

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 21, 2025**

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 11, 2025.

FLAG SALUTE

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

MAYOR: Chau

APPROVAL OF MINUTES – January 7, 2025

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

ORDINANCES

- 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
*2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 1/25/2025*
- 2-2025** Calendar Year 2025 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40a: 4-45.14)
*Introduction / No Public Input / Published in the Press of AC 1/25/2025
2nd Reading / Public Hearing / Final Consideration 2/4/2025*

RESOLUTIONS

- 42-2025** Authorizing DeBlasio and Associates Consulting Engineers and Planners to Proceed with Revisions to Bid Specifications for the Project Known as “Various Sanitary Sewer Main and Manhole Rehabilitations”
- 43-2025** Authorizing the Waiver of Any and All Permit Fees Associated with the Installation of a New Electric Hot Water Heater at the Otto Bruyns Public Library
- 44-2025** To Approve An Application for Use of Facilities
- 45-2025** Appointment of Part-Time Fire Protection Inspector
- 46-2025** To Approve An Application for Use of Facilities
- 47-2025** To Approve An Application for Use of Facilities
- 48-2025** To Approve An Application for Use of Facilities
- 49-2025** Authorization to Hire Substitute Adult School Crossing Guard
- 50-2025** Request to the County of Atlantic to Use County Roads for Parades and Other Functions
- 51-2025** Amending Resolution No. 25-2025 Recognizing Members of the Northfield Volunteer Fire Company

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 21, 2025**

- 52-2025** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12(B)(7) –Matters Covered Under the Attorney Client Privilege
- 53-2025** Resolution of the Common Council of the City of Northfield Committing to Fourth Round Present and Prospective Need Affordable Housing Obligations

PAYMENT OF BILLS \$ 3,800,708.06

MEETING NOTICES

Budget Workshop Meeting	January 30 th	4pm
City Council	February 4 th	6pm Work Session Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 42-2025**

**AUTHORIZING DEBLASIO AND ASSOCIATES CONSULTING
ENGINEERS AND PLANNERS TO PROCEED WITH REVISIONS TO
BID SPECIFICATIONS FOR THE PROJECT KNOWN AS “VARIOUS
SANITARY SEWER MAIN AND MANHOLE REHABILITATIONS”**

WHEREAS, as authorized by Resolution of the Common Council No. 190-2024, the City of Northfield did reject the sole bid received for the project known as “Various Sanitary Sewer Main and Manhole Rehabilitations”; and

WHEREAS, on November 15, 2024, the Municipal Engineer met with representatives of the County engineer's office, the Common Council, and the City of Northfield Public Works Department to discuss modifications to the bid specifications for this project; and

WHEREAS, the Municipal Engineer has submitted an expenditure request for the costs associated with preparing modified plans and specifications; and

WHEREAS, copies of said expenditure request has been provided to the Common Council of the City of Northfield for their review; and

WHEREAS, the Common Council has deemed it appropriate to authorize the expenditure of these monies as follows:

Project Description	Estimated Purchase Order Amount
Additional Engineering Phase Cost	\$3,500.00
Not to Exceed	\$3,500.00

WHEREAS, certification of funds has been received from the Municipal Finance Officer.

THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this Project is approved as submitted by DeBlasio and Associates Consulting Engineers and Planners.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield held this 21st day of January 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 43-2025**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH THE INSTALLATION OF A NEW ELECTRIC HOT
WATER HEATER AT THE OTTO BRUYN'S PUBLIC LIBRARY**

BE IT RESOLVED, in accordance with N.J.S.A. 52:27D-126b, the Common Council of the City of Northfield, County of Atlantic, New Jersey, hereby authorizes the City of Northfield to waive any and all permit fees associated with the installation of a concrete slab in the parking lot of the City of Northfield Municipal Building, 1600 Shore Road, Northfield, NJ.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield held this 21st day of January 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 44-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Jason Yard has properly submitted an Application for Use of Facilities requesting use of the Farm League, Softball, Major League, and Minor League Fields, and both baseball snack bars, for youth recreational baseball and softball as follows:

March 1, 2025 – July 31, 2025** 8am- 10pm
*** (excluding June 10 – June 13, 8:30am-2:30pm)*

August 15, 2025 - November 1, 2025 8am – 10pm

WHEREAS, Mr. Jason Yard has presented this request on behalf of Northfield Little League; and

WHEREAS, said approval requires the use of lights during some hours of play where it may be needed and fees shall be paid in accordance with Chapter 250 of the Municipal Code.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Jason Yard is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

BE IT FURTHER RESOLVED, that all baseball and softball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

BE IT FURTHER RESOLVED, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common City Council of Northfield, held this 21st day of January 2025.

Mary Canesi, RMC, Municipal Clerk

Resolution 44-2025, Attachment



CITY OF NORTHFIELD
Application for Use of Facilities
(Other than Use of Birch Grove Park Center)

Name and Address of Organization: Northfield Little League

Tell Us Who You Are / Description and Purpose of Organization: Jason Yard President, NLL Baseball and Softball for ages 5-16

Is the Group a Not-For-Profit Organization? [X] Yes [] No

Do Participants Pay a Fee for Your Support / Event? [X] Yes [] No

If Yes, How Much? \$ 90-125 per: [] Person [] Day [X] Season [] (other)

Name of Applicant / Responsible Party: Jason Yard Title/Affiliation NLL President

Home Address: 700 Hollywood Drive, Northfield, NJ 08225

Telephone: (H) (C) (W)

Name and Location of Facility(ies) Being Requested: 1700 Burton Ave, Baseball/Softball Fields and snack bar

With the exception of the Babe Ruth Field

For the Following Purpose: Baseball and Softball practice and games

on the Following Date(s): March 1 - July 31 and August 15 - November 1st, with the exception of 6/9, 6/11-13 8:30am - 2:30pm

Specify Hours of Use: From: 8 AM To: 10PM Are Field Lights Requested*? [X] YES

*If Yes, Provide Dates / Times for Requested Light Use: Night games and practices

*LIGHT USE FEE APPLIES. IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

of Participants per Date: 320 # of Participants who are Northfield Residents: 275

Will Juveniles be Present? Yes [X] No [] If Yes, What Ages? 5-16

Have You Applied to Other Municipalities for Use of their Facilities for this Event? [] Yes [X] No

If Yes, Name of Municipality/ies:

Date/s and Disposition of Request:

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and appropriate actions are required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: Jason Yard Signature DATE: 01/17/2025

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 45-2025**

APPOINTMENT OF PART TIME FIRE PROTECTION INSPECTOR

WHEREAS, Derek Leary was hired by the City of Northfield on January 12, 2023, for the positions of part-time Construction Official and part-time Building Inspector, and has been continuously employed by the City of Northfield since that date; and

WHEREAS, there is a need to fill the position of part-time Fire Protection Inspector; and

WHEREAS, Derek Leary has the necessary licensing credentials, as well as the knowledge, skills, and abilities for the position of part-time Fire Protection Inspector; and

WHEREAS, it is the recommendation of Inspections Department City Council Chair Carolyn Bucci and Business Administrator Mary Canesi that Derek Leary be appointed to the position of part-time Fire Protection Inspector, effective January 22, 2025; and

WHEREAS, the rate of pay for Derek Leary as part-time Fire Protection Inspector shall be \$5,000.00 per annum, on an as-needed basis not to exceed an average of 4 hours per week on an annual basis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that Derek Leary is appointed to the position of part-time Fire Protection Inspector, subject to understanding and/or completion of the following:

1. The terms of the preamble are hereby restated as if set forth in full herein.
2. Compliance with the Policies and Procedures of the City
3. Probationary period 90 days from date of hire
4. Unaligned position
5. Eligible for earned sick leave in accordance with the NJ paid sick leave law.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the City of Northfield, held this 21st day of January 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 46-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, on behalf of Mainland Youth Lacrosse, Mr. Brett Hoeffecker has properly submitted an Application for Use of Facilities for the 2025 season requesting use of City of Northfield athletic fields, for lacrosse practice for boys/girls ages 8 to 14 as follows:

The City of Northfield Practice and Football Field
Monday – Friday, from February 26th – May 30th 5:00pm -8:00pm, on all dates
and
Saturdays, from March 1st – May 30th 10am – 5pm

WHEREAS, Mainland Youth Lacrosse has requested the use of the restroom facilities, and field lights; and

WHEREAS, the Football Field restroom facilities are operational on a weather-dependent, seasonal basis and are currently closed for the season; and

WHEREAS, Mainland Youth Lacrosse would need to provide port-o-pots at their own expense until such time as restroom facilities are open for the season; and

WHEREAS, fees for use of lights shall be paid in accordance with Chapter 250 of the Municipal Code.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Brett Hoeffecker on behalf of Mainland Youth Lacrosse, subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of this Resolution and the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

BE IT FURTHER RESOLVED, that the football field facilities are presently open to the public, however, the decision to open and or close the facilities to the public for use shall be solely at the discretion of the City of Northfield; and

BE IT FURTHER RESOLVED, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 21st day of January, 2025.

Mary Canesi, RMC, Municipal Clerk



* insurance will be provided upon approval / dates
* Check will be provided upon approval / dates

CITY OF NORTHEFIELD

Application for Use of Facilities (Other than Use of Birch Grove Park Center)

Name and Address of Organization: Mainland Youth Lacrosse Club

Tell Us Who You Are / Description and Purpose of Organization: The mission of the MYLL to teach and promote the sport of lacrosse at the youth level 3rd - 8th grade - boys/girls for children who reside in Northfield, Linwood, and Somers Point. MYLL is an all inclusive program.
Is the Group a Not-For-Profit Organization? Yes No

Do Participants Pay a Fee for Your Sport / Event? Yes No
If Yes, How Much? \$ 150 per: Person Day Season (other)

Name of Applicant / Responsible Party: Brett Hoffecker Title/Affiliation _____

Home Address: 21 Henry Drive, Northfield

Telephone: (H) _____ (C) 4 _____ (W) _____

Name and Location of Facility(ies) Being Requested: Birchgrove Park Football and practice football fields, Burton Avenue.

For the Following Purpose: Practice / Scrimmage / Games for Girls 3rd - 8th grade & Boys
on the Following Date(s): Feb. 26 - May 30 - 2025 -

Specify Hours of Use: From: 5:00 PM To: 8:00 PM Saturday - 10:00 AM - 5:00 PM
Are Field Lights Requested*? Yes

*If Yes, Provide Dates / Times for Requested Light Use: (Mon - Friday) 5:00 - 8:00 PM - MON - Fri

**LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250.3 OF THE CITY OF NORTHEFIELD MUNICIPAL CODE*

of Participants per Date: 25+ # of Participants who are Northfield Residents: Majority

Will Juveniles be Present? Yes No If Yes, What Ages? 8-14

Have You Applied to Other Municipalities for Use of their Facilities for this Event? Yes No

If Yes, Name of Municipality/ies: Northfield Community School + Poplar Field

Date/s and Disposition of Request/s: Nov 2023

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED
APPLICANT: [Signature] DATE: 1/2/2025
Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 47-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Sean Sutley has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field for youth travel baseball as follows:

March 1, 2025 – July 27, 2025
(Saturdays and Sundays only)
from 10am -2pm

WHEREAS, Mr. Sean Sutley has presented this request on behalf of SJ Sand Sharks 15U travel baseball; and

WHEREAS, said approval does not require the use of lights.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Sean Sutley, subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

BE IT FURTHER RESOLVED that all baseball and softball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

BE IT FURTHER RESOLVED, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, Mary Canesi, RMC, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 21st day of January, 2025.

Mary Canesi, RMC, Municipal Clerk



CITY OF NORTHFIELD

Application for Use of Facilities *(Other than Use of Birch Grove Park Center)*

Name and Address of Organization: 150 ST SAND SHARKS
605 Herzel Ave Northfield, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: Sean Sutley Manager of ST
Sand Sharks Travel team we play games/practice to develop kids. Also U.P
OP Northfield Little League.

Is the Group a Not-For-Profit Organization? Yes No

Do Participants Pay a Fee for Your Sport/ Event? Yes No

If Yes, How Much? \$ 500 per: Person Day Season (other)

Name of Applicant / Responsible Party: Sean Sutley Title/Affiliation Manager

Home Address: 605 Herzel Ave Northfield NJ 08225

Telephone: (H) (C) (W)

Name and Location of Facility(ies) Being Requested: Babe Ruth Baseball Field / 1645 Burton Ave
Travel baseball team with Northfield (10) Unbound (2) (ENTL) fields

For the Following Purpose: Practice/Games

on the Following Date(s) (Sat/Sun) March 1st thru July 27th 2025

Specify Hours of Use: From: 1000 To: 230 pm Are Field Lights Requested? NO

*If Yes, Provide Dates / Times for Requested Light Use: N/A

**LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE*

of Participants per Date: 13 # of Participants who are Northfield Residents: 10

Will Juveniles be Present? Yes No If Yes, What Ages? 15/16

Have You Applied to Other Municipalities for Use of their Facilities for this Event? Yes No

If Yes, Name of Municipality/ies: N/A

Date/s and Disposition of Request/s: N/A

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: [Signature] DATE: 1/10/25

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 48-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Kevin Morrison has properly submitted an Application for Use of Facilities requesting use of the Baseball, Softball, Football Fields and restrooms on June 9th, 11th (rain date), 12th, and June 13th (rain date) from 8:30am until 2:30pm for 'Field Day'; and

WHEREAS, Mr. Kevin Morrison has presented this request on behalf of the Northfield Community School.

BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Kevin Morrison is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities; and

BE IT FURTHER RESOLVED, that all facilities are presently open to the public, however, the decision to open and or close the facilities to the public for use shall be solely at the discretion of the City of Northfield; and

BE IT FURTHER RESOLVED, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 21st day of January, 2025.

Mary Canesi, RMC, Municipal Clerk

Resolution 48-2025. Attachment



CITY OF NORTHEFIELD Application for Use of Facilities (Other than Use of Birch Grove Park Center)

Name and Address of Organization: Northfield Community School
2000 New Road Northfield, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: _____
Kevin Morrison - MS Principal

Is the Group a Not-For-Profit Organization? Yes _____ No

Do Participants Pay a Fee for Your Sport / Event? Yes _____ No

If Yes, How Much? \$ _____ per: _____ Person _____ Day _____ Season _____ (other)

Name of Applicant / Responsible Party: Kevin Morrison Title/Affiliation Principal

Home Address: _____

Telephone: (H) _____ (C) [REDACTED] (W) [REDACTED]

Name and Location of Facility(ies) Being Requested: Baseball + Football fields
Bathrooms

For the Following Purpose: Field Days

on the Following Date(s): 6/9/25 (RD 6/11) + 6/12/25 (RD 6/13)

Specify Hours of Use: From: 8:30 am To: 2:30 pm Are Field Lights Requested*? _____

*If Yes, Provide Dates / Times for Requested Light Use: _____

**LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHEFIELD MUNICIPAL CODE*

of Participants per Date: 250 # of Participants who are Northfield Residents: All

Will Juveniles be Present? Yes No _____ If Yes, What Ages? 9-14

Have You Applied to Other Municipalities for Use of their Facilities for this Event? Yes _____ No _____

If Yes, Name of Municipality/ies: _____

Date/s and Disposition of Request/s: _____

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy; and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: Melanie Woodall DATE: 1/2/2025
Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 49-2025**

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

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

WHEREAS, an application submitted by Hactor Manzano was received; and

WHEREAS, the recommendation to hire Hactor Manzano 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 Hactor Manzano effective Thursday, January 23, 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, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held on this 21st day of January, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 50-2025**

**REQUEST TO THE COUNTY OF ATLANTIC TO USE COUNTY ROADS
FOR PARADES AND OTHER FUNCTIONS**

WHEREAS, the City of Northfield has a desire to use County Roads for parades and other functions on a limited basis; and

WHEREAS, the City of Northfield has the following requests to be presented to the County of Atlantic:

Independence Day Parade and Race – Friday, July 4, 2025
Rain Date – Saturday, July 5, 2025

Close Shore Road from Dolphin Avenue
Tilton Road (8:30 a.m. to 11:15 a.m.)

Close Shore Road from Dolphin Avenue to Mill Road,
and Mill Road from Shore Road to Oak Avenue
(10:30 a.m. to 11:30 a.m.)

Annual Holiday Tree Lighting – Friday, December 5, 2025
Rain Date – Friday, December 12, 2025

Close Shore Road from Zion Road to Tilton Road (6:30 p.m. to 9:00 p.m.)

BE IT RESOLVED that the Insurance Certificate and Indemnification Agreement shall be attached to the City's application at the request of the County of Atlantic.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17th of January 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 51-2025**

**AMENDING RESOLUTION NO. 25-2025 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 25-2025 appointing the members of the City of Northfield Volunteer Fire Company, adopted January 7, 2025, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to remove member Andrew Levari, effective December 9, 2024, and add member Ronald Garbutt, III, effective January 13th, 2025; and

BE IT FURTHER RESOLVED THAT following persons are the present members of the Northfield Volunteer Fire Company for the year ending December 31, 2025:

Badger, Cindy	Kerlin, Kirk
Carey, Louis	Kirby, Joshua (<i>Lieutenant</i>)
Chau, Erland	Leeds, Bill (<i>Lieutenant</i>)
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
Garbutt, Ronald III (<i>effective 01/13/2025</i>)	Scalise, Nicholas
Gitsas, Adam	Shenkus, Eric (<i>Assistant Chief</i>)
Goodman, Scott (<i>Deputy Chief</i>)	Sullivan, John III
Hackett, Edward	Swartz, Robert
Hickey, Daniel	Thulin-Gujejko, Hanna
Joo, Timothy	Wallace, Michael (<i>Safety Officer</i>)

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held on this 21st day of January, 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 52-2025**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-
12(b)(7) –MATTERS COVERED UNDER THE ATTORNEY CLIENT
PRIVILEGE**

WHEREAS, the Common Council of the City of Northfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss, in a session not open to the public, with the City's Special Counsel for Affordable Housing, an update regarding affordable housing compliance efforts, potential future affordable housing development, and matters that fall within the attorney client privilege related thereto.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

IT IS FURTHER RESOLVED that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of Northfield, held this 21st day of January 2025.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

Engineer's Report

To: Mayor & Council
City of Northfield

From: Marc DeBlasio, P.E., P.P., C.M.E.
City Engineer

Cc: Mary Canesi, Clerk (via email)
Dawn Stollenwerk, CFO (via email)
Qwin Vitale, Superintendent of Public Works (via email)
Nancy Mauro, P.E. (via email)

Date: January 21, 2025

Grant Applications

1. FY2024 NJDCA Local Recreation Improvement Grant (LRIG)
 - The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is February 27, 2024. The LRIG application was submitted on February 23, 2024.
 - Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
 - Our office submitted the proposal for this project on December 20, 2024 and is ready to begin work upon authorization from the City.
2. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)
 - On June 10, 2024 the USDA awarded the City \$17,000.00 for the PPG grant and the next step requires the City to file the full application.
 - The next phase is for the City to authorize our office for an engineering study.
3. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)
 - The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
 - The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.
 - This application is currently still pending with the NJDOT.

4. New Jersey Department of Transportation Municipal Aid
 - The City has selected the reconstruction of Juniper Drive from Cedarbridge Road to Mill Road as its project for FY2025 Municipal Aid.
 - The City was awarded \$229,190.00 on November 13, 2024 for this project. The total project cost estimate is \$355,824.70.
 - Our office submitted the proposal for this project on December 18, 2024 and is ready to begin work upon authorization from the City.

Engineering

1. Street Excavation and Sidewalk Ordinance
 - Our office was asked to review and revise the street excavation and sidewalk ordinance. We have been coordinating with the City to update this ordinance.
 - Our office sent a draft ordinance to the City on May 21, 2024.
 - Our office met with the City on July 15, 2024 to review City revisions and comments.
 - The second draft of the ordinance was sent to the City on September 4, 2024.
 - Final draft of the ordinance was sent to the City on November 18, 2024.

2. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads
 - The project was submitted to the Atlantic County Engineering department for review. The County is requiring the majority of the work to be conducted during the night.
 - Our office received input from the City's Public Works Department. We adjusted the bid documents accordingly and are waiting for City approval to set a bid schedule.
 - The Bid opening was held August 28, 2024 at 10 a.m. Only one bid was received from Mobile Dredging and Video Pipe, Inc. in the amount of \$344,150.
 - Council will be rejecting the bid due to lack of funding. The project exceeded the engineer's estimate due to night work requirements and increased traffic control requirements set forth by Atlantic County Engineering Department. The City will meet with the County Engineer to discuss traffic control. The City will consider a re-bid with revisions to the bid cost breakdown sheet.
 - The City will coordinate a meeting with the County to discuss traffic control plan alternatives.
 - Our office met with City and County representatives on November 15, 2024. The County agreed that the traffic plan could be revised and will allow Northfield Police to provide traffic control where needed. Our office will revise plans and specifications for rebid.
 - On January 10, 2025, our office contacted the County Engineer's office regarding the Zion Road and Shore Road intersection location. The Engineer's office reversed its initial requirement and consented to allow this repair work to be conducted during the daytime with reduced signage and a police presence at the intersection. However, the Zion Road and Mill Road intersection location must be completed at night.
 - Our office submitted the proposal for this project on December 18, 2024 and is ready to begin work upon authorization from the City.

3. Habitat for Humanity Housing Project

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- On September 6, 2024, our office issued an email with further detail of stormwater management options in response to the summary email issued by the City on September 5, 2024.
- On October 1, 2024 a meeting was held with representatives from the City, Habitat for Humanity and our office. Habitat representatives stated that engineering costs would be covered under the DCA grant that Habitat will submit. Habitat's engineer will be responsible for preparing a complete project estimate.
- Our office revised their original estimate to include all anticipated site plan engineering costs including anticipated permit fees, with a not to exceed amount as directed by City council.
- Our office transmitted a proposal to the City on December 10, 2024 and is ready to begin work upon authorization from the City.

4. Little League Field 50/70 Redesign

- Our office surveyed and prepared a site plan of the little league field to be converted to a 50/70 field.
- On September 20, 2024, our office met on site with representatives from the City, the Northfield Little League, and preferred contractor to discuss scope of project.
- Work to be completed includes removal of existing infield/outfield grass to 50/70 dimensions, relocation of existing sprinkler heads, placements of new infield material, placements of sod, placement of new bases and pitcher's mound, and realignment of foul lines. Maximum budget for project is \$44,000, and work is to be completed by November.
- Securing a contractor for the project can be completed in two ways: The first is the City issues RFQs for contractors to submit bids. The second is for the City to join the ED-DATA cooperative and contract directly with the contractor at a cost savings of \$14,000.
- The City resolved to join the ED-DATA cooperative at the October 29, 2024 council meeting.
- Work began on December 3, 2024 and the project was completed on December 6, 2024.
- At the recommendation of the contractor, the City will be upgrading the pitchers as a no-cost change order. This work shall be completed in the spring.