

CITY OF NORTHFIELD COUNCIL MEETING AGENDA
March 28, 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: Mainland Regional High School Boys Swim Team 2017 State Champions

APPROVAL OF MINUTES – March 14, 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

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

Council President 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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 85-2017**

AMENDING THE JOB DESCRIPTION FOR FIREFIGHTER/EMT

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 Firefighter/EMT, attached herein as Exhibit A and in accordance with the recommendation of the City of Northfield Fire Chief.

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the job description for the position of Firefighter/EMT 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 28th day of March 2017.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 85-2017
EXHIBIT A

CHANGES APPEAR AS HIGHLIGHTED TEXT

POSITION DESCRIPTION

Class Title: Firefighter/EMT
Department: Fire
Division: Career

Union: IAFF

GENERAL PURPOSE

Performs firefighting, emergency medical services, and hazardous materials duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Fire Line Officers.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose lines, and performing fire suppression activities, Emergency Medical Services, and Rescue operations with rescue equipment and confined space equipment.

Participates in fire training, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment. Washes, hangs and dries hose, washes, cleans, polishes, maintains and tests apparatus and equipment.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

PERIPHERAL DUTIES

Assists in training new firefighters as assigned.

DESIRED MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

- (A) Graduation from High School or GED equivalent;
- (B) No specific work experience level required.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of driver safety
- (B) Must possess a State of New Jersey Firefighter I Certification
- (C) Must possess certificates of completion for ICS-200 and ICS 700
- (D) Must possess Incident Management Level I certification
- (E) Must possess a State of New Jersey Emergency Medical Technician certification
- (F) Current CPR for Healthcare Provider Certification
- (G) Ability to successfully learn the operation of the listed tools and equipment
- (H) Ability to learn to apply standard firefighting, hazardous materials, techniques
- (I) Ability to perform strenuous or peak physical effort during emergency training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- (J) Ability to act effectively in emergency and stressful situations
- (K) Ability to follow verbal and written instructions
- (L) Ability to communicate effectively, orally and in writing

SPECIAL REQUIREMENTS:

Must be eighteen (18) years of age or older at time of appointment.

Must possess, or be able to obtain by time of appointment, a valid New Jersey State driver's license.

No suspension or revocation of driver's license in any State.

Ability to read and write the English Language.

Ability to meet Departmental physical standards.

SELECTION GUIDELINES:

Formal application; required medical examination; written examination (optional), oral examination by selection committee, physical agility test, background investigation. Recommended to City Council by selection committee.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, personal protective equipment and SCBA.

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 stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rescue operations, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The noise level in the work environment is usually quite in office settings , and loud at an emergency scene.

SPECIAL NOTES

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.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 86-2017**

**AUTHORIZING AWARD OF CONTRACT WITHOUT PUBLIC
ADVERTISEMENT FOR BIDS TO INTERCON TRUCK EQUIPMENT INC.**

WHEREAS, the City of Northfield has a need to award a contract for the purchase and installation of a sewer crane and related equipment on a utility truck for the sewer departments pursuant to the provisions of *N.J.S.A. 19:44A-20.4* ; and,

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will be \$28,938.00; and,

WHEREAS, the anticipated term of this contract is *1* year; and

WHEREAS, Intercon Truck Equipment Inc. 142A Winchester Hwy, Aston, PA 19014 has completed and submitted a Business Entity Disclosure Certification which certifies that Intercon Truck Equipment, Inc. has not made any reportable contributions to a political or candidate committee in the City of Northfield in the previous one year, and that the contract will prohibit Intercon Truck Equipment, Inc., from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes the Chief Financial Officer to enter into a contract with Intercon Truck Equipment, Inc., as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the Common Council of Northfield, held this 28th day of March, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 87-2017**

**A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF
NEW JERSEY FEDERAL GRANT PROGRAM ADMINISTERED BY THE
DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND
PUBLIC SAFETY**

WHEREAS, the City of Northfield wishes to apply funding of approximately \$60,000.00 with a match of \$ 83,715.00 for an approximate project total cost of \$143,715.00 for a project under the State of New Jersey Safe and Secure Communities Grant Program P-6707-17 for the period of April 9, 2017 though April 8, 2018, and

WHEREAS, the Mayor and Council have reviewed the accompanying application and has approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Northfield Police Department for the purpose described in the application;

THEREFORE, BE IT RESOLVED by the Mayor and Council that

1. As a matter of public policy the City of Northfield wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.
4. The Division of Criminal Justice shall initiate allocations to each applicant as authorized.

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 28th day of March, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 88-2017**

**TO APPROVE THE HIRING OF KEITH J. LYONS
FOR THE POSITION OF POLICE OFFICER**

WHEREAS, the need exists within the Police Department of the City of Northfield for a full time Police Officer; and

WHEREAS, advertisements were duly made, applications were received, testing conducted, interviews were held; and

WHEREAS, Mayor Erland Chau and Chief of Police Paul Newman have recommended the hiring of Keith J. Lyons to fill the position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the employment of Keith J. Lyons, as full time Police Officer, with a hire date of _____, is hereby approved and ratified, subject to the following:

1. Successful completion of a pre-employment physical examination by a City designated physician and drug urinalysis screening, to be administered by the State of New Jersey Toxicology Lab.
2. Successful completion of a psychological examination, administered by a City designated psychiatrist in accordance with NJ Police Training Commission Guidelines.
3. Successful completion of Waiver of Training from SLEOII to Basic Course for Police Officer.
4. Starting salary shall be at Step 1 in accordance with the current collective bargaining agreement (CBA) between the City of Northfield and the Mainland PBA, Local #77.

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 28th day of March, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 89-2017**

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 LITIGATION AND MATTERS FALLING WITHIN THE ATTORNEY CLIENT PRIVILEGE REQUIRING CONFIDENTIALITY

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 potential and/or anticipated litigation and matters falling within the attorney client privilege requiring confidentiality.

WHEREAS, the purpose of this meeting is to provide privileged and confidential legal advice with regard to Mount Laurel litigation.

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 the City of Northfield, held this 28th day of March, 2017.

Mary Canesi, RMC, Municipal Clerk