

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
NOVEMBER 12, 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 S**  
**ALUTE**

**COUNCIL ROLL CALL:**

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

**MAYOR:** Chau

**APPROVAL OF MINUTES** October 29, 2024

**MAYOR'S REPORT**

**CITY ENGINEER'S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 221-2024 Memorialize Retirement of Fire Protection Sub-Code Inspector  
222-2024 Authorizing the Waiver of Any and All Permit Fees Associated with the Installation of a Concrete Slab in the Parking Lot of Northfield Municipal Building  
223-2024 Memorialize Resignation of Adult School Crossing Guard  
224-2024 Authorizing a Contract with Jet Vac Equipment for the Purchase of Trailer Mounted High Pressure Sewer Cleaner  
225-2024 Authorizing the City of Northfield to Accept a Subgrant Award of the Federal Fiscal Year 2024 Emergency Management Performance Grant and Emergency Management Agency Assistance  
226-2024 Resolution to Amend the Agreement Between Surenian, Edwards, and Nolan, LLC, Special Counsel on Affordable Housing Matters, and the City of Northfield  
227-2024 Transfer of Funds

**PAYMENT OF BILLS** \$ 3,664,732.86

**MEETING NOTICES**

City Council November 26<sup>th</sup> 6pm Work Session  
Regular Session immediately following

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 221-2024**

**MEMORIALIZE RETIREMENT OF FIRE PROTECTION  
SUB-CODE INSPECTOR**

**WHEREAS**, the Common Council of the City of Northfield approved the hiring of Edward “Butch” McGrath for the position of Fire Protection Sub-Code Inspector commencing November 5, 2007; and

**WHEREAS**, on October 1, 2024, Edward McGrath submitted notice of retirement to the City of Northfield with an effective date of November 1, 2024. Mr. McGrath’s last day worked was October 31, 2024.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the notice of retirement of Edward McGrath from the position of Fire Protection Sub-Code Inspector, effective November 1, 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 Common Council of the City of Northfield, held this 12<sup>th</sup> day of November 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 222-2024**

**AUTHORIZING THE WAIVER OF ANY AND ALL PERMIT FEES  
ASSOCIATED WITH THE INSTALLATION OF A CONCRETE SLAB IN  
THE PARKING LOT 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 installation of a concrete slab in the parking lot of 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 12<sup>th</sup> day of November 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 223-2024**

**MEMORIALIZE RESIGNATION OF  
ADULT SCHOOL CROSSING GUARD**

**WHEREAS**, the Common Council of the City of Northfield approved the hiring of William Rowe for the position of Adult School Crossing Guard commencing September 16, 2020; and

**WHEREAS**, on October 30, 2024, William Rowe submitted notice of resignation to the City of Northfield with an effective date of October 31, 2024. Mr. Rowe's last day worked was June 18, 2024.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of William Rowe from the position of Adult School Crossing Guard, effective October 31, 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 Common Council of the City of Northfield, held this 12<sup>th</sup> day of November 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 224-2024**

**AUTHORIZING A CONTRACT WITH JET VAC EQUIPMENT  
FOR THE PURCHASE OF TRAILER MOUNTED HIGH  
PRESSURE SEWER CLEANER**

**WHEREAS**, the City of Northfield, pursuant to N.J.S.A. 52:34-6.2 may by resolution and without advertising for bids, purchase any goods or services from any nationally-recognized and accepted cooperative purchasing agreements; and

**WHEREAS**, the City of Northfield is a member of the Sourcewell Purchasing Cooperative (#29797) and intends to enter into Contract #101221-SCA) with Jet Vac Equipment which shall be subject to all the condition applicable to the current cooperative contract; and

**WHEREAS**, that pursuant to N.J.A.C 5:30-5.5(b), the Chief Financial Officer has certified funds against budget accounts C-04-55-024-100 (\$5,750) and C-04-55-024-101 (\$103,600.04).

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the City of Northfield that a contract for the purchase of a 747-ECO Trailer Mounted High Pressure Sewer Cleaner for the price of \$109,350.04 be awarded to Jet Vac Equipment..

**BE IT FURTHER RESOLVED** that the governing body of the City of Northfield authorizes the Purchasing Agent/Chief Financial Officer and/or Clerk/Administrator to enter into a contract with Jet Vac Equipment pursuant to all the conditions of Contract #101221-SCA and to sign the necessary agreements as the representative of the City of Northfield.

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 12<sup>th</sup> day of November 2024.

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Mary Canesi, RMC, Municipal Clerk

Adopted: November 12, 2024

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Council President Pro Tempore  
Greg Dewees

ATTEST:

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MUNICIPAL CLERK

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 225-2024**

**AUTHORIZING THE CITY OF NORTHFIELD TO ACCEPT A SUBGRANT  
AWARD OF THE FEDERAL FISCAL YEAR 2024 EMERGENCY  
MANAGEMENT PERFORMANCE GRANT AND EMERGENCY  
MANAGEMENT AGENCY ASSISTANCE**

**WHEREAS**, the Northfield Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY24-EMPG-EMAA-0118 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of a \$10,000.00 Federal Award is for the purpose of enhancing the City's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

**WHEREAS**, the City of Northfield will use these funds to enhance our Emergency Management Program and the funds will be used for Emergency Management purposes; and

**WHEREAS**, the award period is from July 1, 2024, to June 30, 2025; and

**WHEREAS**, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

**WHEREAS**, the City of Northfield Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Common Council accepts the award of the FFY24 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Emergency Management Coordinator are authorized to sign the appropriate subgrant award documents.
3. That copies of this Resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management; the Atlantic County Division of Emergency Management; the Atlantic County Office of the Treasurer; the City of Northfield Business Administrator; and the City of Northfield 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 12<sup>th</sup> day of November.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 226-2024**

**RESOLUTION TO AMEND THE AGREEMENT BETWEEN SURENIAN,  
EDWARDS, AND NOLAN, LLC, SPECIAL COUNSEL ON  
AFFORDABLE HOUSING MATTERS, AND THE CITY OF  
NORTHFIELD**

**WHEREAS**, on April 23, 2024, the Common Council of the City of Northfield Council adopted Resolution 89-2024 awarding a professional services contract to Surenian, Edwards, and Nolan, LLC, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey, with respect to its affordable-housing obligations in any proceeding involving (a) the New Jersey Council on Affordable Housing (“COAH”), and/or (b) a New Jersey court of competent jurisdiction; and

**WHEREAS**, the Common Council desires to amend the contract from an amount not to exceed \$25,000.00 to an amount not to exceed \$35,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Agreement between the City of Northfield Surenian, Edwards, and Nolan, LLC, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey, be increased from an amount not to exceed \$25,000.00 to \$35,000.00.

**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 and charged against line 4-01-20-155-200.

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 12th day of November, 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 227-2024**

**TRANSFER OF FUNDS**

**BE IT RESOLVED** by the Common Council of the City of Northfield, that the following transfers of 2024 funds be approved according to N.J.S.A. 40A:4-58:

	<u>Account Number</u>	<u>From</u>	<u>To</u>
Mayor/Council - Salaries & Wages	01-20-110-100	10,000.00	
Clerk-Other Expenses	01-20-120-200	7,000.00	
Audit Other Expenses	01-20-135-200	5,000.00	
Tax Collector - Salaries & Wages	01-20-145-100	10,000.00	
Tax Collector - Other Expenses	01-20-145-200		2,500.00
Legal - Other Expenses	01-20-155-200		15,000.00
Engineering - Other Expenses	01-20-165-200		10,000.00
Planning Board - Other Expenses	01-21-180-200		10,000.00
Construction - Salaries & Wages	01-22-195-100		10,000.00
Construction - Other Expenses	01-22-195-200	12,000.00	
Liability Insurance	01-23-210-200		63,000.00
Police - Salaries & Wages	01-25-240-100	30,000.00	
Police - Other Expenses	01-25-240-200	25,000.00	
Emergency Medical Services	01-25-261-000	-	6,500.00
Fire - Salaries & Wages	01-25-265-100	10,000.00	
Fire Hydrants	01-25-265-500		13,000.00
Streets & Roads Other Expenses	01-26-290-200	6,000.00	
Sewerage - Salaries & Wages	01-26-295-100	30,000.00	
Electricity & Natural Gas	01-31-435-000		15,000.00
<b>TOTAL</b>		<b>145,000.00</b>	<b>145,000.00</b>

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 12th day of November, 2024.

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Mary Canesi, RMC, Municipal Clerk



# ENGINEER'S REPORT

# DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

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

## Engineer's Report

**To:** Mayor & Council  
City of Northfield

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

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

**Date:** November 12, 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.
  - Next phase is for City to authorize DeBlasio for engineering study.
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.
- The City resolved to join the ED-DATA cooperative at the 10/29/24 council meeting.

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.