

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
DECEMBER 16, 2025**

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 11, 2025.

FLAG SALUTE

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

MAYOR: Chau

APPROVAL OF MINUTES – November 25, 2025

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 238-2025** Work Change Order No. 1 for the Project Known as Various Sanitary Sewer Main and Manhole Rehabilitations
- 239-2025** A Resolution Supporting Revolution NJ
- 240-2025** Acknowledging the Notice of Resignation of John Holroyd, Part Time Fire Protection Sub Code Official
- 241-2025** Amending Resolution No. 229-2025 Recognizing Members of the Northfield Volunteer Fire Company
- 242-2025** Resolution Authorizing the Release of \$119,782.16 in Surplus from the City's Share of the Aggregate Excess Loss Contingency Fund
- 243-2025** Resolution Authorizing an Award of Contract for Natural Gas Supply Services
- 244-2025** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12(B)(4) – Contract Negotiations and N.J.S.A. 10:4-12(B)(7) Matters Covered Under the Attorney Client Privilege
- 245-2025** A Resolution Approving a Memorandum of Agreement Among the City of Northfield, Mainland PBA Local No. 77 and Individual Officers Regarding the Promotional Process for Chief of Police in the Northfield Police Department
- 246-2025** 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 Regarding Pending Litigation in the Matter of Mary Canesi v. City of Northfield et als

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
DECEMBER 16, 2025**

ORDINANCES

21-2025 Amending Chapter 215 of the Code of the City of Northfield, Article III,
Administrative Procedures

*2nd Reading / Public Hearing / Final Consideration
Published in the Press of Atlantic City 12/20/2025*

PAYMENT OF BILLS \$ 1,481,480.52

MEETING NOTICES

January 6th 6pm Reorganization Meeting

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 238-2025**

**WORK CHANGE ORDER NO. 1 FOR THE PROJECT KNOWN AS
VARIOUS SANITARY SEWER MAIN AND MANHOLE
REHABILITATIONS**

WHEREAS, pursuant to Resolution of Council No. 120-2025, the City of Northfield did award a contract for the project known as “Various Sanitary Sewer Main and Manhole Rehabilitations” and did enter into a contract with Mobile Dredging & Video Pipe, Inc., in the amount of \$288,325.00; and

WHEREAS, the change order is in response to an emergent condition which occurred before certain work could be performed, involving the collapse of a portion of reinforced concrete pipe (RCP) in an area covered under the original scope of work; and

WHEREAS, subsequent to the resulting emergency repair that was performed on the collapsed RCP, DeBlasio and Associates consulted with Mobile Dredging & Video Pipe, and it was determined that there was a high likelihood of further collapse if slip line work, pursuant to the awarded contract, was attempted; and

WHEREAS, the contract is hereby amended to reflect the removal of the sanitary sewer main slip line work for all reinforced concrete pipe (RCP), the removal of all manhole and bench/invert rehabilitation work, and associated reduction in traffic control costs, with the adjusted quantities attached hereto as Exhibit A; and

WHEREAS, the net effect of these changes is a total decrease in the contract price of \$142,782.50 (-49.52%).

NOW, THEREFORE, BE IT RESOLVED that the Contract for “Various Sanitary Sewer Main and Manhole Rehabilitations” be and is hereby amended from \$288,325 to \$145,542.50.

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 16th day of December 2025.

Mary Canesi, RMC, Municipal Clerk

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

Resolution No. 238-2025,
Attachment

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

December 11, 2025

VIA EMAIL & REGULAR MAIL

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

**Re: City of Northfield, Atlantic County, NJ
Sanitary Sewer Main and Manhole Rehabilitation
D&A File #: NC-C-004**

Dear Ms. Canesi:

Enclosed please find four (4) copies of **CHANGE ORDER NO. 1** regarding the above referenced project for review and approval. Upon execution, please return three (3) copies to our office.

The change order is in response to the pre-installation video of the sanitary sewer mains conducted by Mobile Dredging & Video Pipe and the collapse of the reinforced concrete pipe (RCP) sanitary sewer main along Zion Road between Shore Road and Davis Avenue. The pre-installation video revealed poor conditions of all the RCP sanitary sewer pipe videoed within the project area, which prompted our office to investigate the feasibility of slip lining the RCP. During this time period, a portion of the RCP collapsed and required an emergency repair. With this in mind and having consulted with Mobile Dredging & Video Pipe, we determined that there was a high likelihood of further collapse if slip line work was attempted.

Given the similar condition of the collapsed RCP to the remaining RCP within the project area, we deemed the replacement of the RCP to be an emergency. As a result, we are reducing the scope of the project to exclude the slip lining of RCP sanitary sewer main. Furthermore, Mobile Dredging & Video Pipe provided concern with regards to the conditions of the manholes and the feasibility of performing the rehabilitation work. The City subsequently pursued a quote from Mathis Construction to replace the respective RCP and manholes on an emergency basis. Our office reviewed the quote provided and concurred that the pricing was reasonable and adequate for the work. During our review, the cost to replace the manholes was noted to be of similar cost provided by Mobile Dredging & Video Pipe for rehabilitation, at which point our office gave the recommendation to have the manholes replaced in their entirety.

Our office estimated a cost savings of \$134,304.00 for the reduction in work. The contractor and our office came to an agreement to reduce the scope of the work with a cost savings of \$142,782.50. Given that the contractor exceeded our estimate in savings, the scope of this change order was brought before Council and discussed during the October 21, 2025 Council Meeting and was met with no objections.

Please note that this change order reflects the following work requested by the City:

1. Removal of the sanitary sewer main slip line work for all reinforced concrete pipe (RCP).
2. Removal of all manhole and bench/invert rehabilitation work.
3. Reduction in traffic control costs.

Please note this change order will result in a decrease of \$142,782.50 to the original contract amount of \$288,325.00 for an amended contract amount of \$145,542.50.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

MD:kd

cc: Carolyn BuccI, Councilwoman (via email w/encl.)
Dave Notaro, Councilman (via email w/encl.)
Greg DeWees, Councilman (via email w/encl.)
Dawn Stollenwerk, CFO (via email w/encl.)
Darren Boyd, Superintendent of Public Works (via email w/encl.)
Nancy Mauro, P.E. (via email w/encl.)

Contractor: Mobile Dredging & Video Pipe, Inc.

Client: City of Northfield
Date: December 10, 2025
Project Name: Sanitary Sewer Main and Manhole Rehabilitation
D&A Project #: NC-C-004

1566 Harding Highway
Newfield, NJ 08344

A. Supplemental Items


Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
S1	CURED-IN-PLACE PIPE, 18" DIAMETER	L.F.	25	960.82	\$24,020.50
Subtotal:					\$24,020.50

B. Reductions

Contract Pay Item Number	Description	Unit	Quantity	Contract Unit Price	Contract Total
C1	MAINTENANCE AND PROTECTION OF TRAFFIC	LUMP SUM	-0.43	\$67,000.00	-\$28,560.00
C4	CURED-IN-PLACE PIPE, 8" DIAMETER	L.F.	-27	\$75.00	-\$2,025.00
C5	CURED-IN-PLACE PIPE, 15" DIAMETER	L.F.	-22	\$117.00	-\$2,574.00
C6	CURED-IN-PLACE PIPE, 18" DIAMETER	L.F.	-500	\$130.00	-\$65,000.00
C7	4' DIAMETER SANITARY SEWER MANHOLE BENCH & INVERT REHABILITATION	UNIT	-1	\$15,100.00	-\$15,100.00
C8	4' DIAMETER SANITARY SEWER MANHOLE REHABILITATION WITH BENCH & INVERT	UNIT	-2	\$25,900.00	-\$51,800.00
C9	CLEAN AND TELEVIEW SANITARY SEWER MAIN - POST INSTALLATION	L.F.	-436	\$4.00	-\$1,744.00
Subtotal:					-\$166,803.00

Net Contract Change (\$142,782.50)
Original Contract Amount: \$288,325.00
Contract Percentage Change (%): -49.52
Amended Contract Amount: \$145,542.50

Approved and Accepted by:


Marc DeBiasio, P.E., Project Engineer
12/11/2025
Date


Mobile Dredging & Video Pipe, Inc.
12/11/25
Date

City of Northfield
Date

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 239-2025**

A RESOLUTION SUPPORTING REVOLUTION NJ

WHEREAS, Governor Philip Murphy and the New Jersey State Legislature created RevolutionNJ in 2018 to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the founding of the United States, New Jersey's pivotal role in the American Revolution, and the contributions of its diverse peoples to the nation's past, present, and future; and

WHEREAS, the New Jersey Historical Commission, under the leadership of Secretary of State Tahesha Way, with its non-profit partner Crossroads of the American Revolution established RevolutionNJ to advance the role that history plays in public discourse, community engagement, education, tourism, and scholarship in New Jersey; and

WHEREAS, RevolutionNJ will engage New Jerseyans in all 21 counties and 564 municipalities through its officially recognized programs, initiatives, and events over the next ten years; and

WHEREAS, it is fitting and desirable that we commemorate the beginning of the Nation and the role New Jersey played over the past 250 years as well as its present and future role as part of the United States, with particular focus on the individuals, ideas, and events that shaped our Country, State, and City; and

WHEREAS, RevolutionNJ will consider the role New Jersey played during the American Revolution when it saw more battles and skirmishes than any other state and was truly the Crossroads of the American Revolution; and

WHEREAS, RevolutionNJ will highlight the role New Jerseyans played beyond the battlefield during the American Revolution when people of diverse backgrounds contributed to the development of the State and the Nation in various ways and fought for the right to life, liberty, and the pursuit of happiness; and

WHEREAS, preserving, studying, and enjoying state history strengthens communities and builds bonds between New Jersey residents as we work together toward the goals of justice and equality embedded in the United States Constitution.

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield hereby endorses RevolutionNJ and its mission to advance the role that history plays in public discourse, community engagement, education, tourism and scholarship in New Jersey.

IT IS FURTHER RESOLVED that:

The Common Council of the City of Northfield commemorates the 250th anniversary of the establishment of the United States as an independent Nation.

1. The Common Council authorizes the appointment of a committee to develop a plan for this commemoration that will promote the maximum involvement of our residents, neighborhoods, businesses, schools, civic organizations, and institutions in the commemorations.
2. The Common Council further urges all its residents to reflect upon the significance of this event and the role that our State and its diverse people have played in the history and development of our Nation and to participate in this important commemoration, endeavoring to include the stories of all those whose lives are part of the history of what we now know as New Jersey, and understanding that the revolution continues today as we uphold the revolutionary ideals articulated in our founding documents.

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 16th day of December 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD
RESOLUTION NO. 240-2025**

**ACKNOWLEDGING THE NOTICE OF RESIGNATION OF
JOHN HOLROYD, PART TIME FIRE SUB-CODE INSPECTOR**

WHEREAS, pursuant to Resolution 57-2025, the Common Council of the City of Northfield approved the hiring of John Holroyd for the position of Part time Fire Sub-Code Inspector commencing February 5, 2025; and

WHEREAS, on November 17, 2025, John Holroyd submitted notice of resignation to the City of Northfield with an effective date of November 17, 2025.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of John Holroyd Part time Fire Sub-Code Inspector, effective November 17, 2025; and

BE IT FURTHER RESOLVED that Mr. Holroyd's last day of work was July 31, 2025.

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 Northfield, held this 16th day of December 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 241-2025**

**AMENDING RESOLUTION NO. 229-2025 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 229-2025 appointing the members of the City of Northfield Volunteer Fire Company, adopted November 12, 2025, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to remove member Adam Gitsas, effective December 8, 2025; and

BE IT FURTHER RESOLVED THAT following persons are the present members of the Northfield Volunteer Fire Company for the year ending December 31, 2025:

Badger, Cindy	Kerlin, Kirk
Boyle, Daniel	Kirby, Joshua (<i>Lieutenant</i>)
Burke, Christopher	Leeds, Bill (<i>Lieutenant</i>)
Campsmith, Jacob	Lichtenberger, Lee
Carey, Lou	Martinelli, Henry
Chau, Erland	Morey, Donald Michael
Ciambrone, Joseph	Morey, Kevin
Clark, Ryan	Naame, Kyle
Cummings, Bruce (<i>Chief</i>)	Nehl, Michael Tyler
Cummings, Bruce Jr. (<i>Lieutenant</i>)	Ordille, John
Durham, Jared	Pepek, Martin
Fisher, Steven Jr.	Plettner, Stephen
Flaherty, Brian (<i>Captain</i>)	Scalise, Nicholas
Foltz, Brad	Shenkus, Eric (<i>Assistant Chief</i>)
Garbutt, Ronald III	Shenkus, Thomas
Goodman, Scott (<i>Deputy Chief</i>)	Sullivan, John III
Grasso, Gianna	Swartz, Robert
Hackett, Edward	Thulin-Gujejko, Hanna
Hickey, Daniel	Wallace, Michael (<i>Safety Officer</i>)
Joo, Timothy	

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 on this 16th day of December 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 242-2025**

**RESOLUTION AUTHORIZING THE RELEASE OF \$119,782.16 IN
SURPLUS FROM THE CITY'S SHARE OF THE AGGREGATE EXCESS
LOSS CONTINGENCY FUND**

WHEREAS, the Atlantic County Municipal Joint Insurance Fund (hereafter referred to as the FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND has established an Aggregate Excess Loss Contingency Fund pursuant to NJAC 11:15-2.23; and

WHEREAS, in accordance with NJAC 11:15-2.21, the FUND is authorized to release surplus from its Closed Years Fund upon approval from the Department of Banking & Insurance & Department of Community Affairs; and

WHEREAS, should the FUND authorize the Release of Surplus from its Closed Years Fund, each member receiving a share of the surplus has the option of using the surplus as an offset against their next assessment billing, receiving the surplus as a direct payment, or placing a portion of their surplus in the FUND's Aggregate Excess Loss Contingency Fund; and

WHEREAS, several members, including THE CITY OF NORTHFIELD, have placed a portion of their Surplus from amounts released in prior years, into the Aggregate Excess Loss Contingency Fund; and

WHEREAS, based upon the un-audited balance as of THE 2025 Financial Review, the CITY OF NORTHFIELD had an accumulated balance of approximately \$119,782.16 in the Aggregate Excess Loss Contingency Fund; and

WHEREAS, the Chief Financial Officer from the City of Northfield has sent a written request to the Fund Administrator's office asking that \$119,782.16 of their available balance be released from the Aggregate Excess Loss Contingency Fund.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield THAT the Fund Treasurer is hereby authorized to release \$119,782.16 from the CITY OF NORTHFIELD'S balance in the Aggregate Excess Loss Contingency Fund in the form of a lump sum payment for the 2025 fund year to 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 Northfield, held this 16th day of December, 2025.

Erland V.L. Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 243-2025**

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT FOR
NATURAL GAS SUPPLY SERVICES**

WHEREAS, the County of Camden on behalf of the South Jersey Power Cooperative (“SJPC”) publicly advertised bids for the purpose of procuring electric energy services (Bid A-49/25); and

WHEREAS, the County received and opened publicly advertised bids on November 14, 2025, for retail natural gas services for the South Jersey Power Cooperative; and

WHEREAS, UGI Energy Services is the lowest responsible bidder for natural gas supply services for South Jersey Gas and submitted the rates are indicated below for a 24-Month Term beginning December 1, 2026, and ending November 28, 2028:

Bid Lot	Utility	Rate Code	Term (months)	Awarded Supplier	Bid Price \$/Dth
2	SJG	GGG	24	UGI Energy Services	\$2.40/dth

WHEREAS, the City of Northfield is a member of the South Jersey Power Cooperative and wishes to receive its energy services from South Jersey Energy Company for its natural gas accounts.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the City participates in the South Jersey Energy Cooperative contract.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the SJPC Consultant, Concord Energy Services, 520 Burnt Mill Road, Voorhees, NJ 08043.

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 16th day of December 2025.

Erland V. L. Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 244-2025**

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

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

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

WHEREAS, it is necessary for the City Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12b(4), specifically, the terms of a memorandum of agreement between the City of Northfield and the NJ State PBA, Mainland Local 77, related to promotional testing procedures, and NJSA 10:4-12(b)7, matters falling within the attorney client privilege related thereto.

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

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

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of Northfield, held this 16th day of December 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 245-2025**

**A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT
AMONG THE CITY OF NORTHFIELD, MAINLAND PBA LOCAL NO.
77 AND INDIVIDUAL OFFICERS REGARDING THE PROMOTIONAL
PROCESS FOR CHIEF OF POLICE IN THE NORTHFIELD POLICE
DEPARTMENT**

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

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

WHEREAS, the City's promotional procedures are also outlined in City Code; and

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

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

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

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

WHEREAS, the Common Council of the City of Northfield has reviewed and discussed those terms in an executive session on December 16, 2025; and

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

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

1. The terms of the preamble are hereby restated as if set forth in full herein.
2. The Memorandum of Agreement between the City of Northfield and Mainland PBA Local No. 77, revising, on a temporary basis, the

promotional procedures for Chief of Police in the Northfield Police Department is hereby adopted, and a copy of said Agreement is hereby annexed to this Resolution.

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

BE IT FURTHER RESOLVED that the Mayor and Council President are hereby authorized to execute the said Agreement on behalf of the City of Northfield.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 16th day of December 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 246-2025**

**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
REGARDING PENDING LITIGATION IN THE MATTER OF MARY
CANESI v. CITY OF NORTHFIELD ET ALS**

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 a lawsuit filed in Atlantic County Superior Court by Mary Canesi against the City of Northfield et als.; and

WHEREAS, the purpose of this Executive Session is for the City of Northfield's legal counsel to provide a status update to the Common Council of the City of Northfield with regard to the lawsuit, an update which requires attorney client privilege and confidentiality.

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, Kristopher J. Facenda, Esq., Solicitor 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 16th day of December 2025.

Kristopher J. Facenda, Esq.
City of Northfield Solicitor

ENGINEER'S REPORT

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

Engineer's Report

To: Mayor & Council
City of Northfield

From: Marc DeBlasio, P.E., P.P., C.M.E.
City Engineer

cc: Mary Canesi, Clerk (via email)
Dawn Stollenwerk, CFO (via email)
Darren Boyd, Supervisor of Public Works (via email)
Nancy Mauro, P.E. (via email)

Date: December 16, 2025

Grant Applications

1. FY2024 NJDCA Local Recreation Improvement Grant (LRIG)

- The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is February 27, 2024. The LRIG application was submitted on February 23, 2024.
- Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
- The City requested that due to budget constraints, the project be revised to be closer in cost to the grant award. Our office contacted the NJDCA in February of 2025. The NJDCA will allow for a change in scope in the project and will allow engineering costs to be submitted with the construction estimate.
- Our office submitted a revised proposal on March 12, 2025 based on this information.
- The NDCA approved the revised scope of work of a stone parking lot and the inclusion of engineering design fees on March 21, 2025. A time extension request was not approved, and the project must be completed by April 2026.
- Project design is being finalized. NJDCA will allow for the City to receive proposals instead of bids based upon engineer's estimate.
- Plans and Specifications submitted for City review on November 4, 2025.
- The project was advertised December 6, 2025 in the Press of Atlantic City. Proposals due December 30, 2025.

2. Atlantic County Improvement Authority Community Development Block Grant

- The City has selected the installation of ADA compliant bleachers at the five baseball fields at Birch Grove Park.
- Our proposal was submitted on April 28, 2025.
- The application was submitted on May 29, 2025.

3. New Jersey Department of Transportation State Aid Program

- Our proposal for this project was submitted on April 30, 2025.
- The City will be holding a special meeting on June 16th to select a project.
- The application for the Resurfacing of Burton Avenue was submitted to the NJDOT System for Administering Grants Electronically (SAGE) on June 25, 2025.
- The NJDOT issued notice of award on November 17, 2025 in the amount of \$254,125.00.
- Our office submitted a proposal on November 18, 2025.

4. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)

- The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
- The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.
- This application was not awarded grant funding for the fiscal year 2024 under the Local Transportation Project Fund, as stated in a letter from the State dated May 13, 2025.
- The City selected the Resurfacing of Cedar Bridge Avenue for the FY2025 of the Local Transportation Project Fund. The application was submitted to NJDOT System for Administering Grants Electronically (SAGE) on June 24, 2025.

5. New Jersey Department of Transportation Municipal Aid

- The City has selected the reconstruction of Juniper Drive from Cedar Bridge Road to Mill Road as its project for FY2025 Municipal Aid.
- The City was awarded \$229,190.00 on November 13, 2024 for this project. The total project cost estimate is \$355,824.70.
- Survey work has been completed and plans are being prepared.
- The plans and specifications were approved by NJDOT, and the City was transmitted these documents on June 30, 2025 and notified that the project is ready for bid.
- Project bid date is August 5, 2025. Our office met with City officials on July 30, 2025 to coordinate project start date, resident letter and resident parking. Tentative project start dates is September 22, 2025 and the project duration is estimated to be 5 weeks.
- The Preconstruction meeting was held September 16, 2025 at 10am.
- Project began on Thursday October 9, 2025.
- A change in scope for replacement of curb inlet piece and stormwater manhole casting and lid was approved. Milling of the street began on November 3, 2025, and paving was conducted the week of November 10, 2025. Striping will be conducted in the next week or two. Landscaping will be conducted in the Spring for better chance of root establishment.
- Traffic striping has been completed by the contractor.

Engineering

1. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads

- The bid opening was held on April 10, 2025.
- The City selected to award Bid Alternative #3, slipline repair and manhole rehabilitation at Zion and Mill and Zion and Shore Roads. A letter of recommendation was submitted to the City on April 23, 2025.
- Videoing of pipes at both locations began September 8, 2025 and was completed September 9, 2025.
- A Pipe collapse occurred at Zion/Shore Road on Saturday October 4, 2025. Mathis Construction mobilized for emergency repairs. DBA is recommending full replacement in this location as well as sections of Zion and Mill Road due to similar pipe conditions.
- The City has approved the replacement of piping at the Zion/Shore Road location and partial replacement at the Zion/Mill location.
- The County Engineer has approved that the Zion/Shore Road replacement work can be conducted during day hours. Mathis awaiting County permit approvals to begin work.
- Replacement work at Zion/Shore Road has been scheduled for Thursday November 20, 2025.
- The ACUA manhole in Shore Road is to be replaced by ACUA due to the condition of the manhole.

2. Habitat for Humanity Housing Project (Dolphin Avenue)

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- The draft subdivision plans were transmitted to the City, Tiffany Morrissey, and PHNX Development Partners on June 23, 2025. Our office is in the process of coordinating a meeting with the County Engineer, who received the plans on June 30, 2025.
- Our office met with City officials and Atlantic County on July 16, 2025 to discuss site plan requirements. A meeting is scheduled to be held with the City project team on August 7, 2025.
- Subdivision located on Harvey Drive to be modified to remove 4th unit due to conflict with intersection and setback requirements. PHNX proposed alternatives that are under consideration by the City and its representatives. Stormwater design has begun on the subdivision located on Dolphin Avenue.
- Draft plans were sent to Tiffany Morrissey on October 16, 2025 for the finalization of the Redevelopment Plan.
- The site has been partially cleared for soil samples and the samples were taken on November 17, 2025 for finalization of stormwater design.

3. MS4 Compliance

- Stormwater Pollution Prevention Plan (SPPP), facility inspection forms and training materials have been updated. Stormwater map updating is underway.