

## **CITY OF NORTHFIELD COUNCIL MEETING AGENDA**

**MAY 10, 2016**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231

### **FLAG SALUTE**

**ROLL CALL:** Dewees, Lischin, Murray, O'Neill, Perri, Piergiovanni, Travagline

### **7:00 PM PUBLIC COMMENTS – BAY DRIVE PROPOSED TRAFFIC PLAN**

**APPROVAL OF MINUTES** – April 26, 2016

### **COMMITTEE REPORTS**

**Councilman Perri** - Sewer Inter Local, Planning Board, Senior Citizens

**Councilman O'Neill** - Court/Violations, FAN, Library, Shared Services

**Councilman Piergiovanni** – Insurance/Safety, Chamber of Commerce, Municipal Alliance, Northfield School

**Councilman Dewees** - Buildings/Grounds, Athletic Fields, Bike Path, Veterans' Park, 1<sup>st</sup> St Playground, Birch Grove, Public Works/Roads, Engineering, Little League/Babe Ruth, Sign Sub Committee

**Councilman Murray** - Finance/Collections, MRHS, Economic Development, Traffic Safety

**Councilman Lischin** – Fire Department/EMS, Inspections, Code Enforcement, Housing/Zoning, Technology/MRHS Channel 2, Cultural Committee, Green Team, Sign Sub Committee

**Council President Travagline** – Sign Sub Committee

### **MAYOR'S REPORT**

### **CITY ENGINEER'S REPORT**

### **PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

### **RESOLUTIONS**

- 105-2016**      A Resolution to Request Street Lighting from Atlantic City Electric on a Certain Section of Lake Avenue
- 106-2016**      Separation of Employment Department of Public Works Laborer
- 107-2016**      Separation of Employment Seasonal Grounds Keeper for Birch Grove Park
- 108-2016**      Resolution Inserting an Item of Revenue in the 2016 Budget
- 109-2016**      Resolution Inserting an Item of Revenue in the 2016 Budget
- 110-2016**      A Municipal Resolution Authorizing the Filing of a 2015 Recycling Tonnage Grant Application
- 111-2016**      Supporting the Click it or Ticket Mobilization of May 23-June 5, 2016
- 112-2016**      Appointment of Anthony Siudut to the Position of Deputy Municipal Emergency Management Coordinator
- 113-2016**      Confirmation of Accumulated Absence

**PAYMENT OF BILLS** \$1,307,768.54

### **MEETING NOTICES**

City Council                      May 24<sup>th</sup>                                      6pm Work Session

### **ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 105-2016**

**A RESOLUTION TO REQUEST STREET LIGHTING  
FROM ATLANTIC CITY ELECTRIC  
ON A CERTAIN SECTION OF LAKE AVENUE**

**WHEREAS**, requests have been made from residents of Lake Avenue for Street Lights; and

**WHEREAS**, Acting Chief Paul Newman, Northfield Police Department viewed the area and found that the requests were reasonable; and

**WHEREAS**, Lake Avenue is a City Street; and

**WHEREAS**, Acting Chief Newman requests that Atlantic City Electric consider the installation of a street light on Lake Avenue on Pole P1439.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Northfield that they are in agreement with Acting Chief Newman this request to be sent to Atlantic City Electric to consider street lighting on Pole P1439 on Lake Avenue.

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 City Council of Northfield, held this 10th day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 106-2016**

**SEPARATION OF EMPLOYMENT  
DEPARTMENT OF PUBLIC WORKS LABORER**

**WHEREAS**, City Council approved the appointment of Christopher Martin as Department of Public Works Laborer on August 6, 2014 and;

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby acknowledge the voluntary resignation of employment for Christopher Martin, Public Works Laborer effective April 29, 2016.

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 City Council of Northfield, held this 10<sup>th</sup> day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 107-2016**

**SEPARATION OF EMPLOYMENT  
SEASONAL GROUNDS KEEPER FOR BIRCH GROVE PARK**

**WHEREAS**, City Council approved the appointment of Tyler Gardner as Seasonal Grounds Keeper for Birch Grove Park on March 23, 2016 and;

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby acknowledge the separation of employment for Tyler Gardner, Seasonal Grounds Keeper effective May 4, 2016.

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 City Council of Northfield, held this 10<sup>th</sup> day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO: 108-2016**

**INSERTING AN ITEM OF REVENUE IN THE 2016 BUDGET**

**WHEREAS**, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation of equal amount,

**WHEREAS**, the City of Northfield has been awarded a \$22,675.00 CDBG Grant from the Atlantic County Improvement Authority and wishes to amend its 2016 Budget to include this amount as revenue.

**SECTION 1:**

**NOW THEREFORE BE IT RESOLVED**, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2016:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

Atlantic County Improvement Authority  
2016 CDBG

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$22,675.00 is hereby appropriated under the caption of:

General Appropriations

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

Atlantic County Improvement Authority  
2016 CDBG

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 City Council of Northfield, held this 10th day of April, 2016.

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

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

**CITY OF NORTHFIELD  
RESOLUTION 109-2016**

**INSERTING AN ITEM OF REVENUE IN THE 2016 BUDGET**

**WHEREAS**, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation of equal amount,

**WHEREAS**, the City of Northfield has been awarded a \$5,000.00 Grant from the State of New Jersey, Department of Law & Public Safety, Click It or Ticket Grant and wishes to amend its 2016 Budget to include this amount as revenue.

**SECTION 1:**

**NOW THEREFORE BE IT RESOLVED**, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2016:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

State of New Jersey  
Department of Law and Public Safety  
Click It or Ticket Grant

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$5,000.00 is hereby appropriated under the caption of:

General Appropriations

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

State of New Jersey  
Department of Law and Public Safety  
Click It or Ticket Grant

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 City Council of Northfield, held this 10th day of May, 2016.

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

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 110-2016**

**A MUNICIPAL RESOLUTION AUTHORIZING THE FILING  
OF A 2015 RECYCLING TONNAGE GRANT APPLICATION**

**WHEREAS**, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS**, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS**, a resolution authorizing the City of Northfield to apply for such tonnage grants will memorialize the commitment of the City of Northfield to recycling and to indicate the assent of Mayor and Council of the City of Northfield to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS**, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Northfield that the City of Northfield hereby endorses the submission of the 2015 recycling tonnage grant application to the New Jersey Department of Environmental Protection and has entered into an interlocal agreement with the Atlantic County Utilities Authority for Certified Recycling Professional Services to ensure that the application is completed and properly filed; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

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 City Council of Northfield, held this 10<sup>th</sup> day of May 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 111-2016**

**SUPPORTING THE CLICK IT OR TICKET MOBILIZATION  
OF MAY 23-JUNE 5, 2016**

**WHEREAS**, there were 560 motor vehicle fatalities in New Jersey in 2015; and

**WHEREAS** a large percentage of the motor vehicle occupants killed in traffic crashes were not wearing a seat belt; and

**WHEREAS**, use of a seat belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

**WHEREAS**, the National Highway Traffic Safety Administration estimates that 135,000 lives were saved by safety belt usage nationally between 1975-2000; and

**WHEREAS**, the State of New Jersey will participate in the nationwide *Click It or Ticket* seat belt mobilization from May 23- June 5, 2016 in an effort to raise awareness and increase seat belt usage through a combination of high visibility enforcement and public education; and

**WHEREAS**, the Division of Highway Traffic Safety has set a goal of increasing the seat belt usage rate in the state from the current level of 91 percent to 93 percent; and

**WHEREAS**, a further increase in seat belt usage in New Jersey will save lives on our roadways;

**THEREFORE, BE IT RESOLVED** that Northfield City Council declares its support for the *Click It or Ticket* seatbelt mobilization, both locally and nationally, from May 23 – June 5, 2016 and pledges to increase awareness of the mobilization and the benefits of seat belt use.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was adopted at a Regular Meeting of the City Council of Northfield, held this 10th day of May, 2016

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Mary Canesi, RMC, Municipal Clerk



CITY OF NORTHFIELD, NJ		
RESOLUTION NO. 113-2016 - ATTACHMENT		
<b>Captain Daniel Mitchell</b>		
<b>Payment Calculations - Accumulated Absences</b>		
Retirement Date: May 31, 2016		
<b>Balance of Accrued Time as per agreement</b>		
	<b>Hours</b>	<b>Value</b>
Personal	32	\$1,730.05
Sick	1564	\$84,556.25
Vacation	410.50	\$22,193.31
<b>Total</b>	<b>2,006.50</b>	<b>108,479.61</b>
	<b>2015</b>	
Hourly Rate	\$54.06	
Annual Salary	\$ 112,453.32	

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 112-2016**

**APPOINTMENT OF ANTHONY SIUDUT TO THE POSITION OF  
DEPUTY MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS**, the Municipal Emergency Management Coordinator has recommended the appointment of Anthony Siudut to the position of Deputy Municipal Emergency Management Coordinator; and

**WHEREAS**, the Mayor of the City of Northfield has interviewed Anthony Siudut and reviewed his credentials; and

**WHEREAS**, the Mayor of the City of Northfield wishes to appoint Anthony Siudut to the position of Deputy Municipal Emergency Management Coordinator.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Northfield, that the appointment of Anthony Siudut to the position of Deputy Municipal Emergency Management Coordinator, effective May 1, 2016, is hereby confirmed and ratified.

**BE IT FURTHER RESOLVED**, that compensation for the Deputy Municipal Emergency Management Coordinator shall be as separately set forth in the salary resolution at \$1,000.00 per annum, shall be paid quarterly, and shall be pro-rated for calendar year 2016.

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 City Council of Northfield, held this 10<sup>th</sup> day of May, 2016.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 113-2016**

**CONFIRMATION OF ACCUMULATED ABSENCE**

**WHEREAS**, NJAC 5:30-15 establishes rules that govern how local government units manage and finance compensation for accumulated absence time for their respective employees, and

**WHEREAS**, accumulated absence includes any sick days, vacation days, personal days or other absence time authorized as part of an employer agreement, which is not used by the employee during the allowed period and which is permitted to accumulate over time to the benefit of the employee, and

**WHEREAS**, the Chief Financial Officer has certified that the funds and authority exists to pay the total accumulated absence, as per the attached schedule, to Daniel Mitchell who retired from the service of the City effective May 31, 2016.

**WHEREAS**, the attached certification and documentation are presented to comply with the rules and regulations established by the Local Finance Board.

**NOW, THEREFORE, BE IT RESOLVED, by the City Council**, that the total sum of \$108,479.61 composed of 32 Personal Hours, 1564 Sick Hours and 410.40 Vacation Hours be paid to Daniel Mitchell for his unused, accumulated absence time.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a regular meeting of the City Council of Northfield, held this 10<sup>th</sup> day of May 2016.

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk

**CERTIFICATION OF ACCUMULATED ABSENCES**  
**Police Captain: Daniel Mitchell**  
**Retirement Date: May 31, 2016**  
**Amount of Payout for unused accumulated absences \$108,479.61**

I, Dawn M. Stollenwerk, Chief Financial Officer of the City of Northfield, hereby certify according to NJSA 5:30-15.4 that sufficient documentation has been provided to support the accumulated absence payout to Daniel Mitchell. Such sufficient documentation is found in the contract agreement between the City of Northfield and the Collective Bargaining Agreement "New Jersey State Policeman's Benevolent Association Mainland Local #77 (Northfield) for the period January 1, 2013 to December 31, 2017. Further authorization is provided in the City's personnel policy adopted by Ordinance on March 8, 2005 and the settlement agreement between Daniel T. Mitchell and the City of Northfield. Attached herewith is the copy of the accumulation for the year 2016, reflecting the balances accumulated in prior years and a copy of the calculations and amounts used.

I further certify that funds are available in the 2016 Municipal Budget and in the Accumulated Absence Trust to satisfy this commitment, and are being encumbered against the line item T-24-56-850-008 Accumulated Compensated Absences. This commitment, combined with any other previous commitments does not exceed the appropriation balances available in this line item.

Signed,

Dawn M. Stollenwerk  
Chief Financial Officer  
Date: May 10, 2016

**Captain Daniel Mitchell**  
**Payment Calculations - Accumulated Absences**

Retirement Date: May 31, 2016

**Balance of Accrued Time as per agreement**

	Hours	Value
Personal	32	\$1,730.05
Sick	1564	\$84,556.25
Vacation	410.50	\$22,193.31
Total	2,006.50	108,479.61

	<b>2015</b>
Hourly Rate	\$54.06
Annual Salary	\$ 112,453.32

# Balance Of Time Off Report

Northfield

1/1/2016-12/31/2016

<u>Reason</u>	<u>Hours Given</u>	<u>Days Given</u>	<u>Hours Used</u>	<u>Days Used</u>	<u>Hours Balance</u>	<u>Days Balance</u>
<b>Mitchell,Daniel Lt</b>						
Accumulated	0.00	0.00	0.00	0.00	0.00	0.00
Bereavement/funeral	0.00	0.00	0.00	0.00	0.00	0.00
Compensatory Time	18.00	0.00	0.00	0.00	18.00	0.00
Family Leave Act	0.00	0.00	0.00	0.00	0.00	0.00
Holiday	0.00	0.00	0.00	0.00	0.00	0.00
Jury Duty	0.00	0.00	0.00	0.00	0.00	0.00
Military Time	0.00	0.00	0.00	0.00	0.00	0.00
NJ Family Leave	0.00	0.00	0.00	0.00	0.00	0.00
NJ/FMLA Dual Use	0.00	0.00	0.00	0.00	0.00	0.00
Personal Leave of Absence	0.00	0.00	0.00	0.00	0.00	0.00
Personal Time	32.00	0.00	0.00	0.00	32.00	0.00
Sick	1,564.00	0.00	0.00	0.00	1,564.00	0.00
Suspension	0.00	0.00	0.00	0.00	0.00	0.00
Swap Shift	0.00	0.00	0.00	0.00	0.00	0.00
Union Business	0.00	0.00	0.00	0.00	0.00	0.00
Vacation	410.50	0.00	0.00	0.00	410.50	0.00
Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00
<b>Employee Totals:</b>	<b>2,024.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,024.50</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>2,024.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,024.50</b>	<b>0.00</b>