

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL
7:00PM - JANUARY 7, 2025**

MEETING CALLED TO ORDER by Shannon Campbell, Deputy Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, December 7, 2024.

FLAG SALUTE

COUNCIL ROLL CALL: Bucci, Carfagno, Dewees, Kern, Notaro, Polistina, Smith

MAYOR: Chau

CEREMONIAL OATH OF OFFICE

Ceremonial Oath of Office Administered by Atlantic County Clerk, Joseph Giraldo

- Council 2nd Ward, Carolyn Bucci

ELECT COUNCIL PRESIDENT FOR 2025

ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2025

MAYOR'S STATE OF THE CITY ADDRESS

APPROVAL OF MINUTES – December 16, 2024

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 1-2025** Annual Schedule of Meetings
- 2-2025** Temporary Appropriations
- 3-2025** Designation of Official Newspapers for the Publication of Legal Notices for the City of Northfield
- 4-2025** Annual Appointments
- 5-2025** To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2024
- 6-2025** Safety and Health Committee Appointments
- 7-2025** Establishing Charges for Municipal Public Records
- 8-2025** Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund
- 9-2025** Appointing Public Agency Compliance Officer
- 10-2025** Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund
- 11-2025** A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF
- 12-2025** A Resolution Adopting Robert's Rules of Order
- 13-2025** City of Northfield Local Emergency Management Council Appointments
- 14-2025** A Resolution Adopting a Cash Management Plan
- 15-2025** To Establish the Rate of Interest for Nonpayment of Taxes or Assessments
- 16-2025** Authorize Delinquent Tax Penalty Charges
- 17-2025** Authorizing Award of Contract for Registered Municipal Accountant through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 18-2025** Authorizing Award of Contract for Licensed Land Surveyor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 19-2025** Authorizing Award of Contract for Bond Counsel through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL
7:00PM - JANUARY 7, 2025**

- 20-2025** Authorizing Award of Contract for Labor Relations Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 21-2025** Authorizing Award of Contract for Tax Appeal Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 22-2025** Authorizing Award of Contract for Municipal Engineer through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 23-2025** Authorizing Award of Contract for Municipal Solicitor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 24-2025** Resolution Authorizing the Public Auction of Abandoned / Unclaimed Vehicles
- 25-2025** Resolution Recognizing Members of the Northfield Volunteer Fire Company
- 26-2025** Resolution Recognizing Members of the Northfield Volunteer Company Ladies' Auxiliary
- 27-2025** Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 28-2025** Designating Custodians of Records in Accordance with the Open Public Records Act
- 29-2025** Resolution Authorizing Cancellation of Tax Refunds and / or Delinquencies of Less than Ten Dollars Pursuant To N.J.S.A. 40A:5-17.1
- 30-2025** To Appoint Certified Municipal Registrar
- 31-2025** Memorialize Resignation of Police Officer Brenden S. O'Brien
- 32-2025** Rescind Approval of Resolution No. 241-2024
- 33-2025** Employment Status Change For Substitute School Crossing Guard - Holleran
- 34-2025** Employment Status Change For Substitute School Crossing Guard - Maldonado
- 35-2025** Employment Status Change For Substitute School Crossing Guard – Schwoer
- 36-2025** Authorizing Award of Professional Services Contract for Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Record
- 37-2025** Participant's Resolution Leap Implementation Grant Highway Digital Message Boards
- 38-2025** Participant's Resolution Leap Implementation Grant Speed Feedback Signs
- 39-2025** Approving Job Description for Fire Protection Inspector
- 40-2025** Approving Job Description for Fire Protection Sub Code Official HHS
- 41-2025** Authorization to Hire Substitute Adult School Crossing Guard

ORDINANCE

- 1-2025** Ordinance Providing for and Establishing Salary Ranges of Officers and Employees of the City of Northfield and Repealing All Ordinances Heretofore Adopted, the Provisions of which are Inconsistent Herewith
*Introduction / No Public Input / Published in the Press of AC 1/11/2025
2nd Reading / Public Hearing / Final Consideration 1/21/2025*

PAYMENT OF BILLS \$ 28,652.28

MEETING NOTICES

City Council	January 21st	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHIFELD, NJ
RESOLUTION NO. 1-2025**

ANNUAL SCHEDULE OF MEETINGS

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the Annual Schedule of meetings for calendar year 2025 shall be as follows:

January - Reorganization	January 7 th at 7:00pm
January	January 21 st
February	February 4 th and 18 th
March	March 4 th and 18 th
April	April 8 th and 22 nd
May	May 6 th and 20 th
June	June 3 rd and 17 th
July	July 15 th
August	August 12 th
September	September 2 nd and 16 th
October	October 7 th and 21 st
November	WEDNESDAY November 12 th
November	Tuesday, November 25 th
December	December 16 th

BE IT FURTHER RESOLVED that with the exception of the Reorganization meeting, all 2025 Council meetings will start with a work session at 6:00 p.m., with the regular session immediately following, in Council Chambers, 1600 Shore Road, Northfield, New Jersey, 08225.

Special Meetings may be scheduled by the Council President at any time, provided notice of said meeting is properly advertised and complies with the provisions of Public Law 1975, Chapter 231 or the exceptions there under.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 2-2025**

TEMPORARY APPROPRIATIONS

WHEREAS, N.J.S.A.40A:4-19 provides for the establishment of temporary appropriations if any contracts, commitments, or payments are to be made prior to the adoption of the annual budget; and

WHEREAS, the total of such temporary appropriations shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget of the preceding fiscal year excluding appropriations made for debt service, capital improvement fund and public assistance; and

WHEREAS, such 26.25% limitation amount is \$ 3,520,827.26.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations shall constitute the City of Northfield 2025 Temporary Budget:

2025 Temporary Budget

Admin & Executive S & Wages	5,000.00
Admin & Executive O/E	14,000.00
Mayor & Council S & W	18,750.00
Mayor & Council O/E	2,000.00
Clerk S & W	30,000.00
Clerk O/E	5,000.00
Finance S & W	30,000.00
Finance O/E	2,000.00
Audit O/E	15,000.00
Collector S & W	40,000.00
Collector O/E	2,000.00
Assessor S & W	15,000.00
Assessor O/E	2,000.00
Workman's Compensation	60,000.00
Employee Group Insurance	400,000.00
Other Insurance	40,000.00
Health Benefits Waiver	-
Legal O/E	25,000.00
Planning Board S & W	2,000.00
Planning Board O/E	1,000.00
Engineering O/E	5,000.00
Fire S & W	150,000.00
Hydrants	25,000.00
O/E	5,000.00

Police S & W	500,000.00	
Police O/E	5,000.00	
EMS Services	\$25,000.00	
Emergency Mgmt S & W	3,000.00	
Emergency Mgmt O/E	500.00	
Streets & Road S&W	120,000.00	
Streets & Road O/E	5,000.00	
Parks Maintenance	5,000.00	
Vehicle Maintenance O/E	8,000.00	
Solid Waste Contracts	225,000.00	
Buildings & Grounds O/E	52,000.00	
Maint of Bike Path	500.00	
Sewer S & W	40,000.00	
Sewer O/E	5,000.00	
Construction Official S & W	40,000.00	
Construction Official O/E	2,500.00	
Zoning / Housing S & W	20,000.00	
Zoning / Housing O/E	1,000.00	
Petroleum Products	10,000.00	
Telecommunications	10,000.00	
Water	6,000.00	
Electricity & Natural Gas	50,000.00	
PERS	197,025.00	
Social Security	25,000.00	
PFRS	857,818.00	
Unemployment	4,000.00	
DCRP	1,500.00	
	TOTAL WITHIN CAPS	\$ 3,127,593.00
Interlocal Agreement - Court	5,000.00	
Interlocal Agreement – Dispatch	150,000.00	
Interlocal – CFO	12,920.00	
Interlocal Agreement - ACUA	225,000.00	
Sewer Repairs	-	
	TOTAL PER 26.25% LIMIT	\$ 3,520,513.00
Bond Principal	-	
BAN Payment	-	
Interest on Bonds	140,000.00	
Interest on Notes	-	
	TOTAL TEMPORARY BUDGET	\$ 3,660,513.00
2024 Adopted Budget	14,779,715.27	
Less :		
Capital Improvements	332,040.00	

Debt Service	<u>1,035,000.00</u>	
	13,412,675.27	
Maximum Allowed (26.25%)		\$ 3,520,827.26
Difference		\$ 314.26

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 3-2025**

**DESIGNATION OF OFFICIAL NEWSPAPERS
FOR THE PUBLICATION OF LEGAL NOTICES
FOR THE CITY OF NORTHFIELD**

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that **THE PRESS OF ATLANTIC CITY**, and **THE OCEAN CITY SENTINEL** are hereby designated as the official newspapers for the publication of any advertisements and notices required by law to be published by the municipality. Publication in either of the above shall be deemed to be the official notice to satisfy the requirements of N.J.S.A. 40:53-1.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 4-2025**

ANNUAL APPOINTMENTS

IT IS HEREBY RESOLVED by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, that the following appointments are hereby made, confirmed, and ratified:

ONE YEAR TERM / January 1, 2025 - December 31, 2025

Deputy Municipal Clerk – Shannon Campbell

Clean Communities Coordinator – Shannon Campbell

Collector of Sewerage Revenue and Search Officer – Robin Atlas, CTC

Housing Officer – Gerardo Marin-Jimenez

Zoning Officer – Rami Nassar

ADA Compliance – Municipal Engineer

Municipal Alliance Coordinator – Shannon Campbell

Use of Facilities / Event Coordinator – Shannon Campbell

Right to Know / PEOSHA Indoor Air Quality Designee – Kathi Smith

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 5-2025**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE
A PETITION OF APPEAL OR APPEALS
FOR THE TAX YEAR 2025**

WHEREAS, from time to time, the Tax Assessor of the City of Northfield discovers an error in calculation, transposition, measurement, or typographical error in the tax assessment on the tax list after the time within which the County Board of Taxation has certified the tax rates of the tax year; and

WHEREAS, the governing body of the taxing district of the City of Northfield is desirous that every taxpayer shall pay their fair share of taxes; and

WHEREAS, if said error is discovered by the Tax Assessor in the normal course of business and is not corrected, the affected taxpayers would then be paying more or less than their fair share of taxes; and

WHEREAS, in each instance, the error discovered was not caused by any act or omission of the taxpayer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and Council of the taxing district of the City of Northfield that the Tax Assessor is hereby authorized and permitted to file a Petition of Appeal or Appeals for the tax year 2025 with the Atlantic County Board of Taxation to seek correction of such errors, and, in each instance, to either raise or lower the assessment to the correct and proper value; and

IT IS FURTHER RESOLVED that in each such instance, a copy of any Petition of Appeal filed with the Atlantic County Board of Taxation pursuant to the authorization extended by this Resolution shall be filed with the Municipal Clerk of the City of Northfield; and

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded by the Municipal Clerk of the City of Northfield to the Atlantic County Board of Taxation upon passage of this Resolution; and

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Atlantic County Board of Taxation accompanying any Petition of Appeal which may be filed by the Assessor under the authority extended herein.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 6-2025**

SAFETY AND HEALTH COMMITTEE APPOINTMENTS

WHEREAS, it is the policy of the City of Northfield to promote a safe and healthy environment in the City Government; and

WHEREAS, the City must provide a mechanism to evaluate accidents, practices, resources, and issues, and to make recommendations which promote and maintain a safe and healthy working environment in order to protect the public resources and reduce City exposure to risk and loss.

NOW, THEREFORE, BE IT RESOLVED that the members of the Safety and Health Committee be appointed as follows:

Safety Coordinator	Shannon Campbell
Claims Coordinator	Mary Canesi
Finance Department	Kathi Smith
Fire Department	Fire Chief
Fund Commissioner	Mary Canesi
Alternate Fund Commissioner	Shannon Campbell
Code Enforcement	Christopher Prychka
Buildings & Grounds	Kathi Smith
Library	Jennifer Jamison
Office of Emergency Management	Tim Joo
Police Department	Mark VonColln
Road Department/Sewerage Operations	Qwin Vitale
Tax Office	Robin Atlas

BE IT FURTHER RESOVELD, it is mandatory that the Committee Members attend or send a representative to all City Safety Meetings scheduled by the Safety Coordinator.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO.7-2025**

ESTABLISHING CHARGES FOR MUNICIPAL PUBLIC RECORDS

BE IT RESOLVED by the Mayor and Common Council of the City of Northfield that in accordance with N.J.S.A. 47:1A-5.b, the City of Northfield does hereby establish the following charges for the reproduction of any municipal public record:

Per Page Cost Letter Size\$.05 per page
Per Page Cost Legal Size\$.07 per page

Access to electronic records and non-printed materials shall be provided free of charge, but the City of Northfield shall charge for the actual costs of any needed supplies such as computer discs. Mailing charges shall consist of actual postage.

BE IT RESOLVED that fees for City documents reproduced by a 3rd party not exceed actual duplication costs.

BE IT FURTHER RESOLVED that a request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 8-2025**

**A RESOLUTION APPOINTING A FUND COMMISSIONER
AND AN ALTERNATE FUND COMMISSIONER
FOR THE ATLANTIC COUNTY JOINT INSURANCE FUND**

WHEREAS, the City of Northfield is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint (1) Fund Commissioner to the Fund. Each Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and no individual may serve as Fund Commissioner for more than one member; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing unit's local governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing members shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

WHEREAS, the Governing Body recommends the appointment of Municipal Clerk, Mary Canesi, as Fund Commissioner, and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, in accordance with FUND bylaws.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Northfield does hereby appoint Municipal Clerk, Mary Canesi, as Fund Commissioner and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, for the Atlantic County Municipal Joint Insurance Fund.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 9-2025**

**APPOINTING MARY CANESI AS THE DESIGNATED
PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, pursuant to N.J.A.C. 17:27-3.3, the City of Northfield must appoint a Designated Public Agency Compliance Officer; and

WHEREAS, the Common Council of the City of Northfield has recommended Municipal Clerk Mary Canesi for the position of Public Agency Compliance Officer.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Common Council of the City of Northfield do hereby approve, confirm, and ratify this appointment to expire December 31, 2024.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 10-2025**

**APPOINTMENT OF RISK MANAGEMENT CONSULTANT IN
ACCORDANCE WITH THE BYLAWS OF THE ATLANTIC COUNTY
MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the City of Northfield is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self-insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the City's 2025 total combined Atlantic County Municipal Joint Insurance Fund assessment, which is charged against line 05-23-215-200, and;

WHEREAS, requests for proposals for Risk Management Consultant Services were advertised and two proposals were received; and

WHEREAS, Derek Valenti of Hardenberg Insurance Group submitted a proposal on December 11, 2024, indicating he will provide the City of Northfield with his services as Risk Management Consultant for an annual fee of \$8,000.00; and

WHEREAS, the City's 2025 total combined Atlantic County Municipal Joint Insurance Fund assessment is \$474,039, and the fee proposed by Mr. Miller represents approximately 1.68% of this total.

NOW THEREFORE, be it resolved that the governing body of the City of Northfield does hereby appoint as its Risk Management Consultant, in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the term of said appointment shall be one year, from January 1, 2025, to December 31, 2025; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

ATTEST: _____ MUNICIPALITY: _____

ATTEST: _____ CONSULTANT: _____

DATE: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 11-2025**

**A RESOLUTION AUTHORIZING THE CONTACT PERSONS
TO ACCESS THE EMPLOYMENT PRACTICES LIABILITY
CONSULTATION SERVICE (EPL)
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Governing body of the City of Northfield hereinafter referred to as “MUNICIPALITY”, is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as “FUND”; and

WHEREAS, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

WHEREAS, the FUND has budgeted an annual allowance per member for EPL consulting services; and

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Northfield does hereby designate Mary Canesi, Fund Commissioner, as its Contact Person.

BE IT FURTHER RESOLVED that the Governing Body does hereby designate the Municipal Solicitor and Chief Financial Officer Dawn Stollenwerk as additional Contact Persons.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 12-2025**

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY
COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY
OF NORTHFIELD FOR THE YEAR 2025**

WHEREAS, it is in the interest of the City of Northfield to adopt standing rules of order and regulations for participation at City Council Meetings for the purpose of promoting efficiency and ensuring that the public has a fair opportunity to comment when permitted to do so.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Northfield adopt the following standing rules of order and conduct for City Council Meetings:

- A. Adoption of Roberts Rules of Order.
 - a. City Council meetings shall use Robert's Rules of Order, 11th edition, as a guide to meeting procedures.
- B. Regulations of Participation at City Council Meetings.
 - a. The Chair must recognize a speaker.
 - b. The person must state his or her name and municipality of residence for the record.
 - c. All persons recognized by the Chair must engage in respectful and orderly discourse. In the event of disrespectful, vulgar, or inflammatory discourse, the Chair may exercise discretion and terminate the person's right to speak.
 - d. Members of the public shall be given up to five minutes to address the Governing Body regardless of the number of issues during the Public Portion of the meeting and shall not be entitled to "borrow" time from others. At the discretion of the Chair, and subject to the consent by the majority of the Council at a given meeting, this time allocation may be relaxed and extended, which relaxation or suspension shall not constitute a binding precedent for other speakers on other issues. The limitations imposed herein relate solely to the Public portion of the meeting and are not intended to apply to the Regular Business Meeting.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 13-2025**

**CITY OF NORTHFIELD
LOCAL EMERGENCY MANAGEMENT COUNCIL APPOINTMENTS**

WHEREAS, pursuant to N.J.S.A. App.A:9-41 and 9-43.2 through 9-43.4, every municipality is required to establish a Local Emergency Management Council overseen by the Municipal Emergency Management Coordinator; and

WHEREAS, the Local Emergency Management Council shall undertake the following responsibilities:

1. Meet at least two times per year, and as otherwise directed by the Chairperson, to address homeland security and all phases of emergency management.
2. Review the provisions of the municipal emergency operations plan and appendices periodically, but no less than once per year.
3. Revise and update the municipal emergency operations plan in conformity with State statutes (N.J.S.A. App.A:9-42.1 through 43.4), Executive Orders issued by the Governor, any current or future NJOEM directives, or any applicable federal statutes or regulations.
4. Participate in training and exercises pursuant to any current or future NJOEM directives, as well as local training and exercises with key stakeholder groups such as schools, long term care facilities, religious facilities, and other entities, as appropriate.
5. Ensure inclusiveness in planning and preparedness for individuals with disabilities and others with access and functional needs as well as vulnerable and traditionally underserved populations to achieve equity in mitigation, response, and recovery planning to align with federal guidance.
6. To the extent required by NJ.AC. 6A:16-5.1, meet with the chief school administrator in the development of the school district's plans, procedures and mechanisms for school safety and security.

WHEREAS, membership in Northfield's Local Emergency Management Council should include broad representation to ensure that all necessary elements of the planning process are represented; and

WHEREAS, a recommendation has been made by the Mayor to this Governing Body to appoint the following members to this committee:

Municipal Emergency Management Coordinator
Mayor
Council President
Chief, Fire Department
Chief of Police
Public Works Superintendent
Superintendent, Northfield Community School
Administrator, Meadowview Nursing and Rehabilitation Center

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that the individuals in the named positions are appointed to serve as members of the Northfield Local Emergency Management Council until December 31, 2025, or until a successor shall be duly appointed.

BE IT FURTHER RESOLVED that the individuals appointed to the Northfield Local Emergency Management Council shall serve without compensation and without entitlement compensation and without entitlement to any benefits.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 14-2025**

**A RESOLUTION ADOPTING A CASH MANAGEMENT PLAN
OF THE CITY OF NORTHFIELD**

WHEREAS, pursuant to the provisions of N.J.S.A. 40A:5-14, the City of Northfield shall adopt a Cash Management Plan and shall deposit its funds pursuant to that plan; and

WHEREAS, the Cash Management Plan shall include the designation of a depository or depositories as permitted in section 4 of P.L. 1970, c 236 (C.17.9-44); and

WHEREAS, the Cash Management Plan shall be designed to assure, to the extent practicable, the investment of local funds in interest bearing accounts and may be modified from time to time in order to reflect changes in federal or state law or regulations; and

WHEREAS, the Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

1. The allegations to the preamble are incorporated herein by this reference.
2. The Cash Management Plan for the City of Northfield be and hereby is adopted.
3. A copy of the Cash Management Plan is attached hereto and made a part of this resolution.

BE IT FURTHER RESOLVED, that the proper officials be and are hereby authorized to do all things necessary to carry out the intent of the resolution.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

2025

I. STATEMENT OF INTENT

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the City of Northfield, pending the use of such funds for the intended purposes. The Plan is intended to ensure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Northfield:

Current Fund	Capital Fund
Dog Fund	Trust Escrow Fund
Payroll Account	Recreation Trust
Small Cities Account	Tax Collector’s Account
Trust Fund – Other	Affordable Housing Trust

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Northfield, specifically:

Tax Collector’s Premium Account
Tax Collector’s Lien Account
Drug Enforcement/State
Drug Enforcement/Federal
City Confidential Account

III. DESIGNATION OF OFFICIALS OF THE CITY OF NORTHFIELD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Chief Financial Officer of the City of Northfield (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the City of Northfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank	First National Bank of Absecon
NJ ARM	Bank of America
Wells Fargo	Park Bank
OceanFirst Bank	State of New Jersey Cash Management Fund
Truist Bank	

All such depositories holding City funds shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

V. DESIGNATION OF OFFICIALS TO SIGN CHECK AND WITHDRAWALS OF THE CITY OF NORTHFIELD.

Pursuant to N.J.S.A. 40A:5-17. B (2), that the following named officials shall sign checks and authorize withdrawals for the City of Northfield:

Mayor	Chief Financial Officer
Municipal Clerk	Council President

All checks and withdrawals shall be signed with two (2) signatures (Any combination of the above positions) for all City accounts unless otherwise indicated below.

The City Payroll account will require two (2) signatures, namely the Chief Financial Officer and the Municipal Clerk. Facsimile signatures for the payroll account are permitted, with a maximum dollar amount of \$10,000.00.

The Tax Collector’s Premium account and Tax Collector’s Lien Account will require only one (1) signature, namely the Tax Collector or the Chief

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

Financial Officer.

The Drug Enforcement/State and Drug Enforcement/Federal will require two (2) signatures, namely the Chief of Police, the Municipal Clerk, or the Mayor.

The Confidential Account will require two (2) signatures, namely the Chief of Police, the Municipal Clerk, or the Mayor.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the designated official(s) of the City referred to in this Plan may deal with for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

None designated.

VII. AUTHORIZED INVESTMENTS.

- A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 - (4) Bonds or other obligations of the Local unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- Division of Investment of the Department of Treasury for investment by Local Units;
- (6) Local government investment pools;
 - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4); or
 - (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund - An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec 270 2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool - An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act” P.L. 1968, c.410 (c.52:14B-1 et seq) By the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility which changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

- (g) Notwithstanding the above authorization, the monies on hand in the accounts listed in section 2 shall be further limited as to maturities, specific investments or otherwise as follows:

Limited only to maturities, one (1) year or less

**VIII. SAFEKEEPING CUSTODY PAYMENT AND
ACKNOWLEDGEMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investments involve a document or security which is not physically held by the City, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the City to ensure that there is no unauthorized use of the funds or the Permitted Investment or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the City or by a third-party custodian prior to or upon the release of the City's funds.

To assure that all parties with whom the City deals either by way of Deposits or Permitted Investments are aware of the authority and limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. REPORTING REQUIREMENTS.

At the regular meeting each month (for those months with two meetings it shall be the second meeting) during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Finance Chairperson of the City a written report of

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the City as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the Finance Chairperson of the City.

X. COMPLIANCE MATTERS.

The City follows the MEL's JCMi Banking Best Practices governing wire transfers, ACH payment and check issuance attached to this resolution. The Finance Officer will further confirm that its financial institution will adhere to these requirements.

XI. TERM OF THE PLAN.

This Plan shall be in effect from January 1, 2025, to December 31, 2025. The plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Adopted: January 7, 2025

RESOLUTION NO. 14-2025, ATTACHMENT

WINTSEC
CONSULTING



Cyber Security Bulletin December 2023

Best Practices for Wire Transfers and ACH Payments

1. **Review contracts with financial institutions** – Your entity’s legal counsel must immediately review all agreements and be certain that the “presumptive liability” is placed on financial institutions that process wire transfers and ACH payments.
2. **Confirm receipt of Best Practices** – Verify that your Chief Financial Officer has reviewed each of these practices and provides specific “no exception guidelines” as to wire transfer and ACH payment policy and procedures.
3. **Include Best Practices in Annual Cash Management Plan** – Require that your Chief Financial Officer includes the entire Best Practices for Wire Transfer, ACH Payments, and Check Issuance protocol as part of the Annual Cash Management Plan pursuant to N.J.S.A. 40A:5-14, which is required to be adopted annually by the governing body.
4. **Establish specific wire transfer and ACH payment requirements** – Wire transfers payments are completed the same day while ACH payments take 1-2 business days for the transaction to be completed. Banking institutions have indicated that ACH payments are more secure than wire transfers. The following requirements must be part of your wire transfer and ACH payments policy:
 - a. Identify at least two authorized individuals in the covered entity who are authorized to execute and confirm wire transfers and ACH payments respectively. The Official with financial administrative rights that is tasked with this process is required to have an appropriate level of responsibility. This official will set up the wire transfer or the ACH payment and the other official, also with an appropriate level of responsibility will authorize the release of the wire or ACH payment directly with the bank utilizing a separate platform other than the electronic platform utilized to initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.
 - b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein the Finance office initiates and the Administrative office confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) Multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user’s smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.

- c. For all wire/ACH transfer of funds, the following information is required:
- i. Must create a template for all transactions.
 - ii. Name of person spoken to, including the recipient vendor title and telephone number.
 - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
 - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
 - v. Memorialization of the transfer and confirmation of completion of the transaction.
 - vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit.
- e. A detailed description of all wire transfers and ACH payments must be filed with the Chief Administrative Officer and the Clerk.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
- g. Entities are required to establish a policy restricting the frequency of wire transfers to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. The frequency of fraudulent transactions for wire transfers is far greater than for checks. Templates must be set up for wire transfers and ACH payments.
- h. Entities are required to placing a dollar limit on wire transfers and ACH payments that is reasonable to your size entity but recognize when setting that limit that your coverage is limited to the maximum coverage of the crime policy and your entity will be responsible for any losses between the coverage limits and the wire limit you set.
- i. Establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy must include a requirement that the wire/ACH is not released until the recipient of the alert approves it.
- j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up the restrictions on the banking institution's on-line system.
- k. Each Chief Financial Officer must utilize blocks and alerts in their banking system to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Chief Financial Officer must authorize each flagged transaction. **The use of a Payee Positive Pay system for all checks and ACH transactions is required.** Additionally, daily review of overnight transactions and balances to identify any unusual transactions or events is strongly recommended.
- l. Notify the bank and Chief Financial Officer/Treasurer/Responsible individual immediately if suspicious activity is detected.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 15-2025**

**TO ESTABLISH THE RATE OF INTEREST
FOR NONPAYMENT OF TAXES OR ASSESSMENTS**

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that, as authorized by N.J.S.A.54:4-67 as amended by Chapter 435 P.L. 1978, the rate of interest to be charged for nonpayment of taxes or assessments on or before the date that they would become delinquent is hereby fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00, provided, however, that no interest shall be charged if payment is made within ten (10) calendar days of the date upon which the tax or assessment becomes payable.

IT IS FURTHER RESOLVED that nothing contained within this Resolution shall be construed to extend the date on which taxes are due and payable nor the obligations to pay interest which shall commence on the due date if taxes are not paid within the ten (10) calendar day grace period.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 16-2025**

**AUTHORIZE A PENALTY CHARGE
TO DELINQUENT TAXPAYERS**

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that as authorized by N.J.S.A.54:4-67 as amended by Chapter 75, P.L. 1991, the Governing Body of the City of Northfield hereby establishes a penalty in the amount of six percent (6%) to be charged to a taxpayer with a delinquency in excess of Ten Thousand Dollars (\$10,000.00) who fails to pay that delinquency prior to the end of the calendar year.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 17-2025**

**AUTHORIZING AWARD OF CONTRACT FOR REGISTERED MUNICIPAL
ACCOUNTANT THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Registered Municipal Accountant; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Ford, Scott and Associates, LLC, indicating they will provide Registered Municipal Accountant services in the form of a basic audit for a fee of \$35,000.00, and additional services if to be billed at a rate not to exceed \$250.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$35,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract as per NJSA 40A:5-4 with Ford, Scott and Associates, LLC, 1535 Haven Avenue, Ocean City, New Jersey, 08226, for Registered Municipal Accountant services for a term ending December 31, 2025, for a fee of \$35,000 for a basic audit, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-135-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 18-2025**

**AUTHORIZING AWARD OF CONTRACT FOR LICENSED LAND
SURVEYOR THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Licensed Land Surveyor, and funds are available for this purpose;

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by DeBlasio & Associates, indicating they will provide Land Surveyor services for a variable fee of up to \$120.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$7,500.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with DeBlasio & Associates, 4701 New Jersey Avenue, Wildwood, New Jersey as the Licensed Land Surveyor for the City of Northfield, for a term ending December 31, 2025, for a variable fee of up to \$120.00 per hour as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State’s Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-165-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 19-2025**

**AUTHORIZING AWARD OF CONTRACT FOR BOND COUNSEL AS A
PROFESSIONAL SERVICE THROUGH A FAIR AND OPEN PROCESS
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for professional services for Bond Counsel, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Joel Fleishman of Fleishman Daniels Law Firm, indicating they will provide Bond Counsel services for variable fees in accordance with the fee schedule submitted, be accepted; and

WHEREAS, the estimated annual value of the contract is not to exceed \$20,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Joel Fleishman of Fleishman Daniels Law Firm, PO Box 884, Northfield, New Jersey, as Bond Counsel for the City of Northfield for a term ending December 31, 2025, in accordance with the fee schedule incorporated therein. Said contract is awarded in compliance with the rules and restrictions set forth by the State’s Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-155-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 20-2025**

**AUTHORIZING AWARD OF CONTRACT FOR LABOR RELATIONS
ATTORNEY SERVICES THROUGH A FAIR AND OPEN PROCESS
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need the services of a Labor Relations Attorney; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Blaney, Donohue & Weinberg, 2123 Dune Drive, Suite 11, Avalon, New Jersey, indicating they will provide Labor Relations Attorney services for the fee of \$175.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$35,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Nicole Curio, Esquire with the firm of Blaney, Donohue & Weinberg, 2123 Dune Drive, Suite 11, Avalon, New Jersey as Labor Relations Attorney for the City of Northfield, for a term ending December 31, 2025, for the fee of \$ 175.00 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-155-200.

II, 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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 21-2025**

**AUTHORIZING AWARD OF CONTRACT FOR TAX APPEAL
ATTORNEY AS A PROFESSIONAL SERVICE UNDER A FAIR AND
OPEN PROCESS PURSUANT TO N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Tax Appeal Attorney; and

WHEREAS, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, indicating that he will provide the services of a Tax Appeal Attorney for the fee of \$135.00 per hour be accepted; and

WHEREAS, the estimated annual value of the contract is not to exceed \$5,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, as the Tax Appeal Attorney for the City of Northfield, for a term ending December 31, 2025, for a fee of \$135.00 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-155-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 22-2025**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL ENGINEER
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.5,
ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the professional services of a Municipal Engineer; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by DeBlasio & Associates indicating they will provide Municipal Engineering services for a variable fees up to \$120.00 per hour be accepted; and

WHEREAS, the estimated annual value of the contract is \$250,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with DeBlasio & Associates, 4701 New Jersey Avenue, Wildwood, New Jersey as Municipal Engineer, for a variable fee of up to \$120.00 per hour, as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State’s Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-165-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 23-2025**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL SOLICITOR
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-
20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Municipal Solicitor; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 9, 2024; and

WHEREAS proposals were received and publicly opened on December 10, 2024, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Kristopher J. Facenda, indicating he will provide the services of the Municipal Solicitor for retainer of \$33,000.00 and a fee of \$175.00 per hour for additional services be accepted; and

WHEREAS, the estimated annual value of the contract is not to exceed \$65,000. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Kristopher J. Facenda of Kristopher J. Facenda, LLC, 2408 New Road, Suite 2, Northfield, New Jersey as Municipal Solicitor for the City of Northfield, for a term ending December 31, 2025, for the sum of \$33,000 for services provided under the general retainer, and \$175.00 per hour for extra legal services, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-155-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 24-2025**

**A RESOLUTION AUTHORIZING THE PUBLIC AUCTION OF
ABANDONED / UNCLAIMED VEHICLES**

WHEREAS, throughout the year 2025, the City of Northfield shall have possession of abandoned or unclaimed vehicles not needed for purposes by the Municipality; and

WHEREAS, the Governing Body of the City of Northfield is desirous of selling said vehicles at various public auctions and or open public sales throughout the year to the highest bidder, subject to the limitation set forth herein; and

WHEREAS, all vehicles being offered for sale will be offered for sale "as is" without any representation or warranties on behalf of said Municipality as to its condition.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the Northfield Police Department will expose such vehicles for public auction and set the minimum bid price in accordance with NJSA 39:10A-1, et seq, and NJSA 40A:11-36, and other applicable statutes; and

BE IT FURTHER RESOLVED that the Municipal Clerk is authorized to set appropriate dates and times for any and all future auctions in 2025 and shall advertise the vehicles for sale along with the minimum bid.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 25-2025**

**RESOLUTION RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Volunteer Fire Company for the calendar year ending December 31, 2025, is hereby approved, ratified and confirmed:

Badger, Cindy	Kirby, Joshua (<i>Lieutenant</i>)
Carey, Louis	Leeds, Bill (<i>Lieutenant</i>)
Chau, Erland	Levari, Andrew
Ciambrone, Joseph	Lichtenberger, Lee
Clark, Ryan	Martinelli, Henry
Cummings, Bruce (<i>Chief</i>)	Morey, Donald Michael
Cummings, Bruce Jr. (<i>Lieutenant</i>)	Morey, Kevin
Durham, Jared	Nehl, Michael Tyler
Fisher, Steven Jr.	Ordille, John
Flaherty, Brian (<i>Captain</i>)	Pepek, Martin
Foltz, Brad	Plettner, Stephen
Gitsas, Adam	Scalise, Nicholas
Goodman, Scott (<i>Deputy Chief</i>)	Shenkus, Eric (<i>Assistant Chief</i>)
Hackett, Edward	Sullivan, John III
Hickey, Daniel	Swartz, Robert
Joo, Timothy	Thulin-Guzejko, Hanna
Kerlin, Kirk	Wallace, Michael (<i>Safety Officer</i>)

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 26-2025**

**RESOLUTION RECOGNIZING MEMBERS OF THE NORTHFIELD
VOLUNTEER COMPANY LADIES' AUXILIARY**

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that members of the Northfield Volunteer Fire Company Ladies' Auxiliary for the year ending December 31, 2025, are hereby recognized as follows:

Barbara Cummings – Treasurer	Cindy Kreminski
Chelsea Cummings	June Leeds
Hope Cummings	Kate Leeds
Janice Davis – Executive Board	Tricia Leeds – Executive Board
Sharon Evans	Janet Morey – Secretary
Elizabeth Flaherty – President	Brenda Mullis
Brianna Gansert – Assistant Secretary	Donna Revelle
Sue Giansanti – Vice President	Carol Swartz
Pat Hackett	Ruth Tayao
Kathy Hanna	Kate Scalise
Kathy Jasiacki	MaryAnne Vergulti – Executive Board
Amanda Kirby	

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 27-2025**

**AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS
PURSUANT TO N.J.S.A. 40A:11-12a**

WHEREAS, the City of Northfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7 et seq. may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City of Northfield has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the City of Northfield may enter into contracts with State Contract Vendors and purchase items through State Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts.

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield authorized the Purchasing Agent to purchase certain goods or services from approved New Jersey State Contract Vendors, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED that the Governing Body of the City of Northfield pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable of certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED that the duration of the contracts between the City of Northfield and the Referenced State Contract Vendors shall be from January 1, 2025, to December 31, 2025.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

Erland V.L. Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 28-2025**

**DESIGNATING CUSTODIANS OF RECORDS
IN ACCORDANCE WITH THE OPEN PUBLIC RECORDS ACT**

WHEREAS, on January 2, 2002, the Acting Governor signed into law the Open Public Records Act (N.J.S.A. 47:1A-1), which became effective on July 8, 2002; and

WHEREAS, the Open Public Records Act requires that a Custodian of Records be established by the public entity; and

WHEREAS, the Municipal Clerk has been named as the Chief Custodian of records; and

WHEREAS, the Mayor and Council of the City of Northfield wish to designate Deputy Custodians who shall be responsible for requests for government records in the departments each position serves.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, have designated the following positions to be the Deputy Custodians for the departments each position serves:

Tax Collector
Planning Board Secretary
Chief Financial Officer
Finance and Facilities Supervisor
Tax Assessor
Fire Chief
Housing Officer
Zoning Officer
Code Enforcement Officer
Inspections Department Supervisor
Superintendent of Public Works
Chief of Police

BE IT FURTHER RESOLVED that the designated Deputy Records Custodians shall report to the Municipal Clerk all requests for records and shall follow any instructions that may be given by the Municipal Clerk regarding the handling of such requests.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 29-2025**

**RESOLUTION AUTHORIZING CANCELLATION OF TAX REFUNDS
AND / OR DELINQUENCIES OF LESS THAN TEN DOLLARS
PURSUANT TO N.J.S.A. 40A:5-17.1**

WHEREAS, the Common Council of the City of Northfield finds and declares that N.J.S.A. 40A:5-17-1(b) empowers authorized municipal employees to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars; and

WHEREAS, the Common Council of the City of Northfield further finds and declares that the Municipal Tax Collector is qualified to process the tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars; and

WHEREAS, the Common Council of the City of Northfield further finds and declares that it is in the best interest of the citizens of the City of Northfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2025 in accordance with N.J. S.A. 40A:5-17-1.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 30-2025**

TO APPOINT CERTIFIED MUNICIPAL REGISTRAR

IT IS HEREBY RESOLVED by the Mayor and Common Council of the City of Northfield, County of Atlantic, State of New Jersey, and pursuant to N.J.S.A. 26:8-13, that the following appointment is hereby made, confirmed and ratified:

THREE YEAR TERM / January 1, 2025 - December 31, 2027

REGISTRAR – Robin Atlas, CMR

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 31-2025**

**MEMORIALIZE RESIGNATION OF
POLICE OFFICER BRENDEN S. O'BRIEN**

WHEREAS, pursuant to Resolution No. 44-2023, the Common Council of the City of Northfield did authorize the hiring of Brenden S. O'Brien to the position of Police Officer commencing January 24, 2023; and

WHEREAS, Officer O'Brien submitted his letter of resignation, with an effective date of December 31, 2024.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby acknowledge and memorialize the resignation of Brenden O'Brien from the position of Police Officer effective December 31, 2024.

BE IT FURTHER RESOLVED that Officer O'Brien's last day of work was December 31, 2024.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 32-2025**

RESCIND APPROVAL OF RESOLUTION NO. 241-2024

WHEREAS, on December 17, 2024, the Common Council of the City of Northfield did approve Resolution No. 241-2024, to authorize the hiring of Brenda Morgenweck to fill the position of substitute School Crossing Guard with an effective date of January 6, 2025; and

WHEREAS, Ms Morgenweck did not complete the new hire paperwork nor start on Monday, January 6, 2024; and

WHEREAS, Ms Morgenweck was ultimately unable to fill the position of substitute School Crossing Guard for the City of Northfield; and

WHEREAS, on Thursday, December 19, 2024, Lieutenant Rob Dever requested the governing body formally rescind the Resolution to authorize the hiring of Ms Morgenweck.

THEREFORE, BE IT RESOLVED that the approval of Resolution No. 241-2024 is hereby rescinded.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 33-2025**

**EMPLOYMENT STATUS CHANGE FOR SUBSTITUTE
SCHOOL CROSSING GUARD**

WHEREAS, pursuant to Resolution 179-2024, the Common Council of the City of Northfield approved the hiring of John Holleran for the position of Substitute Adult School Crossing Guard commencing September 5, 2024; and

WHEREAS, an immediate need existed within the Police Department to fill the position of Regular Adult School Crossing Guard; and

WHEREAS, substitute School Crossing Guard John Holleran expressed interest; and

WHEREAS, the recommendation to change the employment status of John Holleran from Substitute Crossing Guard to Regular Adult School Crossing Guard, effective January 2, 2025, was made by Lieutenant Robert Dever, and by Crossing Guard Supervisor Janice Davis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the status change of John Holleran from Substitute Crossing Guard to Regular Adult School Crossing Guard effective January 2, 2025, is hereby approved and memorialized.

BE IT FURTHER RESOLVED that terms and conditions of employment for John Holleran shall be in accordance with the Crossing Guard Rider to the Agreement between the City of Northfield and Government Workers Union, Local No. 430.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 34-2025**

**EMPLOYMENT STATUS CHANGE FOR SUBSTITUTE
SCHOOL CROSSING GUARD**

WHEREAS, pursuant to Resolution 211-2024, the Common Council of the City of Northfield approved the hiring of Karen Maldonado for the position of Substitute Adult School Crossing Guard commencing October 16, 2024; and

WHEREAS, an immediate need existed within the Police Department to fill the position of Regular Adult School Crossing Guard; and

WHEREAS, substitute School Crossing Guard Karen Maldonado expressed interest; and

WHEREAS, the recommendation to change the employment status of Karen Haldonado from Substitute Crossing Guard to Regular Adult School Crossing Guard, effective January 2, 2025, was made by Lieutenant Robert Dever, and by Crossing Guard Supervisor Janice Davis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the status change of Karen Haldonado from Substitute Crossing Guard to Regular Adult School Crossing Guard effective January 2, 2025, is hereby approved and memorialized.

BE IT FURTHER RESOLVED that terms and conditions of employment for Karen Haldonado shall be in accordance with the Crossing Guard Rider to the Agreement between the City of Northfield and Government Workers Union, Local No. 430.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 35-2025**

**EMPLOYMENT STATUS CHANGE FOR SUBSTITUTE
SCHOOL CROSSING GUARD**

WHEREAS, pursuant to Resolution 234-2024, the Common Council of the City of Northfield approved the hiring of William Schwoer for the position of Substitute Adult School Crossing Guard commencing November 27, 2024; and

WHEREAS, an immediate need existed within the Police Department to fill the position of Regular Adult School Crossing Guard; and

WHEREAS, substitute School Crossing Guard William Schwoer expressed interest; and

WHEREAS, the recommendation to change the employment status of William Schwoer from Substitute Crossing Guard to Regular Adult School Crossing Guard, effective January 2, 2025, was made by Lieutenant Robert Dever, and by Crossing Guard Supervisor Janice Davis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the status change of William Schwoer from Substitute Crossing Guard to Regular Adult School Crossing Guard effective January 2, 2025, is hereby approved and memorialized.

BE IT FURTHER RESOLVED that terms and conditions of employment for William Schwoer shall be in accordance with the Crossing Guard Rider to the Agreement between the City of Northfield and Government Workers Union, Local No. 430.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 36-2025**

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT
FOR CONTINUING DISCLOSURE AGENT SERVICES AND
INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD**

WHEREAS, there exists within the City of Northfield the need for the appointment of a Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record; and

WHEREAS, the anticipated value of this contract shall not exceed \$5,000.00 and funds are available for this purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Phoenix Advisors, 2000 Waterview Drive - Suite 101, Hamilton, NJ 08691 as the Continuing Disclosure Agent for the City of Northfield, for the 2024 fiscal year, for an amount not to exceed \$5,000.00.

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 05-20-155-200.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 37-2025**

**PARTICIPANT'S RESOLUTION
LEAP IMPLEMENTATION GRANT**

WHEREAS, the State of New Jersey has appropriated \$6 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development, and implementation of new shared and regional services; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

WHEREAS, the Atlantic County Government and City of Absecon, City of Atlantic City, City of Brigantine, Buena Borough, Buena Vista Township, City of Corbin City, Egg Harbor City, Egg Harbor Township, Estell Manor, Borough of Folsom, Galloway Township, City of Hammonton, Hamilton Township, City of Linwood, Borough of Longport, City of Margate, City of Northfield, City of Port Republic, City of Somers Point, City of Ventnor, and Atlantic Cape Community College propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

WHEREAS, the purpose of this shared services agreement is for the county to purchase three highway digital message boards and make them available to the participating units on an as needed basis at no cost, which will benefit the residents of all participating local units; and

WHEREAS, Atlantic County Government has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield that the City of Northfield does hereby join with Atlantic County Government in applying for a LEAP Implementation Grant in the amount of \$57,375.00 to support implementation of this shared service.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 38-2025**

**PARTICIPANT'S RESOLUTION
LEAP IMPLEMENTATION GRANT**

WHEREAS, the State of New Jersey has appropriated \$6 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development, and implementation of new shared and regional services; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

WHEREAS, the Atlantic County Government and City of Absecon, City of Atlantic City, City of Brigantine, Buena Borough, Buena Vista Township, City of Corbin City, Egg Harbor City, Egg Harbor Township, Estell Manor, Borough of Folsom, Galloway Township, City of Hammonton, Hamilton Township, City of Linwood, Borough of Longport, City of Margate, City of Northfield, City of Port Republic, City of Somers Point, City of Ventnor, and Atlantic Cape Community College propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

WHEREAS, the purpose of this shared services agreement is for the county to purchase three speed feedback signs and make them available to the participating units on an as needed basis at no cost, which will benefit the residents of all participating local units; and

WHEREAS, Atlantic County Government has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units; and

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the (YOUR ORGANIZATION), that the (YOUR ORGANIZATION) does hereby join with Atlantic County Government in applying for a LEAP Implementation Grant in the amount of \$28,125.00 to support implementation of this shared service.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 39-2025**

**APPROVING JOB DESCRIPTION
FOR FIRE PROTECTION INSPECTOR**

BE IT RESOLVED that the job description attached hereto for the position of Fire Protection Inspector be and hereby is approved; and

BE IT FURTHER RESOLVED that the position hereby placed in effect within the City of Northfield may be filled at the discretion of the Mayor and Council of the City of Northfield.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

POSITION DESCRIPTION

Class Title: Fire Protection Inspector
Department: Inspection Department
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Construction Official and the Fire Protection Subcode of the Uniform Construction Code.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects and evaluates work in construction projects to ensure that all work and materials installed conform to the approved plans by the fire protection subcode Official of the Uniform Construction Code and the relevant fire protection laws and regulations.

Determines the proper cause of violations, and takes corrective action.

Gives testimony in court cases.

Prepares recommendations regarding both temporary and final certificates of occupancy.

Prepares needed reports.

Establishes and maintains needed records and files.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent;

(B) Possession of a valid Fire Protection Inspector State License of the appropriate class issued by the Code Enforcement License Office, Division of Housing and Urban Renewal, Department of Community Affairs. Licensing Levels are I.C.S., and H.H.S Under the Uniform Construction Code of the State.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;

(B) Skill in operating the listed tools and equipment;

(C) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish

and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 40-2025**

**APPROVING JOB DESCRIPTION
FOR FIRE PROTECTION SUB CODE OFFICIAL HHS**

BE IT RESOLVED that the job description attached hereto for the position of Fire Protection Sub Code Official HHS be and hereby is approved; and

BE IT FURTHER RESOLVED that the position hereby placed in effect within the City of Northfield may be filled at the discretion of the Mayor and Council of the City of Northfield.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk

POSITION DESCRIPTION

Class Title: Fire Protection Sub Code Official HHS
Department: Inspection Department
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Construction Official of the Uniform Construction Code.

SUPERVISION EXERCISED

Has charge of the Fire Protection Inspection staff and activities concerned in the inspection of construction

ESSENTIAL DUTIES AND RESPONSIBILITIES

Has the final responsibility for fire protection inspection for fire compliance of all new construction and renovation. Examines and approves plans for compliance.

Inspects and evaluates work in construction projects to ensure that all work and materials installed conform of the approved plans and the fire protection subcode of the Uniform Construction Code and the relevant fire protection laws and regulations.

Determines the proper cause of violations, and takes corrective action.

Gives testimony in court cases.

Prepares recommendations regarding both temporary and final certificates of occupancy.

Prepares needed reports.

Establishes and maintains needed records and files.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent;
- (B) Possession of a valid Fire Protection Sub code Official HHS State License of the appropriate class issued by the Code Enforcement License Office, Division of Housing and Urban Renewal, Department of Community Affairs. Licensing Levels are I.C.S., and H.H.S Under the Uniform Construction Code of the State.

Necessary Knowledge, Skills and Abilities:

- A. Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- B. Skill in operating the listed tools and equipment;
- C. Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain

reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 41-2025**

**AUTHORIZATION TO HIRE SUBSTITUTE
ADULT SCHOOL CROSSING GUARD**

WHEREAS, the need exists within the Police Department to fill the position of substitute School Crossing Guard; and

WHEREAS, Charity Zentmeyer was hired pursuant to Resolution 61-2023 effective February 27, 2023, and resigned pursuant to Resolution 239-2024, effective December 9, 2024; and

WHEREAS, Charity Zentmeyer has expressed interest in returning to employment with the City of Northfield in the position of substitute School Crossing Guard; and

WHEREAS, the recommendation to rehire Charity Zentmeyer was made by Lieutenant of Police, Robert Dever.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the hiring of Charity Zentmeyer effective Wednesday, January 8, 2025, is hereby approved.

BE IT FURTHER RESOLVED that compensation for the Substitute Adult School Crossing Guard shall be \$40.00 per day in accordance with the Crossing Guard Rider Agreement between the City of Northfield and Government Workers Union, Local No. 430.

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 Common Council of the City of Northfield, held this 7th day of January 2025.

Shannon Campbell, RMC, Deputy Municipal Clerk