

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
SEPTEMBER 14, 2021**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 9, 2021.

Pursuant to N.J.S.A. 10:4-8(b), and Executive Order of the Governor of the State of NJ Nos. 242 and 243, the previously advertised September 14, 2021, meeting of Northfield City Council, to be held in Council Chambers, 1600 Shore Road, Northfield, New Jersey, 08225, will be held in-person and as a remote public meeting (live-streamed) using Zoom conferencing service. Due to continued social distancing requirements related to Covid-19, there are limited seats for in-person attendance by members of the public. Visit the event calendar page for September 14, 2021 at [www.cityofnorthfield.org](http://www.cityofnorthfield.org) to determine current seating availability. Face coverings and social distancing will be required for in-person attendance. To reserve an available seat, contact the Office of the Municipal Clerk at 609-641-2832, ext 125, no later than 4:00pm on September 14, 2021. Once all available seats have been reserved, virtual attendance will be required using a web-browser to Join the Zoom Meeting <https://us02web.zoom.us/j/82082685864> or by telephone using one tap mobile +13017158592,,82082685864# or direct dial +1 301 715 8592 using Meeting ID: 820 8268 5864. For those wishing to comment during the dedicated public comment portion of the meeting, but who may be unable to attend (in person or via Zoom), public comments may also be submitted in advance via email to [mcanesi@cityofnorthfield.org](mailto:mcanesi@cityofnorthfield.org), or by written letter to the Office of the Municipal Clerk, 1600 Shore Road, Northfield NJ 08225, or by hand delivery to the drop box in the parking lot at the south corner of the municipal building, addressed to the attention of the Municipal Clerk. Comments shall contain the name and address of the author, will be read aloud and addressed during the remote public meeting, and must be received by 2:00pm on September 14, 2021.

**FLAG SALUTE**

**COUNCIL ROLL CALL**: Dewees, Madden, Notaro, Perri, Smith, Utts, Polistina

**MAYOR**: Chau

**APPROVAL OF MINUTES** – August 31, 2021

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
SEPTEMBER 14, 2021**

- 157-2021 A Resolution Authorizing Contract with Watchguard Video, An Approved State Contract Vendor for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 158-2021 Governing Body Certification of the Annual Audit
- 159-2021 Amending Northfield Municipal Alliance Committee Appointments
- 160-2021 Authorizing Refund of Zoning Permit Fees
- 161-2021 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(b)(7) Matters Covered Under the Attorney Client Privilege
- 162-2021 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(b)(4) – Contract Negotiations and N.J.S.A. 10:4-12(b)(7) Matters Covered Under the Attorney Client Privilege
- 163-2021 A Resolution Approving a Memorandum of Agreement Between the City of Northfield and the NJ State PBA, Mainland Local 77

**ORDINANCES**

- 7-2021** An Ordinance by the City of Northfield in the County of Atlantic, New Jersey Permitting the Operation of Certain Classes of Cannabis Businesses within its Geographical Boundaries, as Amended  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration*  
*Published in the Press of AC 09/18/2021*
- 10-2021** An Ordinance Amending Chapter 43 and Chapter A376 of the Code of the City of Northfield  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration*  
*Published in the Press of AC 09/18/2021*

**PAYMENT OF BILLS** \$ 2,419,419.20

**MEETING NOTICES**

City Council	September 28 <sup>th</sup>	6pm Work Session Regular Session immediately following
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**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 157-2021**

**A RESOLUTION AUTHORIZING CONTRACT WITH WATCHGUARD VIDEO, AN APPROVED STATE CONTRACT VENDOR FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the City of Northfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the City of Northfield has the need to purchase Body Worn Cameras and related equipment which are available on State Contract from Watchguard Video, Contract 17-FLEET-00793; and

**WHEREAS**, Watchguard Video provided quote number WRM-0046-02 on August 25, 2021 in compliance with contract 17-FLEET-00793; and

**WHEREAS**, the City of Northfield desires to enter into a contract with Watchguard Video through this resolution and properly executed contracts, for a total amount of \$29,850.00, which shall be subject to all the condition applicable to the current State contracts.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Northfield authorizes the Chief Financial Officer to purchase the required cameras and equipment from Watchguard Video, pursuant to all conditions of the State contract.

**BE IT FURTHER RESOLVED**, that pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds has been provided by the Chief Financial Officer.

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 Northfield, held this 14th day of September, 2021.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 158-2021**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty- five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Common Council of the City of Northfield, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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 14th day of September, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 159-2021**

**AMENDING NORTHFIELD MUNICIPAL ALLIANCE  
COMMITTEE APPOINTMENTS**

**IT IS HEREBY RESOLVED** that Resolution No. 143-2021 appointing the members of the Northfield Municipal Alliance Committee, adopted August 10, 2021 by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to add Amanda Hartman and to remove Laurie Smith effective September 14, 2021.

**BE IT FURTHER RESOLVED** that the current list of members of the Northfield Municipal Alliance Committee as of September 14, 2021 shall be memorialized as follows:

**One-Year Term**

Gaetano DiMarco, Sergeant, Northfield Police Department  
Tom Polistina, City Council President  
Frank Perri, Jr., Council, Ward 1

**Two-Year Term**

Nicole Troast, Pastor, Good Shepherd United Methodist Church  
Amanda Hartman, Atlantic Prevention Resources

**Three-Year Term**

Josiah Bunting, RPh, PharmD, Bunting Family Pharmacy  
Linda Albright, Northfield Community School Business Administrator

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the City of Northfield, held this 14<sup>th</sup> day of September, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 160-2021**

**AUTHORIZING REFUND OF ZONING PERMIT FEES**

**WHEREAS**, the Northfield Zoning Department did collect \$50.00 cash from Susan M. Sutton as the application fee for a permit for the installation of a driveway and walkway at 2306 Raymond Drive; and

**WHEREAS**, the property owner has opted not to pursue the work and requested refunds of applicable fees collected by the City of Northfield.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Common Council of the City of Northfield authorizes the refund of \$50.00 to Susan M. Sutton, 2306 Raymond Drive, Northfield, NJ, 08225.

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 14<sup>th</sup> day of September, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 161-2021**

**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(b)(7) MATTERS COVERED UNDER THE ATTORNEY CLIENT  
PRIVILEGE**

**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 City Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12(b)7, matters falling within the attorney client privilege, specifically requests from various municipal departments for payment of 'hazard pay' for work performed during the 2020 Coronavirus pandemic, using American Rescue Plan Act funds.

**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 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 Northfield, held this 14<sup>th</sup> day of September, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 162-2021**

**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(b)(4) – CONTRACT NEGOTIATIONS AND N.J.S.A. 10:4-12(b)(7)  
MATTERS COVERED UNDER THE ATTORNEY CLIENT PRIVILEGE**

**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 City 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(4), specifically, the terms of a memorandum of agreement between the City of Northfield and the NJ State PBA, Mainland Local 77, related to Officer in Charge pay and NJSA 10:4-12(b)7, matters falling within the attorney client privilege related thereto.

**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 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 Northfield, held this 14<sup>th</sup> day of September, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 163-2021**

**A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF NORTHFIELD AND THE NJ STATE PBA,  
MAINLAND LOCAL 77**

**WHEREAS**, the City of Northfield and NJ State Policeman's Benevolent Association, Mainland Local 77 are parties to a collective negotiations' agreement covering the period January 1, 2020 through December 31, 2023; and

**WHEREAS**, a dispute arose between the parties concerning the interpretation of a provision of that Agreement; and

**WHEREAS**, the parties, in an effort to avoid further costs and uncertainties associated with pursuing the matter, and without either side admitting any fault, came to an amicable resolution of the matter; and

**WHEREAS**, the parties have memorialized their resolution by way of Memorandum of Agreement which will serve to amend the collective negotiations agreement; and

**WHEREAS**, the Common Council of the City of Northfield discussed the terms of the Memorandum of Agreement in closed session on September 14, 2021; and

**WHEREAS**, the Common Council of the City of Northfield wishes to approve the terms of the Memorandum of Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey, that

1. The statements of the preamble are fully incorporated as if restated herein.
2. The terms and conditions of a Memorandum of Agreement with NJ State Policeman's Benevolent Association, Mainland Local 77, is hereby adopted, and a copy of said Agreement is hereby annexed to this Resolution.
3. This Memorandum of Agreement shall serve to amend the collective negotiations agreement between the parties as is provided for in the Memorandum of Agreement.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute the a final, amended Agreement on behalf 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 14th day of September, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
ORDINANCE NO. 7-2021**

**AN ORDINANCE BY THE CITY OF NORTHFIELD IN THE COUNTY  
OF ATLANTIC, NEW JERSEY PERMITTING THE OPERATION OF  
CERTAIN CLASSES OF CANNABIS BUSINESSES WITHIN ITS  
GEOGRAPHICAL BOUNDARIES**

**WHEREAS**, in 2020 New Jersey voters approved Public Question No. 1, which amended the New Jersey Constitution to allow for the legalization of a controlled form of marijuana called “cannabis” for adults at least 21 years of age; and

**WHEREAS**, on February 22, 2021, Governor Murphy signed into law P.L. 2021, c. 16, known as the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” (the “Act”), which legalizes the recreational use of marijuana by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession; and

**WHEREAS**, the Act establishes six marketplace classes of licensed businesses, including:

- a. Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis;
- b. Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing, preparation, and packaging of cannabis items;
- c. Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
- d. Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from on licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
- e. Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers; and
- f. Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchases items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

**WHEREAS**, Section 3 of the Act defines a “cannabis establishment” as “a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer”; and

**WHEREAS**, Section 31a of the Act authorizes municipalities to adopt by ordinance regulations governing the number of: (1) cannabis establishments; (2) cannabis distributors and (3) cannabis delivery services, except for the delivery of cannabis items and related supplies by a cannabis delivery service based and initiated from outside of the municipality; and

**WHEREAS**, Section 31a of the Act also authorizes municipalities to adopt by ordinance regulations governing the local licensing endorsement, location, manner and times of operation of cannabis establishments and cannabis distributors, and the location and manner of cannabis delivery services, and establishing civil penalties for the violation of any such regulations; and

**WHEREAS**, Section 31b of the Act authorizes municipalities to prohibit by ordinance the operation of any one or more classes of cannabis establishments, distributors, or delivery services anywhere in the municipality, except for the delivery of cannabis items and related supplies by a delivery service based and initiated from outside of the municipality; and

**WHEREAS**, Section 31b of the Act also stipulates, however, that any municipal regulation or prohibition must be adopted within 180 days of the effective date of the Act (i.e., by August 21, 2021); and

**WHEREAS**, pursuant to Section 31b of the Act, the failure to do so shall mean that for a period of five years thereafter, the growing, cultivating, manufacturing, selling and reselling of cannabis and cannabis items shall be permitted uses in all industrial zones, and the retail selling of cannabis items to consumers shall be a conditional use in all commercial and retail zones; and

**WHEREAS**, at the conclusion of the initial and any subsequent five-year period following a failure to enact local regulations or prohibitions, the municipality shall again, in 2026, have 180 days to adopt an ordinance regulating or prohibiting cannabis businesses, but any such ordinance would be prospective only and would not apply to any cannabis business already operating with appropriate approvals within the municipality; and

**WHEREAS**, the Common Council of the City of Northfield has determined that, it is at this time necessary and appropriate, and in the best interest of the health, safety and welfare of the City of Northfield’s residents and members of the public who visit, travel, or conduct business in the City of Northfield, to amend the City of Northfield’s regulations to permit Certain classes of cannabis/marijuana-related businesses within the geographic boundaries of the City of Northfield.

**NOW THEREFORE, BE IT ORDAINED**, by the Common Council of the City of Northfield in the County of Atlantic and State of New Jersey, as follows (added text underlined and omitted text ~~stricken~~):

**SECTION 1.** Chapter 215, Article II, Section 215-5 of the City of Northfield Code is hereby amended to read as follows:

**§215-5 Terms Defined.**

For purposes of this Chapter, the following definitions shall apply:

“Cannabis” means all parts of the plant Cannabis sativa L., whether growing or not, the seeds thereof, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds, except those containing resin extracted from the plant, which are cultivated and, when applicable, manufactured in accordance with P.L. 2016, c. 16 for use in cannabis products as set forth in this act, but shall not include the weight of any other ingredient combined with cannabis to prepare topical or oral administrations, food, drink, or other product. “Cannabis” does not include: medical cannabis dispensed to registered qualifying patients pursuant to the “Jake Honig Compassionate Use Medical Cannabis Act,” P.L.2009, c.307 (C.24:6I-1 et al.) and P.L.2015, c.158 (C.18A:40-12.22 et al.); marijuana as defined in N.J.S.2C:35-2 and applied to any offense set forth in chapters 35, 35A, and 36 of Title 2C of the New Jersey Statutes, or P.L.2001, c.114 (C.2C:35B-1 et seq.), or marijuana as defined in section 2 of P.L.1970, c.226 (C.24:21-2) and applied to any offense set forth in the “New Jersey Controlled Dangerous Substances Act,” P.L.1970, c.226 (C.24:21-1 et al.); or hemp or a hemp product cultivated, handled, processed, transported, or sold pursuant to the “New Jersey Hemp Farming Act,” P.L.2019, c.238 (C.4:28-6 et al.).

“Cannabis cultivator” means any licensed person or entity that grows, cultivates, or produces cannabis in this State, and sells, and may transport, this cannabis to other cannabis cultivators, or usable cannabis to cannabis manufacturers, cannabis wholesalers, or cannabis retailers, but not to consumers.

“Cannabis delivery service” means any licensed person or entity that provides courier services for consumer purchases of cannabis items and related supplies fulfilled by a cannabis retailer in order to make deliveries of the cannabis items and related supplies to that consumer, and which services include the ability of a consumer to purchase the cannabis items directly through the cannabis delivery service, which after presenting the purchase order to the cannabis retailer for fulfillment, is delivered to that consumer.

“Cannabis distributor” means any licensed person or entity that transports cannabis in bulk intrastate from one licensed cannabis cultivator to another licensed cannabis cultivator, or transports cannabis items in bulk intrastate from any one class of licensed cannabis establishment to another class of licensed cannabis establishment, and may engage in the temporary storage of cannabis or cannabis items as necessary to carry out transportation activities.

“Cannabis establishment” means a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer.

“Cannabis manufacturer” means any licensed person or entity that processes cannabis items in this State by purchasing or otherwise obtaining usable cannabis, manufacturing, preparing, and packaging cannabis items, and selling, and optionally transporting, these items to other cannabis manufacturers, cannabis wholesalers, or cannabis retailers, but not to consumers.

“Cannabis retailer” means any licensed person or entity that purchases or otherwise obtains usable cannabis from cannabis cultivators and cannabis items from cannabis manufacturers or cannabis wholesalers, and sells these to consumers from a retail store, and may use a cannabis delivery service or a certified cannabis handler for the off-premises delivery of cannabis items and related supplies to consumers. A cannabis retailer shall also accept consumer purchases to be fulfilled from its retail store that are presented by a cannabis delivery service which will be delivered by the cannabis delivery service to that consumer.

“Cannabis wholesaler” means any licensed person or entity that purchases or otherwise obtains, stores, sells or otherwise transfers, and may transport, cannabis items for the purpose of resale or other transfer to either another cannabis wholesaler or to a cannabis retailer, but not to consumers.

**SECTION 2.** Chapter 215, Article XI, Section 215-151 of the City of Northfield Code is hereby amended as follows:

**§ 215-151 Prohibited uses.**

- A. No change.
- B. The following uses and activities are specifically prohibited in any zone in the City of Northfield:
  - (16) Cannabis Cultivator (Class 1) and Cannabis Manufacturer (Class 2) licensed businesses.
- C. No change.

**SECTION 3.** Chapter 215, Article XI, Section 215-158 of the City of Northfield Code is hereby amended as follows:

**§215-158A(26) – Certain Cannabis establishments, distributors and delivery services permitted.**

Pursuant to section 31b of the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (P.L. 2021, c. 16), the following marketplace classes of licensed businesses are permitted:

- a. Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees.
- b. Class 4 Cannabis Distributer license, for businesses involved in transporting cannabis plants in bulk from on licensed cultivator to

another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another.

- c. Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers but not to be consumed on premises. Hours of operation shall be limited to 10a.m. to 10p.m.
- d. Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchases items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

**SECTION 4.** Chapter 250, Article III, Sections 250-9 – 250-16 of the City of Northfield Code are hereby amended as follows:

§ 250-9 Findings.

A. – C. – No Change.

D. The City of Northfield has determined that the public health of the residents and visitors of the City of Northfield will be promoted by eliminating the exposure of its citizens to airborne tobacco smoke and smoking related refuse within the Birch Grove Park area, which includes the Athletic Field areas, the Northfield Bike Path, the Veterans Park and the First Street Playground.

E. – No Change.

§ 250-10 Purpose.

The Council of the City of Northfield determines that the purpose of this article is to:

A. Protect and promote the public health and welfare of its community by completely prohibiting smoking within the Birch Grove Park area, which includes the Athletic Field areas, the Northfield Bike Path, the Veterans Park and in the First Street Playground.

B. Control the litter of smoke-related refuse within the Birch Grove Park area, which includes the Athletic Field areas, the Northfield Bike Path, the Veterans Park and in the First Street Playground.

§ 250-11 Statutory authority. – No Change.

§ 250-12 Definitions.

As used in this article, the following terms shall have the meanings indicated:

Add:

## NORTHFIELD BIKE PATH

The Municipal Park Recreation Area also known as "Northfield Bike Path" located in the City of Northfield.

§ 250-13 - Smoking prohibited in all areas.

Smoking and vaping of all types and of any substance including but not limited tobacco and cannabis shall be prohibited in all areas of: (i) Birch Grove Park, which is located in the City of Northfield, with the exception of campsite locations and includes the Athletic Field areas, (ii) the Northfield Bike Path, the Veterans Park and in the First Street Playground located in the City of Northfield.

§ 250-14 Posting of signs.

There shall be posted in all areas where smoking is prohibited ~~Birch Grove Park~~ conspicuous signs clearly stating that smoking is prohibited within all areas either by a sign indicating "No Smoking" or by the international "No Smoking" symbol.

A. – No Change.

B. Conspicuous signs shall be placed on the Northfield Bike Path and at the entrances to Birch Grove Park, the playground area, Veteran's Park and athletic fields.

§ 250-15 – No Change.

§ 250-16 – No Change.

**SECTION 5.** Any article, chapter, section, paragraph, subsection, clause, or other provision of the Code inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency.

**SECTION 6.** In case, for any reason, any portion or provision of this Ordinance shall be held to be unconstitutional or invalid, the same shall not affect any other portion or provision of this Ordinance, except so far as the portion or provision so declared unconstitutional or invalid shall be severed from the remainder or any portion thereof.

**SECTION 7.** This ordinance shall take effect upon final passage and publication in accordance with law.

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Mary Canesi, RMC, Municipal Clerk

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Erland V.L. Chau, Mayor

The above Ordinance was passed on first reading at a Regular meeting of the Council of the City of Northfield, New Jersey on the 15<sup>th</sup> day of June, 2021 and will be taken up for a second reading, public hearing and final passage at a meeting of said council held at 7:00pm on the 10<sup>th</sup> day of August, 2021, in Council Chambers, City Hall, Northfield, New Jersey.

Pursuant to subsection 17a of NJSA 40:55D-26, a copy of this Ordinance shall be referred to the Planning Board prior to the hearing on the final adoption of the Ordinance.

First Reading:	June 15, 2021
Referral to Planning Board:	June 16, 2021
Publication:	June 19, 2021
Amended, Resolution 123-2021	July 13, 2021
Second Reading / Public Hearing:	September 14, 2021
Publication:	September 18, 2021

**CITY OF NORTHFIELD, NJ  
ORDINANCE NO. 10-2021**

**AN ORDINANCE AMENDING CHAPTER 43 AND CHAPTER A376 OF  
THE CODE OF THE CITY OF NORTHFIELD**

**WHEREAS**, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

**WHEREAS**, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

**WHEREAS**, the City of Northfield wishes to amend certain sections of the City Code with regard to the City's officers and employees and job descriptions.

**BE IT ORDAINED**, by the Common Council of the City of Northfield, in the County of Atlantic and State of New Jersey as follows:

**Section I:** Chapter 43 Officers and Employees.

In addition to those officers, offices, positions and employees which are required and set forth pursuant to statute or which are set forth in any Collective Bargaining Agreement in effect within the City, both of which shall take precedence over this ordinance, the following positions and job descriptions are hereby placed in effect within the City of Northfield to be filled in the discretion of the Mayor and Council of the City of Northfield:

Article XVI    Clean Communities Coordinator

§ 43-55            Duties

Implement a comprehensive program of litter abatement, education, and enforcement consistent with the guidelines set for by the State.

Article XVII    Municipal Alliance Coordinator

§ 43-56            Duties

Under direction plans, develops, implements, administers, and coordinates drug and alcohol abuse prevention treatment, and rehabilitation programs for the jurisdiction; does related work as required

Article XVIII    Housing Officer

§ 43-57            Duties, pursuant to § 275-2

To administer and enforce the terms and provisions of the City of Northfield Rental Registration Regulations, and to assist with the enforcement of the City of

Northfield Municipal Code, and laws promulgated by the NJ Division of Fire Safety, as related to rentals and resales of residential property.

**Section II:** Chapter A376-404 job descriptions. The job descriptions attached to this Ordinance as Exhibit “A” are specifically incorporated into this Ordinance and shall be adopted pursuant to this Ordinance and shall be kept on file in the City Clerk’s Office.

**Section IV:** Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**Section V :** Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

**Section VI:** Effective Date. This Ordinance shall take effect according to law after final passage and publication.

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

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

The above Ordinance was introduced and passed on its first reading at a Regular meeting of the Common Council of the City of Northfield, New Jersey held on August 31, 2021 and was taken up for a second reading, public hearing and final passage at a meeting of said Council held September 14, 2021 in Council Chambers, City Hall, Northfield, New Jersey.

First Reading:	August 31, 2021
Publication:	September 4, 2021
Final Reading:	September 14, 2021
Publication:	September 18, 2021

## **ORDINANCE 10-2021 – EXHIBIT “A”**

### **POSITION DESCRIPTION CLEAN COMMUNITIES COORDINATOR**

#### **GENERAL PURPOSE**

Implement a comprehensive program of litter abatement, education, and enforcement consistent with the guidelines set for by the State.

#### **SUPERVISION RECEIVED:**

Works under the supervision of the Mayor and Council Liaison.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Preparation of a variety of reports and records including but not limited to an annual statistical report.

Carry out effective litter abatement programs.

Attend meetings held by your County Clean Communities Coordinator.

Attend Clean Communities Council sponsored meetings/workshops.

Obtain the Clean Communities Coordinator certification.

#### **PERIPHERAL DUTIES**

Can schedule appointments, meetings, makes reservations, and arranges a variety of conferences and meetings.

Work within grant funds and prepare expenditure of funds.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

#### **DESIRED MINIMUM QUALIFICATIONS**

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Must be able to read and write the English language.

#### **Education and Experience:**

(A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Some skill in the operation of most of the tools and equipment listed below.

(B) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and

supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

(C)

#### **TOOLS AND EQUIPMENT USED**

Computer terminal, personal computer, copy machine, calculator, postage meter.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **POSITION DESCRIPTION MUNICIPAL ALLIANCE COORDINATOR**

#### **GENERAL PURPOSE**

Under direction plans, develops, implements, administers, and coordinates drug and alcohol abuse prevention treatment, and rehabilitation programs for the jurisdiction; does related work as required.

#### **SUPERVISION RECEIVED:**

Works under the supervision of the Mayor and Council Liaison.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Attend meetings held by your County Municipal Alliance.

Under direction (A) Create a network of community leaders, private citizens, and representatives from public and private human service agencies who are dedicated to promoting and supporting alcohol and other drug and crime prevention and education programs. (B) assist in the development of programs at the Municipal level that accomplishes the purpose of the Alliance effort. (C) Cooperate with the Governor's Council on Alcoholism and Drug Abuse and the County Alliance Committee to provide data, reports, or other information that may be needed to assist in the Alliance effort. Ensures all Alliance meetings are conducted in compliance with the NJ Open Public Meetings Act.

**PERIPHERAL DUTIES**

Can schedule appointments, meetings, makes reservations, and arranges a variety of conferences and meetings.

Work within grant funds and prepare expenditure of funds.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

**DESIRED MINIMUM QUALIFICATIONS**

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Must be able to read and write the English language.

**Education and Experience:**

(A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

Some skill in the operation of most of the tools and equipment listed below.

Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

**TOOLS AND EQUIPMENT USED**

Computer terminal, personal computer, copy machine, calculator, postage meter.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **POSITION DESCRIPTION**

Class Title: Housing Officer  
Department: Inspection Department  
Location City Hall  
FLSA Status: Exempt

#### **GENERAL PURPOSE**

To administer and enforce the terms and provisions of the City of Northfield Rental Registration Regulations, and to assist with the enforcement of the City of Northfield Municipal Code, and laws promulgated by the NJ Division of Fire Safety, as related to rentals and resales of residential property.

#### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Construction Official.

#### **SUPERVISION EXERCISED**

None.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administers and enforces the terms and provisions of the City of Northfield's Rental Registration laws, and laws applicable to the presence of smoke detectors, carbon monoxide detectors, and fire extinguishers in residential dwellings, for rentals and resales.

Accepts and processes applications for landlord and tenant registrations, including payment of fees.

Accepts and processes applications for Certificates of Occupancy, including payments of fees, for residential resales and rental properties.

Inspects residential resales and rentals to determine compliance with laws related to smoke detectors, carbon monoxide detectors, and fire extinguishers in residential dwellings.

Inspects residential rental properties to determine if fit for human habitation in compliance with all housing related ordinances.

Prepares correspondence, memoranda, notices, and reports relating to housing and inspection related enforcement issues and actions.

Maintains a complete and comprehensive record system for inspection and enforcement activities.

Coordinates efforts with the police, planning, building, fire, plumbing, electric code officials and related departments, and other staff or agencies, as needed.

## **PERIPHERAL DUTIES**

None

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a high school or GED equivalent;
- (B) Two years' experience related to inspection, law enforcement, building inspection, land use, or a related field, or
- (C) Any equivalent combination of education and experience.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various public safety codes; working knowledge of inspection techniques;

Skill in operating the listed tools and equipment;

Ability to prepare, organize and maintain inspection field data, reports and systems;

Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly. Ability to communicate effectively orally and in writing;

Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people. Ability to take and maintain a firm, correct stand when

controversial matters are considered.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position

### **SPECIAL REQUIREMENTS**

Must possess a valid New Jersey driver's license.

NJ Certified Fire Official/Inspector Preferred

### **TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Word and Microsoft Excel software applications; phone; mobile or portable radio, copy and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# ENGINEER'S REPORT




# Schaeffer Nassar Scheidegg Consulting Engineers, LLC

David S. Scheidegg, PE, PP, CME, CPWM, CFM  
Andrew F. Schaeffer, PE, PP  
Rami N. Nassar, PE, PP, CME  
Howard A. Transue, PLS

Engineers Surveyors Planners Environmental Specialists Municipal Consultants

## **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 September 14, 2021

**DATE:** September 10, 2021

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### **PROJECTS:**

#### **NF13-00 Atlantic County Improvement Authority (ACIA) Redevelopment Initiative Grant**

The ACIA Grant will establish Redevelopment Initiative for the City of Northfield, previously an application was submitted to ACIA, the County Requested additional information, our office submitted the information back in 2019, (1-19-2020) Requested an update from Mr. Bob McGuigan regarding this grant. **(9-10-2021) Nothing new to report.**

#### **NF13-03 South Jersey Gas (SJG) High Pressure Gas Main Infrastructure Program**

For the past 6 years the South Jersey Gas Company worked on upgrading their infrastructure throughout the Municipality, most of the work was finished last year. We are working with the Contractor to schedule the remaining paving repairs. There are no new projects scheduled within Municipal Roads. **(9-10-2021) Nothing new to report.**

#### **NF13-00 Catherine Place and Flow Issues with ACUA**

I received the pipe inspection report from the ACUA for the gravity system in the Municipality, the existing sewer mains were lined approximately 15 years ago, only few areas were damaged, and the contractor repaired these areas, according to the report, ground water infiltration was minimal. (1-19-2020) we did not receive any additional information since February 18, 2020. **(9-10-2021) Nothing new to report.**

#### **NF13-37 Municipal Building Parking Lot Paving and ADA Upgrade**

We are in the process of designing the necessary ADA upgrade to the municipal building rear entrance, paving and restriping the parking lot. The Municipality will utilize the Atlantic County Improvement Authority Grant to finance portion of the project. We added the library parking lot to the project, and we are working on the field survey. The bid package was not acceptable due to the CCBG funding the bid documents must meet the federal bid guidelines. I met with Bob McGuigan, got all required information, which must be included within the bid package, we will revise the documents accordingly and forward it to him for final approval. Nothing new to report. (4-24-2020) I will get the bid package to the Clerk's office for council review and authorization to go out to bid by May 4<sup>th</sup>. (5-22-2020) Plans and bid package is at the Clerk's office for Council member review, waiting on the Council authorization to proceed with the bidding process. (6-12-2020) The bid was advertised on June 10<sup>th</sup> with opening scheduled for July 7<sup>th</sup>. (7-10-2020) we received two bids only and the I sent a letter recommending to the

reject the bids and bid the parking lots and ADA improvements separately. (8-7-2020) Bid packages are completed and will advertise the projects within a week. (9-11-2020) Project has been advertised with bid opening on October 1<sup>st</sup>. (10-2-2020) We received bids for the project, based on preliminary review of the bid packages the paving portion of the project came in at \$121,700 and the ADA improvement portion came in at \$149,400 the total cost will be \$271,100 way less than the previous low bid amount of \$433,000. (10-16-2020) we prepared the award recommendations for the paving and the ADA upgrade portions of the project for Council's approval. (11-6-2020) We had a pre-construction meeting for the City Hall ADA ramp project, it is anticipated the project will be completed by the end of January 2021 subject to weather. (11-20-2020) working with the contractor on the ramp shop drawing and getting a price to remove the existing tower. (12-11-2020) All shop drawings and all submittals have been approved the contractor ordered the ramp, I got 2 quotes to remove the tower waiting on the third quote. (1-14-2021) contractor started the work on January 4<sup>th</sup> and cell tower is being removed on the 15<sup>th</sup>. (1-28-2021) The contractor will start the foundations next week. (2-12-2021) Concrete work is on hold due to the weather. (2-26-2021) The Contractor will start the foundation works this coming up Monday. (3-12-2021) The foundation and concrete slab are completed, the Paving Contractor will be on site on Wednesday the 17<sup>th</sup> to start milling the municipal parking lot and should have it paved by the next day, the contractor will move the library's parking lot next. The work on the handicap ramp and steps will start on the Monday the 22<sup>nd</sup>. (4-1-2021) Both parking lots have been paved and striped, the contractor needs to install the asphalt curbing at City Hall and the concrete bumper stop at the library, this work should be completed by April 6<sup>th</sup>, the ramp, steps, and new door has been completed, the final inspection is scheduled for the 6<sup>th</sup>. (4-15-2021) Project is completed, working on punch list items, and final change orders. (6-11-2021) Nothing new to report. (7-9-2021) Contractor submitted final change order for the handicap ramp and steps. (8-6-2021) Levy Construction submitted the last payment request and provided the maintenance bond to the Municipality, also the paving contractor submitted the final change order for the fuel and asphalt prices adjustments, addition asphalt curbing and additional striping at City Hall parking lot, replacement of concrete bumpers stops at the library parking lot. (8-26-2021) Arawak submitted the final payment request. **(9-10-2021) Working on the close out documents to be sent to ACIA for payment.**

#### **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. **(9-10-2021) Working on the report.**

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

(5-22-2020) 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. **(9-10-2021) 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.**

**NF13-03      Street Opening:**

**(9-10-2021) 2 street opening permits 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 9<sup>th</sup>. (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.**

**NF13-45      Reconstruction of Fuae Avenue (Municipal Aid FY 2020)**

(5-22-2020) The City was approved for \$ 290,000.00 from the NJDOT 2020 grants for the reconstruction of Fuae Avenue between Zion Road and Dolphin Avenue. The design plan has been completed; we sent the design plans and the bid package to the NJDOT for their concurrence for the design and specifications. Also, we have dropped off a complete package at the Clerk's Office for Council Member review and approval. (6-12-2020) We received a letter from the NJDOT requiring minor revisions to the bid package, we are working to get the changes finished and sent back to the DOT by June 16<sup>th</sup>. (7-10-2020) Project has been advertised for August 4<sup>th</sup> bid opening. (8-7-2020) We received 4 bids the lowest bidder was Hackney Concrete, Inc (\$302,112.80) the estimated project budget was \$300,000.00 and a Recommendation of Award was sent to Council for approval. (8-28-2020) waiting on the NJDOT concurrence with the bid award, so we can move forward with the construction. (9-11-2020) We

received the concurrence from the NJDOT, and the per-construction meeting will be held on the 14<sup>th</sup>. (10-2-2020) Nothing new to report. (10-16-2020) Contractor is starting the concrete work on Monday the 19<sup>th</sup>. (11-6-2020) Contractor started the concrete portion of the project. (11-20-2020) The concrete portion of the project will be completed by November 24<sup>th</sup> and the paving portion is scheduled for the first week in December subject to the weather. (12-11-2020) All concrete and drainage work have been completed, the paving contractor is scheduled for the week of the 14<sup>th</sup> the Contractor submitted Payment Request # 2. (1-14-2021) the paving portion of the project is on hold until this spring to ensure proper paving. (3-12-2021) Paving Contractor will mobilize early next week after the library parking lot is completed, it will take approximately one week to complete the paving portion of this project, also the contractor will start the turf restoration behind the installed curb after the paving is completed. (4-1-2021) The contractor started the turf restoration, and they will be starting on the pavement punch list items next week. (4-15-2021) working on the punch list items and the final change order. (8-6-2021) We had a walk thru with a representative from the NJDOT, found the project substantially completed, waiting on the contractor to finish the punch list items, so we can close this project out. (8-26-2021) Contractor will finish the punch list items by September 10<sup>th</sup>. **(9-10-2021) the contractor started the work on the punch list items on the 8th.**

**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.**

**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 Corp 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>.**