# CITY OF NORTHFIELD COUNCIL MEETING AGENDA
# NOVEMBER 10, 2026

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

**FLAG SALUTE**

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

**MAYOR**: Chau

**APPROVAL OF MINUTES** – October 20, 2026

**MAYOR'S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

| | |
|---|---|
| **226-2026** | A Resolution Amending Resolution 129-2026 Appointing A Fund Commissioner And An Alternate Fund Commissioner For The Atlantic County Joint Insurance Fund |
| **227-2026** | Authorizing Refund Of Overpayment For Sanitary Sewer Lateral Installation Application |
| **228-2026** | Authorizing Execution Of Intergovernmental Services Agreement – Shared Services Agreement With The Atlantic County Prosecutor's Office And The County Of Atlantic For FY2027 |
| **229-2026** | A Resolution Providing For An Executive Session Not Open To The Public In Accordance With The Provisions Of The New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12(8), Regarding Personnel Matters |
| **230-2026** | Promotion Of William Hedrich To Public Works Supervisor |

**ORDINANCE**

**17-2026** An Ordinance Amending Chapter 61, Article IV Regarding The Promotional Procedures Within The City Of Northfield Police Department
*2nd Reading/ Public Hearing/ Final Consideration*
*Published on the Municipal Website 11/12/2026*

**18-2026** Amending Chapter 330 Of The Code Of The City Of Northfield, Article II, Excavations In Streets
*2nd Reading/ Public Hearing/ Final Consideration*
*Published on the Municipal Website 11/12/2026*

**19-2026** An Ordinance Amending Sections 128-3, 215-17, 215-27.1 And 215-113 Of The City Of Northfield Code
*Introduction/No Public Input/Published on the Municipal Website 11/12/2026*
*2nd Reading/ Public Hearing/ Final Consideration 11/24/2026*

**PAYMENT OF BILLS** $ 5,159,181.85

**MEETING NOTICES**

| | | |
|---|---|---|
| City Council | November 24th | 6pm Work Session<br>Regular Session immediately following |

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ**
**RESOLUTION NO. 226-2026**

**A RESOLUTION AMENDING RESOLUTION 129-2026 APPOINTING A FUND COMMISSIONER AND AN ALTERNATE FUND COMMISSIONER FOR THE ATLANTIC COUNTY JOINT INSURANCE FUND**

**WHEREAS,** the City of Northfield is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as FUND; and

**WHEREAS,** the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint (1) Fund Commissioner to the Fund. Each Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and no individual may serve as Fund Commissioner for more than one member; and

**IT IS HEREBY RESOLVED** that Resolution No. 129-2026 appointing a Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Joint Insurance Fund, adopted April 7, 2026, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended; and

**BE IT FURTHER RESOLVED**, the Governing Body recommends the appointment of City Administrator, Musa A. Malik, as Fund Commissioner, and Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, in accordance with FUND bylaws.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the City of Northfield does hereby appoint City Administrator, Musa A. Malik, as Fund Commissioner and Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, for the Atlantic County Municipal Joint Insurance Fund.

I, SHANNON CAMPBELL, 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 10th day of November, 2026.

_____
Shannon Campbell, RMC
Municipal Clerk

**CITY OF NORTHFIELD, NJ**
**RESOLUTION NO. 227-2026**

**AUTHORIZING REFUND OF OVERPAYMENT FOR SANITARY SEWER LATERAL INSTALLATION APPLICATION**

**WHEREAS,** on April 23, 2026, Mr. Sean McDaniels, of 229 E. Rosedale Avenue, Northfield, who is also the owner of 809 Fuae Avenue, Northfield, submitted a Sanitary Sewer Lateral Installation Application for installation a sewer lateral at 809 Fuae Avenue; and

**WHEREAS,** pursuant to § 288-65 of the City of Northfield Code, before any permit is issued on all new construction in the City of Northfield, the owner holding title of record shall prepay to the City the standard charge for the installation of a sewer lateral to service said property, pursuant to § 288-15; and

**WHEREAS**, on April 24, 2026, Superintendent of Public Works Darren Boyd, provided a preliminary cost estimate for a 6'-8' lateral installation in the amount of $11,250.00 for the lateral installation at 809 Fuae Avenue; and

**WHEREAS**, pursuant to section 288-65 of the City of Northfield Municipal Code, on Apirl 24, 2026, Mr. Sean McDaniels did remit payment to the Superintendent of Public Works for the City of Northfield in the amount of $11,250.00 for the sewer lateral installation referenced herein; and

**WHEREAS**, July 6, 2026, Lafayette Utility Construction Co., Inc. submitted notice to the City of Northfield that all work has been completed and advised the lateral was within the 4'-6' depth and that a refund in the amount of $800.00 may be issued to Mr. Sean McDaniels, 229 E. Rosedale Avenue, Northfield, NJ.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Common Council of the City of Northfield authorizes the refund of $800.00 to Sean McDaneils, mailing address 229 E. Rosedale Avenue, Northfield, NJ 08225.

I, Shannon Campbell, 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 10th day of November, 2026.

_____

Shannon Campbell, RMC
Municipal Clerk

**CITY OF NORTHFIELD, NJ**
**RESOLUTION NO. 228-2026**

**AUTHORIZING EXECUTION OF INTERGOVERNMENTAL SERVICES AGREEMENT – SHARED SERVICES AGREEMENT WITH THE ATLANTIC COUNTY PROSECUTOR'S OFFICE AND THE COUNTY OF ATLANTIC FOR FY2027**

**WHEREAS**, N.J.S.A. 40A:65-1 provides in part that two or more local units may enter into an agreement to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

**WHEREAS**, the City of Northfield and the Atlantic County Prosecutor's Office and the County of Atlantic intend to establish an Intergovernmental Services Agreement for the purpose of furnishing Northfield Police Department personnel to the Atlantic County Prosecutor's Office and the County of Atlantic, whereby said personnel work under the auspices of the Atlantic County Prosecutor's Office for the uniform and efficient enforcement of criminal laws; 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 the agreement attached hereto as Exhibit "A" entitled "INTERGOVERNMENTAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF NORTHFIELD, THE NORTHFIELD POLICE DEPARTMENT AND THE ATLANTIC COUNTY PROSECUTOR'S OFFICE AND THE COUNTY OF ATLANTIC".

I, Shannon Campbell, 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 Northfield, held this 10th day of November, 2026.

In witness hereof, I have hereunto set my hand and official seal this 10th day of November, 2026.

_____
Shannon Campbell, RMC
Municipal Clerk

# INTERGOVERNMENTAL SERVICES AGREEMENT

## BY AND BETWEEN
## THE CITY OF NORTHFIELD, THE NORTHFIELD POLICE DEPARTMENT
## AND
## THE ATLANTIC COUNTY PROSECUTOR'S OFFICE
## AND
## THE COUNTY OF ATLANTIC

**WHEREAS,** N.J.S.A. 40A:65-1 *et seq.* authorizes the sharing of services and personnel between governmental entities; and

**WHEREAS,** the City of Northfield and City of Northfield Police Department (hereafter referred to as *"NPD"*), has on prior occasions, furnished personnel (hereinafter referred to as *"Law Enforcement Officers"*) to the Atlantic County Prosecutor's Office and the County of Atlantic (hereinafter referred to as the *"ACPO"* collectively *"Party"* or *"Parties"*), whereby said personnel work under the authority and the auspices of the Atlantic County Prosecutor's Office; and

**WHEREAS,** N.J.S.A. 57:17N-98 sets forth a public policy of the State of encourage cooperation among law enforcement officers to secure the uniform and efficient enforcement of the criminal laws; and

**WHEREAS,** the NPD has agreed to provide Law Enforcement Officers to the ACPO, at the discretion of the NPD Chief of Police, on an as needed basis to provide services to and for the ACPO; and

**WHEREAS,** the NPD is willing to accommodate the needs for services as requested by the ACPO; and

**WHEREAS,** the NPD and the ACPO agree that the Law Enforcement Officers provided by the NPD shall continue to operate under the terms and conditions of the employee's union contract, if any; and

**WHEREAS,** the NPD and the ACPO agree that while working the assigned times the Law Enforcement Officers provided by the NPD shall be directed and supervised by the ACPO employees and shall be acting in compliance with work rules set forth by the ACPO; and

**WHEREAS,** the NPD and the ACPO have been operating under an arrangement, whereby Law Enforcement have been deployed from the NPD to the ACPO, which the parties now wish to formalize (hereinafter referred to as the *"Agreement"*);

**NOW, THEREFORE,** the NPD and the ACPO hereby agree to the following terms and conditions:

1. The Agreement shall become effective immediately upon completion and signing and will remain in full force and effect for one (1) year.
2. The NPD may provide one or more NPD Law Enforcement Officers to the ACPO.
3. Employees detailed to the ACPO from the NPD may be assigned tasks by the ACPO but shall remain under the full disciplinary control of the NPD. The ACPO retains the right to return any assigned Law Enforcement Officer to the NPD.
4. NPD may recall their Law Enforcement(s) assigned to ACPO at any time should the needs of NPD require their presence to fulfill agency obligations to the City of Northfield.
5. If ACPO determines that NPD assigned Law Enforcement Officer(s) require specialized equipment to fulfill their duties to ACPO, the costs of that equipment will be the sole responsibility of ACPO.
6. The regular compensation for NPD Law Enforcement Officer(s) provided to the ACPO shall be paid for by the NPD and shall include:
    a. Annual salary of each assigned Law Enforcement Officer.
    b. Pension contributions.
    c. Cost of health benefits for Law Enforcement Officer(s) and dependents.

7. NPD acknowledges and agrees that its Law Enforcement Officers are not to be considered employees of the ACPO and/or the County of Atlantic and are not to be covered by the County of Atlantic's Workers Compensation Plan. NPD shall provide ACPO with evidence of Worker's Compensation insurance covering its Law Enforcement Officers while performing under this Agreement. The Law Enforcement Officers are employees of NPD and shall be compensated by NPD.

8. ACPO will reimburse the City for the following:

    a. Reimbursement of overtime. The overtime rate for each employee shall be governed by their current employment contract with the NPD. Overtime must be incurred during an assignment to the ACPO. The annual limit for reimbursement to the City is $3,000 for each individual Law Enforcement Officer assigned. Overtime is subject to funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program and based on its fiscal parameters July 1st, 2026 through June 30th, 2027, and not calendar year.

9. To the extent permissible by law, ACPO agrees to indemnify, defend and hold harmless NPD, its officers, agents, and employees from any claim for bodily injury or property damage arising from NPD's furnishing Law Enforcement Officers to ACPO pursuant to the Agreement provided that such claim is proximately caused by a failure of ACPO to perform any of its obligations set forth herein. ACPO shall not be required to indemnify, defend or hold harmless NPD, its officers, agents, and employees, from any claim caused by any negligent or intentional conduct of NPD, or its Law Enforcement Officers.

10. To the extent permissible by law, NPD shall indemnify ACPO, its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and consequences of the granting of this Agreement, including but not limited to the administrative actions, civil actions, and Section 1983 cases, if it is determined that the

act was caused through the negligence or omission of NPD, or its employees or Law Enforcement Officers and NPD shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses for any Law Enforcement Officer involved pursuant to NJ.S.A. 40A:14-155, and/or the city, and if any judgment shall be rendered against the ACPO in any such actions, shall at its owned expense, satisfy and discharge such judgment. NPD expressly understands and agrees that any insurance protection obtained by NPD shall in no way limit the responsibility of NPD to indemnify and defend ACPO, the County of Atlantic, its employees, agents and officials.

11. The City of Northfield shall maintain general liability, workers' compensation, and law enforcement legal liability insurance in the amount of $1,000,000 per occurrence covering the NPD Law Enforcement Officers assigned to the County's Prosecutor's Office. The County of Atlantic shall maintain general liability, workers' compensation, and law enforcement legal liability insurance in the amount of $1,000,000 per occurrence covering the ACPO Law Enforcement Officers and employees.

12. The City of Northfield shall name the County of Atlantic, its agents, officials, and employees as additional insured on the liability policies as respects to the actions of the NPD Law Enforcement Officers furnished to the ACPO per the agreement. The County of Atlantic shall name the City of Northfield, its agents, officials, and employees as additional insured on the liability policies as respects to the actions of the ACPO Law Enforcement Officers per the Agreement.

13. No Contract or Agreement will be executed by any persons on behalf of the Parties except by those who have executed this Agreement.

14. The NPD or the ACPO may withdraw from this Agreement by providing at least 10 days written notice to all other parties to the Agreement.

15. Should any condition of the Agreement be found by a court of competent jurisdiction to be void or unenforceable, all other conditions shall remain in force unless the entire Agreement is found by said court to be null and void.

**CITY OF NORTHFIELD**
**POLICE DEPARTMENT**

_____
**Scott Pollak, Chief of Police**

Date: _____

**CITY OF NORTHFIELD**

_____
**Erland Chau, Mayor**

Date: _____

**ATLANTIC COUNTY PROSECUTOR'S OFFICE**

_____
**William E. Reynolds**
**Atlantic County Prosecutor**

Date: _____

**COUNTY OF ATLANTIC**

_____
**Dennis Levinson**
**County Executive**

Date: _____

**APPROVED AS TO FORM**

_____
**N. Lynne Hughes**
**County Counsel**

Date: _____

**CITY OF NORTHFIELD NJ**
**RESOLUTION NO. 229-2026**

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

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

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

**WHEREAS,** it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12(8), specifically with regard to the promotion of William Hedrich to the position of Supervisor of Public Works.

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

**IT IS FURTHER RESOLVED** that any vote on the matter will be held in public session.

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

I, Shannon Campbell, 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 10th day of November, 2026.

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Shannon Campbell, RMC
Municipal Clerk

**CITY OF NORTHFIELD, NJ**
**RESOLUTION NO. 230-2026**

**PROMOTION OF WILLIAM HEDRICH TO PUBLIC WORKS SUPERVISOR**

**WHEREAS,** William Hedrich was hired by the City of Northfield on September 29, 2003, and has been continuously employed by the City of Northfield since that date; and

**WHEREAS,** William Hedrich is employed as an "Operator" in the Public Works Department and since May 25, 2025, has been serving in the temporary capacity of Acting Public Works Supervisor; and

**WHEREAS,** the position of Public Works Supervisor is currently vacant and the Common Council of the City of Northfield desires to fill this position; and

**WHEREAS,** Mr. Hedrich has applied for the position of Supervisor of Public Works and it is the recommendation of Public Works City Council Chairman Greg Dewees that Mr. Hedrich be promoted from the Acting position to the position of Public Works Supervisor, effective November 11, 2026; and

**WHEREAS**, it is the recommendation of City Administrator Musa A. Malik and Public Works City Council Chairman Greg Dewees that the salary for Mr. Hedrich be increased to $75,000.00, effective November 11, 2026.

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

1. The preamble is hereby incorporated as if set forth fully herein.

2. William Hedrich is hereby appointed to the position of Public Works Supervisor for the City of Northfield.

3. The compensation for Mr. Hedrich shall be based on an annual salary of $75,000.00 effective November 11, 2026 and prorated for the balance of calendar year 2026. This salary is in accordance with the current Municipal Salary Ordinance and the Collective Negotiations Agreement between the City and GWU Local 410, Supervisors Unit.

4. All other terms and conditions of employment between the City and GWU Local 410, Supervisors Unit, shall be applicable to Mr. Hedrich, effective November 11, 2026.

5. All City officials are hereby authorized and empowered to act in accordance with the terms of this Resolution.

I, Shannon Campbell, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the Council of Northfield, held this 10th day of November, 2026.

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Shannon Campbell, RMC
Municipal Clerk

**CITY OF NORTHFIELD, NJ**
**ORDINANCE 17-2026**

**AN ORDINANCE AMENDING CHAPTER 61, ARTICLE IV REGARDING THE PROMOTIONAL PROCEDURES WITHIN THE CITY OF NORTHFIELD POLICE DEPARTMENT**

**WHEREAS**, the City of Northfield provides for promotional procedures within its Police Department through Chapter 61, Article IV of the City's Code; and

**WHEREAS**, the City of Northfield desires to amend and revise certain sections of Chapter 61, Article IV.

**NOW THEREFORE BE IT ORDAINED** by the City Council of the City of Northfield, County of Atlantic, and State of New Jersey that Code Section 61 of the Code of the City of Northfield is hereby amended as follows (added text underlined; deleted text ~~stricken~~):

**Section 1: Amendment of Current Code**

Chapter 61, Article IV, shall be revised and amended as follows:

§61-22. Shall be AMENDED as follows

§61-22. Appointment of officers.

The Mayor of the City of Northfield, in accordance with N.J.S.A. 40A:14-118, shall appoint the Chief of Police and such other officers as may be required, subject to the confirmation of said appointments by the City Council. In accordance with its obligation to have appointments based upon ~~merit and fitness~~ the criteria established with this ordinance, the Council of the City of Northfield will confirm only those officers who have successfully ~~taken and~~ completed ~~a~~ **the** promotional **process** ~~examination~~ as herein set forth.

§61-23. Shall be AMENDED as follows

§61-23. General procedures.

A. Examinations will be conducted for all promotions to the rank of Sergeant, **Lieutenant and Captain**. ~~and above~~. **For the position of Chief of Police, a promotional process will be conducted as outlined in this Chapter.**
B. Only those officers deemed eligible by these procedures will be permitted to take part in the promotional **process** ~~examinations. (See §61-24 for eligibility)~~

C. ~~All~~ **The** promotional **process** ~~examinations~~, **including the administration of all examinations,** ~~will consist of all of the elements as outlined in §61-25 of these procedures~~ **must be consistent with this Chapter**.

D. ~~Administration of these procedures will be in conformance with the guidelines outlined herein and in accordance with specific test rules outlined in §61-26.~~

E. Officers who suffer from a demotion in rank for just cause other than for budgetary reasons shall not be permitted to ~~take a~~ **participate in the** promotional **process** ~~examination~~ for a period of three years beginning when the demotion takes effect. Any officer so demoted for disciplinary reasons, upon repromotion, shall not retain any seniority rights owing to that rank.

F. All qualified officers will be considered for all promotions for which they are eligible, without regard to race, color, religion, sex, national origin, age, marital or veteran status, politics or personal favoritism, **or any other category protected by law**, except as may be properly permitted by law.

G. ~~The written and oral examinations for each rank will be conducted by the Examination Committee as provide for in §61-25 of these procedures. The Examination Committee shall be appointed by the Mayor.~~

§61-24. Shall be AMENDED as follows

§61-24. ~~Qualifications to sit for exam be~~ **E**ligibi**lity** for Promotion

~~To qualify to sit for the~~ **a** ~~promotional examination~~, **In order to be eligible for a promotion,** one must comply with the following eligibility requirements:

A. ~~To sit for the~~ **For Sergeant,** ~~Sergeant's examination,~~ a candidate **must** ~~shall~~:
~~(1) Have served as a patrolman of the City of Northfield Police Department.~~
**(1)** Be a present member of the City of Northfield Police Department **who has**
~~(2) Have~~ served as a full-time member of the City of Northfield Police Department for at least three years continuously next preceding the examination date**.**
~~(3)~~ **~~(2).~~** ~~As an individual applicant, not have any more than three~~ **~~two (2)~~** ~~upheld suspensions for the three years immediately preceding the date of the promotional examination.~~

B. ~~To be eligible to sit for examination~~ **F**or **the** rank of Lieutenant **or** Captain ~~or Chief of Police~~, a candidate **must** ~~shall~~:

~~(1) Have served as a patrolman of the City of Northfield Police Department.~~
**(1)** Be a present member of the City of Northfield Police Department **who has**

~~(2) Have~~ served as a full-time member of the City of Northfield Police Department for at least ~~five~~ **six** years continuously next preceding the examination date**; and**

~~(3)~~ **(2)** Have held the rank of Sergeant or above in the City of Northfield Police Department for at least ~~two~~ **three** years, including acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the ~~written~~ **oral** examination.

~~(4)~~ **~~(3).~~** ~~As an individual applicant, not have any more than three two (2) upheld suspensions for the three years immediately preceding the date of the promotional examination.~~

C. **For the position of Chief of Police, a candidate must**:

**(1) Be a present member of the City of Northfield Police Department in the position of Police Lieutenant or Police Captain**.

**~~(2) As an individual applicant, not have any more than two (2) upheld suspensions for the three years immediately preceding the date which application for Chief is filed with the City.~~**

§61-25 Tests, point allocations and promotion criteria shall be REPEALED AND REPLACED IN ITS ENTIRETY AS FOLLOWS:

§61-25 **Examinations, Evaluations and Promotional Criteria**.

A. All promotional Examinations for the positions of Sergeant, Lieutenant and Captain will provide an opportunity for a total of 100 points. These promotional examinations will include a chief's evaluation worth up to 40 points, a review of the employee's resume worth up to 10 points.

1. The Chief's evaluation – up to 40 points
   The Chief's evaluation shall be based upon leadership, job performance, responsibility, commendations and discipline.

   **Leadership** – An evaluation of the employee's integrity, reliability, selflessness, ability to foster strong professional and community relationships, ability to be an active listener and advisor. A leader offers assistance without being asked and influences through competence, credibility and encourages collaboration to achieve the goals of the department.

   **Job Performance** – A review of the prior three (3) years of job performance evaluations

   **Responsibility** - An evaluation of the employee's responsibility will include a determination on the employee's accountability, using good discretion on the job, ethical behavior and strong work ethic. Also included would

be the officer's ability to mentor fellow officers, demonstrate strong job knowledge and strong decision-making skills.
**Commendations** – Commendations which appear in the Department's electronic tracking system will be included. The content and reason for the commendation will be weighted more than simply the quantity of commendations.
**Discipline** – A full review of the officer's personnel file including the officer's internal affairs file.

The determination of the amount of points for the Chief's evaluation and resume, will be completed before the written and oral examinations are conducted. After completed, the Chief will give a copy of the points for the evaluation and resume in a sealed envelope to the PBA Shop Stewards. After the results of the written and oral examinations come in, the Chief will open the sealed envelope in the presence of the Shop Stewards. The Chief and Shop Stewards will then add up all of the points together and compile the list.

2. Resume of Employee – up to 10 points
   The employees' resume shall be reviewed for any activities that may, enhance the applicant's ability to perform their job. This can include but not be limited to any additional trainings, law enforcement related education, certifications, skills and community activities.

B. Promotional Examination for Sergeant will consist of the following:
   1. Chief's Evaluation worth up to 40 points
   2. Resume review worth up to 10 points
   3. A written examination consisting of law enforcement material related to the rank of Sergeant shall be developed and administered by the New Jersey State Association of Chiefs of Police. Each officer taking the written examination must be given the exact same test.
      a. A maximum of 15 points shall be allocated according to the following schedule:

| Score | Number of Points |
|---|---|
| 96.00 or higher | 15 points |
| 92.00 to 95.99 | 13.5 points |
| 88.00 to 91.99 | 12 points |
| 84.00 to 87.99 | 10.5 points |
| 80.00 to 83.99 | 9 points |
| 76.00 to 79.99 | 7.5 points |
| 72.00 to 75.99 | 6 points |
| 68.00 to 71.99 | 4.5 points |
| 64.00 to 67.99 | 3 points |
| 60.00 to 63.99 | 1.5 points |

| | |
|---|---|
| Below 60.00 | No points |

4. An oral examination consisting of up to twenty (20) questions shall be developed and administered by the New Jersey State Association of Chiefs of Police. The questions shall be related to the law enforcement profession and the rank of Sergeant as determined by the New Jersey State Association of Chiefs of Police. Each officer taking the oral examination must be asked the same exact questions. A total of 30 points shall be allocated to the following schedule:

| | | |
|---|---|---|
| 96.00 or higher | 30 | points |
| 92.00 to 95.99 | 27 | points |
| 86.00 to 91.99 | 24 | points |
| 82.00 to 85.99 | 21 | points |
| 78.00 to 81.99 | 18 | points |
| 76.00 to 77.99 | 15 | points |
| 72.00 to 75.99 | 12 | points |
| 68.00 to 71.99 | 9 | points |
| 64.00 to 67.99 | 6 | points |
| 60.00 to 63.99 | 3 | points |
| Below 60.00 | No points | |

5. Years of Service with the City of Northfield Police Department. Years of service will be measured from the date of hire as a full-time police officer with the City of Northfield. A maximum of five (5) points shall be awarded as follows:

   Completion 3rd year to the completion of 5th year – 1 point
   Start of 6th year to the completion of 7th year – 2 points
   Start of 8th year to the completion of 9th year – 3 points
   Start of 10th year to the completion of 11th year – 4 points
   Start of 12th year and forward – 5 points

C. Promotional Examination for Lieutenant will consist of the following:
   1. Chief's Evaluation worth up to 40 points
   2. Resume review worth up to 10 points
   3. Oral examination worth up to 35 points which will be conducted by the Captain and Chief of Police and which will be focused on law enforcement questions. Up to ten (10) questions will be asked and all applicants must receive the same questions.

4. Administrative Interview worth up to 10 points. An interview with the Chief of Police, City Administrator, City Council Police Committee and Mayor of up to 10 questions which will be focused on non-law enforcement aspects of administration within the police department and the officer's ability to be successful in a leadership role.
5. Years of Service as a Sergeant:
    a. Years as a Sergeant – Completion of 3 years – 1 point
    b. Start of 4th year to completion of 5 years – 3 points
    c. Start of 6th year and beyond - 5 points

D. Promotional Examination for Captain will consist of the following:
1. Chief's Evaluation worth up to 40 points
2. Resume review worth up to 10 points
3. Oral examination worth up to 35 points which will be conducted by the Chief of Police and which will be focused on law enforcement questions. Up to ten (10) questions will be asked and all applicants must receive the same questions.
4. Administrative Interview worth up to 10 points. An interview with the Chief of Police, City Administrator, City Council Police Committee and Mayor of up to 10 questions which will be focused on non-law enforcement aspects of administration within the police department and the officer's ability to be successful in a leadership role.
5. Years of Service as a Sergeant/Lieutenant – Seniority in Rank
    a. Completion of 3 years as a Sergeant up to completion of 5 years as Sergeant– 1 point.
    b. Start of sixth year as a Sergeant – 3 points
    c. Current Lieutenant - 5 points

E. Promotion to Chief of Police.

In the event a vacancy in the position of Chief of police occurs or is anticipated, any officer in the position of Police Lieutenant or Police Captain may be considered for the position of Chief of Police.

First, the Chief of Police will send a written notice to all eligible candidates which will advise them of their eligibility and inform them of the opportunity to apply for the position of Chief of Police. Any interested and eligible candidate must then submit a letter of interest to the Chief and Mayor. All letters must be provided to the Chief and Mayor by a uniform deadline established by the Chief and Mayor.

Upon expiration of the deadline for application, the Police Chief will compile a confidential report on each candidate which shall include, at a minimum, an evaluation of the employee's leadership, responsibility, prior job performance, commendations and discipline. The confidential report will also include the

employee's resume as well as years of service in each rank. This confidential report will be provided to the Mayor, City Administrator and Police Committee for review.

After receipt and review of the confidential report, the Mayor, City Administrator and Police Committee will interview each candidate. All candidates must be asked the same questions and provided with the same time to respond. After the interviews, the interview committee shall confer and recommend to the Mayor the selection for Chief of Police. The Mayor shall make the final recommendation for the position of Chief of Police and will present his recommendation to City Council for a vote in accordance with Section 61-4(A).

F. In the event of a tie score for any promotion at any level, the officer with the lower badge number shall be ranked higher.

**§61-26 Rules and Regulations for Conducting Tests shall be REPLACED IN ITS ENTIRETY AS FOLLOWS:**

§61-26. Rules and Regulations for Conducting Examinations and Interviews

A. For all ranks, promotional examinations and interviews will be conducted on weekdays between the hours of 10:00 a.m. and 3:00 p.m., at City Hall or another municipal building designated by the City.
B. For the rank of Sergeant, a notice of Examination must be posted on the Police Department bulletin board and/or disseminated in an official department electronic communication to all members of the Department at least 90 days prior to the examination date.
C. For the ranks of Lieutenant and Captain, a notice of Examination must be posted on the Police Department bulletin board and/or disseminated in an official department electronic communication at least 45 days prior to the examination date.
D. For all ranks except Police Chief, any officer who is eligible and wants to take the examination must notify the Police Chief and Mayor in writing at least thirty (30) days prior to the date of the examination.
E. For the rank of Police Chief, notifications will be done as provided for under §61-25(E).
F. Any officer scheduled to take a promotional examination may be excused from duty for 24 hours prior to the time of the examination without pay or, at the officer's choice may be permitted to accrued personal, compensatory or vacation leave.
G. Scoring and Grading of the examinations will be completed by the following individuals:
    a. Chief's Evaluation will be completed by the Chief of Police
    b. Resume Evaluation will be scored by Chief, City Administrator, City Council Police Committee and the Mayor.

c. The Written and Oral Examinations for Sergeant will be graded by the New Jersey State Association of Chiefs of Police.
d. Oral examination for Lieutenant will be scored by the Chief of Police and Captain of Police.
e. Oral examination for Captain of Police will be scored by the Chief of Police.
f. Administrative examinations for Lieutenant and Captain will be scored by the Chief, City Administrator, City Council Police Committee and the Mayor.
g. Except as specifically noted in this Chapter, only full points will be given to candidates.
h. Where multiple individuals are involved in scoring, the points given shall be determined by averaging the scores provided by individual members involved in the scoring. Decimals will be rounded to the nearest full number (i.e., 3.4 rounds to 3.0 and 3.5 rounds to 4.0).
i. All scoring and examination results will be provided in a sealed envelope to the Mayor within thirty (30) calendar of completion of the examination or review.
j. The Mayor, Chief, City Administrator and a Police Committee representative will take all scores and compute, according to the point schedule established in these procedures, all points for every category for each candidate. The complete and total accumulated points will be the officer's score for promotional purposes. Officers must receive a minimum score of 50 total accumulated points to be considered for promotion.
k. For promotions to Sergeant, Lieutenant and Captain, the Chief and Mayor are responsible for selecting the officer to be promoted from among the three top-scoring candidates. In the event that the Chief and Mayor cannot agree on the selection, then a committee consisting of the Mayor, Chief, City Administrator and Council members of the Police Committee must make the selection of the officer to be promoted. If the promotion is for Chief of Police, the selection will be made as set forth in §61-25(E).
l. All results will remain effective for a period of three years. Therefore, if any additional promotions are made within that three-year period of time, said promotions shall be made from the next top three individuals on the promotional list.

**SECTION 2. REPEALER.**
All Ordinances or parts of Ordinances which are in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency or conflict only.

**SECTION 3. SEVERABILITY.**
If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph,

subdivision, clause, or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

**SECTION 4. EFFECTIVE DATE.**
This Ordinance shall take effect immediately after final adoption and publication as required by law.

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Council of the City of Northfield, New Jersey held on October 20, 2026 and was taken up for a second reading, public hearing and final passage at a meeting of said Council held on November 10, 2026 in Council Chambers, City Hall, Northfield, New Jersey.

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| Shannon Campbell, RMC<br>Municipal Clerk | Erland Chau<br>Mayor |

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| FIRST READING: | October 20, 2026 |
| PUBLICATION: | October 21, 2026 |
| SECOND READING: | November 10, 2026 |
| PUBLICATION: | November 12, 2026 |

**CITY OF NORTHFIELD, NJ**
**ORDINANCE NO. 18-2026**

**AMENDING CHAPTER 330 OF THE CODE OF THE CITY OF NORTHFIELD, ARTICLE II, EXCAVATIONS IN STREETS**

**BE IT ORDAINED**, by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey as follows (added text underlined; deleted text stricken):

## ARTICLE II - EXCAVATIONS IN STREETS

**§ 330-10. Definitions.** NO CHANGE
**§ 330-11. Applicability.** NO CHANGE
**§ 330-12. Permit required; applications.** NO CHANGE
**§ 330-13. Application information; fees.**

A. NO CHANGE.

B. Opening any asphalt or other street surface for any excavation in any City right-of-way, including excavation related to utility installation or replacements, excavations greater than a depth of 18 inches, ~~installation of curbing, and driveway aprons.~~

(1) Application for permission to make an excavation in any City right of way shall be made to the City Clerk or its designee. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:

(a) The applicant's name, address, and phone number (local and out-of-town, if applicable);

(b) The name, address and phone number of the person or firm who will be performing the work;

(c) The length and width of such excavation;

(d) The length and width of such excavation;

(e) The estimated time required to complete the work and restore the surface; and

(f) Such other information as may be required by the City Engineer.

(2) For all excavations within the roadway right-of way, opening of any asphalt or other street surface, ~~disturbance of curbing or driveway aprons,~~ utility improvements and/or replacements, or any excavation greater than 18 inches, an administrative application fee of $250 and construction inspection fee of $1,000 shall be paid to the City Clerk or its designee prior to the issuance of the permit. If said area to be opened, disturbed, or undermined exceeds six square yards, the additional yardage shall be classified as excess yardage, and an

additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of $10 per square yard.

(3) The area to be opened, disturbed or undermined by the applicant shall be reviewed by the City Engineer.

(4) Inspection will be performed by the City Engineer.

(a) If the City Engineer was not notified 24 prior to the commencement of work, the City Engineer may require the permit holder to uncover, excavate, expose, or remove any portion of the work, at the permit holder's sole cost and expense, as the City Engineer deems necessary to determine whether the work complies with the permit, the approved plans and specifications, and all applicable City standards.

(b) If inspection reveals that any work does not comply, the permit holder shall correct the deficiency at the permit holder's sole cost and expense, within the time specified by the City Engineer, and shall obtain reinspection before the work is covered again.

(c) The permit holder shall restore all pavement, landscaping, utilities, and other property disturbed by any excavation or verification required under this section to the condition required by City standards, at the permit holder's sole cost and expense.

C. Opening any asphalt or other street surface for any excavation in any City right-of way for installation of curbing and driveway aprons.

(1) Application for permission to make an excavation in any City right of way shall be made to the City Clerk or its designee. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:

(a) The applicant's name, address and phone number (local and out-of-town, if applicable);

(b) The name, address and phone number of the person or firm who will be performing the work;

(c) The length and width of such excavation;

(d) The purpose for which the excavation is to be made;

(e) The estimated time required to complete the work and restore the surface; and

(f) Such other information as may be required by the City Engineer.

(2) For all excavations within the roadway right-of way, opening of any asphalt or other street surface, disturbance of curbing or driveway aprons, an administrative application fee of $125, construction inspection fee of $250 (includes two (2) inspections), shall be paid to

the City Clerk or its designee prior to the issuance of the permit. For any additional inspection required, a fee of $125 for each inspection shall be paid to the City Clerk or its designee prior to the inspection. If said area to be opened, disturbed, or undermined exceeds six square yards, the additional yardage shall be classified as excess yardage, and an additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of $10 per square yard.

(3) The area to be opened, disturbed or undermined by the applicant shall be reviewed by the City Engineer.

(4) Inspection will be performed by the City Engineer.

(a) If the City Engineer was not notified 24 prior to the commencement of work, the City Engineer may require the permit holder to uncover, excavate, expose, or remove any portion of the work, at the permit holder's sole cost and expense, as the City Engineer deems necessary to determine whether the work complies with the permit, the approved plans and specifications, and all applicable City standards.

(b) If inspection reveals that any work does not comply, the permit holder shall correct the deficiency at the permit holder's sole cost and expense, within the time specified by the City Engineer, and shall obtain reinspection before the work is covered again.

(c) The permit holder shall restore all pavement, landscaping, utilities, and other property disturbed by any excavation or verification required under this section to the condition required by City standards, at the permit holder's sole cost and expense.

**§ 330-14. Openings by public utilities; written notice required.** NO CHANGE

**§ 330-15. Newly paved streets.** NO CHANGE

**§ 330-16. Streets paved between five years and eight years prior to proposed opening.** NO CHANGE

**§ 330-17. Issuance of permit.**

A. Paving, excavations conducted within the right-of-way of any street greater than 18 inches, utility installation or replacement, curb and driveway openings:

(1) The City Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under their hand for the excavation. The City Engineer shall specify on the permit that it is good for ~~a 90-day period~~ a certain period of time, as outlined in the permit conditions, from the date of issuance determined by the city engineer, and shall further specify on the permit that such work shall be

completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair. ~~The applicant shall notify the City Engineer 24 hours before the commencement of any work so that appropriate inspection can be made where required.~~

~~(2) The City Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under his hand for the excavation. He shall specify on the permit that it is good for a 30-day period from the date of issuance. He shall further specify on the permit that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair.~~

(3) The applicant ~~shall~~ must notify the City Engineer 24 hours before the commencement of any work so that appropriate inspection(s) can be made where required.

(4) Whenever the City resurfaces or reconstructs a street, no permit shall be issued for the opening of said street for a period of five years subsequent to the completion of the reconstruction and acceptance of such work by the City., ~~provided the property owners have been properly notified. The City Clerk shall give written notice, by certified mail, to all owners of property abutting the portion of the street or streets to be reconstructed or resurfaced, and to the public utilities and authorities who routinely locate their facilities in the beds of public streets, no less than four months prior to commencing the City's construction. The notice shall specify the anticipated start date for the construction and advise the property owner that any anticipated new facilities or repairs to their existing facilities must be completed prior to the start of the City's project.~~ Emergency situations are exempt from the five-year restriction.

(5) The City may, in its sole and absolute discretion, attach conditions to any permit issued under this chapter that prohibits work, which is otherwise authorized by the permit, from being performed on or around the Memorial Day, Independence Day and Labor Day holiday weekends depending upon the scope and location of the work as needed to protect the health, safety and welfare of the community. Any timelines imposed upon permittee by this section shall be tolled accordingly in the event of same.

B. Opening of sidewalk on the right-of-way of any street.

(1) The Zoning/Building Officer of the City of Northfield, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under his hand for the excavation of any sidewalk on the right-of-way of any street only. He shall specify on the permit that it is good for a 30-day period from the date of issuance. He shall further specify on the permit that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair.

(2) The applicant ~~shall~~ must notify the City of Northfield Zoning Office 24 hours before the commencement of any work so that appropriate inspection(s) can be made where required.

**§ 330-18. Restoration of excavated area.** NO CHANGE
**§ 330-19. Performance and maintenance surety.** NO CHANGE
**§ 330-20. Insurance.** NO CHANGE.
**§ 330-21. Clearance for fire equipment.** NO CHANGE
**§ 330-22. Protection of traffic.** NO CHANGE
**§ 330-23. Liability and indemnification of City.** NO CHANGE
**§ 330-24. Violations and penalties.** NO CHANGE
**§ 330-25. Exemptions.** NO CHANGE

**BE IT FURTHER RESOLVED:**

1) This ordinance shall take effect upon final passage and publication in the manner prescribed by law.
2) Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.
3) Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

Shannon Campbell, RMC
Municipal Clerk

Erland Chau, Mayor

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Common Council of the City of Northfield, New Jersey held on October 20, 2026, and was taken up for a second reading, public hearing and final passage at a meeting of said Council held on November 10, 2026, in Council Chambers, City Hall, Northfield, New Jersey.

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|---|---|
| FIRST READING: | October 20, 2026 |
| PUBLICATION: | October 21, 2026 |
| SECOND READING: | November 10, 2026 |
| PUBLICATION: | November 12, 2026 |

**CITY OF NORTHFIELD, NJ**
**ORDINANCE NO. 19-2026**

**AN ORDINANCE AMENDING SECTIONS 128-3, 215-17, 215-27.1 AND 215-113 OF THE CITY OF NORTHFIELD CODE**

**NOW THEREFORE BE IT ORDAINED** by the City Council of the City of Northfield, County of Atlantic, and State of New Jersey that Code Section 128 of the Code of the City of Northfield is hereby amended as follows (added text underlined; deleted text ~~stricken~~):

Chapter 128 CONSTRUCTION CODES, UNIFORM

**§ 128-3. Fees.**

A. NO CHANGE
B. NO CHANGE
C. NO CHANGE.
D. Housing, zoning and land use fees.
   (1) Fence: The fee shall be $~~50~~75 for Use Groups R3 and R5; the fee for all other use groups shall be $~~130~~175.
   (2) Dumpster: $~~15~~25 per dumpster.
   (3) Construction trailer, on-site: $~~20~~25 per month per trailer.
   (4) NO CHANGE
   (5) Deck/Patio/Pool/Solar/Generator: The fee shall be $75.
   (6) Certificate of Business: The fee shall be $100.
E. NO CHANGE
F. NO CHANGE
G. NO CHANGE

Chapter 215 LAND USE AND DEVELOPMENT

**§ 215-17. Fees.**

A. NO CHANGE
B. In addition to the required review fees set forth in Subsection B(21) (unless otherwise specifically excepted), all fees shall be calculated as follows:
   (1) Application for development permit; submit to Zoning Office:
      (a) Commercial: $~~200~~250
      (b) Residential, per lot: $~~100~~150
      (c) Accessory structures: $~~50~~75.
      (d) NO CHANGE.

**§ 215-27.1 Alternate energy sources.**

A. NO CHANGE
B. NO CHANGE
C. NO CHANGE
D. Permit; submission requirements for permit; permit expiration.

(1) NO CHANGE
(2) Submission requirements for permit.
(a) NO CHANGE
(b) NO CHANGE
(c) Fee. A fee of ~~$50~~ 75 shall be paid to the ~~City Clerk c/o the~~ City of Northfield Zoning Office prior to the issuance of the permit to install a small wind energy system and/or a solar energy system.
(d) NO CHANGE

E. NO CHANGE

**§ 215-113. Signs.**

A. NO CHANGE

B. Permits
(1) NO CHANGE
(2) NO CHANGE
(3) Application for sign permits shall be made on forms to be furnished by the City and shall be accompanied by a fee of ~~$75~~ 100 by cash or check payable to the order of the "City of Northfield," which fee shall not be returnable for any reason. The application shall contain the following information hereinafter set forth:
(a-e) NO CHANGE
(4) NO CHANGE

This ordinance shall take effect upon its final passage and publication as required by law.

All ordinances or parts of ordinances inconsistent with any terms of this Ordinance are hereby repealed to the extent of such inconsistency only.

The above Ordinance was passed on first reading at a Regular Meeting of the Common Council of the City of Northfield, New Jersey on the 10th day of November 2026, and will be taken up for a second reading, public hearing and final passage at a meeting of said council held on the 24th day of November, 2026, in Council Chambers, City Hall, Northfield, New Jersey.

Shannon Campbell, RMC
Municipal Clerk

Erland Chau
Mayor

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| First Reading: | November 10, 2026 |
| Publication: | November 12, 2026 |
| Final Reading: | November 24, 2026 |
| Publication: | November 25, 2026 |