

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 1, 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 17, 2024

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 196-2024** Authorizing Refund of Overpayment of Taxes
- 197-2024** A Resolution Amending the Appointment of Real Estate Financial Advisor in Accordance with N.J.S.A._40A:11-5 (1) as a Professional Service
- 198-2024** Acknowledging Notice of Resignation of Susan Aspenberg, Adult School Crossing Guard
- 199-2024** In Support of the County of Atlantic’s Decision to Implement a 4-Way Stop at the Intersection of Zion Road (Cr 615) and Oak Avenue in the City of Northfield
- 200-2024** A Resolution Amending the Cash Management Plan of the City of Northfield, Originally Adopted Pursuant to Resolution No. 14-2024
- 201-2024** Approving Participation with the State of New Jersey State Grant Program Administered by the Department of Law and Public Safety, Office of the Attorney General
- 202-2024** Resolution Authorizing the Award of a Non-Fair and Open Contract for Computer Server Upgrade
- 203-2024** To Approve an Application for Use of Facilities
- 204-2024** Inserting an Item of Revenue in the 2024 Budget
- 205-2024** Promotion of Regular Adult School Crossing Guard
- 206-2024** Award of Contract FY2023 Local Recreation Improvement Grant (2023-04960-0666-00)

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
2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 10/5/2024

PAYMENT OF BILLS \$ 1,019,592.16

MEETING NOTICES

City Council October 15th 6pm Work Session
Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 196-2024**

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 property 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	103	2	11 Oakview Drive	\$2,319.86
Total Amount of Refund:				\$2,319.86

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 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 197-2024**

**A RESOLUTION AMENDING THE APPOINTMENT OF REAL ESTATE
FINANCIAL ADVISOR IN ACCORDANCE WITH N.J.S.A. 40A:11-5 (1)
AS A PROFESSIONAL SERVICE**

WHEREAS, as authorized by Resolution No. 152-2024, on July 16, 2024, the Common Council of the City of Northfield did appoint Robert S. Powell, of Nassau Capital Advisors, LLC, 12 Vandeventer Avenue, P.O. Box 1475, Princeton, NJ 08542, as a real estate financial advisor; and

WHEREAS, said appointment was not to exceed the amount of \$16,500.00 for services provided; and

WHEREAS, the City of Northfield has the need to increase the not to exceed amount to \$21,500.00.

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield Council authorizes the increase in the not to exceed amount for the real estate financial advisor to \$21,500.00; and

BE IT FURTHER RESOLVED that certification of funds has been received from the Municipal Finance Officer, and that funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4.

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 Council of Northfield, held this 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD
RESOLUTION NO. 198-2024**

**ACKNOWLEDGING THE NOTICE OF RESIGNATION OF
SUSAN ASPENBERG, ADULT SCHOOL CROSSING GUARD**

WHEREAS, pursuant to Resolution 77-2018, the Common Council of the City of Northfield approved the hiring of Susan Aspenberg for the position of Adult School Crossing Guard commencing March 10, 2018; and

WHEREAS, on September 18, 2024, Susan Aspenberg submitted notice of resignation to the City of Northfield with an effective date of October 1, 2024.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of Susan Aspenberg from the position of Adult School Crossing Guard, effective October 1, 2024; and

BE IT FURTHER RESOLVED that Ms. Aspenberg's last day of work was September 30, 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 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 199-2024**

**IN SUPPORT OF THE COUNTY OF ATLANTIC'S DECISION TO
IMPLEMENT A 4-WAY STOP AT THE INTERSECTION OF ZION
ROAD (CR 615) AND OAK AVENUE IN THE CITY OF NORTHFIELD**

WHEREAS, there is currently a shared flashing traffic signal at the intersection of Zion Road (county roadway 615) and Oak Avenue (a municipal roadway); and

WHEREAS, in addition to said signal, the County of Atlantic has proposed the implementation of a four-way stop at the intersection of Zion Road (county roadway 615) and Oak Avenue (a municipal roadway) in the City of Northfield.

BE IT RESOLVED that the Common Council of the City of Northfield supports and concurs with the County's project referenced herein.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 200-2024**

**A RESOLUTION AMENDING THE CASH MANAGEMENT PLAN OF
THE CITY OF NORTHFIELD, ORIGINALLY ADOPTED PURSUANT
TO RESOLUTION NO. 14-2024**

WHEREAS, pursuant to Resolution 14-2024 and the provisions of N.J.S.A. 40A:5-14, the City of Northfield adopted a Cash Management Plan on January 2, 2024; and

WHEREAS, pursuant to 40A:5-15b, the cash management plan may be modified from time to time; and

WHEREAS, the Joint Insurance Fund Cyber Security Best Practices Plan requires an amendment to the Cash Management Plan to include certain compliance matters; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

1. The terms of the preamble are hereby restated as if set forth in full herein.
2. The City of Northfield follows the Municipal Excess Liability (MEL) Joint Cash Management and Investment program (JCMI) Banking Best Practices governing wire transfers, ACH payment and check issuance attached to this resolution. The Finance Officer will further confirm that its financial institution will adhere to these requirements.
3. That the Amended Cash Management Plan for the City of Northfield be and hereby is adopted.
4. A copy of the Amended Cash Management Plan is attached hereto and made a part of this resolution.

BE IT FURTHER RESOLVED that the proper officials be and are hereby authorized to do all things necessary to carry out the intent of the resolution.

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 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk



Cyber Security Bulletin December 2023

Best Practices for Wire Transfers and ACH Payments

1. **Review contracts with financial institutions** – Your entity’s legal counsel must immediately review all agreements and be certain that the “presumptive liability” is placed on financial institutions that process wire transfers and ACH payments.
2. **Confirm receipt of Best Practices** – Verify that your Chief Financial Officer has reviewed each of these practices and provides specific “no exception guidelines” as to wire transfer and ACH payment policy and procedures.
3. **Include Best Practices in Annual Cash Management Plan** – Require that your Chief Financial Officer includes the entire Best Practices for Wire Transfer, ACH Payments, and Check Issuance protocol as part of the Annual Cash Management Plan pursuant to N.J.S.A. 40A:5-14, which is required to be adopted annually by the governing body.
4. **Establish specific wire transfer and ACH payment requirements** – Wire transfers payments are completed the same day while ACH payments take 1-2 business days for the transaction to be completed. Banking institutions have indicated that ACH payments are more secure than wire transfers. The following requirements must be part of your wire transfer and ACH payments policy:
 - a. Identify at least two authorized individuals in the covered entity who are authorized to execute and confirm wire transfers and ACH payments respectively. The Official with financial administrative rights that is tasked with this process is required to have an appropriate level of responsibility. This official will set up the wire transfer or the ACH payment and the other official, also with an appropriate level of responsibility will authorize the release of the wire or ACH payment directly with the bank utilizing a separate platform other than the electronic platform utilized to initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.
 - b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein the Finance office initiates and the Administrative office confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) Multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user’s smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.

- c. For all wire/ACH transfer of funds, the following information is required:
- i. Must create a template for all transactions.
 - ii. Name of person spoken to, including the recipient vendor title and telephone number.
 - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
 - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
 - v. Memorialization of the transfer and confirmation of completion of the transaction.
 - vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit.
- e. A detailed description of all wire transfers and ACH payments must be filed with the Chief Administrative Officer and the Clerk.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
- g. Entities are required to establish a policy restricting the frequency of wire transfers to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. The frequency of fraudulent transactions for wire transfers is far greater than for checks. Templates must be set up for wire transfers and ACH payments.
- h. Entities are required to placing a dollar limit on wire transfers and ACH payments that is reasonable to your size entity but recognize when setting that limit that your coverage is limited to the maximum coverage of the crime policy and your entity will be responsible for any losses between the coverage limits and the wire limit you set.
- i. Establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy must include a requirement that the wire/ACH is not released until the recipient of the alert approves it.
- j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up the restrictions on the banking institution's on-line system.
- k. Each Chief Financial Officer must utilize blocks and alerts in their banking system to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Chief Financial Officer must authorize each flagged transaction. **The use of a Payee Positive Pay system for all checks and ACH transactions is required.** Additionally, daily review of overnight transactions and balances to identify any unusual transactions or events is strongly recommended.
- l. Notify the bank and Chief Financial Officer/Treasurer/Responsible individual immediately if suspicious activity is detected.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

2024

I. STATEMENT OF INTENT

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the City of Northfield, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Northfield:

Current Fund	Capital Fund
Dog Fund	Trust Escrow Fund
Payroll Account	Recreation Trust
Small Cities Account	Tax Collector’s Account
Trust Fund – Other	Affordable Housing Trust

B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Northfield, specifically:

Tax Collector’s Premium Account
Tax Collector’s Lien Account
Drug Enforcement/State
Drug Enforcement/Federal
City Confidential Account

III. DESIGNATION OF OFFICIALS OF THE CITY OF NORTHFIELD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Chief Financial Officer of the City of Northfield (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the City of Northfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank	First National Bank of Absecon
NJ ARM	Bank of America
Wells Fargo	Park Bank
OceanFirst Bank	State of New Jersey Cash Management Fund
Truist Bank	

All such depositories holding City funds shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

V. DESIGNATION OF OFFICIALS TO SIGN CHECK AND WITHDRAWALS OF THE CITY OF NORTHFIELD.

Pursuant to N.J.S.A. 40A:5-17.B (2), that the following named officials shall sign checks and authorized withdrawals for the City of Northfield:

Mayor	Chief Financial Officer
Municipal Clerk	Council President

All checks and withdrawals shall be signed with two (2) signatures (Any combination of the above positions) for all City accounts unless otherwise indicated below.

The City Payroll account will require two (2) signatures, namely the Chief Financial Officer and the Municipal Clerk.

The Tax Collector’s Premium account and Tax Collector’s Lien Account will require only one (1) signature, namely the Tax Collector or the Chief Financial Officer.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Drug Enforcement/State and Drug Enforcement/Federal will require two (2) signatures, namely the Chief of Police, the Municipal Clerk or the Mayor.

The Confidential Account will require two (2) signatures, namely the Chief of Police, the Municipal Clerk or the Mayor.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the designated official(s) of the City referred to in this Plan may deal with for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

None designated.

VII. AUTHORIZED INVESTMENTS.

- A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 - (4) Bonds or other obligations of the Local unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

Division of Investment of the Department of Treasury for investment by Local Units;

- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund - An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec 270 2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (c) Which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool - An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act" P.L. 1968, c.410 (c.52:14B-1 et seq) By the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility which changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value;

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

or utilize an index that does not support a stable net asset value; and

- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

- (g) Notwithstanding the above authorization, the monies on hand in the accounts listed in section 2 shall be further limited as to maturities, specific investments or otherwise as follows:

Limited only to maturities, one (1) year or less

**VIII. SAFEKEEPING CUSTODY PAYMENT AND
ACKNOWLEDGEMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investments involve a document or security which is not physically held by the City, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the City to assure that there is no unauthorized use of the funds or the Permitted Investment or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the City or by a third party custodian prior to or upon the release of the City's funds.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

To assure that all parties with whom the City deals either by way of Deposits or Permitted Investments are aware of the authority and limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. REPORTING REQUIREMENTS.

At the regular meeting each month (for those months with two meetings it shall be the second meeting) during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Finance Chairperson of the City a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the City as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent, that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the Finance Chairperson of the City.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

X. COMPLIANCE MATTERS.

The City follows the MEL's JCMi Banking Best Practices governing wire transfers, ACH payment and check issuance attached to this resolution. The Finance Officer will further confirm that its financial institution will adhere to these requirements.

XI. TERM OF THE PLAN.

This Plan shall be in effect from January 1, 2024, to December 31, 2024. The plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Adopted: January 2, 2024, pursuant to Resolution No. 14-2024
Amended: October 1, 2024, pursuant to Resolution No. 200-2024 (added text underlined)

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 201-2024**

**APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY
STATE GRANT PROGRAM ADMINISTERED BY THE DEPARTMENT OF
LAW AND PUBLIC SAFETY, OFFICE OF THE ATTORNEY GENERAL**

WHEREAS, the City of Northfield wishes to apply for funding of approximately \$45,150.00 with a match of \$74,146.00 for a total cost of \$119,296.00 for a project under the State of New Jersey Safe and Secure Communities Grant Program (25-0118) for the period of April 9, 2025 through April 8, 2026, and

WHEREAS, the Mayor and Council have reviewed the accompanying application and have approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Northfield Police Department for the purpose described in the application.

THEREFORE, BE IT RESOLVED by the Mayor and Council that

- (1) As a matter of public policy, the City of Northfield wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
- (2) The Attorney General will receive funds on behalf of the applicant.
- (3) The Department of Public Safety, Office of the Attorney General shall be responsible for the receipt and review of the applications for said funds. The Department of Public Safety, Office of the Attorney General shall initiate allocations to each applicant as authorized.
- (4) The City Council of the City of Northfield does accept the award described herein for the purposes specified in the application.

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 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL
CERTIFICATION OF RECORDING OFFICER**

This is to certify that the foregoing Resolution is a true and correct copy of a resolution which was duly and regularly introduced and finally adopted at the meeting of the Northfield Municipal Government held on the 1st day of October, 2024 and duly recorded in my office; that all requirements of law pertaining to the conduct of said meeting and the passage of this resolution were observed; and that I am duly authorized to execute this certificate.

DATED this 1st day of October 2024

SEAL

Signature of Certifying Officer, Mayor

Erland Chau

Name of Certifying Officer

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION 202-2024**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND
OPEN CONTRACT FOR COMPUTER SERVER UPGRADE**

WHEREAS, the City of Northfield has a need to purchase and install a new computer server for the Police Department as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

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

WHEREAS, the City's information technology service and support provider, Ocean Computer Group, has submitted a proposal to provide and install a PowerEdge R550 Server in the Police Department for a total cost of \$20,438.55; and

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

WHEREAS, as required by *N.J.A.C. 5:30-5.4*, the Chief Financial Officer has certified that funds are available in the CY 2024 Budget account 01-25-240-200.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes the Chief Financial Officer and Municipal Clerk/Business Administrator to enter into the agreement with Ocean Computer Group as described herein; and

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

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 203-2024**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

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

October 8th – November 5th (Tuesdays only) from 6:00pm until 9:00pm

WHEREAS, Mr. Pat McCarthy, on behalf of Mainland/Northfield Babe Ruth, has advised that that Tuesdays, October 8th – November 5th from 6:00pm to 9:00pm may be deleted from his previously authorized use of this location, and are therefore available; and

WHEREAS, said approval does require the use of field 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, October 8th – November 5th from 6:00pm 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. Sean Sutley and 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 1st day of October 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
605 Herzel Ave Northfield, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: L&U baseball clinics for
ALL kids interested in playing Major League baseball in Spring of 25
Northfield, Linwood, Sp Kids "NOT Affiliated with Major League HS"

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: Samuel Sutter / Mike Gill Title/Affiliation Coaches

Home Address: 605 Herzel Ave Northfield, NJ 08225

Telephone: (H) _____ (C) _____ (W) _____

Name and Location of Facility(ies) Being Requested: Balceruth Field

For the Following Purpose: baseball clinics & scrimmages

on the Following Date(s): Tuesdays Oct 15th thru Nov 5th 2024

Specify Hours of Use: From: 6:00 p To: 9:00 p Are Field Lights Requested*? Yes

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

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

of Participants per Date: 20 # of Participants who are Northfield Residents: Est 15

Will Juveniles be Present? Yes No If Yes, What Ages? 14, 15, 16, 17

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

If Yes, Name of Municipality/ies: Samson Point on Wards NJ 2023

Date/s and Disposition of Request/s: Approved currently using

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.

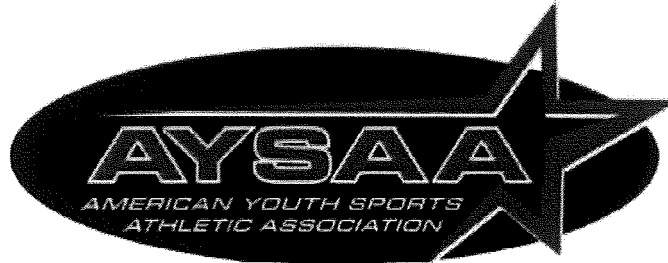
NO ALCOHOLIC BEVERAGES PERMITTED


APPLICANT: [Signature] DATE: 9/18/24
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.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

Resolution No. 203-2024, Attachment p. 2 of 2



American Youth Sports Athletic Association Membership Card	
Fullspeed Baseball	
Membership ID	E5BLNJ092393
Effective Date	09/09/2024
Expiration Date	09/09/2025
Director's Signature	
3100 Five Forks Trickum Road Suite 101 Lilburn, Georgia 30047	678-205-8055 770-978-2780 www.aysaa.com

Welcome to American Youth Sports Athletic Association! This is your membership card and your assigned ID. Please print and retain this as proof of membership.

We have added you to our mailing list and as we develop and add member benefits to our program you will be updated.

Thank You

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 204-2024**

INSERTING AN ITEM OF REVENUE IN THE 2024 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; and

WHEREAS, the City of Northfield has been awarded a \$4,489.90 Grant from the US Dept of Justice Bullet Proof Vest Program (hereinafter BPV) and wishes to amend its 2024 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 2024:

Miscellaneous Revenue

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

USDOJ

BPV Grant

SECTION 2:

BE IT FURTHER RESOLVED that a like sum of \$4,489.90 is hereby appropriated under the caption of:

General Appropriations

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

USDOJ

BVP Grant

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 1st day of October 2024.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 205-2024**

PROMOTION OF REGULAR ADULT SCHOOL CROSSING GUARD

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

WHEREAS, notice was provided to all current City of Northfield School Crossing Guards of the opportunity to apply for said position; and

WHEREAS, Regular Adult School Crossing Guard Janice Davis expressed interest and was interviewed for the position; and

WHEREAS, it is the recommendation of Lieutenant Rob Dever that Janice Davis be promoted to the position of Regular Adult School Crossing Guard Supervisor.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the promotion of Janice Davis to the position of Regular Adult School Crossing Guard Supervisor effective October 1, 2024, is hereby confirmed and ratified.

BE IT FURTHER RESOLVED that compensation for the Regular Adult School Crossing Guard shall be in accordance with the Crossing Guard Rider 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 Common Council of the City of Northfield, held this 1st day of October 1, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 206-2024**

**AWARD OF CONTRACT FOR THE PROJECT KNOWN AS
FY2023 LOCAL RECREATION IMPROVEMENT GRANT
(2023-04960-0666-00)**

WHEREAS, as authorized by Resolution 169-2024, bid specifications were prepared and solicited by Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC the for the project known as FY2023 Local Recreation Improvement Grant (2023-04960-0666-00) for the City of Northfield; and

WHEREAS, sealed bids were received and opened by the Deputy Municipal Clerk at 12:00pm on September 26, 2024, from the following:

Bidder	Bid Amount
Rambone Concrete	\$133,513.00
Think Pavers Hardscaping	\$149,954.00
GC Concrete	\$163,400.00

WHEREAS, after review of the proposals, Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC has recommended that the contract be awarded to Rambone Concrete in the amount of \$133,513.00.

THEREFORE BE IT RESOLVED that the Common Council of the City of Northfield accepts the bid in the amount of \$133,513.00 from Rambone Concrete, 1147 Sharp Road, Vineland, NJ 08360.

BE IT FURTHER RESOLVED, Certification of the Availability of funds has been received from the Chief Financial Officer.

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 1st day of October 2024.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

Engineer's Report

To: Mayor & Council
City of Northfield

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

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

Date: October 1, 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.