

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 29, 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 October 15, 2024

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 216-2024** Authorizing the City of Northfield to Enter into a Cooperative Pricing Agreement
- 217-2024** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project Known as Reconstruction of Ridgewood Drive
- 218-2024** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project Known as Reconstruction of Wabash Avenue
- 219-2024** A Resolution of the City of Northfield, County of Atlantic, State of New Jersey to Accept the Donation of an E-bike for Use by the City of Northfield Police Department
- 220-2024** Authorizing the Waiver of Any and All Permit Fees Associated with the Renovation of the Fire Department Ready Room at the City of Northfield Municipal Building

PAYMENT OF BILLS \$ 56,642.06

MEETING NOTICES

General Election	November 5 th	6am-8pm Northfield Community School
City Council	November 12 th	6pm Work Session Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 216-2024**

**AUTHORIZING THE CITY OF NORTHFIELD MUNICIPALITY TO
ENTER INTO A COOPERATIVE PRICING AGREEMENT**

WHEREAS N.J.S.A. 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS the Educational Services Commission of Morris County, hereinafter referred to as the “Lead Agency”, has offered voluntary participation in a Cooperative Pricing System known as the “Educational Cooperative Pricing System” for the purchase of work, materials and supplies; and

WHEREAS, the CITY OF NORTHFIELD MUNICIPALITY within the County of **ATLANTIC** New Jersey, desires to participate in the Educational Cooperative Pricing System.

NOW THEREFORE, BE IT RESOLVED on the 19th day of October, 2024, by the Common Council of the City of Northfield as follows:

AUTHORITY

As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available

to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the **CITY OF NORTHFIELD MUNICIPALITY** shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Greg Dewees, Council President ProTempore

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 29th day of October 2024.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 216-2024 – ATTACHMENT

COOPERATIVE PRICING SYSTEM AGREEMENT FOR PARTICIPATION
IN THE EDUCATIONAL COOPERATIVE PRICING SYSTEM

This agreement made and entered into this _____ day of _____,
2024 by and between the **EDUCATIONAL SERVICES COMMISSION OF
MORRIS** and **CITY OF NORTHFIELD MUNICIPALITY**

WITNESSETH

WHEREAS, N.J.S.A. 40A:11-11 (5), specifically authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purchase of work, materials, services and supplies; and

WHEREAS, the Educational Services Commission of Morris County is conducting a voluntary Cooperative Pricing System with other authorized contracting units within Morris County or adjoining counties utilizing the administrative purchasing services and the facilities of the Educational Services Commission of Morris County; and

WHEREAS, this Cooperative Pricing Agreement is to effect substantial economies in the purchase of work, materials and supplies; and

WHEREAS, all parties hereto have approved the within Agreement by Ordinance or Resolution as appropriate, in accordance with the statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE IN CONSIDERATION OF the premises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

- 1) The work, materials or supplies to be priced cooperatively may include computer hardware, software, courseware, copying equipment and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.
- 2) The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.
- 3) The Lead Agency, on behalf of all participating contracting units, shall upon approval of the System's registration and annually thereafter in January of each succeeding year) publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it to include such information as:
 - (A) The name of the Lead Agency soliciting competitive bids or informal quotations, and
 - (B) The address and telephone number of Lead Agency, and
 - (C) The names of the participating contracting units, and
 - (D) The State Identification Code for the Cooperative Pricing System, and
 - (E) The expiration date of the Cooperative Pricing System Agreement.
- 4) Each of the participating contracting units shall advise the Lead Agency, in writing, of the items to be purchased and indicate therein the approximated quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
- 5) The specifications shall be prepared and approved by the Lead Agency and no charges shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.
- 6) A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by

the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

- 7) The Lead Agency shall advertise for bids or solicit informal quotations on behalf of all participating contracting units. Following its receipt and review of bids, the Lead Agency shall either reject all or certain of the bids or make one award to the lowest possible responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases.
 - (A) The quantities ordered for the Lead Agency's own needs, and
 - (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's overall (master) contract.
- 8) The Lead Agency shall enter into a formal written contract (s), when required by law, directly with the successful bidder (s) only after it has certified the funds available for its own needs.
- 9) Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder (s); issue purchase orders in its own name directly to successful bidder(s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidders (s); make payment directly to the successful bidder (s), and be responsible for any tax liability.
- 10) No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit and shall according be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

- 11) The provisions of Paragraph 7, 8, 9 and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.
12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.
13. The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.
14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
15. This Agreement shall become effective on _____ subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect until the expiration of the System's registration in the year 2024, unless any party to this Agreement shall give written notice of its intention to terminate its participation.
16. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
17. The inclusion of new contracting units or the withdrawal of participating contracting units shall not invalidate the Agreement between the Lead Agency and other signatories to this Agreement.

18. The Lead Agency and individual participating contracting units may sign separate copies of the Agreement. All executed copies shall be integrated as one fully executed document.
19. The Lead Agency status may rotate on volunteer basis each year. The Director of the Division of Local Government Services within the State Department of Community Affairs shall be notified within thirty (30) days of any change in the designated Lead Agency.
20. This Agreement shall be binding upon and ensure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

**FOR THE EDUCATIONAL SERVICES COMMISSION
OF MORRIS COUNTY:**

BY: _____

BOARD PRESIDENT/Educational Services Commission of Morris County

ATTEST BY: _____

BOARD SECRETARY/Educational Services Commission
of Morris County

CITY OF NORTHFIELD MUNICIPALITY

BY: _____

MAYOR CITY OF NORTHFIELD

ATTEST BY: _____

MUNICIPAL CLERK / ADMINISTRATOR

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 217-2024**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES
FOR THE PROJECT KNOWN AS
RECONSTRUCTION OF RIDGEWOOD DRIVE**

WHEREAS, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield; and

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

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

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Engineering services – Coordination with Contractor, construction inspections, and contract administration for the Reconstruction of Ridgewood Drive (FY2023 NJDOT Municipal Aid Program)	
Total	\$25,000.00

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

THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

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 29th day of October, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 218-2024**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES
FOR THE PROJECT KNOWN AS
RECONSTRUCTION OF WABASH AVENUE**

WHEREAS, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield; and

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

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

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Engineering services – Coordination with Contractor, construction inspections, and contract administration for the Reconstruction of Wabash Avenue (FY2024 NJDOT Municipal Aid Program)	
Total	\$38,000.00

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

THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

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 29th day of October, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 219-2024**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY TO ACCEPT THE DONATION
OF AN EBIKE FOR USE BY THE CITY OF NORTHFIELD POLICE
DEPARTMENT**

WHEREAS, pursuant to N.J.S.A. 40A:5-29, a municipal governing body is authorized and empowered to accept bequests, legacies and gifts made to it and is empowered to utilize such bequests, legacies and gifts in the manner set forth in the conditions of the bequest, legacy or gift, provided, however, that such bequest, legacy or gift shall not be put to any use which is inconsistent with the laws of this State and of the United States; and

WHEREAS, on October 18, 2024, private individuals Frank and Vicky Rich generously donated an Interceptor Power Bike (Law Enforcement Model) for use by the City of Northfield Police Department; and

WHEREAS, for the purposes of acceptance of the donation, the City of Northfield shall use the price quote provided by the vendor, Recon Power Bikes, 327 Ley Road, Ft Wayne, IN 46825.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Northfield, County of Atlantic, and state of New Jersey that, with sincere appreciation, the City of Northfield memorializes the acceptance of the generous donation made by Mr. and Mrs. Rich, with a value of \$5,930.99, as a matter of record.

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 29th day of October 2024.

Mary Canesi, RMC, Municipal Clerk



RESOLUTION NO. 219-2024
ATTACHMENT

QUOTATION

Quote Number: 5112
Quote Date: Mar 19, 2024
Page: 1



Quoted To:
Northfield Police Department
1600 Shore Road
Northfield, NJ 08225

Mark VonCdin

Customer ID	Good Thru	Payment Terms
NORT010	4/18/24	Net 30 Days

Quantity	Item	Description	Unit Price	Amount
1.00	B-INTERCEPTORBLK	Item: Interceptor Power Bike-Black/1,000 Mid-Driven Motor, Includes 48V 14.0 Ah Battery, Law Enforcement Model, 17" Frame.	3,895.00	3,895.00
1.00	A-MPOWERKIT2	Item: SoundOff mPower 4x2 Light and Siren Kit, Dual Upfit (2) Front & Back Lights, Siren, Powered by Bike, Scene Lighting, 1,836 LM per Light.	699.00	699.00
1.00	A-POLICEBAG	Item: Police Bag	129.99	129.99
1.00	A-BAT48V140AH	Item: Battery (48 Volt, 14.0 Amp Hour)	599.00	599.00
1.00	TRAINING	WEBEX TRAINING	379.00	379.00
1.00	S-ASSEMBLY-TESTING	Assembly, Testing, Upfitting, Shipping or Delivery of Bikes (Per Bike)	229.00	229.00

FOB: Fort Wayne, Indiana

Unless otherwise stated, freight charges are not included. If you'd like to place an order, please contact Becca Warren at admin@reconpowerbikes.com

Subtotal	5,930.99
Sales Tax	
TOTAL	5,930.99

Dawn M. Stollenwerk
Chief Financial Officer
DStollenwerk@cityofnorthfield.org
609-641-2832 x 106
FAX: 609-641-5901



Northfield Municipal Offices
1600 Shore Road
Northfield, New Jersey 08225
www.cityofnorthfield.org

Date: 10.18.24

Donor: FRANK + Vicky Rich

Value of Donation Received: \$ 5,930.99

Thank you for your contribution to the City of Northfield.

The City of Northfield is a governmental unit not subject to federal income tax. Charitable contributions to governmental units may be tax-deductible under Internal Revenue Code (IRC) Section 170 (c) (1) if made for an exclusively public purpose. Generally, grantors and contributors may rely on the status of governmental units based on state or local law in determining the deductibility of their contributions.

Signed:

Dawn M. Stollenwerk

Dawn M. Stollenwerk
Chief Financial Officer
N0470

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 220-2024**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES
ASSOCIATED WITH THE RENOVATION OF THE FIRE DEPARTMENT
READY ROOM AT THE CITY OF NORTHFIELD MUNICIPAL
BUILDING**

BE IT RESOLVED, in accordance with NJSA 52:27D-126b, the Common Council of the City of Northfield, County of Atlantic, New Jersey, hereby authorizes the City of Northfield to waive any and all permit fees associated with the renovation of the Fire Department 'Ready Room', located within the City of Northfield Municipal Building, 1600 Shore Road, Northfield, NJ.

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 29th 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 29, 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.
- On October 1, 2024 a meeting was held with representatives from the City, Habitat for Humanity and DeBlasio. Habitat reps stated that engineering costs would be covered under the DCA grant that Habitat will submit. Habitat's engineer will be responsible for preparing complete project estimate.
- DeBlasio will revise their original estimate to include all anticipated site plan engineering costs including anticipated permit fees, with a not to exceed amount as directed by City council.

6. Little League Field 50/70 Redesign

- DeBlasio surveyed and prepared a site plan of the little league field to be converted to a 50/70 field.
- On September 20, 2024, DeBlasio met on site with representatives from the City, the Northfield Little League, and preferred contractor to discuss scope of project.
- Work to be completed includes removal of existing infield/outfield grass to 50/70 dimensions, relocation of existing sprinkler heads, placements of new infield material, placements of sod, placement of new bases and pitcher's mound, and realignment of foul lines. Maximum budget for project is \$44,000, and work is to be completed by November.
- Securing a contractor for the project can be completed in two ways: The first is the City issues RFQs for contractors to submit bids. The second is for the City to join the ED-DATA cooperative and contract directly with the contractor at a cost savings of \$14,000.

7. Burton Avenue and New Road Easement Survey

- The City requested DeBlasio & Associates prepare a proposal for the survey of the easement at Burton Avenue and New Road to establish boundary lines to address neighboring property owner's concerns over responsibility of addressing encroachment of invasive plant species. The proposal will be submitted by October 31, 2024.