

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
MARCH 7, 2023**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised in the Press of Atlantic City on Saturday, January 7, 2023, and in accordance with Public Law 1975, Chapter 231.

**FLAG SALUTE**

**COUNCIL ROLL CALL:**

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

**MAYOR:** Chau

**APPROVAL OF MINUTES** – February 21, 2023 and February 23, 2023

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- |                |                                                                                                                                                                                                                                          |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>64-2023</b> | Authoring the Tax Collector to Conduct a Tax Lien Sale                                                                                                                                                                                   |
| <b>65-2023</b> | Authorizing Refund of Overpayment of Taxes                                                                                                                                                                                               |
| <b>66-2023</b> | Authorizing the Appointment of a COAH Attorney as Special Counsel in Accordance with N.J.S.A. 40a:11-5 (1) as a Professional Service                                                                                                     |
| <b>67-2023</b> | To Approve an Application for Use of Facilities – Northfield Little League                                                                                                                                                               |
| <b>68-2023</b> | To Approve an Application for Use of Facilities – Mainland Northfield Babe Ruth                                                                                                                                                          |
| <b>69-2023</b> | To Approve an Application for Use of Facilities – South Jersey South Shore Baseball League                                                                                                                                               |
| <b>70-2023</b> | To Approve an Application for Use of Facilities – Northfield Community School Baseball                                                                                                                                                   |
| <b>71-2023</b> | To Approve an Application for Use of Facilities – Northfield Community School Softball                                                                                                                                                   |
| <b>72-2023</b> | Conditional Extension of Outdoor Dining Timeframe Previously Approved by Resolution 80-2022, through December 31, 2023                                                                                                                   |
| <b>73-2023</b> | A Resolution Establishing Salaries for Non-Union Employees of the City of Northfield for 2023                                                                                                                                            |
| <b>74-2023</b> | Resolution of the Common Council of the City of Northfield, County of Atlantic, Appointing a 9-1-1 Coordinator                                                                                                                           |
| <b>75-2023</b> | Participant’s Resolution, LEAP Implementation Grant                                                                                                                                                                                      |
| <b>76-2023</b> | A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act N.J.S.A. 10:4-12b (7) and (8), Regarding Contract Negotiations and Personnel Matters |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
MARCH 7, 2023**

**ORDINANCES**

- 3-2023**      An Ordinance Amending Chapter 215 of the Code of the City of Northfield Governing Land Use and Development  
*Passed on 1<sup>st</sup> Reading / Introduction 01/17/2023*  
*Referred to City of Northfield Planning Board 01/18/2023*  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration Postponed Pending Amendment*
- 5-2023**      Repealing and Replacing Ordinance No. 4-2023, Calendar Year 2023 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A: 4-45.14)  
*Introduction / No Public Input / Published in the Press of AC 03/11/2023*  
*2<sup>nd</sup> Reading / Public Hearing / March 21, 2023*
- 6-2023**      An Ordinance Appropriating \$100,000 from the Capital Improvement Fund for the Roof Replacement Project for Northfield City Hall, City of Northfield, County of Atlantic, State of New Jersey  
*Introduction / No Public Input / Published in the Press of AC 03/11/2023*  
*2<sup>nd</sup> Reading / Public Hearing / March 21, 2023*

**PAYMENT OF BILLS**      \$ 2,330,708.41

**MEETING NOTICES**

*Note: CANCELED - Budget Workshop Meeting for March 9<sup>th</sup> has been canceled*

City Council	March 21 <sup>st</sup>	6pm Work Session
		Regular Session immediately following

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 64-2023**

**AUTHORING THE TAX COLLECTOR  
TO CONDUCT A TAX LIEN SALE**

**WHEREAS**, the City of Northfield conducts a standard tax sale each year; and the Tax Collector is hereby authorized to hold a tax Lien Sale on May 19, 2023.

**WHEREAS**, any taxpayer who is delinquent as of November 11<sup>th</sup> of the previous calendar year shall be included in the standard sale; and

**WHEREAS**, to ensure full payment prior to the date of the standard tax sale, the City of Northfield must know that taxes were paid in full.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey that all delinquent tax payments tendered after March 30, 2023, must be paid either by certified check, money order or cash.

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 7<sup>th</sup> day of March, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 65-2023**

**AUTHORIZING REFUNDS OF OVERPAYMENT OF TAXES**

**BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that refunds for overpaid property taxes pursuant to the following are hereby authorized:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Arianne & Matthew Cohen 601 Walnut Ave Northfield, NJ 08225	67 67	9 10	Maple Ave Northfield, NJ 08225	\$ 55.88 \$111.75
<b>Total Amount of Refund:</b>				<b>\$167.63</b>

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

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 7th day of March, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 66-2023**

**AUTHORIZING THE APPOINTMENT OF A COAH ATTORNEY AS  
SPECIAL COUNSEL IN ACCORDANCE WITH N.J.S.A. 40A:11-5 (1) AS  
A PROFESSIONAL SERVICE**

**WHEREAS**, the need exists to continue to employ a Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its affordable-housing obligations in any proceeding involving (a) the New Jersey Council on Affordable Housing (“COAH”), and/or (b) a New Jersey court of competent jurisdiction; and

**WHEREAS**, the Common Council of the City of Northfield wishes to employ the services of Surenian, Edwards, and Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract Surenian, Edwards, and Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$5,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**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 3-01-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 7<sup>th</sup> day of March, 2023.

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Mary Canesi, RMC, Municipal Clerk

# RESOLUTION NO. 66-2023, ATTACHMENT

## PROFESSIONAL SERVICES AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by and between:

**CITY OF NORTHFIELD**, a Municipal Corporation of the State of New Jersey  
1600 Shore Road  
Northfield, NJ 08225

Hereinafter referred to as “City”

And: **SURENIAN, EDWARDS, BUZAK & NOLAN LLC**  
311 Broadway, Suite A  
Point Pleasant Beach, NJ 08742

Hereinafter referred to as “Special Counsel”, “Contractor” or “Firm”.

In the event that Surenian, Edwards, Buzak & Nolan LLC is reconstituted, references to “Special Counsel”, “Contractor” or “Firm” shall include references to the new entity.

### WITNESSETH:

1. City hereby appoints and employs the Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its affordable-housing obligations in any proceeding involving (a) a New Jersey court of competent jurisdiction, and/or (b) the New Jersey Council on Affordable Housing (“COAH”) should it resume its duties.

2. Special Counsel shall bill the City at the following rates:

- (a) \$200.00 per hour for all Partners: Jeffrey R. Surenian, Michael J. Edwards, Edward J. Buzak, and Erik C. Nolan
- (b) \$185.00 per hour for Firm’s associates: Christine M. Faustini, Nancy L. Holm, William E. Olson, Jackie P. Gioioso, Keli L. Gallo, or Susan L. Crawford
- (c) \$90.00 per hour for all Paralegal work
- (d) For any new hires, Firm will communicate with the City prior to the commencement of any work.

3. City shall pay all disbursements incurred by the Firm, such as, but not limited to, photocopying and printing charges (at \$0.25 per page); facsimile charges (at \$1.00 per page);

telephone charges; postage, travel expenses, mileage (at standard IRS rate, plus tolls); video conferencing charges; scanning charges (at \$0.25 per page); research; messenger fees; filing fees; recording fees, etc.

4. Special Counsel shall bill City on a monthly basis. In the event that the bills exceed the amount budgeted, City shall either make another appropriation or advise Special Counsel to stop work immediately.

5. City shall pay all bills within forty-five (45) days from date mailed.

6. As a prerequisite to payment, Special Counsel shall complete and execute vouchers provided by the City, which the Firm shall be free to submit with each bill, so that said bill may be paid upon approval.

7. Attached hereto and incorporated herein are:

**Enclosures**

1. Mandatory Affirmative Action Compliance Notice N.J.S.A. 10:5-31 and N.J.A.C. 17:27;
2. Appendix A Americans with Disabilities Act of 1990 Equal Opportunity for Individuals with Disability; and Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, C. 127) N.J.A.C. 17-27;
3. State of New Jersey Business Registration
4. Certificate; Certificate of Employee Information Report;
5. Workers Compensation and Employers Liability Policy; and
6. Business Entity Disclosure Certification;
7. Disclosure of Investment Activities in Iran
8. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022, c.3

8. Any portion or clause of this Agreement that is deemed unenforceable shall be severed from this Agreement with the surviving portion remaining in full force and effect.

9. The terms of this Agreement shall be in effect from May 1, 2023 to April 30, 2024.

**CITY OF NORTHFIELD**

ATTEST:

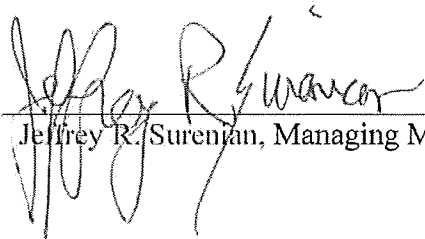
By \_\_\_\_\_  
Erland Chau, Mayor

\_\_\_\_\_

**SURENIAN, EDWARDS, BUZAK & NOLAN LLC**

WITNESS:

  
\_\_\_\_\_  
Paul Fiorianti

By   
Jeffrey R. Surenian, Managing Member

Date: 2/17/23



**CITY OF NORTHFIELD, NJ**  
**RESOLUTION NO. 67-2023**

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

**WHEREAS**, Mr. Jason Yard has properly submitted an Application for Use of Facilities requesting use of the Farm League, Softball, Major League, and Minor League Fields, and both baseball snack bars, for youth recreational baseball and softball as follows:

March 8, 2023 – July 31, 2023

8am – 10pm

August 1, 2023 - November 1, 2023

8am – 10pm

**WHEREAS**, Mr. Jason Yard has presented this request on behalf of Northfield Little League; and

**WHEREAS**, said approval requires the use of lights during some hours of play where it may be needed and fees shall be paid in accordance with Chapter 250 of the Municipal Code.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Jason Yard 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 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 7th day of March, 2023.

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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 Little League, 1700 Burton Avenue, Northfield

Tell Us Who You Are / Description and Purpose of Organization: Jason Yard, President, Northfield Little League Baseball and Softball for ages 5-12

Is the Group a Not-For-Profit Organization? ☒ Yes ☐ No

Do Participants Pay a Fee for Your Sport / Event? ☒ Yes ☐ No

If Yes, How Much? \$ 100 per: ☐ Person ☐ Day ☒ Season ☐ (other)

Name of Applicant / Responsible Party: Jason Yard Title/Affiliation NLL President

Home Address: 700 Hollywood Drive, Northfield, NJ 08225

Telephone: (H) [REDACTED] (C) same (W)

Name and Location of Facility(ies) Being Requested: 1700 Burton Avenue, Baseball/Softball Fields and snack bar with the exception of the Babe Ruth Field

For the Following Purpose: Baseball and Softball practice and games

on the Following Date(s): March 1 to -July 31 and August 15 to November 1st

Specify Hours of Use: From: 8am To: 10pm Are Field Lights Requested\*? ☒ yes

\*If Yes, Provide Dates / Times for Requested Light Use: Night games during the season

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

# of Participants per Date: 250 # of Participants who are Northfield Residents: 230

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 5-12

Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☐ Yes ☒ 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: Jason Yard DATE: 02/16/2023

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. 68-2023**

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

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

Sundays, Tuesdays, Wednesdays, Fridays (*May 19<sup>th</sup> excluded*), and Saturdays from:

April 1, 2023 – July 31, 2023

5:30pm – 10pm

and

September 1, 2023 - November 30, 2023

5:30pm – 10pm

**WHEREAS**, Mr. Pat McCarthy has presented this request on behalf of the Mainland/Northfield Babe Ruth; and

**WHEREAS**, said approval requires the use of lights during some hours of play where it may be needed and fees shall be paid in accordance with Chapter 250 of the Municipal Code.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Pat McCarthy 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 7th day of March, 2023.

---

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: MAJLND / NF BASE RUTH BASEBALL

Tell Us Who You Are / Description and Purpose of Organization: SAME

Is the Group a Not-For-Profit Organization? ☒ Yes ☐ No

Do Participants Pay a Fee for Your Sport / Event? ☒ Yes ☐ No

If Yes, How Much? \$ 125- per: ☒ Person ☐ Day ☒ Season ☐ (other)

Name of Applicant / Responsible Party: MAJLND / NF BASE RUTH Title/Affiliation Participating Member

Home Address: 209 ALEXANDER DRIVE, LINDWOOD, NJ 08221

Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Name and Location of Facility(ies) Being Requested: BIRCH GROVE / BASE RUTH FIELD

For the Following Purpose: BASEBALL

on the Following Date(s): April 1<sup>st</sup> - July 31<sup>st</sup> & Sept 1<sup>st</sup> - Nov 30<sup>th</sup>

Specify Hours of Use: From: 5:30 pm To: 10 pm Are Field Lights Requested\*? YES

\* If Yes, Provide Dates / Times for Requested Light Use: SUBJECT TO SCHEDULE

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

# of Participants per Date: TBD # of Participants who are Northfield Residents: TBD

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 13-15

Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☒ Yes ☐ No

If Yes, Name of Municipality/ies: Somers Point

Date/s and Disposition of Request/s: SAME

*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: [Signature] DATE: 2/21/23  
 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. 69-2023**

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

**WHEREAS**, Mr. Joe Bunting has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Baseball Field as follows:

Mondays and Thursdays, from:

May 30, 2023 – August 15, 2023

7:00pm – 9:00pm

**WHEREAS**, Mr. Joe Bunting has presented this request on behalf of South Jersey South Shore Baseball League; and

**WHEREAS**, said approval requires the for use of lights during some hours of play where it may be needed and fees shall be paid in accordance with Chapter 250 of the Municipal Code; 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. Joe Bunting 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 7th day of March, 2023.

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Mary Canesi, RMC, Municipal Clerk



TEAM:  
NORTHFIELD CANINALS  
SOUTH JERSEY SUNS

Resolution 69-2023, Attachment



**CITY OF NORTHFIELD**  
**Application for Use of Facilities**  
*(Other than Use of Birch Grove Park Center)*

Name and Address of Organization: SOUTH JERSEY SOUTH SHORE BASEBALL LEAGUE  
1337 NEW ROAD NORTHFIELD, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: WE ARE A NON-PROFIT  
BASEBALL LEAGUE PRIMARILY MADE UP OF HIGH SCHOOL  
SENIORS AND COLLEGE PLAYERS. OUR GOAL IS TO PROVIDE AN

Is the Group a Not-For-Profit Organization? ☒ Yes ☐ No OPPORTUNITY TO PLAY BASEBALL  
Do Participants Pay a Fee for Your Sport / Event? ☒ Yes ☐ No AND PROVIDE INSTRUCTION BACK  
TO YOUTH IN THE  
COMMUNITY

If Yes, How Much? \$ 40 per: ☒ Person ☐ Day ☐ Season ☐ (other)

Name of Applicant / Responsible Party: JOE BUNTING Title/Affiliation LEAGUE PRESIDENT

Home Address: 509 PIERCE AVE LINWOOD, NJ 08221 COACH NORTHFIELD  
CANINALS

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

Name and Location of Facility(ies) Being Requested: NORTHFIELD BABERUTH FIELD  
BIRCH GROVE PARK

For the Following Purpose: TO PLAY BASEBALL ON BABERUTH FIELD  
on the Following Date(s): 5/30/23 - 8/15/23 MONDAY AND THURSDAY NIGHTS

Specify Hours of Use: From: 7 PM To: 9 PM Are Field Lights Requested\*? YES

\*If Yes, Provide Dates / Times for Requested Light Use: 8 PM TO 9 PM BASED  
ON TIME OF SEASON

\*LIGHT USE FEE APPLIES IN ACCORDANCE WITH CHAPTER 250.3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

# of Participants per Date: 15 # of Participants who are Northfield Residents: 8

Will Juveniles be Present? Yes ☐ No ☒ If Yes, What Ages? \_\_\_\_\_

Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☐ Yes ☐ 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: Joseph Bunting DATE: 2/17/23  
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. 70-2023**

**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, (*May 19<sup>th</sup> excluded*)

March 27, 2023 – June 2, 2023

3:00pm – 5:30pm

**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 7<sup>th</sup> day of March, 2023.

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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 COMMUNITY SCHOOL - 2000 NEW RD - NORTHFIELD, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: NORTHFIELD COMMUNITY SCHOOL BASEBALL AND SOFTBALL TEAMS.

Is the Group a Not-For-Profit Organization? ☒ Yes ☐ No

Do Participants Pay a Fee for Your Sport / Event? ☐ Yes ☒ No

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

Name of Applicant / Responsible Party: Pete BARTONIS Title/Affiliation SUPERINTENDANT

Home Address: 2000 NEW RD NORTHFIELD, NJ 08225

Telephone: (H) 609-467-4004 (C)        (W)       

Name and Location of Facility(ies) Being Requested: BASE RUN BASEBALL FIELD AND SOFTBALL FIELD

\*NO BASEBALL MAY 1944

For the Following Purpose: BASEBALL AND SOFTBALL GAMES AND PRACTICES

on the Following Date(s): 3/27-6/2 M-F when school is in session

Specify Hours of Use: From: 3:00 To: 5:30 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: 40 # of Participants who are Northfield Residents: 46

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 6<sup>TH</sup>-8<sup>TH</sup> GRADE

Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☐ Yes ☒ 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: Pete Bartonis DATE: 3/1/23  
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. 71-2023**

**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

March 27, 2023 – June 2, 2023

3:00pm – 5:30pm

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

**WHEREAS**, pursuant to Resolution No. 67-2023, 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 8am until 10pm; and

**WHEREAS**, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that Monday through Friday, March 27<sup>th</sup> until June 2<sup>nd</sup> from 3pm until 5:30pm, 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 7th day of March, 2023.

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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 COMMUNITY SCHOOL - 2000 NEW RD - NORTHFIELD, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: NORTHFIELD COMMUNITY SCHOOL BASEBALL AND SOFTBALL TEAMS.

Is the Group a Not-For-Profit Organization? ☒ Yes ☐ No

Do Participants Pay a Fee for Your Sport / Event? ☐ Yes ☒ No

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

Name of Applicant / Responsible Party: PETE BACCHES Title/Affiliation SUPERINTENDANT

Home Address: 2000 NEW RD NORTHFIELD, NJ 08225

Telephone: (H) 609-467-4004 (C)        (W)       

Name and Location of Facility(ies) Being Requested: BASE RUN BASEBALL FIELD AND SOFTBALL FIELD

\*NO BASEBALL MAY 1944

For the Following Purpose: BASEBALL AND SOFTBALL GAMES AND PRACTICES

on the Following Date(s): 3/27 - 6/2 M-F when school is in session

Specify Hours of Use: From: 3:00 To: 5:30 Are Field Lights Requested? ☐ Yes ☒ 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: 40 # of Participants who are Northfield Residents: 40

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 6<sup>TH</sup> - 8<sup>TH</sup> GRADE

Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☐ Yes ☒ 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: *Pete Bacches* DATE: 3/1/23  
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. 72-2023**

**CONDITIONAL EXTENSION OF OUTDOOR DINING TIMEFRAME  
PREVIOUSLY APPROVED BY RESOLUTION 80-2022 THROUGH  
DECEMBER 31, 2023**

**WHEREAS**, on March 8, 2022, the governing body of the City of Northfield adopted Resolution 80-2022 in an attempt to alleviate the hardship of its local businesses and their employees resulting from the COVID-19 outbreak;

**WHEREAS**, the lingering impact of COVID-19 continues to exist and place hardship on local businesses and their employees; and

**WHEREAS**, the governing body of the City of Northfield wants to continue to attempt to alleviate the aforesaid hardship upon its local businesses and continue to offer options to the patrons of said businesses.

**NOW, THEREFORE, BE IT RESOLVED BY THE** City Council of the City of Northfield that, until December 31, 2023, the City's Zoning and Code Enforcement Officials, in conjunction with the City Engineer, Chief of Police, and Fire Chief, are hereby granted the temporary authority and discretion to approve applications pertaining to existing "restaurants engaged in the preparation and service of meals/food, which preparation and cooking has occurred on the premises of said entities" in order to permit said establishments to continue to provide reasonable outdoor table/seating option .

1. The approval of any temporary development in relation to this Resolution shall be subject to the following conditions:
  - a. Any approved tables/seats located in an "outdoor dining area," defined as "a designated area on the premises of a retail food establishment or restaurant, but located outside of the principal building, and where patrons may sit at tables while consuming food and beverages ordered from and served by a waiter or waitress," are permitted to be utilized between the hours of 6:00 a.m. and 10:00 p.m.
  - b. Applicants must submit a Litter Control Plan, which shall include a description of the number and location of trash receptacles proposed to service the outdoor dining area, and the frequency with which the outdoor dining area will be policed for litter in order to control the accumulation of trash/recycling.
  - c. In the event a restaurant is a tenant at a property tenant shall provide a copy of their lease and landlord's written permission to use the requested designated space for outdoor dining.
  - d. The City of Northfield reserves the right to amend, terminate, or repeal this resolution, and accordingly no property rights are vested

- or granted to any person(s) or entities by virtue of this resolution. All person(s) and/or entities electing to pursue temporary relief in accordance with the provisions of this resolution are hereby given notice that the expenditure of any funds, or the incurrence of any costs, in reliance upon the provisions of this resolution shall be at their sole and exclusive cost and expense. All persons and/or entities are hereby given notice that the risk of loss for any expenditure and/or costs incurred shall be their sole and exclusive responsibility.
- e. To the extent that any of the temporary rights granted herein are in direct contravention to certain provisions of ordinances of the City of Northfield, it is the intent that said ordinances are hereby temporarily relaxed so as to allow for the limited and reasonable expansion of the operations of outside food and beverage service as set forth herein. With the exception of this temporary relief set forth herein, applicants must comply with any and all other federal, state, county, and local laws and regulations, including any and all other existing zoning and/or general ordinances governing the operation of bars/restaurants, as well as those of outdoor dining.
  - f. Applicants shall adhere to all noise, sound ordinances.
  - g. In the event the City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief determine that an applicant is in violation of the conditions of any temporary plan approved in relation to this Resolution, the City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief are hereby authorized to immediately revoke the temporary plan approval received in relation to this Resolution.
  - h. The City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief are hereby authorized and empowered to enforce this Resolution and the several provisions thereof. The City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief are hereby further empowered to enforce the discretionary powers which are considered necessary in order to make the provisions hereof properly effective and useful for the benefit of applicants. In order to avoid injustice, the possible abuse of discretion and to correct the possibility of error in judgment, any applicant whose temporary plan application is denied by the City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief has the right to appeal to the governing body by filing a notice of appeal with the City Clerk within seven (7) days of the denial of said application. Upon receipt of any such notice of appeal, the governing body will hear the appeal at its next regular meeting, at which time the owner and any other persons appearing in the matter will be heard or afforded the opportunity to be heard. At the conclusion of said hearing, the governing body will consider the matter, determine whether to uphold or overturn the decision of the City Zoning

Officer, City Engineer, City Chief of Police and City Fire Chief and thereafter notify the owner of its decision.

- i. Individual bars/restaurants seeking approval to relocate existing tables/seating to other locations on site such as parking areas, submit to the City Clerk a site plan application, and site drawing depicting the existing and proposed layout and location of tables/seating outside of said bar/restaurant, which shall also include but not be limited to, confirmation of the number of existing, approved tables/seats, a depiction of all aisles, routes of ingress and egress, clearances/distances between tables and between the seating area and the curb line, the location of all food preparation and service area, an illustration, rendering and/or photograph of all proposed furniture, umbrellas, tents, and trash receptacles. All proposed tables, chairs, furniture, umbrellas, tents and trash receptables, etc. on site must be of similar nature and appearance. Applicants shall also submit a brief written narrative describing the proposed method of serving food and beverages in the newly proposed areas.

**BE IT FURTHER RESOLVED** that pending further resolution, the force and effect of the within resolution, and all temporary rights set forth herein, shall terminate at 11:59 PM on December 31, 2023, at which time allowances provided herein shall be automatically rescinded. Upon termination, any temporary approval afforded by the City in accordance with the terms and conditions of this resolution shall be deemed void and all applicants shall be required to immediately remove any and all outdoor tables/seats and cease all outside operations.

**BE IT FURTHER RESOLVED** as a condition of said permit authorizing expanded outdoor dining restaurants shall sign a Joint Insurance Fund (JIF) approved hold harmless agreement and name the City of Northfield and the City Officials as an additional insured under a policy of insurance to not be less than \$1,000,000.00.

**BE IT FURTHER RESOLVED** nothing contained herein shall restrict or limit any rights currently held by any restaurant relative to outdoor food and beverage service.

**BE IT FURTHER RESOLVED** that the within resolution shall be effective immediately.

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 7<sup>th</sup> day of March, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 73-2023**

**A RESOLUTION ESTABLISHING SALARIES FOR NON-UNION  
EMPLOYEES OF THE CITY OF NORTHFIELD FOR 2023**

**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>2023</u>
Alliance Coordinator – Campbell, Shannon	1,248.00
Business Administrator – Canesi, Mary	15,600.00
Chief Financial Officer – Stollenwerk, Dawn	30,000.00
Chief of Police – Mark VonColln	136,600.00
Council	8,633.00
Council President	9,392.00
Deputy Municipal Clerk – Shannon, Campbell	47,840.00
Finance & Facilities Supervisor – Smith, Kathi	57,588.00
Fire Volunteers - Safety Officer – Wallace, Michael	1,250.00
Fire Volunteers - Assistant Chief, Shenkus, Eric	4,000.00
Fire Volunteers - Captain, Flaherty, Brian	2,250.00
Fire Volunteers - Deputy Chief, Goodman, Scott	4,500.00
Fire Volunteers - Fire Chief, Cummings, Bruce	7,500.00
Fire Volunteers - Lieutenants – Sullivan, Kirby, Leeds	1,250.00
Housing Official – Capella, Dominic	7,500.00
Plus Per Diem for Lead Inspection	\$144.23
Inspections - Building Inspector – Leary, Dennis	10,000.00
Inspections - Construction Official – Leary, Dennis	20,000.00
Inspections - Fire Sub-Code Inspector – McGrath, Edward	7,571.00
Inspections - Electrical Sub-Code – Marsden, William	16,224.00
Mayor	10,524.00
Municipal Clerk – Canesi, Mary	86,418.00
OEM - Coordinator – Joo, Timothy	9,000.00
OEM - Deputy Coordinator – Leeds, Cole	1,040.00
Payroll Specialist – Sanfosso, Sharon	25.00/hr
PB/ZB Secretary – Atlas, Robin	8,580.00
Sewer Operator Stipend – Vitale, Qwin	3,611.00
Special Police/Code - Vacant	
Superintendent of Public Works – Vitale, Qwin	106,202.00
Use of Facilities/Event Coordinator – Campbell, Shannon	6,240.00
Zoning Official – Nassar, Rami	7,592.00

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the Common Council of the City of Northfield, held this 7<sup>th</sup> day of March 2023.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO, 74-2023**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF  
NORTHFIELD, COUNTY OF ATLANTIC, APPOINTING A 9-1-1  
COORDINATOR**

**WHEREAS**, in accordance with N.J.A.C. 17:24-5.1 the governing body of each municipality shall appoint a Municipal 9-1-1 Coordinator; and

**WHEREAS**, the position of Municipal 9-1-1 Coordinator does not require an individual salary; and

**WHEREAS**, the City of Northfield is in need of a Municipal 9-1-1 Coordinator; and

**WHEREAS**, Tim Joo is currently the Emergency Management Coordinator for the City of Northfield; and

**WHEREAS**, Tim Joo has the requisite skills and experience to serve as the Municipal 9-1-1 Coordinator for the City of Northfield.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that Tim Joo is hereby appointed as the City of Northfield 9-1-1 Coordinator.

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 7th day of March, 2023.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 75-2023**

**PARTICIPANT'S RESOLUTION  
LEAP IMPLEMENTATION GRANT**

**WHEREAS**, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development, and implementation of new shared and regional services; and

**WHEREAS**, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

**WHEREAS**, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

**WHEREAS**, the City of \_\_\_\_ (lead agent) \_\_\_\_ and the City of \_\_\_\_ propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

**WHEREAS**, the purpose of this shared services agreement is to create a consolidated Communications Center for the purpose of handling 9-1-1 emergency calls for police, fire, and medical dispatch which will benefit the residents of the City of Linwood and the City of Northfield; and

**WHEREAS**, the City of \_\_\_\_ has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Northfield, that the City of Northfield does hereby join with City of Linwood in applying for a LEAP Implementation Grant in the amount of \$ \_\_\_\_\_ to support implementation of this shared service.

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the Common Council of the City of Northfield, held this 7th day of March 2023.

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



**CITY OF NORTHFIELD NJ  
RESOLUTION NO. 76-2023**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT  
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS  
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-  
12b(7) AND (8), REGARDING CONTRACT NEGOTIATIONS AND  
PERSONNEL MATTERS**

**WHEREAS**, the Common Council of the City of Northfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12b(7) and (8), specifically with regard to a potential shared service with the Boro of Folsom for the services of a Chief Financial Officer.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

**IT IS FURTHER RESOLVED**, that any vote on the matter will be held in public session.

**IT IS FURTHER RESOLVED** that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

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 7<sup>th</sup> day of March 2023.

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Mary Canesi, RMC, Municipal Clerk

# ENGINEER'S REPORT

## **ENGINEERING MEMORANDUM**

**TO:** Mayor and City Council, City of Northfield  
1600 Shore Road  
Northfield, NJ 08225

**FROM:** Rami Nassar, PE, PP, CME  
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

**SUBJECT:** Engineers Report for March 7, 2023

**DATE:** March 3, 2023

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### **PROJECTS:**

#### **NF13-43 Asset Management Plan**

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with Public Works Director on March 9, 2020, to go over portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. (3-12-2021) Will be starting to video the sewer main on Monday the 22<sup>nd</sup>, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered few issues which needs to be addressed in the asset management plan. (5-14-21) waiting on the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(3-3-2023) Working on the report.**

#### **NF13-27 Grant Applications:**

(5-22-20202) working on the 2021 Municipal Aid Grants for the reconstruction and widening of Merritt Drive, portion of Ridgewood Drive and possible drainage system upgrade. Also, I received an email from the ACIA stating that the municipality does not qualify for CDBG for recreational use (we do not meet the LMI requirements as set by HUD) the only project we can apply for are ADA compliance or projects for Senior Citizen. (6-12-2020) Finalizing the Municipal Aid Grant application for Merritt Drive and working on the CDBG grant to upgrade ADA access to the picnic area at Birch Grove Park. (7-101-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24<sup>th</sup>. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA.

(6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (5-6-2022) The application for the CDBG grant from ACIA is completed will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. (6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant. (6-24-2022) Grant application was submitted to the NJDOT. (7-15-2022) Resolution has been uploaded in PMRS. (8-15-2022) We have a pre application meeting setup for 8-15-2022 for the Transportation Alternative Set-Aside Grant. (10-21-2022) working on the Transportation Alternative Set-Aside Grant and flood mitigation grant with Tim Joo. (11-10-2022) We submitted the Transportation Alternative Set-Aside Grant and working on flood mitigation grant with Tim Joo. (11-25-2022) Grant application was submitted, also we have received the 2023 Municipal Aid Grant for the reconstruction of Ridgewood Drive in the amount of \$261,640. (12-8-2022) I am working in the recreational grant application; we will have on the meeting agenda a resolution to authorize the filing on this application. (1-13-2023) finishing the recreational grant application to be submitted by the 20<sup>th</sup>. **(3-3-2023) No update.**

### **NF13-03      New Jersey American Water Company System Upgrade:**

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new project scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5<sup>th</sup>, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. (3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd Circle and Shepherd Circle West on March 7<sup>th</sup>, it will take approximately 5 weeks to finish the main installation and another 5 weeks to finish all connections. (4-8-2022) Contractor finish the main installation portion of this project, they will start on the water main replacement along Hemsley Place on Monday. (5-20-2022) The contractor will start the individual water connections at Herbert Drive this coming Monday. (6-10-2022) the contractor finished the individual connections along Hemsley and finished more than 50% of the connections for Herbert and Shepherd portion of the project. (6-24-2022) All work has been completed; paving will start after 60 days. (9-2-2022) We marked the limits of paving for the final restoration at Hemsley, Herbert and Shepherd, the work **is** scheduled for the first week in October. (9-15-22) Contractor sent all required paperwork for additional paving. (10-7-2022) the Paving was completed at Shepherd and Herbert, Hemsley to be finished on Monday. (10-21-2022) Pavement restoration has been completed. **(3-3-2023) No update**

### **NF13-03      Street Opening:**

**(3-3-2023) 1 street opening permit was processed.**

### **NF13-44      2020 Local Road Paving Program**

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20<sup>th</sup> meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10<sup>th</sup>. (12-11-2020) We received 6 bids and the lowest bid was from South State, Inc. in the amount of \$527,756.00, the recommendation of award is on the Council's agenda for approval for this meeting. (1-14-2021) we had the pre-construction meeting on the 11<sup>th</sup>, the contractor tentatively will start the drainage component of the project in

February. (2-26-2021) We sent the notice to proceed, the contractor is starting the drainage improvements on March 1, 2021. (3-12-2021) The drainage pipe along Maple has been completed, and the Contractor will start the concrete work next week. (4-1-2021) The concrete work will start on the 5<sup>th</sup>. (4-15-2021) Contractor is not finished with the concrete work. (4-30-2021) All concrete has been completed, working with the Contractor on the paving schedule. (5-14-2021) Nothing new to report. (6-11-2021) the contractor started the paving portion of this project on 6/9/2021. (8-6-2021) The contractor will finish the paving and start on the punch list items the week of August 9th. (8-26-2021) The Contractor started the work on the punch list items, we sent him an email indicating the time for project completion is no later than September 15, if not finished by then, the Municipality could assess liquidated damages. (9-10-2021) the contractor finished 80% of the punch list items. (10-22-2021) Working on the payment request and the final change order. (11-19-2021) Working on the final change order, also we ordered the core sample testing to determine actual asphalt thickness and composition. (7-15-2022) Working on the final change order, so we can close out this project. (1-13-2023) I had meeting with the Contractor to finalize the quantities for the change order and final payment. **(3-3-2023) No update**

## **PROJECT IS COMPLETED**

### **NF13-48      Reconstruction of Merritt Dr. and p/o of Ridgewood Dr. (Municipal Aid FY 2021)**

On November 16, 2020, The City was selected to receive \$ 310,000.00 from the NJDOT Fiscal Year 2021 Municipal Aid Program the Reconstruction of Merritt Drive and portion of Ridgewood Drive between Route 9 and Wabash Avenue. Nothing New to report. (1-14-2021) we started the project design. (4-15-2021) Working on the design plan, should be completed by the end of April. (5-14-2021) The plan and specification will be at the Clerk's Office by the end of May for review and approval by Council. (6-11-2021) the plans and bid package is at the Municipal Clerk's office for the Council members to review. (7-9-2021) sent the package to the NJDOT for their concurrence. (8-26-2021) we received the NJDOT comments on the plans and bid package, we addressed all the issues and sent back the revised package for the NJDOT concurrence, so we can advertise the bid. (9-10-2021) the project has been advertised for bidding. (9-23-2021) No Update. (10-8-2021) We had bid opening on the 5<sup>th</sup> and I have submitted the recommendation for award for the Council members review and approval. (10-22-2021) We received the Award Concurrence from the NJDOT, so we can move forward with Pre-construction meeting and schedule the work with the contractor. (11-5-2021) The pre-construction meeting is scheduled for November 9<sup>th</sup>. (11-19-2021) The Contractor will work with Public Works to determine if the existing drainage system needs any additional upgrade. (3-4-2022) Starting dated was pushed toward the end of April, due to the water main connection for the new school at the corner of Route 9 and Ridgewood Drive. (3-18-2022) We sent the notice to proceed to the contractor for April 1, 2022. (4-8-2022) The Contractor will start the concrete portion of this project on Monday the 11<sup>th</sup>. (4-22-2022) Concrete work has been completed; we have an issue with a shallow stormwater pipe crossing along Merritt Dr. we are in the process of replacing this pipe, also we have removed three existing trees, one tree for sight distance and two trees for motorist safety. (5-6-2022) Drainage pipe replacement has been completed; we have 30-day settlement period before paving can start. (5-20-2022) The contractor is scheduling the paving portion for Mid-June. (6-10-2022) The paving portion of the project has been completed. (6-24-2022) Line striping has been finished; the project is substantially completed. (7-15-2022) Final inspection by NJDOT is scheduled for 7-19-2022. (8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications. (9-15-2022) the contractor is working on correction couple drainage issues along Merritt and Ridgewood. (10-7-2022) The contractor corrected the drainage issue along Merritt and Ridgewood, still need to correct the minor puddle by Route 9. (10-21-2022) Final change order has been finalized and need Council's approval before we can close out this project with the NJDOT. **(3-3-2023) No update**

### **NF13-49      Slip Line Portion of the Existing Sanitary Sewer Mains**

(8-6-2021) On June 15, 2021, The City awarded the slip lining contract to En-Tech Corop of NJ, for the sum of \$221,277.63. We had the pre-construction meeting on July 29, 2021. During the meeting the contractor requested that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September. (8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14<sup>th</sup>. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11<sup>th</sup>, project should be completed by October 22<sup>nd</sup>. (10-22-2021) The

project was completed we have an issue with a section of the liner near Roosevelt and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. (12-10-2021) Received the payment request, and all the prep and post installation videos for our review. (1-14-2022) Spoke with the contractor regarding the issue with the slip line at the intersection of Tilton and Roosevelt waiting on his time frame to fix, so we can process the payment. (2-6-2022) Due to the weather the repair can't take place until the temperature is in the upper 40, at this time we recommended a partial payment to the Contractor. (4-8-2022) We prepared the final change order for approval by Council, mainly this change order reflects few discrepancies between the as-built plan and the actual conditions in the field. (4-22-2022) We received the final payment request from the Contractor on 4-202-22, it will be on the next Council meeting agenda for payment. (5-6-2022) Final payment has been submitted, Contractor provided the required maintenance bond. (9-15-2022) Project is completed, only one punch list item remains to be completed. (10-7-2022) We are going to prepare bid package for another section of the deep sewer to be slipped lined. (10-21-2022) Bid package has been completed and will be going out to bid next week. (11-25-2022) Bid opening is scheduled for December 2, 2022. (12-8-2022) I prepared the recommendation of award for the Council to approve for Phase II. (1-13-2023) we have the pre-construction meeting setup for January 26, 2023(**3-3-2023) Contractor started the slip lining on 2-27-2023**)

#### **NF13-52      2021 Local Road Paving Program**

(3-18-2022) This project originally included full width repaving W Revere Ave (Rt 9 & Leeds Ave), Leeds Ave (W Revere & Oakcrest), W Oakcrest (Leeds & Rt 9), Northwood Court, Chestnut Ave (Rt 9 & Maple), Virginia Ave (Shore Rd & Broad St), Jenny Lynn Drive, Catherine Place, Cedarbridge ( Oak Ave & Delmar Ct), Franklin Ave (Bike path & Broad St), Putting green ( Shore Rd to Broad Street), Madison Ave, and half width repaving for Cedarbridge (Delmar & Zion) and Putting Green (Bike path & Broad St), Mazza Drive was added to the scope of this project. (4-8-2022) We are working on the engineering plans and the bid specifications. (4-22-2022) We completed the field work for Casey Drive, which was added the last Council meeting and should have the plans and specification ready early next month. (5-6-2022) Plans and bid specifications are completed and at the Clerk's office for review. We need Council's approval to go out to bid the project. (6-10-2022) We have bid opening scheduled for June 17, 2022. (6-24-2022) I submitted the recommendation of award for the Council review and approval. (7-15-2022) we had the pre-construction meeting, and the contractor is scheduled to start the first week in August with anticipated completion by November 1<sup>st</sup>. (8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications. (8-12-2022) The contractor started the concrete work on 8-8-2022. (9-2-2022) Paving is completed at Cedarbridge, Madison, Mazza, Jenny Lynn, West Oakcrest and West Revere. The contractor will finish Northwood on the 7<sup>th</sup> and will mobilize back the week of September 19<sup>th</sup> to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19<sup>th</sup>. (10-7-2022) All paving has been completed, the contractor will be the asphalt driveways and the punch list item. (10-21-2022) Contractor completed the line striping, working on the final change order amount and punch list items. (11-10-2022) Project will be under budget, working on the final change order amount and punch list items. (11-25-2022) working on the punch list items. The NJAWC had a main leak at the intersection of Wilson Drive and Wilson Drive the opening was about 7'X6', I am working with the NJAWC on the limits of the pavement restoration. (**3-3-2023) no updates.**)

#### **NF13-53      Reconstruction of Oak Avenue (Municipal Aid FY 2022)**

The City of Northfield has been awarded FY2022 NJDOT Municipal Aid program grant in the amount of \$285,000.00 for the above referenced project. The reconstruction limits are West Mill Road to the east and Burroughs Avenue to the west. Contractor's bids were received for the project known as "Reconstruction of Oak Avenue" at the Municipal Building on January 4, 2023. The low bidder for the project was Arawak paving Co, Inc with a total bid of \$268,900.00. (**3-3-2023) No update**)