

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 25, 2018**

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 13, 2018.

FLAG SALUTE

ROLL CALL OF COUNCIL MEMBERS:

Korngut, Lischin, Murray, O'Neill, Perri, Travagline, Dewees

APPROVAL OF MINUTES – September 11, 2018

COMMITTEE REPORTS

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

Councilman O'Neill - Inspections, Code Enforcement, Housing/Zoning, Court/Violations, Chamber of Commerce, Little League/Babe Ruth, Traffic Safety, Green Team Advisory Board

Councilwoman Korngut – Library, Municipal Alliance, Economic Development, Shared Services

Councilman Murray - Finance/Collections, Mainland Regional, Traffic Safety, Economic Development

Councilman Lischin – Fire Department/EMS, Technology/MRHS Channel 2, Cultural Committee, Green Team Advisory

Councilman Travagline – Insurance and Safety, Northfield School, FAN; Shared Services

Council President Dewees - Buildings/Grounds, Athletic Fields, Bike Path, Veterans' Park, 1st Street Playground, Birch Grove, Public Works, Roads, Engineering

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 172-2018** Resolution Updating the Personnel Policies and Procedures for the City of Northfield
- 173-2018** A Resolution to Cancel Grant Balances
- 174-2018** Authorizing Refunds of Overpayment of Property Taxes
- 175-2018** A Resolution Authorizing the Northfield Fire Department to Apply for and Obtain a Grant from the Federal Emergency Management Agency (FEMA)
- 176-2018** Amending Resolution 30-2018, Recognizing Members of the Northfield Volunteer Fire Company
- 177-2018** Amending Resolution No. 170-2018, Extending the Hours of Use, and Permitting Use of Field Lights

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 25, 2018**

ORDINANCES

- 7-2018** An Ordinance Amending Chapter 215 of the Code of the City of Northfield Governing Land Use and Development, as amended by Resolution 171-2018
*3rd Reading / Public Hearing on Ordinance as Amended / Final Consideration
Published in the Press of AC September 29, 2018*
- 9-2018** An Ordinance Amending Chapters 250 of the Code of the City of Northfield, Governing Parks and Recreation Areas and Chapter 111 of the Code of the City of Northfield, Governing Vehicles And Traffic
*2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC September 29, 2018*
- 10-2018** An Ordinance to Amend the Code of the City of Northfield, Chapter 215, Entitled “Guarantees and Improvement Procedures”
*Introduction / No Public Input / Published in the Press of AC September 29, 2018
2nd Reading / Public Hearing / Final Consideration October 9, 2018*

PAYMENT OF BILLS \$ 1,371,667.87

MEETING NOTICES

City Council	October 9, 2018	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 172-2018**

**RESOLUTION UPDATING THE PERSONNEL
POLICIES AND PROCEDURES FOR THE CITY OF NORTHFIELD**

WHEREAS, it is the policy of City of Northfield to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Common Council of the City of Northfield has determined that there is a need to update the City's personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Common Council of the City of Northfield that the revisions to the Personnel Policies and Procedures Manual attached hereto are hereby adopted and shall be effective as of January 1, 2019.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all City of Northfield officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by City of Northfield employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Common Council of the City of Northfield.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City of Northfield shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Mayor and all managerial/supervisory

personnel are responsible for these employment practices. The Municipal Clerk and the Labor Counsel shall assist the Mayor in the implementation of the policies and procedures in this manual.

Erland V.L. Chau, Mayor

Attest: Shannon Campbell, Deputy Municipal Clerk

I, SHANNON CAMPBELL, Deputy 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 25th day of September, 2018.

Shannon Campbell, Deputy Municipal Clerk

Resolution No. 172-2018, Attachment

Deletions appear as ~~stricken text~~, additions shall be underlined

102 Americans with Disabilities Act Policy / New Jersey Pregnant Worker's Fairness Act:

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the City of Northfield does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The City of Northfield will endeavor to make every work environment handicap accessible and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the City of Northfield to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding, or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the City of Northfield.

The Mayor or designee shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Mayor or designee. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the City of Northfield to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting City of

Northfield facilities. Any questions concerning proper assistance should be directed to the Municipal Clerk.

206 No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the City of Northfield has adopted a smoke-free policy for all buildings. City of Northfield facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in City of Northfield buildings or near the entrances and exits. Employees are permitted to smoke only outside City of Northfield buildings and such locations as not to allow the re-entry of smoke into building entrances. Employees provided with meal or other break times in accordance with City Policy or pursuant to the terms of any collective bargaining agreement may only smoke during such designated break times. Smoking inside vehicles owned by the City of Northfield or near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

207 Use of Vehicles Policy:

City of Northfield owned vehicles shall be used only on official business and all passengers must be on City business. (An employee who is also employed by another governmental entity may use a City vehicle for that employment only if the employment is pursuant to an inter-local agreement between the City of Northfield and the other jurisdiction.)

Vehicles may be taken home only with the advance approval of the Mayor or designee, except a Department Head may also grant temporary approval to facilitate responses to after-hours emergency calls. Department Heads/Key Personnel must be designated to be "On 24-Hour Call" by Resolution and/or Contract and must gain written approval by the Mayor or designee to take home any City owned vehicles.

Employees may take a City-owned vehicle home when attendance to an out-of-city meeting takes place late at night after normal working hours or early in the morning prior to normal working hours with approval by the Mayor or designee. When an employee takes home a City vehicle, it is to be used only for official City business any other use is not permitted. Any violation of this policy constitutes cause for disciplinary action.

~~In accordance with Internal Revenue Service guidelines, municipalities are required to value commuting usage under the Commuting Valuation Rule. In accordance with this rule, a flat \$1.50 each way (\$3.00 round trip per day) must be assessed to employees in taxable earnings.~~

The use of hand-held cell phones while driving City of Northfield vehicles or while driving on City of Northfield business is prohibited.

209 Communication Media Policy / Social Media Policy:

The City of Northfield's Communication Media are the property of the City of Northfield and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the City of Northfield, such as telephones, cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the City's Communication Media for personal purposes during City time on City equipment without prior authorization from the Administration to do so.

All data stored on and/or transmitted through Communication Media is the property of the City of Northfield. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a City of Northfield business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the City's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the City's local or wide-area networks."

The City of Northfield respects the individual privacy of its employees. However, employee communications transmitted by the City's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the City of Northfield. The City of Northfield reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the City's Communication Media. By using the City's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by City of Northfield personnel. The existence of passwords does not restrict or eliminate the City's ability or right to access electronic communications. However, pursuant to New Jersey Law, the City of Northfield cannot require the employee to provide the password(s) to his/her personal account(s).

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the City of Northfield are required to use the assigned municipal email account for ALL City of Northfield business and correspondence. The use of private email accounts for ANY City of Northfield business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cell

phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the employer; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolve workplace grievances internally by discussing issues with their supervisor and/or the Administration, and are asked to refrain from posting comments or materials on Communication Media that can be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

Employees can only use the City's Communication Media for legitimate business purposes. Employees may not use City's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any City of Northfield rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether same is performed on the City of Northfield's equipment or on the employee's own personal Communication Media.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by the City of Northfield. Certain data, or applications that process data, may require additional security measures as determined by the City of Northfield. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the City of Northfield's information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the City of Northfield.

All employees may access only data for which the City of Northfield has given permission. All employees must take appropriate actions to ensure that City of

Northfield data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All City of Northfield data must be stored centrally as required by the City of Northfield. This provides greater security, and ensures that the backup of all City of Northfield data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the City's computing environment.

Employees may not install-~~or~~ modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the City of Northfield. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the City of Northfield, or licensed to the City of Northfield. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees. Internet security settings (where applicable) must not be changed. The foregoing includes but is not limited to the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses etc.

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by the ~~Mayor~~ Administration may engage in social media activity during work time through the use of the City's Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential City of Northfield information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No City employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Mayor. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees,

detainees, people or job related incident or occurrence taken with the City's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Mayor or designee. Except in "emergency situations", employees are prohibited from taking digital images or photographs with media equipment not owned by the City.

For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the City's Communication Media. If such situation occurs, employee agrees that any images belong to the City of Northfield and agree to release the image to the City of Northfield and ensure its permanent deletion from media device upon direction from the City of Northfield.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the City of Northfield or on behalf of the City of Northfield, ~~whether through the use of the City's Communication Media or otherwise, may be issued unless it has first been approved by the Mayor or designee. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the City of Northfield. Such unauthorized communications may result in disciplinary action~~ through the use of the City of Northfield's Communication Media may be issued unless it has first been approved by the City's Administration. Specifically, employees are forbidden from using the City of Northfield's Communication Media to impersonate the employer; to make statements on behalf of the employer without authorization; and/or to make statements that can be construed as establishing what the employer's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the employer's Communication Media or the employee's own personal media, either during working or non-working hours, any employer-related confidential, sensitive or other employer information of a proprietary nature, including but not limited to employer records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the employer, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences.

Because (authorized) postings placed on the Internet through use of the City's Communication Media will display the City's return address, any information posted on the Internet must reflect and adhere to all of the City's standards and policies.

All users are personally accountable for messages that they originate or forward using the City's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is

prohibited. “Spoofing”, constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Mayor, is prohibited

Employees must respect the laws regarding copyrights, trademarks, rights of public City of Northfield and other third-party rights. Any use of the City’s name, logos, service marks or trademarks outside the course of the employee’s employment, without the express consent of the City of Northfield, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

If employees choose to identify themselves as a City of Northfield employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the City, as such no employee shall knowingly represent themselves as a spokesperson of the City, post any comment, text, photo, audio, video or other multimedia file that negatively reflects upon the City, expresses views that are detrimental to the City’s mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. City employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as City employees.

Nothing in these policies is designed to interfere with, restrain or prevent employee social media communications by employees engaging in protected concerted activities regarding wages, hours or other terms and conditions of employment pursuant to the National Labor Relations Act. All City of Northfield employees have the right to engage in or refrain from such activities.

210 Use of Internet:

The City of Northfield provides Internet access to its employees in order to make available a vast array of information resources and to allow participation in and access to increasing county and state resources.

Employees must comply with all policies adopted by the City of Northfield, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Employees who are using Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Distribute unsolicited advertising;

- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the City's tax-exempt status or its proper operation; and/or
- Download unauthorized software, fonts, templates or scripts.

As stated in the Communications Policy above the City of Northfield reserves the right to monitor the employee's Internet usage. In addition the City of Northfield has the right to restrict access to specific types of prohibited content through the use of a content filtering system.

301 Paid Holiday Policy:

Full Time, non-represented employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

An employee who is absent without leave (No Call/No Show) on the day immediately preceding or following a holiday shall lose the holiday as well as pay for that day. If a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited.

Refer to the City's Overtime Policy with regard to how employees are compensated for working on a holiday.

304 Sick Leave Policy:

The purpose of sick leave is to allow the continuation of salary and benefits for regular employees of the City of Northfield. The City has the obligation and the right to prevent sick leave abuse. Each and every instance of not reporting to work and not calling to report the absence (No Call/No Show) and similar absences will be subject to disciplinary action.

Employees are required to call in each day of their absence unless otherwise directed, and notify their supervisor whether the absence is for themselves or for a family member. The employee must call in personally unless they are hospitalized. Employee must call in not less than one (1) hour before the start of their shift. Failure to call in or report for work (No Call/No Show) for two (2) consecutive scheduled work days, or 2 days in a 12 month period, in the absence of significant incapacity of the employee, will be considered voluntary resignation not in good standing.

New full time City Employees will be allocated one (1) day per month beginning with the completion of work for a majority of the first calendar month of employment, to a total of twelve (12) days for the calendar year.

Commencing with the first calendar month of the second year of City employment, full time employees are entitled fifteen (15) working days of sick leave per calendar year. Sick leave may be accumulated to an amount equal to two hundred twenty-five (225) days, no further accumulation shall be allowed until sick leave is reduced below this level. Sick leave must be earned in order to be used. The employee must reimburse the City in cases where sick time is credited in advance but not actually earned by the employee. The City of Northfield reserves the right to take appropriate action to recover monies uncollected including withholding from the employee's pay. The City also reserves the right to apply all or part of an employee's wages from their last paycheck by way of reimbursement of owed time, when an employee is no longer in City employment.

Part-time employees are entitled to a maximum of 40 hours of paid sick leave per year, accrued at a rate of one hour earned for every 30 hours worked. Sick leave hours are granted to the employee at the beginning of the year for convenience and will be adjusted accordingly for leaves of absence, termination of employment and for recognition of actual hours worked. A part-time employee's allotment of paid sick leave will be eligible for use after the 120th calendar day employment commences. Part-time employees are eligible to carry over a maximum of 40 hours in unused sick leave.

Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member, or as otherwise permitted by the New Jersey Paid Sick Leave Act. Employees absent on sick leave for five or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, a doctor's verification of that individual is required. After the tenth day of absence on sick

leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the City may require an employee to be examined by a physician designated by the City to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received.

The City of Northfield shall not compensate an employee for unused sick time upon separation of employment unless otherwise provided for in a collective bargaining agreement or other employment contract.

401 Types of Employees:

The types of City employees are:

1. Probationary Employee: An employee on a trial status during the initial period of employment.
2. Regular Full-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works as assigned per year.
3. Part-Time Employee: An employee hired on a weekly schedule basis of twenty nine (29) or fewer hours per week and paid only for hours actually worked. "Part-Time Employees" shall not be eligible for City benefits. ~~A "Part-Time Employee" may also be referred to as an "hourly" employee. "Part Time Employees" required to work on a designated holiday shall be paid compensation for hours worked on such holiday at one and one half (1 ½) times their hourly rate of pay.~~
4. Temporary Employee: An employee hired for a specific period of time. A temporary employee is not eligible for City benefits. Temporary employees required to work on a designated holiday shall be paid compensation for hours worked, which will be paid at the regular rate of compensation and in accordance with the applicable wage and hour laws.
5. Seasonal Employee: An employee whose work assignment is limited in duration to a specific seasonal time of year. Seasonal employees required to work on a designated holiday shall be paid compensation for hours worked, which will be paid at the regular rate of compensation. A seasonal employee is not eligible for City benefits.

403 Overtime Compensation Policy:

Exempt Employees. Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional

positions are exempt from the provisions of the Act. The Municipal Clerk shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Mayor or designee's prior approval and at the sole discretion of the Mayor or designee.

Non Exempt Employees. All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Mayor or designee. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty in a weekly period. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time, personal time, and compensatory time off are not.

The City may provide overtime compensation in the form of compensatory time off as allowed by the FLSA. The maximum number of hours that an employee may accrue for future compensatory time off is sixty. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Accrued and taken overtime compensatory hours must be noted on the employee's time sheet. Employees must make a request to their supervisor at least two days in advance when they want to take compensatory time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

~~Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty hours in a weekly period. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time, personal time, and compensatory time off are not.~~

In addition to the requirements of the Federal Fair Labor Standards Act, Non-Exempt employees will also receive compensation for work in excess of thirty-five hours but not greater than forty hours in a weekly period. This other compensation will be one hour for each hour worked in excess of thirty-five hours.

Non-Exempt, Full Time or Part Time employees required to work on a designated holiday shall be paid compensation for hours worked on such holiday at one and one-half (1 ½) times their hourly rate of pay. Temporary or Seasonal employees

required to work on a designated holiday shall be paid their regular rate of compensation.

~~Employees must make a request to their supervisor at least two days in advance when they want to take compensatory time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.~~

502 Background Checks and Procedures for Employees and Volunteers:

- **Background checks required:** Background Criminal background checks are required of all employees candidates over the age of 18, whether for paid or volunteer positions working directly or indirectly with children/youth/minors. Background Criminal background checks will also be administered performed every three years for each employee or volunteer that works directly or indirectly with children/youth/minors every three years. The exact titles of employees subject to background checks are School Crossing Guards, and any staff at Birch Grove Park, and maintenance and administrative positions pertaining to such programs.
- **Background check procedure:** The Municipal Clerk will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports may include, but are not limited, to court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Municipal Clerk will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the employer's "targeted screening process" described below, the Municipal Clerk will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer's targeted screening process

should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that he/she is bondable. Thereafter, the employer shall give the individual further consideration. If the City of Northfield contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Mayor or designee.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:
 - Homicide (N.J.S.A. 2C:11)
 - Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
 - Kidnapping (N.J.S.A. 2C:13)
 - Sexual Offenses (N.J.S.A. 2C:14)
 - Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
 - Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
 - Robbery (N.J.S.A. 2C:15)
 - Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses ~~An acquittal, a dismissal, successful completion of Pre Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction~~ as a result of the employer's targeted screening process, by which the employer has taken into account the following factors:

(a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) The nature of the

job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the employer may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

- **Appeal Process:** The Appeals Committee will be comprised of a (the Mayor, Police Chief or other designated superior officer, and Municipal Clerk).

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has 14 calendar days to file a Notice of Appeal with the City of Northfield. Such Notice of Appeal must be sent in writing to the Municipal Clerk. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.

7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The City of Northfield will issue a written determination on the employee's appeal of their disqualifying conviction, setting forth the reasons for the determination.

504 Open Public Meetings Act Procedure concerning Personnel Matters:

~~Discussions by the governing body or any body of the City of Northfield concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or any body of the City of Northfield concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.~~

Discussions by the governing body or any public body concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee may be held in closed session. Ultimately, the guidance as to notification of employees and the right to have the discussion in executive or the open session should be discussed with and be based upon the guidance and advice of the legal counsel for the public entity and recent court decisions.

510 Disciplinary Action Procedure:

All employees are expected to meet the City of Northfield's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees

with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the City of Northfield's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the City of Northfield's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and the Mayor or designee, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Municipal Clerk for the employee's official personnel file.
- **Mayor or designee Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Mayor or designee, the employee will be so advised and a meeting arranged with the Mayor or designee at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Mayor or designee, and the Mayor or designee must review and approve any written performance documentation before it is presented to the employee. Notices of reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Municipal Clerk for the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Mayor or designee will make the decision and may seek the advice of the City Labor Attorney, if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure.

- **Dismissal:** Whenever an employee is recommended for dismissal, the Mayor or designee and City Council will make the decision only after seeking the advice of the City Labor Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 173-2018**

A RESOLUTION TO CANCEL GRANT BALANCES

WHEREAS, certain Grant balances remain on the City's balance, and it has been determined that they are no longer required; and

WHEREAS, it is necessary to formally cancel said balances;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic that the following unexpended appropriation and receivable balances of the Grant Fund be cancelled:

Grant	Receivable	Appropriation	Cash Match
2017-2018 Alliance Grant	\$2,083.06	\$2,239.82	\$156.76

I, SHANNON CAMPBELL, Deputy 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 25th day of September 2018.

Shannon Campbell, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 174 -2018**

AUTHORIZING REFUND OF OVERPAYMENT OF PROPERTY 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
Francis D. Perfect Residuary Trust C/O Iva Jean Pedersen 5110 Spruce Avenue Egg Harbor Township, NJ 08234	95	1	1650 New Road	\$ 2,696.71
Mori, LLC 411 New Road Northfield, NJ 08225	130	21	408 New Road	\$ 268.20
Grasso, Francis G & Barnicle, Lorraine 706 Shore Road Northfield, NJ 08225	175	59	706 Shore Road	\$ 927.58
Slotoroff, Howard & Jill 149 S Manheim Avenue Egg Harbor City, NJ 08215	95	55	1500 New Road	\$ 935.32
Boyan, Peter G & Jayne E 30 Broad Street Apt 4 Manasquan, NJ 08736	51	22	516 Walnut Avenue	\$ 1,323.93
Ashner, Joseph W 2115 Merritt Drive Northfield, NJ 08225	86	10	2115 Merritt Drive	\$ 250.00
Roche, Norman J & Quattrone, Dara 3101 Boardwalk Apt 3402 Tower 2 Atlantic City, NJ 08401	79	11.02	Mimi Court	\$ 2,224.50
Rodio, Ronald & Rosemarie 5 Casey Drive Northfield, NJ 08225	175	1.03	5 Casey Drive	\$ 1,051.89
Frankel, Stephen N, Robert & Stacey 7 Mimi Court Northfield, NJ 08225	79	12.04	7 Mimi Court	\$ 154.71

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Brennan, John W & McGrady, Gail C 3101 Cedar Bridge Road Northfield, NJ 08225	9.01	6	3101 Cedar Bridge Road	\$ 93.23
Swisher, Marianne 262 Mill Road Northfield, NJ 08225	89	19	262 Mill Road	\$ 394.26
Gustray, Allison J 2113 Merritt Drive Northfield, NJ 08225	86	11	2113 Merritt Drive	\$ 971.40
Price, George & John 231 W Vernon Avenue Linwood, NJ 08221	140	3	119 Fairway Avenue	\$ 70.85
Bandi Office, LLC P.O Box 132 Northfield, NJ 08225	108	11	418 Davis Avenue	\$ 69.83
Neustadter, Mark 415 N. Lancaster Avenue Margate, NJ 08402	130	17	318 New Road	\$ 672.82
Lereta, LLC Attn: Refund Department 1123 South Parkview Drive Covina, CA 91724	16.01	21	30 Henry Drive	\$ 84.15
Corelogic Real Estate Tax Service P.O. Box 961250 Fort Worth, TX 76161-9887	175	1.04	7 Casey Drive	\$ 1,540.98
	135	24	216 Bates Avenue	\$ 550.12
				\$ 2,091.10

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, SHANNON CAMPBELL, Deputy 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 25th day of September, 2018.

Shannon Campbell, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 175-2018**

**A RESOLUTION AUTHORIZING THE NORTHFIELD FIRE
DEPARTMENT TO APPLY FOR AND OBTAIN A GRANT FROM THE
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

WHEREAS, the Northfield Fire Department wishes to apply for and obtain a grant from the Federal Emergency Management Agency (FEMA) in the amount of \$307,000.00; and;

WHEREAS, said grant monies will fund the purchase of new self-contained breathing apparatus, a compressor and fill station for the members of the Fire Department with a required match in City funds of \$ 15,350.00; 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, SHANNON CAMPBELL, Deputy Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 25th day of September 2018.

Shannon Campbell, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 176-2018**

**AMENDING RESOLUTION 30-2018 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution 30-2018 be amended by the Council of the City of Northfield, County of Atlantic, State of New Jersey, to add members Bill Leeds effective September 10, 2018 and Cole Leeds effective September 14, 2018;

BE IT FURTHER RESOLVED THAT following persons are the present members of the Northfield Volunteer Fire Company for the year ending December 31, 2018:

Badger, Cindy	Carey, Louis
Chau, Erland	Cummings, Bruce
Cummings, Bruce Jr.	Cummings, Jason
Dabundo, Colin	Eggie, Eustace
Flaherty, Brian	Foltz, Brad
Goodman, Scott	Hackett, Edward
Hickey, Daniel	*Leeds, Bill
*Leeds, Cole	Leeds, Robert
Lichtenberger, Lee	Martinelli, Henry
Morey, Donald Michael	Morey, Kevin
Morey, Thomas	Ordille, John
Pendlebury, John	Pepek, Martin
Scalise, Nicholas	Schaech, Charles
Shenkus, Eric	Sullivan, John III
Swartz, Robert	Trench, Chris
Wallace, Michael	

I, SHANNON CAMPBELL, Deputy Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 25th day of September, 2018.

Shannon Campbell, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 177-2018**

**AMENDING RESOLUTION NO. 170-2018, EXTENDING THE HOURS
OF USE, AND PERMITTING USE OF FIELD LIGHTS**

WHEREAS, pursuant to Resolution No. 170-2018, the Common Council of the City of Northfield did approve a Use of Facilities request submitted by Mr. Joe Russo for the use of the Babe Ruth Baseball Field from September 16, 2018 until November 18, 2018, on Sundays as available (time to be determined by Babe Ruth President) and on Mondays from 5:30pm-7pm, with no use of field lights permitted; and

WHEREAS, Mr. Russo has advised that the needs of the team have changed due to scheduling conflicts for some of the players and he has requested to amend the prior approval to extend the time of play on Mondays from 5:30pm-7pm, to 5:30pm-8:00pm; and

WHEREAS, Mr. Joe Russo has requested that field light use be permitted to accommodate this change in schedule.

WHEREAS, the President of the Northfield Babe Ruth League has advised that the field is available on the dates requested.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the amendment to the previously approved Application for Use of Facilities presented by Mr. Joe Russo.

BE IT FURTHER RESOLVED that all other terms and conditions for the use of said facilities remain unchanged from the original approval, as granted pursuant to Resolution No. 170-2018.

I, SHANNON CAMPBELL, Deputy 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 25th day of September 2018.

Shannon Campbell, Deputy Municipal Clerk