

CITY OF NORTHFIELD COUNCIL MEETING AGENDA

April 25, 2017

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231

FLAG SALUTE

ROLL CALL OF COUNCIL MEMBERS:

Lischin, Murray, O'Neill, Perri, Piergiovanni, Travagline, Dewees

PRESENTATION: Patrolman of the Year Andrew Griess presented by the American Legion

APPROVAL OF MINUTES – March 28, 2017

COMMITTEE REPORTS

Councilman Perri - Sewer Inter Local, Planning Board, Senior Citizens, Shared Services

Councilman O'Neill - Court/Violations, Library

Councilman Piergiovanni – Insurance and Safety, Chamber of Commerce, Municipal Alliance, Northfield School

Councilman Murray - Finance/Collections, Mainland Regional, Economic Development, Traffic Safety

Councilman Lischin – Fire Department/EMS, Inspections, Code Enforcement, Housing/Zoning, Technology/MRHS Channel 2, Cultural Committee, Green Team, Sign Sub Committee

Council President Travagline – FAN, Sign Sub Committee, Shared Services, Green Team Advisory

Councilman Dewees - Buildings/Grounds, Athletic Fields, Bike Path, Veterans' Park, 1st Street Playground, Birch Grove, Public Works, Roads, Engineering, Little League/Babe Ruth, Sign Sub Committee, Traffic Safety

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

104-2017 Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers To Proceed With Certain Projects

105-2017 Amending the Job Description For Deputy Municipal Clerk

106-2017 A Resolution Establishing Salaries For Non-Union Employees Of The City Of Northfield For 2017

PAYMENT OF BILLS \$ 2,073, 208.31

MEETING NOTICES

City Council May 16, 2017

6pm Work Session

Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 104-2017**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING
ENGINEERS TO PROCEED WITH CERTAIN PROJECTS**

WHEREAS, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield; and

WHEREAS, copies of said expenditure requests have been provided to the City Council for their review; and

WHEREAS, City Council has deemed it appropriate to authorize the expenditure of these monies as follows:

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Surveying Services for the Municipal Building to include preparation of an outbound survey and existing conditions plan for the project known as “ADA Improvements at Rear Entrance to Municipal Building”, SNS project #NF13-37	
Total	\$4,500.00

WHEREAS, Certification of Availability of Funds has been received from the Chief Finance Officer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

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 25th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 105-2017**

**AMENDING THE JOB DESCRIPTION FOR DEPUTY MUNICIPAL
CLERK**

WHEREAS, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

WHEREAS, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

WHEREAS, the City of Northfield wishes to amend the job description for the position of Deputy Municipal Clerk, attached herein as Exhibit A and in accordance with the recommendation of the Mayor.

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the job description for the position of Deputy Municipal Clerk be and is hereby amended.

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 25th day of April 2017.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION 105-2017

EXHIBIT A

Position Title: Deputy Municipal Clerk
Department: Clerk
Location: City Hall
Union: None
FLSA Status: Non-exempt

GENERAL PURPOSE:

Provides a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Mayor and City Council, and assisting in the administration of the standard operating policies and procedures of the department as a confidential employee. Also acts on behalf of the Municipal Clerk during his/her absence.

SUPERVISION:

Reports to: Municipal Clerk.

Position Titles Supervised: None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, and word and data processing.

Answers incoming calls and routes callers or provides information as required.

Prepares and maintains employee time and other personnel records for departments, as required.

Prepares agendas and supporting materials; records and transcribes minutes; prepares and distributes minutes and reports.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Operates listed office machines as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports. Prepares records such as notices, minutes, and resolutions as requested.

Acts as custodian of departmental documents and records, including assignment of record series. Processes records destruction requests in accordance with state guidelines. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials. Works with Performance Bonds and Letters of Credit when necessary. Processes and issues animal licenses and mercantile licenses. Assists with all elections. Registers voters.

Receives payments as required and posts to appropriate accounts.

Serves as City of Northfield Municipal Safety Coordinator, with duties as established by the Atlantic County Joint Municipal Insurance Fund.

Serves as City of Northfield Municipal Wellness Coordinator, with duties as established by the Atlantic County Joint Municipal Insurance Fund.

Administrator for Memorial Bench, Tree and, Brick Programs for various City facilities, to include collection of funds, purchasing and engraving of memorial items, and coordination of installation.

Veteran's Park Coordinator responsible for attendance at meetings of the Veteran's Park Committee, assistance in planning and executing ceremonial events; works as liaison between members of the Veteran's Park Committee, various donors and members of City Council.

Special Projects Coordinator for the Mayor responsible for planning, scheduling, and execution of Special Projects as requested, such as annual Holiday Light Contest, Memorial Day and Veterans Day Ceremonies, etc.

Vehicle Auction – work with Police Department and tow companies to advertise public auction of abandoned vehicles. Ensure all paperwork from vendor and Police Department are correct. Coordinate release of vehicles with the purchaser or vendor.

In the absence of the Municipal Clerk, performs the duties of said office.

POSITION QUALIFICATIONS:

Education Required: Graduation from a high school or GED equivalent with specialized course work in general office practices such as keyboarding, filing, accounting and bookkeeping.

Experience Required: Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Proficient in Microsoft Office Word and Excel.
- Ability to type accurately and prepare grammatically correct documents
- Skill in operation of listed equipment
- Ability to accurately receive and process payments
- Ability to effectively meet and deal with the general public; ability to read, write, speak and understand English sufficiently to perform the duties of the position
- Ability to work under pressure and/or with frequent interruptions.

EQUIPMENT USED:

Computer, copier, FAX machine, telephone, postage machine, recorder/transcriber.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific hearing abilities required by the job in using a recorder/transcriber.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Effective Date _____

Employee _____

Date _____

Supervisor _____

Date _____

Revision History:

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 106-2017**

**A RESOLUTION ESTABLISHING SALARIES FOR NON-UNION
EMPLOYEES OF THE CITY OF NORTHFIELD FOR 2017**

BE IT RESOLVED by the Governing Body of the City of Northfield, that the following non-union positions be compensated at an annual salary as stated below:

Assistant Chief – Volunteer	1,459.81
Business Administrator	4,000.00
Captain – Volunteer	1,128.59
Chief Financial Officer	19,873.45
Chief of Police	122,581.69
City Clerk	72,420.00
Construction Official	5,000.00
Council	8,633.00
Council President	9,392.00
Deputy Chief - Volunteer	1,889.16
Deputy Emergency Mgmt Coordinator	1,000.00
Deputy Municipal Clerk	33,292.80
Electrical Sub-Code Inspector	38.00 HR
Emergency Management Coordinator	3,500.00
Finance & Facilities Supervisor	48,259.56
Fire Chief - Volunteer	2,812.66
Fire Official	8,566.34
Fire Sub-Code Inspector	25.50 HR
Housing/Zoning Officer	42,871.46
Lt - Volunteer	478.43
Mayor	10,524.00
Municipal Judge	25,000.00
Part Time Laborer/Birch Grove Park (2)	11.03 HR
Payroll Specialist	21.09 HR
PB/ZB Secretary	8,000.00
Plumbing Sub-Code Inspector	34.68 HR
Sewer Supervisor	3,131.76
Special Police	15.25 HR

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the City Council of Northfield, held this 25th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk