

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
MAY 24, 2016**

**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

**PROCLAMATION:** Presented by Mayor Chau to the family of Sophia “Marge” Milone

**COMMENDATION:** Presented by Mayor Chau to Acting Lieutenant of Police Eric Dettinger

**APPROVAL OF MINUTES** – May 10, 2016

**COMMITTEE REPORTS**

**Councilman Perri** - Sewer Inter Local, Planning Board, Senior Citizens

**Councilman O’Neill** - Court/Violations, FAN, Library, Shared Services

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

**Councilman Dewees** - Buildings/Grounds, Athletic Fields, Bike Path, Veterans’ Park, 1<sup>st</sup> Street Playground, Birch Grove, Public Works, Roads, Engineering, Little League/Babe Ruth, Sign Sub Committee

**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** – Sign Sub Committee

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
MAY 24, 2016**

**RESOLUTIONS**

- 114-2016** Resolution Inserting an Item of Revenue in the 2016 Budget  
**115-2016** Deferred Compensation Plan  
**116-2016** Authorizing Refunds of Overpayment of Taxes  
**117-2016** Approval of Facilities Use Application – Field Day  
**118-2016** Authorize the Hiring of Tina Oriente as a Seasonal Concession Stand Attendant for Birch Grove Park  
**119-2016** In Support of Submission of an Application for New Jersey Department of Transportation Safe Routes to School Program – Sidewalks on Cedar Bridge Road  
**120-2016** Approval of Specifications and Authorization to Proceed with Public Bidding for 2015 Road Paving Project in the City of Northfield

**ORDINANCES**

- 7-2016** An Ordinance Establishing Fees for the Calculation of Liens Pursuant to N.J.S.A 54:5-54 For The City Of Northfield, County Of Atlantic, State Of New Jersey  
*2nd Reading / Public Hearing / Final Consideration 5/24/2016  
Published in the Press of AC 5/28/2016*
- 8-2016** Bond Ordinance Appropriating One Million Six Hundred Ten Thousand Dollars (\$1,610,000) and Authorizing the Issuance of One Million Five Hundred Twenty-Nine Thousand Dollars (\$1,529,000) in Bonds or Notes of the City of Northfield for Various Improvements or Purposes Authorized to be Undertaken by the City of Northfield, in the County of Atlantic, New Jersey  
*Introduction, No Public Input / Published in the Press of AC 5/28/2016  
2<sup>nd</sup> Reading, Public Hearing, Final Consideration 6/28/2016*
- 9-2016** An Ordinance Amending Section 215-17 of the City of Northfield Code, Regarding Fees for Land Use and Development Applications  
*Introduction, No Public Input / Published in the Press of AC 5/28/2016  
2<sup>nd</sup> Reading, Public Hearing, Final Consideration 6/28/2016*

**PAYMENT OF BILLS** \$ 1,395,450.40

**MEETING NOTICES**

- |                  |                       |   |
|------------------|-----------------------|---|
| Primary Election | June 7 <sup>th</sup>  | Northfield Community School<br>6:00am – 8:00pm            |
| City Council     | June 28 <sup>th</sup> | 6pm Work Session<br>Regular Session Immediately Following |

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 114-2016**

**RESOLUTION INSERTING AN ITEM  
OF REVENUE IN THE 2016 BUDGET**

**WHEREAS**, NJS A 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 \$22,130.20 Grant from the State of New Jersey, Department of Environmental Protection, Clean Communities Grant and wishes to amend its 2016 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 2016:

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 Environmental Protection  
Clean Communities Grant

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$22,130.20 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 Environmental Protection  
Clean Communities Grant

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 24<sup>th</sup> day of May, 2016.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO: 115-2016**

**DEFERRED COMPENSATION PLAN**

**WHEREAS**, City of Northfield (hereinafter referred to as the "Employer") desires to attract and retain qualified employees to the Employer and, as a means thereof, is contemporaneously adopting an Internal Revenue Code Section 457 Deferred Compensation Plan (hereinafter referred to as the "Plan") for the purpose of making available to eligible employees the accrual of tax benefits under such Plan; and

**WHEREAS**, the Employer desires such Plan to comply with the Small Business Job Protection Act of 1996, the Economic Growth and Tax Relief Reconciliation Act of 2001, the Job Creation and Worker Assistance Act of 2002, the final Internal Revenue Code ("Code") Section 415 regulations, Pension Protection Act of 2006, the Heroes Earnings Assistance and Relief Tax Act of 2008 and the Worker, Retiree, and Employer Recovery Act of 2008 amendments to Section 457 of the Internal Revenue Code, such amendments being necessary to maintain the Plan as an eligible Deferred Compensation Plan within the meaning of Section 457 of the Internal Revenue Code of 1986 ("Code"), as subsequently amended; and

**WHEREAS**, the Employer also desires such Plan to comply with the regulations promulgated under Code Section 457 (including proposed revisions thereto); and Internal Revenue Service Revenue Procedures 2004-12 and 2004-56; and

**WHEREAS**, the offering of additional investments from another contractor will provide additional retirement investment options to participating employees; and

**WHEREAS**, The Variable Annuity Life Insurance Company ("VALIC") has been found to possess the necessary administrative, enrollment, and servicing capabilities for the Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Employer does hereby adopt the Plan prepared by VALIC and assigned Plan Document identifier 81-PD-VALIC-103111 by the Director of the Division of Local Governmental Services.

**BE IT FURTHER RESOLVED** that the Employer is adopting a Deferred Compensation Plan substantially similar to one on which a favorable Private Letter Ruling has been previously obtained from the Internal Revenue Service except for provisions added by reason of the Small Business Job Protection Act of 1996 (United States Public Law No. 104-88), the Economic Growth and Tax Relief Reconciliation Act of 2001 (United States Public Law No. 107-16), the Job Creation

and Worker Assistance Act of 2002 (United States Public Law No. 107-147), the final Internal Revenue Code (“Code”) Section 415 regulations, Pension Protection Act of 2006 (United States Public Law No. 109-280), the Heroes Earnings Assistance and Relief Tax Act of 2008 (United States Public Law No. 110-245) and the Worker, Retiree, and Employer Recovery Act of 2008 (United States Public Law No. 110-458), and regulations promulgated under Code Section 457 (including proposed revisions thereto), and Internal Revenue Service Revenue Procedures 2004-12 and 2004-56, and all such provisions are stated in the Plan in terms substantially similar to the text of those provisions in Internal Revenue Code Section 457. The use of the Ruling is for guidance only and the Employer acknowledges that for Internal Revenue Service purposes, the Ruling of another employer is not to be considered precedent.

**BE IT FURTHER RESOLVED** that the Plan Administrator, the City of Northfield Chief Financial Officer, shall be designated as the official representative of the Employer.

**BE IT FURTHER RESOLVED** that

(1) Solicit Proposals: A request for proposals for a Deferred Compensation Plan and Service Agreement was prepared and made available to the following contractors:

VALIC  
MASS MUTUAL FUNDING GROUP

(2) Responding Vendors: The vendors responding to the request for proposals were:

VALIC

(3) Selection Rationale: The successful vendor is VALIC. The Employer reviewed all of the proposals submitted and met with representatives of the responding companies. VALIC was selected because VALIC has been found to possess the necessary administrative, enrollment, and servicing capabilities for the Plan. (Insert any other detailed reasons for selection)

Greater investment choices, lower administrative fees, customer service

**BE IT FURTHER RESOLVED** that VALIC shall be retained by the Employer as the contractor under the Deferred Compensation Plan, and VALIC shall educate all eligible employees of the Employer regarding the Plan and shall enroll and service those eligible employees who participate in the Plan. As enrolling agent, VALIC shall be the exclusive agent for its funding options to be offered under the Plan.

**BE IT FURTHER RESOLVED** that there has been no collusion or evidence or appearance of collusion between any local official and a representative of the contractor in the selection of a contractor for the administration of a Service Agreement pursuant to N.J.A.C. 5:37-5.7.

**BE IT FURTHER RESOLVED** that the Chief Financial Officer is hereby authorized to execute a Service Agreement with VALIC and that such Service Agreement has been assigned by the Director of the Division of Local Government Services the following identifier: 03-SA-VALIC-E121201 and to submit all necessary documents to the Director of Local Government Services in the State Department of Community Affairs for approval.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be forwarded to the Director of the Division of Local Government Services within the State Department of Community Affairs.

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 24th day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 116-2016**

**AUTHORIZING REFUNDS OF OVERPAYMENT OF TAXES**

**BE IT RESOLVED** by the 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	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Corelogic Real Estate Tax Service P.O. Box 961250 Fort Worth, TX 76161-9887	7	9	907 RIDGEWOOD DR	\$2,314.07
	160	18	134 E ROSEDALE	\$887.52
<b>Total Amount Of Refund:</b>				\$3,201.59
REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
MCGUIRE, BARBARA 104 PUTTING GREEN NORTHFIELD, NJ 08225	140	22	104 PUTTING GREEN	\$1,108.54
<b>Total Amount Of Refund:</b>				\$1,108.54
REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
BRENNER, ELAINEA 2113 MERRITT DR NORTHFIELD, NJ 08225	86	11	2113 MERRITT DR	\$1,272.43
<b>Total Amount Of Refund:</b>				\$1,272.43
REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
FOX CHASE BANK P.O. BOX 1250 BLUE BELL, PA 19422	166	22	108 E STEELMAN AVE	\$376.06
<b>Total Amount Of Refund:</b>				\$376.06

**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 City Council of Northfield, held this 24th day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 117-2016**

**APPROVAL OF FACILITIES USE APPLICATION - FIELD DAY**

**WHEREAS**, the Northfield Community School has properly submitted an Application for Use of Facilities requesting use of the bathroom facilities, Little League Snack Bar, Tee-Ball/Farm League Field, the Girls' Softball Field, the Boys' Minor League Field, and the outfield of the Babe Ruth Baseball Field on Friday and Monday, June 3rd and 6th, from 11am to 3pm each day; and

**WHEREAS**, the events have rain dates of Tuesday and Wednesday, June 7<sup>th</sup> and 8<sup>th</sup>; and

**WHEREAS**, the President of Northfield Little League and the President of Northfield Babe Ruth Baseball have each advised that the fields are available on the requested dates.

**THEREFORE, BE IT RESOLVED**, that the City Council of the City of Northfield hereby approves the Application for Use of Facilities presented by the Northfield Community School for the available dates stated above, subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines 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 City Council of Northfield, held this 24<sup>th</sup> day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk



### CITY OF NORTHFIELD Application for Use of Facilities

APPLICANT: Northfield Community Middle School

ADDRESS: 2000 New Road

ADDRESS: Northfield, NJ 08855

Person Responsible:

Name: Mr. Glenn Robbins Title: Middle School Principal

Address: 2000 New Road Northfield, NJ 08855

Telephone: (H) 407-4008 (C) \_\_\_\_\_ <sup>main</sup>(W) 609-407-4000

The Applicant requests the use of the facilities listed below:

Name and Location of Facility(ies): Sports Recreation Fields and immediate surrounding areas, Bathroom facilities, Snack Bar to be approved by Northfield Little League. Tee-ball Softball, Boy's minor, BKB2-RUN

For the following purpose: Field Days for NCS Middle School - Grades 5-8

on the following date(s): June 3rd and June 6th 2016, June 7th and 8th - Rain dates if needed (State the Purpose)

Specify the hours of use: From: 11:00 AM To: 3:00 PM

Number of people to attend: 250 each Day (approximately)

Will juveniles be present? Yes  No  If Yes, what ages? 10-14 years old  
*If juveniles will be present, the Applicant must submit the names, addresses, and telephone numbers of chaperones prior to the event.*

Will alcoholic beverages be served? Yes  No  If Yes, who will be serving the alcohol?

*If Yes, attach a copy of the liquor license and liquor liability policy of insurance.*  
 Attached

Applicant has received a copy of the City of Northfield Use of Facilities Agreement and agrees to abide by and comply with the terms of that Agreement.

APPLICANT: [Signature] DATE: 5/12/16  
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.

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 118-2016**

**AUTHORIZE THE HIRING OF TINA ORIENTE AS 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 for an assignment not to exceed 6 months in length; and

**WHEREAS**, it is the recommendation of Vicky Rutter, Park Supervisor, and Greg Dewees, Birch Grove Park Council Chair, that Tina Oriente be hired for the position.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Governing Body of the City of Northfield that Tina Oriente is authorized to be hired as seasonal concession stand attendant commencing Wednesday, May 25, 2016.

**IT IS FURTHER RESOLVED** that compensation for Tina Oriente shall be \$8.38 per hour for up to a 32-hour work week.

**IT IS FURTHER RESOLVED** that Tina Oriente is not entitled to benefits, to sick or vacation time and shall comply with the Policies and Procedures of the City of Northfield.

**BE IT FURTHER RESOLVED** by the Council of the City of Northfield that the hiring of Tina Oriente is hereby approved.

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 24th day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 119-2016**

**IN SUPPORT OF SUBMISSION OF AN APPLICATION FOR NEW  
JERSEY DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO  
SCHOOL PROGRAM – SIDEWALKS ON CEDAR BRIDGE ROAD**

**WHEREAS**, the City of Northfield is applying for funding to conduct the installation of sidewalks along Cedar Bridge Road along the school route for the Northfield Community School within the City of Northfield; and

**WHEREAS**, the project will help to continue and improve the promotion and encouragement of pedestrian and bicycle access and safety for school children and residents; and

**WHEREAS**, maintenance of the facility, once constructed, will be assumed by the City of Northfield with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those crosswalks on State or County Highways;

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Northfield that it hereby supports the submission of a grant application for the Safe Routes to School Program within the State of New Jersey Department of Transportation and authorizes the Mayor, Manager and the Municipal Clerk to execute any and all documents necessary and related to the submission of said grant application or grant agreement.

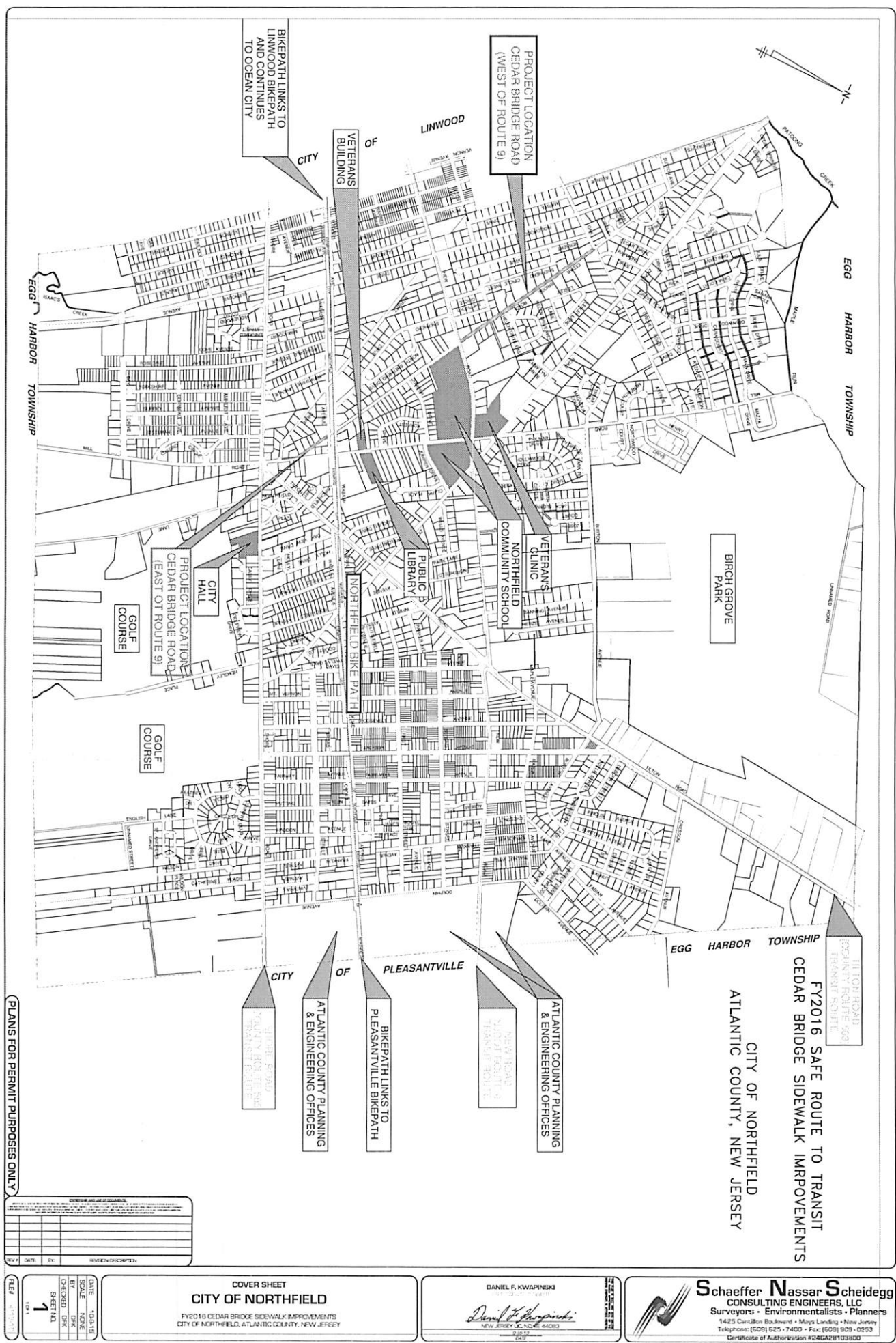
I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City Council of Northfield, held this 24th day of May, 2016.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk



BIKEPATH LINKS TO LINWOOD BIKES 11<sup>TH</sup> AND CONTIGUES TO OCEAN CITY CITY

PROJECT LOCATION CEDAR BRIDGE ROAD (WEST OF ROUTE 9)

PROJECT LOCATION CEDAR BRIDGE ROAD (EAST OF ROUTE 9)

BIRCH GROVE PARK

CITY OF PLEASANTVILLE

ATLANTIC COUNTY PLANNING & ENGINEERING OFFICES

BIKEPATH LINKS TO PLEASANTVILLE BIKEPATH

ATLANTIC COUNTY PLANNING & ENGINEERING OFFICES

ATLANTIC COUNTY PLANNING & ENGINEERING OFFICES

III 101 ROAD  
EGG HARBOR TOWNSHIP PRELIMINARY PROJECT  
FY2016 SAFE ROUTE TO TRANSIT  
CEDAR BRIDGE SIDEWALK IMPROVEMENTS  
CITY OF NORTHFIELD  
ATLANTIC COUNTY, NEW JERSEY

PLANS FOR PERMIT PURPOSES ONLY

NO.	DATE	BY	REVISION DESCRIPTION

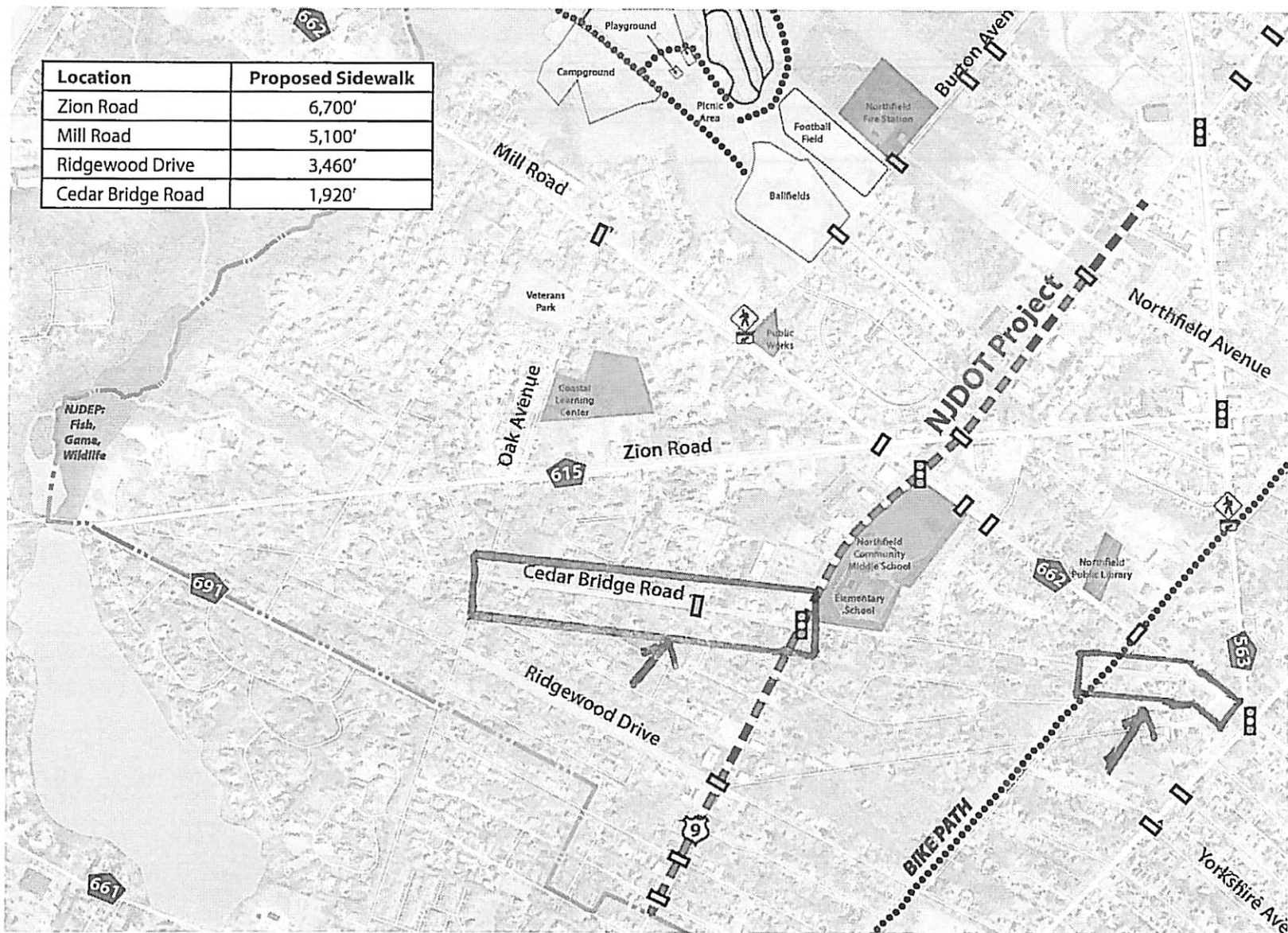
DATE	SCALE	NAME
10-9-13	AS SHOWN	DANIEL F. KWAPIŃSKI
10-9-13	AS SHOWN	DANIEL F. KWAPIŃSKI
10-9-13	AS SHOWN	DANIEL F. KWAPIŃSKI
10-9-13	AS SHOWN	DANIEL F. KWAPIŃSKI

COVER SHEET  
**CITY OF NORTHFIELD**  
FY2016 CEDAR BRIDGE SIDEWALK IMPROVEMENTS  
CITY OF NORTHFIELD, ATLANTIC COUNTY, NEW JERSEY

DANIEL F. KWAPIŃSKI  
*Daniel F. Kwapiński*  
NEW JERSEY LICENSE # 26383  
Professional Engineer  
Professional Seal

**Schaeffer Nassar Scheidegg**  
CONSULTING ENGINEERS, LLC  
Surveyors • Environmentalists • Planners  
1425 Carlilson Boulevard • Maple Landing • New Jersey  
Telephone: (609) 625-7400 • Fax: (609) 903-0503  
Certificate of Authorization #24842103000

Figure 11 — Pedestrian Access Plan for Northfield Community School





**Schaeffer Nassar Scheidegg**  
**CONSULTING ENGINEERS, LLC**

Engineers • Surveyors • Environmental Specialists • Planners

Rami N. Nassar, PE, PP, CME  
 David S. Scheidegg, PE, PP, CME  
 Andrew F. Schaeffer, PE, PP  
 Daniel F. Kwapinski, PE, PP  
 Howard A. Transue, PLS

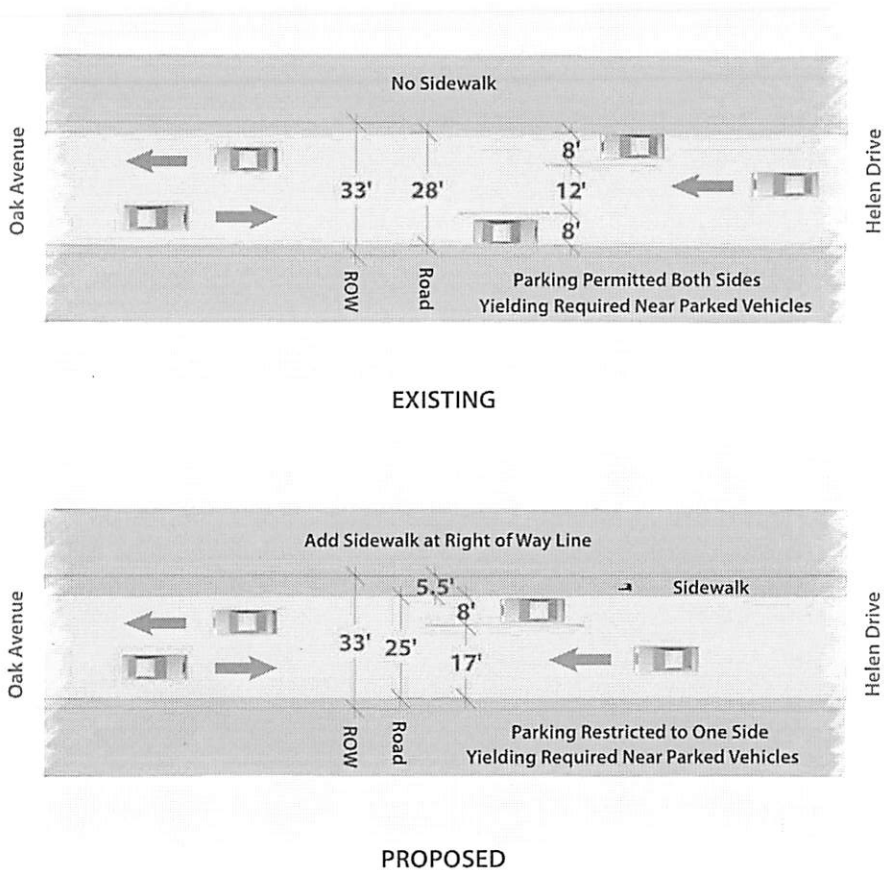
**CURB AND SIDEWALK CONSTRUCTION COST ESTIMATE FOR:**

CEDARBRIDGE SIDEWALK IMPROVEMENTS  
 CITY OF NORTHFIELD, ATLANTIC COUNTY, NEW JERSEY

	QUANTITY	UNIT	UNIT COST	TOTAL COST
<b>CONSTRUCTION COSTS:</b>				
<b>CEDARBRIDGE (WEST OF ROUTE 9)</b>				
4" THICK SIDEWALK	1,212	SY	\$ 60.00	\$ 72,746.67
ROADWAY RESTORATION (6" DGA & 4" BASE HMA 19M64)	281	SY	\$ 35.00	\$ 9,838.89
6"x8"x18" CONCRETE CURBING	2,387	LF	\$ 32.00	\$ 76,384.00
			<b>SUBTOTAL</b>	<b>\$ 158,969.56</b>
<b>CEDARBRIDGE (EAST OF ROUTE 9)</b>				
4" THICK SIDEWALK	284	SY	\$ 60.00	\$ 17,013.33
ROADWAY RESTORATION (6" DGA & 4" BASE HMA 19M64)	71	SY	\$ 35.00	\$ 2,481.11
6"x8"x18" CONCRETE CURBING	640	LF	\$ 32.00	\$ 20,480.00
			<b>SUBTOTAL</b>	<b>\$ 39,974.44</b>
			<b>CEDARBRIDGE</b>	<b>\$ 198,944.00</b>

DANIEL F. KWAPINSKI, PE  
 NJPE LIC # GE44083  
 DATE: 10-9-15

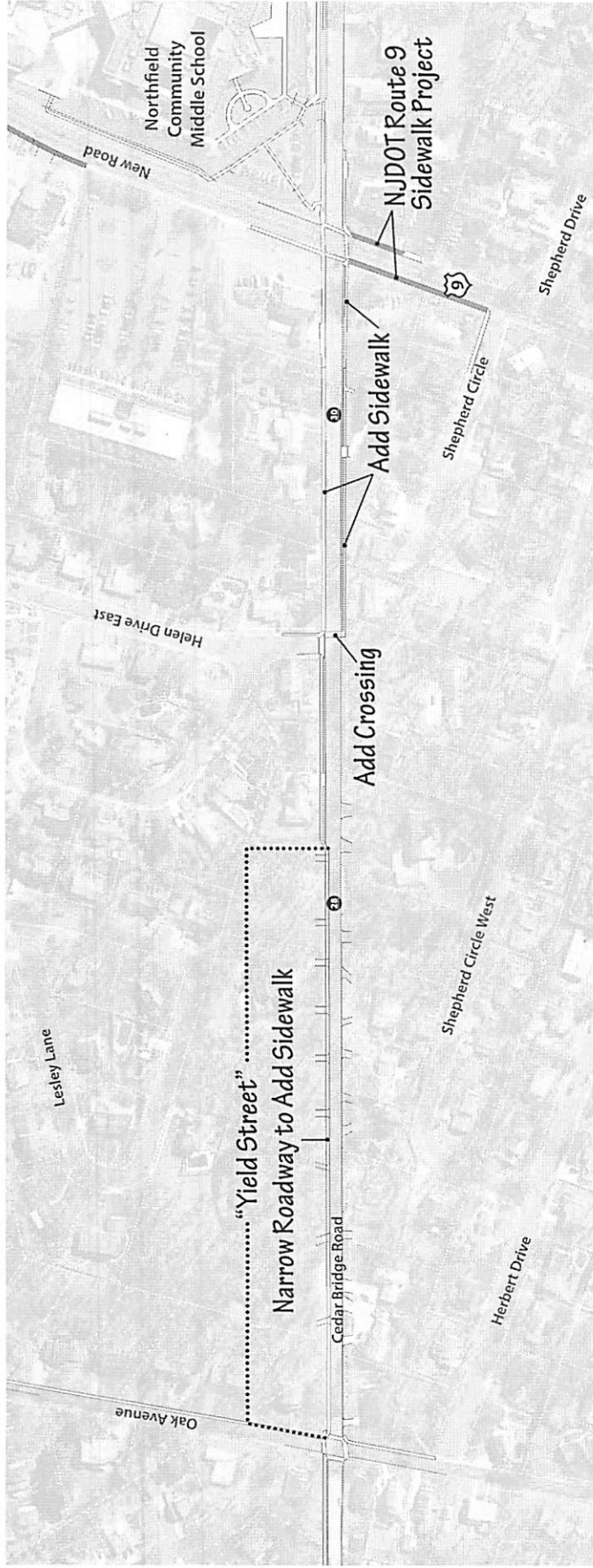
**Figure 12 — Cedar Bridge Road “Yield Street”**



Improving walking conditions along the segment of Cedar Bridge Road between Oak Avenue and Route 9 is a high priority since it will likely continue to be a preferred school access route for children. This segment does not have sidewalk for most of its length, and obstructions such as trees and fences along many property frontages force children to walk in the street with traffic.

**Figure 13** shows an overall plan for improving walking conditions on Cedar Bridge Road between Oak Avenue and Route 9. This segment is split into two distinct sections – a 1000' long curbed section from Route 9 to roughly Helen Drive, and a 1000' long uncurbed portion from roughly Helen Drive to Oak Avenue. Given the low volume of traffic and limited available right-of-way on Cedar Bridge, the recommendation for the uncurbed section is to add sidewalk primarily within the paved roadway. This could be done by reducing the pavement width from 28' to 25' and using the additional width to install a 5' wide sidewalk with curb on the north side of the road to the right-of-way line (see **Figure 12**). Cedar Bridge would continue to operate as a bi-directional yield street where vehicles need to drive slowly and yield to oncoming vehicles when cars are parked on-street. Parking would need to be restricted to one side of the street through the “yield street” section to allow space for larger vehicles such as buses or emergency vehicles to pass parked cars. For the curbed portion of Cedar Bridge, sidewalks should be installed to line up with existing sidewalk segments outside of the road cartway. A new marked crosswalk is recommended at Helen Drive to provide access to the north-side sidewalk.

Figure 13 — Sidewalk Plan for Cedar Bridge Road



Uncurbed section near Oak Avenue



Curbed section near Route 9





SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

**PROGRAM REQUIREMENTS (cont.)**

Responsible Charge

Provide the name, title, and employer of the person who will be in responsible charge of the project.

The responsible charge is defined in 23 CFR 635.105(a) (4). Federal regulations requires Local Public Agencies' (LPAs) to provide a full-time employee to be in responsible charge of Federal-aid construction projects. The person in responsible charge of LPA administered projects does not have to be an engineer, but they must be a full-time employee of the LPA. Consultant Engineers providing engineering services or functioning as the LPA engineer of record are not eligible to serve as the responsible charge.

Name, Title, and Employer

Mary Canesi, Municipal Clerk

Distance to School:

The proposed project must be within 2 miles of a K-8 school. Applications for projects benefitting students in grades 9 through 12 will not be considered eligible for the program. A map showing the locations of the project and the school must be attached.

1360461-distance.pdf

SRTS Student Arrival and Departure Tallies:

Arrival and Departure Tallies are required as part of this solicitation. Please attach a copy of a confirmation from the NJ SRTS Resource Center indicating that the SRTS Student Travel Arrival and Departure Tallies have been received for tabulation.



SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

TYPE OF IMPROVEMENT

Infrastructure/Engineering

- Bikeways
- Pedestrian Safety
- Pedestrian Safety/Bikeways

Popular Project Types:

On-Street Bike Lanes, Off-Road Bike Paths, Bike Route, Bicycle Parking

Sidewalks, ADA Curb Ramps, Crosswalks, Pedestrian Crossing Signs, Pedestrian Push-buttons/Signal Heads

School Zone Delineation, Driver Feedback Signs, Traffic Calming, etc.

Draft



Safe Routes to School - Infrastructure Application 2016

SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

Pedestrian\_Safety\_Bikeway

PROJECT INFORMATION

Project Title:

Cedarbridge Pedestrian and Bicyclist Improvement Project

County to filter by:

Atlantic County

Municipalities:

Northfield City

Draft



SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

**SCHOOL INFORMATION**

Provide complete information for each school that is participating in or will benefit from the proposed project or activity. Provide complete contact information for the designated lead coordinator at each school. Provide information about how students currently travel to and from school and the method used to collect this data. Provide information about the percentage of students living within two miles of the school. Indicate whether courtesy/hazard busing is currently provided, and estimate the number of students that will benefit from the project or activities included in this application. Indicate whether the school is part of a Schools Development Authority District or located within an Urban Aid Community. See questions below for links to these lists.

School Name Northfield Community School  
Address 2000 New Road  
Zip 08225  
School District Northfield

**School-Designated Lead Coordinator:**

Contact Name Mrs. Janice Dye  
Title Director of Curriculum and Instruction  
Organization Northfield Community School  
Contact Phone 609-407-4000  
Contact Email jdye@ncs-nj.org

Is the school part of a shared School District?  Yes  No

If **yes**, please identify additional municipalities:

The federal aid Safe Routes to School program funds projects for students in kindergarten through eighth grade (K-8).

Grade Levels at the school identified above K-8

Student Population

Enter the estimated number or percentage of students who currently:

Walk to School

Bike to School

Ride the Bus

Drop off/other

What is the source of this travel information? School Commute Tally



SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

SCHOOL INFORMATION (cont.)

Number of students living within 2 miles of the school

Number of ADDITIONAL students expected to walk or bike to school because of the project

Is courtesy/hazard busing provided?  Yes  No

Is the school district a Schools Development Authority district?  Yes  No

A list of Schools Development Authority District is available at  
[http://njsda.gov/NJSDA/GI/SDA\\_Districts.html](http://njsda.gov/NJSDA/GI/SDA_Districts.html)

Is the school located in an Urban Aid Community?  Yes  No

A list of Urban Aid Communities is available at:  
[http://www.state.nj.us/dca/divisions/dlgs/resources/muni\\_st\\_docs/2015\\_data/urban\\_2015.pdf](http://www.state.nj.us/dca/divisions/dlgs/resources/muni_st_docs/2015_data/urban_2015.pdf)  
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SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

**DEMONSTRATED COMMITMENT**

Many New Jersey municipalities and schools have been recognized by the NJ SRTS Resource Center for their commitment to and support of Safe Routes to School. Has your community has been certified by the NJ SRTS Resource Center with either Bronze, Silver or Gold Recognition Level status for the last two years?  Yes  No

If yes, attach a copy of the School Recognition Certificate or press release.

Has the need for the project been identified in a School Travel Plan within the last 5 years?  Yes  No

If Yes, attach the plan and indicate the pages that identify the project.

***New Jersey SRTS Travel Plan Guide:***

<http://www.saferoutes.nj.org/resources/stp/>

Do(es) the school(s) to be served by the proposed project have a written policy supporting walking and bicycling to school?  Yes  No

If Yes, attach the policy and indicate the pages where it supports biking and walking to school.

**NJ SRTS Resource Center Tools, Tips, and more**

<http://www.saferoutesnj.org/resources/tips-tools-and-more/>

Has the school district adopted a School Wellness Policy that encourages walking and bicycling to school?  Yes  No

If yes, attach the policy and indicate the pages where it supports biking and walking to school.

**Model School Wellness Policies**

<http://www.schoolwellnesspolicies.org/WellnessResources.html>



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**DEMONSTRATED COMMITMENT (cont.)**

Has the municipality adopted a Complete Streets Policy?  Yes  No

If yes, attach the policy.

1360506-completestreetspolicy.pdf

***NJDOT Complete Streets***

<http://www.state.nj.us/transportation/eng/completestreets/>

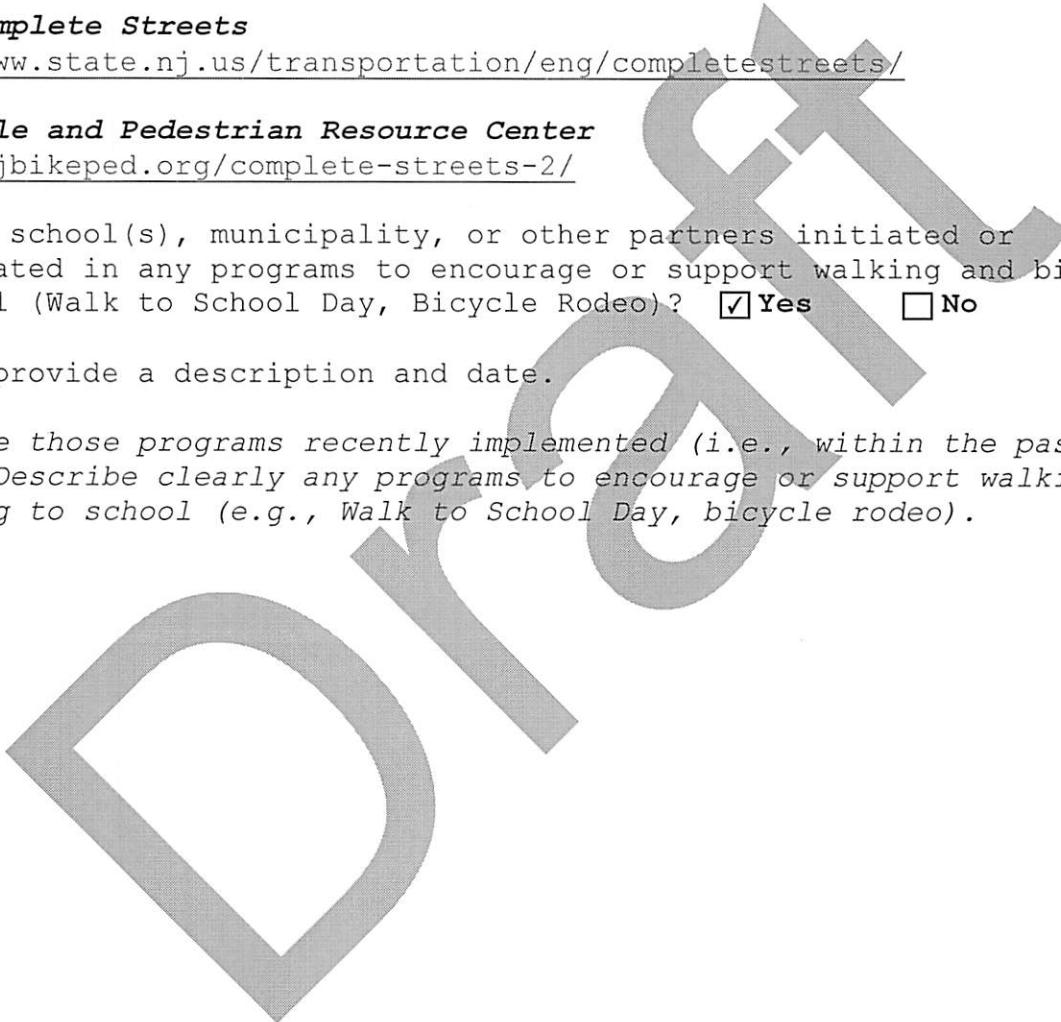
***NJ Bicycle and Pedestrian Resource Center***

<http://njbikeped.org/complete-streets-2/>

Have the school(s), municipality, or other partners initiated or participated in any programs to encourage or support walking and bicycling to school (Walk to School Day, Bicycle Rodeo)?  Yes  No

If yes, provide a description and date.

*Emphasize those programs recently implemented (i.e., within the past two years). Describe clearly any programs to encourage or support walking and bicycling to school (e.g., Walk to School Day, bicycle rodeo).*





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DEMONSTRATED COMMITMENT (cont.)

Have the school(s), municipality, or other partners constructed any physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks)?  Yes  No

If yes, provide a description and date.

*Describe any recently constructed physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks), or any improvements that are in process (excluding those funded or to be funded under this program).*

Draft





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DEMONSTRATED COMMITMENT (cont.)

Does the proposed project connect to a regional bicycle or pedestrian network? (The network should connect the project to a neighborhood, park, library, or other location of interest to school students.)

Yes       No

If yes, show on a map.

1360506-CedarBridgeSidewalk1.pdf

Draft



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**PROBLEM STATEMENT**

Describe the obstacles (physical or other) to walking or bicycling to school.

Along the edge of the road and shoulder includes fences, landscaping, vegetation and parked vehicles. that prohibit pedestrians and bicycles. These obstacles prohibit walking and biking from going along the shoulder and edge of the roadway and instead directs them towards the vehicles passing which have recorded at speeds above 45 MPH.

Draft



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**PROBLEM STATEMENT (cont.)**

Describe current hazards facing children who walk or bicycle to the school(s). You are encouraged to reference supporting documentation such as: maps, history of traffic problems, accident reports, traffic counts, speed surveys, health statistics, crime reports, photographs of deficiencies, walkability audits, census information and survey results.

Police speed surveys along this road have included speeds close to double the speed limit of 25 MPH. One vehicle driving at these speeds is all it takes to hit a pedestrian and or biker along these heavy traveled road. Children use this route as a primary way to to and from the residential areas of the City to the Community School and Regional bike path. This route is used at all times of the day and night and can be hazardous. Police accident reports indicate several reports of accidents especially at the intersection of Cedar Bridge Road and Route 9.

Draft



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PROBLEM DOCUMENTATION

Attach a location map showing up to a two-mile radius of the school(s). Label the school site(s) and problem areas.

*Maps, photographs, and other data which provide evidence of the severity of the problem, may be uploaded to SAGE. Documentation can include a history of traffic problems, accident reports, traffic counts, speed surveys, crime reports, walkability audits, photos of deficiencies, health statistics, census information and survey results.*

1360603-NorthfieldReport\_FINALOct201515.pdf

Attach up to ten photographs of problem areas.

1360603-cedarbridge(east).png

1360603-cedarbridge(west).png

Attach additional files (crash data, accident reports, maps, survey results, health statistics, crime statistics or reports, speed surveys, walkability audits, census information, etc.) which provide evidence of the severity of the problem.

1360603-CrashAnalysis.pdf



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PROJECT PROPOSAL

Enter the project limits below:

**From:**

Two Sections:

**To:**

Section 1: to Oak Avenue

Describe the project in summary. Indicate the school(s) at which the project will take place.

*Indicate the schools that benefit from the project and explain how the project will create a safer walking and/or bicycling environment or encourage more children to walk or bicycle to school. Discuss how many children will benefit from the project and whether it targets one neighborhood or the entire school community.*

Improving walking conditions along the segment of Cedar Bridge Road between Oak Avenue and Route 9 and between Wabash Avenue and Mill Road is a high priority since it will likely continue to be a preferred transit bus stops, regional bike path the veteran's clinic and school access route for veterans and children. This segment does not have sidewalk for most of its length, and obstructions such as trees and fences along many property frontages force veterans and children to walk in the street with traffic. Attached Figure 13 shows an overall plan for improving walking conditions on Cedar Bridge Road between Oak Avenue and Route 9. This segment is split into two distinct sections a 1000 long curbed section from Route 9 to roughly Helen Drive, and a 1000 long uncurbed portion from roughly Helen Drive to Oak Avenue. Given the low volume of traffic and limited available right-of-way on

Cedar Bridge, the recommendation for the uncurbed section is to add sidewalk primarily within the paved roadway. This could be done by reducing the pavement width from 28 to 25 and using the additional width to install a 5 wide sidewalk

## Project Proposal

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### ProjectSummary continued

with curb on the northside of the road to the right-of-way line (see Figure 12). Cedar Bridge would continue to operate as a bi-directional yield street where vehicles need to drive slowly and yield to oncoming vehicles when cars are parked on-street. Parking would need to be restricted to one side of the street through the yield street section to allow space for larger vehicles such as buses or emergency vehicles to pass parked cars. For the curbed portion of Cedar Bridge, sidewalks should be installed to line up with existing sidewalk segments outside of the road cartway. A new marked crosswalk is recommended at Helen Drive to provide access to the north-side sidewalk.

The Cedar Bridge Road cartway section between Wabash Avenue and Mill Road (Route 662) will also be a "yield road" similar to the section of Helen Drive to Oak Avenue. This cartway section will be reduce to 24 feet wide to include sidewalk on one side similar to other sections of Cedar Bridge Road. This will also include changing this to a one way road and restricting parking to only one side of the road.

Traffic roads markings and traffic signs will be added at intersections and along the project to guide the traffic.



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PROJECT PROPOSAL (cont.)

Explain how the project will create a safe walking and/or bicycling environment.

Adding a sidewalk will provide a designated area for pedestrians to walk safely without the need to weave in and out of vehicle traffic. Restricting parking on one side will also improve the bicycling environment since bikes will also have a safe line to ride with the need to weaving between parked vehicles on the side of the road. Additional traffic road markings and signs will be added to designate pedestrian, bike and vehicle travel areas.

Draft



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PROJECT PROPOSAL (cont.)

Explain how the project will enable and encourage more children to walk or bike to school.

Reducing the overall width of the cartway for the vehicles to travel will reduce the potential for speeders and increase overall traffic safety. Studies have shown that wider roads provide the false feeling for vehicle traffic speeds to increase.

Providing more designated areas for vehicles within a reduced width cartway and side walk for pedestrians and place for bikers to travel without potential cars parked on the side will increase the overall traffic safety. With this being less than 1/2 mile from a Community School that does not provide busing to the school will definitely encourage to allow children other means to get the school versus dropping them off by their personal vehicles.

Draft





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PROJECT PROPOSAL (cont.)

Distance from school (must be within 2 miles): 0.5

*Show on a street location map the proposed infrastructure improvements, school location, and walking and bicycling routes. Provide information about the location of the project(s) and show the location(s) on a map (must be within two miles of the school). Indicate whether the project is on a walking or bicycling route to school and illustrate the relationship between the school and the project on the map.*

Please upload an 8.5 by 11 inch map.

1360623-CedarBridgeSidewalk2.pdf

Draft



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SCHEDULE

Attach a project schedule from start to finish in a table or list format. Indicate progress milestones (such as easement acquisitions, ROW, permits, utility relocations if needed, environmental and historical preservation approvals, bid, advertise, award, and start of construction) by the number of months from written authorization to proceed to project completion and evaluation of results.

Project must receive federal authorization within two years of the date that the LPA is notified of project selection. If the project is not authorized within two years of the award, the grant will be rescinded and the applicant will have to reapply.

*The Safe Routes to School program will not reimburse applicants for any expenses incurred prior to federal authorization.*

1360624-SCHEDULE.pdf

Is utility or road work planned within the project limits over the next five years?

Yes  No

Does the project require utility relocation?  Yes  No

If yes, please explain.

Draft



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SCHEDULE (cont.)

Are permits required?  Yes  No

If yes, please explain.

Project is located entirely within the Municipal ROW

Is the purchase of Right-Of-Way required before the start of construction?  
 Yes  No

If yes, please explain.

Draft



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SCHEDULE (cont.)

Does the project intersect a state highway?  Yes  No

If yes, which highway(s)?

Route 9 but no improvements are proposed within the state highway

If yes, is the intersection signalized?  Yes  No

Is there a railroad crossing or highway ramp within the project limits that will be improved as part of the project?  Yes  No

If yes, please explain.

Draft

Will the construction impact traffic at a railroad crossing outside project limits?

Yes  No



Safe Routes to School - Infrastructure Application 2016

SRS-2016-Cedarbridge Pedestrian and Bicyclis-00050

Pedestrian\_Safety\_Bikeway

Cost Estimate

Please identify what phases of work apply:

- Design (Schools Development Authority school districts and Urban Aid Municipalities only)
- Construction

If **Construction**, please provide a length of proposed improvement.

Bikeway (Miles) 0.64

Pedestrian (Miles) 0.64

Construction Cost: \$198,944.00

Attach a Detailed Construction Cost Estimate:

1360644-NF13-31ESTCONSTRUCTIONCOST10-20-15.pdf

Design Engineering:

Total Project Cost: \$232,764.00

Total Amount Requested: \$198,944.00

Draft



New Jersey  
Department of Transportation



SafeRoutes  
to School

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PARTNERSHIP AND PUBLIC OUTREACH

Attach up to 5 letters of support community organizations, citizens, all levels of government, and elected officials other than the LPA, and any and all interested parties. All letters of support must be addressed to the LPA, not the New Jersey Department of Transportation. In order to be eligible, letters must be dated within one year of the NJDOT application solicitation letter date.

Draft



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### EVALUATION

Describe how the results of the project will be measured. Minimally, grant recipients will be required to record the number and type of improvements installed and the results of pre-and post-project surveys on how students travel to and from school.

Describe how the safety and/or health benefits of the project will be evaluated using at least one of the measures listed below. Potential measures may include:

Increase in the number of children walking or bicycling to school  
Changes in public/student perception of safety (survey)  
Increased awareness of safe walking and bicycling behaviors  
Increased awareness of safe driving behaviors  
Reduction in speed limit violations  
Reduction in failure to stop for pedestrians  
Decrease in motor vehicle traffic around arrival/dismissal  
Improvement in crime statistics around the school  
Improvement in health statistics for the school children

Pre and post comparison will be conducted to determine the increase in the number of children walking or bicycling to school along this route. The school will also conduct a survey to obtain the changes in public/student perception of safety. Also, a post construction speed survey will be conducted to determine the reduction in the maximum speed.

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 120-2016**

**APPROVAL OF SPECIFICATIONS AND AUTHORIZATION TO  
PROCEED WITH PUBLIC BIDDING FOR 2015 ROAD PAVING  
PROJECT IN THE CITY OF NORTHFIELD**

**WHEREAS**, on August 25, 2015, Council did adopt Resolution No. 153-2015, authorizing the City Engineer to prepare the bid specifications for the 2015 Road Paving Project in the City of Northfield, and funds are available for this purpose; and

**WHEREAS**, said specifications were prepared by Dan Kwapinski, of Schaffer, Nassar, Scheidegg, Consulting Engineers, and have been reviewed by the Mayor and Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Northfield, Atlantic County, New Jersey that the aforesaid specifications are hereby approved and the City Engineer is authorized to proceed with public bidding for this project.

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 24<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk