

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MARCH 10, 2015**

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

Ceremonial Oath of Office – Acting Chief of Police Paul Newman

APPROVAL OF MINUTES – February 25, 2015 and February 26, 2015

COMMITTEE REPORTS

Councilman Perri

Insurance and Safety, Sewer Inter Local, Planning Board, Senior Citizens

Councilman O'Neill

Fire Department/EMS, Court/Violations, FAN, Library, Economic Development, Shared Services

Councilman Piergiovanni

Chamber of Commerce, Municipal Alliance

Councilman Dewees

Buildings/Grounds, Birch Grove, Public Works, Little League/Babe Ruth, Northfield School

Councilman Murray

Finance/Collections, Inspections/Engineering, Veterans Park, County/State

Councilman Lischin

Technology, Cultural Committee, Mainland Regional, Green Team

Council President Travagline

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTION/2015 BUDGET

59A-2015 Introduction of the 2015 Budget
No public input on introduction
Budget Synopsis Published in the Press of AC 03/14/2015
Public Hearing and Final Adoption: 7:30 pm 04/14/2015

RESOLUTIONS

60-2015 Authorize The Hiring Of Zachary Pettit As A Part Time Maintenance Worker For Birch Grove Park

CITY OF NORTHFIELD COUNCIL MEETING AGENDA
MARCH 10, 2015

- 61-2015** Refund of Rental Registration Fee
- 62-2015** A Resolution Authorizing the Northfield Fire Department to Apply for and Obtain a Grant from New Jersey American Water
- 63-2015** To Temporarily Increase Weekly Hours Worked For Part Time Police Records Secretary
- 64-2015** A Resolution Establishing Salaries for Non Union Employees for the City of Northfield for 2015
- 65-2015** Appointment of Finance and Facilities Supervisor
- 66-2015** Memorializing the Terms and Conditions of Employment for the Assistant Fire Chief

ORDINANCES

- 6-2015** An Ordinance Providing For And Establishing Salary Ranges Of Officers And Employees Of The City Of Northfield And Repealing All Ordinances Heretofore Adopted, The Provisions Of Which Are Inconsistent Herewith
2nd Reading/Public Hearing/Final Adoption
Published in the Press of AC 3/14/2015
- 7-2015** An Ordinance To Amend The Code Of The City Of Northfield By Adding A New Chapter 229 To Be Entitled Marriage And Civil Union Fees
2nd Reading/Public Hearing/Final Adoption
Published in the Press of AC 3/14/2015
- 8-2015** Amending Chapter A376-213 of the City of Northfield Municipal Code, Regarding Transitional (Alternative) Duty Assignments
2nd Reading/Public Hearing/Final Adoption
Published in the Press of AC 3/14/2015
- 9-2015** An Ordinance Amending Chapter 330 Of The Code Of The City Of Northfield Governing Streets And Sidewalks
Introduction/No Public Input/Published in the Press of AC 3/14/2015
2nd Reading/Public Hearing/Final Adoption 3/24/2015
- 10-2015** An Ordinance Amending Chapter 264 of the Code of the City of Northfield Governing Precious Metals and Secondhand Goods
Introduction/No Public Input/Published in the Press of AC 3/14/2015
2nd Reading/Public Hearing/Final Adoption 3/24/2015

PAYMENT OF BILLS \$295,846.12

MEETING NOTICES

City Council	March 24, 2015	6:00pm Work Session Regular Session Immediately Following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO 59A-2015**

Introduction of the 2015 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 City Council of Northfield, held this 10^h day of March, 2015. It will be taken up for a second reading, public hearing, and final passage at a meeting of said Council on April 14, 2014, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

Mary Canesi, RMC, Municipal Clerk

SUMMARY INFORMATION

City of Northfield
County of Atlantic

CAP Information		
	appropriation	levy
Total Available	9,462,441.19	8,068,845.54
Total Appropriated	8,699,719.00	7,990,185.32
Remaining (Excess)	762,722.19	78,660.21

Difference between 1.5% & 3.5% \$173,061 565,745.00 bank

TAX RATE	2015 CURRENT	2014 PRIOR	CHANGE	
LOCAL	0.855	0.825	0.0295	3.58%
TOTAL	3.030	2.897	0.133	4.60%
TOTAL LOCAL LEVY	7,990,185.32	7,810,124.15	180,061.17	2.31%
NET VALUATION TAXABLE	934,782,521	946,427,700	(11,645,179)	-1.23%

\$96,0000 revenue loss

TOTAL BUDGET				
	CURRENT	2014 PRIOR	CHANGE	
TOTAL REVENUE	13,138,828.83	13,270,399.23	(131,570.40)	-0.99%
TOTAL APPROPRIATION	13,138,828.83	13,270,399.23	(131,570.40)	-0.99%

SURPLUS				
	AVAILABLE	BUDGETED	BALANCE	%used
CURRENT	2,584,366.09	1,660,000.00	924,366.09	64.23%
Prior Year	3,016,721.42	1,600,000.00	1,416,721.42	53.04%
Difference	(432,355.33)	60,000.00	(492,355.33)	

BUDGET ANALYSIS				
	2015 BUDGET YEAR	2014 PRIOR YEAR	CHANGE	
REVENUE				
Surplus	1,660,000.00	1,600,000.00	60,000.00	3.75%
Local	2,003,750.00	2,233,050.00	(229,300.00)	-10.27%
State and Federal	795,702.51	958,006.08	(162,303.57)	-16.94%
Delinquent Tax	365,000.00	365,000.00	-	0.00%
Local Tax	7,990,185.32	7,810,124.15	180,061.17	2.31%
Library tax	324,191.00	304,219.00	19,972.00	6.57%
TOTAL REVENUE	13,138,828.83	13,270,399.23	(131,570.40)	-0.99%
APPROPRIATIONS				
Salaries and Wages	3,937,265.00	4,026,216.75	(88,951.75)	-2.21%
OE & Statutory	6,492,955.51	6,325,599.33	167,356.18	2.65%
Deferred Charges	50,000.00	70,000.00	(20,000.00)	-28.57%
Capital	61,000.00	291,000.00	(230,000.00)	-79.04%
Debt Service	1,282,000.00	1,290,000.00	(8,000.00)	-0.62%
Library Tax	324,191.00	304,219.00	19,972.00	
Reserve for Uncollected	991,417.32	963,364.15	28,053.17	2.91%
TOTAL APPROPRIATIONS	13,138,828.83	13,270,399.23	(131,570.40)	-0.99%
	-	-	-	

% OF COLLECTION			
	MAXIMUM	USED	UNUSED
%	97.24%	96.50%	0.74%
\$	775,853.82	991,417.32	215,563.50
2013 Rate:	96.71%		

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 60-2015**

**AUTHORIZE THE HIRING OF ZACHARY PETTIT AS A PART TIME
MAINTENANCE WORKER FOR BIRCH GROVE PARK**

WHEREAS, there is a need to hire a part time Maintenance Worker for Birch Grove Park; and

WHEREAS, having first been satisfied that the applicant has the necessary qualifications required for the position, Vicky Rutter, Birch Grove Park Supervisor, has recommended that Zachary Pettit be hired as part time Maintenance Worker.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that Zachary Pettit is authorized to be hired as part time Maintenance Worker, commencing on March 11, 2015, and subject to understanding and/or completion of the following:

1. Compliance with the Policies and Procedures of the City
2. Probationary period for 90 days from date of hire
3. Not Entitled to Medical, Dental, Vision or other Benefits
4. Not Entitled to Sick, Vacation, or Compensatory time
5. Hours worked on an annual basis shall not exceed an average of 29 hours per week

IT IS FURTHER RESOLVED that compensation for Mr. Pettit shall be \$10.60 per hour. Said wage shall be separately set forth in the Municipal Salary Ordinance.

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 10th day of March, 2015.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 61-2015**

REFUND OF RENTAL REGISTRATION FEE

WHEREAS, Perla Nigalan paid a rental registration fee for the property located at 427 W. Revere Avenue in Northfield; and

WHEREAS, the cost of the registration was \$90.00; and

WHEREAS, she is requesting a refund of the inspection fee.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that a refund of the rental registration fee in the amount of \$90.00 be issued to Perla Nigalan, 8 Mimi Court, Northfield, New Jersey, 08225.

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 10th day of March, 2015.

Mary Canesi, RMC
Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 62-2015**

**A RESOLUTION AUTHORIZING THE NORTHFIELD FIRE
DEPARTMENT TO APPLY FOR AND OBTAIN A GRANT
FROM NEW JERSEY AMERICAN WATER**

WHEREAS, the Northfield Fire Department wishes to apply for and obtain a grant from the New Jersey American Water Company in the amount of \$1,000.00; and;

WHEREAS, said grant monies will fund purchase of new Communications equipment for the Fire Department with no required match; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that the Northfield Fire Department shall submit an application for such a grant in accordance with all pertinent terms, conditions and requirements which may be established for such an application and, further, shall accept and agree to comply with and fulfill each of the understandings and assurances contained in said application.

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 10th day of March, 2015.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 63-2015**

**TO TEMPORARILY INCREASE WEEKLY HOURS WORKED FOR
PART TIME POLICE RECORDS SECRETARY**

WHEREAS, on December 16, 2014, the Governing Body of the City of Northfield adopted Resolution No. 207-2014 to hire Mary Rudloff as part time Police Records Secretary for a schedule not to exceed 21 hours per week; and

WHEREAS, there is a temporary need to increase the weekly hours of work for the Part Time Police Records Secretary to 35 hours per week, for the period February 17, 2015 through May 17, 2015 due to the authorized leave of absence for the Full Time Police Records Secretary, and in accordance with N.J.S.A. 40A:9-157.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that the weekly hours of work for Mary Rudloff are authorized to be increased to 35 hours per week, for the period February 17, 2015 through May 17, 2015.

IT IS FURTHER RESOLVED that this is a temporary assignment and Mary Rudloff 's employment status remains that of a part time employee and she shall not be entitled, even on a temporary basis, to the any benefits afforded to employees in the full time employment category.

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 10th day of March 2015.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 64-2015**

**A RESOLUTION ESTABLISHING SALARIES FOR NON-UNION
EMPLOYEES OF THE CITY OF NORTHFIELD FOR 2015**

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 Fire Chief	77,875.82
Assistant Chief – Volunteer	1,459.81
Captain – Volunteer	1,128.59
Chief Financial Officer	19,101.74
City Clerk	53,477.45
Construction Official	5,000.00
Council	8,633.00
Council President	9,392.00
Deputy Chief - Volunteer	1,889.16
Deputy Emergency Mgmt Coordinator	500.00
Deputy Municipal Clerk	32,000.00
Electrical Sub-Code Inspector	38.00 HR
Emergency Management Coordinator	2,500.00
Finance & Facilities Supervisor	46,385.58
Fire Chief - Volunteer	2,812.66
Fire Official	8,233.70
Fire Sub-Code Inspector	25.00 HR
Grounds Keeper/Utility	11.50 HR
Housing/Zoning Officer	41,206.71
Lt - Volunteer	478.43
Mayor	10,524.00
Municipal Judge	25,000.00
Part Time Laborer/Birch Grove Park	10.60 HR
Part Time Payroll/Bookkeeper	20.28 HR
PB/ZB Secretary	8,000.00
Personnel Coordinator	\$4,000.00
Plumbing Sub-Code Inspector	34.00 HR
Police Matron	15.25 HR
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 10th day of March, 2015.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 65-2015**

APPOINTMENT OF FINANCE AND FACILITIES SUPERVISOR

BE IT RESOLVED, by the Governing Body of the City of Northfield, that Mary K. "Kathi" Smith is hereby appointed to the position of Finance and Facilities Supervisor.

BE IT FURTHER RESOLVED that the Finance and Facilities Supervisor is an exempt position as defined by the Federal Fair Labor Standards Act, and in the City of Northfield Administrative Code, and as such this position is not eligible for overtime compensation.

BE IT FURTHER RESOLVED that the salary for the Finance and Facilities Supervisor shall be set forth separately in the Salary Resolution.

BE IT FURTHER RESOLVED that the balance of the terms and conditions of employment for the Finance and Facilities Supervisor shall be as set forth in the City of Northfield Personnel Policies and Procedures Manual.

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 10th day of March 2015.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 66-2015**

**MEMORIALIZING THE TERMS AND CONDITIONS OF
EMPLOYMENT FOR THE ASSISTANT FIRE CHIEF OF THE CITY OF
NORTHFIELD**

BE IT RESOLVED, by the City Council of the City of Northfield, that the terms and conditions of employment for Assistant Fire Chief Lauren W. Crooks are hereby memorialized as per the memorandum incorporated herein as Exhibit A.

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 10th day of March, 2015.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 66-2015 – EXHIBIT A

Memorandum to: Lauren Crooks, Assistant Fire Chief
From: Erland Chau, Mayor
Re: Terms and Conditions of Employment
Issue Date: December 22, 2014

Purpose

This memorandum is meant to memorialize the terms and conditions of employment for the Assistant Fire Chief, Lauren Crooks effective January 1, 2015. The terms and conditions of employment are not governed by a collective bargaining agreement and, therefore, the purpose of this memorandum is to inform the Assistant Fire Chief of the terms and conditions of employment applicable to him.

The memorandum supersedes any previous memorandum or document which sets forth the terms and conditions of employment for the Assistant Fire Chief and is meant to address all terms and conditions of employment applicable to the Assistant Fire Chief.

Terms and Conditions of Employment

A. Base Salary

Effective January 1, 2014, the Assistant Fire Chief shall receive a base salary of \$77,875.82.

B. Longevity

Effective January 1, 2014, the Assistant Fire Chief's longevity payment shall be frozen at the dollar amount which he received as of that date. That amount shall be \$4,672.55 and shall not increase.

C. Holiday Pay

Assistant Fire Chief Crooks shall receive an annual lump sum payment which represents payment for 12 holidays. Effective January 1, 2014, that annual lump sum payment shall be \$3,809.88 and shall not increase.

D. Hours Worked and Overtime

The regular and recurring work period for the Assistant Fire Chief shall be a seven (7) day work period. The work schedule for the Assistant Fire Chief during this seven (7) day work period shall be a "Five and Two" plan whereby the Assistant Chief shall normally work five consecutive days and then have two consecutive days off. As an employee engaged in fire

protection activities working a seven day work period, the Assistant Fire Chief will receive overtime payment at one and one half times his regular rate of pay for all hours actually worked in excess of forty five (45) hours in the seven (7) day work period. "Hours actually worked" shall not include any time taken off as sick leave, vacation leave, compensatory time, personal time, etc., and shall only include hours where the Assistant Fire Chief is actually working.

The Assistant Fire Chief must receive approval of the Fire Chief or his designee prior to working overtime hours. The Assistant Fire Chief may elect to receive compensatory time in lieu of payment for overtime at a rate of one and one half hours for all hours worked in excess of forty five (45) hours in a seven (7) day work period.

E. Other Benefits

The Assistant Fire Chief shall receive the following benefits as those benefits are outlined in the collective bargaining agreement between the City of Northfield and IAFF Local Union 2364:

1. Vacation Days
2. Sick Leave
3. Injury Leave
4. Funeral Leave
5. Vacation Buy Back

F. Health Benefits and Chapter 78 Health Benefits Premium Cost Sharing

The City shall provide the Assistant Fire Chief with medical insurance, eye and dental care as well as prescription coverage, under the provisions of the City of Northfield's Policy and Procedures. Also, the Assistant Fire Chief shall pay a cost contribution for Health Insurance Plan coverage according to the provisions of P.L. 2011, Chapter 78, Pension and Health Benefit Reform Law adopted June 2011. Payment shall be made by the way of withholdings from each payroll check.

G. City of Northfield Personnel and Policy Provisions

Except as described herein, the terms and conditions of employment set forth in the City of Northfield Personnel and Policy Manual shall apply to the Assistant Fire Chief.

H. Laws Enacted

In the event any statutes are enacted or regulations are promulgated that modify benefits to be provided to public employees including, but not limited to, sick leave, vacation leave, personal leave, health insurance, pensions or any other benefits, the provisions of this memorandum will be modified effective as of the date of enactment of any such statute or regulation.

I. Memorandum

This memorandum is not an employment contract. The terms contained in this memorandum may be changed at the sole discretion of the City of Northfield except as it may be restricted by law.

I. Duration

This memorandum shall be in effect as of January 1, 2015 and shall continue in effect until modified by the City of Northfield.