

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MARCH 5, 2019**

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 January 5, 2019.

FLAG SALUTE

ROLL CALL OF COUNCIL MEMBERS:

Deweese, Korngut, Madden, O’Neill, Perri, Smith, Lischin

APPROVAL OF MINUTES – February , 2019 and February 21, 2019

COMMITTEE REPORTS

Councilman Perri - Public Works, Roads, Engineering, Sewer Operations, Planning Board, Senior Citizens

Councilman O’Neill - Inspections, Code Enforcement, Housing/Zoning, Court/Violations, FAN,

Councilwoman Korngut – Library, Municipal Alliance, Northfield School, Economic Development, Chamber of Commerce, Technology/MRHS Channel 2

Councilman Dewees - Buildings/Grounds, Athletic Fields, Bike Path, Parks, Playgrounds

Councilman Smith– Finance/Collections, Little League/Babe Ruth, Shared Services

Councilwoman Madden – Insurance and Safety, Mainland Regional

Council President Lischin - Fire Department/EMS, Cultural Committee

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 68-2019** Memorialize Separation of Employment for Substitute Adult School Crossing Guard
- 69-2019** To Approve an Application for Use of Facilities – Mainland Coaches vs. Cancer Game
- 70-2019** Authorizing Refund of Overpayment of Taxes
- 71-2019** A Resolution Establishing Salaries for Non-Union Employees of the City of Northfield for 2019

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 68-2019**

**MEMORIALIZE SEPARATION OF EMPLOYMENT
FOR SUBSTITUTE ADULT SCHOOL CROSSING GUARD**

WHEREAS, the Common Council of the City of Northfield approved the October 27, 2015 appointment of Rosaria Patane-White as Substitute Adult School Crossing Guard, as per Resolution 183-2015; and

NOW THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield does hereby memorialize the separation of employment for Rosaria Patane-White as of June 18, 2018.

I, MARY CANESI, 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 City of Northfield, held this 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 69-2019**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES
MAINLAND 'COACHES VS CANCER' GAME**

WHEREAS, on behalf of Mainland Regional High School Baseball, William Kern has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field and batting cage at Birch Grove Park on the following date and time:

Friday April 26, 2019 3:00pm – 10:00pm

WHEREAS, Northfield Babe Ruth has advised that the field is available on the requested date.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. William Kern subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, and the representations made in the subject Applications for Use of Facilities.

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 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 69-2019, ATTACHMENT

CITY OF NORTHFIELD
Application for Use of Facilities

Name and Address of Organization: MAINLAND REGIONAL HIGH SCHOOL BASEBALL
1301 OAK AVE., LINWOOD, NJ, 08221

Tell Us Who You Are / Description and Purpose of Organization: MAINLAND BASEBALL HIGH SCHOOL TEAM. WE HOST A COACHES VS CANCER EVENT WHERE 9 GAMES TAKE PLACE INVOLVING 18 HIGH SCHOOLS. WE WOULD LIKE TO OPEN THE EVENT IN NORTHFIELD FRIDAY, APRIL 26TH.

Is the Group a Not-For-Profit Organization? [X] Yes [] No

Do Participants Pay a Fee for Your Sport / Event? [] Yes [X] No

If Yes, How Much? \$ 11A per: [] Person [] Day [] Season [] (other)

Name of Applicant / Responsible Party: WILLIAM R. KIRN Title/Affiliation HEAD COACH

Home Address: 1315 SHORE ROAD, NORTHFIELD, NJ, 08225

Telephone: (H) [] (C) [] (W) []

Name and Location of Facility(ies) Being Requested: BIRCH GROVE PARK -> BABE RUTH BASEBALL FIELD.

For the Following Purpose: MAINLAND VS HOLY SPIRIT - BASEBALL - GAME #1 OF COACHES VS CANCER EVENT on the Following Date(s): APRIL 26, 2019 (JV/VARSITY GAMES)

Specify the Hours of Use: From: 3:00pm To: 10:00pm (WILL USE LIGHTS)

of Participants per Date: [] # of Participants who are Northfield Residents: []

Will Juveniles be Present? Yes [X] No [] If Yes, What Ages? 15-17

Applicant MUST submit names, addresses, & telephone # of all coaches / chaperones along with the application

Have You Applied to Other Municipalities for Use of their Facilities for this Event? [] Yes [X] No

If Yes, Name of Municipality/ies: []

Date/s and Disposition of Request/s: []

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines and Use of Facilities Agreement and agrees to abide by and comply with the terms of that Agreement. Applicant further acknowledges that s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: Will R. Kirn DATE: 2/22/19
Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 70 -2019**

AUTHORIZING REFUND OF OVERPAYMENT OF TAXES

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that refunds for overpaid taxes pursuant to the following are hereby authorized:

REFUND TO	BLK	LO T	PROPERTY ADDRESS	REFUND AMOUNT
Corelogic	47	8	509 Roosevelt Avenue	\$1,362.64
Real Estate Tax Service	144	14	805 Shore Road	\$1,404.49
3001Hackberry Rd	179.01	12	22 Wilson Drive	\$2,455.76
Irving, Tx 75063				
				\$5,222.89

BE IT FURTHER RESOLVED, that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

Michele L. Kirtsos, 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 Common Council of the City of Northfield, held this 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 71-2019**

**A RESOLUTION ESTABLISHING SALARIES FOR NON-UNION
EMPLOYEES OF THE CITY OF NORTHFIELD FOR 2019**

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	1,518.79
Business Administrator	4,000.00
Captain – Volunteer	1,174.19
Chief Financial Officer	21,420.00
Chief of Police	127,534.00
City Clerk	75,345.77
Construction Official	5,000.00
Council	8,633.00
Council President	9,392.00
Deputy Chief – Volunteer Fire Company	1,965.48
Deputy Emergency Mgmt Coordinator	1,000.00
Deputy Municipal Clerk	39,318.80
Electrical Sub-Code Inspector	39.54 HR
Emergency Management Coordinator	3,500.00
Finance & Facilities Supervisor	50,209.24
Fire Chief – Volunteer Fire Company	2,926.29
Fire Official	8,912.42
Fire Sub-Code Inspector	26.53 HR
Housing/Zoning Officer	44,603.46
Lt – Volunteer Fire Company	497.76
Mayor	10,524.00
Municipal Judge	27,000.00
Payroll Specialist	21.95 HR
PB/ZB Secretary	8,000.00
Sewer Supervisor	3,258.28
Special Police	15.25 HR
Superintendent of Public Works	92,595.60

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the Common Council of the City of Northfield, held this 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 72-2019**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION'S "ENFORCEMENT GUIDANCE ON THE
CONSIDERATION OF ARREST AND CONVICTION RECORDS IN
EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL
RIGHTS ACT OF 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Common Council of the City of Northfield hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF ATLANTIC

We, members of the governing body of the City of Northfield being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Common Council* of the *City of Northfield* in the county of *Atlantic*;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)

Sworn to and subscribed before me this _____ day of _____
Notary Public of New Jersey

Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 73-2019**

NORTHFIELD SENIOR COMMITTEE APPOINTMENTS

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Senior Committee for the year ending December 31, 2019 is hereby approved, ratified and confirmed:

Karen Haymaker
Joan McCord
Marie McGlenn
Robert Webb

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 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD NJ
RESOLUTION NO. 74-2019**

**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 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 10:4-12b, specifically with regard to a promotion of Acting Captains in the Fire Department to the positions of Regular Captain.

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, 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 5th day of March, 2019.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 75A-2019

Introduction of the 2019 Budget - SEE HARD COPY

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 5th day of March, 2019. It will be taken up for a second reading, public hearing, and final passage at a meeting of said Council on April 2, 2019, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO 75A-2019 ATTACHMENT

SUMMARY INFORMATION

City of Northfield
County of Atlantic

CAP Information		
	appropriation	levy
Total Available	9,955,168.83	8,911,549.48
Total Appropriated	<u>8,714,570.00</u>	<u>8,505,531.97</u>
Remaining (Excess)	<u>1,240,598.83</u>	<u>406,017.51</u>

Difference between 2.5% & 3.5% \$87,333.00 428,034.00 bank

TAX RATE	2019 CURRENT	TAJ 2018 PRIOR	CHANGE	
LOCAL	0.968	0.963	0.0050	0.52%
TOTAL	3.443	3.347	0.096	2.88%
TOTAL LOCAL LEVY	8,505,531.97	8,588,975.42	(81,443.45)	-0.95%
NET VALUATION TAXABLE	878,782,860	891,787,560	(13,004,700)	-1.46%

\$125,000 revenue loss 1.4 cents

TOTAL BUDGET				
	CURRENT	PRIOR 2018	CHANGE	
TOTAL REVENUE	13,050,123.07	13,408,093.48	(357,970.41)	-2.67%
TOTAL APPROPRIATION	13,050,123.07	13,408,093.48	(357,970.41)	-2.67%

SURPLUS				
	AVAILABLE	BUDGETED	BALANCE	%used
CURRENT	1,984,561.85	953,000.00	1,031,561.85	48.02%
Prior Year	1,638,073.08	1,000,000.00	638,073.08	61.12%
Difference	348,488.77	(47,000.00)	395,488.77	

BUDGET ANALYSIS				
	2019 BUDGET YEAR	2018 PRIOR YEAR	CHANGE	
REVENUE				
Surplus	953,000.00	1,000,000.00	(47,000.00)	-4.70%
Local	2,155,721.00	2,135,245.00	20,476.00	0.96%
State and Federal	770,523.10	1,027,314.08	(256,790.98)	-25.00%
Delinquent Tax	360,000.00	360,000.00	-	0.00%
Local Tax	8,505,531.97	8,588,975.42	(81,443.45)	-0.95%
Library tax	305,347.00	288,559.00	6,788.00	2.27%
TOTAL REVENUE	<u>13,050,123.07</u>	<u>13,408,093.48</u>	<u>(357,970.41)</u>	<u>-2.67%</u>
APPROPRIATIONS				
Salaries and Wages	3,889,802.30	3,784,539.79	105,262.51	2.78%
OE & Statutory	6,389,391.80	6,409,404.63	(21,012.83)	-0.33%
Deferred Charges	167,500.00	21,000.00	146,500.00	697.62%
Capital	272,500.00	358,500.00	(86,000.00)	-23.56%
Debt Service	818,300.00	1,339,000.00	(522,700.00)	-39.04%
Library Tax	305,347.00	288,559.00	6,788.00	2.27%
Reserve for Uncollected	1,210,281.97	1,189,090.06	11,191.91	0.93%
TOTAL APPROPRIATIONS	<u>13,050,123.07</u>	<u>13,408,093.48</u>	<u>(357,970.41)</u>	<u>-2.67%</u>

% OF COLLECTION			
	MAXIMUM	USED	UNUSED
%	98.89%	98.00%	0.89%
\$	932,350.57	1,210,281.97	277,931.41
2017 Rate:	96.81%		0.08%