

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 27, 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

APPROVAL OF MINUTES – September 13, 2016

7PM PRESENTATION:

American Legion Post 295 Awarding Patrolman of the Year: William Geiger

PROCLAMATION:

Mayor Chau in Recognition of William Geiger

COMMITTEE REPORTS

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

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

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

Councilman Dewees - Buildings/Grounds, Athletic Fields, Bike Path, Veterans’ Park, 1st Street Playground, Birch Grove, Public Works, Roads, Engineering, Little League/Babe Ruth, Sign Sub Committee

Councilman Murray - Finance/Collections, Mainland Regional, 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

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 27, 2016**

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 173-2016** Confirming Dates that Northfield Mothers’ League is Permitted to Use City Council Chambers for Monthly Meetings
- 174-2016** A Resolution Authorizing the Northfield Fire Department to Apply for and Obtain a Grant from the Federal Emergency Management Agency (FEMA)
- 175-2016** A Resolution Approving Specifications for a Request for Proposal/Qualifications for a Management Contract for Birch Grove Park
- 176-2016** A Resolution Proclaiming October 10, 2016 as Put the Brakes on Fatalities Day
- 177-2016** Authorizing Secondary Position for Adult School Crossing Guard to Work in the Capacity of Temporary Part Time Clerical Staff for the Construction Department
- 178-2016** Resolution Updating the Personnel Policies and Procedures for the City of Northfield
- 179-2016** 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. 10:4-12 Regarding Litigation and Matters Falling within the Attorney Client Privilege Requiring Confidentiality

PAYMENT OF BILLS \$ 1,818,489.42

MEETING NOTICES

City Council	October 18 th	6pm Work Session Regular Meeting Immediately Following
General Election	November 8 th	Northfield Community School 6:00am – 8:00pm

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 173-2016**

**CONFIRMING DATES THAT NORTHFIELD MOTHERS' LEAGUE
IS PERMITTED TO USE CITY COUNCIL CHAMBERS
FOR MONTHLY MEETINGS**

WHEREAS, Northfield Mothers' League has submitted a Use of Facilities Application requesting permission to use City Council Chambers for its monthly meetings to be held between October 2016 and May 2017.

WHEREAS, Mayor and Council did discuss this request during the City Council Work Session Meeting on August 30, 2016; and

WHEREAS, it was agreed upon that said permission was contingent upon City employee and Mothers' League Member being present at said meetings to ensure that building security procedures were properly applied.

THEREFORE BE IT RESOLVED, the Council Chambers may be used by Northfield Mothers' League as follows, from approximately 6:00pm to 9:00pm on the dates listed:

Wednesday October 5, 2016
Wednesday November 2, 2016
Wednesday January 4, 2017
Wednesday February 1, 2017
Wednesday March 1, 2017
Wednesday April 5, 2017
Wednesday May 3, 2017

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 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 174-2016**

**A RESOLUTION AUTHORIZING THE NORTHFIELD FIRE
DEPARTMENT TO APPLY FOR AND OBTAIN A GRANT FROM THE
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

WHEREAS, the Northfield Fire Department wishes to apply for and obtain a grant from the Federal Emergency Management Agency (FEMA) in the amount of \$250,000.00; and;

WHEREAS, said grant monies will fund the purchase of new Personal Protective Equipment for the members of the Fire Department with a required match in City funds of \$ 12,500.00; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that the Northfield Fire Department shall submit an application for such a grant in accordance with all pertinent terms, conditions and requirements which may be established for such an application and, further, shall accept and agree to comply with and fulfill each of the understandings and assurances contained in said application.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 175-2016**

**A RESOLUTION APPROVING SPECIFICATIONS FOR A REQUEST
FOR PROPOSAL/QUALIFICATIONS FOR A MANAGEMENT
CONTRACT FOR BIRCH GROVE PARK**

WHEREAS, The City of Northfield is the owner of the Birch Grove Park, a recreational facility located on Burton Avenue in the City of Northfield, New Jersey; and

WHEREAS, a portion of the Birch Grove Park serves as a campground with approximately 48 total campsites, two (2) bathhouses; 1 modular house; 1 garage; 1 security gate/arm; 1 concession stand/park center building; and

WHEREAS, The City of Northfield is seeking proposals and qualifications from qualified Campground Managers to manage the Birch Grove Park Campground for five (5) annual camping seasons, beginning in the 2017 camping season and extending through the camping season of 2020; and

WHEREAS, a Request for Proposal/Qualifications (“RFPQ”) has been prepared and reviewed by the 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 RFPQ attached as Exhibit A is hereby approved.

BE IT FURTHER RESOLVED, that the 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 Meeting of the City Council of Northfield, held this 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD
REQUEST FOR PROPOSALS AND QUALIFICATIONS
BIRCH GROVE PARK CAMPGROUND
CAMPGROUND MANAGEMENT SERVICES**

INTRODUCTION

The City of Northfield is the owner of the Birch Grove Park. This is a recreational facility for the City of Northfield and is located on Burton Avenue in the City of Northfield, New Jersey.

A portion of the Birch Grove Park serves as a campground. There are approximately: 48 total campsites consisting of: 17 three-way sites (i.e. electric, water and sewer hook-ups) for RV use only; 19 two-way sites (i.e. electric and water hook-ups) for pop-up and tent use only; and 12 primitive sites suitable for tent camping only with no hook-ups. A diagram showing the campsites is attached as Exhibit "A" to this RFP/Q.

In addition to the campsites described above, there are certain buildings which are part of the facilities to be managed strictly on an as-is basis. There are: two (2) bathhouses; 1 modular house; 1 garage (on a shared basis with Park Maintenance Department); 1 security gate/arm; 1 concession stand/park center building.

The City of Northfield is seeking proposals and qualifications from qualified Campground Managers to manage the Birch Grove Park Campground for five (5) annual camping seasons, beginning in the 2017 camping season and extending through the camping season of 2021. Interested Campground Managers should submit a proposal to the City in accordance with the contents of

this Request for Proposals/Qualifications. The relationship established between the successful Campground Manager and the City is for management services only. No interest in the real estate of the campground, either in the form of a fee interest or a lease interest, will be established by the agreement between the successful Campground Manager and the City. The City specifically reserves the right to reject any and all proposals received from potential Campground Managers in regard to the services described herein.

TERM

The term of the campground management service agreement will be for the five (5) annual camping seasons beginning with the camping season of 2017. The camping season for each year will begin on April 1st and extend through the end of September of the applicable camping season. At the option of the City, the City may offer a campground management service contract to the selected Campground Manager for an additional five (5) years. This option is exclusive to the City and no rights accrue to the selected Campground Manager in this regard until such time as the City chooses to exercise such option.

TASKS AND RESPONSIBILITIES OF THE CAMPGROUND MANAGER

The Campground Manager shall be responsible for all of the following tasks and responsibilities:

1. Advertise the availability of the campsites and secure customer campers to occupy those sites;

2. Establish a fee schedule for the utilization of such campsites and collect such fees;
3. Provide all necessary maintenance to ensure the proper functioning of the campground;
4. Provide for trash removal and site cleaning as is necessary at the campsites and accessory facilities;
5. Pay all utilities to third party vendors who supply services to the campground including but not limited to electric and sanitary sewer removal;
6. Provide all required and approved (by the City of Northfield) capital improvements at the expense of the Campground Manager;
7. Perform such other services and tasks as are necessary to ensure the proper functioning of the campground in a manner to be determined at the discretion of the Campground Manager or at the direction of the City.

COMPENSATION

Section A. Compensation to City. As compensation for the right to manage/operate the campground during the term of an agreement to be entered into between the City and the selected Campground Manager, the City shall be paid a monetary flat fee, in an amount of \$_____ (bidder to fill in this

blank with monetary flat fee), to be paid on an annual basis due on March 1 (or upon the full execution of the agreement to be entered into between the City and the selected Campground Manager) before the applicable camping season, in an amount as set forth in the response to this RFP/Q to be submitted and thereafter accepted by the Council for the City of Northfield once all bid responses have been received and evaluated, subject to the City of Northfield's reserved right to reject any and all proposals received from potential Campground Managers in regard to the services described herein.

Section B. Compensation to Campground Manager. The Campground Manager shall be compensated by retaining the profits from fees received for campground site rentals. It is the responsibility of the Campground Manager to pay all operating costs associated with the campground including all costs associated with the tasks described above in the section identified as "Tasks and Responsibilities of the Campground Manager". The net profits remaining after the payment of such expenses (and the annual fee due to the City of Northfield required in Section A. above) shall be the compensation to the Campground Manager.

Additionally, the Campground Management shall be entitled to operate a snack bar/camp store, which store shall be located in the concession stand/park center building. The Campground Manager may also operate arcade games in the concession stand/park center building. The income from such snack bar/camp store and arcade operation shall be income to the Campground Manager and the City shall not participate in the sharing of such revenue.

CAPITAL IMPROVEMENTS

It shall be the responsibility of the Campground Manager to design, have approved, complete and fund all required improvements (capital or otherwise) to the Campground. This shall include the requirement to maintain major operating systems and infrastructure at the campground including electrical and water supply lines and roof systems on the various buildings. These improvements shall be made on an as needed basis and must be approved in advance by the City of Northfield in writing. The Campground Manager and the City shall work cooperatively to determine the capital improvements that are required.

MERCANTILE LICENSING

It shall be the responsibility of the selected Campground Manager to purchase appropriate licenses pursuant to City of Northfield Ordinances for the operation of the campground as well as the arcade and snack stand/camp store.

USE OF STRUCTURES

The Campground Manager will have the use of the following buildings: two (2) bathhouses; 1 modular house; 1 garage (on a shared basis with Park Maintenance Department); 1 security gate/arm; 1 concession stand/park center building.

SELECTION CRITERIA

The primary criteria for the selection of the potential Campground Manager shall be based upon the points below. In submitting the proposal, the candidates for the position of Campground Manager shall address the following:

1. The demonstrated success of the Campground Manager in managing campsites of a size and type similar to the Birch Grove Park campground or suitable business experience that would demonstrate a competency and ability to successfully operate the campground;
2. A demonstration and explanation of the organizational and business strength and reputation of the Campground Manager;
3. A proposal for the types of improvements that the Campground Manager would pursue at the campground;
4. A fee schedule establishing fees to be charged for campsites; If a courtesy fee discount will be offered to Northfield City residents, the courtesy fee to Northfield City residents should be provided;
5. The monetary flat fee to be paid on an annual basis in an amount as set forth in the response to this RFP/Q
6. Such other additional information as the City may deem necessary and appropriate.

SCHEDULE

<u>Action</u>	<u>Date</u>
Initial Publication of Notice of RFP	October 1, 2016
Distribution of RFP/Q	October 1, 2016
Pre-Submission Meeting and Site Tour at 10:00 a.m. at City Hall and/or Campground	October 20, 2016
Responses to RFP/Q Received and Opened at 1:00 p.m. at City Hall	October 27, 2016
Interviews of Short Listed Candidates (if necessary)	To be Scheduled

CONTRACT

It will be necessary for the successful Campground Manager candidate to enter into a written contract with the City of Northfield which will include the terms referred to in this RFP/Q and other such contractual terms and obligations as the City and/or its Solicitor deems appropriate. The contract will require that the Campground Manager indemnify and hold harmless the City from any and all liability resulting from the Campground Manager's operation of the campground.

Additionally, the contract will require that the City be named as an additional insured on the general liability policy of the Campground Manager in an amount not less than Two Million Dollars (\$2,000,000). Campground Manager shall also be required to provide other insurance coverages required by the City of Northfield including but not limited to Business Auto Liability, Worker's Compensation and Employer's Liability insurance.

MISCELLANEOUS

1. This RFP/Q is specifically conditioned upon the Campground Manager understanding and agreeing that the campground will continue to be named and known as "Birch Grove Park". No change in name shall be permitted.
2. The concession building/park center shall be operated by the Campground Manager and open for business during posted park hours of operation during the camping season referenced herein.
3. The Campground Manager shall comply with all local, State and Federal laws, rules and regulations.
4. By submitting a response to this RFP/Q, each and every bidder agrees that The City of Northfield Seller has made no representations or warranties of any type concerning Birch Grove Park including but not limited to its physical condition or the historic operation of same and that only the information contained in this RFP/Q may be relied upon.

5. Mandatory Items:

- a. Bid Guarantee;
- b. Surety Consent;
- c. Statement of Corporate Ownership;
- d. List of subcontractors;
- e. NJ Business Registration Certificate.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 176-2016**

**A RESOLUTION PROCLAIMING OCTOBER 10, 2016
AS PUT THE BRAKES ON FATALITIES DAY**

WHEREAS, October 10, 2016, has been declared Put the Brakes on Fatalities Day® by the Northfield Police Department and the City of Northfield, NJ:

WHEREAS, Across the nation, traffic crashes caused 35,092 fatalities in 2015, and are the leading cause of death for young people ages 15 to 34; and,

WHEREAS, In New Jersey, 562 individuals lost their lives in traffic crashes in 2015; and,

WHEREAS, Alcohol-related crashes accounted for 28.0 percent of the State's traffic fatalities, while 26 percent of all fatal crashes involved traveling at unsafe speeds; and,

WHEREAS, Motorcyclists, bicycle riders and pedestrians face increased risks on New Jersey's roadways, as people opt for alternative modes of transportation; and,

WHEREAS, 50 motorcyclists, 17 bicyclists and 173 pedestrians were killed in New Jersey in traffic-related crashes in 2015; and,

WHEREAS, Safer driving behaviors such as buckling up, every ride; obeying posted speed limits; stopping for pedestrians in crosswalks and using crosswalks when walking; avoiding aggressive driving behaviors; never driving impaired; wearing proper safety gear while riding a motorcycle or bicycle; and, focusing solely on driving by avoiding distractions, can dramatically reduce the number of traffic-related injuries and deaths;

NOW, THEREFORE, the Council of the City of Northfield, NJ, does hereby proclaim October 10, 2016, Put the Brakes on Fatalities Day®, and call upon everyone to put these lifesaving behaviors into practice to improve safety on the roadways in our community and throughout the State.

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 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 177-2016**

**AUTHORIZING SECONDARY POSITION FOR ADULT SCHOOL
CROSSING GUARD TO WORK IN THE CAPACITY OF TEMPORARY
PART TIME CLERICAL STAFF FOR THE CONSTRUCTION
DEPARTMENT**

WHEREAS, the need exists to hire temporary part-time Clerical Staff for the Construction Department for the City of Northfield; and

WHEREAS, Adult School Crossing Guard Victoria Burke expressed interest in the position; and

WHEREAS, having first been satisfied that the applicant has the necessary qualifications required for the position, Municipal Clerk / Business Administrator Mary Canesi and Councilman Jeffrey Lischin have recommended that Victoria Burke be hired as a temporary part time Clerical Staff for the Construction Department for the City of Northfield.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that Victoria Burke is authorized to work in a secondary position for the City of Northfield as temporary part time Clerical Staff, commencing on September 22, 2016, and subject to understanding and/or completion of the following, is hereby confirmed and approved:

1. Compliance with the Policies and Procedures of the City
2. Not Entitled to Medical, Dental, Vision or other Benefits
3. Hours worked shall not exceed 9 per week

IT IS FURTHER RESOLVED that compensation for Victoria Burke in her capacity as temporary Clerical Staff shall be in addition to any compensation for duties performed in her position as Adult School Crossing Guard, and shall be based on an hourly wage of \$12.00. Said wage shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

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 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 178-2016**

**RESOLUTION UPDATING THE PERSONNEL
POLICIES AND PROCEDURES FOR THE CITY OF NORTHFIELD**

WHEREAS, it is the policy of City of Northfield to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Common Council of the City of Northfield has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Common Council of the City of Northfield that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by City employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Common Council of the City of Northfield.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that Lawrence A. Pepper, Jr, of the firm

Gruccio Pepper De Santo & Ruth, is hereby appointed as Labor Counsel to advise the City in personnel matters.

BE IT FURTHER RESOLVED that the Mayor and all managerial/supervisory personnel are responsible for these employment practices. The City Clerk and the Labor Counsel shall assist the Mayor in the implementation of the policies and procedures in this manual.

Erland V.L. Chau, Mayor

Attest: Mary Canesi, RMC, Municipal Clerk

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 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 179-2016**

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. 10:4-12 REGARDING LITIGATION AND MATTERS FALLING WITHIN THE ATTORNEY CLIENT PRIVILEGE REQUIRING CONFIDENTIALITY

WHEREAS, the City 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 City Council of the City of Northfield to discuss in a session not open to the public certain matters relating to potential and/or anticipated litigation and matters falling within the attorney client privilege requiring confidentiality.

WHEREAS, the purpose of this meeting is to provide privileged and confidential legal advice with regard to Mount Laurel litigation.

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

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 City Council of Northfield, held this 27th day of September, 2016.

Mary Canesi, RMC, Municipal Clerk