

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
AUGUST 27, 2013**

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: Carew, Dewees, Mahon, O'Neill, Perri, Polistina, Travagline

VETERAN HONOREE FOR THE MONTH OF SEPTEMBER: Mike Bocelli

8PM PRESENTATION: COMMERCIAL UTILITY CONSULTANTS - George Van Istendal, Jr.

APPROVAL OF MINUTES – July 23, 2013

COMMITTEE REPORTS

MAYOR'S REPORT

CITY ENGINEER'S REPORT

RESOLUTIONS

- 76-2013** Work Change Order No. 1 General Repairs and Construction of Sanitary Sewer Facilities
- 152-2013** Authorizing Refund of Overpayment of Taxes
- 153-2013** Inserting an Item of Revenue in the 2013 Budget
- 154-2013** Appointment of Personnel Coordinator
- 155-2013** Authorize the Hiring of a Seasonal Concession Stand Attendant for Birch Grove Park
- 156-2013** In Support of the Drive Sober or Get Pulled Over 2013 Statewide Crackdown
- 157-2013** Authorizing the Municipal Clerk to Proceed with the Advertisement of a Request for Information from Grant Writers
- 158-2013** 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. 10:4-12b(7) Regarding Contract Negotiations in the Matter of the Maple Run Sewer Force Main
- 159-2013** 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. 10:4-12b(4), Regarding Contract Negotiations with the Government Workers' Union

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
AUGUST 27, 2013**

160-2013 A Resolution Approving an Agreement between the City of Northfield and Government Workers' Union Local No. 430 for White Collar Employees Effective January 1, 2013 through December 31, 2015

ORDINANCES

10-2013 An Ordinance Establishing Traffic Control Standards and Requirements for Construction and Road Repairs in the City of Northfield
*2nd Reading/Public Hearing/Final Adoption
Published in the Press of AC 8/31/2013*

PAYMENT OF BILLS: \$5,045,148.02

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

MEETING NOTICES

City Council	September 10 th	6:00pm Work Session Regular Session Immediately Following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 76-2013**

**WORK CHANGE ORDER NO. 1
GENERAL REPAIRS AND CONSTRUCTION
OF SANITARY SEWER FACILITIES**

WHEREAS, the City of Northfield did award a contract for the “General Repairs and Construction of Sanitary Sewer Facilities” and did enter into a contract with Weco Construction Inc. for a two year period from June 29, 2011 to June 29, 2013 and prices were based on the itemized unit prices.

WHEREAS, during performance of the project, the contract quantities were adjusted as required to meet the actual amounts used during the construction, and some additional work was required to properly complete and enhance the project, with the adjusted quantities and additional work being herein enclosed in Appendix A;

NOW, THEREFORE, BE IT RESOLVED that the Contract for “General Repairs and Construction of Sanitary Sewer Facilities” be amended to \$185,172.10.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a regular meeting of the City Council of Northfield, held this 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

**APPENDIX A – CHANGE ORDER NO. 1
SANITARY SEWER RELOCATION ON TILTON ROAD
ATLANTIC COUNTY STORM PROJECT
GENERAL REPAIRS & CONST. OF SANITARY SEWER FACILITIES
Doran # 11669/11879**

ITEM #	DESCRIPTION	QTY/ UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	\$750.00	\$750.00
10	FOREMAN	170.00 HRS	\$120.00	\$20,400.00
11	LABORER	601.00 HRS	\$90.00	\$54,090.00
12	EQUIPMENT OPERATOR	190.50 HRS	\$105.00	\$20,002.50
14	BACKHOE 3/4 C.Y. OR LESS	63.50 HRS	\$75.00	\$4,740.00
16	TRUCK 3 TO 10 C.Y.	187.00 HRS	\$50.00	\$9,350.00
17	TRUCK 10 TO 20 C.Y.	66.00 HRS	\$50.00	\$3,300.00
18	FRONT END LOADER	18.00 HRS	\$50.00	\$900.00
19	EXCAVATOR	111.00 HRS	\$75.00	\$8,325.00
21	AIR COMPRESSOR & TOOLS	36.00 HRS	\$15.00	\$540.00
24	PLATE COMPACTOR	59.00 HRS	\$15.00	\$885.00
SA-1	ARROWBOARDS	229.00 HRS	\$10.00	\$2,290.00
SA-2	ATTENUATOR TRUCK	180.00 HRS	\$50.00	\$9,000.00
SA-3	JERSEY BARRIERS	42.00 HRS	\$20.00	\$840.00
SA-4	VERMEER	10.50 HRS	\$200.00	\$2,100.00
SA-5	EQUIPMENT TRACTOR/ TRAILER	36.00 HRS	\$75.00	\$2,700.00
		SUB-TOTAL LABOR & EQUIP.		\$140,212.50
SA-6	RUBBLE OLD CAPE	LUMP SUM	\$3,695.00	\$3,695.85
SA-7	ASPHALT AE STONE	LUMP SUM	\$9,576.77	\$9,576.77
SA-8	JUNK FILL OLD CAPE	LUMP SUM	\$1,796.00	\$1,796.60
SA-9	¾" GRAY STONE	LUMP SUM	\$1,788.75	\$1,788.75
SA-10	DGA OLD CAPE	LUMP SUM	\$2,379.93	\$2,379.93
SA-11	CLEAN FILL OLD CAPE	LUMP SUM	\$288.00	\$288.00
SA-12	TY JAY TRUCKING	LUMP SUM	\$4,612.50	\$4,612.50
SA-13	ZONE STRIPING	LUMP SUM	\$700.00	\$700.00
SA-14	CRAIG TESTING	LUMP SUM	\$4,740.00	\$4,740.00
SA-15	ATLANTIC CONCRETE PRODUCTS	LUMP SUM	\$4,260.80	\$4,260.80
SA-16	CATERINA SUPPLY – PIPE	LUMP SUM	\$2,404.64	\$2,404.64
SA-17	BONDS	LUMP SUM	\$250.00	\$250.00

		SUB-TOTAL DIRECT MATERIALS	\$36,493.84
		Plus 20% profit & overhead	\$7,298.77
		SUB-TOTAL MATERIALS	\$43,792.60
			SUB- TOTAL
			\$184,005.10
		MAINTENANCE BOND	\$1,167.00
			TOTAL
			\$185,172.10

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 152-2013**

**REFUND OF OVERPAYMENT OF TAXES ON
BLOCK 76 LOT 4
AS THEY HAVE BECOME TAX EXEMPT**

BE IT RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund of 2013 property taxes as follows be authorized due to tax exempt status:

<u>BLK</u>	<u>LOT</u>	<u>PROPERTY ADDRESS</u>	<u>REFUND TO:</u>	<u>AMT</u>
76	4	116 W. Oakcrest Avenue	Oakcrest Avenue Project 11 Spring Street Freehold, NJ 07728	\$ 1,282.98

Cindy Ruffo, CTC

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 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 153-2013**

INSERTING AN ITEM OF REVENUE IN THE 2013 BUDGET

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation of equal amount,

WHEREAS, the City of Northfield has been awarded a \$4,400.00 Grant from the Department of Law & Public Safety and wishes to amend its 2013 Budget to include this amount as revenue.

SECTION 1:

NOW THEREFORE BE IT RESOLVED, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2013:

Miscellaneous Revenue
Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

State of New Jersey
Department of Law & Public Safety
Highway Traffic Safety Division
Drive Sober or Get Pulled Over Labor Day Crackdown 2013

SECTION 2:

BE IT FURTHER RESOLVED, that a like sum of \$4,400.00 is hereby appropriated under the caption of:

General Appropriations
(a) Operations Excluded from 5% Caps Public and Private Program Off Set by Revenues:

State of New Jersey
Department of Law & Public Safety
Highway Traffic Safety Division
Drive Sober or Get Pulled Over Labor Day Crackdown 2013

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a regular meeting of the City Council of Northfield, held this 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

Adopted:

Mayor Vincent Mazzeo

**CITY OF NORTHFIELD
RESOLUTION NO. 154-2013**

APPOINTMENT OF PERSONNEL COORDINATOR

WHEREAS, the City of Northfield is desirous of appointing a Personnel Coordinator; and

WHEREAS, the Mayor and Council have selected Mary Canesi, Registered Municipal Clerk, to fill the position of Personnel Coordinator for the City of Northfield in accordance with the terms and conditions of Ordinance No. 8-2013, creating the position of Personnel Coordinator.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Northfield, County of Atlantic, and State of New Jersey that Mary Canesi be and is hereby appointed as the Personnel Coordinator for the City of Northfield effective August 27, 2013.

IT IS FURTHER RESOLVED that compensation for the Personnel Coordinator shall be based on an annual salary of \$4,000.00 and shall be in accordance with the 2013 Municipal Salary Ordinance. For the year 2013, the annual salary shall be paid on a pro-rated basis.

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 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 155-2013**

**AUTHORIZE THE HIRING OF A SEASONAL CONCESSION STAND
ATTENDANT FOR BIRCH GROVE PARK**

WHEREAS, there is a need to fill the position of seasonal concession stand attendant for Birch Grove Park for an assignment not to exceed 6 months in length; and

WHEREAS, advertisements were duly made, applications were received and interviews were held.

WHEREAS, it is the recommendation of Vicky Rutter, Park Supervisor, and Tim Carew, Birch Grove Park Council Chair, that Carol Wolchko be hired for the position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that Carol Wolchko is authorized to be hired as seasonal concession stand attendant commencing Thursday, August 29, 2013.

IT IS FURTHER RESOLVED that compensation for Carol Wolchko shall be \$7.50 per hour for up to a 21-hour work week.

IT IS FURTHER RESOLVED that Carol Wolchko is not entitled to benefits and shall comply with the Policies and Procedures of the City of Northfield.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City Council of Northfield, held this 27th day of August 2013.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 156-2013**

**IN SUPPORT OF THE DRIVE SOBER OR GET PULLED OVER 2013
STATEWIDE CRACKDOWN**

WHEREAS, impaired drivers on our nation's roads kill someone every 30 minutes, 50 people per day, and almost 18,000 people each year; and

WHEREAS 19% of motor vehicle fatalities in New Jersey in 2012 are alcohol-related; and

WHEREAS, an enforcement crackdown is planned to combat impaired driving; and

WHEREAS the summer season and the Labor Day holiday in particular are traditionally times of social gatherings which include alcohol; and

WHEREAS, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the *Drive Sober or Get Pulled Over 2013 Statewide Crackdown*; and

WHEREAS the project will involve increased impaired driving enforcement from August 16 through September 2, 2013; and

WHEREAS, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways;

THEREFORE BE IT RESOLVED that the governing body of the City of Northfield, County of Atlantic, State of New Jersey declares its support for the *Drive Sober or Get Pulled Over 2013 Statewide Crackdown* from August 16 through September 2, 2013 and pledges to increase awareness of the dangers of drinking and driving.

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 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 157-2013**

**AUTHORIZING THE MUNICIPAL CLERK TO PROCEED WITH THE
ADVERTISEMENT OF A REQUEST FOR INFORMATION FROM
GRANT WRITERS**

WHEREAS, the City Solicitor has prepared the attached Request for Information seeking information pertaining to the process by which public, private, corporate and other grants may be obtained and paid for.

WHEREAS, the Council for the City of Northfield deems that proceeding with the Request for Information will further the best interests and welfare of the citizens of the City of Northfield.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Northfield that the Municipal Clerk for the City of Northfield is hereby granted the authority to proceed with the advertisement and dissemination of the attached Request for Information.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Northfield, held this 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk



REQUEST FOR INFORMATION FROM GRANT WRITERS

CITY OF NORTHFIELD, NEW JERSEY

TAKE NOTICE that the City of Northfield in the County of Atlantic, State of New Jersey is contemplating the engagement of a grant writer to obtain grants, public, private or other, to assist the City of Northfield fund certain projects and acquisitions to be identified, including but not limited to the construction of curbs and sidewalks along certain streets and roads in the City of Northfield in need of those improvements if and when the City of Northfield decides to fund and proceed with said projects and acquisitions. Be advised that the City of Northfield is merely in an investigatory and information gathering stage. This request for information shall not be considered to be a contract solicitation or binding upon the City of Northfield in any manner whatsoever. Nor shall it obligate the City of Northfield to proceed any further with a request for qualifications, proposals, competitive bidding or public contracting. Be further advised that the City of Northfield has made no appropriations in the City of Northfield's 2013 budget for these projects and acquisitions. Accordingly, no official action whatsoever is expected to occur in 2013. The City of Northfield may in its sole and absolute discretion, but shall not be obligated to, make appropriations in the 2014 or subsequent budgets for these potential projects and acquisitions following the current investigatory and information gathering stage.

The following information is hereby requested from grant writers to be submitted to the City of Northfield on or before **September 30, 2013**:

1. Names of individual grant writers and their respective employers interested in potentially providing grant writing services to the City of Northfield if and when the City of Northfield decides to proceed.
 - a. Identify the person(s) who will be primarily responsible for these services and provide a detailed description of the experience and specific knowledge the primary person has with public, private, corporate and other grant writing projects and issues similar to those that may be undertaken on behalf of the City of Northfield. Attach a resume.
 - b. Identify person(s) who will serve as support and backup to the primary person. Attach a resume.
2. Provide a detailed written explanation of the process through which a grant writer obtains funds for a client from:

- a. public grant sources;
 - b. private grant sources;
 - c. corporate grant sources; and other grant sources.
3. Provide a detailed written explanation of the process by which a grant writer is paid for obtaining grant funds from public, private, corporate and other grant sources. Include all types of fee arrangements and methods of payment including but not limited to payment/compensation on a percentage basis, contingent basis, hourly rate basis and/or any other acceptable methods of payment/compensation to the grant writer for successfully obtaining grant funds.
4. Provide detailed information concerning the grants that the grant writers have successfully obtained on behalf of clients including:
 - a. client name;
 - b. type of grant;
 - c. purpose of grant;
 - d. source of grant;
 - e. amount of grant; and
 - f. method of compensation to grant writer.
5. List of references:
 - a. Provide names and addresses and telephone numbers of persons who can verify the experience and record of success of the grant writer.
6. Ability to provide grant writing services:
 - a. Describe staffing;
 - b. Describe familiarity with the grants sought to be obtained by the City of Northfield;
 - c. Availability to attend any required meetings in the City of Northfield, including Council meetings, meetings of Committees of Council, and such other meetings as are required.

**Send submission(s) to:
The City of Northfield
Attn: Mary Canesi, City Clerk
1600 Shore Road
Northfield, New Jersey 08225**

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 158-2013**

**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 CONTRACT NEGOTIATIONS IN
THE MATTER OF THE MAPLE RUN SEWER FORCE MAIN**

WHEREAS, the City 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 eleven homes located in Egg Harbor Township that are provided with sewer service by the City of Northfield's Maple Run sewer force main, as authorized by NJSA 10:4-12b(7) under contract negotiations.

NOW THEREFORE, BE IT RESOLVED by the City 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 City Council of Northfield, held this 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 159-2013**

**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. 10:4-12b(4), REGARDING CONTRACT NEGOTIATIONS
WITH GOVERNMENT WORKERS' UNION**

WHEREAS, the City 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 contract negotiations for collective bargaining agreements with the Government Workers' Union.

NOW THEREFORE, BE IT RESOLVED by the City 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 special meeting of the City Council of Northfield, held this 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 160-2013**

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN
THE CITY OF NORTHFIELD AND GOVERNMENT WORKERS' UNION
LOCAL NO. 430 FOR WHITE COLLAR EMPLOYEES EFFECTIVE
JANUARY 1, 2013 THROUGH DECEMBER 31, 2015**

WHEREAS, the existing Agreement between the City of Northfield, Atlantic County, New Jersey and Government Workers' Union Local No. 430 for White Collar Employees expired December 31, 2012; and

WHEREAS, negotiations have been ongoing with respect to a new Contract; and

WHEREAS, the parties have agreed to the terms and conditions of an Agreement to be effective January 1, 2013 through December 31, 2015.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Northfield, County of Atlantic and State of New Jersey, that the terms and conditions of an Agreement with the Government Workers' Union Local No. 430 for White Collar Employees, effective January 1, 2013, through December 31, 2015, are hereby adopted, a copy of said Agreement being attached to this Resolution.

BE IT FURTHER RESOLVED that the Mayor is 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 City Council of Northfield, held this 27th day of August, 2013.

Mary Canesi, RMC, Municipal Clerk