

## **CITY OF NORTHFIELD REGULAR MEETING MINUTES APRIL 22, 2025**

At 6:39pm this meeting was called to order by Municipal Clerk Mary Canesi. This meeting was properly advertised in the Press of Atlantic City on January 11, 2025, and in accordance with Public Law 75, Chapter 231.

### **FLAG SALUTE**

Council President Pro Tempore Dewees led the flag salute.

### **ROLL CALL**

**Present:** Councilwoman Carfagno; Councilman Dewees; Councilwoman Kern; Councilman Notaro; Councilman Polistina; Councilman Smith; Council President Bucci.

Mayor Chau (via telephone), Solicitor Facenda, Engineer Mauro, and Chief VonColln were also present.

### **READING AND APPROVAL OF THE MINUTES**

On a motion by Councilman Notaro with a second by Councilman Dewees, all members present, with the exception of Councilwoman Carfagno who abstained, were in favor of approving the minutes of April 8, 2025, without formal reading.

### **MAYOR'S REPORT**

Mayor Chau did not have a report.

### **CITY ENGINEER'S REPORT**

Engineer Mauro announced that the Loal Recreation Improvement Grant (LRIG) submission for pavilions at the park was not approved, she could contact the DCA for the reason. She suspected it was because there was no expenditure on the previous LRIG with the parking lot. The good news is that they did approve the change in scope for the parking lot 2024 LRIG project. She referred to parking pads; there was a new grant availability for CDBG, she asked to confirm that Council wanted to continue with the bleachers or resubmit the pavilions.

Councilman Dewees suggested we choose the ADA bleachers.

Engineer Mauro did submit drawings after she met with Councilman Dewees and locations were chosen, with four smaller ADA compliant sets and one larger set. ADA parking was already in place; we need to ensure paths to the bleachers are wide enough and easily accessible.

Councilman Dewees added that we also need to evaluate the walkways.

Councilman Smith asked would LRIG be available for the pavilions for the future?

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Engineer Mauro replied, absolutely.

**PUBLIC SESSION**

Council President Bucci opened this meeting for any member of the public to speak on any topic.

Seeing no one wishing to speak, Council President Bucci closed the public session.

**2025 MUNICIPAL BUDGET**

Council President Bucci announced there would be a public hearing on the budget this evening, however there are two Resolutions that council will need to be adopted before the public hearing is held.

Councilwoman Kern motioned, seconded by Councilwoman Carfagno to adopt Resolutions 105-2025 and 106-2025.

**105-2025**      A Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Reading of the Budget by Title Only

**106-2025**      Self Examination of Budget Resolution

Roll Call: Mrs. Carfagno – yes; Mr. Dewees – yes; Mrs. Kern – yes; Mr. Notaro – yes; Mr. Polistina – yes; Mr. Smith – yes; Mrs. Bucci – yes; Motion carried.

**RESOLUTIONS / CONSENT AGENDA**

Council President Bucci read the following statement: “All matters listed under the consent agenda are considered to be routine in nature, and having been reviewed by Council, will be enacted by one motion. Any item may be removed from the Consent Agenda at the request of any Council Member and if so removed, it will be treated as a separate matter. Any items requiring expenditure are supported by a Certification of Availability of Funds.”

Councilman Notaro asked to pull Resolution 113-2025 for discussion.

On motion of Councilwoman Kern, seconded by Councilwoman Carfagno, all members present were in favor of voting on Resolutions 107-2025 through 112-2025 and 114-2025 through 118-2025 by Consent Agenda.

**107-2025**      Authorizing Refund of Overpayment of Road Opening Permit Application Fees

**108-2025**      Authorizing the Waiver of Any and All Permit Fees Associated with the Installation of Low Voltage Wiring at Birch Grove Park Related to Security Cameras and Installation as Authorized by

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- Resolution No. 142-2024
- 109-2025** Authorization to Hire Substitute Adult School Crossing Guard
- 110-2025** Authorizing Execution of Intergovernmental Services Agreement – Shared Services Agreement with the Atlantic County Prosecutor’s Office and the County of Atlantic
- 111-2025** Authorizing DeBlasio and Associates Consulting Engineers and Planners to Proceed with Engineering Services for the Project Known as Major Subdivision Plan for Block 69 Lot 1.02 and Block 66 Lot 11
- 112-2025** Approving Job Description for Deputy Clerk Specialist
- 114-2025** A Resolution Establishing Salaries for Non-Union Employees of the City of Northfield for 2025
- 115-2025** Authorizing the Appointment of a COAH Attorney as Special Counsel in Accordance with N.J.S.A. 40A:11-5 (1) As A Professional Service and in Compliance with N.J.S.A. 19:44A-20.5
- 116-2025** Authorizing A Professional Planner to Provide Planning Services for the City of Northfield’s Affordable Housing Obligations, and in Accordance with N.J.S.A. 40A:11-5 (1) as a Professional Service, and in Compliance with N.J.S.A. 19:44A-20.5
- 117-2025** Authorizing the Waiver of Any and All Permit Fees Associated with the Project Known as Sanitary Sewer Pump Station Upgrades at Zion Road
- 118-2025** Governing Body Certification of the Annual Audit

Councilwoman Kern motioned, Councilwoman Carfagno seconded, to adopt Resolutions 107-2025 through 112-2025 and 114-2025 through 118-2025 by Consent Agenda.

Roll Call: Mrs. Carfagno – yes; Mr. Dewees – yes; Mrs. Kern – yes; Mr. Notaro – yes; Mr. Polistina – yes; Mr. Smith – yes; Mrs. Bucci – yes; Motion carried.

Council President Bucci called for discussion on Resolution 113-2025.

Councilman Notaro announced he didn't know it was happening.

Clerk Canesi explained this is the number that was approved with the salary in the budget. The Deputy Municipal Clerk is also appointed as the Use of Facilities and Event Coordinator, she explained the origin of the position and why it was created in 2020. The duty is not associated with the regular full-time position of the Deputy Clerk, however it needed to be assigned to someone. Shannon received a stipend for that. We received information from our labor attorney last year, as a result of an inquiry made related to the position of Deputy OEM Coordinator, that when you have a full-time employee, stipends are not the best way to handle these secondary positions. It was suggested that the stipends be rolled into the person’s traditional regular salary. It wasn’t appropriate to add all of those duties to Deputy Clerk. If Shannon leaves, now we have a job with all of this stuff in it and we have a hard time

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finding a qualified person to take that job; additionally, if the Council decides to move a different direction you can't pull those duties out. As to the title, Clerk Canesi added that she didn't know what else to call the position. We adopted a similar Resolution when we created the Finance and Facilities Supervisor. This is not something we haven't done before.

Councilman Notaro asked if there were any other employees in the town that we needed to do that with?

Clerk Canesi, replied, one more. We are still working on how to address the other one.

Solicitor Facenda cautioned Council about speaking about an employee without a RICE notice.

Council President Bucci wanted more conversation on this.

Councilwoman Kern questioned the position name.

Clerk Canesi replied, she couldn't figure out what else to call it. She reiterated it was not more money; this was not a raise; it was addressing a labor issue.

Clerk Canesi explained the blended rate, it would be very cumbersome. There was a similar issue with Deputy OEM Coordinators.

Discussion ensued regarding stipends and increases.

CFO Stollenwerk explained the stipend positions are going to cost more money if we don't roll them into the salary. For example, if you make \$60,000, as your regular position, and \$3,000 for a stipend, we have to come up with a kind of number to show that you are meeting the guidelines of the Fair Labor Standards Act. Labor Counsel recommended we roll them all into the salary, it will be more cost effective in the end.

Clerk Canesi explained that the former Park Supervisor used to handle all of the events at the park, including insurance, we didn't have anyone to do it. It's not fair to expect someone to handle additional responsibilities that have nothing to do with their jobs without compensating them for it.

Council President Bucci didn't like the optics.

Councilman Dewees asked if we can do it for the others.

Clerk Canesi replied, there's only one left and we will probably have to negotiate with the union.

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CFO Stollenwerk reminded Council that the purpose of the salary resolution is to set the salary for non-union people.

Councilman Smith didn't see any issue with the optics.

Clerk Canesi reiterated this was not a raise, this was not a promotion.

Council President Bucci felt the title of the position seemed like a promotion.

Clerk Canesi was open to another title, but it had to have Deputy Clerk in it.

Councilman Polistina suggested Deputy Clerk Specialist.

Councilwoman Kern agreed.

Council President Bucci took a straw poll to change the title from Senior Deputy Clerk to Deputy Clerk Specialist.

Councilwoman Kern motioned, Councilwoman Carfagno seconded, to adopt Resolution 113-2025 as amended.

**113-2025**      Rescind the Appointment of Shannon Campbell as Use of Facilities and Event Coordinator, and Deputy Municipal Clerk, and Authorize the Appointment of Shannon Campbell to the Position of Deputy Clerk Specialist

Roll Call: Mrs. Carfagno – yes; Mr. Dewees – yes; Mrs. Kern – yes; Mr. Notaro – yes; Mr. Polistina – yes; Mr. Smith – yes; Mrs. Bucci – yes; Motion carried.

**7PM - PUBLIC HEARING**

On a motion of Councilwoman Kern, second of Councilwoman Carfagno, all members present were in favor opening the public hearing on the 2025 Municipal Budget.

Seeing no one wishing to speak, and on motions properly made and seconded, all present were in favor of closing the public hearing on the 2025 Municipal Budget.

**RESOLUTION - BUDGET**

Councilwoman Kern motioned, Councilwoman Carfagno seconded, to adopt Resolution 90B-2025.

**90B-2025**      Adoption of the 2025 Budget

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**ORDINANCE**

Councilman Smith motioned; Councilman Polistina seconded to adopt Ordinance 6-2025.

**6-2025**      Amending Chapter 250 Of The City Of Northfield Code, Article II  
Birch Grove Park, Veterans Park And First Street Playground  
Regulations, Section 250-2, Prohibited Activities  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration 04/22/2025*  
*Published in the Press of AC 04/26/2025*

The Municipal Clerk read the Ordinance by title, stating that this is the second reading and public hearing. After the public hearing, Council would consider the ordinance for final passage. Clerk Canesi announced the date of final publication, if the ordinance passed this evening, and stated that since introduction, the Ordinance has been posted in the lobby of City Hall and on the municipal website. Any member of the public who requested a copy of the ordinance would have been provided with one free of charge in the office of the Municipal Clerk during regular business hours up until the date and time of the public hearing.

Council President Bucci opened the public hearing for Ordinance 6-2025.

Seeing no one wishing to speak, Council President Bucci closed the public hearing.

Roll Call: Mrs. Carfagno – yes; Mr. Dewees – yes; Mrs. Kern – yes; Mr. Notaro – yes; Mr. Polistina – yes; Mr. Smith – yes; Mrs. Bucci – yes; Motion carried.

**PAYMENT OF BILLS      \$ 653,609.90**

Councilman Smith motioned, Councilwoman Carfagno seconded, to approve payment of bills.

Roll Call: Mrs. Carfagno – yes; Mr. Dewees – yes; Mrs. Kern – yes; Mr. Notaro – yes; Mr. Polistina – yes; Mr. Smith – yes; Mrs. Bucci – absent; Motion carried.

**MEETING NOTICES**

Council President Bucci read the meeting notices.

At approximately 7:12pm, on motions properly made and seconded, all members present were in favor of adjourning the meeting.

Respectfully submitted,

Mary Canesi, RMC, Municipal Clerk