

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 2, 2018**

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, December 24, 2017.

FLAG SALUTE

ROLL CALL OF COUNCIL MEMBERS:

Deweese, Lischin, Murray, O'Neill, Perri, Travagline

OATHS OF OFFICE TO NEWLY ELECTED OFFICIALS

Official Oath Administered by Senator Colin Bell

- Council, 1st Ward, Susan M. Korngut

Ceremonial Oath Administered by Senator Chris Brown

- Council, 2nd Ward, Jim O'Neill

ROLL CALL OF COUNCIL MEMBERS:

Deweese, Korngut, Lischin, Murray, O'Neill, Perri, Travagline

ELECT COUNCIL PRESIDENT FOR 2018

ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2018

MAYOR'S STATE OF THE CITY ADDRESS

APPROVAL OF MINUTES – December 12, 2017

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 2, 2018**

RESOLUTIONS

- 1-2018** Annual Schedule of Meetings
- 2-2018** Temporary Appropriations
- 3-2018** Designation of Official Newspapers for the Publication of Legal Notices for the City of Northfield
- 4-2018** Annual Appointments
- 5-2018** To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2018
- 6-2018** Safety and Health Committee Appointments
- 7-2018** Establishing Charges for Municipal Public Records
- 8-2018** Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund
- 9-2018** Appointing Public Agency Compliance Officer
- 10-2018** Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund
- 11-2018** A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF
- 12-2018** A Resolution Adopting Robert's Rules of Order
- 13-2018** Hazardous Materials Emergency Management Advisory Council Appointments
- 14-2018** A Resolution Adopting a Cash Management Plan
- 15-2018** To Establish the Rate of Interest for Nonpayment of Taxes or Assessments
- 16-2018** Authorize Delinquent Tax Penalty Charges
- 17-2018** Authorizing Award of Contract for Registered Municipal Accountant through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 18-2018** Authorizing Award of Contract for Licensed Land Surveyor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 19-2018** Authorizing Award of Contract for Bond Counsel through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 20-2018** Authorizing Award of Contract for Labor Relations Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 21-2018** Authorizing Award of Contract for Tax Appeal Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 22-2018** Authorizing Award of Contract for Municipal Engineer through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 23-2018** Authorizing Award of Contract for Municipal Solicitor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 24-2018** Authorizing Award of Contract for Shared Municipal Public Defender for the Cities of Northfield and Linwood for the Year 2018
- 25-2018** Cultural Committee Appointments
- 26-2018** To Confirm the Reappointment of Harold L. Bogie as a Special Law Enforcement Officer, Class II
- 27-2018** To Confirm the Reappointment of George R. Clark as a Special Law Enforcement Officer, Class II

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 2, 2018**

- 28-2018** A Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 29-2018** A Resolution Recognizing Members of the Northfield Volunteer Fire Company Ladies' Auxiliary
- 30-2018** A Resolution Recognizing Northfield Volunteer Fire Company Members
- 31-2018** A Resolution Authorizing the Public Auction of Abandoned/Unclaimed Vehicles
- 32-2018** Authorizing Award of Professional Services Contract for Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Record
- 33-2018** Appointment of Qwin Vitale as Wastewater Licensed Operator in Charge of Sanitary Sewer System
- 34-2018** Acknowledging Retirement of Technical Assistant to the Construction Official
- 35-2018** Acceptance of the LOSAP Point System and Qualifiers for Members of the Northfield Volunteer Fire Co. #1
- 36-2018** Award of Contract for General Repairs and Construction of Sanitary Sewer and Stormwater Facilities
- 37-2018** Employment Status Change for Regular School Crossing Guard
- 38-2018** Authorizing Award of Contract for Municipal Prosecutor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 39-2018** Employment Status Change for Substitute School Crossing Guard

PAYMENT OF BILLS \$ 41,035.32

MEETING NOTICES

City Council	January 23 rd	6pm Work Session
		Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 1-2018**

ANNUAL SCHEDULE OF MEETINGS

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the Annual Schedule of meetings for calendar year 2018 shall be as follows:

January - Reorganization	January 2 nd at 7:00pm
January	January 23 rd
February	February 13 th and 27 th
March	March 13 th and 27 th
April	April 10 th and 24 th
May	May 15 th and 29 th
June	June 19 th
July	July 17 th
August	August 21 st
September	September 11 th and 25 th
October	October 9 th and 23 rd
November	November 13 th and 27 th
December	December 18 th

BE IT FURTHER RESOLVED that with the exception of the Reorganization meeting, all 2018 Council meetings will start with a work session at 6:00 p.m., with the regular session immediately following, in Council Chambers, 1600 Shore Road, Northfield, New Jersey, 08225.

Special Meetings may be scheduled by the Council President at any time, provided notice of said meeting is properly advertised and complies with the provisions of Public Law 1975, Chapter 231 or the exceptions there under.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 2-2018**

TEMPORARY APPROPRIATIONS

WHEREAS, N.J.S.A.40A:4-19 provides for the establishing of temporary appropriations if any contracts, commitments or payments are to be made prior to the adoption of the annual budget; and

WHEREAS, the total of such temporary appropriations shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget of the preceding fiscal year excluding appropriations made for debt service, capital improvement fund and public assistance; and

WHEREAS, such 26.25% limitation amount is \$ 3,312,654.00.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations shall constitute the City of Northfield 2018 Temporary Budget:

Admin & Executive O/E	12,000.00
Mayor & Council S & W	18,750.00
Mayor & Council O/E	1,000.00
Clerk S & W	20,000.00
Clerk O/E	3,000.00
Finance S & W	20,000.00
Finance O/E	2,000.00
Audit O/E	20,000.00
Prosecutor O/E	3,000.00
Public Defender O/E	1,000.00
Collector S & W	25,000.00
Collector O/E	1,000.00
Assessor S & W	7,600.00
Assessor O/E	1,000.00
Workman's Compensation	75,000.00
Employee Group Insurance	370,000.00
Other Insurance	35,000.00
Health Benefits Waiver	3,000.00
Legal O/E	40,000.00
Court S & W	30,000.00
Court O/E	1,500.00
Planning Board S & W	2,000.00

Planning Board O/E	5,000.00
Engineering O/E	15,000.00
Fire Official S & W	2,500.00
Fire Official O/E	250.00
Fire S & W	155,000.00
Hydrants	25,000.00
O/E	7,000.00
Police S & W	525,000.00
Police O/E	6,000.00
EMS Services	7,200.00
Emergency Mgmt S & W	2,000.00
Emergency Mgmt O/E	500.00
Streets & Road S&W	150,000.00
Streets & Road O/E	5,000.00
Vehicle Maintenance O/E	15,000.00
Solid Waste Tipping Fees	135,000.00
Buildings & Grounds O/E	8,000.00
Maint of Bike Path	500.00
Sewer S & W	45,000.00
Sewer O/E	5,000.00
Dog Regulation O/E	2,500.00
Parks & Playgrounds S & W	35,000.00
Neighborhood Program	500.00
FAN	500.00
Little League	500.00
Senior Citizens	500.00
Conservation Commission	100.00
Construction Official S & W	20,000.00
Construction Official O/E	3,000.00
Zoning / Housing S & W	10,000.00
Zoning / Housing O/E	1,000.00
Petroleum Products	35,000.00
Telecommunications	15,000.00
Water	4,000.00
Electricity & Natural Gas	80,000.00
PERS	188,194.00

Social Security	35,000.00	
PFRS	623,060.00	
Unemployment	4,000.00	
DCRP	2,000.00	

TOTAL WITHIN CAPS		\$ 2,865,654.00
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Library	90,000.00	
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Interlocal Agreement - Sewage	-	
Interlocal Agreement - Court	12,000.00	
Interlocal Agreement - Dispatch	80,000.00	
Interlocal Agreement - ACUA	110,000.00	

Sewer Repairs	10,000.00	
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TOTAL PER 26.25% LIMIT		\$ 3,167,654.00
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Bond Principal	-	
BAN Payment	-	
Interest on Bonds	145,000.00	
Interest on Notes	-	

TOTAL TEMPORARY BUDGET		\$ 3,312,654.00
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2017 Adopted Budget	13,592,222.74	
Less :		
Capital Improvements	132,500.00	
Debt Service	<u>1,381,800.00</u>	
	12,077,922.74	

Maximum Allowed (26.25%)		\$ 3,170,454.72
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Difference		\$ 2,800.72
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I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 3-2018**

**DESIGNATION OF OFFICIAL NEWSPAPERS FOR THE PUBLICATION
OF LEGAL NOTICES FOR THE CITY OF NORTHFIELD**

IT IS HEREBY RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that **THE PRESS OF ATLANTIC CITY**, and **THE CURRENT OF NORTHFIELD, LINWOOD, AND SOMERS POINT** are hereby designated as the official newspapers for the publication of any advertisements and notices required by law to be published by the municipality. Publication in either of the above shall be deemed to be the official notice to satisfy the requirements of N.J.S.A. 40:53-1.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 4-2018**

ANNUAL APPOINTMENTS

IT IS HEREBY RESOLVED by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, that the following appointments are hereby made, confirmed and ratified:

ONE YEAR TERM / January 1, 2018- December 31, 2018:

Deputy Municipal Clerk – Shannon Campbell

Deputy Municipal Court Administrator – Barbara Harrington

Clean Communities Coordinator – Michael Dattalo

Collector of Sewerage Revenue and Search Officer – Michele L. Kirtsos, CTC

Fire Inspector – Leon Delcher

Zoning / Housing, Code Enforcement Officer - Michael Dattalo

ADA Compliance – Municipal Engineer

Municipal Alliance Coordinator – Kathi Smith

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 5-2018**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE
A PETITION OF APPEAL OR APPEALS
FOR THE TAX YEAR 2018**

WHEREAS, from time to time, the Tax Assessor of the City of Northfield discovers an error in calculation, transposition, measurement or typographical error in the tax assessment on the tax list after the time within which the County Board of Taxation has certified the tax rates of the tax year; and

WHEREAS, the governing body of the taxing district of the City of Northfield is desirous that every taxpayer shall pay their fair share of taxes; and

WHEREAS, if said error is discovered by the Tax Assessor in the normal course of business and is not corrected, the affected taxpayers would then be paying more or less than their fair share of taxes; and

WHEREAS, in each instance, the error discovered was not caused by any act or omission of the taxpayer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and Council of the taxing district of the City of Northfield that the Tax Assessor is hereby authorized and permitted to file a Petition of Appeal or Appeals for the tax year 2018 with the Atlantic County Board of Taxation to seek correction of such errors, and, in each instance, to either raise or lower the assessment to the correct and proper value; and

IT IS FURTHER RESOLVED that in each such instance, a copy of any Petition of Appeal filed with the Atlantic County Board of Taxation pursuant to the authorization extended by this Resolution shall be filed with the Municipal Clerk of the City of Northfield; and

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded by the Municipal Clerk of the City of Northfield to the Atlantic County Board of Taxation upon passage of this Resolution; and

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Atlantic County Board of Taxation accompanying any Petition of Appeal which may be filed by the Assessor under the authority extended herein.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 6-2018**

SAFETY AND HEALTH COMMITTEE APPOINTMENTS

WHEREAS, it is the policy of the City of Northfield to promote a safe and healthy environment in the City Government; and

WHEREAS, the City must provide a mechanism to evaluate accidents, practices, resources, and issues, and to make recommendations which promote and maintain a safe and healthy working environment in order to protect the public resources, and reduce City exposure to risk and loss.

NOW, THEREFORE, BE IT RESOLVED that the Safety and Health Committee be appointed as follows:

Claims Coordinator	Mary Canesi
Municipal Court	Donna Clark
Finance Department	Kathi Smith
Fire Department	Fire Chief
Fund Commissioner	Mary Canesi
Alternate Fund Commissioner	Shannon Campbell
Buildings & Grounds	Kathi Smith
Library	Aubrey Heirs
Police Department	Paul Newman
Road Department/Sewerage Ops	Qwin Vitale
Safety Coordinator	Shannon Campbell
Tax Office	Michele L. Kirtsos

BE IT FURTHER RESOVELD, it is mandatory that the Committee Members attend or send a representative to all City Safety Meetings scheduled by the Safety Coordinator.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 7-2018**

ESTABLISHING CHARGES FOR MUNICIPAL PUBLIC RECORDS

BE IT RESOLVED by the Mayor and Council of the City of Northfield that in accordance with N.J.S.A. 47:1A-5.b, the City of Northfield does hereby establish the following charges for the reproduction of any municipal public record:

Per Page Cost Letter Size\$.05 per page
Per Page Cost Legal Size\$.07 per page

A mailing charge consisting of actual postage.

BE IT RESOLVED that fees for City documents reproduced by a 3rd party not exceed actual duplication costs.

BE IT FURTHER RESOLVED that a Government Records Request Form must be completed in the event the records requested are not immediately available. It is not a prerequisite for access.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 8-2018**

**A RESOLUTION APPOINTING A FUND COMMISSIONER
AND AN ALTERNATE FUND COMMISSIONER
FOR THE ATLANTIC COUNTY JOINT INSURANCE FUND**

WHEREAS, the City of Northfield is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint (1) Fund Commissioner to the Fund. Each Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and that no individual may serve as Fund Commissioner for more than one member; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing unit's local governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing members shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

WHEREAS, the Governing Body recommends the appointment of Municipal Clerk, Mary Canesi, as Fund Commissioner, and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, in accordance with FUND bylaws.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Northfield does hereby appoint Municipal Clerk, Mary Canesi, as Fund Commissioner and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, for the Atlantic County Municipal Joint Insurance Fund.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 9-2018**

**APPOINTING MARY CANESI AS THE DESIGNATED
PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, pursuant to N.J.A.C. 17:27-3.3, the City of Northfield must appoint a Designated Public Agency Compliance Officer; and

WHEREAS, the Council of the City of Northfield has recommended City Clerk Mary Canesi for the position of Public Agency Compliance Officer.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the City of Northfield do hereby approve, confirm and ratify this appointment to expire December 31, 2018.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 10-2018**

**APPOINTMENT OF RISK MANAGEMENT CONSULTANT IN ACCORDANCE
WITH THE BYLAWS OF THE ATLANTIC COUNTY MUNICIPAL JOINT
INSURANCE FUND**

WHEREAS, the City of Northfield is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a **RISK MANAGEMENT CONSULTANT** to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the City's 2018 total combined Atlantic County Municipal Joint Insurance Fund assessment, which is charged against line 01-23-215-200, and;

WHEREAS, requests for proposals for Risk Management Consultant Services were advertised and one proposal was received; and

WHEREAS, Richard T. Gerber of R. T. Gerber Insurance submitted a proposal dated December 6, 2017, indicating he will provide the City of Northfield with his services as Risk Management Consultant for an annual fee of \$9,500.00; and

WHEREAS, the City's 2018 total combined Atlantic County Municipal Joint Insurance Fund assessment is \$378,066.00, and the fee proposed for Mr. Gerber represents approximately 2.5% of this total.

NOW THEREFORE, be it resolved that the governing body of the City of Northfield does hereby appoint Richard T. Gerber of R. T. Gerber Insurance as its Risk Management Consultant, in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the term of said appointment shall be one year, from January 1, 2018 to December 31, 2018; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the reorganization meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

ATTEST: _____ MUNICIPALITY: _____

ATTEST: _____ CONSULTANT: _____

DATE: _____

RISK MANAGEMENT CONSULTANT AGREEMENT
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

This Agreement, entered into this 3rd day of , January, 2017, between the City of Northfield (hereinafter referred to as the "Municipality") and RT Gerber Insurance, a Corporation of the State of New Jersey, and Richard T. Gerber, LUTCF, CSA, the responsible agent, having their principal office located at 327 Central Avenue, Linwood, NJ 08221 (hereinafter referred to as the "Consultant").

WHEREAS, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Atlantic County Municipal Joint Insurance Fund; and

WHEREAS, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held on 1/2/18;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
 - A) The Consultant shall assist the Municipality in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
 - B) The Consultant shall assist the Municipality in understanding and selecting the various types of coverage available from the Atlantic County Municipal Joint Insurance Fund.
 - C) The Consultant shall review with the Municipality any additional types of coverage that the Consultant believes the Municipality should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the Municipality.
 - D) The Consultant shall assist the Municipality in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
 - E) The Consultant shall review the Municipality's annual assessment as prepared by the Fund, and shall assist the Municipality in the preparation of its annual insurance budget.
 - F) The Consultant shall review the loss and engineering reports for the Municipality, and shall assist the Safety Committee in its loss containment objectives within the Municipality.
 - G) The Consultant shall attend and actively participate in the Municipality's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.

- H) The Consultant shall attend the Municipality's Member Accident Review Panel meetings and assist the Municipality in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) The Consultant shall assist the Municipality in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the Municipality in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall assist the Municipality with the timely and accurate reporting of all claims, which shall include the establishment and implementation of claims reporting procedures.
- L) The Consultant shall assist, when requested by the Municipality and/or the Claims TPA, with the investigation of claims filed against the Municipality.
- M) The Consultant shall review the Municipality's loss data on a regular basis and prepare reports to the Municipality on recent losses, open claims, and loss trends.
- N) The Consultant shall review the performance of the Municipality's Claims TPA on a quarterly basis including reserving practices, adjuster claim counts, and supervisor file review.
- O) The Consultant shall assist the Municipality by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- P) The Consultant shall assist the Municipality and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- Q) The Consultant shall order Certificates of Insurance from the Fund.
- R) The Consultant shall review Certificates of Insurance received by the Municipality.
- S) The Consultant shall review proposed contracts between the Municipality and organizations and contractor's to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- T) The Consultant shall evaluate and advise the Municipality on the risk management aspects of public events being staged or sponsored by the Municipality.
- U) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- V) The Consultant shall respond to questions regarding coverage from the Municipality's officials.
- W) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.

- X) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.
 - Y) The Consultant shall execute and file with the Municipality, as part of this agreement, and the Executive Director's office a copy of the Atlantic County Municipal Joint Insurance Fund Confidentiality Agreement.
 - Z) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the Municipality outlining the Municipality's Insurance and Safety Program.
 - AA) The Consultant shall assist the Municipality with the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally performed by a public adjuster.
 - AB) The Consultant shall perform any other services required by the Fund's Bylaws.
2. The term of this Agreement shall be for a period of **one (1) year commencing the first day of January, 2018**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
 3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered no more than 6% of the Municipalities gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, \$9,500.00. Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
 4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.
 5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: _____

MUNICIPALITY: _____

ATTEST: _____

CONSULTANT: _____

DATE: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 11-2018**

**A RESOLUTION AUTHORIZING THE CONTACT PERSONS
TO ACCESS THE EMPLOYMENT PRACTICES LIABILITY
CONSULTATION SERVICE (EPL)
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Governing body of the City of Northfield hereinafter referred to as "MUNICIPALITY", is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

WHEREAS, the FUND has budgeted an annual allowance per member for EPL consulting services; and

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Northfield does hereby designate Mary Canesi, Fund Commissioner, as its Contact Person.

BE IT FURTHER RESOLVED that the Governing Body does hereby designate the Municipal Solicitor, and Chief Financial Officer Dawn Stollenwerk as additional Contact Persons.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 12-2018**

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY
COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY
OF NORTHFIELD FOR THE YEAR 2018**

WHEREAS, it is in the interest of the City of Northfield to adopt standing rules of order and regulations for participation at City Council Meetings for the purpose of promoting efficiency and insuring that the public has a fair opportunity to comment when permitted to do so.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Northfield adopt the following standing rules of order and conduct for City Council Meetings:

- A. Adoption of Roberts Rules of Order.
 - a. City Council meetings shall use Roberts Rules of Order, 11th edition, as a guide to meeting procedures.
- B. Regulations of Participation at City Council Meetings.
 - a. The Chair must recognize a speaker.
 - b. The person must state his or her name, and address of residence for the record.
 - c. All persons recognized by the Chair must engage in respectful and orderly discourse. In the event of disrespectful, vulgar or inflammatory discourse, the Chair may exercise discretion and terminate the person's right to speak.
 - d. Members of the public shall be given up to five minutes to address the Governing Body regardless of the number of issues during the Public Portion of the meeting and shall not be entitled to "borrow" time from others. At the discretion of the Chair, and subject to the consent by the majority of the Council at a given meeting, this time allocation may be relaxed and extended, which relaxation or suspension shall not constitute a binding precedent for other speakers on other issues. The limitations imposed herein relate solely to the Public portion of the meeting and are not intended to apply to the Regular Business Meeting.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 13-2018**

**HAZARDOUS MATERIALS EMERGENCY MANAGEMENT ADVISORY
COUNCIL APPOINTMENTS**

WHEREAS, a need exists within the City of Northfield for the appointment of a Hazardous Materials Emergency Management Advisory Council to satisfy the requirements of S.A.R.A. TITLE III; and

WHEREAS, a recommendation has been made by the Mayor to this Governing Body to appoint members to this committee.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that the individuals in the following positions are appointed to serve as members of the Northfield Hazardous Materials Emergency Management Advisory Council until December 31, 2018, or until a successor shall be duly appointed and qualified:

Mayor

Council President

Chief, Fire Department

Chief of Police

Public Works Superintendent

Emergency Management Coordinator

BE IT FURTHER RESOLVED that the individuals appointed to this position shall serve without compensation and without entitlement compensation and without entitlement to any benefits.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 14-2018**

**A RESOLUTION ADOPTING A CASH MANAGEMENT PLAN
OF THE CITY OF NORTHFIELD**

WHEREAS, pursuant to the provisions of N.J.S.A. 40A:5-14, the City of Northfield shall adopt a Cash Management Plan and shall deposit its funds pursuant to that plan; and

WHEREAS, the Cash Management Plan shall include the designation of a depository or depositories as permitted in section 4 of P.L. 1970, c 236 (C.17.9-44); and

WHEREAS, the Cash Management Plan shall be designed to assure, to the extent practicable, the investment of local funds in interest bearing accounts and may be modified from time to time in order to reflect changes in federal or state law or regulations; and

WHEREAS, the Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, as follows:

1. The allegations to the preamble are incorporated herein by this reference.
2. The Cash Management Plan for the City of Northfield be and hereby is adopted.
3. A copy of the Cash Management Plan is attached hereto and made a part of this resolution.

BE IT FURTHER RESOLVED, that the proper officials be and are hereby authorized to do all things necessary to carry out the intent of the resolution.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

I. STATEMENT OF INTENT

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the City of Northfield, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Northfield:

Current Fund	Capital Fund
Dog Fund	Trust Escrow Fund
Municipal Court Account	Payroll Account
Recreation Trust	Small Cities Account
Tax Collector’s Account	Trust Fund - Other

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Northfield, specifically:

Municipal Court Bail Account
Tax Collector’s Premium Account
Tax Collector’s Lien Account
Library Account
Drug Enforcement/State
Drug Enforcement/Federal
City Evidence Account

III. DESIGNATION OF OFFICIALS OF THE CITY OF NORTHFIELD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Chief Financial Officer of the City of Northfield (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the City of Northfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank	First National Bank of Absecon
Sun Bank	Bank of America
Wells Fargo	Municipal Bond Insurance Agency-CLASS
Wachovia Bank	State of New Jersey Cash Management
NJ/ARM	Parke Bank
Ocean First Bank	Ocean City Home Bank

All such depositories holding City funds shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

V. DESIGNATION OF OFFICIALS TO SIGN CHECK AND WITHDRAWALS OF THE CITY OF NORTHFIELD.

Pursuant to N.J.S.A. 40A:5-17.B (2), that the following named officials shall sign checks and authorized withdrawals for the City of Northfield:

Mayor	Chief Financial Officer
Municipal Clerk	Council President

All checks and withdrawals shall be signed with two (2) signatures (Any combination of the above positions) for all City accounts unless otherwise indicated below.

The City Payroll account will require only one (1) signature, namely the Chief Financial Officer or the Municipal Clerk.

The Tax Collector's Premium account and Tax Collector's Lien Account will require only one (1) signature, namely the Tax Collector or the Chief

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

I. STATEMENT OF INTENT

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the City of Northfield, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Northfield:

Current Fund	Capital Fund
Dog Fund	Trust Escrow Fund
Municipal Court Account	Payroll Account
Recreation Trust	Small Cities Account
Tax Collector's Account	Trust Fund - Other

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Northfield, specifically:

Municipal Court Bail Account
Tax Collector's Premium Account
Tax Collector's Lien Account
Library Account
Drug Enforcement/State
Drug Enforcement/Federal
City Evidence Account

III. DESIGNATION OF OFFICIALS OF THE CITY OF NORTHFIELD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Chief Financial Officer of the City of Northfield (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the City of Northfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank	First National Bank of Absecon
Sun Bank	Bank of America
Wells Fargo	Municipal Bond Insurance Agency-CLASS
Wachovia Bank	State of New Jersey Cash Management
NJ/ARM	Parke Bank
Ocean First Bank	Ocean City Home Bank

All such depositories holding City funds shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

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Pursuant to N.J.S.A. 40A:5-17.B (2), that the following named officials shall sign checks and authorized withdrawals for the City of Northfield:

Mayor	Chief Financial Officer
Municipal Clerk	Council President

All checks and withdrawals shall be signed with two (2) signatures (Any combination of the above positions) for all City accounts unless otherwise indicated below.

The City Payroll account will require only one (1) signature, namely the Chief Financial Officer or the Municipal Clerk.

The Tax Collector's Premium account and Tax Collector's Lien Account will require only one (1) signature, namely the Tax Collector or the Chief

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

Financial Officer.

The Municipal Court Account and the Municipal Court Bail Account will require only one (1) signature, namely the Municipal Court Administrator, Judge or Deputy Court Administrator.

The Drug Enforcement/State and Drug Enforcement/Federal will require two (2) signatures, namely the Chief of Police, the City Clerk or the Mayor.

The Evidence Account will require two (2) signatures, namely the Chief of Police, the Municipal Clerk or the Mayor.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the designated official(s) of the City referred to in this Plan may deal with for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

None designated.

VII. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (4) Bonds or other obligations of the Local unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund - An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec 270 2a-7.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool - An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act" P.L. 1968, c.410 (c.52:14B-1 et seq) By the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (e) which does not permit investments in instruments that: are subject to high price volatility which changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.
- (g) Notwithstanding the above authorization, the monies on hand in the accounts listed in section 2 shall be further limited as to maturities, specific investments or otherwise as follows:

Limited only to maturities, one (1) year or less

**VIII. SAFEKEEPING CUSTODY PAYMENT AND
ACKNOWLEDGEMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investments involve a document or security which is not physically held by the City, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the City to

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

assure that there is no unauthorized use of the funds or the Permitted Investment or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the City or by a third party custodian prior to or upon the release of the City's funds.

To assure that all parties with whom the City deals either by way of Deposits or Permitted Investments are aware of the authority and limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. REPORTING REQUIREMENTS.

At the regular meeting each month (for those months with two meetings it shall be the second meeting) during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Finance Chairperson of the City a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the City as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent, that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

H. All other information which may be deemed reasonable from time to time by the Finance Chairperson of the City.

X. TERM OF THE PLAN.

This Plan shall be in effect from January 1, 2018 to December 31, 2018. The plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 15-2018**

**TO ESTABLISH THE RATE OF INTEREST
FOR NONPAYMENT OF TAXES OR ASSESSMENTS**

BE IT RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that, as authorized by N.J.S.A.54:4-67 as amended by Chapter 435 P.L. 1978, the rate of interest to be charged for nonpayment of taxes or assessments on or before the date that they would become delinquent is hereby fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00, provided, however, that no interest shall be charged if payment is made within ten (10) days of the date upon which the tax or assessment becomes payable.

IT IS FURTHER RESOLVED that nothing contained within this Resolution shall be construed to extend the time when taxes are due and payable nor the obligations to pay interest which shall commence on the due date if taxes are not paid within the ten (10) day grace period.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 16-2018**

**AUTHORIZE A PENALTY CHARGE
TO DELINQUENT TAX PAYERS**

BE IT RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that as authorized by N.J.S.A.54:4-67 as amended by Chapter 75, P.L. 1991, the Governing Body of the City of Northfield hereby establishes a penalty in the amount of six percent (6%) to be charged to a taxpayer with a delinquency in excess of Ten Thousand Dollars (\$10,000.00) who fails to pay that delinquency prior to the end of the calendar year.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 17-2018**

**AUTHORIZING AWARD OF CONTRACT FOR REGISTERED MUNICIPAL
ACCOUNTANT THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Registered Municipal Accountant;

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Monday, November 20, 2017; and

WHEREAS proposals were received, publicly opened and announced on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Ford-Scott & Associates, indicating they will provide Registered Municipal Accountant services in the form of a basic audit for a fee of \$31,000.00, and additional services if to be billed at a rate not to exceed \$200.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$35,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract as per NJSA 40A:5-4 with Nancy Sbrolla, a Registered Municipal Accountant of the State of New Jersey and of the firm Ford-Scott & Associates, LLC, 1535 Haven Avenue, Ocean City, NJ 08226 and appoint her as Registered Municipal Accountant for a term ending December 31, 2018, for a fee of \$31,000 for a basic audit, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-135-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 18-2018**

**AUTHORIZING AWARD OF CONTRACT FOR LICENSED LAND
SURVEYOR THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for professional services of a Licensed Land Surveyor, and funds are available for this purpose; and

WHEREAS, requests for proposals were advertised in the Press of Atlantic City of November 20, 2017; and

WHEREAS proposals were received, and publicly opened on December 6, 2017, and the proposals submitted have been reviewed and a recommendation had been made with regard to same.

WHEREAS, Howard Transue, of Schaeffer, Nassar, Scheidegg Consulting Engineers submitted the lowest-cost proposal, dated December 6, 2017, indicating they will provide the services for Land Surveyor for the fee a variable fee of up to \$130.00 per hour, with an estimated annual value of \$7,500.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Howard A. Transue, PLS of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as the Licensed Land Surveyor, License #24GS03354100, for the City of Northfield, for a term ending December 31, 2018, for a variable fee of up to \$130.00 per hour as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-165-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 19-2018**

**AUTHORIZING AWARD OF CONTRACT FOR BOND COUNSEL AS A
PROFESSIONAL SERVICE THROUGH A FAIR AND OPEN PROCESS
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for professional services for Bond Counsel;

WHEREAS, funds are available for this purpose; and

WHEREAS, requests for proposals were advertised in the Press of Atlantic City of November 20, 2017; and

WHEREAS proposals were received, and publicly opened on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, Joel Fleishman of Fleishman Daniels Law Firm has submitted a proposal dated December 6, 2017, indicating they will provide Bond Counsel services for variable fees in accordance with the fee schedule submitted, with an estimated total annual value of \$17,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Joel Fleishman of Fleishman Daniels Law Firm, 646 Ocean Heights Avenue, Suite 103, Linwood, NJ, as Bond Counsel for the City of Northfield for a term ending December 31, 2018, in accordance with the fee schedule incorporated therein. Said contract is awarded in compliance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 20-2018**

**AUTHORIZING AWARD OF CONTRACT FOR LABOR RELATIONS
ATTORNEY SERVICES THROUGH A FAIR AND OPEN PROCESS
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need the services of a Labor Relations Attorney; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Monday, November 20, 2017; and

WHEREAS proposals were received, publicly opened and announced on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Gruccio, Pepper, DeSanto & Ruth, P.A., 817 E. Landis Avenue, Vineland, New Jersey, indicating they will provide Labor Relations Attorney services for the fee of \$140.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$35,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Lawrence Pepper, Jr., Esquire, of the firm Gruccio, Pepper, DeSanto & Ruth, P.A., 817 E. Landis Avenue, Vineland, New Jersey as Labor Relations Attorney for the City of Northfield, for a term ending December 31, 2018, for the fee of \$ 140.00 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 21-2018**

**AUTHORIZING AWARD OF CONTRACT FOR TAX APPEAL
ATTORNEY AS A PROFESSIONAL SERVICE UNDER A FAIR AND
OPEN PROCESS PURSUANT TO N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Tax Appeal Attorney; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Monday, November 20, 2017; and

WHEREAS proposals were received, publicly opened and announced on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, indicating he will provide the services of a Tax Appeal Attorney for the fee of \$122.50 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$24,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, as the Tax Appeal Attorney for the City of Northfield, for a term ending December 31, 2018, for a fee of \$122.50 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 22-2018**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL ENGINEER
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.5,
ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the professional services of a Municipal Engineer; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Monday, November 20, 2017; and

WHEREAS proposals were received, publicly opened and announced on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Schaeffer, Nassar, Scheidegg Consulting indicating they will provide Municipal Engineering services for a retainer of \$2,100.00 and variable fees up to \$95.00 per hour be accepted; and

WHEREAS, the estimated annual value of the contract is \$225,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Rami Nassar, PE, PP, CME, of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as Municipal Engineer, License #24GE03490200, for the City of Northfield for a term ending December 31, 2018, for a \$2,100.00 retainer and a variable fee of up to \$95.00 per hour, as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-165-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 23-2018**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL SOLICITOR
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-
20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Municipal Solicitor;

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Monday, November 20, 2017; and

WHEREAS proposals were received, publicly opened and announced on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Kristopher J. Facenda, indicating he will provide the services of the Municipal Solicitor for retainer of \$18,000.00 and a fee of \$110.00 per hour for additional services be accepted; and

WHEREAS, the estimated annual value of the contract is \$48,000. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with the Kristopher J. Facenda of Kristopher J. Facenda, LLC, 2020 New Road, Suite 2A, Linwood, New Jersey as Municipal Solicitor for the City of Northfield, for a term ending December 31, 2018, for the sum of \$18,000 for services provided under the general retainer, and \$110 per hour for extra legal services, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NOTHFIELD, NJ
RESOLUTION NO. 24-2018**

**AUTHORIZING AWARD OF CONTRACT FOR SHARED MUNICIPAL
PUBLIC DEFENDER FOR THE CITIES OF NORTHFIELD AND
LINWOOD FOR THE YEAR 2018**

WHEREAS, there exists within the City of Northfield the need for the services of a Shared Municipal Public Defender, and funds are available for this purpose; and

WHEREAS, requests for proposals were advertised in the Press of Atlantic City of November 20, 2017; and

WHEREAS proposals were received, and publicly opened on December 6, 2017, and the proposals submitted have been reviewed and a recommendation had been made with regard to same.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that That Frank Lentz, Esquire, 450 Tilton Road, Suite 230, Northfield, New Jersey be appointed as Public Defender by the City of Northfield and the City of Linwood as per a Shared Court Agreement for the year 2018. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with the above-named person for these services.

BE IT FURTHER RESOLVED, that the anticipated value of the contract is \$7,500.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line T-24-56-850-003.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 25-2018**

NORTHFIELD CULTURAL COMMITTEE APPOINTMENTS

IT IS HEREBY RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Cultural Committee for the year ending December 31, 2018 is hereby approved, ratified and confirmed:

Carol A. Patrick, Chairman
Roy Clark, Vice Chairman, Museum Curator
Joyce Pullan, Projects Director
Barbara Fehr, Volunteer
Tery Moran-Lever, Volunteer
Robert Patrick, Volunteer
Joan Brennan, Kitchen Support
Rosemary O'Dowd, Treasurer
Flossie Graham, Volunteer
Robert Webb, Military Models Museum Curator
Eleanor Webb, Museum Volunteer
Linda Braverman, Volunteer

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 26-2018**

**TO CONFIRM THE REAPPOINTMENT OF HAROLD L BOGIE AS A
SPECIAL LAW ENFORCEMENT OFFICER, CLASS II**

BE IT RESOLVED that the reappointment of Harold L Bogie as a Special Law Enforcement Officer, Class II, is hereby approved and ratified effective January 1, 2018, in accordance with NJSA 40A:14-146.14, et seq.

BE IT FURTHER RESOLVED, that Mr. Bogie's reappointment shall be subject to the following:

1. Salary shall be in accordance with the City of Northfield's salary resolution.
2. Not eligible for benefits, sick, or vacation time.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 27-2018**

**TO CONFIRM THE REAPPOINTMENT OF GEORGE R. CLARK AS A
SPECIAL LAW ENFORCEMENT OFFICER, CLASS II**

BE IT RESOLVED that the reappointment of George R. Clark as a Special Law Enforcement Officer, Class II, is hereby approved and ratified effective January 1, 2018, in accordance with NJSA 40A:14-146.14, et seq.

BE IT FURTHER RESOLVED, that Mr. Clark's reappointment shall be subject to the following:

1. Salary shall be in accordance with the City of Northfield's salary resolution.
2. Not eligible for benefits, sick, or vacation time.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 28-2018**

**AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE
CONTRACT VENDORS 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. 5:34-7.11 (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 on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the City of Northfield may enter into contracts with the attached Referenced State Contract Vendors and purchase items through the attached referenced State Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield authorized the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the City of Northfield pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable of certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the City of Northfield and the Referenced State Contract Vendors shall be from January 1, 2018 to December 31, 2018.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Adopted:

Mary Canesi, RMC, Municipal Clerk

Erland V.L. Chau, Mayor

PAGE 2, RESOLUTION NO. 28-2018

Referenced State Contract Vendors

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract #</u>	<u>Exp Date</u>
Parts & Repairs for Lawn & Grounds Equipment	Various Charles A. Michel DBA CAM Co Granturk Equipment Co, Inc.	T-2188 85852 85858	01/29/18
Maintenance & Repair for Heavy Duty Vehicles	Various	T-2085	08/09/2019
Police Vehicles, Sedans & Sport Utility	Various	T-2776	03/15/2018
Equipment Acquisition & Installation for marked & unmarked Police vehicles	Chas S Winner, Inc.	81165	04/01/2018
Office Supplies & Equipment	W.B. Mason	T-0052	05/06/2018
Tires, Tubes & Service	Various	M-8000	03/31/2019
OEM Automotive Parts For Light Duty Vehicles	Various	T-2760	03/25/2018
Non-OEM Automotive Parts & Accessories For Light Duty Vehicles	Various	T-2761	02/25/2018
Video Teleconferencing Equipment & Services	Various	T-1466	03/31/2018
Firefighter Protective Clothing & Equipment	Various	T-0790	03/31/2018
Safety Vests	Various	T-2250	03/31/2018
Breakaway U-Post Sign Support	Garden State Highway Products Various	87100 T-0121	06/30/2018
Industrial/MRO Supplies & Equipment	Fastenal Company W.W. Grainger, Inc.	79873 79875	06/30/2018
Snow Plow Parts, Grader & Loader Blades	Various HA DeHart & Sons, Inc.	T-0085 88264	01/19/2018

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 29-2018**

**A RESOLUTION RECOGNIZING MEMBERS OF THE NORTHFIELD
VOLUNTEER COMPANY LADIES' AUXILIARY**

IT IS HEREBY RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that members of the Northfield Volunteer Fire Company Ladies' Auxiliary for the year ending December 31, 2018 are hereby recognized as follows:

Barbara Cummings – Treasurer
Chelsea Cummings
Elizabeth Cummings – President
Janice Davis
Sue Giansanti
Hope Goodman
Pat Hackett
Kathy Hanna
Kathy Jasiecki
Suzanne Korio
Cindy Kreminski – Executive Board
June Leeds
Janet Morey – Secretary
Anna Pepek
Beth Polhamus
Dorothy Ryan
Judy Sobkow
Melody Scalise – Executive Board
Kathy Steelman
Carol Swartz – Executive Board
Dana Swartz
Ruth Tayao
Jen Turon
MaryAnne Vergulti – Vice President

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 30-2018**

**A RESOLUTION RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Volunteer Fire Company for the year ending December 31, 2018 is hereby approved, ratified and confirmed:

Badger, Cindy	Carey, Louis
Chau, Erland	Cummings, Bruce
Cummings, Bruce Jr.	Cummings, Jason
Dabundo, Colin	Eggie, Eustace
Flaherty, Brian	Foltz, Brad
Goodman, Scott	Hackett, Edward
Hickey, Daniel	Leeds, Robert
Lichtenberger, Lee	Martinelli, Henry
Morey, Donald Michael	Morey, Kevin
Morey, Thomas	Ordille, John
Pendlebury, John	Pepek, Martin
Scalise, Nicholas	Schaech, Charles
Shenkus, Eric	Sullivan, John III
Swartz, Robert	Trench, Chris
Wallace, Michael	

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 31-2018**

**A RESOLUTION AUTHORIZING THE PUBLIC AUCTION OF
ABANDONED / UNCLAIMED VEHICLES**

WHEREAS, the City of Northfield throughout the year 2018 shall have possession of abandoned or unclaimed vehicles not needed for purposes by the Municipality; and

WHEREAS, the Governing Body of the City of Northfield is desirous of selling said vehicles at various public auctions, open public sales throughout the year to the highest bidder, subject to the limitation set forth herein; and

WHEREAS, all vehicles being offered for sale will be offered for sale "as is" without any representation or warranties on behalf of said Municipality as to its condition.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the Northfield Police Department will expose such vehicles for public auction and set the minimum bid price in accordance with NJSA 39:10A-, NJSA 40A: 11-36, and other applicable statutes; and

BE IT FURTHER RESOLVED that the Municipal Clerk is authorized to set appropriate dates and times for any and all future auctions in 2018, and shall advertise the vehicles for sale along with the minimum bid.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 32-2018**

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT
FOR CONTINUING DISCLOSURE AGENT SERVICES AND
INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD**

WHEREAS, there exists within the City of Northfield the need for the appointment of a Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record; and

WHEREAS, the anticipated value of this acquisition is \$950.00 and funds are available for this purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Phoenix Advisors, LLC, 4 West Park Street, Bordentown, NJ as the Continuing Disclosure Agent for the City of Northfield, for the 2018 fiscal year, for the sum of \$950.00. The Agreement is attached as "Exhibit A".

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-155-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

32-2018

Exhibit "A"

2018

AGREEMENT

for

**CONTINUING DISCLOSURE and
INDEPENDENT REGISTERED MUNICIPAL ADVISOR SERVICES**

THIS AGREEMENT, made and entered into on this ____ day of _____, 20____ (the "Agreement") by and between Northfield City, 1600 Shore Rd, NJ, 08225-2201 (the "Issuer"), and Phoenix Advisors, LLC, 4 West Park Street, Bordentown, New Jersey 08505 ("Phoenix Advisors") for the provision of professional services summarized in the accompanying Scopes of Services.

WITNESSETH:

WHEREAS, the Issuer has heretofore agreed through the execution of Continuing Disclosure Agreements ("CDAs") relating to one or more bond issuances to provide certain financial and other information and notices, within specified timeframes, in a manner prescribed by the regulators of the underwriter that purchased said bond issues; and

WHEREAS, Phoenix Advisors provides continuing disclosure agent services and has heretofore been appointed by the Issuer to provide the same until the expiration of this Agreement, as defined in Section 4 herein; and

WHEREAS, Phoenix Advisors, being duly registered as a Municipal Advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), provides professional municipal advisory services and has heretofore been appointed by the Issuer to provide such municipal advisory services until the expiration of this Agreement, as defined in Section 4 herein; and

WHEREAS, the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Issuer.

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

Section 1 Phoenix Advisors, exercising its duties of care and loyalty, will perform, inter alia, the tasks described in the Scopes of Services summarized and attached hereto.

Section 2 The Bond Issuer will compensate Phoenix Advisors for services provided in accordance with this agreement, as more particularly set forth below:

Continuing Disclosure Agent Service:

\$950 – base fee (for up to three (3) outstanding issues), plus \$100 for each additional outstanding issue, if any, for which filings may be required, and \$200 for each new bond issue set up during the year. The setup fee will be invoiced at the time the new bonds are issued.

Independent Registered Municipal Advisor

There is **no separate fee** charged by Phoenix Advisors for being designated as your Independent Registered Municipal Advisor ("IRMA"). As your IRMA, we will be available to answer general questions concerning outstanding debt issues, market conditions, preliminarily review financing proposals, or prepare preliminary project analyses. A separate fee addendum to this Agreement will be provided for your acknowledgement if you choose to have Phoenix Advisors involved in a debt issuance, to undertake an in-depth evaluation of a proposal or project, perform a consultant service, or assist with rating agency surveillance. Our goal is to be available to you and to add value when you need our expertise.


Section 3 Neither Phoenix Advisors nor any individual representing Phoenix Advisors possesses any authority with respect to any decision of the Issuer or any official of the Issuer beyond the rendition of information or advice. Phoenix Advisors is not legal counsel nor an accountant and is not providing legal or accounting guidance. None of the services contemplated in this Agreement shall be construed as legal services or a substitute for legal services. The Issuer hereby acknowledges its responsibility with respect to federal securities laws and represents its intention to comply in all respects with federal securities laws.

Section 4 This Agreement, as to continuing disclosure services and municipal advisory services, is subject to annual renewal, and may be terminated by either the Issuer or Phoenix Advisors upon 30 days' prior written notice.

Section 5 This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

IN WITNESS WHEREOF, The Issuer has caused this Agreement to be duly executed by its authorized representative and has caused its corporate seal to be hereto affixed, and Phoenix Advisors has caused this Agreement to be duly executed by an authorized party as of the day and year first above written.

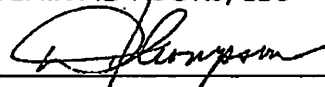
NORTHFIELD CITY

By: _____

Name: Dawn Stollenwerk

Title: Chief Financial Officer

PHOENIX ADVISORS, LLC

By: _____

Name: David B. Thompson

Title: Chief Executive Officer

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 33-2018**

**APPOINTMENT OF QWIN VITALE AS WASTEWATER LICENSED
OPERATOR IN CHARGE OF SANITARY SEWER SYSTEM**

WHEREAS, as per N.J.A.C. 7:10A-1.10, every owner of a public wastewater system shall employ a licensed operator holding the license prescribed by the NJ Department of Environmental Protection for that classification of said system; and

WHEREAS, the City of Northfield requires a Class C wastewater collection system license for the operation of the City of Northfield sanitary sewer system.

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that Qwin Vitale, holder of NJDEP wastewater class C-2 collection system license # 0016859, be and is hereby designated as the Wastewater Licensed Operator in Charge of the operation of the City of Northfield Sanitary Sewer System, effective January 1, 2018.

BE IT FURTHER RESOLVED, that Mr. Vitale shall no longer be the designated Wastewater Licensed Operator in Charge of the operation of the City of Linwood Sanitary Sewer System, effective January 1, 2018.

BE IT FURTHER RESOLVED, that compensation for this position is set forth in the City of Northfield's 2017 Salary Resolution as \$ 3,131.76 per annum under the title of Sewer Supervisor.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 34-2018**

**ACKNOWLEDGING THE RETIREMENT
OF TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL**

WHEREAS, City Council approved the appointment of James B. Dickinson, Jr. as Technical Assistant to the Construction Official on April 26, 1999.

BE IT RESOLVED, that the Common Council of the City of Northfield does hereby acknowledge the retirement of James B. Dickinson, Jr. from the position of Technical Assistant to the Construction Official effective December 29, 2017.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 35-2018**

**ACCEPTANCE OF THE LOSAP POINT SYSTEM AND QUALIFIERS FOR
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE CO. #1**

WHEREAS, by Ordinance 13-2001, Northfield Volunteer Fire Co. #1 Length Of Service Awards Program Act (LOSAP) for the City of Northfield was created pursuant to N.J.S.A. 40A:14-183 et seq.; and

WHEREAS, the following members of the Northfield Volunteer Fire Co. #1 have met their LOSAP requirements for their SIXTEENTH YEAR November 1, 2016 through October 31, 2017: Louis G. Carey, Henry Martinelli, Donald M. Morey; and

WHEREAS, the following members have qualified for their 15th YEAR: Bruce Cummings, Robert Leeds; and

WHEREAS, the following member has qualified for his 14th YEAR: Scott Goodman; and

WHEREAS, the following member has qualified for his 13th YEAR: Kevin Morey; and

WHEREAS, the following member has qualified for his 11th YEAR: Brian Flaherty; and

WHEREAS, the following member has qualified for his 9th YEAR: Eric Shenkus; and

WHEREAS, the following member has qualified for his 6th YEAR: Martin Pepek; and

WHEREAS, the following member has qualified for his 4th YEAR: John Sullivan; and

WHEREAS, the following member has qualified for his 3rd YEAR: Bruce Cummings, Jr.; and

WHEREAS, the following member has qualified for his 2nd YEAR: Mike Wallace;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body that the qualifiers are accepted as presented in this Resolution, and have met the necessary requirements for the year November 1, 2016 through October 31, 2017.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 36-2018**

**AWARD OF CONTRACT FOR GENERAL REPAIRS AND CONSTRUCTION
OF SANITARY SEWER AND STORMWATER FACILITIES**

WHEREAS, there is a need for the services of a professional contractor to perform general repairs and construction of the City of Northfield Sanitary Sewer and Stormwater facilities on occasions when the need for said services is beyond the manpower and equipment capabilities of the City of Northfield; and

WHEREAS, specifications for general repairs and construction of the City of Northfield Sanitary Sewer and Stormwater facilities were prepared by Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC, and pursuant to N.J.S.A. 40A:11-1 et seq, bids were publicly advertised; and

WHEREAS, sealed bids were received and opened by the Deputy Municipal Clerk at 3:00pm on Wednesday, December 20, 2017 from the following:

Bidder	Bid Amount
Kline Construction	\$ 577,386.00
Lafayette Utility Company	\$ 662,298.00
West Bay Construction	\$ 1,073,655.00
Arthur Henry, Inc.	\$ 1,247,291.70

WHEREAS, after review of the proposals, Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC has recommended to Council that the contract be awarded to Kline Construction based on their low bid of \$577,386.00 for a 2-year period.

BE IT RESOLVED that the Governing Body accept the proposal of Kline Construction, 240 E. Waveland Avenue, Galloway, NJ, in the amount not to exceed \$577,386.00.

BE IT FURTHER RESOLVED that Certification of the Availability of funds has been received from the Chief Finance Officer.

I BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against lines C-04-55-018-200, C-04-55-018-201, C-04-55-018-300 and C-04-55-018-301.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 37-2018**

**EMPLOYMENT STATUS CHANGE FOR REGULAR
SCHOOL CROSSING GUARD**

WHEREAS, the need exists within the Police Department to fill the position of Substitute Adult School Crossing Guard; and

WHEREAS, Regular School Crossing Guard Rosaria Patane-White expressed interest; and

WHEREAS, the recommendation to change the employment status of Rosaria Patane-White from Regular Crossing Guard to Substitute Adult School Crossing Guard was made by Captain of Police Steve Steinecke, and by Crossing Guard Supervisor Debbi Doherty.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the status change of Rosaria Patane-White effective January 2, 2018 is hereby approved and ratified.

BE IT FURTHER RESOLVED, that compensation for the Substitute Adult School Crossing Guard shall be in accordance with the Crossing Guard Rider Agreement between the City of Northfield and Government Workers Union, Local No. 430.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NOTHFIELD, NJ
RESOLUTION NO. 38-2018**

**AUTHORIZING AWARD OF CONTRACT FOR SHARED MUNICIPAL
PROSECUTOR FOR THE CITIES OF NORTHFIELD AND LINWOOD FOR
THE YEAR 2018, THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Shared Municipal Prosecutor, and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Monday, November 20, 2017; and

WHEREAS proposals were received, publicly opened and announced on December 6, 2017, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Daniel D. Alsofrom, Esquire, of Ackerman and Alsofrom, 1630 New Road, Suite 2C, Northfield, NJ 08225, indicating he will provide Shared Municipal Prosecutor services for an annual fee of \$20,000.00, plus an hourly rate of \$100.00 for additional court sessions, be accepted.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that Daniel D. Alsofrom, Esquire, of Ackerman and Alsofrom, 1630 New Road, Suite 2C, Northfield, NJ 08225 be appointed as Public Defender by the City of Northfield and the City of Linwood as per a Shared Court Agreement for the year 2018. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with the above-named person for these services. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT FURTHER RESOLVED, that the anticipated value of the contract is \$23,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

BE IT FURTHER RESOLVED, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against lines 01-25-275-200 and 01-42-455-400.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 39-2018**

**EMPLOYMENT STATUS CHANGE FOR SUBSTITUTE
SCHOOL CROSSING GUARD**

WHEREAS, the need exists within the Police Department to fill the position of Regular Adult School Crossing Guard; and

WHEREAS, substitute School Crossing Guard Patricia Dougherty expressed interest; and

WHEREAS, the recommendation to change the employment status of Patricia Dougherty from Substitute Crossing Guard to Regular Adult School Crossing Guard was made by Captain of Police Steve Steinecke, and by Crossing Guard Supervisor Debbi Doherty.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the status change of Patricia Dougherty effective January 2, 2018 is hereby approved and ratified.

BE IT FURTHER RESOLVED, that compensation for the Regular Adult School Crossing Guard shall be in accordance with the Crossing Guard Rider Agreement between the City of Northfield and Government Workers Union, Local No. 430.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 2nd day of January, 2018.

Mary Canesi, RMC, Municipal Clerk