1333 Atlantic Avenue,
Atlantic City, New Jersey 08401

City of Northfield
Mary Canesi, Municipal Clerk
1600 Shore Road
Northfield, NJ 08225

County Counsel
1333 Atlantic Avenue,
Atlantic City, New Jersey 08401

Kristopher J Facenda, Municipal Solicitor
2408 New Road, Unit 2
Northfield, NJ 08225

V. GENERAL CONDITIONS

- A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. Municipality shall at all times remain an “independent contractor” or with respect to the services to be performed under this Agreement. The County shall be exempt from payment of all Unemployment Compensation FICA, retirement, life and/or medical insurance and Worker’s Compensation Insurance as Municipality is an independent subrecipient.

B. Hold Harmless

Municipality shall hold harmless, defend and indemnify the County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of Municipality’s performance or nonperformance of the services or subject matter called for in this agreement.

C. No Warranty

The Municipality acknowledges and agrees that the County has made no representation regarding the condition of the TMA and the TMA is being shared strictly in “as is” and “where is” condition with no warranties, either expressed or implied by same.

D. Worker’s Compensation

Municipality shall provide Worker’s Compensation Insurance for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding

Municipality shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage.

F. Grantor Recognition

Municipality shall insure recognition of the role of the grantor agency in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, Municipality will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The County or Municipality may amend this Agreement any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and

approved by the County Board of Commissioners. Such amendments shall not invalidate this Agreement, nor relieve or release the County nor Municipality from its obligations under this Agreement.

The County may, in its discretion, amend this Agreement to conform with Federal, State, or Local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of service, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both County and Municipality.

H. Suspension or Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof of at least 30 days before this effective date of such termination. Partial termination of the Scope of Services in Paragraph I above may only be undertaken with the prior approval of the County. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other material prepared by the subrecipient under this Agreement shall at the option of the County, become the property of the County, and Municipality shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The County may also suspend or terminate this Agreement, in whole or in part, if Municipality materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein, and the County may declare Municipality ineligible for any further participation in the County's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe that subrecipient is in noncompliance with any applicable rules or regulations, the County may withhold up to fifteen (15) percent of said contract funds until such time as Municipality is found to be in compliance by the County, or it otherwise adjudicated to be in compliance.

VI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF, the parties have executed this contract as of the date first written above.

ATTEST

ATLANTIC COUNTY

Sara Selipena
2-9-23
Board of Commissioners

Dennis Levinson
Dennis Levinson
County Executive

ATTEST

Shannon Campbell
Signature:

Erland Chau
City of Northfield
Signature:

Shannon Campbell
Print Name:
Print Title: Deputy Clerk

Erland Chau
Print Name:
Print Title: Mayor

Approved as to legal form

James F. Ferguson
James F. Ferguson
County Counsel
2/8/2023

k Shared Services Agreement Trailer Mounted Attenuators and Arrow Boards

AMENDMENT #1

**SHARED SERVICES AGREEMENT BETWEEN
ATLANTIC COUNTY
AND
CITY OF NORTHFIELD
TO
PURCHASE AND MAKE AVAILABLE THREE TRAILER MOUNTED
ATTENUATORS AND THREE ARROW BOARDS FOR THE ATTENUATORS.**

THIS AMENDED SHARED SERVICES AGREEMENT is made and entered into on this _____ day of _____, 2023, by and between the **COUNTY OF ATLANTIC**, a governmental corporation of the State of New Jersey, with offices located at 1333 Atlantic Avenue, Atlantic City, New Jersey 08401 (“**County**”), and the **CITY OF NORTHFIELD** (“**Municipality**”).

BACKGROUND STATEMENT

WHEREAS, the County desires to purchase and make available on an as needed basis to Municipality three trailer mounted attenuators and three arrow boards for the attenuators (herein referred to as the “**TMs**”); and

WHEREAS, the total cost of the **TMs** is \$85,436.67, with the LEAP Implementation Grant reimbursing \$64,078.00, and the County covering a \$21,358.67 cash match, plus a \$1,500.00 in-kind match; and

WHEREAS, the Board of Commissioners of the County of Atlantic approved Resolution #677 on December 7, 2021, which authorized the County Executive to apply for and accept the LEAP Implementation Grant; and

WHEREAS, the Board of Commissioners of the County of Atlantic approved Resolution #57 on February 7, 2023, which authorized the County of Atlantic to enter into a Shared Services Agreement with the Municipality regarding the use of the **TMs** and electronic arrow boards, on a temporary and as needed basis, at no cost to the Municipality; and

WHEREAS, the Shared Services Agreement, attached hereto as “**Exhibit A**,” was entered into on February 8, 2023, but did not include a contract term; and

WHEREAS, the Board of Commissioners of the County of Atlantic approved Resolution # _____ on _____, 2023, which authorized an Amendment to the Shared Services Agreement to include a term of five (5) years. The City of Northfield is entering into this Amended Shared Services Agreement by adoption of Resolution # _____, dated _____.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and of the benefits which will accrue to the County and to the Municipality, the parties do mutually agree as follows:

1. Article II, "Time of Performance." is hereby revised as follows:

This Agreement shall be for a term of five (5) years, commencing from February 8, 2023, and shall be renewed automatically on an annual basis, terminating on February 8, 2028, unless a party hereto notifies the other party in writing that it elects not to renew this Agreement prior to the then existing term.

2. All other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this contract as of the date first written above.

ATTEST

ATLANTIC COUNTY

Tara Silipena
Board of Commissioners

Dennis Levinson
County Executive

ATTEST

CITY OF NORTHFIELD

Print Name:
Print Title:

Print Name:
Print Title:

Approved as to legal form:

James F. Ferguson
County Counsel

kAmend K.23.20 Northfield Shared Services Agreement TMA- 2023-2028.doc

EX.A
K.23.201

SHARED SERVICE AGREEMENT BETWEEN
Atlantic County
AND
City of Northfield
TO
PURCHASE AND MAKE AVAILABLE THREE TRAILER MOUNTED
ATTENUATORS AND THREE ARROW BOARDS FOR THE ATTENUATORS.

THIS SHARED SERVICES AGREEMENT is made and entered into on this 5th day of February, 2023, by and between the COUNTY OF ATLANTIC, a governmental corporation of the State of New Jersey, with offices located at 1333 Atlantic Avenue, Atlantic City, New Jersey 08401 ("County"), and the City of Northfield ("Municipality").

BACKGROUND STATEMENT

WHEREAS, the County desires to purchase and make available on an as needed basis to Municipality three trailer mounted attenuators and three arrow boards for the attenuators (herein referred to as the "TMAs"), and

WHEREAS, the County and Municipality desires to enter into this shared service agreement with the assistance of the LEAP Implementation Grant for a total amount not to exceed \$35,316 of which \$64,078.00 will be State funding and a County cash match in the amount of \$21,238.67 and an in-kind match in the amount of \$1,500.00 to support implementation of this shared service, and

WHEREAS, the Board of Commissioners for the County of Atlantic approved Resolution #677 on December 7, 2021, which authorizes the County Executive to apply for and accept the LEAP Implementation Grant, and

WHEREAS, the parties acknowledge that this agreement is contingent upon the adoption all related Resolutions by the respective parties. The County is entering into this Agreement by adoption of Resolution # 572, dated 2/7/23 the City of Northfield is entering into this Agreement by adoption of Resolution # 186-2022 dated Sept 20, 2022 and

WHEREAS, entering into this Shared Service Agreement in advance of the actual need will enable the County to facilitate the prompt availability of the TMAs, and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and of the benefits which will accrue to the County and to Municipality, the parties do mutually agree as follows:

I. SCOPE OF SERVICES

A. Activities

The County hereby allocates \$21,238.67 as a cash match and \$1,500.00 as an in-kind match to purchase the three trailer mounted attenuators and three arrow boards for the attenuators and make the trailer mounted attenuators and the arrow boards available to Municipality on an as needed basis.

The Municipality agrees to properly use the trailer mounted attenuators and arrow boards on an as needed basis.

II. TIME OF PERFORMANCE

Services of the Municipality shall commence on an as needed basis.

III. RESPONSIBILITIES

- A. The County shall maintain title and registration of the three (3) TMAs.
- B. If Municipality causes damage to the TMA and/or arrow board, the Municipality must make a promise to repair. Repairs must be completed within 20 days. If repairs are not made within 20 days, then the County may use the subrogation process to resolve problem.
- C. The County and Municipality shall each maintain written records regarding pick up, possession and return of TMA. A representative of the County and representative of the Municipality (driver) shall perform a pre-inspection of the TMA before it is picked up and a post-inspection upon return. Any damage or other findings shall be documented in writing by both parties.

IV. NOTICES

Communication and details concerning this Agreement shall be directed to the following:

Atlantic County
Jerry DelRosso, County Administrator
1333 Atlantic Avenue,
Atlantic City, New Jersey 08401

City of Northfield
Mary Canesi, Municipal Clerk
1600 Shore Road
Northfield, NJ 08225

County Counsel
1333 Atlantic Avenue,
Atlantic City, New Jersey 08401

Kristopher J Facenda, Municipal Solicitor
2408 New Road, Unit 2
Northfield, NJ 08225

V. GENERAL CONDITIONS

- A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. Municipality shall at all times remain an "independent contractor" or with respect to the services to be performed under this Agreement. The County shall be exempt from payment of all Unemployment Compensation FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as Municipality is an independent subrecipient.

B. Hold Harmless

Municipality shall hold harmless, defend and indemnify the County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of Municipality's performance or nonperformance of the services or subject matter called for in this agreement.

C. No Warranty

The Municipality acknowledges and agrees that the County has made no representation regarding the condition of the TMA and the TMA is being shared strictly in "as is" and "where is" condition with no warranties, either expressed or implied by same.

D. Worker's Compensation

Municipality shall provide Worker's Compensation Insurance for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding

Municipality shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage.

F. Grantor Recognition

Municipality shall insure recognition of the role of the grantor agency in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, Municipality will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The County or Municipality may amend this Agreement any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and

approved by the County Board of Commissioners. Such amendments shall not invalidate this Agreement, nor relieve or release the County nor Municipality from its obligations under this Agreement.

The County may, in its discretion, amend this Agreement to conform with Federal, State, or Local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of service, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both County and Municipality.

H. Suspension or Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before this effective date of such termination. Partial termination of the Scope of Services in Paragraph I above may only be undertaken with the prior approval of the County. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other material prepared by the subrecipient under this Agreement shall at the option of the County, become the property of the County, and Municipality shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The County may also suspend or terminate this Agreement, in whole or in part, if Municipality materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein, and the County may declare Municipality ineligible for any further participation in the County's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe that subrecipient is in noncompliance with any applicable rules or regulations, the County may withhold up to fifteen (15) percent of said contract funds until such time as Municipality is found to be in compliance by the County, or it otherwise adjudicated to be in compliance.

VI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF, the parties have executed this contract as of the date first written above.

ATTEST

ATLANTIC COUNTY

Sara Salasena
29-23
Board of Commissioners

ATTEST

Shannon Campbell
Signature:

Shannon Campbell
Print Name:
Print Title: Deputy Clerk

Dennis Levinson
Dennis Levinson
County Executive

City of Northfield

[Signature]
Signature:

Erlando Chau
Print Name:
Print Title: Mayor

Approved as to legal form

James F. Ferguson
James F. Ferguson
County Counsel
2/8/2023

k Shared Services Agreement Trailer Mounted Attenuators and Arrow Boards

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 194-2023**

**TO APPROVE THE HIRING OF GERARDO MARIN-JIMENEZ FOR
THE POSITION OF PART TIME HOUSING OFFICER**

WHEREAS, there exists a need to fill the position of part time Housing Officer; and

WHEREAS, it is the recommendation of Business Administrator Mary Canesi that Gerardo Marin-Jimenez be appointed to the position of part time Housing Officer; and

WHEREAS, the position of part time Housing Officer shall also be responsible for performing certain inspections at the direction and request of the Zoning Officer, as needed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Gerardo Marin-Jimenez be and is hereby appointed as part time Housing Officer effective October 25, 2023.

BE IT FURTHER RESOLVED that the appointment of Gerardo Marin-Jimenez be subject to the following:

1. Compensation for the Part Time Housing Officer shall be \$23.00 per hour, based on an anticipated 7-hour work week, but not to exceed 15 hours per week.
2. Not eligible for health benefits or vacation time.
3. Eligible for earned sick leave in accordance with the NJ paid sick leave law.
4. Probationary period 90 days from date of hire
5. Policies and Procedures 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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 195-2023**

**TO APPROVE THE HIRING OF CHRISTOPHER PRYCHKA FOR THE
POSITION OF PART TIME CODE ENFORCEMENT OFFICER**

WHEREAS, there exists a need to fill the position of Part Time Code Enforcement Officer; and

WHEREAS, it is the recommendation Police Chief Mark VonColln, and Business Administrator Mary Canesi that Christopher Prychka be appointed to the position of Part Time Code Enforcement Officer.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Christopher Prychka be and is hereby appointed as Part Time Code Enforcement Officer effective October 25, 2023.

BE IT FURTHER RESOLVED that the appointment of Christopher Prychka be subject to the following:

1. Compensation for the Part Time Code Enforcement Officer shall be \$23.00 per hour, based on an anticipated 7-hour work week, but not to exceed 15 hours per week.
2. Not eligible for health benefits or vacation time.
3. Eligible for earned sick leave in accordance with the NJ paid sick leave law.
4. Probationary period 90 days from date of hire
5. Policies and Procedures 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 24th day of October, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 196-2023**

**TO APPROVE THE HIRING OF KEVIN MULLER FOR THE POSITION
OF PART TIME ELECTRICAL INSPECTOR**

WHEREAS, the need exists to hire a part time Electrical Inspector, and

WHEREAS, it is the recommendation of Business Administrator Mary Canesi and Construction Official Derek Leary that qualified applicant Kevin Muller be selected for the position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that Kevin Muller. is authorized to be hired as part time Electrical Inspector effective November 2, 2023, and subject the following:

1. Compensation for the part time Electrical Inspector shall be \$16,000 per annum, on an as-needed basis not to exceed an average of 4 hours per week on an annual basis, prorated for calendar year 2023.
2. Not eligible for health benefits or vacation time.
3. Eligible for earned sick leave in accordance with the NJ paid sick leave law.
4. Probationary period 90 days from date of hire
5. Policies and Procedures of the City of Northfield.

IT IS FURTHER RESOLVED by the Common Council of the City of Northfield that the hiring of Kevin Muller. be and hereby is memorialized.

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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 197-2023**

**GOVERNOR’S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL
GRANT CYCLE 2020 – 2025**

FORM IB

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth, and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Common Council of the City of Northfield, County of Atlantic, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefor has an established Municipal Alliance Committee; and

WHEREAS, the Common Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Common Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Atlantic.

NOW, THEREFORE, BE IT RESOLVED that the City of Northfield, County of Atlantic, State of New hereby recognizes the following:

1. The Common Council does hereby authorize submission of a strategic plan for the Northfield Municipal Alliance grant for fiscal year 2025 (July 2024-June 2025) in the amounts of:

GCADA	\$ 7,910.14
Cash Match	\$ 1,977.53
In-Kind	<u>\$ 5,932.60</u>
Total	\$ 15,820.27

2. The Common Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: _____
Erland Chau, Mayor

CERTIFICATION

I, Mary Canesi , Municipal Clerk of the City of Northfield, County of Atlantic, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a Resolution duly authorized by the Common Council of the City of Northfield on this 24th day of October

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 198-2023**

A RESOLUTION TO CANCEL GRANT BALANCES

WHEREAS, certain Grant balances remain on the City’s balance sheet, and it has been determined that they are no longer required; and

WHEREAS, it is necessary to formally cancel said balances.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic that the following unexpended appropriation and receivable balances of the Grant Fund be canceled:

Grant	Receivable	Appropriation	Match
2022 Sustainable Communities	\$ 478.87	\$ 478.87	0

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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 199-2023**

REFUND OF BUILDING DEPARTMENT PERMIT FEES

WHEREAS, the Northfield Building Department did collect fees from and issue permit number 20230071 to Sunrun Installation Services, Inc. for the installation of a roof mount solar system at 124 Steelman Avenue; and

WHEREAS, the property owner has opted not to pursue the installation, and Sunrun Installation Services, Inc. has requested refunds of applicable fees collected by the City for the job that has been canceled; and

WHEREAS, the Building Department did collect fees in the amount of \$678.00 for the job that has been canceled; and

WHEREAS, the \$678.00 in fees collected shall be reduced by the nonrefundable \$48.00 Department of Community Affairs fee, and a review fee of \$126.00, for a total refund due of \$504.00.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Common Council of the City of Northfield authorizes the refund of \$504.00, to Sunrun Installation Services, Inc, 202 Commerce Drive, Suite 7, Moorestown, NJ 08057.

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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 200-2023**

**RESOLUTION UPDATING THE COMBINED PERSONNEL
POLICIES AND PROCEDURES AND EMPLOYEE HANDBOOK FOR
THE CITY OF NORTHFIELD**

WHEREAS, it is the policy of City of Northfield to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

WHEREAS, the City of Northfield participates in the Municipal Excess Liability Joint Insurance Fund which recommends Model Personnel Policies and Procedures and Model Employee Handbook to its members; and

WHEREAS, Municipal Excess Liability Joint Insurance Fund has developed a new Model Personnel Policies and Procedures Manual and Model Employee Handbook, which may be combined, for adoption by its members; and

WHEREAS, the Common Council of the City of Northfield has determined that there is a need to update the City's current personnel policies and procedures to incorporate the revised polices/handbook issued by the Municipal Excess Liability Joint Insurance Fund to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Common Council of the City of Northfield that the revisions to the Combined Personnel Policies and Procedures Manual and Employee Handbook attached hereto are hereby adopted and shall be effective as of January 1, 2024, and shall replace all prior versions of any employee policies and procedures manual and/or employee handbook.

BE IT FURTHER RESOLVED that these personnel policies and procedures and employee handbook shall apply to all City of Northfield officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual/handbook is intended to provide guidelines covering public service by City of Northfield employees and is not a contract. The provisions of this manual/handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Common Council of the City of Northfield.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City of Northfield shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the Mayor and all managerial/supervisory personnel are responsible for these employment practices. The Municipal Clerk and the Labor Counsel shall assist the Mayor in the implementation of the policies and procedures in this manual.

Erland V.L. Chau, Mayor

Attest: Mary Canesi, RMC, 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 24th day of October 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 201-2023**

**RESOLUTION IDENTIFYING MEMBERS OF THE CITY OF
NORTHFIELD MUNICIPAL EMERGENCY RESPONSE TEAM**

WHEREAS, it is the recommendation of the City of Northfield Office of Emergency Management Coordinator that the volunteer list of Municipal Emergency Response Team Volunteers for 2023 shall be as follows:

John Tamuts
Harry Cohen
Valerie Nardone
William McCord
Charlotte McCord
Kate Warden
William Merget
Christopher Trench
Cindy Badger
Melanie Brozosky
Jacob Campsmith

BE IT RESOLVED, that the 2023 Municipal Emergency Response Team Volunteer list is hereby established.

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 24th day of October, 2023.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 202-2023**

**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)(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 Common Council of the City of Northfield to discuss, in a session not open to the public, with the City’s Special Counsel for Affordable Housing, an update regarding affordable housing compliance efforts, potential future affordable housing development, and matters that fall 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 24th day of October 2023.

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 October 24, 2023

DATE: October 20, 2023

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 22nd, 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. **(10-20-2023) 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. (7-101-2020) 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 24th. 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 20th. (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. (9-8-2023) I am working on the NJDOT 2024 Safe Routes to School Grant. (10-5-2023) We have the mandatory pre-application meeting with the NJDOT and AJTA on October 10th. **(10-20-2023) Working on the grant application, we have a resolution of support and maintenance on the agenda.**

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 5th, 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 7th, 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 groundwork. (8-10-2023) the NJAWC has completed the main replacement and re-established all services. (9-8-2023) the JAWC replaced portion of the drainage pipe that was damage (328') along Oak Avenue, During the pipe installation we found out that the remaining existing pipe was collapsing, after discussing this with Qwin Vitale and Councilman Dewees, it

was determined to replace the remaining 123' of the existing pipe at our cost (\$12,922.00). **(10-20-2023) Working with the NJAWC on the amount of their contribution toward the final roadway restoration.**

NF13-03 Street Opening:

(10-20-2023) 15 opening permits were 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 20th 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 10th. (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 11th, 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 5th. (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 9th. (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. **(10-20-2023) Had a meeting with the Contractor to go over few punch list items so we can close this project out.**

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 5th 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 9th. (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 11th. (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. (8-10-2023) I am in the process of updating the PMRS so we can close out this project. (9-8-2023) Final change order was submitted to the NJDEP, we are working on the additional requested information. **(10-20-2023) we sent the requested information to the NJDOT.**

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 Corop 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 14th. (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 11th, project should be completed by October 22nd. (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. (3-17-2023) 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 18th and will be completed by the 18th. (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 8th 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. (8-10-2023) A portion of Oak Avenue needs to be lined, there is approximately 1,000' of liner available from the current contract, I will contact the contractor to see if we can utilize these quantities for Oak Avenue. (10-5-2023) I sent the Contractor the maps for the additional slip lining we have approximately 1,050 feet left in the contract. **(10-20-2023) waiting on the schedule from the Contractor.**

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 1st. (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 7th and will mobilize back the week of September 19th to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19th. (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. (9-8-2023) The final change order is on the agenda for this month's meeting. **(10-5-2023) this project has been completed.**

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. (8-10-2023) Pavement is on hold until the NJAWC main upgrade and services are finished. (9-8-2023) NJAWC completed all the work, we are working on two sewer repairs. (10-5-2023) The sewer lateral for 2127 Oak Avenue has been replaced and the Contractor is scheduled to start on Monday to replace the manhole at the intersection of Marita Ann Drive and Oak Avenue. **(10-20-2023) Work was completed in Oak Avenue 10/19/2023 we will need to wait for 45 days for the settlement period, if weather warm, we could pave the first week in December.**