

CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 7, 2025

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 11, 2025.

FLAG SALUTE

COUNCIL ROLL CALL: Carfagno, Dewees, Kern, Notaro, Polistina, Smith, Bucci

MAYOR: Chau

APPROVAL OF MINUTES – September 16, 2025

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 211-2025** Authorizing Refund of Sewer Rents and Charges
- 212-2025** Authorizing Release of Performance Surety
- 213-2025** Resolution Amending Resolution 134-2022, Members of the City of Northfield Municipal Community Emergency Response Team
- 214-2025** Authorizing Refund of Overpayment of Property Taxes

ORDINANCE

- 14-2025** Amending Chapter 215 the City Code, Land Use and Development – Chapters 215-9, 215-92 and 215-95
2nd Reading / Public Hearing
Consideration of Amendment

AMENDMENT TO ORDINANCE 14-2025 – RESOLUTION 215-2025

- 215-2025** Amending Ordinance No. 14-2025, as Introduced on September 2, 2025

FINAL CONSIDERATION

- 14-2025** Amending Chapter 215 the City Code, Land Use and Development – Chapters 215-9, 215-92 and 215-95, as Amended by Resolution No. 215-2025
Published in Press of AC 10/11/2025

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 7, 2025**

ORDINANCES

17-2025 Amending Chapter 330 of the Code of the City Of Northfield, Article II, Excavations
in Streets

*2nd Reading / Public Hearing / Final Consideration
Published in Press of AC 10/11/2025*

18-2025 Amending Chapter 111 of the City Code Entitled Vehicles and Traffic

*Introduction / No Public Input / Published in the Press of AC 10/11/2025
2nd Reading / Public Hearing / Final Consideration 10/21/2025*

19-2025 Amending Chapter 250, Article II of the City Code, Birch Grove Park, Veterans
Park, First Street Playground, and Northfield Bike Path Regulations

*Introduction / No Public Input / Published in the Press of AC 10/11/2025
2nd Reading / Public Hearing / Final Consideration 10/21/2025*

PAYMENT OF BILLS \$ 1,320,600.37

MEETING NOTICES

City Council	October 21st	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 211-2025**

AUTHORIZING REFUND OF SEWER RENTS AND CHARGES

WHEREAS, on August 18, 2025, Ms. Marion Mitchell remitted payment in the amount of \$180.00 for sewer rents and charges due for Block 118, Lot 2; and

WHEREAS, on September 1, 2025, Ms. Marion Mitchell remitted a second, duplicate payment in the amount of \$180.00 for sewer rents and charges due for Block 118, Lot 2; and

WHEREAS Ms. Marion Mitchell has requested a refund of sewer rents and charges for Block 118, Lot 2 in the amount of \$180.00.

THEREFORE, BE IT FURTHER RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund for sewer rents and charges pursuant to the following is hereby authorized:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Marion Mitchell 441 Valley Brook Rd. Apt. 304 McMurray, PA 15317	118	2	1253 Zion Road Northfield, NJ 08225 Sewer Acct: 1904-0	\$180.00
Total Amount of Refund:				\$180.00

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

Robin Atlas, CTC

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 7th day of October 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 212-2025**

AUTHORIZING RELEASE OF PERFORMANCE SURETY

WHEREAS, pursuant to City Code Chapter 330, Article II, Excavations in Streets, Article II, on behalf of the owner of Block 10, Lot 6, performance surety related to a road opening permit was posted by Mr. Mark Grimes as follows:

<u>Road Opening Permit #</u>	<u>Amount</u>	<u>Posted as:</u>
NJ-SO-2025 (28)	\$ 2,600.00	Cash

WHEREAS, the Municipal Engineer has inspected the improvements and has found that project is complete and was done in substantial compliance with the requirements of the approved and related road opening permits; and

WHEREAS, the Municipal Engineer's recommendation is to release the Performance Surety.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the performance surety posted on behalf of the owner of Block 10 Lot 6 in the amount of \$2,600.00 be released to Mr. Mark Grimes, 1128 South Shore Road, Marmora, NJ 08228.

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 7th day of October 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 213-2025**

**RESOLUTION AMENIDNG RESOLUTION 134-2022, MEMBERS OF
THE CITY OF NORTHFIELD MUNICIPAL COMMUNITY
EMERGENCY RESPONSE TEAM**

WHEREAS, it is the recommendation of the City of Northfield Office of Emergency Management Coordinator that the volunteer list identifying Municipal Emergency Response Team Volunteers be amended in its entirety as follows:

Harry Cohen
Briella Joo
William Merget
William Schwoer
John Tamuts
Kate Warden

BE IT RESOLVED that the Municipal Community Emergency Response Team Volunteer list is hereby amended.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 7th day of October 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 214-2025**

AUTHORIZING REFUND OF OVERPAYMENT OF PROPERTY TAXES

WHEREAS, on August 18, 2025, Atlantic City Firemen's Credit Union remitted payment via direct debit in the amount of \$2,736.15 for 3rd quarter 2025 property taxes due for Block 111, Lot 46; and

WHEREAS, on September 2, 2025, Block 111, Lot 46 was sold and on behalf of the new owner, Atlantic Title Agency LLC, remitted a second, duplicate payment in the amount of \$2,736.15 for 3rd quarter 2025 property taxes due for Block 111, Lot 46; and

WHEREAS, Atlantic Title Agency LLC has requested a refund of property taxes paid for Block 111, Lot 46, in the amount of \$2,736.15.

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund for overpaid property taxes is hereby authorized:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Atlantic Title Agency, LLC 718 Shore Road Somers Point, NJ 08244	111	46	Atlantic City Firemen's Credit Union 910 New Road Northfield, NJ 08225	\$2,736.15
Total Amount of Refund:				\$2,736.15

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

Robin Atlas, CTC

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 7th day of October 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 215-2025**

**AMENDING ORDINANCE NO. 14-2025
AS INTRODUCED ON SEPTEMBER 2, 2025**

WHEREAS, Ordinance No. 14-2025, an Ordinance Amending Chapter 215 of the Code of the City of Northfield Governing Land Use and Development, was introduced and passed on first reading at a Regular Meeting of the Common Council of the City of Northfield held on September 2, 2025; and

WHEREAS, in accordance with N.J.S.A. 40:55D-26, Ordinance No. 14-2025 was referred to the Municipal Planning Board for review and comment; and

WHEREAS, the public hearing on Ordinance 14-2025, as introduced, was publicly advertised and held on October 7, 2025; and

WHEREAS, based on comments received from the Municipal Planning Board, and prior to final consideration and passage of Ordinance 14-2025, the Common Council wishes to amend section § 215-9 A (1) (e), of Ordinance 14-2025 as follows, added text shown as bold-underlined, and as separately set forth in the attached Exhibit "A" hereto:

- (e) Application for and/or issuance of any permit for erection, construction, relocation, alteration, extension, replacement, enlargement or other modification of a fence or any part thereof in conjunction with any non-farm use. **Replacement or modification of fence and gate hardware only, such as latches and hinges, is exempt from this permit requirement.**

BE IT RESOLVED, the Common Council for City of Northfield hereby approves the proposed amendment to Ordinance No. 14-2025, and replacement or modification of hardware, such as latches, hinges, etc. shall be exempt from the requirements set forth in § 215-9 A (1) (e).

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 7th day of October 2025.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 215-2025, EXHIBIT “A”

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 14-2025**

**AMENDING CHAPTER 215 OF THE CITY CODE, LAND USE AND
DEVELOPMENT – CHAPTERS 215-9, 215-92 AND 215-95**

BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic, and State of New Jersey that Chapter 268 of the Code of the City of Northfield is hereby amended as follows (added text underlined; deleted text ~~stricken~~):

ARTICLE III ADMINISTRATIVE PROCEDURES

§ 215-9. Certificates and permits.

A. Development permit.

- (1) Development permits shall hereafter be secured from the administrative officer (Zoning Officer) prior to:

(a) – (d) NO CHANGE

- (e) Application for and/or issuance of any permit for erection, construction, relocation, alteration, extension, replacement, enlargement or other modification of a fence or any part thereof in conjunction with any non-farm use. Replacement or modification of hardware, such as latches, hinges, etc. is exempt from this requirement.

(f)- (m) NO CHANGE

(2) NO CHANGE

(3) NO CHANGE

B. through F. NO CHANGE

**ARTICLE VIII DESIGN STANDARDS AND IMPROVEMENT
SPECIFICATIONS**

§ 215-92. Driveways and access aisles.

A. through I. NO CHANGE

- J. Access drives for single- and two-family dwellings shall utilize concrete aprons without curb returns, regardless of size or location.

1) Such drives shall have a minimum width of 10 feet and a maximum

~~width of 12 feet when they provide access to a one-car garage (or when there is no garage); or a maximum width of 24 feet, when they provide access to a two-car (or larger) garage, subject to impervious lot coverage limitations /. requirements.~~

2) – 4) NO CHANGE

K. through O. NO CHANGE

§ 215-95. Fences, hedges and walls.

A. through K. NO CHANGE

L. Fencing shall be maintained in a structurally sound manner and in good repair. Any damage, weathering, or non-approved alterations shall be corrected or repaired to original standards.

SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

REPEAL OF PRIOR ORDINANCES

All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

EFFECTIVE DATE

This ordinance shall take effect after final passage and publication as provided by law.

The above Ordinance was passed on first reading at a Regular Meeting of the Common Council of the City of Northfield, New Jersey on the 2nd day of September 2025, and pursuant to N.J.S.A. 40:55D-26, was referred to the City of Northfield Planning Board for review, and will be taken up for a second reading, public hearing and final passage, at a meeting of said Council held on October 7, 2025, at 7:00pm, in Council Chambers, City Hall, Northfield, New Jersey.

Mary Canesi, RMC, Municipal Clerk

Erland Chau, Mayor

ENGINEER'S REPORT

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

Engineer's Report

To: Mayor & Council
City of Northfield

From: Marc DeBlasio, P.E., P.P., C.M.E.
City Engineer

cc: Mary Canesi, Clerk (via email)
Dawn Stollenwerk, CFO (via email)
Darren Boyd, Supervisor of Public Works (via email)
Nancy Mauro, P.E. (via email)

Date: October 7, 2025

Grant Applications

1. FY2026 Community Funding Project

- Congressman VanDrew announced the application process was open for Community Grant Funding through the House Appropriations Committee. Applications are due to be submitted by March 14, 2025.
- The Northfield application will be for the construction of basketball and pickleball courts at Birch Grove Park.
- The application was successfully submitted on March 14, 2025.
- The project was not selected for this funding round.

2. FY2024 NJDCA Local Recreation Improvement Grant (LRIG)

- The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is February 27, 2024. The LRIG application was submitted on February 23, 2024.
- Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
- The City requested that due to budget constraints, the project be revised to be closer in cost to the grant award. Our office contacted the NJDCA in February of 2025. The NJDCA will allow for a change in scope in the project and will allow engineering costs to be submitted with the construction estimate.
- Our office submitted a revised proposal on March 12, 2025 based on this information.
- The NDCA approved the revised scope of work of a stone parking lot and the inclusion of engineering design fees on March 21, 2025. A time extension request was not approved, and the project must be completed by April 2026.

- Project design is being finalized. NJDCA will allow for the City to receive proposals instead of bids based upon engineer's estimate.

3. USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)

- On June 10, 2024 the USDA awarded the City \$17,000.00 for the PPG grant and the next step requires the City to file the full application.
- The next phase is for the City to authorize our office for an engineering study – our proposal for this project was submitted on February 12, 2025.
- The City approved the proposal for this work with Resolution No. 70-2025 on February 18, 2025.
- The City DPW recommended that the forcemains be considered for the study rather than the gravity mains due to their age and history of pipe bursts. Our office contacted the USDA on March 26, 2025 and their engineer stated a change of scope from the original submission is allowable.
- The City selected the forcemains be studied, and the USDA was notified of this on April 23, 2025.
- The USDA approved this change on May 13, 2025. The study will be revised accordingly.
- The PPG Study was submitted to USDA on June 30, 2025.
- The USDA requested revisions on July 2, 2025 and these revisions were submitted back to them on July 8, 2025.
- The PPG Preliminary Engineering Report was accepted by USDA on September 19, 2025 and the grant will be closed out.

4. Atlantic County Improvement Authority Community Development Block Grant

- The City has selected the installation of ADA compliant bleachers at the five baseball fields at Birch Grove Park.
- Our proposal was submitted on April 28, 2025.
- The application was submitted on May 29, 2025.

5. New Jersey Department of Transportation State Aid Program

- Our proposal for this project was submitted on April 30, 2025.
- The City will be holding a special meeting on June 16th to select a project.
- The application for the Resurfacing of Burton Avenue was submitted to the NJDOT System for Administering Grants Electronically (SAGE) on June 25, 2025.

6. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)

- The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
- The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.
- This application was not awarded grant funding for the fiscal year 2024 under the Local Transportation Project Fund, as stated in a letter from the State dated May 13, 2025.
- The City selected the Resurfacing of Cedar Bridge Avenue for the FY2025 of the Local Transportation Project Fund. The application was submitted to NJDOT System for Administering Grants Electronically (SAGE) on June 24, 2025.

7. New Jersey Department of Transportation Municipal Aid

- The City has selected the reconstruction of Juniper Drive from Cedar Bridge Road to Mill Road as its project for FY2025 Municipal Aid.
- The City was awarded \$229,190.00 on November 13, 2024 for this project. The total project cost estimate is \$355,824.70.
- Survey work has been completed and plans are being prepared.
- The plans and specifications were approved by NJDOT, and the City was transmitted these documents on June 30, 2025 and notified that the project is ready for bid.
- Project bid date is August 5, 2025. Our office met with City officials on July 30, 2025 to coordinate project start date, resident letter and resident parking. Tentative project start dates is September 22, 2025 and the project duration is estimated to be 5 weeks.
- The Preconstruction meeting was held September 16, 2025 at 10am.
- Site preparation is set to begin on October 6, 2025. The road closure is anticipated to begin on October 20, 2025 but may be moved up dependent upon material acquisition.

Engineering

1. Street Excavation and Sidewalk Ordinance

- Our office was asked to review and revise the street excavation and sidewalk ordinance. We have been coordinating with the City to update this ordinance.
- Our office sent a draft ordinance to the City on May 21, 2024.
- Our office met with the City on July 15, 2024 to review City revisions and comments.
- The second draft of the ordinance was sent to the City on September 4, 2024.
- Final draft of the ordinance was sent to the City on November 18, 2024.
- The City passed a revised ordinance and it became legal publication on February 22, 2025.
- Ordinance was further reviewed and revised, and is on the September 16, 2025 agenda for approval.

2. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads

- The bid opening was held on April 10, 2025.
- The City selected to award Bid Alternative #3, slipline repair and manhole rehabilitation at Zion and Mill and Zion and Shore Roads. A letter of recommendation was submitted to the City on April 23, 2025.
- Videoing of pipes at both locations began September 8, 2025 and was completed September 9, 2025. Slipline repair dates to be scheduled.

3. Habitat for Humanity Housing Project (Dolphin Avenue)

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- The draft subdivision plans were transmitted to the City, Tiffany Morrissey, and PHNX Development Partners on June 23, 2025. Our office is in the process of coordinating a meeting with the County Engineer, who received the plans on June 30, 2025.
- Our office met with City officials and Atlantic County on July 16, 2025 to discuss site plan requirements. A meeting is scheduled to be held with the City project team on August 7, 2025.
- Subdivision located on Harvey Drive to be modified to remove 4th unit due to conflict with intersection and setback requirements. PHNX proposed alternatives that are under consideration by the City and its representatives. Stormwater design has begun on the subdivision located on Dolphin Avenue.