

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
NOVEMBER 26, 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 November 12, 2024

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 228-2024** Resolution Inserting an Item of Revenue in the 2024 Budget
- 229-2024** Transfer of Funds
- 230-2024** Amending Resolution No. 192-2024 Recognizing Members of The Northfield Volunteer Fire Company
- 231-2024** Use of Facilities – Calvary Chapel Gateway
- 232-2024** Rescind Approval of Resolution No. 180-2024
- 233-2024** Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey Authorizing The Mayor To Execute Certain License Agreements
- 234-2024** Authorization To Hire Substitute Adult School Crossing Guard
- 235-2024** A Resolution Authorizing Award of Contract for Improvements to the Little League Baseball Field
- 236-2024** Authorizing DeBlasio and Associates Engineers to Proceed with Engineering Services for the Project Known as Little League Field Rehabilitation

PAYMENT OF BILLS **\$ 1,077,723.10**

MEETING NOTICES

City Council December 17th 6pm Work Session
Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 228-2024**

RESOLUTION 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,

WHEREAS, the City of Northfield has been awarded a \$2,800 Grant from the Department of Law & Public Safety 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:

State of New Jersey

Department of Law & Public Safety, Highway Traffic Safety Division
Drive Sober or Get Pulled Over Holiday Grant

SECTION 2:

BE IT FURTHER RESOLVED, that a like sum of \$2,800.00 is hereby appropriated under the caption of:

General Appropriations

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

State of New Jersey

Department of Law & Public Safety, Highway Traffic Safety Division
Drive Sober or Get Pulled Over Holiday 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 26th day of November, 2024.

Erland Chau, Mayor

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 229-2024**

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>
Tax Collector - Other Expenses	01-20-145-200		2,000.00
Legal - Other Expenses	01-20-155-200		15,000.00
Economic Development Commission	01-20-170-200	2,000.00	
Liability Insurance	01-23-210-200		25.00
Emergency Management - Salaries & Wages	01-25-240-100	5,000.00	
Emergency Management - Other Expenses	01-25-252-200	5,000.00	
Sewerage - Salaries & Wages	01-26-295-100	5,025.00	
TOTAL		17,025.00	17,025.00

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 26th day of November, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 230-2024**

**AMENDING RESOLUTION NO. 192-2024 RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED that Resolution No. 192-2024 amending the members of the City of Northfield Volunteer Fire Company, adopted September 17, 2024, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to add member Nicholas Scalise, effective December 9, 2024; and

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

Badger, Cindy	Kirby, Joshua (<i>Lieutenant</i>)
Carey, Louis	Leeds, Bill (<i>Lieutenant</i>)
Chau, Erland	Levari, Andrew
Ciambrone, Joseph	Lichtenberger, Lee
Clark, Ryan	Martinelli, Henry
Cummings, Bruce (<i>Chief</i>)	Morey, Donald Michael
Cummings, Bruce Jr. (<i>Lieutenant</i>)	Morey, Kevin
Durham, Jared	Nehl, Michael Tyler
Fisher, Steven Jr.	Ordille, John
Flaherty, Brian (<i>Captain</i>)	Pepek, Martin
Foltz, Brad	Plettner, Stephen
Gitsas, Adam	*Scalise, Nicholas (<i>effective 12/9/2024</i>)
Goodman, Scott (<i>Deputy Chief</i>)	Shenkus, Eric (<i>Assistant Chief</i>)
Hackett, Edward	Sullivan, John III
Hickey, Daniel	Swartz, Robert
Joo, Timothy	Wallace, Michael (<i>Safety Officer</i>)
Kerlin, Kirk	

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted a Regular Meeting of the Common Council of the City of Northfield, held this 26th day of November, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 231-2024**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Ryan Meza on behalf of Calvary Chapel Gateway has properly submitted an Application for Use of Facilities requesting use of the Football Field for a flag football game on Sunday, December 1, 2024 from 2pm – 5pm;and

WHEREAS, Mrs. Colleen Kennedy, on behalf of the Family Association of Northfield has advised that that Sunday, December 1st may be deleted from her previously authorized use of this location, and is therefore available.

THEREFORE, BE IT RESOLVED that the request approved for Family Association of Northfield pursuant to Resolution No. 84-2024 is hereby amended to exclude Sunday, December 1, 2024; 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. Ryan Meza, 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 26th day of November, 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: Calvary Chapel Gateway - 533 Tilton Road Northfield, NJ, 08225

Tell Us Who You Are / Description and Purpose of Organization: Evangelical Christian Church

Is the Group a Not-For-Profit Organization? [X] Yes [] No

Do Participants Pay a Fee for Your Sport / Event? [] Yes [X] No

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

Name of Applicant / Responsible Party: Ryan Meza Title/Affiliation Church Member

Home Address: 101 W Church St Absecon NJ 08201 United States

Telephone: (H) [redacted] (C) [] (W) []

Name and Location of Facility(ies) Being Requested: Birch Grove Park Football Field

For the Following Purpose: Flag Football Game

on the Following Date(s): 12-1-24

Specify Hours of Use: From: 2pm To: 5pm Are Field Lights Requested*? [] No

*If Yes, Provide Dates / Times for Requested Light Use: []

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

of Participants per Date: 20-60 # of Participants who are Northfield Residents: Unknown

Will Juveniles be Present? Yes [X] No [] If Yes, What Ages? 4 - 18

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

If Yes, Name of Municipality/ies: []

Date/s and Disposition of Request/s: 11/9/24

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: Ryan Meza DATE: 11/9/24

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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 232-2024**

RESCIND APPROVAL OF RESOLUTION NO. 180-2024

WHEREAS, on September 3, 2024, the Common Council of the City of Northfield did approve Resolution No. 180-2024, to authorize the hiring of Valerie Marchitto to fill the position of substitute School Crossing Guard with an effective date of Thursday, September 5, 2024; and

WHEREAS, Ms Marchitto did not complete the new hire paperwork or start on Thursday, September 5, 2024; and

WHEREAS, Ms Marchitto was ultimately unable to fill the position of substitute School Crossing Guard for the City of Northfield; and

WHEREAS, on Wednesday, November 13, 2024 Lieutenant Rob Dever asked the Clerk's Office to rescind the hiring of Ms Marchitto.

THEREFORE, BE IT RESOLVED, that the approval of Resolution No. 180-2024 is hereby rescinded.

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 26th day of November, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 233-2024**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY AUTHORIZING
THE MAYOR TO EXECUTE CERTAIN LICENSE AGREEMENTS**

WHEREAS, the City of Northfield and its employees, public works and otherwise, require temporary rights of pedestrian and vehicular access, ingress and egress over and upon: (i) Block 40, Lot 21 (1633 New Road); (ii) Block 16.02, Lot 14.02 (14 Mazza Drive); and (iii) Block 158, Lot 5.01 (103 Glencove Avenue) in order to maintain parcels of adjacent land owned by the City of Northfield; and

WHEREAS, the owners of: (i) Block 40, Lot 21 (1633 New Road); (ii) Block 16.02, Lot 14.02 (14 Mazza Drive); and (iii) Block 158, Lot 5.01 (103 Glencove Avenue) have respectively agreed to grant the City of Northfield temporary rights of pedestrian and vehicular access, ingress and egress over and upon: (i) Block 40, Lot 21 (1633 New Road); (ii) Block 16.02, Lot 14.02 (14 Mazza Drive); and (iii) Block 158, Lot 5.01 (103 Glencove Avenue) in order to maintain parcels of adjacent land owned by the City of Northfield; and

WHEREAS, the City and the owners of: (i) Block 40, Lot 21 (1633 New Road); (ii) Block 16.02, Lot 14.02 (14 Mazza Drive); and (iii) Block 158, Lot 5.01 (103 Glencove Avenue) want to memorialize, in writing, the respective grants of permission to the City of Northfield of temporary rights of pedestrian and vehicular access, ingress and egress over and upon: (i) Block 40, Lot 21 (1633 New Road); (ii) Block 16.02, Lot 14.02 (14 Mazza Drive); and (iii) Block 158, Lot 5.01 (103 Glencove Avenue) by way of the License Agreements attached hereto; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield in the County of Atlantic, New Jersey, duly assembled in public session, that the Mayor is hereby authorized and directed to execute the three (3) License Agreements attached hereto on behalf 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 26th day of November, 2024.

Mary Canesi, RMC, Municipal Clerk

LICENSE AGREEMENT

This License Agreement (the "License ") is made this as of the 26th day of November, 2024, by and between the City of Northfield ("City"), by and through Erland Chau, and Glenn Weeks and Jacqualeen Weeks (hereinafter collectively "Weeks").

WITNESSETH:

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Block 40, Lot 17.01 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved but requires periodic maintenance; and

WHEREAS, Weeks is the owner of that certain parcel of real property known and designated as Block 40, Lot 21 (1633 New Road) on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "Weeks Property"), which property is adjacent to the City Property; and

WHEREAS, the City requires, and Weeks agrees to provide, temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Weeks Property in order to maintain the City Property.

WHEREAS, it is Weeks' independent desire to grant to the City temporary rights of and pedestrian and vehicular access, ingress and egress over and upon the Weeks Property in order to maintain the City Property;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, Weeks agrees that the City is hereby granted temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Weeks Property in order to maintain the City Property starting on December 1, 2024 and ending on March 1, 2025.

The parties covenant for themselves, and all of their successors in right, title and interest, as follows:

1. GRANT OF LICENSE. Weeks hereby grants to the City temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Weeks Property in order to maintain the City Property and a temporary license to use the Weeks Property.

2. PERMITTED USE. The City is hereby permitted temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Weeks Property in order to maintain the City Property and a temporary license to use the Weeks Property. Use shall commence no earlier than 8:00 a.m. and shall cease no later than 5:00 p.m.

3. TERM OF LICENSE. The term of this License is from December 1, 2024 to March 1, 2025. On March 1, 2025, this license agreement shall automatically terminate and the City shall immediately cease any permitted use hereunder, repair all damage resulting from the City's use of the Weeks Property and reasonably restore the Weeks Property to its good condition as it existed prior to the date of this agreement.

4. FEE & PAYMENT. The consideration of this agreement shall be \$1.00 and other good and valuable consideration, receipt and sufficiency of which is acknowledged.

5. ENTIRE AGREEMENT. This agreement constitutes and contains the entire agreement between the parties with regard to the use of the Weeks Property. There are no other understandings or agreements between the parties other than are set forth in this written document. The parties may not change, amend or modify this agreement unless the change, amendment or modification is in writing and signed by both parties.

6. SIGNATURES. The parties agree that this agreement may be transmitted and delivered between them by email. The parties intend that electronic signatures constitute original signatures and that an electronic agreement containing the signatures (original or electronic) of all parties is binding on all parties.

LICENSOR:

November __, 2024

Glenn Weeks

November __, 2024

Jacqualeen Weeks

LICENSEE:

November __, 2024

The CITY OF NORTHFIELD, NJ
By: _____
Erland Chau, Mayor

LICENSE AGREEMENT

This License Agreement (the "License ") is made this as of the 26th day of November, 2024, by and between the City of Northfield ("City"), by and through Erland Chau, and Guy Schlachter and Gina Schlachter (hereinafter collectively "Schlachter").

WITNESSETH:

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Block 16.01, Lot 8 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved but requires periodic maintenance; and

WHEREAS, Schlachter is the owner of that certain parcel of real property known and designated as Block 16.02, Lot 14.02 (14 Mazza Drive) on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "Schlachter Property"), which property is adjacent to the City Property; and

WHEREAS, the City requires, and Schlachter agrees to provide, temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Schlachter Property in order to maintain the City Property.

WHEREAS, it is Schlachter's independent desire to grant to the City temporary rights of and pedestrian and vehicular access, ingress and egress over and upon the Schlachter Property in order to maintain the City Property;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, Schlachter agrees that the City is hereby granted temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Schlachter Property in order to maintain the City Property starting on December 1, 2024 and ending on March 1, 2025.

The parties covenant for themselves, and all of their successors in right, title and interest, as follows:

1. GRANT OF LICENSE. Schlachter hereby grants to the City temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Schlachter Property

in order to maintain the City Property and a temporary license to use the Schlachter Property.

2. PERMITTED USE. The City is hereby permitted temporary rights of pedestrian and vehicular access, ingress and egress over and upon the Schlachter Property in order to maintain the City Property and a temporary license to use the Schlachter Property. Use shall commence no earlier than 8:00 a.m. and shall cease no later than 5:00 p.m.

3. TERM OF LICENSE. The term of this License is from December 1, 2024 to March 1, 2025. On March 1, 2025, this license agreement shall automatically terminate and the City shall immediately cease any permitted use hereunder, repair all damage resulting from the City's use of the Schlachter Property and reasonably restore the Schlachter Property to its good condition as it existed prior to the date of this agreement.

4. FEE & PAYMENT. The consideration of this agreement shall be \$1.00 and other good and valuable consideration, receipt and sufficiency of which is acknowledged.

5. ENTIRE AGREEMENT. This agreement constitutes and contains the entire agreement between the parties with regard to the use of the Schlachter Property. There are no other understandings or agreements between the parties other than are set forth in this written document. The parties may not change, amend or modify this agreement unless the change, amendment or modification is in writing and signed by both parties.

6. SIGNATURES. The parties agree that this agreement may be transmitted and delivered between them by email. The parties intend that electronic signatures constitute original signatures and that an electronic agreement containing the signatures (original or electronic) of all parties is binding on all parties.

LICENSOR:

November __, 2024

Glenn Schlachter

November __, 2024

Gina Schlachter

LICENSEE:

The CITY OF NORTHFIELD, NJ

November __, 2024

By: _____
Erland Chau, Mayor

LICENSE AGREEMENT

This License Agreement (the "License ") is made this as of the 26th day of November, 2024, by and between the City of Northfield ("City"), by and through Erland Chau, and Justine O'Brien, William O'Brien and Dina Brown (hereinafter collectively "O'Brien").

WITNESSETH:

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Block 158, Lot 6 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved but requires periodic maintenance; and

WHEREAS, O'Brien is the owner of that certain parcel of real property known and designated as Block 158, Lot 5.01 (103 Glencove Avenue) on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "O'Brien Property"), which property is adjacent to the City Property; and

WHEREAS, the City requires, and O'Brien agrees to provide, temporary rights of pedestrian and vehicular access, ingress and egress over and upon the O'Brien Property in order to maintain the City Property.

WHEREAS, it is O'Brien's independent desire to grant to the City temporary rights of and pedestrian and vehicular access, ingress and egress over and upon the O'Brien Property in order to maintain the City Property;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, O'Brien agrees that the City is hereby granted temporary rights of pedestrian and vehicular access, ingress and egress over and upon the O'Brien Property in order to maintain the City Property starting on December 1, 2024 and ending on March 1, 2025.

The parties covenant for themselves, and all of their successors in right, title and interest, as follows:

1. GRANT OF LICENSE. O'Brien hereby grants to the City temporary rights of pedestrian and vehicular access, ingress and egress over and upon the O'Brien Property in order to maintain the City Property and a temporary license to use the O'Brien Property.

2. PERMITTED USE. The City is hereby permitted temporary rights of pedestrian and vehicular access, ingress and egress over and upon the O'Brien Property in order to maintain the City Property and a temporary license to use the O'Brien Property. Use shall commence no earlier than 8:00 a.m. and shall cease no later than 5:00 p.m.

3. TERM OF LICENSE. The term of this License is from December 1, 2024 to March 1, 2025. On March 1, 2025, this license agreement shall automatically terminate and the City shall immediately cease any permitted use hereunder, repair all damage resulting from the City's use of the O'Brien Property and reasonably restore the O'Brien Property to its good condition as it existed prior to the date of this agreement.

4. FEE & PAYMENT. The consideration of this agreement shall be \$1.00 and other good and valuable consideration, receipt and sufficiency of which is acknowledged.

5. ENTIRE AGREEMENT. This agreement constitutes and contains the entire agreement between the parties with regard to the use of the O'Brien Property. There are no other understandings or agreements between the parties other than are set forth in this written document. The parties may not change, amend or modify this agreement unless the change, amendment or modification is in writing and signed by both parties.

6. SIGNATURES. The parties agree that this agreement may be transmitted and delivered between them by email. The parties intend that electronic signatures constitute original signatures and that an electronic agreement containing the signatures (original or electronic) of all parties is binding on all parties.

LICENSOR:

November __, 2024

Justine O'Brien

November __, 2024

William O'Brien

November __, 2024

Dina Brown

LICENSEE:

The CITY OF NORTHFIELD, NJ

November __, 2024

By: _____
Erland Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 234-2024**

**AUTHORIZATION TO HIRE SUBSTITUTE
ADULT SCHOOL CROSSING GUARD**

WHEREAS, the need exists within the Police Department to fill the position of substitute School Crossing Guard; and

WHEREAS, an application submitted by William Schwoer was received; and

WHEREAS, after the interview, the recommendation to hire William Schwoer was made by Lieutenant Rob Dever.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the hiring of William Schwoer effective Wednesday, November 27, is hereby approved.

BE IT FURTHER RESOLVED, that compensation for the Substitute Adult School Crossing Guard shall be \$40.00 per day in accordance with the Crossing Guard Rider Agreement between the City of Northfield and Government Workers Union, Local No. 430.

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 26th day of November, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 235-2024**

**A RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
IMPROVEMENTS TO THE LITTLE LEAGUE BASEBALL FIELD**

WHEREAS, the City of Northfield is a member of Educational Data Services Inc., a cooperative pricing system organized pursuant to N.J.S.A. 40A:11-11 and N.J.A.C. 5:34-7.11; and

WHEREAS, the Local Public Contracts Law authorizes a municipality to purchase work, materials and supplies through a duly-formed cooperative pricing system without advertising for bids; and

WHEREAS, the procurement of work, materials and supplies through a cooperative pricing system is considered to be a fair and open process under the New Jersey Pay-To-Play Law N.J.S.A. 19:44A:20.4 et seq; and

WHEREAS, the City of Northfield desires to convert its Little League baseball field to a 50/70 field pursuant to Educational Data Services Inc. Co-Op; and

WHEREAS, Georgia Golf Construction, Inc. has submitted a proposal dated September 28, 2024, indicating they will provide the majority of the necessary field modifications under the terms of Co-Op contract number 12204 for a price of \$29,424.00; and

WHEREAS, the provision of infield mix, topsoil and other miscellaneous equipment are necessary for the field improvements and are outside of the scope of the cooperative pricing system, however Georgia Golf Construction, Inc. has indicated it will provide these materials at a cost of \$10,750.00; and

WHEREAS, when aggregated with the \$10,750.00 referenced in the preceding paragraph, the value of other goods and services already provided to the City of Northfield within the past year by Georgia Golf Construction, Inc., and outside of the Educational Data Services Inc. cooperative pricing system, is anticipated to exceed \$17,500.00; and

WHEREAS, as required by N.J.S.A. 19:44A-20.5, Georgia Golf Construction, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Georgia Golf Construction, Inc. 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 Georgia Golf Construction, Inc. from making any reportable contributions through the term of the contract, and

WHEREAS, as required by N.J.S.A. 19:44A-20.26, on November 15, 2024, Georgia Golf Construction, Inc. submitted a completed C.271 Political Contribution Disclosure Form that lists political contributions that are reportable pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et al); and

WHEREAS, as required by N.J.A.C. 5:30-5.4 the Chief Financial Officer has certified that funds are available in capital authorization accounts C-04-55-023-502 (\$21,377.00), C-04-055-024-500 (\$3,188.75) and C-04-55-024-501 (15,608.25).

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes the Chief Financial Officer and/or Municipal Clerk to enter into the contract(s) with Georgia Golf Construction, Inc. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification, C.271 Political Contribution Disclosure Form, 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 the Regular Meeting of the Common Council of the City of Northfield, held this 26th day of November 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 236-2024**

**AUTHORIZING DEBLASIO AND ASSOCIATES ENGINEERS TO
PROCEED WITH ENGINEERING SERVICES
FOR THE PROJECT KNOWN AS
LITTLE LEAGUE FIELD REHABILITATION**

WHEREAS, DeBlasio and Associates 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 – Review of existing field conditions, assist in coordinating the requested improvements with the contractor, provide part-time construction observation services, review, process and provide payment recommendation for the Little League Field Rehabilitation	
Total	\$2,500.00

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

THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this Project is approved as submitted by DeBlasio and Associates 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 26th day of November, 2024.

Mary Canesi, RMC, Municipal Clerk

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 26, 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 the City to authorize DeBlasio for an 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. 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 representatives stated that engineering costs would be covered under the DCA grant that Habitat will submit. Habitat's engineer will be responsible for preparing a complete project estimate.
- 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 October 29, 2024 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.

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.
- The City was awarded \$229,190.00 on November 13, 2024 for this project. Total project cost estimate is \$355,824.70.

Engineering

1. Street Excavation and Sidewalk Ordinance

- Our office was asked to review and revise the street excavation and sidewalk ordinance. We have been coordinating with the City to update this ordinance.
- Our office sent a draft ordinance to the City on May 21, 2024.
- Our office met with the City on July 15, 2024 to review City revisions and comments.
- The second draft of the ordinance was sent to the City on September 4, 2024.
- Final draft of the ordinance was sent to the City on November 18, 2024.

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.
 - The City will coordinate a meeting with the County to discuss traffic control plan alternatives.