

**CITY OF NORTHFIELD WORK SESSION
APRIL 22, 2008**

This meeting was called to order by Carol A. Raph, Municipal Clerk. It was properly advertised according to Public Law 75, Chapter 231.

The flag salute was led by Mayor Vincent Mazzeo. Following the flag salute, there was a moment of silence to recognize George Smith who passed away on April 16th. He was a resident of Northfield for 55 years, a Veteran of World War II, and an avid walker on the bike path.

ROLL CALL

Present: Carew, Kern, Notaro, O’Grady, Vain, Zlotnick, Martinez

City Solicitor Steve Scheffler and City Engineer Matt Doran were also in attendance.

2007 CITY OF NORTHFIELD SAFETY REPORT

Stan Gunnison, JIF Insurance Consultant, presented the 2007 City of Northfield Safety Report Card, a synopsis of losses for the period 2005 – 2007. Historically, the biggest area of loss is in the Worker’s Compensation category, with a total of 69 claims in the City of Northfield at a total of \$506,322 during this report period. Other casualty items were: automobile liability - 7 claims; general liability – 14 claims; and property – 7 claims. Based on these figures, Worker’s Compensation remains the highest priority. Gunnison commended the very active members of Northfield’s Safety Committee, many of whom were in attendance. He continued, saying that all of the components of an effective safety program are already in place in Northfield, but there is always something more that can be done, such as personal protective equipment, light duty programs, accident reviews, tool box topics, job site observations, and safety bulletins. Gunnison stated that 95% of all accidents are preventable and quoted the following axioms: any dangerous act will cause an accident if repeated often enough, and any dangerous condition will cause an accident if it remains uncorrected long enough. Safety records can be improved by changing behavior, reducing unsafe acts and quickly correcting unsafe conditions. He added that all of the other named entities that are part of this City’s program have to abide by the same policies, procedures, rules and regulations that the City does; this keeps a consistent focus on safety. He also referenced the “Risk Management for Local Officials” document, which he can have printed upon request and is also available via download from the JIF website, acmjif.org. Councilman Carew thanked Gunnison for his efforts, and commended City employees for making safety a top priority and constant topic of conversation City-wide.

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AGENDA REVIEW

Council President Martinez reviewed the agenda and yielded to Councilman Vain for discussion of Resolution 69-2008, the proposed sale of a surplus City Fire Truck on EBay. Vain said he recently attended a shared services committee meeting along with Mayor Mazzeo and Councilwoman Zlotnick. During the meeting it was mentioned that surplus equipment, such as the Fire Truck, may be sold through Atlantic County. If given additional time, Vain will investigate this as an option and identify any necessary action to proceed. Councilman Notaro noted that there is surplus equipment at the Department of Public Works, and asked if it could be sold in this manner as well; Vain affirmed that it could. Jim Clark will provide a list to Vain of such equipment. Motion of Notaro, second of Councilman Carew, to table Resolution 69-2008 until the next Council Meeting on May 6th to allow Councilman Vain to research the sale of surplus City equipment through the County of Atlantic. All present in favor; motion carries.

COMMITTEE REPORTS

Councilwoman Zlotnick announced that the Northfield Community School Board Elections took place on April 15th; Michael Viscount, Patti Fitzsimmons and Erland Chau won the three open seats. Their reorganization meeting will be April 28th. The Northfield Education Foundation's Golf Tournament was held at Atlantic City Country Club on April 21st, and was a great success with 60 participants. The Foundation raised enough money to fund the "Art Goes to School Trip" and various other clubs and organizations. Look for an announcement of their upcoming Social in June. The 2nd Annual Happy Home Orphanage Walk will begin Saturday, April 26th at 10am, with registration at 9am, and a rain date of Sunday, April 27th with a 2pm start time and 1pm registration. The attorney for the Northfield Rescue Squad is currently reviewing the Memorandum of Understanding and should have an answer by the end of this week.

Councilman Notaro advised that with the assistance of Northfield Community School Superintendent Dr. Richard Stepura, he's arranged for an energy audit to be performed for the City by the Richard Stockton College of NJ during the Fall 2008 semester. This is a cost-free alternative to the proposed audit discussed at the April 8th Council Meeting, which was estimated at an expense of approximately \$1500. Atlantic City Electric Company will be replacing City light bulbs with energy efficient light bulbs, which should provide considerable savings. Notaro thanked Jim Clark, Department of Public Works Supervisor, for his work on the Veteran's Memorial in front of City Hall; it looks great and new plants and flowers will be planted shortly.

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Councilman Vain said he met with a group of Library Board members last week, along with Council President Martinez and Mayor Mazzeo, to discuss the Moriarty Bill that would allow the Library to return excess monies to the City for tax relief. Taking the presentation made by Mazzeo, Martinez and Vain under advisement, the Library's final decision will be made at their next Board meeting on May 8th. Vain also attended a Linwood/Northfield shared services meeting with Mazzeo and Councilwoman Zlotnick. Vain noted that this was the best meeting of this type that he attended, and he will bring shared service recommendations to Council in the near future. He added that the County will pay for any feasibility studies involving the exploration of shared service opportunities. On April 23rd, Vain, City Engineer Matt Doran and Mayor Mazzeo are meeting with the County Roads and Bridges Committee to discuss the Cedarbridge and Zion Roads intersection project. It appears Linwood does not want to participate, so it will be up to Northfield and the County to decide which alternative is best. A meeting between Councilman Notaro, City Solicitor Scheffler and Burton Estates was held to discuss the City's concerns about the condition of the street in the Burton Estates development. It is the City's position that this is a new street, and it should look like new street, free of patches and visible repairs. Trocki has one week to respond and will do so directly to Scheffler. Vain asked about updating job descriptions and the performance evaluation process for City employees. Mayor Mazzeo commented that all job descriptions were re-written within the past few years and are up to date. Council President Martinez added that the new Personnel manual being introduced tonight contains procedures for employee evaluations. Martinez continued by saying that the updates to the manual include certain policies as required by the JIF, and thanked City Clerk Carol Raph and Deputy Clerk Mary Canesi for their hard work in ensuring that we met the implementation deadline of April 30th. Vain will address any remaining concerns with Mayor Mazzeo after reading the Personnel Policies and Procedures document.

Councilman Carew said he spoke with Mr. Lamey from Atlantic County regarding the Birch Grove Park Walkway project. Lamey advised that the County has completed their portion of the work and that they have forwarded the package to the State for approval. The State has 15 days to do so, which means we should be able to move forward in about two weeks. Birch Grove Park has been working on State Department of Environmental Protection compliance requirements for the water wells at the Park. To satisfy the state we must achieve more accurate water usage records by isolating the wells and installing usage meters; this project is near completion. Carew delivered the sad news that the Garden Club House at Birch Grove Park is in need of such extensive repair that to even diagnose the extent of necessary repairs would be cost prohibitive. He delivered a brief summary of the rich and meaningful history of the home, explaining that it was built approximately 75 years ago was donated to the City in 1961. It formerly served as a barracks for the Workers Progress Administration during Franklin Roosevelt's presidency. The

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City recognizes the strong emotional attachment that Garden Club Members and other citizens have to the house, and feels strongly that we need to find something to replace it. Carew met with Sue Marino from the Current, and has planned a feature story that will include an open invitation to anyone who may want to donate a modular home that can be moved to the existing location overlooking the lake. If the next round of Open Space funds can be used to purchase another home, we will do so. The Northfield Garden Club has been in existence since 1957; we are fully committed to keeping it alive and will find a temporary home for them until a permanent solution can be identified.

Councilwoman Kern reported that on April 21st, 27 Northfield Firefighters participated in a hands-on training exercise at 800 New Road, the site of an office building slated to be torn down. Kern thanked the building's owner, Dr. Nazha, who graciously offered to delay demolition by one day to create this unique opportunity. The Fire Department was injury-free in 2007, so clearly training is a very important and effective initiative for the City of Northfield. Kern also thanked Joe Silipena of American Auto Salvage for his donation of a van that was also used for Firefighter training. Regarding the Tilton Road intersection signage that was discussed at the April 8th Council Meeting: the State is now claiming that we missed their deadline for requesting installation of the sign. Kern noted that she does not recall a deadline being imposed. She and Mayor Mazzeo have reached out to state personnel and are continuing efforts to have this sign installed. On Friday, April 18th, Kern attended the Atlantic County League of Municipalities 75th Anniversary Celebration; the highlight of the evening was the naming of past Presidents, which included Northfield residents Andrew Littlefield, George M. Parker, Albert DeMeo, Otto Bruyns, Nicholas Kuchova, Richard Squires, Erland Chau, and Frank Perri, Jr. It was a very interesting evening and many past Presidents were in attendance. City Clerk Carol Raph was also honored for her 24 year commitment to the league, and Council extends its congratulations to her. The Northfield Cultural Committee announced that Roger and Lorraine Hoag have been named its 2008 Citizens of the Year. At the next Council Meeting, Kern will elaborate on the Hoag's award, the 4th of July Celebration, and the 1st Baby.

Councilman O'Grady attended the most recent Planning and Zoning Board meeting and advised that there was one applicant who requested a continuance, and one applicant who requested a 60 day extension for an expired minor subdivision. Their next meeting will be on Thursday, May 1, 2008. The Technology Department has implemented all final budgeted changes, including general clean up of work stations, the installation of effective spam-filtering software, and the creation of City email addresses for all Police Department staff. City file servers are now being monitored by our IT contractor, United Computer, who handle all support issues, including a call-center for City staff in need of immediate technical support. Also, with the assistance of Robin Atlas, Planning and Zoning Board Secretary, the minutes from

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21 Planning and Zoning Board meetings that date as far back as 2005 have been restored on the City website.

MAYOR'S REPORT

Mayor Mazzeo announced that he was also in attendance at the 75th Anniversary Dinner held by the League of Municipalities. The event had a great turnout, and he was impressed with the level of participation by Northfield residents throughout the history of the League, and with the accolades given to Carol Raph for her many years of dedication to this organization. It was a great honor to attend the event as a Northfield citizen, and as the Mayor. He also attended a meeting with the State Department of Environmental Protection regarding Northfield's Stormwater Regulation Program. This program includes deadlines, and failure to meet them involves costly fines. Public education on this important subject will take place via local newspaper advertisement shortly. Doran Engineering will keep us informed as to requirements of maintaining the program. The Mayor thanked Carol Raph, Mary Canesi, Jim Clark, Qwin Vitale, and the entire Public Works Department for their efforts in keeping Northfield in compliance. As Councilman Vain mentioned, the Moriarty Bill was signed on April 8, 2008, and would allow the Library to return monies to the City for the purpose of reducing local property taxes. This must be approved by the Library Board of Trustees and the State Librarian. Mazzeo referred to the shared service meeting he and Vain attended, adding that the state is using financial incentives to urge local officials to find shared service opportunities, to save residents money and give them the service they deserve. Both the Northfield Community and Mainland Regional School budgets were defeated in the election on April 15th. Budget meetings are being held over the next two weeks; Mayor Mazzeo, Councilwoman Zlotnick and Councilman Carew will attend the Northfield Community School budget meeting on Thursday, April 24th, and Mazzeo, Councilman Notaro, and Councilman Vain will attend the Mainland meeting on Monday, May 5th. Mazzeo concluded his report by saying there will be DWI checks over the period of Memorial Day weekend, and that Dan Mitchell will be the guest speaker at the ceremony following the Memorial Day parade. Mitchell is 1st Sergeant, Ground Security Forces, with the New Jersey Air National Guard and a Lieutenant with the Northfield Police Department.

Council President Martinez urged all citizens to watch for and read a shared service advertisement that will be published in the April 23rd edition of the Current; this ad is a joint effort between Northfield and Linwood, and relates to the Stormwater Management project referred to by Mayor Mazzeo during the Mayor's Report. Martinez reviewed highlights of the ad, including: limiting the use of fertilizers and pesticides, proper use and disposal of hazardous products, keeping pollution out of storm drains, cleaning up after your pet, no feeding of wildlife, not littering, disposal of yard waste and a general guide to healthy habits for cleaner water.

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ENGINEERS REPORT

The City Engineer's report was provided to Mayor and Council and is on file in the City Clerk's office. Updates to the report are as follows: the paving projects at Yorkshire and Wabash Avenues, and at Birch Grove Road are substantially complete. Applications for Municipal Aid for 2009 are due; we applied for aid for Mt Vernon Avenue last year but did not receive it. Doran suggests we apply for aid for Mt Vernon Avenue again in 2009. Council President Martinez asked Doran to comment on the Garden Club House. Doran said there he has an introductory report only; doing a full engineering analysis requires opening the walls and floors, and examining the crawl space. Without doing any of that, it is evident that the floors are soft and sagging, and parts of the walls that are visible are literally falling apart. It is the opinion of the engineer that the costs of repair would be upwards of \$50,000. Finally, in order to repair the floors, the house would have to be raised off the ground and the structure itself may not withstand this part of the process. Councilman Vain advised Doran that the citizens of Ridgewood Drive extend their thanks for the repairs that were made to the holes in their street. Councilwoman Kern asked if Doran had any information on the sidewalk project from Dolphin to Oakcrest Avenues. Doran replied that he is usually given 28 days notice on such projects, but he has no information at this time.

President Martinez opened this meeting to the public to discuss any items that were covered at this session.

Jim O'Neill of 7 Cara Court addressed Council, stating that for the past two months he's addressed Council about issues with the City website. O'Neill said that recently, meeting notices from the Planning Board have been deleted, and items have been added without explanation. Councilman O'Grady asked if there were specific notices O'Neill is looking for; he replied that the Planning Board notices, which announce the dates, times, and scheduled activity for meetings, have been removed, and asserted that Council is required to publish them. Council President Martinez noted that the meeting notices for the Planning and Zoning Board are published in the Atlantic City Press; this is the requirement of the Ordinance. O'Grady continued to say that in addition to being published in the newspaper, they are also available in the City Tax Office. What is scheduled on the notice does not always reflect what happens at the meeting. For example, at the last meeting, one applicant did not show up, even though they were slated to do so on the meeting notice. Actual activity is recorded in the minutes, which are available on the web. The notices for past meetings were removed because of the amount of space they were taking on the site, and because they are not intended to serve as a record of meeting activity. Noting that O'Neill is the only citizen who has expressed concern, O'Grady advised that he will put the past meeting notices back on the City website. Council President

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Martinez praised O'Grady for the positive changes to the site, and responded affirmatively to O'Neill's request for assurance that the notices would be restored.

Seeing no one else from the public wishing to speak, the work session portion of the meeting was closed.

Council President Martinez called for a brief recess before reconvening for the Regular Session of Council.

Respectfully submitted,

Carol A. Raph, RMC/CMC