

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 17, 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 September 3, 2024

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 185-2024** Dedication of Ladder 63 in Memory of Eustace ‘Jake’ Eggie III and Robert C. Leeds
- 186-2024** Employment Status Change for Substitute School Crossing Guard
- 187-2024** Authorizing Refund of Overpayment of Taxes
- 188-2024** To Approve an Application for Use of Facilities
- 189-2024** Acknowledge Resignation of Deputy Coordinator for the Office of Emergency Management
- 190-2027** To Reject the Sole Bid Received for the Project Known as “Various Sanitary Sewer Main and Manhole Rehabilitations”
- 191-2024** Acknowledging Retirement of Adult School Crossing Guard
- 192-2024** Amending Resolution No. 60-2024 Recognizing Members of the Northfield Volunteer Fire Company
- 193-2024** A Resolution to Cancel Grant Balances
- 194-2024** Resolution of the Common Council of the City of Northfield Adopting its Mount Laurel Amended Spending Plan
- 195-2024** Resolution Designating the City of Northfield, County of Atlantic as an Area in Need of Rehabilitation

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 17, 2024**

ORDINANCE

10-2024 Ordinance Amending Ordinance 1-2024, Providing for and Establishing Salary Ranges of Officers and Employees of the City of Northfield, Atlantic County
Introduction / No Public Input / Published in the Press of AC 9/21/2024
2nd Reading / Public Hearing / Final Consideration 10/1/2024

PAYMENT OF BILLS \$ 643,158.05

MEETING NOTICES

City Council	October 1 st	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 185-2024**

DEDICATION OF LADDER 63

IN MEMORY OF EUSTACE ‘JAKE’ EGGIE III AND ROBERT C. LEEDS

WHEREAS, Eustace ‘Jake’ Eggie III and Robert C. Leeds each dedicated decades of their lives in the tireless service of our community as members of the City of Northfield Volunteer Fire Company; and

WHEREAS, Eustace ‘Jake’ Eggie III held the distinction of being the longest serving member of the Northfield Volunteer Fire Company, serving for 65 of the Company’s 99 years; and

WHEREAS, Eustace ‘Jake’ Eggie III sadly departed this life on September 22, 2023, at the age of 92; and

WHEREAS, Robert C. Leeds was a dedicated member of the Northfield Volunteer Fire Company, having served his community for over 50 years, and for many of those years he held the position of Deputy Chief; and

WHEREAS, Robert C. Leeds sadly departed this life on August 13, 2023, at the age of 79.

NOW THEREFORE, in recognition of their continuous service and remarkable dedication to the residents of our fine City, the Governing Body hereby resolves to dedicate Ladder 63 in honor of Eustace ‘Jake’ Eggie III and Robert C. Leeds.

BE IT FURTHER RESOLVED that a suitable plaque shall be affixed to Ladder 63 bearing evidence of this honor.

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be presented to the families of Eustace ‘Jake’ Eggie III and Robert C. Leeds, with the eternal gratitude of the citizens each served throughout their lifetime.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 186-2024**

**EMPLOYMENT STATUS CHANGE FOR SUBSTITUTE
SCHOOL CROSSING GUARD**

WHEREAS, pursuant to Resolution 43-2024, the Common Council of the City of Northfield approved the hiring of Idza Ordille for the position of Substitute Adult School Crossing Guard commencing February 7, 2024; and

WHEREAS, an immediate need existed within the Police Department to fill the position of Regular Adult School Crossing Guard; and

WHEREAS, substitute School Crossing Guard Idza Ordille expressed interest; and

WHEREAS, the recommendation to change the employment status of Idza Ordille from Substitute Crossing Guard to Regular Adult School Crossing Guard, effective September 5, 2024, was made by Lieutenant Robert Dever, and by Crossing Guard Supervisor Heather Mellon.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the status change of Idza Ordille from Substitute Crossing Guard to Regular Adult School Crossing Guard effective September 5, 2024, is hereby approved and memorialized.

BE IT FURTHER RESOLVED that terms and conditions of employment for Idza Ordille shall be in accordance with the Crossing Guard Rider to the Agreement between the City of Northfield and Government Workers Union, Local No. 430.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the City Council of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 187-2024**

AUTHORIZING REFUND OF OVERPAYMENT OF TAXES

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

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
CoreLogic Centralized Refunds P.O. BOX 9202 Coppell, TX 75019-9760	170	16	222 E. Surrey Avenue	\$2,610.07
Total Amount of Refund:				\$2,610.07

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

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 188-2024**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Mike Gill on behalf of Full Speed Baseball has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field for baseball clinics as follows:

September 24th – October 29th (Tuesdays only) from 6:30pm until 9:00pm

WHEREAS, Mr. Pat McCarthy, on behalf of the Mainland/Northfield Babe Ruth, has advised that that Tuesdays, September 24th – October 29th from 6:30pm to 9:00pm may be deleted from his previously authorized use of this location, and is therefore available.

WHEREAS, said approval does require the use of lights which has already been paid for by Mainland/Northfield Babe Ruth.

THEREFORE, BE IT RESOLVED that the request approved for Mainland/Northfield Babe Ruth pursuant to Resolution No. 47-2024 is hereby amended to exclude Tuesdays, September 24th – October 29th from 6:30pm to 9:00pm; and

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

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

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk



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

Name and Address of Organization: Full Speed Baseball
7 Mason Ave EHT 08734

Tell Us Who You Are / Description and Purpose of Organization: _____
18 U Baseball Clinics

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

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

If Yes, How Much? \$ 10 per: Person _____ Day _____ Season _____ (other)

Name of Applicant / Responsible Party: Mike Gill Title/Affiliation _____

Home Address: 7 Mason Ave

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

Name and Location of Facility(ies) Being Requested: Birch Grove Park, Babe Ruth Field

For the Following Purpose: Baseball Clinics

on the Following Date(s): Tuesday's thru Oct

Specify Hours of Use: From: 6:30 To: 9pm Are Field Lights Requested*? Yes

*If Yes, Provide Dates / Times for Requested Light Use: 7-9pm

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

of Participants per Date: _____ # of Participants who are Northfield Residents: _____

Will Juveniles be Present? Yes No _____ If Yes, What Ages? 14-18

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

If Yes, Name of Municipality/ies: _____

Date/s and Disposition of Request/s: _____

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

NO ALCOHOLIC BEVERAGES PERMITTED
APPLICANT: [Signature] DATE: 9/11/24
Signature

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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 189-2024**

**ACKNOWLEDGE RESIGNATION OF DEPUTY COORDINATOR FOR
THE OFFICE OF EMERGENCY MANAGEMENT**

WHEREAS, pursuant to Resolution 132-2020, the Common Council of the City of Northfield approved the appointment of Eric Leeds for the position of Deputy Coordinator of the Office of Emergency Management effective September 2, 2020; and

WHEREAS, Deputy Coordinator Eric Leeds submitted a letter of resignation from the position dated September 11, 2024, to be effective immediately.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the resignation of Eric Leeds from the position of Deputy Coordinator of the Office of Emergency Management be and hereby is acknowledged with an effective date of September 11, 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 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 190-2024**

**TO REJECT THE SOLE BID RECEIVED FOR THE PROJECT KNOWN AS
“VARIOUS SANITARY SEWER MAIN AND MANHOLE
REHABILITATIONS”**

WHEREAS, as authorized by Resolution of the Common Council No. 168-2024, the City of Northfield did properly advertise and request for bids for the project known as “Various Sanitary Sewer Main and Manhole Rehabilitations”; and

WHEREAS, on August 27, 2024, the Municipal Clerk did receive and open a single sealed bid for this project, as follows:

Bidder	Bid Amount
Mobile Dredging & Video Pipe	\$ 344,150.00

WHEREAS, the bid received substantially exceed the cost estimate for the project, as well as the amount of funds appropriated for the project; and

WHEREAS, pursuant to N.J.S.A. 40A:11-13.2 (a) and/or (b) which provide that a (a) contracting unit may reject all bids if the lowest bid substantially exceeds the cost estimates for the goods or services, and (b) the lowest bid substantially exceeds the contracting unit’s appropriations for the goods or services, the City of Northfield desires to reject the bid.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that the bid received on August 27, 2024, for the project known as ‘Various Sanitary Sewer Main and Manhole Rehabilitations’ be and hereby is rejected.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD
RESOLUTION NO. 191-2024**

**ACKNOWLEDGING RETIREMENT
OF ADULT SCHOOL CROSSING GUARD**

WHEREAS, the Common Council of the City of Northfield approved the hiring of Michael Patroni for the position of Adult School Crossing Guard commencing November 28, 2016; and

WHEREAS, on August 30, 2024, Michael Patroni submitted notice of retirement to the City of Northfield; and

WHEREAS, the Northfield Community School was not yet in session for the 2024-2025 school year, so Mr. Patroni's retirement was effective immediately.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the notice of retirement of Michael Patroni from the position of Adult School Crossing Guard, effective August 30, 2024.

BE IT FURTHER RESOLVED that Mr. Patroni's last day of work was July 4, 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 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 192-2024**

**AMENDING RESOLUTION NO. 60-2024 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 60-2024 amending the members of the City of Northfield Volunteer Fire Company, adopted February 20, 2024, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to add member Jared Durham, effective August 19, 2024 and remove members Mario Romero and Hector Velez, June 10, 2024; and

BE IT FURTHER RESOLVED that the current list of members / titles of the City of Northfield Volunteer Fire Company shall be memorialized as follows:

Badger, Cindy	Kerlin, Kirk
Carey, Louis	Kirby, Joshua (<i>Lieutenant</i>)
Chau, Erland	Leeds, Bill (<i>Lieutenant</i>)
Ciambrone, Joseph	Levari, Andrew
Clark, Ryan	Lichtenberger, Lee
Cummings, Bruce (<i>Chief</i>)	Martinelli, Henry
Cummings, Bruce Jr. (<i>Lieutenant</i>)	Morey, Donald Michael
Durham, Jared (<i>effective 8/19/24</i>)	Morey, Kevin
Fisher, Steven Jr.	Nehl, Michael Tyler
Flaherty, Brian (<i>Captain</i>)	Ordille, John
Foltz, Brad	Pepek, Martin
Gitsas, Adam	Plettner, Stephen
Goodman, Scott (<i>Deputy Chief</i>)	Shenkus, Eric (<i>Assistant Chief</i>)
Hackett, Edward	Sullivan, John III
Hickey, Daniel	Swartz, Robert
Joo, Timothy	Wallace, Michael (<i>Safety Officer</i>)

BE IT FURTHER RESOLVED that said membership list may be revised as necessary throughout the year; and

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted a Regular Meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 193-2024**

A RESOLUTION TO CANCEL GRANT BALANCES

WHEREAS, certain Grant balances remain on the City's balance sheet, and it has been determined that they are no longer required; and

WHEREAS, it is necessary to formally cancel said balances;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic that the following unexpended appropriation and receivable balances of the Grant Fund be cancelled:

Grant	Receivable	Appropriation	Match
2023-2024 Alliance Grant	\$ 106.42	\$ 106.42	0

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 194-2024**

**RESOLUTION OF THE COMMON COUNCIL
OF THE CITY OF NORTHFIELD
ADOPTING ITS MOUNT LAUREL AMENDED SPENDING PLAN**

WHEREAS, in compliance with the New Jersey Supreme Court's decision In re Adoption of N.J.A.C. 5:96 and 5:97 by N.J. Council on Affordable Housing, 221 N.J. 1 (2015)("Mount Laurel IV"), on or about July 2, 2015, the City filed an amended Declaratory Judgment Action with the Superior Court of New Jersey ("Court"), entitled In the Matter of the Application of the City of Northfield, County of Atlantic, Docket No. ATL-L-2050-14 ("DJ Action"), seeking a Judgment of Compliance and Repose approving its Housing Element and Fair Share Plan, as may be amended or supplemented; and

WHEREAS, the City adopted and endorsed an Amended Housing Element and Fair Share Plan in March 2024 to address the City's Mount Laurel obligations as delineated in the Court-approved Settlement Agreement between the City and Fair Share Housing Center, as amended; and

WHEREAS, the City sought approval of its Amended Housing Element and Fair Share Plan at a properly noticed Compliance Hearing held on June 13, 2024; and

WHEREAS, the Court conditionally approved the City's Amended Housing Element and Fair Share Plan via a conditional Judgement of Compliance and Repose Order (hereinafter "JOR Order") entered by the Court on July 22, 2024; and

WHEREAS, the conditional JOR Order set a list of conditions for the City to complete, with one of those conditions being to adopt an amended Spending Plan; and

WHEREAS, the City prepared an amended Spending Plan and now seeks to adopt said Spending Plan to satisfy the condition in the conditional JOR Order; and

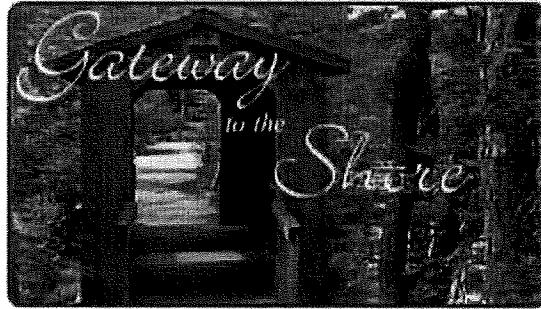
NOW THEREFORE BE IT RESOLVED by the City Council of the City of Northfield, County of Atlantic, State of New Jersey, that the City Council hereby adopts the amended Spending Plan, which is attached hereto as Exhibit A.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

Resolution No. 194-2024, Exhibit A

**Spending Plan Amendment
July 2024
City of Northfield
Atlantic County, New Jersey**



Approved by the Governing Body on ____
By Resolution No. _____

Tiffany A. CuvIELLO, PP, LLC
*T.A.C. Community Development
& Planning*

Tiffany A. Morrissey, PP, AICP
7 Equestrian Drive
Galloway, NJ 08205
(856) 912-4415
tamorrissey@comcast.net

**Spending Plan Amendment
July 2024
City of Northfield
Atlantic County, New Jersey**

MAYOR

Erland Chau

COUNCIL MEMBERS

Eric Leeds, Council President
Greg Dewees, Council President Pro Tempore
Carolyn Bucci
Renee Carfagno
David Notaro
Tom Polistina
Brian Smith

Mary Canesi, Registered Municipal Clerk

PLANNING BOARD

Dr. Richard Levitt, Chairman
Clem Scharff, Vice Chairman
Erland Chau, Mayor
Carolyn Bucci, Councilwoman
Peter Brophy
Henry Notaro
Derek Rowe
James Shippen
Paul Utts, Alt. #1
Matthew Carney, Alt. #2
Ronald Roegiers, Alt. #3
Daniel Reardon, Alt. #4

Joel Fleishman, Solicitor
Matt Doran Professional Engineer
Robin Atlas, Secretary

Prepared By:

Tiffany A. Morrissey, AICP, PP#5533

The original of this document was signed and
sealed in accordance with NJAC 13:41-1.3.b

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APPENDIX 1 - Development Fee Ordinance

INTRODUCTION

On January 22, 2015, the City of Northfield prepared, adopted, and endorsed an Affordable Housing Plan (“2015 Plan”) to address its 190-unit Prior Round Obligation. The 2015 Affordable Housing Plan was amended on August 21, 2018 (“2018 Plan”) by adding the Mount Laurel compliance techniques through which the city will satisfy its Round 3 obligation. The city obtained a Judgment of Compliance and Repose, which approved the City’s 2018 Plan, on August 31, 2018. On July 22, 2024, the Court entered an Amended Conditional Judgment of Compliance and Repose (“Amended JOR”), approving the City’s 2024 Amended Housing Element and Fair Share Plan after a duly noticed Compliance Hearing held on June 13, 2024. One of the conditions of the Amended JOR is for the City to amend its 2018 Spending Plan.

This amended spending plan accounts for the funds already deposited, and to be deposited through 2025, into the City’s Mount Laurel Trust Fund; and (2) demonstrates the manner in which the City intends to expend the funds to advance the interests of the region’s low- and moderate-income households. This amended spending plan is prepared in accordance with the City’s Housing Element and Fair Share Plan.

A development fee ordinance creating a dedicated revenue source for affordable housing was adopted by the municipality on October 17, 2017 (Appendix 1). The ordinance establishes the City of Northfield’s affordable housing trust fund for which this amended spending plan is prepared.

Spending Plan

Pursuant to N.J.A.C. 5:93-5.15(c), if a municipality intends to collect development fees, it shall prepare a plan to spend development fees that includes the following:

- A projection of revenues anticipated from imposing fees on development, based on historic development activity;
- A description of the administrative mechanism that the municipality will use to collect and distribute revenues;
- A description of the anticipated use of all development fees;
- A schedule for the creation or rehabilitation of housing units (if required);
- If the municipality envisions being responsible for public sector or non-profit construction of housing, a pro-forma statement of the anticipated costs and revenues associated with the development; and
- The manner through which the municipality will address any expected or unexpected shortfall if the anticipated.

Revenues for Certification Period

To calculate a projection of revenue anticipated during the period relevant to the City's Final Round 3 Judgment of Compliance and Repose (2015-2025), the City of Northfield considered the following:

(a) Development fees:

1. Projects which have had development fees imposed upon them at the time of development approvals;
2. All projects currently before the planning and zoning boards for development approvals that may apply for certificates of occupancy; and
3. Future development that is likely to occur based on historical rates of development and/or projected development in accordance with COAH projections.
4. Revenues from the 2.5 non-residential, for all commercial development

- (b) Other funding sources: Other funding sources: No other funds have been or are anticipated to be collected.
- (c) Projected interest: Interest on the projected revenue in the municipal affordable housing trust fund based upon the average amount earned on prior years. This is subject to change as interest rates change and the account balance will fluctuate with approved spending. The current interest rate is 1.1% which has been used in the projections below.

SOURCE OF FUNDS	PROJECTED REVENUES-HOUSING TRUST FUND 2024 THROUGH 2025			
	\$110,736.26 Starting Balance (May 31, 2024)	6/2024 12/2024	2025	Total
(a) Projected Development fees:		3,500	11,000	14,500
(b) Payments in Lieu of Construction		0	0	0
(c) Other Funds		0	0	0
(d) Interest – estimated		722	1,326	2,048
Total		4,222	12,326	16,548

The above projected revenues are based upon projected residential and commercial development growth rates from prior years. Between 2018 through May 31, 2024, the city has realized a handful of new residential units and less than 10,000 square feet of new non-residential space (the main development was for a childcare facility).¹ This forms the basis for the estimates above. Over the past year (May 2023 through May 2024) the city has collected \$6,249 in development fees, all from residential development. This averages around \$520 per month in development fee receipts. In the first half of 2024 (five months) the city has collected just over \$962 into the Affordable Housing Trust Fund for residential development, this averages around \$192 per month for residential development fees. Based upon the above averages the estimated new residential development fees per month is \$500 which is conservative given the deposits in the first half of 2024.

¹ Excluded from the new development are the permits for the Inclusionary Multi-Family Development located along Cresson Boulevard.

Non-Residential Development Fees are limited with only three projects since 2022. There have been no new commercial development approvals from the Planning/Zoning Board which are expected to be completed in the future. The city generally has non-residential reuse and not new construction. The total fees collected of \$65,558 for non-residential were from 2022. There have been no new non-residential developments which required payment of a development fee since 2022. Based upon this development pattern and based upon a review of the Planning/Zoning Board approvals since 2022, Northfield does not expect any new non-residential fees in 2024. To be conservative the city is projecting a modest \$5,000 from non-residential development fees in 2025 (which may not be realized).

When combining the above residential and non-residential development fee estimates, the city projects a total of \$25,600 in new development fees through the end of 2025. All interest earned on the account shall accrue to the account to be used only for the purposes of affordable housing. The projected interest through 2025 is \$2,048, when added to the estimated deposits the city will realize an estimated \$16,548 in additional deposits (including interest).

Administrative Mechanism To Collect And Distribute Funds

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by the City of Northfield:

(a) Collection of development fee revenues:

Collection of development fee revenues shall be consistent with the City's development fee ordinance for residential developments in accordance with COAH's rules at N.J.A.C. 5:93-8.1 et. seq. and for non-residential development consistent with N.J.S.A. 52:27D-329 et. seq. and N.J.S.A. 40:55D-8.1 through 8.7.

(b) Distribution of development fee revenues:

The City of Northfield's Municipal Housing Liaison shall recommend to the governing body the expenditure of development fee revenues as set forth in this Spending Plan. The governing body shall then review the request and, assuming for consistency with the Spending Plan, shall authorize the expenditure by resolution.

The release of funds requires the adoption of the governing body resolution in accordance with the City's approved amended spending plan. Once a request is approved by resolution, the Chief Financial Officer shall release the requested revenue from the Affordable Housing Trust Fund for the specific use approved in the governing body's resolution referenced immediately above.

Anticipated Use Of Affordable Housing Funds

Regulations permit the use of revenues generated by a Development Fee Ordinance for activities that address the municipal fair share obligation including, but not limited to, rehabilitation, new construction, improvement to land, roads, and infrastructure for affordable housing, assistance to render units more affordable, and administrative costs of housing plan implementation.

(a) New construction programs and projects (N.J.A.C. 5:93-8.7)

The City of Northfield will dedicate an estimated \$84,000 to Habitat for Humanity in accordance with City's Fair Share Plan. The City is currently working with Habitat for Humanity to develop City owned property along Dolphin Avenue on Block 66, Lot 11 and Block 69, Lot 1.02. The two parcels are not contiguous. The City is currently working with Habitat for Humanity to permit the development of up to 14 affordable housing units on this property. This will include the donation of the land and the contribution of an estimated \$6,000 per unit² created from the Housing Trust Fund for new construction projects and affordability assistance.

² The total amount provided to Habitat for Humanity will consist of both affordability assistance and new construction programs.

The city has already expended \$14,950 towards the Habitat for Humanity project. This leaves an additional \$69,050 to be contributed by the City of Northfield to the project. The City proposes to utilize an additional \$47,000 as a new construction expenditure, for a total of \$61,950 as new construction funds. The balance of the \$84,000 will be in the form of affordability assistance, in the amount of \$22,050.

New Construction Expenditure Estimates through 2025		
Development fees collected through May 2024		\$126,499.25
Less Required Affordability Assistance	-	\$37,949.70
Less Administrative Expenditures	-	\$25,299.85
Available New Construction Funds May 2024	=	\$63,249.70
Development fees projected 6/2024-2025		\$16,548.00
Less Estimated Required Affordability Assistance		\$4,964.40
Less Estimated Administrative Expenditures		\$3,309.60
Estimated Available Additional New Construction Funds 6/2024-2025		\$8,274.00
Total Existing and Estimated New Construction Funds Available	=	\$71,523.70
Less New Construction Expenditures		
Habitat Title Search	-	\$750.00
Habitat Survey Work	-	\$4,000.00
Habitat Phase I Study	-	\$10,200.00
Subtotal New Construction Expenses	=	\$14,950.00
Currently Available Funds May 2024 (\$63,249.70 - \$14,950.00)	=	\$48,299.70

(b) **Affordability Assistance (N.J.A.C. 5:93-8.8)**

The City shall provide affordability assistance in accordance with the COAH requirements (N.J.A.C. 5:93-8.8). In accordance with the projections for new development the City of Northfield has prepared a table projecting the minimum affordability assistance requirement. The following table has been prepared solely to meet the requirements of N.J.A.C. 5:93-8.8:

May 2024 – Current Fund Estimates for Expenditures		
Development fees collected through May 2024		\$126,499.25
PROJECTED MINIMUM Affordability Assistance Requirement through 12/31/2025	x 0.30=	\$37,949.70
PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement through 12/31/2025	1/3 rd of Requirement	\$12,649.90

Estimates through 2025		
Development fees collected through May 2024		\$126,499.25
Development fees projected 6/2024-2025		\$16,548.00
Subtotal	=	\$143,047.25
PROJECTED MINIMUM Affordability Assistance Requirement through 12/31/2025	x 0.30=	\$42,914.18
PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement through 12/31/2025	1/3 rd of Requirement	\$14,304.73

The City of Northfield will dedicate a minimum of 30% of the total collected fees (estimated at \$42,914) from the Affordable Housing Trust Fund to render units more affordable, including a minimum of 1/3rd of the required 30% (estimated at \$14,304) to render units more affordable to households earning 30 percent or less of median income by region. The city will dedicate at least \$22,500 to the Habitat for Humanity project on Dolphin Avenue as affordability assistance. This will leave \$15,449.70 of which the city will expend at least \$12,649 towards very low income units. Affordability assistance programs will include down-payment assistance, rental assistance, and the conversion of low-income units to very-low-income units and other programs. These funds will go to existing affordable housing units and future affordable housing units. Specifically, the funds can assist families in the recently constructed affordable rental units at Cresson Hill in addition to any future affordable housing units created pursuant to the City's Fair Share Plan.

(c) Administrative Expenses (N.J.A.C. 5:97-8.9)

The City of Northfield is permitted to expend a maximum of 20% of the collected revenues (estimated at \$25,299) from the Affordable Housing Trust Fund to be used for administrative purposes. As of May 2024, the city has expended \$812.99 on administrative expenses. The city expects to expend the remaining \$24,486.86 allowable for administrative expenses.

The amount will be utilized for administrative purposes such as salaries and benefits for municipal employees or consultant fees necessary to develop or implement municipal housing programs such as rehabilitation, accessory apartments, new construction, housing elements and/or affirmative marketing programs. Administrative funds may be used to income qualify households and monitor implementation. Development fees may be used to defray the costs of staff or consultants that are preparing or implementing a Fair Share Plan.

May 2024 – Current Fund Estimates for Expenditures		
Development fees collected through May 2024		\$126,499.25
Available for Administrative Expense through 12/31/2025	x 0.20 =	\$25,299.85
Estimates through 2025		
Development fees collected through May 2024		\$126,499.25
Development fees projected 6/2024-2025		\$16,548.00
Subtotal	=	\$143,047.25
Available for Administrative Expense through 12/31/2025	x 0.20 =	\$28,609.45
Less Administrative Expenditures		
Public Noticing Expense		\$812.99
Available Funds for Administrative Expenditures		\$24,486.86

Expenditure Schedule

The City of Northfield intends to use Affordable Housing Trust Fund revenues for the creation of new affordable housing units on City owned property. The following summarizes the use of the funds as required under N.J.A.C.5:97-8.10(a)8:

May 2024– Current Fund Expenditures		
Development fees collected through May 2024		\$126,499.25
Expenditures		
New Construction Projects		
Habitat for Humanity - Dolphin Avenue	-	\$14,950.00
Affordability Assistance	-	\$0
Administrative Expense	-	\$812.99
Total Expenditures	=	\$15,762.99
Remaining Balance May 2024	=	\$110,736.26

Estimates through 2025		
Account Balance May 2024		\$110,736.26
Projected Revenue		\$16,548.00
Subtotal		\$127,284.26
Expenditures		
<i>New Construction Projects</i>		
Habitat for Humanity Dolphin Avenue	-	\$47,000.00
<i>Affordability Assistance</i>		
Habitat for Humanity Dolphin Avenue	-	\$22,500.00
Existing Unit Assistance	-	\$6,109.45
Very Low Income Assistance		\$14,304.73
<i>Administrative Expense</i>	-	\$27,796.46
Total Projected Expenditures	=	\$117,710.64
Remaining Balance	=	\$9,573.62

Administrative Expenses: The City of Northfield will expend funds for administrative expenses through December 31, 2025, for the purposes of salaries and benefits of the municipal employees involved in the implementation and administration of the City’s Affordable Housing program, Housing Element and Fair Share Plan, and affirmative marketing program, as well as any other permitted program under N.J.A.C. 5:93-8.9.

Affordability Assistance: The City of Northfield intends to spend funds for affordability assistance in accordance with N.J.A.C. 5:93-8.8. One-third of the balance will be utilized for the affordability assistance to very low-income households.

Housing Programs: The City of Northfield intends to utilize \$47,000 of the Housing Trust Fund balance on the Habitat for Humanity project on Dolphin Avenue. The remaining balance is estimated at \$9,573 and is based upon estimated development fees over the next 19 months. This balance will be utilized for new construction projects if available for those developments identified in the Fair Share Plan, either providing additional support to Habitat for Humanity or support to the proposed development of either the Camden Diocese or Mason Properties site (Homes 4All).

Four Year Spending Plan:

As of May 2024, the Affordable Housing Trust Fund had a balance of \$110,736.26. This money must be committed for use within four years of collection. The City proposes to utilize funds as follows:

AHTF Balance May, 2024		\$110,736.26
Less Permitted Administrative Expenses (20%)	-	\$24,486.86
Less Affordability (30%)	-	\$37,949.70
AHTF Balance	=	\$48,299.70
Habitat for Humanity	-	\$47,000.00
AVAILABLE BALANCE	=	\$1,299.70
Subtotal Programs Expended by May 2028	=	\$109,436.56

The remaining available balance of \$1,299.70 will be utilized to either further support the Habitat for Humanity project or to further assist with the Camden Diocese project as provided for in the approved City Fair Share Plan.

Summary

The City of Northfield intends to spend affordable housing trust fund revenues as approved by the court pursuant to N.J.A.C. 5:93-8.16 and consistent with the housing programs outlined in the Housing Element and Fair Share Plan.

City of Northfield Spending Plan Amendment, Appendix I

CITY OF NORTHFIELD, NJ
ORDINANCE NO. 15-2017

AN ORDINANCE OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY, IMPLEMENTING THE CITY'S
AFFORDABLE HOUSING DEVELOPMENT FEE ORDINANCE

BE IT ORDAINED by the City Council of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

Section 1. Article 215-57 entitled "Affordable Housing Development Fees" is hereby created and implemented as follows:

**Article 215-57 – AFFORDABLE HOUSING DEVELOPMENT
FEES**

1. Findings And Purpose

A. In Holmdel Builder's Association v. Holmdel City, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985, N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the adoption of Rules by the Council on Affordable Housing (COAH).

B. Pursuant to P.L. 2008, c. 46, Section 8 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7), COAH was authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that were under the jurisdiction of COAH, and that are now before a court of competent jurisdiction and have a Court-approved Spending Plan, may retain fees collected from non-residential development.

C. This Ordinance establishes standards for the collection, maintenance, and expenditure of development fees that are consistent with COAH's regulations and policies developed in response to P.L. 2008, c. 46, Sections 8 and 32-38 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7). Fees collected pursuant to this Ordinance shall be used for the sole purpose of providing low- and moderate-income housing in accordance with a Court-approved Spending Plan.

2. Basic Requirements

A. This Ordinance shall not be effective until approved by the Court.

B. The City of Northfield shall not spend development fees until the Court has approved a plan for spending such fees (Spending Plan).

3. Definitions

The following terms, as used in this Ordinance, shall have the following meanings:

“Affordable housing development” means a development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable housing development.

“COAH” or the “Council” means the New Jersey Council on Affordable Housing established under the Fair Housing Act.

“Development fee” means money paid by a developer for the improvement of property as permitted by applicable COAH regulations.

“Developer” means the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

“Equalized assessed value” means the assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with Sections 1, 5, and 6 of P.L. 1973, c.123 (C.54:1-35a through C.54:1-35c).

“Green building strategies” means those strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

4. Residential Development Fees

A. Imposition of Fees

1) Within the City of Northfield, all residential developers, except for developers of the types of developments specifically exempted below and developers of developments that include affordable housing, shall pay a fee of one and a half percent (1.5%) of the equalized assessed value for all new residential development provided no increased density is permitted. Development fees shall also be imposed and collected when an additional dwelling unit is added to an existing residential structure; in such cases, the fee shall be calculated based

on the increase in the equalized assessed value of the property due to the additional dwelling unit.

2) When an increase in residential density is permitted pursuant to a “d” variance granted under N.J.S.A. 40:55D-70d(5), developers shall be required to pay a “bonus” development fee of six percent (6%) percent of the equalized assessed value for each additional unit that may be realized, except that this provision shall not be applicable to a development that will include affordable housing. If the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

B. Eligible Exactions, Ineligible Exactions and Exemptions for Residential Developments

1) Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and/or developments where the developer has made a payment in lieu of on-site construction of affordable units, if permitted by Ordinance or by Agreement with the City of Northfield, shall be exempt from the payment of development fees.

2) Developments that have received preliminary or final site plan approval prior to the adoption of Northfield’s first adopted Development Fee Ordinance shall be exempt from the payment of development fees, unless the developer seeks a substantial change in the original approval. Where site plan approval is not applicable, the issuance of a building permit shall be synonymous with preliminary or final site plan approval for the purpose of determining the right to an exemption. In all cases, the applicable fee percentage shall be determined based upon the Development Fee Ordinance in effect on the date that the building permit is issued.

3) Development fees shall be imposed and collected when an existing structure undergoes a change to a more intense use, is demolished and replaced, or is expanded, if the expansion is not otherwise exempt from the development fee requirement. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure.

4) Homes demolished and replaced within the same footprint as a result of a natural disaster (such as a fire or flood) shall be exempt from the payment of a development fee. In all other cases, the development fee shall be calculated on the increase in the equalized assessed value of the replacement structure.

5. Non-Residential Development Fees

A. Imposition of Fees

1) Within all zoning districts, non-residential developers, except for developers of the types of developments specifically exempted below, shall pay a fee equal to two and one-half (2.5) percent of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.

2) Within all zoning districts, non-residential developers, except for developers of the types of developments specifically exempted below, shall also pay a fee equal to two and one-half (2.5) percent of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.

3) Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fee of two and a half percent (2.5%) shall be calculated on the difference between the equalized assessed value of the pre-existing land and improvements and the equalized assessed value of the newly improved structure, i.e. land and improvements, and such calculation shall be made at the time a final Certificate of Occupancy is issued. If the calculation required under this Section results in a negative number, the non-residential development fee shall be zero.

B. Eligible Exactions, Ineligible Exactions and Exemptions for Non-residential Development

1) The non-residential portion of a mixed-use inclusionary or market rate development shall be subject to a two and a half percent (2.5%) development fee, unless otherwise exempted below.

2) The two and a half percent (2.5%) development fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within the existing footprint, reconstruction, renovations and repairs.

3) Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to the Statewide Non-Residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 8.7), as specified in Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption". Any exemption claimed by a developer shall be substantiated by that developer.

4) A developer of a non-residential development exempted from the non-residential development fee pursuant to the Statewide Non-

Residential Development Fee Act shall be subject to the fee at such time as the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final Certificate of Occupancy for the non-residential development, whichever is later.

5) If a property which was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this Section within 45 days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the City of Northfield as a lien against the real property of the owner.

6. Collection Procedures

A. Upon the granting of a preliminary, final or other applicable approval for a development, the applicable approving authority or entity shall direct its staff to notify the zoning officer official responsible for coordinating with the State Construction Office responsible for the issuance of a building permit.

B. For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/ Exemption" to be completed as per the instructions provided. The developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The Construction Official shall verify the information submitted by the non-residential developer as per the instructions provided in the Form N-RDF. The Tax Assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.

C. The Construction Official responsible for the issuance of a building permit shall notify the local Tax Assessor of the issuance of the first building permit for a development which is subject to a development fee.

D. Within 90 days of receipt of such notification, the City Tax Assessor, based on the plans filed, shall provide an estimate of the equalized assessed value of the development.

E. The Construction Official responsible for the issuance of a final Certificate of Occupancy shall notify the City Tax Assessor of any and all requests for the scheduling of a final inspection on a property which is subject to a development fee.

F. Within 10 business days of a request for the scheduling of a final inspection, the City Tax Assessor shall confirm or modify the previously

estimated equalized assessed value of the improvements associated with the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.

G. Should the City of Northfield fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in Subsection b. of Section 37 of P.L. 2008, c.46 (C.40:55D-8.6).

H. Fifty percent (50%) of the initially calculated development fee shall be collected at the time of issuance of the building permit. The remaining portion shall be collected at the time of issuance of the Certificate of Occupancy. The developer shall be responsible for paying the difference between the fee calculated at the time of issuance of the building permit and that determined at the time of issuance of the Certificate of Occupancy.

I. Appeal of Development Fees

1) A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Such a challenge must be made within 45 days from the issuance of the Certificate of Occupancy. Pending a review and determination by the Board, collected fees shall be placed in an interest bearing escrow account by the City of Northfield. Appeals from a determination of the Board may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1, *et seq.*, within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

2) A developer may challenge non-residential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest bearing escrow account by the City of Northfield. Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1, *et seq.*, within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

7. Affordable Housing Trust Fund

A. There is hereby created a separate, interest-bearing Affordable Housing Trust Fund to be maintained by the Chief Financial Officer of the City of Northfield for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls.

B. The following additional funds shall be deposited in the Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:

1) Payments in lieu of on-site construction of affordable units or of a fraction of an affordable unit, where permitted by Ordinance or by Agreement with the City of Northfield;

2) Funds contributed by developers to make ten percent (10%) of the adaptable entrances in a townhouse or other multistory attached dwelling unit development accessible;

3) Rental income from municipally operated units;

4) Repayments from affordable housing program loans;

5) Recapture funds;

6) Proceeds from the sale of affordable units; and

7) Any other funds collected in connection with Northfield's affordable housing program.

C. In the event of a failure by the City of Northfield to comply with trust fund monitoring and reporting requirements or to submit accurate monitoring reports; or a failure to comply with the conditions of the Judgment of Compliance and Repose or a revocation of the Judgment of Compliance and Repose; or a failure to implement the approved Spending Plan and to expend funds within the applicable required time period as set forth in In re Tp. of Monroe, 442 N.J. Super. 565 (Law Div. 2015); or the expenditure of funds on activities not approved by the Court; or for other good cause demonstrating the unapproved use(s) of funds, the Court may authorize the State of New Jersey, Department of Community Affairs, Division of Local Government Services (LGS), to direct the manner in which the funds in the Affordable Housing Trust Fund shall be expended, provided that all such funds shall, to the extent practicable, be utilized for affordable housing programs within the City of Northfield, or, if not practicable, then within the County or the Housing Region.

Any party may bring a motion before the Superior Court presenting evidence of such condition(s), and the Court may, after considering the evidence and providing the municipality a reasonable opportunity to respond and/or to remedy the non-compliant condition(s), and upon a finding of continuing and deliberate non-compliance, determine to authorize LGS to direct the expenditure of funds in the Trust Fund. The Court may also impose such other remedies as may be reasonable and appropriate to the circumstances.

D. Interest accrued in the Affordable Housing Trust Fund shall only be used to fund eligible affordable housing activities approved by the Court.

8. Use of Funds

A. The expenditure of all funds shall conform to a Spending Plan approved by the Court. Funds deposited in the Affordable Housing Trust Fund may be used for any activity approved by the Court to address the City of Northfield' fair share obligation and may be set up as a grant or revolving loan program. Such activities include, but are not limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls; housing rehabilitation; new construction of affordable housing units and related costs; accessory apartments; a market to affordable program; Regional Housing Partnership programs; conversion of existing non-residential buildings to create new affordable units; green building strategies designed to be cost saving and in accordance with accepted national or State standards; purchase of land for affordable housing; improvement of land to be used for affordable housing; extensions or improvements of roads and infrastructure to affordable housing sites; financial assistance designed to increase affordability; administration necessary for implementation of the Housing Element and Fair Share Plan; and/or any other activity permitted by the Court and specified in the approved Spending Plan.

B. Funds shall not be expended to reimburse the City of Northfield for past housing activities.

C. At least 30 percent of all development fees collected and interest earned on such fees shall be used to provide affordability assistance to low- and moderate-income households in affordable units included in the municipal Fair Share Plan. One-third of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to those households earning 30 percent or less of the median income for Housing Region 6, in which the City of Northfield is located.

1) Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, and assistance with emergency repairs. The specific programs to be used for affordability assistance shall be identified and described within the Spending Plan.

2) Affordability assistance to households earning 30 percent or less of median income may include buying down the cost of low or moderate income units in the municipal Fair Share Plan to make them affordable to households earning 30 percent or less of median income. The specific programs

to be used for very low income affordability assistance shall be identified and described within the Spending Plan.

3) Payments in lieu of constructing affordable housing units on site, if permitted by Ordinance or by Agreement with the City of Northfield, and funds from the sale of units with extinguished controls shall be exempt from the affordability assistance requirement.

D. The City of Northfield may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan, including its programs for affordability assistance.

E. No more than 20 percent of all revenues collected from development fees may be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultants' fees necessary to develop or implement a new construction program, prepare a Housing Element and Fair Share Plan, and/or administer an affirmative marketing program or a rehabilitation program.

1) In the case of a rehabilitation program, the administrative costs of the rehabilitation program shall be included as part of the 20 percent of collected development fees that may be expended on administration.

2) Administrative funds may be used for income qualification of households, monitoring the turnover of sale and rental units, and compliance with relevant monitoring requirements. Legal or other fees related to litigation opposing affordable housing sites or related to securing or appealing a judgment from the Court are not eligible uses of the Affordable Housing Trust Fund.

9. Monitoring

The City of Northfield shall provide annual reporting of Affordable Housing Trust Fund activity to the State of New Jersey, Department of Community Affairs, Council on Affordable Housing or Local Government Services or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center and posted on the municipal website, using forms developed for this purpose by the New Jersey Department of Community Affairs, Council on Affordable Housing or Local Government Services. The reporting shall include an accounting of all Affordable Housing Trust Fund activity, including the sources and amounts of funds collected and the amounts and purposes for which any funds have been expended. Such reporting shall include an accounting of development fees collected from residential and non-residential developers, payments in lieu of constructing affordable units on site (if permitted by Ordinance or by Agreement with the City), funds from the sale of units with extinguished controls, barrier free escrow funds, rental income from City owned affordable housing units, repayments from affordable housing

program loans, and any other funds collected in connection with Northfield's affordable housing programs, as well as an accounting of the expenditures of revenues and implementation of the Spending Plan approved by the Court.

10. Ongoing Collection of Fees

A. The ability for the City of Northfield to impose, collect and expend development fees shall expire with the expiration of the repose period covered by its impending Judgment of Compliance and Repose unless the City of Northfield has first filed an adopted Housing Element and Fair Share Plan with the Court or with a designated State administrative agency, has petitioned for a Judgment of Compliance and Repose from the Court or for Substantive Certification or its equivalent from a State administrative agency authorized to approve and administer municipal affordable housing compliance and has received approval of its Development Fee Ordinance from the entity that will be reviewing and approving the Housing Element and Fair Share Plan.

B. If the City of Northfield fails to renew its ability to impose and collect development fees prior to the expiration of its Judgment of Compliance and Repose, it may be subject to forfeiture of any or all funds remaining within its Affordable Housing Trust Fund. Any funds so forfeited shall be deposited into the "New Jersey Affordable Housing Trust Fund" established pursuant to Section 20 of P.L. 1985, c. 222 (C. 52:27D-320).

C. The City of Northfield shall not impose a residential development fee on a development that receives preliminary or final site plan approval after the expiration of its Judgment of Compliance and Repose, nor shall the City of Northfield retroactively impose a development fee on such a development. The City of Northfield also shall not expend any of its collected development fees after the expiration of its Judgment of Compliance and Repose.

Section 2. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

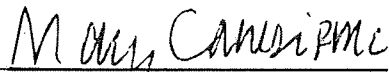
Section 3. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the City of Northfield, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the City of Northfield are hereby ratified and confirmed, except where inconsistent with the terms hereof.

Section 4. The City Clerk is directed to give notice at least ten days prior to a hearing on the adoption of this ordinance to the Atlantic County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

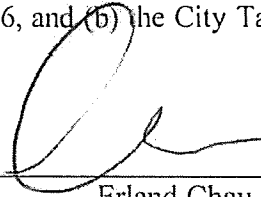
Section 5. After introduction, the City Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the City of Northfield for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the City Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 6. This Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40:69A-149.7. If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved.

Section 7. This Ordinance shall take effect immediately upon (1) adoption; (2) approval by the Mayor pursuant to N.J.S.A. 40:69A-149.7; (3) publication in accordance with the laws of the State of New Jersey; and (4) filing of the final form of adopted ordinance by the Clerk with (a) the Atlantic County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the City Tax Assessor as required by N.J.S.A. 40:49-2.1.



Mary Canesi, RMC
Municipal Clerk



Erland Chau
Mayor

The above Ordinance was passed on first reading at a regular meeting of the Council of the City of Northfield, New Jersey on the 26th day of September, 2017, and was taken up for a second reading, public hearing and final passage at a meeting of said council held on the 17th day of October, 2017, in Council Chambers, City Hall, Northfield, New Jersey.

FIRST READING:	September 26, 2017
PUBLICATION:	September 30, 2017
SECOND READING:	October 17, 2017
PUBLICATION:	October 21, 2017

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 195-2024**

**RESOLUTION DESIGNATING THE CITY OF NORTHFIELD,
COUNTY OF ATLANTIC AS AN AREA IN NEED OF
REHABILITATION**

WHEREAS, N.J.S.A. 40A:12A-14, authorizes the governing body of any municipality, by Resolution, to determine whether, according to the criteria set forth therein, an area within the municipality is in need of rehabilitation, and that a program of rehabilitation, as defined in N.J.S.A. 40A:12A-3, may be expected to prevent further deterioration and promote overall development of the community; and

WHEREAS, pursuant to N.J.S.A. 40A:12A-14(a), the Council for the City of Northfield has referred this Resolution to the City of Northfield Planning Board and has received the Board's Memorandum recommending the adoption of said Resolution but subject to two recommendations pertaining to the limiting the "area in need of rehabilitation" to the Tilton Road commercial corridor and that the City agree not to sell or lease any municipally owned and operated utility; and

WHEREAS, the Council believes it is in the best interests of the citizens of the City of Northfield to adopt this Resolution without the modifications proposed by the Planning Board as it is permitted to do under N.J.S.A. 40A:12A-14(a) since the City of Northfield meets one or more of the requirements of N.J.S.A. 40A:12A-14 to be deemed an Area in Need of Rehabilitation as set-forth in a report prepared by the Township Planner, Tiffany A. Morrissey, PP, AICP dated May 16, 2024; the City of Northfield meets the requirements of N.J.S.A. 40A:12A-14 to be deemed an Area in Need of Rehabilitation as more than half of the housing stock in the Township is at least 50 years old; and a program of rehabilitation, as defined in N.J.S.A. 40A:12A-3, may be expected to prevent further deterioration and promote overall development of the community.

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Northfield, County of Atlantic that:

1. The City of Northfield meets one or more of the requirements of N.J.S.A. 40A:12A-14 to be deemed an Area in Need of Rehabilitation as set-forth in a report prepared by the Township Planner, Tiffany A. Morrissey, PP, AICP dated May 16, 2024; and

2. The City of Northfield meets the requirements of N.J.S.A. 40A:12A-14 to be deemed an Area in Need of Rehabilitation. Specifically, more than half of the housing stock in the Township is at least 50 years old; and
3. A program of rehabilitation, as defined in N.J.S.A. 40A:12A-3, may be expected to prevent further deterioration and promote overall development of the community; and
4. The City of Northfield is hereby designated as an area in need of rehabilitation according to the criteria of N.J.S.A. 40A:12A-14.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted a Regular Meeting of the Common Council of the City of Northfield, held this 17th day of September 2024.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

Engineer's Report

To: Mayor & Council
City of Northfield

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

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

Date: September 17, 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.
 - Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
2. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)
 - On June 10, 2024 the USDA awarded the City \$17,000.00 for the PPG grant and the next step requires the City to file the full application.
3. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)
 - The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
 - The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.

4. New Jersey Department of Transportation Municipal Aid
 - The NJDOT has announced that the State is accepting grant applications for roadway, bikeway and pedestrian improvements.
 - The City has selected the reconstruction of Juniper Drive from Cedarbridge Road to Mill Road as its project for FY2025 Municipal Aid.
 - The application was submitted to the System for Administering Grants Electronically (SAGE) on June 25, 2024.

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.
2. Stormwater Management Plan
 - The Stormwater Plan was submitted to the City on July 25, 2024 and the project has been completed.
 - Upon the City's review of the Stormwater Plan, it was found the City's land ordinances have not been updated since 2007 regarding stormwater related matters. The City will conduct a comparison of land use ordinances against the stormwater ordinances adopted at the July 16, 2024 meeting and make revisions as needed.
3. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads
 - The project was submitted to the Atlantic County Engineering department for review. The County is requiring the majority of the work to be conducted during the night.
 - Our office received input from the City's Public Works Department. We adjusted the bid documents accordingly and are waiting for City approval to set a bid schedule.
 - The Bid opening was held August 28, 2024 at 10 a.m. Only one bid was received from Mobile Dredging and Video Pipe, Inc. in the amount of \$344,150.
 - Council will be rejecting the bid due to lack of funding. The project exceeded the engineer's estimate due to night work requirements and increased traffic control requirements set forth by Atlantic County Engineering Department. The City will meet with the County Engineer to discuss traffic control. The City will consider a re-bid with revisions to the bid cost breakdown sheet.
4. Emergency Stormwater Repair Cedar Bridge Road
 - Site inspection of the work was performed by the City. The work was completed on July 12, 2024. The City questioned during the July 16, 2024 meeting if the contractor had to restore and pave the road half-width per the street opening permit protocol. On July 22, 2024, DeBlasio issued an email to the City stating the emergency repair restoration does not fall under the terms of the street opening permit, but rather the contract between the City and Mathis. DeBlasio reviewed the contract, and there were no line items for paving restoration.

5. Habitat for Humanity Housing Project

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- On September 6, 2024, DeBlasio issued an email with further detail of stormwater management options in response to the summary email issued by the City on September 5, 2024.