

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL  
JANUARY 6, 2015**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. Welcome to the City of Northfield 2015 reorganization meeting. This meeting has been properly advertised according to Public Law 1975, Chapter 231.

**FLAG SALUTE**

**ROLL CALL OF COUNCIL MEMBERS:**

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

**CEREMONIAL OATH OF OFFICE TO NEWLY ELECTED OFFICIAL**

- Council Ward 1, Nicholas Piergiovanni

**ROLL CALL OF COUNCIL MEMBERS:**

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

**ELECT COUNCIL PRESIDENT FOR 2015**

**ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2015**

**MAYOR'S STATE OF THE CITY ADDRESS**

**APPROVAL OF MINUTES** – December 16, 2014

**RESOLUTIONS**

- |               |   |
|---------------|---|
| <b>1-2015</b> | Annual Schedule of Meetings   |
| <b>2-2015</b> | Deleted   |
| <b>3-2015</b> | Temporary Appropriations  |
| <b>4-2015</b> | Designate the Press of Atlantic City and the Current of Northfield, Linwood, and Somers Point as the Official Instruments for the Publication of Legal Notices for the City of Northfield |
| <b>5-2015</b> | Annual Appointments   |
| <b>6-2015</b> | To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2015   |
| <b>7-2015</b> | Safety and Health Committee Appointments  |
| <b>8-2015</b> | Establishing Charges for Municipal Public Records   |

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL  
JANUARY 6, 2015**

- 9-2015** Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund
- 10-2015** Appointing Public Agency Compliance Officer
- 11-2015** Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund
- 12-2015** A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF
- 13-2015** A Resolution Adopting Robert's Rules of Order
- 14-2015** Hazardous Materials Emergency Management Advisory Council Appointments
- 15-2015** To Authorize Northfield-Linwood Shared Service Committee
- 16-2015** To Establish 2015 Rates for Birch Grove Park
- 17-2015** A Resolution Adopting a Cash Management Plan
- 18-2015** To Establish the Rate of Interest for Nonpayment of Taxes or Assessments
- 19-2015** Authorize Delinquent Tax Penalty Charges
- 20-2015** Authorizing Award of Contract for Registered Municipal Accountant as a Professional Service through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.4, Et Seq.
- 21-2015** Authorizing Award of Contract for Licensed Land Surveyor as a Professional Service through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.4, Et Seq.
- 22-2015** 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-20.4, Et Seq.
- 23-2015** Authorizing Award of Contract for Labor Relations Attorney as a Professional Service through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.4, Et Seq.
- 24-2015** Authorizing Award of Contract for Tax Appeal Attorney as a Professional Service through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.4, Et Seq.
- 25-2015** Authorizing Award of Contract for Municipal Engineer as a Professional Service through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.4, Et Seq.
- 26-2015** Authorizing Award of Contract for Municipal Solicitor as a Professional Service through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.4, Et Seq.
- 27-2015** Cultural Committee Appointments
- 28-2015** A Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 29-2015** To Confirm the Reappointment of Harold L. Bogie as a Special Law Enforcement Officer, Class II
- 30-2015** To Confirm the Reappointment of George R. Clark as a Special Law Enforcement Officer, Class II

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL  
JANUARY 6, 2015**

**ORDINANCES**

**1-2015**      An Ordinance Revising Sewer Rents and Charges Under Article X of Chapter 288 of the Northfield City Code

*Introduction/No Public Input/Published in the Press of AC 1/10/2015  
2<sup>nd</sup> Reading/Public Hearing/Final Adoption 1/28/2015*

**2-2015**      An Ordinance Amending the 1986 Land Use and Development Ordinance, as Amended, and Amending the City's Zoning Map

*Introduction/No Public Input/Published in the Press of AC 1/10/2015  
2<sup>nd</sup> Reading/Public Hearing/Final Adoption 1/28/2015*

**PAYMENT OF BILLS**      **\$ 87,881.04**

**PUBLIC SESSION**

**MEETING NOTICES**

City Council	January 28, 2015 (Wednesday)	6:00 PM Work Session Regular Meeting Immediately Following
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**ADJOURNMENT**

**CITY OF NORTHIFELD, NJ  
RESOLUTION NO. 1-2015**

**ANNUAL SCHEDULE OF MEETINGS**

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

January - Reorganization	January 6 <sup>th</sup> at 7:00pm
January	28 <sup>th</sup> * <i>Wednesday</i>
February	10 <sup>th</sup> and 24 <sup>th</sup>
March	10 <sup>th</sup> and 24 <sup>th</sup>
April	14 <sup>th</sup> and 28 <sup>th</sup>
May	12 <sup>th</sup> and 26 <sup>th</sup>
June	23 <sup>rd</sup>
July	28 <sup>th</sup>
August	25 <sup>th</sup>
September	8 <sup>th</sup> and 29 <sup>th</sup>
October	13 <sup>th</sup> and 27 <sup>th</sup>
November	24 <sup>th</sup>
December	15 <sup>th</sup>

**BE IT FURTHER RESOLVED** that with the exception of the Reorganization meeting, all 2015 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. This schedule shall be published in the Press of Atlantic City on January 10, 2015.

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 3-2015  
TEMPORARY BUDGET**

**WHEREAS**, NJS 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 \$3,059,012.61

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations shall constitute the City of Northfield 2014 Temporary Budget:

Admin & Executive O/E	10,000.00
Mayor & Council S & W	18,750.00
Mayor & Council O/E	1,000.00
Clerk S & W	17,000.00
Clerk Elections	-
Clerk O/E	2,000.00
Finance S & W	19,000.00
Finance O/E	1,000.00
Audit O/E	12,000.00
Prosecutor O/E	3,000.00
Public Defender O/E	500.00
Collector S & W	24,000.00
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	35,000.00
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	150,000.00
Hydrants	25,000.00
O/E	5,000.00
Police S & W	500,000.00
Police O/E	5,000.00
Emergency Mgmt S & W	500.00
Emergency Mgmt O/E	250.00
Streets & Road S&W	150,000.00
Streets & Road O/E	4,000.00
Vehicle Maintenance O/E	15,000.00
Solid Waste Tipping Fees	135,000.00
Buildings & Grounds S & W	750.00
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	25,000.00

Water	3,000.00	
Electricity & Natural Gas	80,000.00	
PERS	168,540.00	
Social Security	35,000.00	
PFRS	555,876.00	
Unemployment	4,000.00	
DCRP	2,000.00	
	<b>TOTAL WITHIN CAPS</b>	<b>\$ 2,723,116.00</b>
Library	80,000.00	
Interlocal Agreement - Sewage	25,000.00	
Interlocal Agreement - Police Chief	25,000.00	
Interlocal Agreement - Court	10,000.00	
Interlocal Agreement - Dispatch	75,000.00	
Interlocal Agreement - ACUA	110,000.00	
Sewer Repairs	10,000.00	
	<b>TOTAL PER 26.25% LIMIT</b>	<b>\$ 3,058,116.00</b>
Bond Principal	-	
BAN Payment	-	
Interest on Bonds	135,000.00	
Interest on Notes	-	
	<b>TOTAL TEMPORARY BUDGET</b>	<b>\$ 3,193,116.00</b>
2014 Adopted Budget	13,044,381.37	
Less :		
Capital Improvements	101,000.00	
Debt Service	<u>1,290,000.00</u>	
	11,653,381.37	
Maximum Allowed (26.25%)		<b>\$ 3,059,012.61</b>

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 6<sup>th</sup> day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 4-2015**

**DESIGNATION OF OFFICIAL NEWSPAPER 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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 5-2015**

**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, 2015- December 31, 2015:

Deputy Municipal Court Administrator – Barbara Harrington

Clean Communities – Michael Dattalo

Collector of Sewerage Revenue and Search Officer - Cindy A. Ruffo, CTC

Fire Inspector – Leon Delcher

Registrars - Cindy A. Ruffo, CMR, and Robin Atlas, CMR

Zoning Officer/Housing Officer - Michael Dattalo

Right to Know / PEOSHA Indoor Air Quality Designee – Lauren Crooks

ADA Compliance - Jim Dickinson

Buildings and Grounds Supervisor – Kathi Smith

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 6-2015**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE  
A PETITION OF APPEAL OR APPEALS  
FOR THE TAX YEAR 2015**

**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 2015 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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 7-2015**

**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; and

**WHEREAS**, it is mandatory that the Committee Members attend or send a representative to all City Safety Meetings scheduled by the Safety Coordinator.

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

Birch Grove Park	Vicki Rutter
Claims Coordinator	Mary Canesi
Municipal Court	Donna Clark
Finance Department	Kathi Smith
Fire Department	Lauren Crooks
Fund Commissioner	Jim Dickinson
Assistant Fund Commissioner	Mary Canesi
Buildings & Grounds	Kathi Smith
Library	Aubrey Gerhardt
Police Department	Paul Newman
Road Department/Sewerage Ops	Jim Clark
Safety Coordinator	Cindy Ruffo
Tax Office	Cindy Ruffo

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 8-2015**

**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 3<sup>rd</sup> 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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 9-2015**

**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 Technical Assistant to the Construction Official, James Dickinson, as Fund Commissioner and Municipal Clerk, Mary Canesi, 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 Technical Assistant to the Construction Official, James Dickinson, as Fund Commissioner and Municipal Clerk, Mary Canesi, 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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 10-2015**

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

**WHEREAS**, the need exists for 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, 2015.

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 11-2015**

**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 cost considered by the governing body and;

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**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, 2015 to December 31, 2015; and

**BE IT FURTHER RESOLVED** that Richard T. Gerber shall be paid the sum of \$9,000.00 in consideration for Risk Management Consultant services.

**BE IT FURTHER RESOLVED** that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5(1),(a), (i).

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 6th day of January, 2015.

\_\_\_\_\_  
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 1<sup>st</sup> day of January 2015 between the City of Northfield, (hereinafter referred to as the “Municipality”) and Richard T. Gerber, of R. T. Gerber Insurance, having their principal office located at 327 Central Avenue, Northfield, New Jersey, 08225 (hereinafter collectively 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 (hereinafter referred to as the “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 January 6, 2015;

**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 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.



- 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 all other applicable 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 and all 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, 2015**, 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, a flat fee dollar amount of \$9,000.00. 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, if the City chooses to purchase said coverage from the Consultant, 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. 12-2015**

**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, Assistant Fund Commissioner, as its Contact Person.

**BE IT FURTHER RESOLVED** that the Governing Body does hereby designate the Municipal Solicitor, and Fund Commissioner Jim Dickinson, 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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 13-2015**

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY  
COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY  
OF NORTHFIELD FOR THE YEAR 2015**

**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, 11<sup>th</sup> 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 6<sup>th</sup> day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 14-2015**

**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, 2015, or until a successor shall be duly appointed and qualified:

Mayor

Council President

Chief, Fire Department

Chief of Police

Public Works Supervisor

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 15-2015**

**TO AUTHORIZE NORTHFIELD-LINWOOD  
SHARED SERVICE SEWER COMMITTEE**

**WHEREAS**, the Northfield-Linwood Shared Service Sewer Committee has functioned to provide supervision and maintenance for the sewer systems of both municipalities; and

**WHEREAS**, the Mayor and Council are desirous of continuing the functions of said Committee according to the terms of the contract between the two municipalities.

**WHEREAS**, the contract calls for a representative from Council to be selected annually by each respective Council at the Annual Reorganization Meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the Council representatives from the City of Northfield shall be Chairperson, Council Member Frank Perri, and Vice Chairperson, Council Member Greg Dewees. Said appointments shall expire December 31, 2015.

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 16-2015**

**TO ESTABLISH RATES FOR BIRCH GROVE PARK**

**WHEREAS**, rates for Birch Grove Park are determined by the Birch Grove Park Advisory Board on an annual basis; and

**WHEREAS**, it is necessary to confirm rates by the governing body of this City, as follows:

**2015 CAMPSITE RATES NOT TO EXCEED 8 PEOPLE PER SITE**

<b>NO HOOK-UP</b>		<b>ELECTRIC &amp; WATER</b>		<b>ELECTRIC, WATER &amp; SEWER</b>	
1 DAY	\$ 25.00	1 DAY	\$ 30.00	1 DAY	\$ 35.00
2 DAYS	\$ 50.00	2 DAYS	\$ 60.00	2 DAYS	\$ 70.00
3 DAYS	\$ 75.00	3 DAYS	\$ 90.00	3 DAYS	\$ 105.00
4 DAYS	\$ 100.00	4 DAYS	\$ 120.00	4 DAYS	\$ 140.00
5 DAYS	\$ 125.00	5 DAYS	\$ 150.00	5 DAYS	\$ 175.00
6 DAYS	\$ 150.00	6 DAYS	\$ 180.00	6 DAYS	\$ 210.00
7 DAYS	\$ 175.00	7 DAYS	\$ 210.00	7 DAYS	\$ 245.00
WEEKLY	\$ 175.00	WEEKLY	\$ 200.00	WEEKLY	\$ 225.00
MONTHLY	NONE	MONTHLY	\$ 695.00	MONTHLY	\$ 850.00
		SEASONAL	\$ 2,300.00	SEASONAL	\$ 2,600.00

**NOTE** - Seasonal will be limited to Trailers only. Tents will be limited to one (1) week only. Dogs are limited to Trailers; tent campers are not permitted to have dogs. No more than 2 tents per site. Must be 21 years of age to register.

**RENTALS** - Picnic Tables - \$1.00 per person, no fee to Northfield residents.

Grills - \$7.00 per grill for all users

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the rates are confirmed and ratified as submitted by the Birch Grove Park Advisory Board.

**BE IT FURTHER RESOLVED** that the Park Ranger with consent of the Advisory Board may offer incentives periodically to promote campground use.

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 17-2015**

**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 6th day of January, 2015.

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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
Cape 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**

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, 2014 to December 31, 2014. 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. 18-2015**

**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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 19-2015**

**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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 20-2015**

**AUTHORIZING AWARD OF CONTRACT FOR REGISTERED  
MUNICIPAL ACCOUNTANT AS A PROFESSIONAL SERVICE  
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A  
19:44A-20.4, ET SEQ.**

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

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract as per NJSA 40A:5-4 with Robert W. Allison, a Registered Municipal Accountant of the State of New Jersey and of the firm Holman, Frenia, Allison, P.C., 10 Allen Street, Suite 2B, Toms River New Jersey, and appoint him as Registered Municipal Accountant for a term ending December 31, 2015, for a fee of \$31,000 for a basic audit, 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).

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 6th day of January, 2015.

---

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 21-2015**

**AUTHORIZING AWARD OF CONTRACT FOR LICENSED LAND  
SURVEYOR AS A PROFESSIONAL SERVICE THROUGH A FAIR AND  
OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.4, ET SEQ.**

**WHEREAS**, there exists within the City of Northfield the need for professional services of a Licensed Land Surveyor;

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

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, 2015, 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).

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 6th day of January, 2015.

---

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 22-2015**

**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-20.4, 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**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Joel Fleishman of Fleishman Daniels Law Firm, 1001 Tilton Road, Suite 203, PO Box 5, Northfield, New Jersey, as Bond Counsel for the City of Northfield for a term ending December 31, 2015, 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).

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 23-2015**

**AUTHORIZING AWARD OF CONTRACT FOR LABOR RELATIONS  
ATTORNEY AS A PROFESSIONAL SERVICE THROUGH A FAIR AND  
OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.4, ET SEQ.**

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

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

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, 2015, for the fee of \$ 140.00 per hour for legal services 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).

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 6th day of January, 2015.

---

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 24-2015**

**AUTHORIZING AWARD OF CONTRACT FOR TAX APPEAL  
ATTORNEY AS A PROFESSIONAL SERVICE THROUGH A FAIR AND  
OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.4, ET SEQ.**

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

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Thomas G. Smith, Esquire, 2106 New Road, Suite E-8, Northfield, New Jersey, as the Tax Appeal Attorney for the City of Northfield, for a term ending December 31, 2015, for a fee of \$120.00 per hour for legal services 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).

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 25-2015**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL  
ENGINEER AS A PROFESSIONAL SERVICE THROUGH A FAIR AND  
OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.4, ET SEQ.**

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

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with David S. Scheidegg, PE,PP, CME of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as Municipal Engineer, License # 24GE03667500, for the City of Northfield for a term ending December 31, 2015, for a variable fee of up to \$85.00 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).

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 26-2015**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL  
SOLICITOR AS A PROFESSIONAL SERVICE THROUGH A FAIR AND  
OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.4, ET SEQ.**

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

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, per N.J.S.A 19:44A-20.4, requests for bids were properly advertised and opened subject to Pay-to-Play law,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield;

The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with 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, 2015, for the sum of \$18,000 for services provided under the general retainer, and \$100 for extra legal services, 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).

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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 27-2015**

**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, 2015 is hereby approved, ratified and confirmed:

Carol A. Patrick, Chairman  
Roy Clark, Vice Chairman, Museum Curator  
Joan McCord, Garage Sales  
Joan McCord, Treasurer  
Joyce Pullan, Projects Director  
Barbara Fehr, Volunteer  
Tery Moran-Lever, Volunteer  
Robert Patrick, Volunteer  
Joan Brennan, Volunteer  
Beverly Albertson, Kitchen  
Rosemary O'Dowd, Volunteer  
Flossie Graham, Volunteer  
Robert Webb, Small Museum Curator  
Eleanor Webb, Museum 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 6th day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 28-2015**

**A RESOLUTION 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. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the City of Northfield has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the City of Northfield intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the condition 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, 2015 to December 31, 2015.

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Erland Chau, Mayor

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 6<sup>th</sup> day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**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	Charles A. Michel, dba CAM Co	76909	06/28/2015
	Central Jersey Equipment	76915	
Maintenance & Repair for Heavy Duty Vehicles	Charles A. Michel, dba CAM Co	73485	02/28/2015
	Various	T-2108	
Police Vehicles, Sedans & Sport Utility	Various	T-2776	02/21/2015
Equipment Acquisition & Installation for marked & unmarked Police vehicles	Chas S Winner, Inc.	81165	04/01/2015
Office Supplies & Equipment	Staples	M0052	01/27/2015
Tires, Tubes & Service	Crescent Tire & Auto, Inc. (Bridgestone)	82528	03/31/2015
	Various	M-8000	
Automotive Parts For Heavy Duty & Light Duty Vehicles	Various	T-2760	06/25/2015
Police & Homeland Security Equipment and Supplies	Various	T-0106	04/30/2015
Protective Clothing & Footwear	Various	T-0046	05/31/2015
Firefighter Protective Clothing & Equipment	Various	T-0790	03/31/2015
Traffic Safety Products	Various	M-0004	2/29/2016
Breakaway U-Post Sign Support	Garden State Highway Products	87100	06/30/2017
	Various	T-0121	
Industrial/MRO Supplies & Equipment	Fastenal Company	79873	02/28/2017
	W.W. Grainger, Inc.	79875	

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 29-2015**

**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, 2014, in accordance with NJSA 40A:14-146.8, 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 6<sup>th</sup> day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 30-2015**

**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, 2014, in accordance with NJSA 40A:14-146.8, 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 6<sup>th</sup> day of January, 2015.

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Mary Canesi, RMC, Municipal Clerk