

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA**

**MAY 7, 2024**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised in the Press of Atlantic City on Saturday, January 6, 2024, and in accordance with Public Law 1975, Chapter 231.

**FLAG SALUTE**

**COUNCIL ROLL CALL:**

Bucci, Carfagno, Dewees, Polistina, Notaro, Smith; Leeds

**MAYOR:** Chau

**APPROVAL OF MINUTES** April 23, 2024

**MAYOR'S REPORT**

**CITY ENGINEER'S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**2024 MUNICIPAL BUDGET, 7PM - PUBLIC HEARING ON RESOLUTION 74B-2024**

**RESOLUTIONS - BUDGET**

**94-2024** A Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Reading of the Budget by Title Only

**74C-2024** Adoption of the 2024 Budget

**RESOLUTIONS**

**95-2024** Accumulated Absence Payout

**96-2024** Memorialize Resignation of Tax Collector

**97-2024** Promotion of Robin Atlas to Tax Collector

**98-2024** To Hire Deputy Tax Collector

**99-2024** Authorizing the Disposal of Obsolete Equipment and Further Authorizing the Donation of Equipment to the 911 Fund

**100-2024** Authorizing the Award of a Non-Fair and Open Contract for the Purchase and Installation of Fencing at the City of Northfield's Recreation Facility

**101-2024** Award of Contract for the Project Known as Zion Pump Station Renovation for the City of Northfield

**102-2024** A Resolution Approving a Memorandum of Agreement Between the City of Northfield and Mainland PBA Local No. 77 Regarding Promotional Process for the Position of Captain in the Northfield Police Department



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 94-2024**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF  
ATLANTIC, STATE OF NEW JERSEY, AUTHORIZING THE READING  
OF THE BUDGET BY TITLE ONLY**

**WHEREAS**, pursuant to Resolution No. 74A-2024, the City of Northfield's 2024 Municipal Budget passed on introduction at a Regular Meeting of the Common Council of the City of Northfield on March 26, 2024; and

**WHEREAS**, since introduction, a complete copy of the approved budget has been posted for public inspection in the lobby of the City of Northfield Municipal Complex, has been posted on the municipal website, and has been available in the office of the Municipal Clerk to any person upon request; and

**WHEREAS**, N.J.S.A. 40A:4-8 provides that the budget may be read by title only at the time of the public hearing, providing that at least one week prior to the date of the hearing a complete copy of the approved budget as advertised shall be made available for public inspection, and shall be made available to each person upon request.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council for the City of Northfield, County of Atlantic, State of New Jersey, that the 2024 Municipal Budget be read by title only.

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 7<sup>th</sup> day of May, 2024.

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Mary Canesi, RMC, Municipal Clerk

**RESOLUTION NO. 74C-2024**

**Adoption of the 2024 Budget - SEE HARD COPY**

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, after a second reading, and public hearing, at a meeting of said Council on May 7, 2024, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 74B-2024**

**RESOLUTION TO AMEND  
CALENDAR YEAR 2024 MUNICIPAL BUDGET**

**WHEREAS**, the local municipal budget for the year 2024 was approved on the 26<sup>th</sup> day of March 2024; and

**WHEREAS**, the public hearing on said budget has been held as advertised, and

**WHEREAS**, it is desired to amend said approved budget, now.

**THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic that the following amendment to the approved budget of 2024 be made:

	<u>From</u>	<u>To</u>
<b>GENERAL REVENUES</b>		
1. Surplus Anticipated	2,175,000.00	2,195,000.00
5. Subtotal General Revenues (Items 1,2,3 and 4)	<u>5,423,986.15</u>	<u>5,443,986.15</u>
7. Total General Revenues	14,759,715.27	14,779,715.27
<b>GENERAL APPROPRIATIONS</b>		
<b>(A) Operations - within "CAPS"</b>		
Workman's Compensation	224,957.00	276,345.00
Emergency Medical Services	1.00	20,001.00
<b>Total Operations (Item 8(A) within "CAPS"</b>	8,932,675.00	9,004,063.00
Other Expenses (including contingent)	4,397,494.00	4,448,882.00
<b>(H-1) Total General Appropriations for Municipal Purposes within "CAPS"</b>	10,251,589.81	10,322,977.81
<b>(A) Operations - Excluded from "CAPS"</b>		
Worker's Compensation	60,043.00	8,655.00
<b>Total Operations - Excluded from "CAPS"</b>	2,023,827.40	1,972,439.40
Detail		
Other Expenses	1,859,776.40	1,808,388.40
9. Total General Appropriations	<b>14,759,715.27</b>	<b>14,779,715.27</b>

**BE IT FURTHER RESOLVED**, that two certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for her certification of the local municipal budget so amended.

**BE IT FURTHER RESOLVED**, pursuant to NJSA 40A:4-9, that this amendment be published in the Press of Atlantic City in the issue of April 27, 2024, and that the said publication contain notice of public hearing on said amendment to be held at City Hall on May 07, 2024, at 7:00 p.m.

Copies of the amended budget are available at no cost in the office of the Municipal Clerk, 1600 Shore Road, Northfield, NJ 08225 during the hours of 8:30 AM to 4:30 PM.

It is hereby certified that all additions and math in this amendment are correct.

  
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Dawn Stollenwerk, 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 23<sup>rd</sup> day of April 2024.

  
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Mary Canesi, RMC, Municipal Clerk

**Roll Call:**  
**Aye:** Bucci, Carfagno, Dewees, Polistina, Smith, Leeds  
**Nay:**  
**Abstain:**  
**Absent:** Notaro

2024 Adopted Budget

<b>CAP Information</b>			
Total Available		appropriation	levy
Total Appropriated		10,302,977.81	8,975,788.15
Remaining ( Excess)		<u>10,302,977.81</u>	<u>8,975,788.12</u>
		<u>-</u>	<u>0.04</u>
Difference between 2.5% & 3.5%	96,787.94		Cap Bank \$ 1,270,787.00

TAX RATE	<b>TAX</b>			CHANGE	
	2024 CURRENT	2023 PRIOR	CHANGE		
LOCAL	1.020	0.983	0.037	3.73%	
TOTAL	3.627	3.544	0.082	2.32%	
TOTAL LOCAL LEVY	8,975,788.12	8,577,002.60	398,785.52	4.65%	
NET VALUATION TAX	880,164,100	872,389,600	7,774,500.00	0.89%	
			\$ 76,435.93		
			Increased Revenue		

<b>TOTAL BUDGET</b>				
	CURRENT	PRIOR	CHANGE	
TOTAL REVENUE	14,759,715.27	14,391,601.99	368,113.28	2.56%
TOTAL APPROPRIATE	14,759,715.27	14,391,601.99	368,113.28	2.56%

<b>SURPLUS</b>				
	AVAILABLE	BUDGETED	BALANCE	
CURRENT	3,002,219.68	2,175,000.00	827,219.68	72.45%
Prior Year	2,993,351.01	2,075,000.00	918,351.01	69.32%
Difference	8,868.67	100,000.00	(91,131.33)	

<b>BUDGET ANALYSIS</b>				
	2024 BUDGET YEAR	2023 PRIOR YEAR	CHANGE	
<b>REVENUE</b>				
Surplus	2,175,000.00	2,075,000.00	100,000.00	4.82%
Local	1,919,520.00	1,946,520.00	(27,000.00)	-1.39%
State Aid	705,894.28	669,745.00	36,149.28	5.40%
Grants	398,571.87	556,898.39	(158,326.52)	-28.43%
Delinquent Tax	225,000.00	235,000.00	(10,000.00)	-4.26%
Local Tax	8,975,788.12	8,577,002.60	398,785.52	4.65%
Library Tax	359,941.00	331,436.00	28,505.00	8.60%
<b>TOTAL REVENUE</b>	<u>14,759,715.27</u>	<u>14,391,601.99</u>	<u>368,113.28</u>	2.56%
<b>APPROPRIATIONS</b>				
Salaries and Wages	4,699,232.00	4,313,458.00	385,774.00	8.94%
OE & Statutory	7,038,878.81	6,921,487.00	117,391.81	1.70%
Grants	471,905.40	578,007.92	(106,102.52)	-18.36%
Deferred Charges	-	750.00	(750.00)	-100.00%
Capital	37,500.00	110,000.00	(72,500.00)	-65.91%
Debt Service	1,035,000.00	1,050,000.00	(15,000.00)	-1.43%
Library Tax	359,941.00	331,436.00	28,505.00	8.60%
Reserve for Uncollect	1,117,258.06	1,086,463.07	30,794.99	2.83%
<b>TOTAL APPROPRIATE</b>	<u>14,759,715.27</u>	<u>14,391,601.99</u>	<u>368,113.28</u>	2.56%
Deferred Chg	-	-	0.00	

<b>% OF COLLECTION</b>			
	MAXIMUM	USED	UNUSED
%	98.97%	96.50%	2.47%
\$	320,587.38	1,117,258.06	796,670.68
2022 Rate	98.65%	96.50%	0.32%

2024 Adopted Budget  
May 2024

	% Change	\$ Change	Budgeted 2024	Adopted Budget 2023 Transfers/Emerg	Amended by	Amended Budget 2023	Actual 2023	Difference Reserve
<b>REVENUE</b>								
Surplus	4.82%	100,000.00	2,175,000.00	2,075,000.00		2,075,000.00	2,075,000.00	-
Alcoholic Beverages	0.00%	-	7,500.00	7,500.00		7,500.00	7,500.00	-
Other	0.00%	-	70,000.00	70,000.00		70,000.00	84,855.73	14,855.73
Fees & Permits	0.00%	-	75,000.00	75,000.00		75,000.00	237,117.69	162,117.69
Fines & Costs-Court	0.00%	-	40,000.00	40,000.00		40,000.00	52,392.60	12,392.60
Interest & Costs on Taxes	0.00%	-	55,000.00	55,000.00		55,000.00	77,945.04	22,945.04
Interest on Investments	122.22%	33,000.00	60,000.00	27,000.00		27,000.00	93,645.60	66,645.60
Sewer Rentals	0.00%	-	1,440,000.00	1,440,000.00		1,440,000.00	1,354,457.83	114,457.83
Sub-Total Local Revenues	1.92%	33,000.00	1,747,500.00	1,714,500.00		1,714,500.00	2,107,914.49	393,414.49
UCC Fees	-30.00%	(60,000.00)	140,000.00	200,000.00		200,000.00	145,807.00	(54,193.00)
Total Municipal Relief Aid		-	-	-		-	-	-
Energy Receipts	0.50%	3,170.00	639,927.00	636,757.00		636,757.00	636,757.00	-
Reserve for State Aid TMRFA	99.97%	32,979.28	63,967.28	32,988.00		32,988.00	32,988.00	-
Sub-Total State Aid	5.40%	36,149.28	705,894.28	669,745.00		669,745.00	669,745.00	-
Interlocal Sewage Agreement	0.00%	-	11,520.00	11,520.00		11,520.00	11,520.00	-
Interlocal Court Agreement		-	-	-		-	-	-
Sub-Total Interlocals	0.00%	-	11,520.00	11,520.00		11,520.00	11,520.00	-
NJ Transportation Trust Fund	12.57%	32,900.00	294,540.00	261,640.00	-	261,640.00	261,640.00	-
Drunk Driving Enforcement		-	-	-		-	-	-
Clean Communities	-100.00%	(21,890.52)	-	21,890.52		21,890.52	21,890.52	-
Recycling Tonnage Grant	-100.00%	(10,787.91)	-	10,787.91		10,787.91	10,787.91	-
EMAA Grant		10,000.00	10,000.00	-		-	-	-
Municipal Alliance	0.00%	-	7,910.14	7,910.14		7,910.14	7,910.14	-
AFFG 2024		39,000.00	39,000.00	-		-	-	-
Safe & Secure	39.35%	12,750.00	45,150.00	32,400.00		32,400.00	32,400.00	-
LRIG	-100.00%	(80,000.00)	-	80,000.00		80,000.00	80,000.00	-
Community Dev Block Grant	-100.00%	(84,380.00)	-	84,380.00		84,380.00	84,380.00	-
Stormwater Management Grant	-100.00%	(25,000.00)	-	25,000.00		25,000.00	25,000.00	-
Distracted Driving Grant	-100.00%	(3,500.00)	-	3,500.00		3,500.00	3,500.00	-
Body Armor Grant	13.61%	236.23	1,971.73	1,735.50		1,735.50	1,735.50	-
Drive Sober or Get Pulled Over	-100.00%	(5,600.00)	-	5,600.00		5,600.00	5,600.00	-
Click It or Ticket	-100.00%	(3,500.00)	-	3,500.00		3,500.00	3,500.00	-
CLRF/ARP	-100.00%	(9,000.00)	-	9,000.00		9,000.00	9,000.00	-
Lead Assistance Grant	-100.00%	(3,400.00)	-	3,400.00		3,400.00	3,400.00	-
DMHAS Youth Leadership Grant	-100.00%	(3,124.38)	-	3,124.38		3,124.38	3,124.38	-
US DOJ Body Armor Grant	-100.00%	(3,029.94)	-	3,029.94		3,029.94	3,029.94	-
Sub-Total Grants	-28.43%	(158,326.52)	398,571.87	556,898.39	-	556,898.39	556,898.39	-
Library Maintenance Agreement	0.00%	-	20,500.00	20,500.00		20,500.00	20,500.00	-
Library Reimbursement-Moriority		-	-	-		-	-	-
Capital Fund Surplus		-	-	-		-	-	-
Sub-Total Revenues with Consent		-	20,500.00	20,500.00		20,500.00	20,500.00	-
Receipts from Delinquent Taxes	-4.26%	(10,000.00)	225,000.00	235,000.00		235,000.00	258,233.86	23,233.86
Sub-Total General Revenues	-1.08%	(59,177.24)	5,423,986.15	5,483,163.39		5,483,163.39	5,845,618.74	362,455.35
Amount to be Raised by Taxation	4.65%	398,785.52	8,975,788.12	8,577,002.60		8,577,002.60	9,848,382.81	1,271,380.21
Minimum Library Tax	8.60%	28,305.00	359,941.00	331,436.00		331,436.00	331,436.00	-
Total Amount to be Raised	4.80%	427,290.52	9,335,729.12	8,908,438.60		8,908,438.60	10,179,818.81	1,271,380.21
TOTAL REVENUES	2.56%	368,113.28	14,759,715.27	14,391,601.99		14,391,601.99	15,694,001.55	1,633,835.56



2024 Adopted Budget  
May 2024

	% Change	\$ Change	Budgeted 2024	Adopted Budget 2023	Amended by Transfers/Emerg	Amended Budget 2023	Actual 2023	Difference Reserve
<b>APPROPRIATIONS</b>								
Admin S/W	4.00%	624.00	16,224.00	15,600.00		15,600.00	15,600.00	-
Admin & Executive O/E	2.80%	3,000.00	110,000.00	102,000.00	5,000.00	107,000.00	96,330.49	10,669.51
Mayor & Council S & W	0.00%	-	71,750.00	71,750.00		71,750.00	63,080.93	8,669.07
Mayor & Council O/E	0.00%	-	5,000.00	5,000.00		5,000.00	3,843.39	1,156.61
Clerk S & W	3.51%	5,125.00	151,000.00	144,375.00	1,500.00	145,875.00	143,597.96	2,277.04
Clerk O/E	-5.43%	(2,960.00)	51,540.00	74,500.00	(20,000.00)	54,500.00	32,415.54	22,084.46
Finance S & W	-7.14%	(7,000.00)	91,000.00	105,000.00	(7,000.00)	98,000.00	90,581.55	7,418.45
Finance O/E	0.00%	-	16,000.00	16,000.00		16,000.00	13,511.78	2,488.22
Audit O/E	5.56%	2,000.00	38,000.00	36,000.00		36,000.00	32,750.00	3,250.00
Collector S & W	0.00%	-	125,000.00	125,000.00		125,000.00	118,216.32	6,783.68
Collector O/E	2.36%	300.00	13,000.00	11,700.00	1,000.00	12,700.00	12,292.85	407.15
Assessor S & W	3.45%	1,406.00	48,206.00	46,600.00		46,600.00	46,575.10	24.90
Assessor O/E	0.00%	-	7,700.00	7,700.00		7,700.00	6,868.77	831.23
Workman's Compensation	27.14%	58,995.00	276,345.00	217,350.00		217,350.00	217,350.00	-
Employee Group Insurance	16.43%	236,600.00	1,677,000.00	1,440,400.00		1,440,400.00	1,440,400.00	-
Liability Insurance	-36.39%	(37,500.00)	65,000.00	102,500.00		102,500.00	81,454.62	21,045.38
Health Benefits Waiver	0.00%	-	20,000.00	20,000.00		20,000.00	20,000.00	-
Legal O/E	4.17%	5,000.00	125,000.00	120,000.00		120,000.00	115,554.66	4,445.34
Planning Board S & W	0.00%	-	9,000.00	9,000.00		9,000.00	8,739.72	260.28
Planning Board O/E	20.00%	2,500.00	15,000.00	15,000.00	(2,500.00)	12,500.00	9,243.16	3,256.84
Engineering O/E	0.00%	-	30,000.00	30,000.00		30,000.00	24,566.25	5,433.75
Economic Develop Comm O/E	0.00%	-	5,000.00	5,000.00		5,000.00	3,000.00	2,000.00
Fire S & W	15.75%	83,000.00	610,000.00	517,000.00	10,000.00	527,000.00	526,804.18	195.82
Hydrants	-4.17%	(5,000.00)	115,000.00	110,000.00	10,000.00	120,000.00	110,790.90	9,209.10
O/E	9.88%	5,000.00	55,600.00	50,600.00		50,600.00	49,528.32	1,071.68
Police S & W	9.81%	234,000.00	2,619,000.00	2,420,000.00	(35,000.00)	2,385,000.00	2,369,087.87	15,912.13
Police O/E	13.13%	26,700.00	230,000.00	200,300.00	3,000.00	203,300.00	202,995.68	304.32
Emergency Mgmt S & W	0.00%	-	6,000.00	6,000.00		6,000.00	559.93	5,440.07
Emergency Mgmt O/E	-26.32%	(5,000.00)	14,000.00	19,000.00	-	19,000.00	13,420.33	5,579.67
Emergency Medical Services		1.00	1.00	-	-	-	-	-
Streets & Road S&W	3.41%	15,000.00	455,000.00	440,000.00		440,000.00	435,636.81	4,363.19
Streets & Road O/E	0.00%	-	36,700.00	36,700.00		36,700.00	33,586.66	3,113.34
Reserve for Storm Recovery	0.00%	-	1.00	1.00		1.00	-	1.00
Vehicle Maintenance O/E	0.00%	-	62,000.00	62,000.00		62,000.00	55,212.11	6,787.89
Solid Waste Contracts	3.50%	29,495.00	872,495.00	843,000.00		843,000.00	833,296.50	9,703.50
Buildings & Grounds O/E	0.00%	-	80,000.00	80,000.00		80,000.00	73,879.12	6,120.88
Maint of Bike Path	0.00%	-	2,500.00	2,500.00		2,500.00	109.40	2,390.60
Sewer S & W	0.00%	-	190,000.00	210,000.00	(20,000.00)	190,000.00	138,614.63	51,385.37
Sewer O/E	0.00%	-	20,000.00	20,000.00		20,000.00	13,945.02	6,054.98
Dog Regulation O/E	0.00%	-	9,300.00	9,300.00		9,300.00	9,300.00	-
Parks Maintenance		6,000.00	46,000.00	37,000.00	3,000.00	40,000.00	37,055.00	2,945.00
Neighborhood Program	0.00%	-	6,000.00	6,000.00		6,000.00	1,730.82	4,269.18
Recreation Contributions	-100.00%	(10,000.00)	-	10,000.00		10,000.00	10,000.00	-
Senior Citizens	0.00%	-	2,200.00	2,200.00		2,200.00	217.33	1,982.67
Construction Official S & W	0.00%	-	90,000.00	95,000.00	(5,000.00)	90,000.00	81,307.35	8,692.65
Construction Official O/E	-55.56%	(25,000.00)	20,000.00	60,000.00	(15,000.00)	45,000.00	22,628.26	22,371.74
Zoning / Housing S & W	22.22%	6,000.00	33,000.00	20,000.00	7,000.00	27,000.00	25,790.63	1,209.37
Zoning / Housing O/E	0.00%	-	2,500.00	2,500.00		2,500.00	59.89	2,440.11
Petroleum Products	-6.67%	(5,000.00)	70,000.00	75,000.00		75,000.00	56,340.25	18,659.75
Telecommunications	-4.76%	(2,000.00)	40,000.00	42,000.00		42,000.00	36,709.18	5,290.82
Water	0.00%	-	15,000.00	15,000.00		15,000.00	8,171.65	6,828.35
Electricity & Natural Gas	-3.08%	(10,000.00)	315,000.00	275,000.00	50,000.00	325,000.00	314,954.76	10,045.24
Accumulated Absence	0.00%	-	1.00	1.00		1.00	-	1.00
<b>Sub-total appropriations in CAPS</b>		<b>611,486.00</b>	<b>8,984,063.00</b>	<b>8,386,577.00</b>	<b>(14,000.00)</b>	<b>8,372,577.00</b>	<b>8,057,705.67</b>	<b>314,871.33</b>
PERS	21.50%	42,566.81	240,593.81	198,027.00		198,027.00	198,027.00	-
Social Security	2.94%	5,000.00	175,000.00	170,000.00		170,000.00	158,377.52	11,622.48
PFRS	10.10%	80,403.00	876,321.00	781,918.00	14,000.00	795,918.00	795,918.00	-
Unemployment	0.00%	-	17,000.00	17,000.00		17,000.00	14,459.17	2,540.83
DCRP	0.00%	-	10,000.00	10,000.00		10,000.00	5,650.16	4,349.84
<b>Deferred Charges &amp; Statutory Expenditures</b>		<b>127,969.81</b>	<b>1,318,914.81</b>	<b>1,176,945.00</b>	<b>14,000.00</b>	<b>1,190,945.00</b>	<b>1,172,431.85</b>	<b>18,513.15</b>
Salaries & Wages inside CAP		338,355.00	4,535,181.00	4,245,326.00	(48,500.00)	4,196,826.00	4,084,192.98	112,633.02
Other Expenses inside CAP		401,100.81	5,767,796.81	5,318,196.00	48,500.00	5,366,696.00	5,145,944.54	220,751.46

2024 Adopted Budget  
May 2024

	% Change	\$ Change	Budgeted 2024	Adopted Budget 2023 Transfers/Emerg	Amended by	Amended Budget 2023	Actual 2023	Difference Reserve
<b>Appropriations Excluded From CAP</b>								
Library	8.60%	28,505.00	359,941.00	331,436.00		331,436.00	331,436.00	-
LOSAP	0.00%	-	14,000.00	14,000.00		14,000.00	14,000.00	14,000.00
Health Insurance	-64.92%	(100,370.00)	54,230.00	154,600.00		154,600.00	154,157.07	442.93
Workers Compensation Insurance	-82.57%	(40,995.00)	8,655.00	49,650.00		49,650.00	47,376.15	2,273.85
Solid Waste		-	-	-		-	-	-
PERS Contribution	-100.00%	(5,057.00)	-	5,057.00		5,057.00	5,057.00	-
PFRS Contribution	-100.00%	(60,565.00)	-	60,565.00		60,565.00	46,564.00	14,001.00
Interlocal Agreement - Court	-16.13%	(25,000.00)	130,000.00	155,000.00		155,000.00	146,738.25	8,261.75
Interlocal Agreement - CFO	36.53%	10,045.00	37,545.00	27,500.00		27,500.00	27,250.00	250.00
Interlocal Agreement - Dispatch	3.00%	13,652.00	468,703.00	455,051.00		455,051.00	455,051.00	-
Interlocal Agreement - ACUA	-3.73%	(28,000.00)	722,000.00	750,000.00		750,000.00	734,478.00	15,522.00
<b>Sub-Total Interlocals</b>	<b>-2.11%</b>	<b>(29,303.00)</b>	<b>1,358,248.00</b>	<b>1,387,551.00</b>	<b>-</b>	<b>1,387,551.00</b>	<b>1,363,517.25</b>	<b>24,033.75</b>
<b>NJ Transportation Trust Fund</b>								
Drunk Driving Enforcement	12.57%	32,900.00	294,540.00	261,640.00		261,640.00	261,640.00	-
Clean Communities	-100.00%	(21,890.52)	-	21,890.52		21,890.52	21,890.52	-
Recycling Tonnage Grant	-100.00%	(10,787.91)	-	10,787.91		10,787.91	10,787.91	-
Municipal Alliance	0.00%	-	7,910.14	7,910.14		7,910.14	7,910.14	-
Municipal Alliance - Local Match	0.00%	-	1,977.53	1,977.53		1,977.53	1,977.53	-
EMAA		10,000.00	-	-		-	-	-
Safe & Secure	39.35%	12,750.00	45,150.00	32,400.00		32,400.00	32,400.00	-
Safe & Secure - Local Match	272.97%	52,224.00	71,356.00	19,132.00		19,132.00	19,132.00	-
Community Dev Block Grant	-100.00%	(84,380.00)	-	84,380.00		84,380.00	84,380.00	-
Stormwater Management Grant	-100.00%	(25,000.00)	-	25,000.00		25,000.00	25,000.00	-
Distracted Driving Grant	-100.00%	(3,500.00)	-	3,500.00		3,500.00	3,500.00	-
Body Armor Grant	13.61%	236.23	1,971.73	1,735.50		1,735.50	1,735.50	-
Drive Sober or Get Pulled Over	-100.00%	(5,600.00)	-	5,600.00		5,600.00	5,600.00	-
Click It or Ticket	-100.00%	(3,500.00)	-	3,500.00		3,500.00	3,500.00	-
LRIG	-100.00%	(80,000.00)	-	80,000.00		80,000.00	80,000.00	-
AFFG 2024		39,000.00	39,000.00	-		-	-	-
DMHAS Youth Leadership Grant	-100.00%	(3,124.38)	-	3,124.38		3,124.38	3,124.38	-
CLRF/ARP	-100.00%	(9,000.00)	-	9,000.00		9,000.00	9,000.00	-
Lead Abatement Assistance	-100.00%	(3,400.00)	-	3,400.00		3,400.00	3,400.00	-
US DOJ Body Armor Grant	-100.00%	(3,029.94)	-	3,029.94		3,029.94	3,029.94	-
<b>Sub-Total Grants</b>	<b>-18.36%</b>	<b>(106,102.52)</b>	<b>471,905.40</b>	<b>578,007.92</b>	<b>-</b>	<b>578,007.92</b>	<b>578,007.92</b>	<b>-</b>
<b>Total Operations Excluded From CAPS</b>		<b>(313,887.52)</b>	<b>2,266,979.40</b>	<b>2,580,866.92</b>	<b>-</b>	<b>2,580,866.92</b>	<b>2,526,115.39</b>	<b>54,751.53</b>
<b>Total S/W Excluded from CAPS</b>		<b>47,419.00</b>	<b>164,051.00</b>	<b>116,632.00</b>	<b>-</b>	<b>116,632.00</b>	<b>116,382.00</b>	<b>250.00</b>
<b>Total O/E Excluded from CAPS</b>		<b>(361,306.52)</b>	<b>2,102,928.40</b>	<b>2,464,234.92</b>	<b>-</b>	<b>2,464,234.92</b>	<b>2,464,234.92</b>	<b>-</b>
<b>Capital Improvement Fund</b>								
Firefighter Protection Equipment	16.67%	2,500.00	17,500.00	15,000.00		15,000.00	14,633.10	366.90
Facility Improvements	-100.00%	(75,000.00)	-	75,000.00		75,000.00	46,615.60	28,384.40
Recreation Improvements		-	-	-		-	-	-
Sewer Repairs	0.00%	-	15,000.00	15,000.00		15,000.00	-	15,000.00
Computer & Electronic Equipment	0.00%	-	5,000.00	5,000.00		5,000.00	1,221.38	3,778.62
<b>Sub-Total Capital Improvements</b>		<b>(72,500.00)</b>	<b>37,500.00</b>	<b>110,000.00</b>	<b>-</b>	<b>110,000.00</b>	<b>62,470.08</b>	<b>47,529.92</b>
<b>Bond Principal</b>								
BAN Payment	1.60%	12,000.00	760,000.00	748,000.00		748,000.00	748,000.00	-
Interest on Bonds	-8.94%	(27,000.00)	275,000.00	302,000.00		302,000.00	301,018.76	981.24
Interest on Notes		-	-	-		-	-	-
<b>Sub-Total Debt Service</b>	<b>-1.43%</b>	<b>(15,000.00)</b>	<b>1,035,000.00</b>	<b>1,050,000.00</b>	<b>-</b>	<b>1,050,000.00</b>	<b>1,049,018.76</b>	<b>981.24</b>
<b>Emergency Authorizations</b>								
Deferred Charges - Grant Match		-	-	-		-	-	-
Deferred Chgs to Future Tax Ord 5-2021		(750.00)	-	750.00		750.00	750.00	-
<b>Sub-Total Deferred Charges</b>		<b>(750.00)</b>	<b>-</b>	<b>750.00</b>	<b>-</b>	<b>750.00</b>	<b>750.00</b>	<b>-</b>
<b>General Appropriations</b>	<b>2.54%</b>	<b>337,318.29</b>	<b>13,642,457.21</b>	<b>13,305,138.92</b>	<b>-</b>	<b>13,305,138.92</b>	<b>12,868,491.75</b>	<b>435,665.93</b>
<b>Reserve for Uncollected Taxes</b>	<b>2.83%</b>	<b>30,794.99</b>	<b>1,117,258.06</b>	<b>1,086,463.07</b>	<b>-</b>	<b>1,086,463.07</b>	<b>1,086,463.07</b>	<b>-</b>
<b>Total General Appropriations</b>	<b>2.56%</b>	<b>368,113.28</b>	<b>14,759,715.27</b>	<b>14,391,601.99</b>	<b>-</b>	<b>14,391,601.99</b>	<b>13,954,954.82</b>	<b>435,665.93</b>

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 95-2024**

**ACCUMULATED ABSENCE PAYOUT**

**WHEREAS**, NJAC 5:30-15 establishes rules that govern how local government units manage and finance compensation for accumulated absence time for their respective employees, and

**WHEREAS**, accumulated absence includes any sick days, vacation days, personal days or other absence time authorized as part of an employer agreement, which is not used by the employee during the allowed period and which is permitted to accumulate over time to the benefit of the employee, and

**WHEREAS**, the Chief Financial Officer has certified that the funds and authority exists to pay the total accumulated absence, as per the attached schedule, to Stephen Steinecke who retired from the service of the City effective April 30, 2024.

**WHEREAS**, the attached certification and documentation are presented to comply with the rules and regulations established by the Local Finance Board.

**NOW, THEREFORE, BE IT RESOLVED, by the City Council**, that the total sum of \$4,281.85 composed of 30.5 Vacation Hours and 38.75 Sick Hours be paid out to Stephen Steinecke for his unused, accumulated absence time.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a regular meeting of the Common Council of the City of Northfield held this 7<sup>th</sup> day of May 2024.

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO 95-2024, ATTACHMENT			
<b>Steinecke, Steve</b>			
<b>Payment Calculations - Accumulated Absences</b>			
Retirement Date: April 30, 2024			
<b>Balance of Accrued Time</b>			
		Hours	Value
Sick Leave		38.75	\$2,395.98
Vacation		30.5	\$1,885.87
Total		30.50	\$4,281.85
Hourly Rate			\$ 61.83

MARK J. VON COLLN  
CHIEF OF POLICE

POLICE (609) 641-3122  
ADMINISTRATIVE BUSINESS  
(609) 641-2832  
FAX (609) 646-9539



NORTHFIELD  
POLICE DEPARTMENT  
1600 SHORE ROAD  
NORTHFIELD, NEW JERSEY 08225

To: Dawn Stollenwerk  
From: Mark VonColln  
Re: Stephen Steinecke  
Date: 5/1/2024

Please find below a time record for 2024.

**Vacation**

200 hours vacation divided by 12 months= 16.67 hours per month.

16.67 X 4 months = 66.68 hours earned

61.5 hours rolled over from 2023

128 hours available

92 total hours used

**36.18 hours remaining** —

**Sick**

120 hours divided by 12 months = 10 hours per month

10 hours x 4 months = 40 hours earned for 2024

46.75 hours rolled over from 2023

86.75 total hours available

48 hours used in 2024

**38.75 hours remaining**

MARK J. VON COLLN  
CHIEF OF POLICE

POLICE (609) 641-3122  
ADMINISTRATIVE BUSINESS  
(609) 641-2832  
FAX (609) 646-9539

Personal Time

16 hours personal divided by 12 months = 1.33 hours per month

1.33 x 4 months = 5.33 hours earned in 2024

0 hours rolled over from 2023

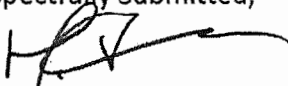
5.33 total hours available

11 hours used in 2024

-5.67 hours remaining

I suggest subtracting 5.67 hours from Captain Steinecke's total vacation time which would equate to 30.5 hours remaining in his bank of time.

Respectfully Submitted,



Chief Mark VonColln

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 96-2024**

**MEMORIALIZE RESIGNATION OF TAX COLLECTOR**

**WHEREAS**, pursuant to Resolution No. 174-2022, the Common Council of the City of Northfield approved the hiring of Laura Cohen for the position of Tax Collector effective September 7, 2022; and

**WHEREAS**, on April 17, 2024, Laura Cohen submitted notice of resignation with an effective date of May 10, 2024.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the resignation of Laura Cohen from the position of Tax Collector effective May 10, 2024.

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 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 97-2024**

**PROMOTION OF ROBIN ATLAS TO TAX COLLECTOR**

**WHEREAS**, the need exists to fill the position of Tax Collector; and

**WHEREAS**, Robin Atlas was hired by the City of Northfield on January 2, 2003, as Tax Clerk for the City of Northfield and has been continuously employed by the City of Northfield since that date; and

**WHEREAS**, Robin Atlas has the necessary qualifications, knowledge, skills, and abilities for the position of Tax Collector; and

**WHEREAS**, Chief Financial Officer Dawn Stollenwerk, Business Administrator Mary Canesi, and City Council Finance Chair Tom Polistina collectively recommend that Robin Atlas be appointed as Tax Collector in accordance with the provisions of NJSA 40A: 9-141; and

**WHEREAS**, pursuant to NJSA 40A:9-142, every municipal Tax Collector shall hold office for a term of four years from the first day of January next following appointment.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that Robin Atlas be appointed as Tax Collector, effective May 11, 2024, and subject to understanding and completion of the following:

1. Union position, in accordance with the Government Worker's Union, Local 410 for Supervisory Employees, Collective Bargaining Agreement
2. Ability to be bonded under an individual Surety Bond

**IT IS FURTHER RESOLVED** by the Common Council of the City of Northfield that the appointment of Robin Atlas is hereby approved for the period May 11, 2024, to December 31, 2028.

**IT IS FURTHER RESOLVED** that compensation for Robin Atlas shall be based on an annual salary of \$62,000. Said salary shall be separately set forth in the Municipal Salary Ordinance and prorated for calendar year 2024 based on date of appointment.

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 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 98-2024**

**TO HIRE DEPUTY TAX COLLECTOR**

**WHEREAS**, the need exists to fill the position of full time Deputy Tax Collector and

**WHEREAS**, having first been satisfied that the applicant has the necessary qualifications required for the position, Chief Financial Officer Dawn Stollenwerk, Business Administrator Mary Canesi, and Council Finance Chair Tom Polistina have recommended that Nadine Erwin be hired for the position.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Governing Body of the City of Northfield that Nadine Erwin be hired as Deputy Tax Collector effective May 22, 2024, and subject to understanding and completion of the following:

1. Compliance with the Policies and Procedures of the City
2. Probation period 90 days from date of hire

**BE IT FURTHER RESOLVED** that the position of Deputy Tax Collector is represented by the Government Workers' Union, Local No. 430 for White Collar Employees and Nadine Erwin shall be entitled to the accrued leave and other benefits in accordance with what the collective bargaining agreement currently provides to other full-time employees.

**IT IS FURTHER RESOLVED** that compensation for Nadine Erwin shall be based on an annual salary of \$45,000. Said salary shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

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 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 99-2024**

**AUTHORIZING THE DISPOSAL OF OBSOLETE EQUIPMENT AND  
FURTHER AUTHORIZING THE DONATION OF EQUIPMENT TO THE  
911 FUND**

**WHEREAS**, the City of Northfield has in its possession fire gear and equipment that is no longer being used;

**WHEREAS**, the Fire Captain has advised the fire gear and equipment is currently in storage and has no utilitarian value; and

**WHEREAS**, the Fire Department has provided a list of said fire gear and equipment which includes the following items:

- 25 coats ranging in age from early 1990 – 2008 which are no longer NFPA 1851 compliant
- 18 pair of turnout pants from early 1990 -2008 which are no longer NFPA 1851 compliant
- 13 pair of structural firefighting boots which are no longer NFPA 1851 compliant
- 7 helmets that are cracked and not fit for service
- 3 pair of extrication gloves that are ripped and at the end of useful life
- 18 pair of worn suspenders
- 3 hoods that are at the end of useful life
- 5 flashlights that no longer work

**WHEREAS**, the City of Northfield wishes to donate the fire gear and equipment to The 911 Fund, a non-profit organization whose mission is to acquire fire equipment and donate it as a part of a continuing effort to build preparedness, reduce risk, enhance civilian safety, and minimize property loss from fire and other types of disasters.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic that the City of Northfield Fire Department is hereby authorized to dispose of the items listed above and donate said items to The 911 Fund.

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 7<sup>th</sup> day of May 2024.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 100-2024**

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR THE PURCHASE AND INSTALLATION OF  
FENCING AT THE CITY OF NORTHFIELD'S RECREATION  
FACILITY**

**WHEREAS**, the City of Northfield has a need to acquire fencing for the City's recreational facilities as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and,

**WHEREAS**, the Chief Financial Officer/QPA has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, Master Wire MFG, Inc. has submitted a proposal dated March 22, 2024, indicating they will provide and install fencing around the softball field and storm swale for a total price of \$38,135.00, which was the most advantageous price; and

**WHEREAS**, Master Wire Mfg., Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Master Wire Mfg., Inc. has not made any reportable contributions to a political or candidate committee in the City of Northfield, County of Atlantic in the previous one year, and that the contract will prohibit Master Wire Mfg., Inc. from making any reportable contributions through the term of the contract, and

**WHEREAS**, as required by *N.J.A.C. 5:30-5.4* the Chief Financial Officer has certified that funds are available in budget account C-04-

**NOW THEREFORE, BE IT RESOLVED** that the Common Council of the City of Northfield authorizes the Chief Financial Officer and/or Municipal Clerk to enter into a contract with Master Wire MFG., Inc. as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

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 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 101-2024**

**AWARD OF CONTRACT FOR THE PROJECT KNOWN AS ZION PUMP  
STATION RENOVATION FOR THE CITY OF NORTHFIELD**

**WHEREAS**, bid specifications were prepared and solicited by Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC the for the project known as Zion Pump Station Renovation for the City of Northfield; and

**WHEREAS**, sealed bids were received and opened by the Municipal Clerk at 11:00am on April 24, 2024, from the following:

Description	Base Bid	Alternate Bid	TOTAL
South State, Inc.	\$ 584,200.00	\$ 103,000.00	\$ 687,200.00
West Bay Construction, Inc.	\$ 685,000.00	\$ 115,000.00	\$ 800,000.00
Mathis Construction Co., Inc.	\$ 698,232.00	\$ 120,000.00	\$ 818,232.00

**WHEREAS**, after review of the bids and discussion with Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC, Councilman David Notaro has recommended to that the contract be awarded to South State, Inc. 202 Reeves Road, PO Box 68, Bridgeton, NJ 08302, for their base bid in the amount of \$584,200.00 plus their Alternate bid in the amount of \$103,000.00 for a total contract award in the amount of \$687,200.00.

**THEREFORE BE IT RESOLVED** that the Common Council of the City of Northfield accepts the base bid in the amount of \$584,200.00 plus their Alternate bid in the amount of \$103,000.00 for a total contract award in the amount of \$687,200.00 from South State, Inc. 202 Reeves Road, PO Box 68, Bridgeton, NJ 08302.

**BE IT FURTHER RESOLVED**, Certification of the 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 7<sup>th</sup> day of May, 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 102-2024**

**A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF NORTHFIELD AND MAINLAND PBA  
LOCAL NO. 77 REGARDING PROMOTIONAL PROCESS FOR THE  
POSITION OF CAPTAIN IN THE NORTHFIELD POLICE  
DEPARTMENT**

**WHEREAS**, the City of Northfield, Atlantic County, New Jersey (the City) and Mainland PBA Local No. 77 (the PBA) are parties to a collective negotiations' agreement covering the terms and conditions of employment for all members of the Northfield Police Department below the rank of Captain; and

**WHEREAS** the City and PBA acknowledge that certain aspects of the promotional process regarding procedures are subject to negotiations; and

**WHEREAS** the parties have discussed an alternative promotional process for the position of Captain of the Northfield Police Department which shall be in place temporarily for a specific period of time and based on specific reasons as set forth in a Memorandum of Agreement (the MOA), a copy of which is attached hereto; and

**WHEREAS**, by entering into this MOA, the City is not waiving any management rights to determine promotional criteria or aspects of the promotional process which may fall outside of the scope of negotiations; and

**WHEREAS**, the PBA has approved and executed the MOA; and

**WHEREAS** individuals specifically mentioned in the MOA have reviewed, approved, and executed the MOA; and

**WHEREAS**, the Common Council of the City of Northfield has reviewed and discussed those terms in an executive session on May 7, 2024; and

**WHEREAS** the Common Council of the City of Northfield desires to approve the MOA and move forward in accordance with the terms outlined therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey:

1. The terms of the preamble are hereby restated as if set forth in full herein.
2. The Memorandum of Agreement between the City of Northfield and Mainland PBA Local No. 77, revising, on a temporary basis, the promotional procedures for the position of Captain in the Northfield Police Department is hereby adopted, and a copy of said Agreement is hereby annexed to this Resolution.

3. The terms of the Memorandum of Agreement shall take effect immediately and all officers and employees of the City are hereby authorized to act in accordance with the terms contained therein.

**BE IT FURTHER RESOLVED** that the Mayor and Council President are hereby authorized to execute the said Agreement on behalf 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 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk

**MEMORANDUM OF AGREEMENT**

**BY AND AMONG**

**CITY OF NORTHFIELD AND  
MAINLAND PBA LOCAL 77 AND  
LT. SCOTT POLLAK, LT. ROBERT DEVER  
SGT. MICHAEL BUCCAFURNI, SGT. GAETANO DIMARCO**

WHEREAS, the City of Northfield's Police Department is established under Chapter 61 of the City Code of the City of Northfield; and

WHEREAS, PBA Mainland Local 77 is the majority representative for members of the Northfield Police Department below the rank of Chief; and

WHEREAS, the City of Northfield's promotional procedures are governed by City Code Chapter 61, Article IV; and

WHEREAS, the City of Northfield has one vacancy in the position of Police Captain; and

WHEREAS, according to Chapter 61, Article IV, Section 61-24(B)1-5, only four members of the Northfield City Police Department are eligible for the position of Captain-Lt. Scott Pollak, Lt. Robert Dever, Sgt. Michael Buccafurni, Sgt. Gaetano Dimarco; and

WHEREAS, the City of Northfield was approached by the PBA, on behalf of the four employees listed above, with a request to forego certain testing procedures outlined in Chapter 61 of the City Code based upon the fact that City Code utilizes the "rule of three" in the final selection process; and

WHEREAS, the City of Northfield and PBA Mainland Local 77 and the four members of the police department who are eligible for the position of Captain have discussed an alternative procedure to be implemented on a one-time basis, due to extenuating and specific circumstances; and

WHEREAS, all parties wish to fill these positions in a manner which is fair, cost effective and expeditious and which they believe to be in the best interest of the operations of the police department; and

WHEREAS, the City of Northfield, PBA Mainland Local 77 and the four eligible members of the police department agree to a one-time alternative method for the position of Police Captain and desire to memorialize this understanding.

NOW THEREFORE, the parties agree as follows:

1. The statements of the preamble are hereby restated as if set forth herein.
2. For the position of Captain for the City of Northfield Police Department, for the year 2024 only, the parties agree to waive all examination procedures outlined in City Code Chapter 61, Article IV, including but not limited to those set forth in Section 61-25.
3. For the position of Captain for the City of Northfield Police Department, for the year 2024 only, the parties agree to utilize the list of candidates for the position which resulted from when the same four (4) individuals tested for Lieutenant in 2023. Accordingly, the Captain list from 2024 will be the same list that resulted for Lieutenant in 2023, just with a different expiration date.
4. It is expressly understood that the 2024 Captain list, consistent with Chapter 61, Article IV, Section 61-26 (M) will be effective for a period of three years from May 1, 2024. The parties agree to abide by the "rule of three" when making the selection from the Captain's list. Therefore, if any additional promotions to Police Captain are made within a three-year period of time, said promotions shall be made from the next top three individuals on this Captain promotional list. It is further understood that upon the expiration of that three-year period, the promotion list shall be void. Finally, it is understood that this list shall only apply to promotions to the position of Police Captain.
5. Mainland PBA Local 77 agrees to hold the City of Northfield harmless for not abiding by the procedures set forth in Chapter 61 of the City of Northfield Code, Article IV, Promotion Procedures and further agrees to hold the City harmless for the ultimate selection of the Police Captains provided that the City complies with the terms of this Memorandum of Agreement.
6. The four members of the Northfield City Police Department who have signed this MOA below hereby agree to hold the City of Northfield harmless for not abiding by the procedures set forth in Chapter 61 of the City of Northfield Code, Article IV, Promotion Procedures and further agrees to hold the City harmless for the ultimate selection of the Captain provided that the City complies with the terms of this Memorandum of Agreement. This includes any future appointments or non-appointments which may take the results of this process into account. Accordingly, it is acknowledged that the



individuals ultimately selected for Captain may have a slight advantage in future promotional opportunities. The individuals acknowledge they have considered this and agree to the terms. These individuals acknowledge that they have entered into this agreement voluntarily and after having an opportunity to consult with independent counsel.

7. All parties agree that this Agreement shall not set a precedent for how promotional examinations are conducted in the future and agree that this is a one-time procedure based upon specific circumstances and the cooperation/agreement of all parties involved.
  
8. In the event the City changes, by Ordinance, Chapter 61 of the City of Northfield Code, the City Ordinance shall supersede this Memorandum of Agreement.

CITY OF NORTHFIELD  
BY: ERIC LEEDS, COUNCIL PRESIDENT

MAINLAND PBA LOCAL #77  
BY: JEFFREY LANCASTER, PRESIDENT

\_\_\_\_\_  
DATE:

Jeff Lancaster  
DATE: 5/3/2024

LT. SCOTT POLLAK

LT. ROBERT DEVER

Scott Pollak  
DATE: 05-03-2024

Robert Dever #637  
DATE: 5/3/2024

SGT. MICHAEL BUCCAFURNI

SGT. GAETANO DIMARCO

5/3/24 Sgt McCaff  
DATE:

Det DiMa 5-3-2024  
DATE:

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 103-2024**

**A RESOLUTION TO AUTHORIZE THE PROMOTION OF SCOTT  
POLLAK TO THE POSITION OF CAPTAIN WITHIN THE  
NORTHFIELD POLICE DEPARTMENT**

**WHEREAS**, the need exists within the Police Department for a promotion to the position of Captain; and

**WHEREAS**, the City of Northfield and PBA Mainland Local 77 and the four (4) members of the police department who were eligible for the position of Captain discussed an alternative procedure to be implemented on a one-time basis, due to extenuating and specific circumstances, in the best interests of the candidates and the City; and

**WHEREAS**, that alternative procedure for promotion was been agreed upon by all parties and memorialized by way of a Memorandum of Agreement, a copy of which is on file with the Municipal Clerk; and

**WHEREAS**, as a result of the alternative process, and in accordance with Chapter 61, Article IV of the City of Northfield Municipal Code, the appointment of Scott Pollak to the position of Captain has been recommended to the Common Council of the City of Northfield, by Police Chief Mark VonColln and Mayor Erland Chau; and

**WHEREAS**, after review, the Common Council of the City of Northfield wishes to approve and confirm the appointment as recommended by the Police Chief and Mayor.

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

1. All statements of the preamble are hereby restated as if set forth herein.
2. The promotion of Scott Pollak to the position of Captain within the Police Department is hereby approved and confirmed.

**BE IT FURTHER RESOLVED** that Captain Scott Pollak's salary shall be pursuant to the current collective bargaining agreement and the promotion shall be effective May 8, 2024.

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 City Council of Northfield, held this 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 104-2024**

**A RESOLUTION TO AUTHORIZE THE PROMOTION OF MICHAEL  
BUCCAFURNI TO THE POSITION OF LIEUTENANT WITHIN THE  
NORTHFIELD POLICE DEPARTMENT**

**WHEREAS**, the need exists within the Police Department for a promotion to the position of Lieutenant of Police; and

**WHEREAS**, an active promotional list for the position of Lieutenant exists within the Police Department; and

**WHEREAS**, Chief of Police Mark VonColln has reviewed the promotional list and has recommended to Mayor Erland Chau that candidate Sergeant Michael Buccafurni be selected for position of Lieutenant; and

**WHEREAS**, Mayor Erland Chau has approved the recommendation of the Chief of Police that that candidate Sergeant Michael Buccafurni be selected for position of Lieutenant, subject to the approval of the governing body; and

**WHEREAS**, the Common Council of the City of Northfield wishes to approve and confirm the appointment as recommended by the Police Chief and Mayor.

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

1. All statements of the preamble are hereby restated as if set forth herein.
2. The promotion of Michael Buccafurni to the position of Lieutenant within the Police Department is hereby approved and confirmed.

**BE IT FURTHER RESOLVED** that Lieutenant Michael Buccafurni's salary shall be pursuant to the current collective bargaining agreement and the promotion shall be effective May 8, 2024.

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 City Council of Northfield, held this 7<sup>th</sup> day of May 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 105-2024**

**A RESOLUTION TO AUTHORIZE THE PROMOTION OF PETER  
CZAPLINSKI TO THE POSITION OF SERGEANT WITHIN THE  
NORTHFIELD POLICE DEPARTMENT**

**WHEREAS**, the need exists within the Police Department for a promotion to the position of Sergeant of Police; and

**WHEREAS**, an active promotional list for the position of Sergeant exists within the Police Department; and

**WHEREAS**, Chief of Police Mark VonColln has reviewed the promotional list and has recommended to Mayor Erland Chau that candidate Peter Czaplinski be selected for position of Sergeant; and

**WHEREAS**, Mayor Erland Chau has approved the recommendation of the Chief of Police that that candidate Peter Czaplinski be selected for position of Sergeant, subject to the approval of the governing body; and

**WHEREAS**, the Common Council of the City of Northfield wishes to approve and confirm the appointment as recommended by the Police Chief and Mayor.

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

1. All statements of the preamble are hereby restated as if set forth herein.
2. The promotion of Peter Czaplinski to the position of Sergeant within the Police Department is hereby approved and confirmed.

**BE IT FURTHER RESOLVED** that Sergeant Peter Czaplinski's salary shall be pursuant to the current collective bargaining agreement and the promotion shall be effective May 8, 2024.

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 City Council of Northfield, held this 7<sup>th</sup> day of May 2024.

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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)

**Date:** May 7, 2024

### **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.
  
2. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)
  - The requested financial information from the City has been submitted to the USDA and is currently under review. Our office contacted the USDA on March 18, 2024 asking for a status update and resubmitted the financial information.
  - Our office contacted the USDA again on April 16, 2024 but has yet to get an update.
  
3. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)
  - Subject to funding appropriation, the Local Transportation Projects Fund is established to address specific focused local transportation issues throughout the state. Applications can be submitted at any time via SAGE (System for Administering Grants Electronically). City projects will be evaluated for eligibility and submission. Our office transmitted a proposal to complete and submit the grant application on January 30, 2024.
  - The City has identified various streets within the City which are in need of re-striping. DBA will submit a proposal for this work and collaborate with Qwin Vitale on identification of street locations.

4. New Jersey Department of Transportation State Aid
  - The NJDOT has announced that the State is accepting grant applications for roadway, bikeway and pedestrian improvements.
  - The grant application deadline is July 1, 2024.

## **Engineering**

1. Drainage Issue at 2320 Cedarbridge Road:
  - On February 9, 2024, Marc DeBlasio met with Qwin Vitale to assess drainage issues at 2320 Cedarbridge Road. It was determined that the property lies at a low point within the drainage area. Recommended short term solutions include constructing an earthen berm at the driveway and cleaning and inspecting storm sewer inlets and pipe. Long term solutions include evaluating the storm sewer system and installing larger pipes and/or drainage facilities, and the installation of curbing along the roadway.
  - The short term provisions provided by the City are to clean and video pipe as per Qwin Vitale's email on April 8, 2024.
2. 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 has scheduled a meeting with the City for Friday, April 19, 2024 to further discuss the ordinance.
3. Stormwater Management Plan
  - DeBlasio and Associates was asked by Qwin Vitale to review and update the City's Stormwater Management Plan. A proposal will be forthcoming.
4. Bonnie Lee Road
  - At the March 12, 2024 Council meeting, DBA was asked to observe the pavement condition on Bonnie Lee Road resulting from an emergency water main repair. Nancy Mauro went to the site on March 14, 2024. The pavement and curb will require additional restoration. DBA has contacted the New Jersey American Water Company and requested that they submit a road opening permit for this work.
  - New Jersey American Water Company did subsequently submit an application and the permit was issued.
  - Our office contacted NJAWC on April 24, 2024 regarding the time frame of permanent restoration. The NJWAC representative reviewed the site conditions on April 26, 2024 and deemed the temporary restoration as adequate. They could not provide a time frame for permanent restoration but stated that they will try to make it a priority.
5. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads
  - On March 14, 2024, Qwin Vitale contacted our office to discuss the sliplining of sanitary sewers and manhole rehabilitation at Zion and Mill Roads and Zion and Davis Roads. Partial sections have been videoed by the City and one of the pipes was found to have a hole in it. DBA submitted a proposal for this work on March 22, 2024.

- DBA's proposal to complete this work at Zion and Mill Roads and Zion and Davis Roads was approved at the March 26, 2024 meeting.
- The project is currently in design and is scheduled for public bidding in the next few weeks.