

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 2, 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 – August 12, 2025

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- | | |
|-----------------|---|
| 196-2025 | Declaring October 6, 2025, <i>Knock Out Opioid Abuse Day</i> in the City of Northfield |
| 197-2025 | Authorizing Execution of Intergovernmental Services Agreement – Shared Services Agreement with the County of Atlantic for the County to Provide Web Hosting and Allow Access to the County’s Content Management Systems Platform |
| 198-2025 | Authorizing DeBlasio and Associates Consulting Engineers and Planners to Proceed with Preparation of Bid Specifications for the General Repairs and Construction of the City of Northfield Sanitary Sewer and Stormwater Facilities |
| 199-2025 | To Approve the Hiring of a Temporary Part Time Fire Protection Sub Code Official |
| 200-2025 | Resolution of the City of Northfield, Atlantic County, New Jersey, Authorizing Fireworks Display on Private Property Pursuant to N.J.S.A. 21:3-3 |
| 201-2025 | Authorizing Release of Performance Sureties for Block 51, Lot 32.01 |
| 202-2025 | Inserting an item of Revenue in the 2025 Budget |
| 203-2025 | To Authorize an Agreement Between the City of Northfield and the Trustees of the Free Public Library of Northfield, t/a the Otto Bruyns Public Library |

ORDINANCES

- | | |
|----------------|--|
| 13-2025 | Amending Chapter 97 of the City of Northfield Code, Article II Animals and Fowl, Section 97-17, to Prohibit the Keeping of Fowl
<i>2nd Reading / Public Hearing / Final Consideration</i>
<i>Published in the Press of AC 9/06/2025</i> |
| 14-2025 | Amending Chapter 215 the City Code, Land Use And Development – Chapters 215-9, 215-92 And 215-95
<i>Introduction / No Public Input / Published in the Press of AC 9/6/2025</i>
<i>Referral to City of Northfield Combined Planning/Zoning Board 9/3/2025</i>
<i>2nd Reading / Public Hearing / Final Consideration 10/7/2025</i> |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 2, 2025**

15-2025 Amending Chapter 268 of the City Code, Property Maintenance
Introduction / No Public Input / Published in the Press of AC 9/6/2025
2nd Reading / Public Hearing / Final Consideration 9/16/2025

16-2025 An Ordinance Governing Special Events
Introduction / No Public Input / Published in the Press of AC 9/6/2025
2nd Reading / Public Hearing / Final Consideration 9/16/2025

PAYMENT OF BILLS \$ 2,528,527.08

MEETING NOTICES

City Council	September 16 th	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 196-2025**

**DECLARING OCTOBER 6, 2025
KNOCK OUT OPIOID ABUSE DAY IN THE CITY OF NORTHFIELD**

WHEREAS, New Jersey is in the midst of a life-threatening opioid abuse epidemic; and

WHEREAS, the Partnership for a Drug-Free New Jersey has designated October 6, 2024, as Knock Out Opioid Abuse Day – an initiative with a multiple purposes: to raise awareness of the potential for dependency on prescribed pain medicine and its link to heroin and fentanyl use in our state; to reduce stigma of addiction and shine a light on the need for recovery support; and to communicate to physicians information on safer prescribing messages found in the Centers for Disease Control and Prevention guidelines for prescribing opioids, which include considering other therapies, setting realistic treatment goals with patients and discussing with patients the positives and negatives of opioids; and

WHEREAS, the State Senate and General Assembly jointly resolved that October 6 shall be permanently designated as Knock Out Opioid Abuse Day in New Jersey in order to raise awareness about the dangers of, and the link between, prescription opioid abuse and heroin addiction and to educate health care providers, community leaders, state lawmakers and members of the public about the opioid abuse epidemic and its effects throughout the State of New Jersey and across the country; and

WHEREAS, the City of Northfield supports initiatives designed to raise awareness about opioid abuse in New Jersey and take steps to prevent addiction.

THEREFORE BE IT RESOLVED, that October 6, 2025, be recognized as Knock Out Opioid Abuse Day in the City of Northfield, Atlantic County, New Jersey.

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 2nd day of September 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 197-2025**

**AUTHORIZING EXECUTION OF INTERGOVERNMENTAL SERVICES
AGREEMENT – SHARED SERVICES AGREEMENT WITH THE
COUNTY OF ATLANTIC FOR THE COUNTY TO PROVIDE WEB
HOSTING AND ALLOW ACCESS TO THE COUNTY’S CONTENT
MANAGEMENT SYSTEMS PLATFORM**

WHEREAS, N.J.S.A. 40A:65-1 provides in part that two or more local units may enter into an agreement to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the City of Northfield, the County of Atlantic and other local units intend to establish an Intergovernmental Shared Services Agreement for the County to provide web hosting and allowing access to the County’s Content Management Systems platform, which is to manage content, enhance cybersecurity, meet ADA-compliance requirements, and promote greater citizen engagement for the benefit of residents of the City of Northfield; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the Mayor and City Clerk be and are hereby duly authorized, empowered and directed to execute an Intergovernmental Shared Services Agreement for the County to provide web hosting and allowing access to the County’s Content Management Systems platform.

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 2nd day of September 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 198-2025**

**AUTHORIZING DEBLASIO AND ASSOCIATES CONSULTING
ENGINEERS AND PLANNERS TO PROCEED WITH PREPARATION
OF BID SPECIFICATIONS FOR THE GENERAL REPAIRS AND
CONSTRUCTION OF THE CITY OF NORTHFIELD SANITARY SEWER
AND STORMWATER FACILITIES**

WHEREAS, there exists the need to retain the services of a professional contractor to perform general repairs and maintenance on, and for the construction of, the City of Northfield Sanitary Sewer and Stormwater facilities; and

WHEREAS, the Municipal Engineer has submitted an expenditure request for the associated costs, as follows:

1. Review of existing bid specifications and contract
2. Review of any applicable regulatory requirements
3. Coordination with the Superintendent of Public Works
4. Preparation of revised bid specifications and contract documents

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

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

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

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

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

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield held this 2nd day of September 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 199-2025**

**TO APPROVE THE HIRING OF A TEMPORARY PART TIME FIRE
PROTECTION SUB CODE OFFICIAL**

WHEREAS, the need exists to hire a temporary part-time Fire Protection Sub Code Official, and

WHEREAS, Herbert Leary is qualified, and it has been recommended by the City of Northfield Construction Official that he be hired for the position of temporary part time Fire Protection Sub Code Official; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that Herbert Leary is authorized to be hired as temporary part time Fire Protection Sub Code Official effective September 3, 2025, and subject the following:

1. Temporary employment for a period not to exceed 90 days unless further authorized by the Common Council.
2. Compensation for the part time Fire Protection Sub Code Official shall be \$5,000 per annum, on an as-needed basis not to exceed an average of 4 hours per week on an annual basis, prorated for calendar year 2025 based on date of hire.
3. Not eligible for health benefits or vacation time.
4. Eligible for earned sick leave in accordance with the NJ paid sick leave law.
5. Probationary period 90 days from date of hire
6. Policies and Procedures of the City of Northfield.

IT IS FURTHER RESOLVED by the Common Council of the City of Northfield that the hiring of Herbert Leary be and hereby is approved.

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 2nd day of September 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 200-2025**

**RESOLUTION OF THE CITY OF NORTHFIELD, ATLANTIC COUNTY,
NEW JERSEY, AUTHORIZING FIREWORKS DISPLAY ON PRIVATE
PROPERTY PURSUANT TO N.J.S.A. 21:3-3**

WHEREAS, N.J.S.A. 21:3-1 et. seq. requires the Governing Body to authorize the display of fireworks on private property subject to the review and approval of the municipal Fire and Police Officials.

WHEREAS, the Chief of the City of Northfield Fire Department and the Chief of the City of Northfield Police Department have each reviewed the application and have confirmed that all requirements have been met.

WHEREAS, approval is contingent upon the following:

Pyrotecnico shall serve written notice announcing the fireworks display, including but not limited to the date, time and duration, to all property owners on Hemsley Place, Lido Drive, Bonnie Lee Drive, Country Club Drive, Circle Drive, English Lane, and St Andrews Drive; the owners of Block 124 Lot 18; Block 125, Lots 12, 13, 14, and 15; and Block 144, Lots 11, 12, 13, 14, and 15 on the City of Northfield tax maps. Said notice shall be delivered by certified mail, return receipt requested, or by personal hand delivery, a minimum of (5) five days prior to the event. Pyrotecnico shall file a copy of the notice served to above property owners with an affidavit of the required service with the City Clerk at least (3) three days prior to the event.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield, Atlantic County, New Jersey that upon completion of the conditions specified herein, approval is hereby given for the Fireworks Display on private property by the Pyrotecnico at the Atlantic City Country Club, located at One Leo Fraser Drive, on September 13, 2025, to commence between 9:00pm and 10:00pm and be 6 to 7 minutes in duration.

BE IT FURTHER RESOLVED that upon request by Pyrotecnico, a list of the names and addresses for the property owners requiring notice shall be provided by 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 the Regular Meeting of the Common Council of the City of Northfield, held this 2nd day of September 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 201-2025**

**AUTHORIZING RELEASE OF PERFORMANCE SURETIES FOR
BLOCK 51, LOT 32.01**

WHEREAS, pursuant to City Code Chapter 330, Article II, Excavations in Streets, Article II, the owner of Block 51, Lot 32.01, posted performance sureties related to road opening permits as follows:

<u>Road Opening Permit #</u>	<u>Amount</u>	<u>Posted as:</u>
NJ-SO-2024 (107)	\$ 3,000.00	Cash
NJ-SO-2025 (25)	\$ 3,760.00	Cash
Total	\$ 6,760.00	

WHEREAS, the Municipal Engineer has inspected the improvements and has found that project is complete and was done in substantial compliance with the requirements of the approved and related road opening permits; and

WHEREAS, the Municipal Engineer's recommendation is to release the Performance Sureties; and

WHEREAS, the owner of Block 51, Lot 32.01 has requested that these funds be released.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the performance sureties in the amount of \$6,760.00 be released to Gail Ming and John Saggese, 534 Walnut Avenue, Northfield, NJ 08225.

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 2nd day of September 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 202-2025**

INSERTING AN ITEM OF REVENUE IN THE 2025 BUDGET

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation of equal amount,

WHEREAS, the City of Northfield has been awarded a \$1,392.74 Grant from the NJ Alcohol Education Rehabilitation Fund and wishes to amend its 2025 Budget to include this amount as revenue.

SECTION 1:

NOW THEREFORE BE IT RESOLVED, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2025:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of
the Director of Local Government Services:

NJ Alcohol Education Rehabilitation Fund

SECTION 2:

BE IT FURTHER RESOLVED that a like sum of \$1,392.72 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from 5% Caps Public and Private Program
Off-Set by Revenues:

NJ Alcohol Education Rehabilitation Fund

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 2nd day of September 2025.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 203-2025**

**TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF
NORTHFIELD AND THE TRUSTEES OF THE FREE PUBLIC LIBRARY
OF NORTHFIELD, t/a THE OTTO BRUYNS PUBLIC LIBRARY**

WHEREAS, The Otto Bruyns Public Library (Library) is a municipal free public library, established by the City of Northfield, N.J. (City), a municipal corporation, pursuant to N.J.S.A. 40:54-1 et. seq., and

WHEREAS, the Library is administered by a Board of Trustees (Board), a non-profit corporation known as "The Trustees of the Free Public Library of Northfield, N.J., t/a the Otto Bruyns Public Library of Northfield," pursuant to N.J.S.A. 40:54-9 through 14; and

WHEREAS, to clarify the duties of each party regarding the Library, and to avoid duplication of effort and expense in order to operate the Library as efficiently and economically as possible, the City and the Board wish to agree upon the division of certain responsibilities and financial obligations to each party, in accordance with the terms of the attached Agreement.

BE IT RESOLVED, by the Common Council of the City of Northfield that the Mayor be and is hereby duly authorized, empowered and directed to execute the attached Agreement with the Trustees of the Free Public Library of Northfield, t/a the Otto Bruyns Public Library.

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 Common Council of the City of Northfield, held this 2nd day of September 2025.

Mary Canesi, RMC Municipal Clerk

**AGREEMENT BETWEEN THE CITY OF NORTHFIELD, N.J., AND THE TRUSTEES
OF THE FREE PUBLIC LIBRARY OF NORTHFIELD, N.J., t/a THE OTTO BRUYN'S
PUBLIC LIBRARY**

WHEREAS, The Otto Bruyn's Public Library (Library) is a municipal free public library located at 241 West Mill Road, established by the City of Northfield, N.J. (City), a municipal corporation, pursuant to N.J.S.A. 40:54-1 et. seq., and

WHEREAS, the Library is administered by a Board of Trustees (Board), a non-profit corporation known as "The Trustees of the Free Public Library of Northfield, N.J., t/a the Otto Bruyn's Public Library of Northfield," pursuant to N.J.S.A. 40:54-9 through 14; and

WHEREAS, to clarify the duties of each party regarding the Library, and to avoid duplication of effort and expense in order to operate the Library as efficiently and economically as possible, the City and the Board wish to agree upon the division of certain responsibilities and financial obligations to each party, and

NOW THEREFORE, for good and valuable consideration received, the parties hereby agree on this _____ day of _____, 2025 as follows:

1. **Insurance.** The City, at City's sole cost and expense, shall obtain, provide, and keep in full force and effect during the term of this agreement, insurance coverages as detailed below with the Atlantic County Municipal Joint Insurance Fund (ACMJIF) or a reputable licensed New Jersey insurance carrier.

The City shall provide the Board with a Certificate of Insurance evidencing the coverages in effect during the term of this agreement.

- a. **General Liability** insurance or its equivalent for bodily injury, personal and advertising injury and property damage including loss of use, with minimum limits of \$5,000,000 each occurrence. This insurance shall include liability arising from premises operations of the Library. Deductible per claim is zero. The City of Northfield including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers are included as insureds.
- b. **Property Damage** insurance for the Library building and contents on an all-risk basis, in an amount equivalent to not less than one hundred percent (100%) of the full replacement cost of the Premises. Deductible per claim is \$1,000.
- c. **Workers' Compensation** insurance or its equivalent covering all persons employed by the Board of trustees in the operation of the Library with statutory benefits as required by the State of New Jersey. Coverage includes **Employer's Liability** insurance with minimum limits of:
 - i. \$2,000,000 each accident for bodily injury by accident.
 - ii. \$2,000,000 each employee for bodily injury by disease; and

- iii. \$2,000,000 policy limit for bodily injury by disease
 - d. **Treasurers Bond Coverage** in the amount of \$1,000,000 or higher if needed as determined by the City's Accountant(s). Deductible per claim is \$1,000.
 - e. **Public Officials Liability** insurance or its equivalent with minimum limits of \$2,000,000 per occurrence to include the Board of Trustees as insureds. The per claim out of pocket costs include a \$20,000 deductible and a 20% co-insurance on the first \$250,000.
2. **Health Benefits.** The City shall include all full-time Board employees in its Health Benefits Plan offered to City employees, and shall provide and pay for medical, prescription, dental and vision insurance for such Board employees. The Board shall reimburse the City for this expense, by paying within forty-five (45) days the City's quarterly invoices indicating the premium amounts due.
3. **Payroll.** The Board shall provide and pay for its employee payroll, using the City's payroll system to do so. The City shall promptly issue Library employee payroll checks as requested by the Board and shall administer the Board's payroll at no cost to the Board. Within forty-five (45) days of its receipt of any paychecks, the Board shall reimburse the City for such paychecks, as well as all associated payroll costs of its Library employees (FICA, etc.), including all pension contributions required by the State of New Jersey.
4. **Library Maintenance Payment.** In consideration of the various goods and services to be rendered by the City to the Library under this agreement, the Library shall annually pay to the City the amount of \$20,500.00 which shall be paid in two equal annual installments, no later than June 30th and September 30th, respectively, for each year covered by this agreement.
5. **Library Funding.** The City shall annually pay to the Board for the operation of the Library, all monies required by N.J.S.A. 40:54-8 and 8.1. These monies shall be paid to the Board in at least four (4) equal quarterly payments, by the fifteenth day of the second month of each quarter, or as otherwise required by law, whichever is sooner.
- a. Pursuant to N.J.S.A. 40:54-8 and 8.1, the City may pay to the Board such additional sums as the City may deem necessary and proper for the operation of the Library.
 - b. The Board may solicit and receive additional monies or other property at any time through donations, governmental or private grants, and gifts from the Northfield Public Library Association (The Friends of the Library) or other persons or organizations. The receipt of such funds or property shall not diminish or change the City's obligation to provide the funds required by (a) above.
 - c. The Board shall, by April 15th of each year, file with the City its annual report in the form prescribed by the New Jersey State Library. The report shall set forth in detail all public revenues received by the library, all State Aid received by the library, all expenditures made by the library, and the balance of funds available. The report shall also include an analysis of the state and condition of the library.

6. **Library Materials.** Pursuant to N.J.S.A. 40:54-8, the Board shall obtain and pay for all library-related materials, including books, magazines, audiotapes and CD's, videotapes, DVDs, and the like, as well as all interior shelving required to store and display such materials. The Board shall also provide, pay for, and maintain:
- a. All computer equipment (hardware and software) it deems necessary to properly operate the Library, to catalog and track its collection, and to provide an Internet connection for the general public.
 - b. All furniture and other interior furnishings it deems necessary to properly operate the Library:
 - c. All tools and materials it deems necessary for the repair of library books due to normal wear and tear.
 - d. All funds it deems necessary for the proper promotion of the Library, including a quarterly newsletter and programs, special events or other publicity to increase awareness and use of the Library, as well as the promotion of reading, in the community; and
 - e. Such other library-related projects, activities, and purchases as it deems necessary and proper.
7. **Annual Audit.** In each calendar year covered by this Agreement, the Board shall obtain and pay for an annual audit of the Library's finances and operations during the prior year and shall promptly supply a copy of the completed audit to the City at no charge.

All such audits shall be performed by an RMA licensed by the State of New Jersey.

8. **Repairs and Maintenance.**

- a. Except for any repairs and maintenance required to be performed by the Board under paragraphs 6 (a) and (b) above, the City shall provide and pay for all necessary repairs and maintenance to the Library premises, including but not limited to the Library's heating, ventilation, and air conditioning (HVAC) systems and the electrical and plumbing systems. The Board shall notify the City in writing as promptly as possible when repairs or maintenance is needed.
- b. All repairs and maintenance shall be done in a workmanlike manner and completed as promptly as possible, in order to minimize any further expense or damage to the Library, or the possibility of injury to Library patrons and personnel.
- c. The City shall annually obtain and pay for one (1) routine inspection and maintenance of the Library's HVAC system, to be performed in April or May of each year by a plumbing contractor licensed by the State of New Jersey. Due to the need for continuous climate control in the Library, the parties agree that this is a material provision of the agreement, and that time is of the essence in having such work completed.

9. **Utilities.**

- a. The Board shall obtain and pay for the Library's local, regional, and long-distance telephone service, as well as the Library's telephones and associated equipment, such as answering devices and fax machines.
- b. The Board shall obtain and pay for water, electricity, and natural gas service to the Library.
- c. The City shall provide and pay for sewer service to the Library. The City shall also provide and pay for any necessary repairs to the Library sewer line.
- d. The City shall obtain and provide one (1) Internet cable connection to the Library from Comcast Cable, at no charge to the Board, pursuant to the City's cable television agreement with Comcast. The Board may make such use of this connection as it deems necessary.

10. **Capital Improvements.** The Board may request from the City such capital improvements to the Library as the Board believes are necessary or desirable. Such requests shall be submitted by the Board to the City no later than July 1st of each year. All such requests shall be considered by the City for possible inclusion in the City's capital improvement budget for the year following the submission of the request.

11. **Lawn Care.**

- a. The Board shall provide and pay for all reasonably necessary chemical treatments (fertilizer, weeding chemicals, etc.) for the lawns on the Library's property, using a licensed New Jersey lawncare firm.
- b. The City shall provide and pay for the mowing of the lawns on the Library's premises. Mowing shall be done in a good and workmanlike manner at least once every other week during the Spring, Summer and Fall months.
- c. The City shall provide and pay for all reasonably necessary landscaping of the Library's premises, including the maintenance, placement or replacement of grass, shrubbery, bushes, flowers, and trees in place as of the effective date of this agreement.

12. **Trash Removal; Recycling.** The City shall provide and pay for trash pickup and removal at the Library. Trash pickup shall occur at least once a week, on a weekday during the Library's operating hours. Recycling shall be done by Library personnel, using the Atlantic County Utilities Authority recycling procedures and personnel, at no cost to The Board or the City.

13. **Interior Cleaning.** The Board shall provide and pay for all cleaning (vacuuming, dusting, waxing, polishing, etc.) of the interior of the Library required by normal patron use. Such cleanings shall be performed at least once every other week, during the times that the Library is not open to the public.

14. **Parking Lot, Driveway and Walkways.** The City shall provide and pay for the

maintenance of the Library's parking lot, driveway, and walkways, including the curbing and lighting. The City shall also promptly remove snow and ice from the Library's parking lot, driveway, and walkways, and shall perform any necessary salting and sanding, as conditions require.

15. **Security**. The Board shall annually provide and pay for an annual service contract for the maintenance and repair of the Library's burglar alarm system and its silent emergency call system.
16. **Term of Agreement; Modifications**. This agreement shall be effective from January 1, 2025, until December 31, 2025. This agreement supersedes any and all prior written or verbal agreements, policies, practices or other previous arrangements for the responsibilities and financial obligations of the City or the Library. This agreement may be modified only by a subsequent written agreement executed by both parties.

CITY OF NORTHFIELD, N.J.

TRUSTEES OF THE FREE
PUBLIC LIBRARY OF
NORTHFIELD, N.J., t/a THE
OTTO BRUYNS PUBLIC
LIBRARY

By _____

Erland V.L. Chau, Mayor
City of Northfield

By _____

Jennifer Hale
President Board of Trustees

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)
Darren Boyd, Supervisor of Public Works (via email)
Nancy Mauro, P.E. (via email)

Date: September 2, 2025

Grant Applications

- **FY2026 Community Funding Project**
 - Congressman VanDrew announced the application process was open for Community Grant Funding through the House Appropriations Committee. Applications are due to be submitted by March 14, 2025.
 - The Northfield application will be for the construction of basketball and pickleball courts at Birch Grove Park.
 - The application was successfully submitted on March 14, 2025.
- **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.
 - The City requested that due to budget constraints, the project be revised to be closer in cost to the grant award. Our office contacted the NJDCA in February of 2025. The NJDCA will allow for a change in scope in the project and will allow engineering costs to be submitted with the construction estimate.
 - Our office submitted a revised proposal on March 12, 2025 based on this information.
 - The NDCA approved the revised scope of work of a stone parking lot and the inclusion of engineering design fees on March 21, 2025. A time extension request was not approved, and the project must be completed by April 2026.
 - The project is in the design phase.

➤ 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.
- The City approved the proposal for this work with Resolution No. 70-2025 on February 18, 2025.
- The City DPW recommended that the forcemains be considered for the study rather than the gravity mains due to their age and history of pipe bursts. Our office contacted the USDA on March 26, 2025 and their engineer stated a change of scope from the original submission is allowable.
- The City selected the forcemains be studied, and the USDA was notified of this on April 23, 2025.
- The USDA approved this change on May 13, 2025. The study will be revised accordingly.
- The PPG Study was submitted to USDA on June 30, 2025.
- The USDA requested revisions on July 2, 2025 and these revisions were submitted back to them on July 8, 2025.

5. Atlantic County Improvement Authority Community Development Block Grant

- The City has selected the installation of ADA compliant bleachers at the five baseball fields at Birch Grove Park.
- Our proposal was submitted on April 28, 2025.
- The application was submitted on May 29, 2025.

6. New Jersey Department of Transportation State Aid Program

- Our proposal for this project was submitted on April 30, 2025.
- The City will be holding a special meeting on June 16th to select a project.
- The application for the Resurfacing of Burton Avenue was submitted to the NJDOT System for Administering Grants Electronically (SAGE) on June 25, 2025.

7. 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 was not awarded grant funding for the fiscal year 2024 under the Local Transportation Project Fund, as stated in a letter from the State dated May 13, 2025.
- The City selected the Resurfacing of Cedar Bridge Avenue for the FY2025 of the Local Transportation Project Fund. The application was submitted to NJDOT System for Administering Grants Electronically (SAGE) on June 24, 2025.

8. New Jersey Department of Transportation Municipal Aid

- The City has selected the reconstruction of Juniper Drive from Cedar Bridge 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.
- Survey work has been completed and plans are being prepared.
- The plans and specifications were approved by NJDOT, and the City was transmitted these documents on June 30, 2025 and notified that the project is ready for bid.
- Project bid date is August 5, 2025. Our office met with City officials on July 30, 2025 to coordinate project start date, resident letter and resident parking. Tentative project start dates is September 22, 2025 and the project duration is estimated to be 5 weeks.
- Preconstruction meeting to be held September 16, 2025 at 10am.

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.
- The City passed a revised ordinance and it became legal publication on February 22, 2025.

2. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads

- The bid opening was held on April 10, 2025.
- The City selected to award Bid Alternative #3, slipline repair and manhole rehabilitation at Zion and Mill and Zion and Shore Roads. A letter of recommendation was submitted to the City on April 23, 2025.
- The preconstruction meeting for this project is scheduled for May 16, 2025.
- At the preconstruction meeting, it was determined that the Zion Mill pump station upgrade project that is currently underway must be completed prior the slipline repairs. It is estimated the slipline project will be delayed 2 months.
- Notice to proceed was issued to the contractor on June 6, 2025.
- According to email received from Rami Nassar of Schaeffer Nassar Scheidegg Consulting Engineers on July 3, 2025, the pump station work is anticipated to be completed on or around July 15, 2025. Slipline repair work can begin the following week.
- Project has been delayed due to the pump station project. The pump station project is delayed due to lack of electrical connection from Atlantic City Electric. Our office contacted Atlantic City Electric (ACE) on July 30, 2025 for assistance. ACE indicated they need an application from the City for the project.
- Pump station upgrade is now complete. Contractor has received the County permits and the project is expected to start after Labor Day.

3. Habitat for Humanity Housing Project (Dolphin Avenue)

- 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.
- Our office provided answers to the Habitat for Humanity's project questionnaire on April 8, 2025 at the closed session of the City Council Meeting.
- The City has authorized our office to proceed with engineering services for this project via Resolution No. 111-2025 on April 22, 2025.
- The subdivision and site plan drafts are expected to be transmitted to the City by June 17, 2025.
- The draft subdivision plans were transmitted to the City, Tiffany Morrissey, and PHNX Development Partners on June 23, 2025. Our office is in the process of coordinating a meeting with the County Engineer, who received the plans on June 30, 2025.
- Our office met with City officials and Atlantic County on July 16, 2025 to discuss site plan requirements. A meeting is scheduled to be held with the City project team on August 7, 2025.
- Subdivision located on Harvey Drive to be modified to remove 4th unit due to conflict with intersection and setback requirements. PHNX proposed alternatives that are under consideration by the City and its representatives. Stormwater design has begun on the subdivision located on Dolphin Avenue.