

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
FEBRUARY 18, 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 21, 2025

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 65-2025** Acknowledging the Notice of Resignation of Sue Poley, Adult School Crossing Guard
- 66-2025** Acknowledging the Notice of Resignation of Hector Manzano, Substitute Adult School Crossing Guard
- 67-2025** Authorizing Refund of Overpayment of Taxes
- 68-2025** Authorizing Refund of Overpayment of Taxes
- 69-2025** A Resolution Approving a Sidebar Memorandum of Agreement Between the City of Northfield and the Government Workers Union Local 430 and Appointing Nadine Erwin as Temporary Technical Assistant to the Construction Official
- 70-2025** Authorizing DeBlasio and Associates Consulting Engineers and Planners to Proceed with Engineering Services for the Project Known as USDA Rural Development Planning Grant (PPG)
- 71-2025** Participant’s Resolution Leap Implementation Grant
- 72-2025** Resolution to Support Publishing Legal Notices on Official Government Websites
- 73-2025** To Approve an Application for Use of Facilities
- 74-2025** Resolution Authorizing a One-Year Extension of the Shared Services Agreement with the Atlantic County Utilities Authority for Solid Waste Collection Services
- 75-2025** To Approve an Application for Use of Facilities

ORDINANCES

- 3-2025** Amending Chapter 330 of the Code of the City of Northfield, Article II, Excavations in Streets
2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 02/22/2025

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
FEBRUARY 18, 2025**

4-2025 An Ordinance Amending Section 215-42 of the Code of the City of Northfield
Governing Land Use And Development
Introduction / No Public Input / Published in the Press of AC 2/22/2025
2nd Reading / Public Hearing / Final Consideration 3/4/2025

5-2025 An Ordinance Amending Article XIV, Section 111-27, Schedule I, of the City of
Northfield Code Titled No Parking
Introduction / No Public Input / Published in the Press of AC 2/22/2025
2nd Reading / Public Hearing / Final Consideration 3/4/2025

PAYMENT OF BILLS \$ 362,975.71

MEETING NOTICES

Budget Workshop No. 2	February 27 th	4pm
City Council	March 4 th	6pm Work Session Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD
RESOLUTION NO. 65-2025**

**ACKNOWLEDGING THE NOTICE OF RESIGNATION OF
SUE POLEY, ADULT SCHOOL CROSSING GUARD**

WHEREAS, the Common Council of the City of Northfield approved the hiring of Sue Poley for the position of Adult School Crossing Guard commencing January 9, 1975; and

WHEREAS, on February 3, 2025, Sue Poley submitted notice of resignation to the City of Northfield with an effective date of February 3, 2025.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of Sue Poley from the position of Adult School Crossing Guard, effective February 3, 2025; and

BE IT FURTHER RESOLVED that Mrs. Poley's last day of work was January 31, 2025.

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 Northfield, held this 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD
RESOLUTION NO. 66-2025**

**ACKNOWLEDGING THE NOTICE OF RESIGNATION OF
HECTOR MANZANO, SUBSTITUTE ADULT SCHOOL CROSSING
GUARD**

WHEREAS, pursuant to Resolution 49-2025, the Common Council of the City of Northfield approved the hiring of Hector Manzo for the position of Substitute Adult School Crossing Guard commencing January 23, 2025; and

WHEREAS, on February 5, 2025, Hector Manzano submitted notice of resignation to the City of Northfield with an effective date of February 5, 2025.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of Hector Manzano from the position of Substitute Adult School Crossing Guard, effective February 5, 2025; and

BE IT FURTHER RESOLVED that Mr. Manzano's last day of work was February 5, 2025.

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 Northfield, held this 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 67-2025**

AUTHORIZING REFUND OF OVERPAYMENT OF TAXES

WHEREAS, the owners of 117 Fifield Avenue, also known as Block 105, Lot 2, in the City of Northfield are enrolled for automatic electronic payments of property taxes due; and

WHEREAS, an automatic electronic payment was received on February 6, 2025, by the City of Northfield, in the amount of \$1,940.58 from the owners of 117 Fifield Avenue, known as Block 105, Lot 2; and

WHEREAS, on February 7, 2025, the owners of 117 Fifield Avenue, known as Block 105, Lot 2, also made a direct online payment in the amount of \$1,940.58; and

WHEREAS, a refund is due to the owners of 117 Fifield Avenue, known as Block 105, Lot 2, in the amount of \$1,940.58 because of the duplicate payment.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund for overpaid property taxes to the following is hereby authorized:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Robert Jr. & Trisha Randolph 117 Fifield Avenue Northfield, NJ 08225	105	2	117 Fifield Avenue	\$1,940.58

BE IT FURTHER RESOLVED that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

Robin Atlas, CTC

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 68-2025**

AUTHORIZING REFUND OF OVERPAYMENT OF TAXES

WHEREAS, the owners of 1 Samara Circle, known as Block 1.02, Lot 25, in the City of Northfield are enrolled for automatic electronic payments of property taxes due; and

WHEREAS, an automatic electronic payment was received on February 4, 2025, by the City of Northfield, in the amount of \$4,041.00 from the owners of 1 Samara Circle, known as Block 1.02, Lot 25; and

WHEREAS, on February 7, 2025, the owners of 1 Samara Circle, known as Block 1.02, Lot 25, also made a direct online payment in the amount of \$4,041.00; and

WHEREAS, a refund is due to the owners of 1 Samara Circle, known as Block 1.02, Lot 25, in the amount of \$4,041.00 because of the duplicate payment.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund for overpaid property taxes to the following is hereby authorized:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Mark Karim & Maryse Pflum Naman 1 Samara Circle Northfield, NJ 08225	1.02	25	1 Samara Circle	\$4,041.00

BE IT FURTHER RESOLVED that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

Robin Atlas, CTC

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 69-2025**

**APPROVING A SIDEBAR MEMORANDUM OF AGREEMENT BETWEEN
THE CITY OF NORTHFIELD AND THE GOVERNMENT WORKERS
UNION LOCAL 430 AND APPOINTING NADINE ERWIN AS TEMPORARY
TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL**

WHEREAS, the City of Northfield (the City) and Government Workers Union, Local 430 (the GWU) are parties to a Collective Negotiations Agreement covering the period January 1, 2021, through December 31, 2025 (the Current Agreement); and

WHEREAS, the current agreement covers employees in the job title of Technical Assistant to the Construction Official (TACO); and

WHEREAS, the employee in position of TACO will be on a leave of absence necessitating the temporary appointment of another individual to the position;

WHEREAS, the City of Northfield desires to appoint Nadine Erwin to the position of TACO on a temporary basis and the City and GWU have engaged in discussions to address the terms and conditions of employment for that temporary title; and

WHEREAS, the terms of the Sidebar Memorandum of Agreement have been approved by the GWU and the City now wishes to approve same.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield, as follows:

1. The statements of the preamble are hereby incorporated as if set forth in full herein.
2. The Sidebar Memorandum of Agreement between the City of Northfield and the Government Workers Union, Local430 regarding the terms of employment impacted by the appointment of Nadine Erwin as temporary Technical Assistant to the Construction Official, a copy of which is attached hereto and made a part hereof, is approved.
3. In accordance with that Agreement, Nadine Erwin shall be appointed as the temporary TACO effective upon the date contained therein and subject to the terms contained therein.
4. This Resolution shall be effective immediately.
5. All employees and officials are directed to act in accordance with the intent of this Resolution and the accompanying Sidebar Memorandum of Agreement.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO 69-2025, ATTACHMENT
SIDEBAR MEMORANDUM OF AGREEMENT

CITY OF NORTHFIELD
AND
GOVERNMENT WORKERS UNION, LOCAL 430 (WHITE COLLAR)

WHEREAS, the City of Northfield (the City) and the Government Workers' Union Local 430 (the Union) are parties to a collective negotiations agreement covering the period January 1, 2021 through December 31, 2025 (the current agreement); and

WHEREAS, the current agreement covers employees in the job title of Part Time Technical Assistant to the Construction Official (TACO); and

WHEREAS, the City of Northfield requires a temporary appointment to the TACO position due to the temporary absence of the current employee serving as the TACO; and

WHEREAS, the City of Northfield and the GWU have discussed appropriate terms for this temporary appointment, including, compensation under these unique circumstances; and

WHEREAS, the parties wish to memorialize the understanding reached.

Now, therefore, the City of Northfield and Government Workers' Union Local 430 (the Union) agree as follows:

1. The statements in the preamble are hereby incorporated as if fully stated herein.
2. Effective upon the commencement of the leave of absence of the current Technical Assistant to the Construction Official (TACO), which is anticipated to be on or about February 21, 2025, and until that employee's return, which is anticipated to be on or about April 14, 2025, Nadine Erwin shall be appointed as the Temporary TACO.
3. The City has confirmed that Ms. Erwin has the appropriate credentials for this position.
4. As temporary TACO, Ms. Erwin shall be authorized to conduct any and all work necessary to fulfill this role.
5. While serving as temporary TACO, Ms. Erwin shall report to work one half hour before her normal start time, for which she will be compensated at her regular rate of pay.
6. While serving as temporary TACO, Ms. Erwin shall receive an additional one hundred and twenty (\$120) dollars per week for these additional duties.

7. Upon the current TACO's return to work, this temporary appointment shall end, and Ms. Erwin's schedule and compensation shall revert to what it was prior to this temporary appointment.
8. All other terms and conditions of the current collective negotiations' agreement shall remain in full force and effect.

CITY OF NORTHFIELD

GWU LOCAL 430

BY:

BY:

Date:

Date:

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 70-2025**

**AUTHORIZING DEBLASIO AND ASSOCIATES CONSULTING
ENGINEERS AND PLANNERS TO PROCEED WITH ENGINEERING
SERVICES FOR THE PROJECT KNOWN AS USDA RURAL
DEVELOPMENT PLANNING GRANT (PPG)**

WHEREAS, pursuant to Resolution No. 178-2023 the Common Council of the City of Northfield applied for a USDA Water & Waste Disposal Predevelopment Planning Grant (PPG) in the amount of \$17,000 for the purpose of evaluating the City's sanitary sewer system and development of a plan to complete repairs where needed to better meet the needs of the City; and

WHEREAS, pursuant to Resolution No. 158-2024 the PPG grant was approved and the City of Northfield received \$17,000 for the PPG; and

WHEREAS the Common Council of the City of Northfield wishes to authorize DeBlasio and Associates Consulting Engineers and Planners to execute the associated work in accordance with the following:

Executive Summary:

The City of Northfield, Atlantic County, New Jersey, is requesting USDA PPG funding in the amount of \$17,000 to support a \$23,000 project to inspect and rehabilitate portions of the City's sanitary sewer system. The system is in need of repairs and this study is required to understand the extent of degradation and any environmental concerns and ultimately determine the scope of work for rehabilitation and reconstruction. The current sanitary sewer facilities in the study area are comprised of gravity terracotta and asbestos cement mains. The mains are over 50 years old, contain defective pipe joints, and experience inefficient sewage flow due to pipe grade issues. There are six segments of sanitary sewer main to be studied as a part of this project, all of which are within the City of Northfield:

- Ridgewood Avenue, from New Road to Oak Avenue;
- Grove Road, from Glenwood Drive to Zion Road;
- Leeds Avenue, Oakcrest Avenue to Revere Avenue;
- Revere Avenue, Erie Avenue to Wabash Avenue;
- Erie Avenue, Revere Avenue to Oakcrest Avenue;
- Wabash Avenue, Revere Avenue to Oakcrest Avenue.

The project proposed in this application is to first perform an exhaustive evaluation of these segments of sewer main to assess the condition of each and any environmental concerns resulting from deterioration of the mains. Once this assessment is complete, a scope of work will be developed to rehabilitate or reconstruct portions of these segments as needed. The proposed deliverable to USDA for this project is a Preliminary Engineering Report, which will likely be utilized as a basis for an application to the Water and Environmental Programs (WEP) funding program.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the City of Northfield hereby authorizes DeBlasio and Associates Consulting Engineers to commence work as outlined herein; and

BE IT FURTHER RESOLVED that certification of availability of funds has been received from the Chief Financial Officer in the amount of \$23,000, to consist of \$17,000 in USDA grant funds and the City's local share obligation of \$6,000.

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 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 71-2025**

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, Atlantic County Government and its twenty-three municipalities (which includes: Absecon City, Atlantic City, City of Brigantine, Buena Borough, Buena Vista Township, Corbin City, Egg Harbor City, Egg Harbor Township, Estell Manor, Folsom Borough, Galloway Township, Hamilton Township, Town of Hammonton, Linwood City, Longport Borough, Margate City, Township of Mullica, City of Northfield, City of Pleasantville, City of Port Republic, City of Somers Point, Ventnor City, and Weymouth Township) 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 to acquire and implement a geospatial data solution offering crucial support with current and clear aerial imagery views of Atlantic County land and improvements for each participating agency for purposes including but not limited to: tax assessment valuation, civil planning, emergency management & public safety which will benefit the residents of all participating local units; and

WHEREAS, the 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.

NOW, THEREFORE, BE IT RESOLVED by the Common Council 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 \$300,000.00 to support implementation of this shared service.

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 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 72-2025**

**A RESOLUTION TO SUPPORT PUBLISHING LEGAL NOTICES ON
OFFICIAL GOVERNMENT WEBSITES**

WHEREAS, the sunset provision of March 1, 2025, imposed under P.L. 2024 c.106 is fast approaching in what was a temporary solution that allowed local governments to comply with the public notice requirements under the law in time for annual reorganization meetings in January; and,

WHEREAS, local government officials serve as the stewards of property taxpayer dollars and should no longer be required to subsidize the newspaper industry with revenues collected from publishing legal notices in the press; and,

WHEREAS, the only publication in the City of Northfield with daily circulation, the Press of Atlantic City, transitioned to a 3 day a week publication schedule, making it increasingly difficult to comply with the public notice requirements under the law as the media has become almost exclusively digitized and struggled to retain staff, resources, and publications; and,

WHEREAS, legislation that will authorize local governments to publish legal notices on a local government's official website will streamline an antiquated and overly burdensome process and save valuable time, resources, and property taxpayer dollars; and,

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield, Atlantic County, NJ does in fact, hereby urge state leaders to pass legislation that will authorize municipalities, counties, school districts, and all local governments to publish legal notices in a clear, transparent, and timely manner on a local government's official website.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to Governor Phil Murphy, Senate President Nicholas Scutari, Speaker of the General Assembly Craig Coughlin, Senator Vince Polistina, Assembly Members Claire Swift and Don Guardian, Congressman Jeff VanDrew, and the New Jersey State League of Municipalities.

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 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 73-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

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

Monday – Friday, February 24th – March 9th
5:00pm – 9:00pm

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

WHEREAS, the 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 Hoffecker 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 baseball 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 18th day of February 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: Mainland Youth Lacrosse Club

Tell Us Who You Are / Description and Purpose of Organization: The mission of the MYLC is to teach and promote the sport of lacrosse at the youth levels (3rd - 8th) both boys & girls for children who reside in Northfield, Linwood, and Somers Point. The MYLC is an all inclusive program.
Is the Group a Not-For-Profit Organization? Yes

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

If Yes, How Much? \$ 150 per: X Person Day Season (other)

Name of Applicant / Responsible Party: Brett Hoffecker Title/Affiliation MYLC Boys Coordinator

Home Address: 21 Henry Drive Northfield NJ 08225

Telephone: (H) (C) (W)

Name and Location of Facility(ies) Being Requested: Birchgrove Park - Babe Ruth Baseball Field (ONLY THE OUTFIELD)

For the Following Purpose: Practice - boys 4th - 8th

on the Following Date(s): Feb. 24 - March 9

Specify Hours of Use: From: 5:00 PM To: 8:00 PM Are Field Lights Requested? YES

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

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

of Participants per Date: Boys/Girls approx 175 # of Participants who are Northfield Residents: Majority

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

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

If Yes, Name of Municipality/ies: Birchgrove FB Field, Poplar, NLS, All Wars

Date/s and Disposition of Request/s: Jan. 2025

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] Signature

DATE: 2/10/25

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. 74-2025**

**RESOLUTION AUTHORIZING A ONE-YEAR EXTENSION OF A
SHARED SERVICES AGREEMENT WITH THE ATLANTIC COUNTY
UTILITIES AUTHORITY FOR SOLID WASTE COLLECTION
SERVICES**

WHEREAS, the City of Northfield (hereafter City) and the Atlantic County Utilities Authority (hereinafter Authority) are parties to a Shared Service Agreement under which the Authority provides trash collection services for City of Northfield residents; and

WHEREAS, the current Shared Service Agreement, incorporated herein as Exhibit A, expires April 30, 2025, and the City and the Authority desire to extend the current Agreement for a one-year period, from May 1, 2025 - April 30, 2026; and

WHEREAS, N.J.S.A. 40:14B-49 empowers municipalities and municipal utilities authorities to enter into contracts for the collection, disposal and treatment of solid waste; and

WHEREAS, the one-year extension shall be subject to an increase of 3.38%, to \$259,834.68 for the extension period, and based on the October CPI of 3.38%; and

WHEREAS, this contract is classified as services provided between governmental agencies pursuant to N.J.S.A. 40A: 11-5(2) and as such is exempt from the public bidding requirements of the New Jersey Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that the Mayor be and hereby is authorized to extend the enter into a contract with the Atlantic County Utilities Authority, whereby the Authority will perform certain collection services for the 1-year period commencing May 1, 2025, and terminating April 30, 2026.

BE IT FURTHER RESOLVED certification of availability of funds has been received from the Chief Financial Officer.

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 18th day of February 2025.

Mary Canesi, RMC, Municipal Clerk

Resolution No. 74-2025, Attachment

**SHARED SERVICES AGREEMENT BETWEEN
ATLANTIC COUNTY UTILITIES AUTHORITY
AND
CITY OF NORTHFIELD
FOR SOLID WASTE COLLECTION SERVICES**

This agreement, made this 20th of February, 2020 by and between the City of Northfield, a municipal corporation of the State of New Jersey with principal offices located at City Hall, 1600 Shore Road, Northfield, New Jersey 08225 (hereafter, the **CITY**) and the Atlantic County Utilities Authority with offices located 6700 Delilah Road, Egg Harbor Township, New Jersey 08234 and a mailing address of PO Box 996, Pleasantville, New Jersey 08232-0996 (hereafter, the **AUTHORITY**),

WITNESSETH:

WHEREAS, the **AUTHORITY** operates a recycling program, a yard waste composting facility, and a landfill for the disposal of solid waste; and

WHEREAS, N.J.S.A. 40:14B-49 empowers municipalities and utilities authorities to enter into contracts for the collection, disposal, recycling, processing and treatment of solid waste by means of the solid waste system of the utilities **AUTHORITY**, which term includes recycling facilities; and

WHEREAS, the **CITY** and the **AUTHORITY**, by resolutions in the case of the **AUTHORITY** and Ordinance in the case of the **CITY** duly adopted by their respective governing bodies, wish to enter an agreement pursuant to which the **AUTHORITY** will provide the following services as set forth below;

NOW, THEREFORE, in consideration of the covenants contained in this Agreement, the parties agree as follows:

1. "Municipal solid waste" shall consist of "Type 10" solid waste as defined in N.J.A.C. 7:26-2.13(g)(1)(i) or any successor regulation governing the definition of municipal solid waste.

2. "Bulky waste" shall be defined, for purposes of this Agreement, as furniture, wood waste, textiles, carpeting (cut into four foot lengths) and other large items of waste material excluding construction debris and tires.

3. The **AUTHORITY** will provide all labor and equipment necessary to perform weekly solid waste collection throughout the **CITY** to residences and the locations listed on Appendix A. Residents will be permitted to put out three(3) bulk items per trash day per household. The **AUTHORITY** will not collect electronics and metal items as part of this agreement. Such services will be performed per the existing schedule. If the collection day falls on a national (Federal) holiday, the collections will be performed as scheduled with the exception of Thanksgiving, Christmas and New Year's Day.

4. Two(2) weeks per calendar year to be scheduled by the **CITY** and approved by the **AUTHORITY**, the **AUTHORITY** will perform a Spring and Fall Household Renovation Debris Collection whereby the **AUTHORITY** shall collect renovation debris from the **CITY'S** residents. During these scheduled special collection events, the **CITY'S** residents may place up to three (3) items/cans with household renovation debris at the curb for collection in addition to their regular trash for collection. The cans placed at the curb may not exceed 40 gallons in size and cannot weigh more than 50 pounds each. Prohibited items during this special collection includes: hazardous materials, such as paint, solvents, pool chemicals, flammable liquids, etc. Broken glass or items with sharp jagged edges shall be placed in a secure container to facilitate safe collection by **AUTHORITY** staff. This program is **not** open to contractors; contractors doing work on residential homes in the **CITY** are responsible for removing and disposing of construction debris and/or trade waste at their expense.

5. The **AUTHORITY** will forward statements to the **CITY** on or before the second week of each month for collections made the preceding month, and the **CITY** will pay all invoices within 60 days of presentation of the appropriate vouchers or other documentation necessary to process payment. All bills not paid within 60 days of presentation shall bear interest at the rate of 1 ½% per month (18% per annum) from the date of presentation until paid.

6. The **AUTHORITY** and the **CITY** will cooperate in the development of advertisements and press releases. The **CITY** shall take appropriate steps to advise residents of the following collection requirements, which must be met in order for the **AUTHORITY** to collect solid waste in the **CITY**:

- a. All solid waste should be placed curbside at least ten feet from traditional recyclables.
- b. All materials are to be placed at the curb by 7:00 a.m. on each collection day.

7. If an event beyond the control of the **AUTHORITY** prevents collection on any scheduled collection day, the **AUTHORITY** shall endeavor to notify the **CITY** as soon as practicable. The **AUTHORITY** shall make the collection on a later date.

8. The **AUTHORITY** shall not be responsible for any contaminated material; any material that is improperly packaged for collection, or any material that is not at the curb at the time the **AUTHORITY** collection vehicle passes the residence. The **AUTHORITY** shall not be required to make more than one pass for each residence on any collection day.

9. The **AUTHORITY** will carry appropriate general liability, auto, and workers' compensation insurance covering its activities and employees as designated by the **CITY**. The general liability and automobile insurance shall be in an amount with policy limits not less than one million dollars. The **CITY** shall be named as an "Additional Insured." Said insurance shall be primary to any insurance owned by the **CITY**. The Authority shall provide a certificate of insurance to the **CITY** prior to the commencement of this Agreement. Said certificate shall state that the insurance cannot be cancelled without at least 10 days written notice to the **CITY**. The parties acknowledge that the **AUTHORITY** is an independent contractor and not an agent of the **CITY** in

conducting activities hereunder.

10. The initial term of this Agreement is from April 20, 2020 to April 19, 2021. The **CITY** will pay **\$211,712.56** annually for this service. This fee will be adjusted if there is new construction of residential properties above 25 units. For each increment of 25 new residential properties to be collected under this agreement over and above the baseline amount set at 3,118, the **ACUA** will charge an additional \$1,600.00 per year. This agreement shall then automatically extend for additional periods of one year effective April 20, 2020 to April 20 2025 at an increase in cost not greater than the percentage increase in the CPI-U for the Philadelphia SMSA of October of the contract year over October of the preceding year. The **AUTHORITY** will advise the **CITY** of any cost revisions on or about December of each year. This Agreement may be terminated at any time by either party, with or without cause, by 90 days written notice to the other party.

11. The **AUTHORITY** hereby agrees to indemnify and keep indemnified, and hold and save harmless the **CITY** it's governing body, it's officers, agents and employees, from and against all demands, claims, loss, costs, damages, expenses and attorney's fees whatsoever, and any and all liability therefore, alleged to have been sustained or incurred by them, directly by reason of or in consequence of or in connection with any act or omission of the **AUTHORITY** in connection with it's rights and obligations pursuant to this Agreement. The **AUTHORITY** represents and warrants that it shall keep in force appropriate auto and general liability insurance coverage's for the duration of this Agreement and shall provide proof of same to the **CITY** upon request. The obligations of the **AUTHORITY** to indemnify the **CITY** under this Paragraph shall not be limited or defined by the terms or policy limits of any insurance. Similarly, the **CITY** hereby agrees to indemnify and keep indemnified, and hold and save harmless the **AUTHORITY**, it's Commissioners, Officers, agents and employees, from and against all demands, claims, loss, costs, damages, expenses and attorney's fees whatsoever, and any and all liability therefore, alleged to have been sustained or incurred by them directly by reason of or in consequence of or in connection with any act or omission of the **CITY** in connection with it's rights and obligations pursuant to this Agreement. Notwithstanding the undertakings of this Paragraph, however, if either the **CITY** or the **AUTHORITY** shall be physically or legally prevented from performing their obligations under this Agreement, neither shall have any liability to the other for monetary damages.

12. This Agreement represents the entire agreement of the parties and supersedes any verbal or written representations made prior hereto. No modifications to this Agreement shall be valid unless in writing and adopted by resolution or ordinance of the respective governing bodies of the **CITY** and the **AUTHORITY**.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year set forth above.

ATTEST:

CITY OF NORTHFIELD

Mary Camisi RMC

[Signature]

BY:

Dated: 3/25/2020

Dated: 3-25-2020

ATTEST:

ATLANTIC COUNTY UTILITIES
AUTHORITY

Brian G. Lefke

BRIAN G. LEFKE, Board Secretary

Dated: 3/31/2020

[Signature]
RICHARD S. DOVEY, President

Dated: 3/30/2020

APPENDIX A

1. Otto Bruyns Library
2. Birch Grove Park
3. City Hall
4. City Public Works Garage
5. Fire Station #2 on Burton Avenue
6. Northfield Community School
7. Trash receptacles along the bike path
8. Trash receptacles at bus stops along Route 9 and Shore Road
9. American Legion

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 75-2025**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Joe Smith has properly submitted an Application for Use of Facilities requesting use of the Minor, Major, and Babe Ruth Baseball Fields, from June 23rd – June 26th and July 7th – July 11th from 9am until 12pm for a baseball clinic; and

WHEREAS, Mr. Joe Smith has presented this request on behalf of Mainland Baseball Camp; and

WHEREAS, pursuant to Resolution No. 44-2025, the Common Council of the City of Northfield did previously authorize the use of the Minor Field and Major League Field by Northfield Little League, on all dates from March 1st through July 31st and August 15th through November 1st from 8am until 10pm; and

WHEREAS, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that June 23rd – June 26th and July 7th – July 11th, may be deleted from his previously authorized use, and are therefore available.

THEREFORE, BE IT RESOLVED, the request approved for Northfield Little League pursuant to Resolution No. 44-2025 is hereby amended to exclude June 23rd – June 26th and July 7th – July 11th between the hours of 9am and 12pm; and

BE IT FURTHER RESOLVED that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Joe Smith; and

BE IT FURTHER RESOLVED that the approval 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 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 that 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 18th day of February 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: Mainland Baseball Camp
401 Dahlia Street Northfield, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: Baseball camp mainly
for kids in Northfield, Linwood, and Somers doing as well
as neighboring cities

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: Joe Smith Title/Affiliation Coach

Home Address: 508 CEDARROCK LANE, LINWOOD NJ 08221

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

Name and Location of Facility(ies) Being Requested: Birch Grove Baseball Fields
1675 Boston Ave. Babe Ruth, Minor, Major

For the Following Purpose: Host Baseball Camp

on the Following Date(s): June 23-26 + July 7-11

Specify Hours of Use: From: 9:00 AM To: 12:00 PM Are Field Lights Requested*? No

*If Yes, Provide Dates / Times for Requested Light Use: [REDACTED] . COM

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

of Participants per Date: 50 # of Participants who are Northfield Residents: 20+

Will Juveniles be Present? Yes No If Yes, What Ages? 7-13

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: [Signature] DATE: 2/2/25
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

ENGINEER'S REPORT

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: February 18, 2025

Grant Applications

1. FY2025 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 January 31, 2025. The LRIG application for four (4) pavilions at Birch Grove Park was submitted on January 29, 2025.

2. 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.

3. 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 – our proposal for this project was submitted on February 12, 2025.

4. 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.

5. 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.
 - Survey work is tentatively scheduled to begin on this project on February 20, 2025.

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.
- The City has adopted Resolution No. 42-2025 at the January 21, 2025 meeting, authorizing our office to proceed with revisions to bid specifications for this project.
- This project is scheduled to bid the week of February 17, 2025.

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 pitcher's mound as a no-cost change order. This work shall be completed in the spring.
- The pitcher's mound was installed on February 5, 2025 and the project is now complete.