

**CITY OF NORTHFIELD ANNUAL REORGANIZATION OF COUNCIL
6:00PM - JANUARY 2, 2024**

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 9, 2023.

FLAG SALUTE

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

MAYOR: Chau

CEREMONIAL OATH OF OFFICE

Administered by Deputy Municipal Clerk Shannon Campbell

- Mayor Erland Chau

ELECT COUNCIL PRESIDENT FOR 2024

ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2024

MAYOR'S STATE OF THE CITY ADDRESS

APPROVAL OF MINUTES – December 12, 2023

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- | | |
|----------------|---|
| 1-2024 | Annual Schedule of Meetings |
| 2-2024 | Temporary Appropriations |
| 3-2024 | Designation of Official Newspapers for the Publication of Legal Notices for the City of Northfield |
| 4-2024 | Annual Appointments |
| 5-2024 | To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2024 |
| 6-2024 | Safety and Health Committee Appointments |
| 7-2024 | Establishing Charges for Municipal Public Records |
| 8-2024 | Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund |
| 9-2024 | Appointing Public Agency Compliance Officer |
| 10-2024 | Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund |
| 11-2024 | A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF |
| 12-2024 | A Resolution Adopting Robert's Rules of Order |
| 13-2024 | City of Northfield Local Emergency Management Council Appointments |
| 14-2024 | A Resolution Adopting a Cash Management Plan |
| 15-2024 | To Establish the Rate of Interest for Nonpayment of Taxes or Assessments |
| 16-2024 | Authorize Delinquent Tax Penalty Charges |

**CITY OF NORTHIFELD, NJ
RESOLUTION NO. 1-2024**

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 2024 shall be as follows:

| | |
|--------------------------|---|
| January - Reorganization | January 2nd <i>at 6:00pm</i> |
| January | January 16 th |
| February | February 6 th and 20 th |
| March | March 12 th and 26 th |
| April | April 9 th and 23 rd |
| May | May 7 th and 21 st |
| June | June 11 th and 25 th |
| July | July 16 th |
| August | August 13 th |
| September | September 3 rd and 17 th |
| October | October 1 st , 15 th , and 29 th |
| November | November 12 th and 26 th |
| December | December 17 th |

BE IT FURTHER RESOLVED that with the exception of the Reorganization meeting, all 2024 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 2-2024**

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 \$ 3,359,754.96.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations shall constitute the City of Northfield 2024 Temporary Budget:

2024 Temporary Budget

| | |
|-----------------------------|------------|
| Admin & Executive S & Wages | 5,000.00 |
| Admin & Executive O/E | 5,000.00 |
| Mayor & Council S & W | 18,750.00 |
| Mayor & Council O/E | 1,500.00 |
| Clerk S & W | 25,000.00 |
| Clerk O/E | 3,000.00 |
| Finance S & W | 25,000.00 |
| Finance O/E | 1,500.00 |
| Audit O/E | 15,000.00 |
| Collector S & W | 35,000.00 |
| Collector O/E | 1,000.00 |
| Assessor S & W | 10,000.00 |
| Assessor O/E | 1,000.00 |
| Workman's Compensation | 60,000.00 |
| Employee Group Insurance | 380,000.00 |
| Other Insurance | 31,000.00 |
| Health Benefits Waiver | - |
| Legal O/E | 22,000.00 |
| Planning Board S & W | 2,000.00 |
| Planning Board O/E | 500.00 |

| | | |
|---------------------------------|-------------------------------|------------------------|
| Interlocal Agreement - Court | 45,000.00 | |
| Interlocal Agreement – Dispatch | 105,000.00 | |
| Interlocal – CFO | 9,400.00 | |
| Interlocal Agreement - ACUA | 225,000.00 | |
| Sewer Repairs | - | |
| | TOTAL PER 26.25% LIMIT | \$ 3,359,675.00 |
| Bond Principal | - | |
| BAN Payment | - | |
| Interest on Bonds | 140,000.00 | |
| Interest on Notes | - | |
| | TOTAL TEMPORARY BUDGET | \$ 3,499,675.00 |
| 2023 Adopted Budget | 14,220,706.53 | |
| Less : | | |
| Capital Improvements | 371,640.00 | |
| Debt Service | <u>1,050,000.00</u> | |
| | 12,799,055.53 | |
| Maximum Allowed (26.25%) | | \$ 3,359,754.96 |
| Difference | | \$ 79.96 |

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 3-2024**

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

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that **THE PRESS OF ATLANTIC CITY**, and **THE OCEAN CITY SENTINEL** 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 4-2024**

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, 2024 - December 31, 2024

Deputy Municipal Clerk – Shannon Campbell

Clean Communities Coordinator – Shannon Campbell

Collector of Sewerage Revenue and Search Officer – Laura Cohen, CTC

Housing Officer – Gerardo Marin-Jimenez

Zoning Officer – Rami Nassar

ADA Compliance – Municipal Engineer

Municipal Alliance Coordinator – Shannon Campbell

Use of Facilities / Event Coordinator – Shannon Campbell

Right to Know / PEOSHA Indoor Air Quality Designee – 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 5-2024**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE
A PETITION OF APPEAL OR APPEALS
FOR THE TAX YEAR 2024**

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 2024 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 6-2024**

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 members of the Safety and Health Committee be appointed as follows:

| | |
|-------------------------------------|---------------------|
| Safety Coordinator | Shannon Campbell |
| Claims Coordinator | Mary Canesi |
| Finance Department | Kathi Smith |
| Fire Department | Fire Chief |
| Fund Commissioner | Mary Canesi |
| Alternate Fund Commissioner | Shannon Campbell |
| Code Enforcement | Christopher Prychka |
| Buildings & Grounds | Kathi Smith |
| Library | Matthew Freund |
| Office of Emergency Management | Tim Joo |
| Police Department | Mark VonColln |
| Road Department/Sewerage Operations | Qwin Vitale |
| Tax Office | Laura Cohen |

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO.7-2024**

ESTABLISHING CHARGES FOR MUNICIPAL PUBLIC RECORDS

BE IT RESOLVED by the Mayor and Common 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

Access to electronic records and non-printed materials shall be provided free of charge, but the City of Northfield shall charge for the actual costs of any needed supplies such as computer discs. Mailing charges shall consist 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 request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 8-2024**

**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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 9-2024**

**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 Common Council of the City of Northfield has recommended Municipal Clerk Mary Canesi for the position of Public Agency Compliance Officer.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Common Council of the City of Northfield do hereby approve, confirm, and ratify this appointment to expire December 31, 2024.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 10-2024**

**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 2024 total combined Atlantic County Municipal Joint Insurance Fund assessment, which is charged against line 04-23-215-200, and;

WHEREAS, requests for proposals for Risk Management Consultant Services were advertised and two proposals were received; and

WHEREAS, Adam Miller, of Insurance Agencies Inc, submitted a proposal on December 15, 2023, indicating he will provide the City of Northfield with his services as Risk Management Consultant for an annual fee of \$8,500.00; and

WHEREAS, the City's 2024 total combined Atlantic County Municipal Joint Insurance Fund assessment is \$459,909, and the fee proposed by Mr. Miller represents approximately 1.85% of this total.

NOW THEREFORE, be it resolved that the governing body of the City of Northfield does hereby appoint Adam Miller of Insurance Agencies Inc, 1601 New Road, Suite 100, Northfield, NJ 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, 2024, to December 31, 2024; 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

ATTEST: _____ MUNICIPALITY: _____

ATTEST: _____ CONSULTANT: _____

DATE: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 11-2024**

**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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 12-2024**

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY
COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY
OF NORTHFIELD FOR THE YEAR 2024**

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 ensuring that the public has a fair opportunity to comment when permitted to do so.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common 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 Robert's 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 municipality 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 13-2024**

**CITY OF NORTHFIELD
LOCAL EMERGENCY MANAGEMENT COUNCIL APPOINTMENTS**

WHEREAS, pursuant to N.J.S.A. App.A:9-41 and 9-43.2 through 9-43.4, every municipality is required to establish a Local Emergency Management Council overseen by the Municipal Emergency Management Coordinator; and

WHEREAS, the Local Emergency Management Council shall undertake the following responsibilities:

1. Meet at least two times per year, and as otherwise directed by the Chairperson, to address homeland security and all phases of emergency management.
2. Review the provisions of the municipal emergency operations plan and appendices periodically, but no less than once per year.
3. Revise and update the municipal emergency operations plan in conformity with State statutes (N.J.S.A. App.A:9-42.1 through 43.4), Executive Orders issued by the Governor, any current or future NJOEM directives, or any applicable federal statutes or regulations.
4. Participate in training and exercises pursuant to any current or future NJOEM directives, as well as local training and exercises with key stakeholder groups such as schools, long term care facilities, religious facilities, and other entities, as appropriate.
5. Ensure inclusiveness in planning and preparedness for individuals with disabilities and others with access and functional needs as well as vulnerable and traditionally underserved populations to achieve equity in mitigation, response, and recovery planning to align with federal guidance.
6. To the extent required by NJ.AC. 6A:16-5.1, meet with the chief school administrator in the development of the school district's plans, procedures and mechanisms for school safety and security.

WHEREAS, membership in Northfield's Local Emergency Management Council should include broad representation to ensure that all necessary elements of the planning process are represented; and

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

Municipal Emergency Management Coordinator
Mayor
Council President
Chief, Fire Department
Chief of Police
Public Works Superintendent
Superintendent, Northfield Community School
Administrator, Meadowview Nursing and Rehabilitation Center

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that the individuals in the named positions are appointed to serve as members of the Northfield Local Emergency Management Council until December 31, 2024, or until a successor shall be duly appointed.

BE IT FURTHER RESOLVED that the individuals appointed to the Northfield Local Emergency Management Council 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 14-2024**

**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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

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

2024

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 |
| Payroll Account | Recreation Trust |
| Small Cities Account | Tax Collector’s Account |
| Trust Fund – Other | Affordable Housing Trust |

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

Tax Collector’s Premium Account
Tax Collector’s Lien Account
Drug Enforcement/State
Drug Enforcement/Federal
City Confidential 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 |
| NJ ARM | Bank of America |
| Wells Fargo | Park Bank |
| OceanFirst Bank | State of New Jersey Cash Management Fund |
| Truist 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 two (2) signatures, namely the Chief Financial Officer and 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 Financial Officer.

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

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

The Confidential 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;
 - (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

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

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.
- (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

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

- (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;
- (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;

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
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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 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.

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

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.
- 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.

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

X. TERM OF THE PLAN.

This Plan shall be in effect from January 1, 2024 to December 31, 2024. 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. 15-2024**

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

BE IT RESOLVED by the Common 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) calendar 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 date on which 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) calendar 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 16-2024**

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

BE IT RESOLVED by the Common 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 16-2024**

**AUTHORIZE A PENALTY CHARGE
TO DELINQUENT TAXPAYERS**

BE IT RESOLVED by the Common 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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 17-2024**

**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; 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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 and Associates, LLC, indicating they will provide Registered Municipal Accountant services in the form of a basic audit for a fee of \$33,000.00, and additional services if to be billed at a rate not to exceed \$250.00 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 Common 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 Ford, Scott and Associates, LLC, 1535 Haven Avenue, Ocean City, New Jersey, 08330, for Registered Municipal Accountant services for a term ending December 31, 2024, for a fee of \$33,000 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. 19:44A-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 04-20-135-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 18-2024**

**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 the services of a Licensed Land Surveyor, and funds are available for this purpose;

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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 DeBlasio & Associates, indicating they will provide Land Surveyor services for a variable fee of up to \$115.00 per hour, be accepted; and

WHEREAS, the estimated annual 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.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with DeBlasio & Associates, 6712 Washington Avenue, Suite 205, Egg Harbor Township, New Jersey as the Licensed Land Surveyor for the City of Northfield, for a term ending December 31, 2024, for a variable fee of up to \$115.00 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 04-20-165-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO.19-2024**

**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, 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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 Joel Fleishman of Fleishman Daniels Law Firm, indicating they will provide Bond Counsel services for variable fees in accordance with the fee schedule submitted, be accepted; and

WHEREAS, the estimated annual value of the contract is \$20,000.00; 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 Common 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, PO Box 884, Northfield, New Jersey, as Bond Counsel for the City of Northfield for a term ending December 31, 2024, 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 04-20-155-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 20-2024**

**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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 Blaney, Donohue & Weinberg, 2123 Dune Drive, Suite 11, Avalon, New Jersey, indicating they will provide Labor Relations Attorney services for the fee of \$150.00 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 Nicole Curio, Esquire with the firm of Blaney, Donohue & Weinberg, 2123 Dune Drive, Suite 11, Avalon, New Jersey as Labor Relations Attorney for the City of Northfield, for a term ending December 31, 2024, for the fee of \$ 150.00 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 04-20-155-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 21-2024**

**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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 \$125.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$15,000.00. 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, 2024, for a fee of \$125.00 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. 19:44AA-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 04-20-155-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 22-2024**

**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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 DeBlasio & Associates indicating they will provide Municipal Engineering services for a variable fees up to \$115.00 per hour be accepted; and

WHEREAS, the estimated annual value of the contract is \$100,000.00. 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 Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with DeBlasio & Associates, 6712 Washington Avenue, Suite 205, Egg Harbor Township, New Jersey as Municipal Engineer, for a variable fee of up to \$115.00 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 04-20-165-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 23-2024**

**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; 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 Saturday, November 21, 2023; and

WHEREAS proposals were received, publicly opened and announced on December 15, 2023, 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 \$30,000.00 and a fee of \$165.00 per hour for additional services be accepted; and

WHEREAS, the estimated annual value of the contract is \$65,000. 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 Common 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, 2408 New Road, Suite 2, Northfield, New Jersey as Municipal Solicitor for the City of Northfield, for a term ending December 31, 2024, for the sum of \$30,000 for services provided under the general retainer, and \$165.00 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 04-20-155-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 24-2024**

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

WHEREAS, the City of Northfield throughout the year 2024 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-1, et seq, and 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 2024 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 Common Council of the City of Northfield, held this 2nd day of January, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 25-2024**

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

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the members of the Northfield Volunteer Fire Company for the calendar year ending December 31, 2024, are hereby approved, ratified, and confirmed as follows:

| | |
|--|--|
| Badger, Cindy | Carey, Louis |
| Chau, Erland | Clark, Ryan |
| Cummings, Bruce Jr. (<i>Lieutenant</i>) | Cummings, Bruce (<i>Chief</i>) |
| Fisher, Steven Jr. | Flaherty, Brian (<i>Captain</i>) |
| Foltz, Brad | Goodman, Scott (<i>Deputy Chief</i>) |
| Gitsas, Adam | Hickey, Daniel |
| Hackett, Edward | Kerlin, Kirk |
| Joo, Timothy | Lichtenberger, Lee |
| Kirby, Joshua (<i>Lieutenant</i>) | Morey, Donald Michael |
| Leeds, Bill (<i>Lieutenant</i>) | Morey, Kevin |
| Levari, Andrew (<i>Effective 12/11/23</i>) | Ordille, John |
| Martinelli, Henry | Pepek, Martin |
| Nehl, Michael Tyler | Romero, Mario |
| Plettner, Stephen | Sullivan, John III |
| Shenkus, Eric (<i>Assistant Chief</i>) | Swartz, Robert |
| Velez, Hector | Wallace, Michael (<i>Safety Officer</i>) |

BE IT FURTHER RESOLVED that said membership list may be revised as necessary throughout the year; and

BE IT FURTHER RESOLVED that member Cole Leeds was appointed as a part-time paid Firefighter for the City of Northfield, effective May 3, 2023, pursuant to Resolution of Council No. 106-2023 and as of that date was no longer a member of the Volunteer Fire Company.

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 Common Council of the City of Northfield, held this 2nd day of January, 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 26-2024**

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

IT IS HEREBY RESOLVED by the Common 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, 2024 are hereby recognized as follows:

| | |
|------------------------------------|-------------------------------------|
| Amanda Baldyga | Kathy Jasiocki |
| Barbara Cummings – Treasurer | Cindy Kreminski |
| Chelsea Cummings – Executive Board | June Leeds |
| Kate Cummings | Janet Morey – Secretary |
| Janice Davis | Julianne Nehl |
| Sharon Evans – Executive Board | Anna Pepek |
| Elizabeth Flaherty – President | Beth Polhamus |
| Sue Giansanti – Vice President | Donna Revelle |
| Hope Goodman | Kate Scalise |
| Pat Hackett | Kathy Steelman |
| Molly Hamilton | Ruth Tayao |
| Kathy Hanna | MaryAnne Vergulti – Executive Board |

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 27-2024**

**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 et seq. 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 State Contract Vendors and purchase items through 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 approved New Jersey State Contract Vendors, 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, 2024 to December 31, 2024.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

Erland V.L. Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 28-2024**

**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 contract shall not exceed \$2,000.00 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 2024 fiscal year, for an amount not to exceed \$2,000.00.

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 04-20-155-200.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 29-2024**

**TO REJECT THE SOLE PROPOSAL AND AUTHORIZE RE-
ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR
RENOVATIONS TO THE EXISTING LITTLE LEAGUE MAJOR FIELD
AT BIRCH GROVE PARK**

WHEREAS, as authorized by Resolution of the Common Council No. 218-2023, the City of Northfield did properly advertise a request for proposals for Renovations to the Existing Little League Major Field at Birch Grove Park; and

WHEREAS, on December 7, 2023, the Deputy Municipal Clerk did receive and open a single sealed proposal as follows:

| <u>Contractor</u> | <u>Proposal Amount</u> |
|---------------------------------|-------------------------------|
| Georgia Golf Construction, Inc. | \$43,750.00 |

WHEREAS, the sole proposal received substantially exceeds the cost estimate for the project, as well as the amount of funds appropriated for the project.; and

WHEREAS, the City of Northfield desires to reject the sole proposal and re-advertise the project.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that the sole proposal received on December 7, 2023, for the Renovations to the Existing Little League Major Field at Birch Grove Park be and hereby is rejected.

BE IT FURTHER RESOLVED that a request for proposals for the project shall be re-advertised in accordance with N.J.S.A. 40A:11-4.4.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 30-2024**

**DESIGNATING CUSTODIANS OF RECORDS
IN ACCORDANCE WITH THE OPEN PUBLIC RECORDS ACT**

WHEREAS, on January 2, 2002, the Acting Governor signed into law the Open Public Records Act (N.J.S.A. 47:1A-1), which became effective on July 8, 2002; and

WHEREAS, the Open Public Records Act requires that a Custodian of Records be established by the public entity; and

WHEREAS, the Municipal Clerk has been named as the Chief Custodian of records; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, have designated the following positions to be the Deputy Custodians for the departments each position serves:

Tax Collector
Planning Board Secretary
Chief Financial Officer
Finance and Facilities Supervisor
Tax Assessor
Fire Chief
Housing Enforcement Officer
Zoning Enforcement Officer
Code Enforcement Officer
Inspections Department Supervisor
Superintendent of Public Works
Chief of Police

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 Common Council of the City of Northfield, held this 2nd January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 31-2024**

**APPROVING JOB DESCRIPTION
FOR INSPECTIONS DEPARTMENT SUPERVISOR**

BE IT RESOLVED that the job description attached hereto for the position of Inspections Department Supervisor be and hereby is approved; and

BE IT FURTHER RESOLVED that the position hereby placed in effect within the City of Northfield may be filled at the discretion of the Mayor and Council of the City of Northfield.

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 31-2024, ATTACHMENT

Position Title: Inspections Department Supervisor
Department: Inspections
Location: City Hall
Union: Government Workers Union, Local No. 410 for Supervisory Employees
FLSA Status: Non-exempt

GENERAL PURPOSE

Provides general supervisory oversight of the operation of the Inspections Department.

Provides technical assistance in the issuance of permits for construction in order to ensure compliance with the provisions of the New Jersey Uniform Construction Code.

In the absence of the Housing Officer and Zoning Officer, provides support in the issuance of permits for housing, and zoning functions, in compliance with the City of Northfield's housing and zoning laws. Performs related work as required.

Does not administer or enforce the provisions of the New Jersey Uniform Construction Code.

SUPERVISION RECEIVED:

Works under the direction of the Construction Official.

SUPERVISION EXERCISED

Housing Officer, clerical or support staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises subordinate employees engaged in all aspects of the operation of the Inspections Department and assists the Construction Official in order to maintain efficient operation of the Department.
- Reviews applications for construction, housing, or zoning permits for completeness, and requests additional documentation as required, or as requested by the appropriate sub-code or Construction Official, Housing Officer, or Zoning Officer.
- Schedules inspections for sub-code or Construction Official, Housing Officer, or Zoning Officer.
- Issues permits and certificates after approval and authorization have been granted by the appropriate sub-code or construction official.
- Shall issue permits and certificates after approval and authorization have been granted by the Housing Officer, or Zoning Officer.
- Assists the general public by providing information concerning the requirements and standards in effect as they relate to the Construction Codes, or City of Northfield Housing and Zoning regulations.
- Performs routine fee calculations from the fee schedule for permits to be issued.
- Posts transactions to records such as worksheets, ledgers, or computer files.

- Accepts payments and provides receipts.
- Makes bank deposits daily or within 48 hours.
- Gathers information in order to answer inquiries on requirements and specifications as they relate to the issuance of permits.
- Manages purchases and orders supplies for the Inspections Department
- Prepares reports, narratives, and correspondence.
- Maintains necessary records and files.

PERIPHERAL DUTIES

- . Issues contractor licenses in accordance with City of Northfield Code.
- Issues Planning Board applications, as assigned.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness for the construction official or various sub code officials.
- Reviews and provides recommendations for revision, if necessary, for correspondence, reports, memoranda, prepared by the Housing Officer or other support staff

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent.
- One year of experience in a supervisory capacity in an administrative office environment.
- Successful completion of an approved technical assistant to the construction official educational program, as required pursuant to N.J.A.C. 5:23-5.20(p), prior to application.

Necessary Knowledge, Skills, and Abilities:

- Some knowledge of clerical responsibilities as they relate to the activity of an enforcement office.
- Skill in operation of listed equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position.
- Ability to establish and maintain cooperative working relationships with local and state government officials, staff members and the public.
- Ability to plan, organize, and coordinate the activities of diversified units.
- To organize assigned work and develop effective work methods.
- To prepare clean, concise, accurate and informative reports.
- Proficient in Microsoft Word and Excel.
- Knowledge of MPAS helpful but not required.

SPECIAL REQUIREMENTS

None.

EQUIPMENT USED

Phone, computer; copy machine; postage machine; fax machine; and calculator.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

SELECTION GUIDELINES

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

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

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

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 32-2024**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-
12(b)(7) –MATTERS COVERED UNDER THE ATTORNEY CLIENT
PRIVILEGE**

WHEREAS, the Common Council of the City of Northfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss, in a session not open to the public, with the City's Labor Counsel regarding a workplace investigation, and matters that fall within the attorney client privilege related thereto.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

IT IS FURTHER RESOLVED that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 33-2024**

**AUTHORIZING THE APPOINTMENT OF CONFLICT LABOR
COUNSEL IN ACCORDANCE WITH N.J.S.A. 40A:11-5 (1) AS A
PROFESSIONAL SERVICE**

WHEREAS, the need exists to employ a Special Counsel to provide investigative services; and

WHEREAS, the Common Council of the City of Northfield wishes to employ the services of Vanessa E. James of Barker, Gelfand, James & Sarvas, PC whose address is 210 New Road, Suite 12, Linwood Greene, Linwood, NJ 08221.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this professional service be awarded to Barker, Gelfand, James & Sarvas, PC, 210 New Road, Suite 12, Linwood Greene, Linwood, New Jersey, 08221, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$10,000.00.

BE IT FURTHER RESOLVED that certification of funds has been received from the Municipal Finance Officer, and that 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 04-01-20-155-020.

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 Common Council of the City of Northfield, held this 2nd day of January 2024.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 1-2024**

**ORDINANCE PROVIDING FOR AND ESTABLISHING SALARY
RANGES OF OFFICERS AND EMPLOYEES OF THE CITY OF
NORTHFIELD AND REPEALING ALL ORDINANCES HERETOFORE
ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT
HEREWITH**

IT IS HEREBY ORDAINED by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey as follows:

SECTION 1:

That the following salaries, wages and compensation shall be paid to the following officials and employees of the City of Northfield and shall be paid to all those employed at the time of passing of this Ordinance who have been continuously employed since January 1, 2024, or thereafter on a retroactive basis. The following wages, salaries, and compensation, however, shall be subject to the provisions of certain employment contracts between the City of Northfield and the Police Department, Fire Department and the Blue Collar, White Collar and Supervisors of the City of Northfield, through their bargaining agents.

SECTION 1.a:

The following salaries, wages and compensation shall be paid:

ANNUAL SALARY RANGE

| | | | | |
|-------------------------------------|--------------|---|--------------|--|
| <u>CITY COUNCIL</u> | | | | |
| Council Members | \$ 2,000.00 | - | \$ 8,633.00 | |
| Council President | \$ 2,000.00 | - | \$ 9,392.00 | |
| Mayor | \$ 2,000.00 | - | \$ 10,524.00 | |
| City Administrator | \$ 4,000.00 | - | \$ 95,000.00 | |
| Personnel Coordinator | \$ 1,500.00 | - | \$ 15,000.00 | |
| Use of Facilities/Event Coordinator | \$ 1,000.00 | - | \$ 10,000.00 | |
| Alliance Coordinator | \$ 250.00 | - | \$ 1,500.00 | |
| Clean Communities Coordinator | \$ 250.00 | | \$ 1,500.00 | |
| | | | | |
| | | | | |
| | | | | |
| <u>CITY CLERK'S OFFICE</u> | | | | |
| Municipal Clerk | \$ 40,000.00 | - | \$ 95,000.00 | |
| Deputy Municipal Clerk | \$ 20,000.00 | - | \$ 55,000.00 | |

| | | | | |
|---------------------------------|---------------|---|---------------|---------|
| Part-Time Deputy Clerk | \$ 16.00 | - | \$ 30.00 | Per Hr |
| | | | | |
| <u>FINANCE</u> | | | | |
| Chief Financial Officer | \$ 18,000.00 | - | \$ 95,000.00 | |
| Finance Assist / Bookkeeper | \$ 20,000.00 | - | \$ 55,000.00 | |
| Finance & Facilities Supervisor | \$ 20,000.00 | - | \$ 65,000.00 | |
| Part-time Finance | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Payroll Specialist | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Tax Collector | \$ 40,000.00 | - | \$ 90,000.00 | |
| Deputy Tax Collector/Tax Clerk | \$ 20,000.00 | - | \$ 55,000.00 | |
| Tax Assessor | \$ 15,000.00 | - | \$ 90,000.00 | |
| | | | | |
| <u>PLANNING & ZONING</u> | | | | |
| Secretary Planning & Zoning Bds | \$ 6,000.00 | - | \$ 10,000.00 | |
| | | | | |
| <u>CONSTRUCTION OFFICE</u> | | | | |
| Construction Official | \$ 5,000.00 | - | \$ 40,000.00 | |
| Building Subcode Official | \$ 10,000.00 | - | \$ 35,000.00 | |
| Electrical Subcode Inspector | \$ 2,500.00 | - | \$ 25,000.00 | |
| Plumbing Subcode Inspector | \$ 2,500.00 | - | \$ 25,000.00 | |
| Fire Subcode Inspector | \$ 2,500.00 | - | \$ 25,000.00 | |
| Housing Officer | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Zoning Officer | \$ 2,500.00 | - | \$ 25,000.00 | |
| Inspections Dept Supervisor | \$ 40,000.00 | - | \$ 60,000.00 | |
| Technical Assistant | \$ 30,000.00 | - | \$ 55,000.00 | |
| Code Enforcement Official | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Technical Assistant, Part-time | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Housing/Zoning Officer | \$ 30,000.00 | - | \$ 60,000.00 | |
| | | | | |
| <u>PUBLIC SAFETY – POLICE</u> | | | | |
| Chief of Police | \$ 102,000.00 | - | \$ 145,000.00 | |
| Captain | | - | \$ 130,000.00 | |
| Lieutenant | | - | \$ 123,000.00 | |
| Sergeant | | - | \$ 115,000.00 | |
| Patrolman | \$ 39,000.00 | - | \$ 107,000.00 | |
| Crossing Guards | \$ 40.00 | - | \$ 70.00 | Per Day |
| Matron | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Special Police | \$ 16.00 | - | \$ 30.00 | Per Hr |
| Police Secretary | \$ 28,000.00 | - | \$ 62,000.00 | |
| Police Secretary Part-Time | \$ 16.00 | - | \$ 30.00 | Per Hr |
| | | | | |

| | | | | |
|----------------------------------|--------------|---|---------------|--------|
| | | | | |
| <u>PUBLIC SAFETY – FIRE</u> | | | | |
| Assistant Chief | \$ 70,000.00 | - | \$ 130,000.00 | |
| Captain | | - | \$ 103,548.00 | |
| Firefighter | \$ 42,666.00 | - | \$ 95,776.00 | |
| Part-time Firefighter | \$ | - | \$ 26.00 | Per Hr |
| Fire Chief-Volunteer Fire Co. | \$ 2,000.00 | - | \$ 10,000.00 | |
| Deputy Chief-Volunteer Fire Co | \$ 1,000.00 | - | \$ 9,000.00 | |
| Assist. Chief-Volunteer Fire Co. | \$ 1,000.00 | - | \$ 8,000.00 | |
| Captain-Volunteer Fire Co. | \$ 1,000.00 | - | \$ 7,000.00 | |
| Lieutenants-Volunteer Fire Co. | \$ 500.00 | - | \$ 6,000.00 | |
| Fire Safety Officer | \$ 500.00 | - | \$ 6,000.00 | |
| | | | | |
| <u>EMERGENCY MANAGEMENT</u> | | | | |
| Coordinator | \$ 500.00 | - | \$ 10,000.00 | |
| Deputy Coordinator | -- | - | \$ 5,000.00 | |
| | | | | |
| <u>BUILDING & GROUNDS</u> | | | | |
| Groundskeeper/Utility | \$ 16.00 | - | \$ 25.00 | Per Hr |
| Supervisor | \$ 2,000.00 | - | \$ 10,000.00 | |
| | | | | |
| <u>PUBLIC WORKS DEPT</u> | | | | |
| Superintendent of Public Works | \$ 50,000.00 | - | \$ 125,000.00 | |
| Public Works Supervisor | \$ 40,000.00 | - | \$ 80,000.00 | |
| Mechanic | \$ 33,000.00 | - | \$ 65,000.00 | |
| Operator | \$ 32,000.00 | - | \$ 70,000.00 | |
| Part Time Mechanic | \$ 16.00 | - | \$ 40.00 | Per Hr |
| Laborer | \$ 29,700.00 | - | \$ 60,000.00 | |

SECTION 1.b:

All salaries will be paid every two weeks in 26 equal installments except for the following exceptions:

Quarterly: All positions with the Volunteer Fire Department

SECTION TWO:

All Ordinances or parts of ordinances inconsistent herewith are hereby repealed, except that this repeal shall not affect or present the prosecution or punishment of any persons for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

If any section, subsection, sentence, clause, portion of this Ordinance or underlying agreement is for any reason held invalid or unconstitutional by any court, federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

This Ordinance shall take effect within the time and manner prescribed by law and all payments due for the year 2024 shall be paid retroactively following final passage and adoption.

Mary Canesi, RMC
Municipal Clerk

Erland Chau
Mayor

The above Ordinance was passed on first reading at the Reorganization Meeting of the Common Council of the City of Northfield, New Jersey on the 2nd day of January 2024, and will be taken up for a second reading, public hearing and final passage at a meeting of said council held on the 16th day of January 2024, in Council Chambers, City Hall, Northfield, New Jersey.

First Reading: January 2, 2024
Publication: January 9, 2024
Final Reading: January 16, 2024
Publication: January 23, 2024