

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 21, 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 – October 7, 2025

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- | | |
|-----------------|---|
| 216-2025 | Resolution Updating the Combined Personnel Policies and Procedures and Employee Handbook for the City of Northfield |
| 217-2025 | A Resolution of the City of Northfield, County of Atlantic, State of New Jersey to Accept the Donation of a Hay Trailer for the Fire Department |
| 218-2025 | A Resolution of the City of Northfield, County of Atlantic, State of New Jersey to Accept the Donation of Hay Trailers for the Fire Department |
| 219-2025 | To Authorize the Sale of Surplus Property No Longer Needed for Public Use on an Online Auction Website |
| 220-2025 | Resolution to Terminate Participation in the NJ State Health Benefits Plan |
| 221-2025 | Southern Coastal Regional Employee Benefits Fund Resolution to Join |
| 222-2025 | Appointment of Fund Commissioner and Alternate Fund Commissioner for the Southern Coastal Regional Employee Benefits Fund |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 21, 2025**

ORDINANCES

- 18-2025** Amending Chapter 111 of the City Code Entitled Vehicles and Traffic
2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 10/25/2025
- 19-2025** Amending Chapter 250, Article II of the City Code, Birch Grove Park, Veterans
Park, First Street Playground, and Northfield Bike Path Regulations
2nd Reading / Public Hearing / Final Consideration
Published in the Press of AC 10/25/2025
- 20-2025** Bond Ordinance Appropriating Seven Hundred Seventy Thousand Dollars
(\$770,000) and Authorizing the Issuance of Seven Hundred Thirty-One Thousand
Five Hundred Dollars (\$731,500) in Bonds or Notes of the City of Northfield for
Various Improvements or Purposes Authorized to be Undertaken by the City of
Northfield, in the County of Atlantic, New Jersey
Introduction / No Public Input / Published in the Press of AC 10/25/2025
2nd Reading / Public Hearing / Final Consideration 11/12/2025

PAYMENT OF BILLS \$ 2,040,391.32

MEETING NOTICES

City Council	WEDNESDAY NOVEMBER 12 TH	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 216-2025**

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

WHEREAS, the City of Northfield participates in the Municipal Excess Liability Joint Insurance Fund which recommends Model Personnel Policies and Procedures and Model Employee Handbook to its members; and

WHEREAS, Municipal Excess Liability Joint Insurance Fund has updated its Model Personnel Policies and Procedures Manual and Model Employee Handbook, which may be combined, for adoption by its members, with changes as follows; and

- Additions to the Americans with Disabilities Policy to include language relating to the federal Pregnant Workers Fairness Act which was passed in 2023 and had regulations issued in 2024
- Additions to the Policy Against Harassment to include language about hostile work environments arising from conduct occurring outside of the workplace and even in nonwork related contexts if it affects the workplace, which was contained in guidance issued by the EEOC in 2024
- Change in language to the Vacation Leave Policy in order to be more in line with the Comptroller's Report/State Law regarding carrying over vacation leave for one year only and only when it cannot be used due to business demands.

WHEREAS, the Common Council of the City of Northfield has determined that there is a need to update the City's current personnel policies and procedures to incorporate the revised policies/handbook issued by the Municipal Excess Liability Joint Insurance Fund 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 revisions to the Combined Personnel Policies and Procedures Manual and Employee Handbook attached hereto as Exhibit A are hereby adopted and shall be effective as of January 1, 2026, and shall replace all prior versions of any employee policies and procedures manual and/or employee handbook.

BE IT FURTHER RESOLVED that these personnel policies and procedures and employee handbook shall apply to all City of Northfield 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/handbook is intended to provide guidelines covering public service by City of Northfield employees and is not a contract. The provisions of this manual/handbook 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 of Northfield shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the Mayor and all managerial/supervisory personnel are responsible for these employment practices. The Municipal 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 Common Council of the City of Northfield, held this 21st day of October 2025.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 216-2025 – EXHIBIT A

New text underlined, deleted text ~~stricken~~

Found on pages 7-9 of current Manual

Americans With Disabilities AND PREGNANT WORKERS FAIRNESS

The City of Northfield complies with the New Jersey Law Against Discrimination, ~~and the Americans with Disabilities Act~~ and the federal Pregnant Workers Fairness Act (“PWFA”). The City of Northfield will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's disability, pregnancy, pregnancy-related medical condition, breastfeeding or childbirth. The City of Northfield also will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, or with known limitations related to pregnancy, childbirth or related medical conditions, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that accommodations do not require significant difficulty or expense. The City of Northfield's nondiscrimination policy applies to all aspects of the City of Northfield-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

Definitions. The Americans with Disabilities Act defines an individual with a disability as any person who:

- (1) has a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, walking, seeing, hearing, or speaking.
- (2) has a record of such an impairment; or
- (3) is regarded as having such an impairment.

An individual must satisfy at least one of the three prongs of the above definition to be considered an individual with a disability under the ADA. Temporary conditions, such as a broken leg, are not disabilities, nor are minor impairments, such as vision problems that are correctable with glasses.

The New Jersey Law Against Discrimination defines disability as a physical disability, infirmity, malformation or disfigurement which is caused by bodily injury, birth defect or illness including epilepsy and other seizure disorders, and which shall include, but not be limited to, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a service or guide dog, wheelchair, or other remedial appliance or device, or any mental, psychological or developmental disability resulting from anatomical, psychological, physiological or neurological conditions which prevents the normal

exercise of any bodily or mental functions or is demonstrable, medically or psychologically, by accepted clinical or laboratory diagnostic techniques. Disability shall also mean AIDS or HIV infection.

A qualified individual is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position held or sought. An individual who poses a threat to the health and safety of oneself or to others is not qualified. Reasonable accommodation means any change or adjustment to a job or work environment that does not impose an undue hardship on the Employer that permits a qualified applicant or employee with a disability to participate in the job application process, perform the essential functions of the job, or enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

The Pregnancy Workers Fairness Act (“PWFA”) defines “pregnancy and childbirth” as meaning the pregnancy or childbirth of the specific employee in question and includes, but is not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth.

Requesting Accommodation. Qualified employees or prospective employees with disabilities, or who need accommodations due to pregnancy, childbirth, or related medical conditions, may request accommodations to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to the Mayor of the City of Northfield, or his designee. In the written request, the employee or prospective employee should identify themselves as a person with a disability, eligible for protection, or include an explanation of the pregnancy-related limitation and identify the nature of the accommodation or consideration desired.

The City of Northfield may require the employee to provide adequate medical or other appropriate documentation of the disability or pregnancy or childbirth-related condition and the need for the desired accommodation. The City of Northfield will reasonably accommodate the known physical or mental limitation of an otherwise qualified applicant or employee with a disability or employee affected by pregnancy or childbirth unless the accommodation would impose an undue hardship on the City of Northfield’s business operation.

To further the City of Northfield’s nondiscrimination policy, the City of Northfield will:

- Identify the essential functions of a job.
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and

- Determine whether a reasonable accommodation can be made for a qualified individual.

The Employer will endeavor to make every work environment handicap accessible and consider reasonable accommodations, when appropriate. Future construction and renovation of facilities will be in accordance with the ADA Accessibility Guidelines, as well as the ADA Amendments Act.

Reasonable accommodations that the City of Northfield may provide in connection with modifications to the work environment or adjustments in how and when a job is performed may include the following:

- Making existing facilities accessible and usable.
- Job restructuring.
- Part-time or modified work schedules.
- Acquiring or modifying equipment or devices.
- Appropriate adjustment or modifications of testing materials, training materials, and/or policies.
- Reassignment to a vacant position.

In the case of an employee needing accommodations for pregnancy or childbirth, a reasonable accommodation may include the temporary suspension of essential functions and/or modifications or adjustments that permit the temporary suspension of essential functions.

In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

The City of Northfield is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability. If any applicant or employee has questions concerning the City of Northfield's equal employment opportunity policy, he or she should contact the Mayor of the City of Northfield, or his designee.

Found on pages 10-16 of current Manual

Policy Against Harassment

The City of Northfield is committed to providing a work environment that is free of discrimination. The City of Northfield will not tolerate harassment of or by

employees towards anyone, including any supervisor, co-worker, or non-employee, including vendors and citizens.

Applicability. This policy applies to all people employed by the City of Northfield, as well as volunteers working on behalf of the City of Northfield and prohibits such conduct by or towards all such employees/volunteers. Independent contractors, vendors and all other parties engaged in a professional business relationship with the City of Northfield are also expected to abide by the policy. In addition, no employee shall be required to withstand behavior from the public which violates this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the designated Affirmative Action Officer, to the Mayor or his designee, or to any management representative which he or she feels most comfortable to relay the problem. Appropriate action will be taken against any non-employee.

Purpose. This policy is designed to ensure all employees a work environment free of any type of discrimination based upon a protected status, including freedom from sexual harassment. The purpose of this policy is to inform employees that harassment based upon a protected status is prohibited, to educate employees about harassment based upon a protected status and to provide employees with a procedure to bring complaints to management's attention.

Provisions. All employees are expected to avoid any behavior or conduct of a harassing or discriminatory nature. The City of Northfield prohibits any form of harassment or discrimination related to an employee's protected group status, including race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law. Harassment includes, but is not limited to:

- A. Treating an individual less favorably based on a person's protected group status.
- B. Using derogatory or demeaning slurs to refer to a person's protected group status.
- C. Calling another by an unwanted nickname which refers to one or more protected group statuses, or telling ethnic jokes that harass an employee or create a hostile work environment.
- D. Using derogatory references regarding a protected group status in any job-related communication.

- E. Engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status; or
- F. Displaying or distributing material in the workplace that contains language or derogatory or demeaning images, based on any protected group status.

Any form of harassment or discrimination related to an employee's protected group status violates this policy. A hostile work environment can arise not only from conduct at the workplace, but can also arise from conduct occurring in a work-related context outside of the workplace (i.e., virtually or off-site) and conduct occurring in a non-work related context (i.e., through private phones, computers, or social media accounts) when that conduct impacts the workplace.

This policy applies to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Sexual Harassment. It is the City's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The City of Northfield prohibits sexual harassment from occurring in the workplace or at any other location at which City sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment. The City of Northfield prohibits sexual harassment by its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including immediate dismissal from employment.

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communications, expressed or implied, of a sexual nature when:

- (1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- (2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or
- (3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating hostile or offensive employment environment.

B. Prohibited Conduct: No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

- (1) Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities.
- (2) Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, and foul or obscene language or gestures.
- (3) The display of sexually graphic pictures or pictures of an offensive nature, or objects in the workplace, including sexually suggestive written material such as letters, notes, facsimiles, text messages and e-mails.
- (4) Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering, blocking or impeding movement and repeated brushing against another employee's body.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Complaint Procedure. Any employee who feels he or she has been subject to harassment should report the incident directly to the designated Affirmative Action Officer. The designated Affirmative Action Officer will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy.

Alternatively, any employee who feels he or she has been subject to harassment should report the incident directly to the Mayor of the City of Northfield, or his designee. The Mayor (or his designee) will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete

the complaint form to initiate a harassment complaint under this policy. The names and telephone numbers of the designated Affirmative Action Officer and Chief Administrative Officer are contained in the Contact Information attached to this policy.

Any individual uncomfortable reporting an incident to the designated Affirmative Action Officer and/or Mayor (or his designee) should feel free to go to any management representative which he or she feels most comfortable to relay the problem. When any management representative learns of a violation of this policy, the management representative shall assist the victim in reporting the alleged incident(s) of harassment.

All City of Northfield employees should notify the alleged harasser that the behavior in question is thought to be offensive and unwelcome. However, failure to inform the alleged harasser that the behavior is unwelcome does not prevent the victim from filing a complaint pursuant to this policy. The harassment or discrimination does not have to occur on the City of Northfield's property during regular work hours for an employee to file a complaint under this policy.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the City generally. The City of Northfield cannot resolve a harassment problem unless it knows about it. The City of Northfield strongly encourages employees who witness conduct which they believe violates the City of Northfield's Policy Against Harassment to report the violation pursuant to this complaint procedure. The City of Northfield encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within sixty (60) days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

Investigation Procedure. The City of Northfield shall conduct an investigation into the harassment complaint to determine the merits of the allegations. The designated Affirmative Action Officer and/or Mayor, or his designee, shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include any third party deemed appropriate.

The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved. The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused.

If the City of Northfield determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and

any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, regulations and applicable due process safeguards. Upon completion of the investigation, the entire file shall be maintained in a secure location with the City of Northfield.

In the event that the City of Northfield determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the complaint to be filed.

Privacy. To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the City of Northfield will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

Responsibility of Supervisory Personnel. Supervisors are to monitor the work environment to ensure that all subordinates comply with this Policy Against Harassment. When a supervisor learns of a violation of this policy, the supervisor shall assist the victim in reporting the alleged incident(s) of harassment. Alternatively, the supervisor shall report the matter to the designated Affirmative Action Officer and/or Chief Administrative Officer for resolution.

Retaliation Prohibited. The City of Northfield encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. The filing of a complaint, in good faith, shall not, under any circumstances provide cause for discipline. Additionally, it is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the designated Affirmative Action Officer and/or Mayor, or his designee. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment.

Legal Effect. This Policy Against Harassment is to be construed as a unilateral expression of the policy of the City of Northfield concerning harassment in the workplace. It is not intended to create any contractual rights or duties and any such intention or effect is hereby disclaimed. This policy may be amended, supplemented, modified and/or revised at any time. Any employee with questions regarding the City of Northfield's Policy Against Harassment should contact the designated Affirmative Action Officer and/or Chief Administrative Officer.

Training. The City of Northfield recognizes the need to reinforce its policies with effective training. Training is to be provided to all supervisory and non-supervisory employees. Ultimately, the goal of effective training is to build a culture in which all employees feel safe. Training may be conducted in person or through electronic means. To the extent economically and operationally feasible, training should be conducted live whenever possible. Training should empower participants to intervene appropriately when they witness harassment or discrimination. This means not only training participants on the requirements of the policy prohibiting harassment and discrimination, but also training participants on tools for response and lodging complaints. Training should emphasize the negative impact of harassment and discrimination on employees, workplace productivity, workplace culture, and encouraging those employees who either experience harassment/discrimination or witness it to report it.

Monitor for Compliance. The City of Northfield acknowledges the importance of ensuring that the City of Northfield's policies and procedures are actually working as intended to prevent sexual harassment and other forms of discrimination from occurring in the workplace. It is the expectation of the City of Northfield that all supervisors shall enforce anti-harassment policies and that setting the proper example is part of their job description and part of the evaluation of their job performance. The City of Northfield will engage in proactive efforts to monitor and ensure compliance with its policies within their workplaces.

Contact Information

AFFIRMATIVE ACTION OFFICER, MUNICIPAL CLERK, 609-641-2832 X 123
MAYOR, 609-641-2832 X 132
CHIEF ADMINISTRATIVE OFFICER, 609-641-2832 X 123
BUSINESS ADMINISTRATOR, 609-641-2832 X 123

Found on pages 31-32 of current Manual

VACATION LEAVE POLICY

Unless otherwise stipulated in an employment agreement or collective bargaining agreement, vacation is an accrued benefit based on the following schedule:

Regular Full-Time Employees:

- One (1) day for each full month of continuous service during the first calendar year of employment ("Year 1") after completing ninety (90) day probationary period.
- Twelve (12) days for Years Two (2) through Five (5), inclusive.
- Sixteen (16) days for Years Six (6) through Ten (10), inclusive.
- Nineteen (19) days for Years Eleven (11) through Fifteen (15), inclusive.
- Twenty-Two (22) days for Years Sixteen (16) through Twenty (20), inclusive.
- Twenty-Five (25) days after the completion of Twenty (20) years.

During an employee's ninety (90) day probationary period, no vacation time is earned or available. Upon completion of the probationary period, one day will be credited for each month worked (calculated back to date of hire).

Approval of Vacation Leave. An employee's supervisor must approve the use of vacation time, in advance. While approval of vacation leave shall not be unreasonably withheld, the use of vacation leave shall be subject to staffing levels as solely determined by the supervisor or Department Head. Employees should submit vacation requests as early as possible to ensure adequate staffing. Absent emergent circumstances, a request to use vacation leave submitted less than three (3) days prior to the day(s) off requested shall be granted only at the discretion of the Department Head. A Department Head and next ranking employee CANNOT take vacation leave over the same period of time. All vacation requests will be submitted in writing, verbal requests will not be accepted. Vacation leave for Department Heads and Key Personnel will be coordinated with and approved by the Municipal Clerk.

Vacation leave must be taken in the year that it is earned, except that employees who do not take vacation leave that accrues in a given year because of business demands shall be granted up to a maximum of five (5) days per year of that accrued leave for use only during the next succeeding year, with written approval of the Employer. However, vacation leave not taken in a given year because of duties directly related to a state of emergency declared by the Governor may accumulate at the discretion of the Employer until, pursuant to a plan established by the Employer, the leave is used or the employee or officer is compensated for that leave, which shall not be subject to collective negotiation or collective bargaining.

~~Vacation leave may be carried into the following year up to a maximum of five (5) days per year. If more than five (5) days are to be carried over, the Department Head must certify to the CFO the reason for the carryover. The CFO must secure the permission of the Council Chairperson in order to allow a carryover of more than five (5) days.~~

Regular full-time employees shall have the option not to use up to five (5) vacation days each calendar year to which they are entitled with the agreement that the City shall buy back those vacation days at the employee's daily rate of pay. The buy-back shall be paid to the employee in one lump sum on the first pay date of December.

A vacation, once begun, will count as the employee's vacation even if illness occurred during the vacation.

Part-time and regular full-time temporary or seasonal employees are not entitled to vacation leave.

Employees Covered under a Collective Bargaining Agreement – The employment details set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the City of Northfield. Wherever employment details in this policy differ from the terms expressed in a collective bargaining agreement with the City of Northfield, the specific terms of the collective bargaining agreement will control.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 217-2025**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY TO ACCEPT THE DONATION
OF A HAY TRAILER FOR THE FIRE DEPARTMENT**

WHEREAS, pursuant to N.J.S.A. 40A:5-29, a municipal governing body is authorized and empowered to accept bequests, legacies and gifts made to it and is empowered to utilize such bequests, legacies and gifts in the manner set forth in the conditions of the bequest, legacy or gift, provided, however, that such bequest, legacy or gift shall not be put to any use which is inconsistent with the laws of this State and of the United States; and

WHEREAS, on April 4, 2025, the County of Atlantic, 1333 Atlantic Avenue, Atlantic City, NJ 08401, generously donated a hay trailer to the City of Northfield Volunteer Fire Department for use in the Volunteer Fire Department Hayrides; and

WHEREAS, for the purposes of acceptance of the donation, the City of Northfield shall use the estimate provided by the County of Atlantic for the value of the trailer, which is \$1500.00.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Northfield, County of Atlantic, and state of New Jersey that, with sincere appreciation, the City of Northfield memorializes the acceptance of the generous donation made by the County of Atlantic, with a value of \$1,500.00, as a matter of record.

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 21st day of October 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 218-2025**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY TO ACCEPT THE DONATION
OF HAY TRAILERS FOR THE FIRE DEPARTMENT**

WHEREAS, pursuant to N.J.S.A. 40A:5-29, a municipal governing body is authorized and empowered to accept bequests, legacies and gifts made to it and is empowered to utilize such bequests, legacies and gifts in the manner set forth in the conditions of the bequest, legacy or gift, provided, however, that such bequest, legacy or gift shall not be put to any use which is inconsistent with the laws of this State and of the United States; and

WHEREAS, on March 14, 2025, Victory Farms, 324 S. Manheim Avenue, Egg Harbor City, NJ 08205, generously donated two 8' x 20' hay trailers to the City of Northfield Volunteer Fire Department for use in the Volunteer Fire Department Hayrides; and

WHEREAS, for the purposes of acceptance of the donation, the City of Northfield shall use the estimate provided by Victory Farms for the value of the hay trailers, which is \$2,000.00 each.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Northfield, County of Atlantic, and state of New Jersey that, with sincere appreciation, the City of Northfield memorializes the acceptance of the generous donation made by Victory Farms, with a value of \$4,000.00, as a matter of record.

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 21st day of October 2025.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 219-2025**

**TO AUTHORIZE THE SALE OF SURPLUS PROPERTY NO LONGER
NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the City of Northfield has determined that the personal property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the City of Northfield intends to utilize the online auction services of Govdeals, Inc., located at [govdeals.com](https://www.govdeals.com); and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15.

NOW, THEREFORE, BE IT RESOLVED by the City of Northfield in the County of Atlantic, State of New Jersey, that the City is hereby authorized to sell the surplus personal property as indicated in the table below on an online auction website entitled <https://www.govdeals.com>;

<u>Make</u>	<u>Model</u>	<u>Qty</u>	<u>Make</u>	<u>Model</u>	<u>Qty</u>
Apple	IPhone SE 3 rd Gen	2	Samsung	Galaxy XCover Pro	2
Apple	IPhone 8	1	Samsung	Galaxy S4	1
Apple	IPhone S	2	Samsung	Galaxy S6	1
Apple	IPhone	1	Samsung	Galaxy S5	1
			Samsung	Galaxy S20	1
			Samsung	Galaxy S8	1

BE IT FURTHER RESOLVED that surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

BE IT FURTHER RESOLVED that the terms and conditions of the agreement entered into between GovDeals, Inc. and the City of Northfield are available at [govdeals.com](https://www.govdeals.com) and in the office of the Municipal Clerk; and

BE IT FURTHER RESOLVED that the City of Northfield reserves the right to accept or reject any bid submitted right to reject all bids pursuant to N.J.S.A. 40A:11-36 (5).

I, Mary Canesi, Municipal Clerk of the City of Northfield does hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 21st day of October 2025.

Mary Canesi, RMC, Municipal Clerk



RESOLUTION: Terminate Participation in SHBP/SEHBP

A resolution to terminate all participation under the SHBP and SEHBP (including prescription drug plan and/or dental plan coverage).

1. The <u>City of Northfield</u>	<u>087000</u>
<i>Corporate Name of Employer</i>	<i>SHBP/SHEBP Employer Location Number</i>

hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SHBP and/or SEHBP (N.J.S.A. 52:14-17.25 et seq.) for all its active and retired employees.

2. We shall notify all active employees of the date of their termination of coverage under the Program.

3. We understand that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage.

4. We understand that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.

5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

City of Northfield

609-641-2832

Corporate Name of Employer

Phone Number

1600 Shore Road

Northfield

NJ

08225

Street Address

City

State

Zip Code

Mary Canesi

City Clerk/BA

mcanesi@cityofnorthfield.org

Print Name

Official Title

Email Address

10 / 21 / 2025

Signature

Date

97

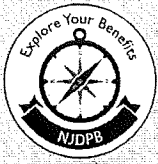
216000945000

Number of Employees

Employer's State Employer Identification Number (EIN)

Please complete page 2 of this form.

Mary Canesi, RMC, Municipal Clerk



State Health Benefits Program (SHBP) & School Employees' Health Benefits Program (SEHBP)

RESOLUTION: Terminate Participation in SHBP/SEHBP

Please complete and comply with the following:

Type of funding method with the new contract:

☐ Conventionally insured _____

☐ Minimum premium _____

☐ Administrative Services Only (ASO) _____

☒ Other (please list) HIF _____

☒ New Health Carrier Coastal HIF _____

☒ New Prescription Drug Carrier Coastal HIF _____

☐ New Dental Plan Carrier _____

☒ Reason for termination from the SHBP/SEHBP Cost _____

In accordance with N.J.S.A. 18A:16-21 and 40A:10-25, you must file a copy of your new contract with the State Health Benefits Commission or School Employees' Health Benefits Commission. Please submit a copy of the new contract with this completed resolution.

Mail Completed Resolution to:

New Jersey Division of Pensions & Benefits
Health Benefits Bureau
P.O. Box 299
Trenton, NJ 08625-0299

Or Email:

Your Designated NJDPB Health Benefits Group Email Box found on the
Resources & Support page in your Benefitsolver Administrator account.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 221-2025**

**SOUTHERN COASTAL REGIONAL EMPLOYEE BENEFITS FUND
RESOLUTION TO JOIN**

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the **Southern Coastal Regional Employee Benefits Fund**, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;

WHEREAS, the governing body of the City of Northfield, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type (s) of coverage (s):
 - a. Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement, incorporated herein as Exhibit A, and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

I, Mary Canesi, Municipal Clerk of the City of Northfield does hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 21st day of October 2025.

Mary Canesi, RMC, Municipal Clerk

BY: City of Northfield

Erland V. L. Chau, Mayor

ADOPTED: _____
Date

BY: Southern Coastal Regional Employee Benefits Fund

ADOPTED: _____
Date

RESOLUTION NO. 221-2025, EXHIBIT A

SOUTHERN COASTAL REGIONAL EMPLOYEE BENEFITS FUND

INDEMNITY AND TRUST AGREEMENT

THIS AGREEMENT made this 21st day of October, 2025, in the County of **Atlantic**, State of New Jersey, By and Between the **Southern Coastal Regional Employee Benefits Fund** referred to as "FUND" and the governing body of the City of Northfield, a duly constituted LOCAL UNIT OF GOVERNMENT, hereinafter referred to as "LOCAL UNIT".

WITNESSETH:

WHEREAS, the governing bodies of various local units of government, as defined in N.J.A.C. 11:15-3.2, have collectively formed a Joint Insurance Fund as such an entity is authorized and described in N.J.S.A. 40A:10-36 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the LOCAL UNIT has agreed to become a member of the FUND in accordance with and to the extent provided for in the Bylaws of the FUND and in consideration of such obligations and benefits to be shared by the membership of the FUND;

NOW THEREFORE, it is agreed as follows:

1. The LOCAL UNIT accepts the FUND's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.
2. The LOCAL UNIT agrees to participate in the FUND with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the LOCAL UNIT's resolution to join.
3. The LOCAL UNIT agrees to become a member of the FUND and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on January 1, 2026 and ending on December 31, 2029 at 12:01 AM provided, however, that the LOCAL UNIT may withdraw at any time upon 90 day written notice to the FUND.
4. The LOCAL UNIT certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.

5. In consideration of membership in the FUND, the LOCAL UNIT agrees that it shall jointly and severally assume and discharge the liability of each and every member of the FUND, for the periods during which the member is receiving coverage, all of whom as a condition of membership in the FUND shall execute an Indemnity and Trust Agreement similar to this Agreement and by execution hereto, the full faith and credit of the LOCAL UNIT is pledged to the punctual payments of any sums which shall become due to the FUND in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the LOCAL UNIT for claims and expenses that are not covered by the FUND, or for that portion of any claim or liability within the LOCAL UNIT retained limit or in an amount which exceeds the FUND's limit of coverage.

6. If the FUND in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the LOCAL UNIT agrees to reimburse the FUND for all such reasonable expenses, fees, and costs on demand.

7. The LOCAL UNIT and the FUND agree that the FUND shall hold all moneys in excess of the LOCAL UNIT's retained loss fund paid by the LOCAL UNIT to the FUND as fiduciaries for the benefit of FUND claimants all in accordance with N.J.A.C. 11:15-3 et. seq.

8. The FUND shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. 40A:10-36 et. seq., N.J.S.A. 40A:5-1 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
- b) Employee contributions to contributory group health insurance
- c) Employer contributions to contingency account
- d) Employee contributions to contingency account
- e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding 8 above, to the contrary, the FUND shall not be required to establish separate trust accounts for employee contributions provided the FUND provides a plan in its Bylaws for the recording and accounting of employee contributions of each member.

10. Each LOCAL UNIT of government who shall become a member of the FUND shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement.

SOUTHERN COASTAL REGIONAL EMPLOYEE BENEFITS FUND

DATE ADOPTED: _____

BY: _____
Business Administrator

ATTEST: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 222-2025**

**APPOINTMENT OF FUND COMMISSIONER AND ALTERNATE FUND
COMMISSIONER FOR THE SOUTHERN COASTAL REGIONAL
EMPLOYEE BENEFITS FUND**

SOUTHERN COASTAL REGIONAL EMPLOYEE BENEFITS FUND

BE IT RESOLVED by the Common Council of the City of Northfield, that Mary Canesi be and is hereby appointed as Fund Commissioner to the Southern Coastal Regional Employee Benefits Fund, effective 1/1/2026; and

BE IT FURTHER RESOLVED, that Dawn Stollenwerk be and is hereby appointed as Alternate Fund Commissioner to the Southern Coastal Regional Employee Benefits Fund, effective 1/1/2026.

Motion _____

Second _____

Vote:

I, Mary Canesi, Municipal Clerk of the City of Northfield does hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 21st day of October 2025.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

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 21, 2025

Grant Applications

1. 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.
2. 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.

3. 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.
4. 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.
5. 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.
 - Project began on Thursday October 9, 2025. The City requested a change order to have South State restore pavement on Cedar Bridge Road related to emergency repairs of stormwater pipe.

Engineering

1. 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.
 - A Pipe collapse occurred at Zion/Shore Road on Saturday October 4, 2025. Mathis Construction mobilized for emergency repairs. DBA is recommending full replacement in this location as well as sections of Zion and Mill Road due to similar pipe conditions.

2. 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.