



**RESOLUTION NO. 74A-2024**

**Introduction of the 2024 Budget - SEE HARD COPY**

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 Northfield, at a meeting of said Council on March 26, 2024, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

There will be public hearing on the 2024 municipal budget at 7:00pm, on April 23, 2024, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225, after which the matter will be considered for final adoption.

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Mary Canesi, RMC, Municipal Clerk

<b>CAP Information</b>			
		appropriation	levy
Total Available		10,251,590.17	8,975,788.15
Total Appropriated		<u>10,251,589.81</u>	<u>8,975,788.12</u>
Remaining ( Excess)		<u>0.36</u>	<u>0.04</u>
Difference between 2.5% & 3.5%	96,787.94		Cap Bank \$ 1,270,787.00

TAX RATE	<b>TAX</b>			
	2024 CURRENT	2023 PRIOR	CHANGE	
LOCAL	1.020	0.983	0.037	3.73%
TOTAL	3.627	3.544	0.082	2.32%
TOTAL LOCAL LEVY	8,975,788.12	8,577,002.60	398,785.52	4.65%
NET VALUATION TAX	880,164,100	872,389,600	7,774,500.00	0.89%
			\$ 76,435.93	

Increased Revenue

<b>TOTAL BUDGET</b>				
	CURRENT	PRIOR	CHANGE	
TOTAL REVENUE	14,759,715.27	14,391,601.99	368,113.28	2.56%
TOTAL APPROPRIATI	14,759,715.27	14,391,601.99	368,113.28	2.56%

<b>SURPLUS</b>				
	AVAILABLE	BUDGETED	BALANCE	
CURRENT	3,002,219.68	2,175,000.00	827,219.68	72.45%
Prior Year	2,993,351.01	2,075,000.00	918,351.01	69.32%
Difference	8,868.67	100,000.00	(91,131.33)	

<b>BUDGET ANALYSIS</b>				
	2024 BUDGET YEAR	2023 PRIOR YEAR	CHANGE	
<b>REVENUE</b>				
Surplus	2,175,000.00	2,075,000.00	100,000.00	4.82%
Local	1,919,520.00	1,946,520.00	(27,000.00)	-1.39%
State Aid	705,894.28	669,745.00	36,149.28	5.40%
Grants	398,571.87	556,898.39	(158,326.52)	-28.43%
Delinquent Tax	225,000.00	235,000.00	(10,000.00)	-4.26%
Local Tax	8,975,788.12	8,577,002.60	398,785.52	4.65%
Library Tax	359,941.00	331,436.00	28,505.00	8.60%
TOTAL REVENUE	<u>14,759,715.27</u>	<u>14,391,601.99</u>	<u>368,113.28</u>	2.56%
<b>APPROPRIATIONS</b>				
Salaries and Wages	4,699,232.00	4,313,458.00	385,774.00	8.94%
OE & Statutory	7,038,878.81	6,921,487.00	117,391.81	1.70%
Grants	471,905.40	578,007.92	(106,102.52)	-18.36%
Deferred Charges	-	750.00	(750.00)	-100.00%
Capital	37,500.00	110,000.00	(72,500.00)	-65.91%
Debt Service	1,035,000.00	1,050,000.00	(15,000.00)	-1.43%
Library Tax	359,941.00	331,436.00	28,505.00	8.60%
Reserve for Uncollect	1,117,258.06	1,086,463.07	30,794.99	2.83%
TOTAL APPROPRIATI	<u>14,759,715.27</u>	<u>14,391,601.99</u>	<u>368,113.28</u>	2.56%
Deferred Chg	<u>-</u>	<u>-</u>	<u>0.00</u>	

<b>% OF COLLECTION</b>			
	MAXIMUM	USED	UNUSED
%	98.97%	96.50%	2.47%
\$	320,587.38	1,117,258.06	796,670.68
2022 Rate	98.65%	96.50%	0.32%

2024 Introduced Budget  
March 26, 2024

	% Change	\$ Change	Budgeted 2024	Adopted Budget 2023	Amended by Transfers/Emerg	Amended Budget 2023	Actual 2023	Difference Reserve
<b>REVENUE</b>								
Surplus	4.82%	100,000.00	2,175,000.00	2,075,000.00		2,075,000.00	2,075,000.00	-
Alcoholic Beverages	0.00%	-	7,500.00	7,500.00		7,500.00	7,500.00	-
Other	0.00%	-	70,000.00	70,000.00		70,000.00	84,855.73	14,855.73
Fees & Permits	0.00%	-	75,000.00	75,000.00		75,000.00	237,117.69	162,117.69
Fines & Costs-Court	0.00%	-	40,000.00	40,000.00		40,000.00	52,392.60	12,392.60
Interest & Costs on Taxes	0.00%	-	55,000.00	55,000.00		55,000.00	77,945.04	22,945.04
Interest on Investments	122.22%	33,000.00	60,000.00	27,000.00		27,000.00	93,645.60	66,645.60
Sewer Rentals	0.00%	-	1,440,000.00	1,440,000.00		1,440,000.00	1,554,457.83	114,457.83
Sub-Total Local Revenues	1.92%	33,000.00	1,747,500.00	1,714,500.00		1,714,500.00	2,107,914.49	393,414.49
UCC Fees	-30.00%	(60,000.00)	140,000.00	200,000.00		200,000.00	145,807.00	(54,193.00)
Total Municipal Relief Aid		-	-	-		-	-	-
Energy Receipts	0.50%	3,170.00	639,927.00	636,757.00		636,757.00	636,757.00	-
Reserve for State Aid TMRFA	99.97%	32,979.28	65,967.28	32,988.00		32,988.00	32,988.00	-
Sub-Total State Aid	5.40%	36,149.28	705,894.28	669,745.00		669,745.00	669,745.00	-
Interlocal Sewage Agreement	0.00%	-	11,520.00	11,520.00		11,520.00	11,520.00	-
Interlocal Court Agreement		-	-	-		-	-	-
Sub-Total Interlocals	0.00%	-	11,520.00	11,520.00		11,520.00	11,520.00	-
NJ Transportation Trust Fund	12.57%	32,900.00	294,540.00	261,640.00	-	261,640.00	261,640.00	-
Drunk Driving Enforcement		-	-	-	-	-	-	-
Clean Communities	-100.00%	(21,890.52)	-	21,890.52		21,890.52	21,890.52	-
Recycling Tonnage Grant	-100.00%	(10,787.91)	-	10,787.91		10,787.91	10,787.91	-
EMAA Grant		10,000.00	10,000.00	-		-	-	-
Municipal Alliance	0.00%	-	7,910.14	7,910.14		7,910.14	7,910.14	-
AFFG 2024		39,000.00	39,000.00	-		-	-	-
Safe & Secure	39.35%	12,750.00	45,150.00	32,400.00		32,400.00	32,400.00	-
LRIG	-100.00%	(80,000.00)	-	80,000.00		80,000.00	80,000.00	-
Community Dev Block Grant	-100.00%	(84,380.00)	-	84,380.00		84,380.00	84,380.00	-
Stormwater Management Grant	-100.00%	(25,000.00)	-	25,000.00		25,000.00	25,000.00	-
Distracted Driving Grant	-100.00%	(3,500.00)	-	3,500.00		3,500.00	3,500.00	-
Body Armor Grant	13.61%	236.23	1,971.73	1,735.50		1,735.50	1,735.50	-
Drive Sober or Get Pulled Over	-100.00%	(5,600.00)	-	5,600.00		5,600.00	5,600.00	-
Click It or Ticket	-100.00%	(3,500.00)	-	3,500.00		3,500.00	3,500.00	-
CLRF/ARP	-100.00%	(9,000.00)	-	9,000.00		9,000.00	9,000.00	-
Lead Assistance Grant	-100.00%	(3,400.00)	-	3,400.00		3,400.00	3,400.00	-
DMHAS Youth Leadership Grant	-100.00%	(3,124.38)	-	3,124.38		3,124.38	3,124.38	-
US DOJ Body Armor Grant	-100.00%	(3,029.94)	-	3,029.94		3,029.94	3,029.94	-
Sub-Total Grants	-28.43%	(158,326.52)	398,571.87	556,898.39	-	556,898.39	556,898.39	-
Library Maintenance Agreement	0.00%	-	20,500.00	20,500.00		20,500.00	20,500.00	-
Library Reimbursement-Morality		-	-	-		-	-	-
Capital Fund Surplus		-	-	-		-	-	-
Sub-Total Revenues with Consent		-	20,500.00	20,500.00		20,500.00	20,500.00	-
Receipts from Delinquent Taxes	-4.26%	(10,000.00)	225,000.00	235,000.00		235,000.00	379,364.22	144,364.22
Sub-Total General Revenues	-1.08%	(59,177.24)	5,423,986.15	5,483,163.39		5,483,163.39	5,966,749.10	483,585.71
Amount to be Raised by Taxation	4.65%	398,785.52	8,975,788.12	8,577,002.60		8,577,002.60	9,848,382.81	1,271,380.21
Minimum Library Tax	8.60%	28,505.00	359,941.00	331,436.00		331,436.00	302,024.00	-
Total Amount to be Raised	4.80%	427,290.52	9,335,729.12	8,908,438.60		8,908,438.60	10,150,406.81	1,241,968.21
<b>TOTAL REVENUES</b>	<b>2.56%</b>	<b>368,113.28</b>	<b>14,759,715.27</b>	<b>14,391,601.99</b>		<b>14,391,601.99</b>	<b>15,815,131.91</b>	<b>1,725,553.92</b>

2024 Introduced Budget  
March 26, 2024

	% Change	\$ Change	Budgeted 2024	Adopted Budget 2023	Amended by Transfers/Emerg	Amended Budget 2023	Actual 2023	Difference Reserve
<b>APPROPRIATIONS</b>								
Admin S/W	4.00%	624.00	16,224.00	15,600.00		15,600.00	15,600.00	-
Admin & Executive O/E	2.80%	3,000.00	110,000.00	102,000.00	5,000.00	107,000.00	96,330.49	10,669.51
Mayor & Council S & W	0.00%	-	71,750.00	71,750.00		71,750.00	63,080.93	8,669.07
Mayor & Council O/E	0.00%	-	5,000.00	5,000.00		5,000.00	3,843.39	1,156.61
Clerk S & W	3.51%	5,125.00	151,000.00	144,375.00	1,500.00	145,875.00	143,597.96	2,277.04
Clerk O/E	-5.43%	(2,960.00)	51,540.00	74,500.00	(20,000.00)	54,500.00	32,415.54	22,084.46
Finance S & W	-7.14%	(7,000.00)	91,000.00	105,000.00	(7,000.00)	98,000.00	90,581.55	7,418.45
Finance O/E	0.00%	-	16,000.00	16,000.00		16,000.00	13,511.78	2,488.22
Audit O/E	5.56%	2,000.00	38,000.00	36,000.00		36,000.00	32,750.00	3,250.00
Collector S & W	0.00%	-	125,000.00	125,000.00		125,000.00	118,216.32	6,783.68
Collector O/E	2.36%	300.00	13,000.00	11,700.00	1,000.00	12,700.00	12,292.85	407.15
Assessor S & W	3.45%	1,606.00	48,206.00	46,600.00		46,600.00	46,575.10	24.90
Assessor O/E	0.00%	-	7,700.00	7,700.00		7,700.00	6,868.77	831.23
Workman's Compensation	3.50%	7,607.00	224,957.00	217,350.00		217,350.00	217,350.00	-
Employee Group Insurance	16.43%	236,600.00	1,677,000.00	1,440,400.00		1,440,400.00	1,440,400.00	-
Liability Insurance	-36.59%	(37,500.00)	65,000.00	102,500.00		102,500.00	81,454.62	21,045.38
Health Benefits Waiver	0.00%	-	20,000.00	20,000.00		20,000.00	20,000.00	-
Legal O/E	4.17%	5,000.00	125,000.00	120,000.00		120,000.00	115,554.66	4,445.34
Planning Board S & W	0.00%	-	9,000.00	9,000.00		9,000.00	8,739.72	260.28
Planning Board O/E	20.00%	2,500.00	15,000.00	15,000.00	(2,500.00)	12,500.00	9,243.16	3,256.84
Engineering O/E	0.00%	-	30,000.00	30,000.00		30,000.00	24,566.25	5,433.75
Economic Develop Comm O/E	0.00%	-	5,000.00	5,000.00		5,000.00	3,000.00	2,000.00
Fire S & W	15.75%	83,000.00	610,000.00	517,000.00	10,000.00	527,000.00	526,804.18	195.82
Hydrants	-4.17%	(5,000.00)	115,000.00	110,000.00	10,000.00	120,000.00	110,790.90	9,209.10
O/E	9.88%	5,000.00	55,600.00	50,600.00		50,600.00	49,528.32	1,071.68
Police S & W	9.81%	234,000.00	2,619,000.00	2,420,000.00	(35,000.00)	2,385,000.00	2,369,087.87	15,912.13
Police O/E	13.13%	26,700.00	230,000.00	200,300.00	3,000.00	203,300.00	202,995.68	304.32
Emergency Mgmt S & W	0.00%	-	6,000.00	6,000.00		6,000.00	539.93	5,460.07
Emergency Mgmt O/E	-26.32%	(5,000.00)	14,000.00	19,000.00		19,000.00	13,420.33	5,579.67
Emergency Medical Services		1.00	1.00	-	-	-	-	-
Streets & Road S & W	3.41%	15,000.00	455,000.00	440,000.00		440,000.00	435,636.81	4,363.19
Streets & Road O/E	0.00%	-	36,700.00	36,700.00		36,700.00	33,586.66	3,113.34
Reserve for Storm Recovery	0.00%	-	1.00	1.00		1.00	-	1.00
Vehicle Maintenance O/E	0.00%	-	62,000.00	62,000.00		62,000.00	55,212.11	6,787.89
Solid Waste Contracts	3.50%	29,495.00	872,495.00	843,000.00		843,000.00	833,296.50	9,703.50
Buildings & Grounds O/E	0.00%	-	80,000.00	80,000.00		80,000.00	73,879.12	6,120.88
Maint of Bike Path	0.00%	-	2,500.00	2,500.00		2,500.00	109.40	2,390.60
Sewer S & W	0.00%	-	190,000.00	210,000.00	(20,000.00)	190,000.00	138,614.63	51,385.37
Sewer O/E	0.00%	-	20,000.00	20,000.00		20,000.00	13,945.02	6,054.98
Dog Regulation O/E	0.00%	-	9,300.00	9,300.00		9,300.00	9,300.00	-
Parks Maintenance		6,000.00	46,000.00	37,000.00	3,000.00	40,000.00	37,055.00	2,945.00
Neighborhood Program	0.00%	-	6,000.00	6,000.00		6,000.00	1,730.82	4,269.18
Recreation Contributions	-100.00%	(10,000.00)	-	10,000.00		10,000.00	10,000.00	-
Senior Citizens	0.00%	-	2,200.00	2,200.00		2,200.00	217.33	1,982.67
Construction Official S & W	0.00%	-	90,000.00	95,000.00	(5,000.00)	90,000.00	81,307.35	8,692.65
Construction Official O/E	-55.56%	(25,000.00)	20,000.00	60,000.00	(15,000.00)	45,000.00	22,628.26	22,371.74
Zoning / Housing S & W	22.22%	6,000.00	33,000.00	20,000.00	7,000.00	27,000.00	25,790.63	1,209.37
Zoning / Housing O/E	0.00%	-	2,500.00	2,500.00		2,500.00	59.89	2,440.11
Petroleum Products	-6.67%	(5,000.00)	70,000.00	75,000.00		75,000.00	56,340.25	18,659.75
Telecommunications	-4.76%	(2,000.00)	40,000.00	42,000.00		42,000.00	36,709.18	5,290.82
Water	0.00%	-	15,000.00	15,000.00		15,000.00	8,171.65	6,828.35
Electricity & Natural Gas	-3.08%	(10,000.00)	315,000.00	275,000.00	50,000.00	325,000.00	314,954.76	10,045.24
Accumulated Absence	0.00%	-	1.00	1.00		1.00	-	1.00
Sub-total appropriations in CAPS		560,098.00	8,932,675.00	8,386,577.00	(14,000.00)	8,372,577.00	8,057,705.67	314,871.33
PERS	21.50%	42,566.81	240,593.81	198,027.00		198,027.00	198,027.00	-
Social Security	2.94%	5,000.00	175,000.00	170,000.00		170,000.00	158,377.52	11,622.48
PFRS	10.10%	80,403.00	876,321.00	781,918.00	14,000.00	795,918.00	795,918.00	-
Unemployment	0.00%	-	17,000.00	17,000.00		17,000.00	14,459.17	2,540.83
DCRP	0.00%	-	10,000.00	10,000.00		10,000.00	5,650.16	4,349.84
Deferred Charges & Statutory Expenditures		127,969.81	1,318,914.81	1,176,945.00	14,000.00	1,190,945.00	1,172,431.85	18,513.15
Salaries & Wages inside CAP		338,355.00	4,535,181.00	4,245,326.00	(48,500.00)	4,196,826.00	4,084,192.98	112,633.02
Other Expenses inside CAP		349,712.81	5,716,408.81	5,318,196.00	48,500.00	5,366,696.00	5,145,944.54	220,751.46

2024 Introduced Budget  
March 26, 2024

	% Change	\$ Chnge	Budgeted 2024	Adopted Budget 2023	Amended by Transfers/Emerg	Amended Budget 2023	Actual 2023	Difference Reserve
<b>Appropriations Excluded From CAP</b>								
Library	8.60%	28,505.00	359,941.00	331,436.00		331,436.00	331,436.00	-
LOSAP	0.00%	-	14,000.00	14,000.00		14,000.00		14,000.00
Health Insurance	-64.92%	(100,370.00)	54,230.00	154,600.00		154,600.00	154,157.07	442.93
Workers Compensation Insurance	20.93%	10,393.00	60,043.00	49,650.00		49,650.00	47,376.15	2,273.85
Solid Waste	-	-	-	-		-	-	-
PERS Contribution	-100.00%	(5,057.00)	-	5,057.00		5,057.00	5,057.00	-
PFERS Contribution	-100.00%	(60,565.00)	-	60,565.00		60,565.00	46,564.00	14,001.00
Interlocal Agreement - Court	-16.13%	(25,000.00)	130,000.00	155,000.00		155,000.00	146,738.25	8,261.75
Interlocal Agreement - CFO	36.53%	10,045.00	37,545.00	27,500.00		27,500.00	27,250.00	250.00
Interlocal Agreement - Dispatch	3.00%	13,652.00	468,703.00	455,051.00		455,051.00	455,051.00	-
Interlocal Agreement - ACUA	-3.73%	(28,000.00)	722,000.00	750,000.00	-	750,000.00	734,478.00	15,522.00
Sub-Total Interlocals	-2.11%	(29,303.00)	1,358,248.00	1,387,551.00	-	1,387,551.00	1,363,517.25	24,033.75
NJ Transportation Trust Fund	12.57%	32,900.00	294,540.00	261,640.00	-	261,640.00	261,640.00	-
Drunk Driving Enforcement	-	-	-	-	-	-	-	-
Clean Communities	-100.00%	(21,890.52)	-	21,890.52	-	21,890.52	21,890.52	-
Recycling Tonnage Gmnt	-100.00%	(10,787.91)	-	10,787.91	-	10,787.91	10,787.91	-
Municipal Alliance	0.00%	-	7,910.14	7,910.14	-	7,910.14	7,910.14	-
Municipal Alliance - Local Match	0.00%	-	1,977.53	1,977.53	-	1,977.53	1,977.53	-
EMAA	-	10,000.00	10,000.00	-	-	-	-	-
Safe & Secure	39.35%	12,750.00	45,150.00	32,400.00	-	32,400.00	32,400.00	-
Safe & Secure - Local Match	272.97%	52,224.00	71,356.00	19,132.00	-	19,132.00	19,132.00	-
Community Dev Block Grant	-100.00%	(84,380.00)	-	84,380.00	-	84,380.00	84,380.00	-
Stormwater Mnnagement Grant	-100.00%	(25,000.00)	-	25,000.00	-	25,000.00	25,000.00	-
Distracted Driving Grant	-100.00%	(3,500.00)	-	3,500.00	-	3,500.00	3,500.00	-
Body Armor Grant	13.61%	236.23	1,971.73	1,735.50	-	1,735.50	1,735.50	-
Drive Sober or Get Pulled Over	-100.00%	(5,600.00)	-	5,600.00	-	5,600.00	5,600.00	-
Click It or Ticket	-100.00%	(3,500.00)	-	3,500.00	-	3,500.00	3,500.00	-
LRIG	-100.00%	(80,000.00)	-	80,000.00	-	80,000.00	80,000.00	-
AFPG 2024	-	39,000.00	39,000.00	-	-	-	-	-
DMHAS Youth Leadership Grant	-100.00%	(3,124.38)	-	3,124.38	-	3,124.38	3,124.38	-
CLRF/ARP	-100.00%	(9,000.00)	-	9,000.00	-	9,000.00	9,000.00	-
Lead Abatement Assistance	-100.00%	(3,400.00)	-	3,400.00	-	3,400.00	3,400.00	-
US DOJ Body Armor Grant	-100.00%	(3,029.94)	-	3,029.94	-	3,029.94	3,029.94	-
Sub-Total Grants	-18.36%	(106,102.52)	471,905.40	578,007.92	-	578,007.92	578,007.92	-
<b>Total Operations Excluded From CAPS</b>		<b>(262,499.52)</b>	<b>2,318,367.40</b>	<b>2,580,866.92</b>	<b>-</b>	<b>2,580,866.92</b>	<b>2,526,115.39</b>	<b>54,751.53</b>
Total S/W Excluded from CAPS		47,419.00	164,051.00	116,632.00	-	116,632.00	116,382.00	250.00
Total O/E Excluded from CAPS		(309,918.52)	2,154,316.40	2,464,234.92	-	2,464,234.92	2,464,234.92	-
<b>Capital Improvement Fund</b>								
Firefighter Protection Equipment	16.67%	2,500.00	17,500.00	15,000.00	-	15,000.00	14,633.10	366.90
Facility Improvements	-100.00%	(75,000.00)	-	75,000.00	-	75,000.00	46,615.60	28,384.40
Recreation Improvements	-	-	-	-	-	-	-	-
Sewer Repairs	0.00%	-	15,000.00	15,000.00	-	15,000.00	-	15,000.00
Computer & Electronic Equipment	0.00%	-	5,000.00	5,000.00	-	5,000.00	1,221.38	3,778.62
Sub-Total Capital Improvements		(72,500.00)	37,500.00	110,000.00	-	110,000.00	62,470.08	47,529.92
Bond Principal	1.60%	12,000.00	760,000.00	748,000.00	-	748,000.00	748,000.00	-
BAN Payment	-	-	-	-	-	-	-	-
Interest on Bonds	-8.94%	(27,000.00)	275,000.00	302,000.00	-	302,000.00	301,018.76	981.24
Interest on Notes	-	-	-	-	-	-	-	-
Sub-Total Debt Service	-1.43%	(15,000.00)	1,035,000.00	1,050,000.00	-	1,050,000.00	1,049,018.76	981.24
Emergency Authorizations	-	-	-	-	-	-	-	-
Deferred Charges - Grant Match	-	-	-	-	-	-	-	-
Deferred Chgs to Future Tax Ord 3-2021		(750.00)	-	750.00	-	750.00	750.00	-
Sub-Total Deferred Charges		(750.00)	-	750.00	-	750.00	750.00	-
<b>General Appropriations</b>	<b>2.54%</b>	<b>337,318.29</b>	<b>13,642,457.21</b>	<b>13,305,138.92</b>	<b>-</b>	<b>13,305,138.92</b>	<b>12,868,491.75</b>	<b>435,665.93</b>
<b>Reserve for Uncollected Taxes</b>	<b>2.83%</b>	<b>30,794.99</b>	<b>1,117,258.06</b>	<b>1,086,463.07</b>	<b>-</b>	<b>1,086,463.07</b>	<b>1,086,463.07</b>	<b>-</b>
<b>Total General Appropriations</b>	<b>2.56%</b>	<b>368,113.28</b>	<b>14,759,715.27</b>	<b>14,391,601.99</b>	<b>-</b>	<b>14,391,601.99</b>	<b>13,954,954.82</b>	<b>435,665.93</b>

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 75-2024**

**ACCEPTANCE OF PROPOSAL  
FOR PROFESSIONAL PLANNING SERVICES**

**WHEREAS**, there exists the need to appoint a Professional Planner for the purpose of preparing a city-wide Rehabilitation Designation and subsequent Redevelopment Plan; and

**WHEREAS**, the Common Council of the City of Northfield wishes to accept the proposal submitted by Tiffany CuvIELLO, PP, LLC, 7 Equestrian Drive, Galloway, NJ 08205 for these services.

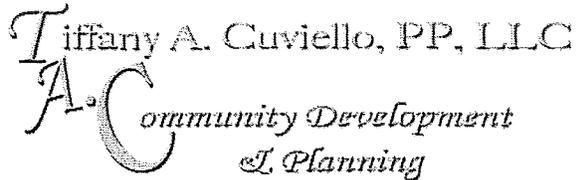
**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that this professional service be awarded to Tiffany CuvIELLO, PP, LLC, 7 Equestrian Drive, Galloway, NJ 08205, in accordance with the terms of the proposal incorporated herein as Exhibit A, in an amount not to exceed \$1,375.00.

**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 03-20-155-200.

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 26<sup>th</sup> day of March 2024.

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Mary Canesi, RMC, Municipal Clerk



*Tiffany A. Morrissey, PP, AICP*  
7 Equestrian Drive  
Galloway, NJ 08205  
(856) 912-4415  
tamorrissey@comcast.net

March 21, 2024

Northfield City Council  
1600 Shore Road  
Northfield, NJ 08225

Attention: Mary Canesi, Registered Clerk

Re: Rehabilitation/Redevelopment Planning Services

Dear Ms. Canesi:

I would be pleased to provide Planning Services for the City in preparing a municipal wide Rehabilitation Designation and subsequent Redevelopment Plan. Please accept this proposal to assist the City with respect to these Professional Planning Services. All work will be invoiced at an hourly rate of one hundred and twenty-five dollars (\$125.00).

**SCOPE OF WORK**

**Task One - Designation of an Area in Need of Rehabilitation**

To demonstrate that the City meets the criteria as an “Area in Need of Rehabilitation” as provided for under the New Jersey Local Redevelopment and Housing Law “LRHL” (N.J.S.A. 40A:12A-1 et seq) a report will be prepared highlighting the criteria and conformance with the same. This report will be presented to the City Council and reviewed by the Planning Board.

\*Please note that after a successful designation it is required that the City send a copy of the Resolution and Report to the Department of Community Affairs for review and acceptance within 45 days of the designation. I will provide the language for a cover letter but the submission would be made by the City Clerk.

**Estimated Cost:**

The work will be done at a rate of \$125.00 per hour. The cost of this proposal will not exceed \$1,375.00 and includes attendance at one (1) Planning Board meeting and one (1) City Council meeting.

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Task Two - Preparation of Redevelopment Plan

Following a designation that the City meets the criteria as an area in need of rehabilitation, I would prepare a Redevelopment Plan meeting the criteria under the LRHL. The Redevelopment Plan would allow the City to act as the Redevelopment Entity and utilize any of the tools provided for in the LRHL. The Redevelopment Plan will not alter any land use criteria on any specific property.

Estimated Cost:

The work will be done at a rate of \$125.00 per hour. The cost of this proposal will not exceed \$1,500.00 and includes attendance at one (1) Planning Board meeting and one (1) City Council meeting.

**INVOICES**

It shall be understood that payment will be due forty-five (45) days from rendering of invoice.

**TERMS OF INVOICES**

Any questions involving invoices must be brought to our attention within thirty (30) days of the date of the invoice. After that time, all invoices will stand as issued.

**PAYMENT NON-CONTINGENCY**

It shall be understood that payment will in no way be contingent upon approvals of any agency or reviewing bodies. This applies to work product and not to the approval of the payment of invoices by the Governing Body.

**PRINTS**

All reproduction and printing costs shall be billed to the client at current square footage rates. Reproduction and printing shall include prints, cloth prints, duplicate mylar transparencies and Photostat copies.

**MEETINGS**

Attendance at evening meetings is scheduled subject to availability based on a first request basis.

**Tiffany A. Cuvillo, PP, LLC**  
*Community Development and Planning*

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7 Equestrian Drive • Galloway, NJ 08205  
Phone (856) 912-4415  
tamorrissey@comcast.net

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**TERMINATION**

Either the consultant or the client shall have the right to terminate this Agreement by notifying the other party in writing by certified mail. In the event of termination, the client shall pay all outstanding balances effective the date of the termination of the work.

**PROFESSIONAL SERVICES DISCLOSURE**

I look forward to working with the City in this endeavor. Please contact me with any questions. Thank you.

Very truly yours,

Tiffany A CuvIELLO, PP, LLC

By:   
Tiffany A. Morrissey, PP, AICP

Signed \_\_\_\_\_

Printed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Tiffany A. CuvIELLO, PP, LLC**  
*Community Development and Planning*

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7 Equestrian Drive • Galloway, NJ 08205  
Phone (856) 912-4415  
tamorrissey@comcast.net

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 76-2024**

**A RESOLUTION ESTABLISHING SALARIES FOR NON-UNION  
EMPLOYEES OF THE CITY OF NORTHFIELD FOR 2024**

**BE IT RESOLVED** by the Governing Body of the City of Northfield, that the following non-union positions be compensated at an annual salary as stated below:

<u>Position</u>	<u>2024</u>
Alliance Coordinator – Campbell, Shannon	1,248.00
Business Administrator – Canesi, Mary	16,224.00
Chief of Police – Mark VonColln	Pending Agreement
Council	8,633.00
Council President (Leeds/Waived Salary)	0.00
Mayor	10,524.00
Finance & Facilities Supervisor – Smith, Kathi	59,892.00
Payroll Specialist – Sanfosso, Sharon	26.00/hr
Fire Volunteers - Safety Officer – Wallace, Michael	1,300.00
Fire Volunteers - Assistant Chief, Shenkus, Eric	4,160.00
Fire Volunteers - Captain, Flaherty, Brian	2,340.00
Fire Volunteers - Deputy Chief, Goodman, Scott	4,680.00
Fire Volunteers - Fire Chief, Cummings, Bruce	7,800.00
Fire Volunteers - Lieutenants – Cummings, Jr., Kirby, Leeds	1,300.00
Housing Official – G. Marin-Jiminez	23.00/hr
Inspections - Building Inspector – Leary, Dennis	10,400.00
Inspections - Construction Official – Leary, Dennis	20,800.00
Inspections - Fire Sub-Code Inspector – McGrath, Edward	7,874.00
Inspections - Electrical Sub-Code – Muller, Kevin	16,000.00
Inspections – Code Enforcement Official – Prychka, Christopher	\$23.00
Deputy Municipal Clerk – Shannon, Campbell	49,754.00
Municipal Clerk – Canesi, Mary	89,874.00
OEM - Coordinator – Joo, Timothy	9,360.00
OEM - Deputy Coordinator – Leeds, Cole	1,082.00
PB/ZB Secretary – Atlas, Robin	8,923.00
Superintendent of Public Works – Vitale, Qwin	114,205.00
Use of Facilities/Event Coordinator – Campbell, Shannon	6,490.00
Zoning Official – Nassar, Rami	12,000.00

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the City Council of Northfield, held this 26<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 77-2024**

**A RESOLUTION APPROVING SPECIFICATIONS FOR A REQUEST  
FOR PROPOSAL FOR EMERGENCY MEDICAL SERVICES FOR THE  
CITY OF NORTHFIELD AND THE CITY OF LINWOOD**

**WHEREAS**, N.J.S.A. 40A:11-11(10) authorizes contracting units to establish a Joint Purchasing System and to enter into a Joint Purchasing Agreement for its administration; and

**WHEREAS**, on March 24, 2009, the Common Council of the City of Northfield, County of Atlantic, State of New Jersey authorized the execution of a Joint Purchasing System Agreement with the City of Linwood for the provision of Emergency Medical Services; and

**WHEREAS**, specifications for proposals to provide Emergency Medical Services for the City of Northfield and the City of Linwood have been prepared and have been reviewed by the Common Council of the City of Northfield.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Northfield, Atlantic County, New Jersey that the aforesaid specifications set forth in Exhibit A are hereby approved.

**BE IT FURTHER RESOLVED**, that the Common Council of the City of Northfield is desirous of having the City of Linwood continue its voluntary participation as the “Lead Agency” in the Joint Purchasing System.

**BE IT FURTHER RESOLVED** that the Common Council of the City of Northfield reserves the right to reject all proposals.

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 Northfield, held this 26<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

**CITIES OF  
LINWOOD & NORTHFIELD**

**REQUEST FOR PROPOSAL**

---

**PROVISION OF A BASIC LIFE SUPPORT  
EMERGENCY MEDICAL SERVICE (“EMS”)  
RESPONSE AND TRANSPORTATION SYSTEM**

**PROPOSALS MUST BE RECEIVED  
April 23, 2024, 11:00 AM**

**LATE PROPOSALS WILL NOT BE ACCEPTED**

**SUBMIT PROPOSALS TO:**

**OFFICE OF THE LINWOOD CITY CLERK  
c/o Shared Services EMS Committee  
CITY OF LINWOOD  
400 POPLAR AVENUE  
LINWOOD, NEW JERSEY 08221**

**SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES OF YOUR  
THREE PROPOSALS IN A SEALED ENVELOPE MARKED:**

**PROPOSAL FOR SERVICES EMS SYSTEM FOR CITY OF LINWOOD ONLY  
PROPOSAL FOR SERVICES EMS SYSTEM FOR CITY OF NOTHFIELD ONLY  
PROPOSAL FOR SHARED SERVICES FOR LINWOOD AND NORTHFIELD  
EMS SYSTEM**

**PLEASE NOTE THAT BIDS ARE BEING REQUESTED SO THAT**

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

# REQUEST FOR PROPOSALS

PROVISION OF A BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SYSTEM

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## REQUEST FOR PROPOSALS

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The Cities of Linwood and Northfield will receive sealed proposals for the provision of a basic life support emergency medical service response and transportation system until  
**April 23, 2024, 11:00 AM.**

Attached is a description of the project and program specifications.

**LINWOOD EMS FACILITIES ARE LOCATED AT:**

Linwood Rescue Squad Building  
515 West Patcong Avenue  
Linwood, NJ 08221

**NORTHFIELD EMS FACILITIES ARE LOCATED AT:**

Northfield City Hall  
1600 Shore Road  
Northfield, NJ 08225

Final proposals must be submitted in one (1) original on 8 ½" x 11" paper only, under separate cover, marked "Proposal for EMS System."

**Proposals shall be submitted no later than 11:00 AM, April 23, 2024 to:**

OFFICE OF THE LINWOOD CITY CLERK  
C/O: SHARED SERVICES EMS COMMITTEE  
CITY OF LINWOOD  
400 POPLAR AVENUE  
LINWOOD, NEW JERSEY 08221

All questions should be in writing prior to April 15, 2024 and directed to:

LEIGH ANN NAPOLI, MUNICIPAL CLERK  
400 POPLAR AVENUE  
LINWOOD, NJ 08221

OR VIA EMAIL: [LNAPOLI@LINWOODCITY.ORG](mailto:LNAPOLI@LINWOODCITY.ORG)

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REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

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REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

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I. ADMINISTRATIVE INFORMATION

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A. PURPOSE

The Cities of Linwood and Northfield, hereinafter referred to as Cities, are responsible for providing basic life support (“BLS”) emergency medical services (“EMS”), including emergency response and patient transportation, to all citizens and visitors of the Cities.

In 2009, the Cities determined that it was in the best interest of the Cities that emergency medical services are provided by a qualified agency under the auspice of a bid format. Through the bid format, the Cities can request desired aspects of an emergency health service to be provided by those who service the Cities, and ensure that those elements are available to the Cities. Therefore, it is customary to issue a solicitation that describes the services desired and which request responses from interested organizations.

The following Request for Proposals (“RFP”) seeks responses from qualified organizations to provide and manage the emergency medical system for eligible residents and visitors, as further stated. The Cities are seeking a qualified health care organization to provide comprehensive emergency medical services to any residents or visitors to the Cities who are in need of such services.

The Cities are seeking to ensure appropriate access to emergency medical services, provide the community with a high standard of care, and improve the efficient use of limited medical care resources. **The Cities desire a three (3) year contract with two successive, one-year renewal options for the Cities.**

Proposals are welcomed from individual or group medical practices, clinic organizations, non-profit health service/providers organizations, health care corporations (including prepaid health plans and health maintenance organizations), hospitals or through a combination of the above. Of interest are organizations with demonstrated commitment to providing linguistically and culturally sensitive, quality, efficient emergency medical care services and community education and interactions to the Cities.

B. OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP)

1. To provide data necessary for preparation of proposals.
2. To provide a fair method for objectively analyzing submitted proposals
3. To result in a contract between the successful bidder (unless all proposals are rejected) that will provide the following for the Cities:
  - Quality, cost-effective, basic life support, emergency medical services for the Cities, including emergency response and transportation;
  - Development and implementation of an emergency medical services program with clear objectives, policies and procedures, and a process for documenting ongoing achievement of contract obligations;
  - Utilization of appropriate emergency medical service personnel, in accordance with their scope of practice, who are certified, as required in New Jersey;

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

**F. PROPOSAL OBLIGATION AND DISPOSITION**

The contents of the proposal and any clarifications thereto submitted by the successful bidder shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of the Cities and will not be returned to the bidder.

**G. APPLICABLE STATUTES AND RULES**

The terms and conditions of this RFP and the resulting contract or activities based upon the RFP shall be construed in accordance with all applicable laws, regulations and rules. The Contractor shall at all times comply with all laws and regulations governing their service to the patients within the Cities and elsewhere. The Contractor shall and without added cost to the Cities comply with current regulations and any new regulations which may become effective while providing their services to the Cities.

**H. SIGNATURE OF BIDDER AGENT**

Each bidder's proposal and any clarifications to that proposal shall be signed by an officer of the bidder company or a designated agent empowered to bind the firm in a contract.

**I. METHOD OF AWARD**

The Cities reserves the right to award this contract not necessarily to the firm with the lowest proposed price. The successful proposal will be determined by a joint shared services committee of the Cities utilizing both price and criteria as outlined in this RFP.

**J. QUALIFICATIONS OF THE BIDDER**

The Cities, by and through the use of specific committees, independent consultants and others as deemed necessary and appropriate, will review all proposals meeting the criteria of this RFP.

All proposals will be evaluated and points awarded from 0 to the maximum assigned to each criterion for a total possible points of 500. All evaluations of proposals will be based on objective data that is to be submitted by the bidder. Should the bidder fail to address any of the criteria listed below, no points will be awarded. Accordingly, points will not be awarded based on any data gained based on contact with the bidder outside the bid process.

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**II. GENERAL TERMS AND CONDITIONS OF CONTRACT WITH SELECTED BIDDER**

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**A. TERMINATION**

The Cities may terminate the contract resulting from this request at any time should the Contractor fail to carry out its provisions. The Cities shall give the Contractor notice of such termination with stated reasons for the termination. If, after such notice, Contractor fails to remedy the conditions contained in the notice within ten (10) days, the Cities shall issue the Contractor an order to stop work immediately and to vacate any City owned premises and return any City owned property.

Either party may terminate this contract without cause upon giving 90 days written notice. However, if the Contractor terminates the contract pursuant to this provision the Contractor agrees to grant the Cities an additional 60 day extension, (for a total of 150 days), of the contract in order to find a suitable replacement for Contractor.

**B. FAILURE TO PERFORM**

1. If Contractor fails to provide full staffing and services in accordance with the staffing pattern, hours and availability required by this RFP, Contractor acknowledges and admits that the Cities will suffer damage, and that it may be impracticable and infeasible to fix the amount of actual damages. Therefore, without waiver or any other remedies at law or in equity, the Cities reserve the right to give the Contractor immediate written notice of stated reasons for Failure to Perform. If, after such notice, the Contractor fails to remedy the conditions contained in the notice within ten (10) days, the Cities can issue a notice for termination of the Contract.
2. In addition to any other remedy available to the Cities, should Contractor fail to provide any services required of it pursuant to this RFP:
  - a. The Cities may elect to provide for any such service, directly or indirectly, and, if the Cities do so, Contractor shall reimburse the Cities for all costs and expenses incurred by the Cities in so doing. In such event, the Cities may deduct any and all such costs and expenses from any sum due or that may become due to the Contractor under this Agreement. In such event, the Contractor will be responsible for all costs incurred by the Cities.

**C. INSURANCE**

**INSURANCE**

The Contractor shall not commence work under this contract until it has obtained the insurance required under this section. All required insurance coverages must be underwritten by insurers allowed to do business in the State of New Jersey and acceptable to the Cities. The Contractor shall be responsible for maintaining, during the life of the contract, insurance that complies with the following minimum requirements. Proposals must include evidence of current insurance coverage.

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

**Professional Liability/Medical Malpractice** insurance covering all medical professional staff in the amount of \$2,000,000 per occurrence and \$4,000,000 in aggregate annually. Such coverage shall be maintained for seven (7) years after termination of the contract with tail coverage required upon cancellation of the policy providing this coverage if within the seven (7) year period.

**Commercial Excess Liability** insurance or its equivalent in the amount of \$10,000,000 each occurrence and \$10,000,000 aggregate limits. The policy must follow form over and schedule the underlying commercial general liability, business auto liability, and employer's liability coverage.

**WAIVER OF SUBROGATION** Contractor hereby grants to the Cities a waiver of any right to subrogation which any insurer or contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Cities for all work performed by the contractor, its employees, agents, and subcontractors.

**SUBCONTRACTORS** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

The Contractor shall provide the Cities at the time the contract is returned to them for execution, Certificate(s) of Insurance evidencing such required coverages. A copy of the General Liability Additional Insured Endorsement shall be attached to the certificate. The Cities reserve the right to require complete, certified copies of all required insurance policies, at any time during the term of this contract.

30-day notice of intent to cancel, non-renew, or make material change in coverage required for all policies, except where cancellation is for non-payment of premium, then 10 days' prior notice shall be given.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal Certificate(s) to the Township at least ten (10) days prior to the expiration date.

**D. EQUAL EMPLOYMENT OPPORTUNITIES**

The Contractor shall comply with all provisions of federal, state and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, sexual preference, marital status, age, physical or mental disability, or national origin.

**E. WARRANTY AGAINST CONTINGENT FEES**

The Contractor will agree to warrant that no person or selling agency has been employed or retained to solicit this contract upon an agreement of understanding for commission, percentage, brokerage,

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

**L. REIMBURSEMENT FOR SERVICES**

If applicable, the Cities shall pay the Contractor for provision of designated services during the term of the contract, in the amount of the proposal or other agreed upon sum, which shall be payable monthly.

**M. CONTRACT ADJUSTMENTS**

Changes in contractual provisions or services to be furnished under the contract may be requested only in writing and must be approved by the Cities and the Contractor. Should a decision be made to amend the scope of the contract, the Cities and the Contractor will mutually agree to the changes in writing.

**N. WASTE DISPOSAL**

Disposal of contaminated waste in accordance with all applicable laws and regulations, and bagging and decontamination of contaminated linens shall be the responsibility of the Contractor.

**O. PUBLIC INFORMATION**

The Contractor shall not publish any findings based on data obtained from operations pursuant to the contract without the prior consent of the Cities, whose written consent shall not be unreasonably withheld.

**P. COMPLIANCE WITH MINIMUM FEDERAL AND STATE STANDARDS**

Contractor will provide services that comply with all federal and state standards and regulations.

**Q. ACCESS TO MANAGEMENT INFORMATION**

The Cities shall have the right to access information necessary for review of the contract terms and conditions.

**R. SOLE PROPERTY OF CITIES**

All reports, studies, information, data, statistics, forms, instructions, designs, plans, procedures, manuals, systems, software, documentation, and any other material or property produced under this Agreement shall be the shared by the Cities and Contractor. No such materials or properties

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

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III. DEFINITIONS

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**AMBULANCE:** A licensed emergency vehicle equipped and operated in accordance with the standards of the law including NJAC 8:40, the purpose of which is to provide treatment and transportation of the sick and injured to a medical care facility.

**BASIC LIFE SUPPORT:** The standard of medical care rendered, in accordance with professional guidelines and standards, that, based on New Jersey State Law, includes oxygen therapy, basic traumatic life support, basic cardiac life support, airway management, including intubation, use of an automatic external defibrillator, and all other aspects of care as provided for by the EMT-Basic National Curriculum as published by the National Highway Traffic Safety Administration.

**PATIENT:** Any resident or visitor who, based on information received through the dispatch center, is perceived to be in need of medical care.

**PROVIDER:** A State of New Jersey certified emergency health services provider who is authorized by the Cities to provide emergency health services within the Cities.

**RESPONSE:** The act of physically proceeding to the location where a patient is at, as defined by information received through the dispatch process.

**RESPONSE TIME:** The period, measured in seconds, from the **Bidders receipt of a call** for emergency health services until the patient is reached.

**RESIDENT:** A person who, at the time of response, treatment or transport by the Bidder, occupied any type of dwelling including, but not limited to a home, rental unit, motel, hotel, residential living facility, boarding house, medical treatment facility, nursing home, or extended care facility within the geographic boundaries of the Cities.

**TRANSPORT:** The act of physically moving a patient from one location to another in a professional manner, in adherence with all professional guidelines and standards which may govern the relocation of the patient.

**TREATMENT:** Medical care provided to the patient, including, but not limited to the assessment, stabilization, and provision of medical interventions to a patient.

**VISITOR:** A person who, at the time of response, treatment or transport by the Bidder, was physically located within the geographic bounds of the Cities, despite the maintenance of a residence outside of the geographic bounds of the Cities.

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

- Adverse System Events (Failure to meet response time requirements, Dependence of mutual aid assistance, etc)
  - Response Time Data must be a document supported by computer aided dispatch printouts. The Computer Aided Dispatch printout must be provided with any report provided to the Cities.
3. Monitor the system to provide useful information for planning service improvements and/or modifications.
  4. Report, at least quarterly, on the findings of Quality Assurance (QA) and the Utilization Review (UR) system.
  5. Report annually on projections of future utilization and financial trends
  6. Provide monthly reports which show all runs which exceeded any Response Time mandated by this Agreement

**C. RESOURCE UTILIZATION**

1. Ensure that emergency medical service system personnel accurately identify the needs of the patients and provide the appropriate resources to meet the patient's needs
2. Establish a system that provides for identification and reporting of improper resource utilization, meaning inappropriate dependence on mutual aid, abnormal or inappropriate medical supply utilization, equipment failures, etc.
3. Maintain information and generate monthly reports to the Cities reflecting improper resource utilization as defined above.

**D. MANAGEMENT OF CARE**

1. Ensure that appropriate emergency medical services are rendered to the patient. Minimum requirement is that every patient's chart reflect that assessed according to professional standards, the results of the assessment, and the description of care rendered based on the assessment and in line with the standard operating procedures and medical protocols of the system.
2. Develop, monitor and update standard operating procedures and medical protocols with under the guidance and direction of the system's medical director, a licensed physician who is board certified in emergency medicine, for treatment authorization and patient care.
3. Monitor the number of chief complaints and nature of calls received
4. Monitor patient care provided by emergency medical service providers. Minimum requirements are to routinely review patient care reports ("PCR") to ensure adherence to medical protocols and professional standards.
5. In conjunction with local, county and state laws, develop protocols for identification and reporting of specific patient conditions that require notification of the authorities. This should include, but may not be limited to, child abuse, elder abuse, and victims of violent crimes.
6. Meet at least quarterly with the Cities to discuss issues regarding the coordination of care for patients and provide the report on data for each individual response and the percentage of calls that meet the response time target.
7. Report to the Cities staff, as needed any perceived problems in the emergency medical service system. This should include the adequacy of geographical coverage, the projected adequacy of the reimbursement system, any identified systematic flaws or abuses, and potential problems in dispatch, or interactions with other public services.

**V. CITIES ROLE**

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**A. OVERALL PROGRAM MANAGEMENT**

1. Provide overall direction to Contractor and make necessary policy recommendations and reports to the Cities.
2. Make decisions about inter-jurisdictional issues, e.g., system interaction with other municipalities.
3. Monitor and evaluate the performance of the Contractor, in pursuit of the goals and objectives of the indigent health care program (see § VI, B, Program Goals).
4. Review all subcontracts proposed by the Contractor to ensure compliance with Community standards of care.

**B. DATA COLLECTION AND REPORTING**

1. Report to Cities Constituents on the provision of emergency medical services in the Cities.
2. Establish data collection and analysis standards for the Contractor to follow and make policy recommendations to the Cities.

**C. RESOURCE UTILIZATION**

1. Monitor and evaluate the performance of the Contractor regarding effective and efficient resource allocation and utilization.
2. Establish and promulgate standards and guidelines for resource acquisition.
3. Provide guidance and standards for acquisition of newly identified resources necessary for the Contractor to meet the requirements of this Contract.

**D. MANAGEMENT OF CARE**

1. Provide official forum for liaison activities with other programs and advisory groups serving this population.
2. Conduct periodic audit of treatment records.

**E. UTILIZATION REVIEW**

1. Monitor the utilization figures, particularly data regarding call volume, nature of calls and system performance to identify trends and potential problems.

**F. QUALITY ASSURANCE**

1. Approve and monitor the Quality Assurance plan submitted by Contractor.

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**VI. SPECIFICATIONS AND PROGRAM REQUIREMENTS**

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**A. PROGRAM GOALS**

The emergency medical services program goals for medical services focus upon the provision of an organized system of medical care delivery for the Cities residents and visitors. They are intended to establish criteria for successful program operations.

The goals are:

1. To meet the Cities obligation to provide basic life support emergency medical services to the residents and visitors of the Cities:
  - as a coordinated and managed system of care;
  - incorporated with the private sector, as a public/private partnership
  - in a fashion that provides geographic and culturally sensitive accessibility;
  - at a price that is competitive, cost effective and within available resources;
  - at an acceptable quality level consistent with community standards of care;
  - in a manner that is strongly anchored in a foundation of accountability for the quality and nature of services provided; and,
  - that capitalizes on existing Cities and area public services and medical care system resources to facilitate accessibility.
2. To design a delivery system that provides continuity, stability and meets the community standard of care.

**B. EMS RESOURCE AVAILABILITY**

The Cities will provide access to a building for a BLS EMS service, which shall be strictly used for service and equipment dedicated to the Cities EMS services. If Contractor wants to use the building for services other than the Cities, the Contractor must make a request in writing to the Cities and pay reasonable rent for the building. Emergency medical services facilities, including the payment of existing utilities for building operations, will be available to the Contractor at no cost. Cable and internet shall be the responsibility of the Contractor if so desired.

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
RESPONSE AND TRANSPORTATION SERVICES

**F. BILLING**

The Contractor may bill all patients transported to a hospital. Should the Contractor propose a system in which the patient is billed for any services provided, a telephone number shall be available to the patient to answer any questions and provide information regarding the bill. The number can be the same number described in Section IV, G, Paragraph 5. However, should the Contractor utilize the same number, wait times should be no more than 5 minutes 90% of the time. The Contractor may only bill at the rate for the level of service provided.

**G. STAND-BY COVERAGE**

The Contractor shall provide appropriate resources, including staging of rigs, to ensure response time commitments taking into account when there are special events and sporting events. The Contractor shall provide reasonable support for demonstrative services to various civil event, including health screenings, and community functions.

The Contractor will provide its standard list of call types for which it will provide standby coverage.

**H. DISASTER RESPONSE**

Cities OEMS shall be responsible for Disaster Response command and Contractor shall follow all orders as a participating BLS response provider.

**I. MUTUAL AID**

Mutual Aid is an important part of the South Jersey emergency health services system. Accordingly, the bidder should provide detail information as to how mutual aid requests will be handled, such that local service responsibilities will not be compromised.

**J. MISCELLANEOUS PROVISIONS**

In addition to the requirements set forth within this Request for Proposals, the Bidder must address how they intend to:

1. Provide EMS actions during times of heightened risk.
2. Provide EMS services as an integrated part of a community wide public service need.
3. Provide a description of how EMS system will integrate with other Cities workers.
4. Provide/Facilitate rescue operations.
5. Provide emergency evacuations of health care facilities.
6. Provide emergency medical services on the scene of a hazardous materials incident.
7. Complete a description of an appropriate training program to familiarize staff with the geography of the Cities.

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VII. TECHNICAL PROPOSAL

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A. PROPOSAL

1. Sealed proposals for the Cities Clerk will receive the provision of basic life support emergency medical services until **April 23, 2024, at 11 a.m.**
2. Proposals must be submitted in one (1) original on 8½” x 11” paper only, single-sided copies, under separate cover, marked “proposals for EMS services.”
3. Proposals should be submitted to:  
Office of the Linwood City Clerk  
c/o Shared Services EMS Committee  
City of Linwood  
400 Poplar Avenue  
Linwood, New Jersey 08221

B. TRANSMITTAL LETTER

The cover letter for the proposal will include the following information:

1. Name and address of the bidder
2. Name, title, phone number and e-mail address of the contact person for the bidder
3. A statement that the proposal is in response to the RFP and the terms and conditions listed in the RFP are acceptable.  
**Any exclusion to these terms, conditions and requirements should be defined in writing.**
4. The signature, typed name and title of the individual authorized to commit the bidder (Contractor) to the proposal.

C. ORGANIZATION DESCRIPTION

The proposal will include the following information

1. Date organization was formed
2. Experience and information (include any experience in providing emergency medical services to the municipalities)
3. Current and previous contracts including public entities (give name, address and phone number of the contact person for each contract)
4. Organizational structure
5. Three Professional References
6. Financial status of organization (**INCLUDING MOST RECENT AUDITED FINANCIAL STATEMENT**)

REQUEST FOR PROPOSAL FOR BASIC LIFE SUPPORT EMERGENCY MEDICAL SERVICE  
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10. The method by which balance billing is handled and collection procedures.
11. Cost to the Cities, and separately the cost to the City of Northfield and the City of Linwood, individually if the services were to be provided to each city under separately executed contracts.

By submitting its proposal the vendor agrees that it shall accept, as a maximum, the Cities workers compensation insurance payment as payment in full for emergency medical services provided to employees and appropriate volunteers of the Cities, while on duty. The vendor will please describe any alternate minimum payment it will accept.

**H. PROPOSAL GUARANTEE**

All bidders returning a proposal must include a proposal guarantee. The amount of the proposal guarantee is to be not less than 10% of the total proposed amount for the three-year term of this request up to a maximum of \$20,000. Said guarantee may be in the form of a certified check, Cashier's check or bid bond. The guarantee must be payable to the Cities and will be held by the Clerk as a guarantee that, in the event the proposal is accepted and the contract awarded to the bidder, the contract will be promptly executed and appropriate copies returned to the successful bidder.

**I. RESPONSE TIME REQUIREMENTS**

With regard to paragraph D Response Time Requirements page 18, bidders should include all call type descriptions and any and all exceptions to the reporting requirements inherent in the bidder's proposal. Bidder may include any other explanatory information with regard to response times in this section.

**J. CALL VOLUME HISTORY**

<b>2016</b>	Linwood	949 Dispatches, 663 Transports
	Northfield	1607 Dispatches, 1116 Transports
<b>2017</b>	Linwood	960 Dispatches, 677 Transports
	Northfield	1651 Dispatches, 1077 Transports
<b>2018</b>	Linwood	941 Dispatches, 601 Transports
	Northfield	1672 Dispatches, 1125 Transports
<b>2019</b>	Linwood	883 Dispatches, 584 Transports
	Northfield	1609 Dispatches, 1054 Transports
<b>2020</b>	Linwood	710 Dispatches, 425 Transports (through 11/30/2020)
	Northfield	1416 Dispatches, 861 Transports (through 11/30/2020)

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 78-2024**

**ACKNOWLEDGING THE NOTICE OF RETIREMENT FROM  
STEVE STEINECKE, CAPTAIN OF POLICE**

**WHEREAS**, the Common Council of the City of Northfield approved the hiring of Steve Steinecke commencing November 18, 1998; and

**WHEREAS**, on March 18, 2024, Captain Steve Steinecke submitted notice of retirement to the New Jersey Division of Pensions and Benefits with an effective date of May 1, 2024.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the notice of retirement of Steve Steinecke from the position of Captain of Police effective May 1, 2024.

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 26<sup>th</sup> day of March 2024.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 79-2024**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mr. Pedro Bretones has properly submitted an Application for Use of Facilities requesting use of the Softball Field for softball games and practices, as follows:

Monday through Friday (*Excluding Friday, May 3<sup>rd</sup>*)  
March 27, 2024 – May 22, 2024  
3:00pm – 5:00pm

**WHEREAS**, Mr. Pedro Bretones has presented this request on behalf of the Northfield Community School; and

**WHEREAS**, pursuant to Resolution No. 41-2024, the Common Council of the City of Northfield did previously authorize the use of the Softball Field by Northfield Little League, on all dates from March 1st through July 31<sup>st</sup> and August 15<sup>th</sup> through November 1<sup>st</sup> from 7am until 11:59pm; and

**WHEREAS**, pursuant to Resolution No. 70-2024, the Common Council of the City of Northfield did previously authorize the use of the Softball Field by Mainland Regional High School Softball on Friday, May 3, 2024, from 3pm until 10pm; and

**WHEREAS**, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that Monday through Wednesday, March 27<sup>th</sup> until May 22<sup>nd</sup> from 3pm until 5:00pm, excluding May 3<sup>rd</sup>, may be deleted from his previously authorized use, and is therefore available.

**THEREFORE, BE IT RESOLVED**, that the approval is 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 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 26<sup>th</sup> day of March 2024.

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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: Northfield City Community School
2000 New Road Northfield

Tell Us Who You Are / Description and Purpose of Organization: Northfield Community Middle School would like to use the senior baseball field and the softball field for practice and home games.

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: Pedro P. Britones Title/Affiliation Superintendent

Home Address: 2200 New Road, Northfield, NJ 08225

Telephone: (H) \_\_\_ (C) [REDACTED] (W) [REDACTED]

Name and Location of Facility(ies) Being Requested: senior baseball field and softball field.

For the Following Purpose: Practice and games.

on the Following Date(s): 3/25 - 5/22 Monday - Friday

Specify Hours of Use: From: 3:00 PM To: 5:00 PM Are Field Lights Requested\*? NO

\*If Yes, Provide Dates / Times for Requested Light Use: \_\_\_

\*LIGHT USE FEE APPLIES IN ACCORDANCE WITH CHAPTER 230-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

# of Participants per Date: 15-30 # of Participants who are Northfield Residents: 15

Will Juveniles be Present? Yes [X] No \_\_\_ If Yes, What Ages? 11-13

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: \_\_\_

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: Pedro P. Britones DATE: 3/21/24
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. 80-2024**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mr. Pedro Bretones has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field for baseball games and practices as follows:

Monday through Friday  
March 27, 2024 – May 22, 2024  
3:00pm – 5:00pm

**WHEREAS**, Mr. Pedro Bretones has presented this request on behalf of the Northfield Community School; and

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Pedro Bretones is 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 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 March 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: Northfield City Community School
2000 New Road Northfield

Tell Us Who You Are / Description and Purpose of Organization: Northfield Community Middle School would like to use the senior baseball field and the softball field for practice and home games.

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: Pedro P. Britones Title/Affiliation Superintendent

Home Address: 2000 New Road, Northfield, NJ 08225

Telephone: (H) \_\_\_ (C) [REDACTED] (W) [REDACTED]

Name and Location of Facility(ies) Being Requested: senior baseball field and softball field.

For the Following Purpose: Practice and games.

on the Following Date(s): 3/25 - 5/22 Monday - Friday

Specify Hours of Use: From: 3:00 PM To: 5:00 PM Are Field Lights Requested\*? NO

\*If Yes, Provide Dates / Times for Requested Light Use: \_\_\_

\*LIGHT USE FEE APPLIES IN ACCORDANCE WITH CHAPTER 250-5 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

# of Participants per Date: 15-30 # of Participants who are Northfield Residents: 15

Will Juveniles be Present? Yes [X] No \_\_\_ If Yes, What Ages? 11-13

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: \_\_\_

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: Pedro P. Britones DATE: 3/21/24
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

# 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)

**Date:** March 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.
2. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)
  - The requested financial information from the City has been submitted to the USDA and is currently under review. Our office contacted the USDA on March 18, 2024 asking for a status update and resubmitted the financial information.
3. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)
  - Subject to funding appropriation, the Local Transportation Projects Fund is established to address specific focused local transportation issues throughout the state. Applications can be submitted at any time via SAGE (System for Administering Grants Electronically). City projects will be evaluated for eligibility and submission. Our office transmitted a proposal to complete and submit the grant application on January 30, 2024.
  - The City has identified various streets within the City which are in need of re-stripping. DBA will submit a proposal for this work and collaborate with Qwin Vitale on identification of street locations.

## **Engineering**

### 1. Drainage Issue at 2320 Cedarbridge Road:

- On February 9, 2024, Marc DeBlasio met with Qwin Vitale to assess drainage issues at 2320 Cedarbridge Road. It was determined that the property lies at a low point within the drainage area. Recommended short term solutions include constructing an earthen berm at the driveway and cleaning and inspecting storm sewer inlets and pipe. Long term solutions include evaluating the storm sewer system and installing larger pipes and/or drainage facilities, and the installation of curbing along the roadway.

### 2. 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.

### 3. Stormwater Management Plan

- DeBlasio and Associates was asked by Qwin Vitale to review and update the City's Stormwater Management Plan. A proposal will be forthcoming.

### 4. Bonnie Lee Road

- At the March 12, 2024 Council meeting, DBA was asked to observe the pavement condition on Bonnie Lee Road resulting from an emergency water main repair. Nancy Mauro went to the site on March 14, 2024. The pavement and curb will require additional restoration. DBA has contacted the New Jersey American Water Company and requested that they submit a road opening permit for this work.