

**CITY OF NORTHFIELD ANNUAL REORGANIZATION
JANUARY 4, 2022**

At 7:02pm this meeting was called to order by Municipal Clerk Mary Canesi, who welcomed the audience. This meeting was properly advertised in the Press of Atlantic City in accordance with Public Law 75, Chapter 231, on December 20, 2021.

Municipal Clerk Canesi read the following statement:

“Based on CDC guidelines related to Covid-19, the City of Northfield has suggested that everyone 2 years or older who is not fully vaccinated should wear a mask in indoor public places, and visitors are made aware of this decision with signs at the entrances to the building.

To ensure the health and safety of our employees and visitors, we are also continuing to adhere to social distancing requirements in our indoor public spaces, and as a result there are limited seats for in-person attendance by members of the public this evening. In order to ensure that the public may fully participate despite the limited in-person capacity, this meeting is also being presented simultaneously as a remote public meeting, live-streamed, using Zoom conferencing service.

Zoom meeting participants can dial in by telephone and listen to the proceedings, or they can access the meeting using a web-browser, and be able to view and listen. Instructions on how members of the public could reserve one of the limited seats, as well as how they can access Zoom have been made available on the municipal website and were published in the Press of Atlantic City. The full text of the public meeting notice has been posted at the entrance to the municipal building and includes Zoom instructions, information on where to find the meeting agenda and relevant documents, as well as instructions on how members of the public could submit comments in advance of tonight’s meeting.

For those participating via Zoom, all participants will be ‘muted’ upon entry to the meeting. Web-browser participants will not be able to share their screens or see the camera-view of anyone other than the host, which is the City of Northfield. Zoom participants wishing to exercise their right to participate during the public comment portion of the meeting should wait until the specific announcement is made to open the public comment period. At this time, one by one, any telephone users will be asked to identify themselves and will be unmuted to permit commentary. For web-browser participants, comments or questions may be submitted via the chat function and will not be acknowledged outside of the designated public-comment portion of the meeting; chat-users must also provide his/her name and address for the record in order to be heard.

Any written comments submitted in advance will be read aloud and addressed during the public comment portion of the meeting.”

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The flag salute was led by Mayor Chau followed by a moment of silence. Mayor Chau acknowledged the passing of former Mayor Phil Munafo.

Municipal Clerk Mary Canesi took attendance as follows: Mr. Notaro - yes, Mr. Polistina – yes; Mr. Smith – yes; Mr. Utts - yes.

Solicitor Facenda and Engineer Nassar was also in attendance.

RESOLUTION

1-2022 Acknowledging the Letter of Resignation of Councilman 2nd Ward Greg Dewees

Councilman Smith motioned, Councilman Utts seconded to adopt Resolution 1-2022.

Roll call: Mr. Notaro - yes, Mr. Polistina – yes; Mr. Smith – yes; Mr. Utts – yes.

OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

Administered by Senator Vince Polistina

- **Council, 2nd Ward, Carolyn Bucci**

Clerk Canesi announced the Oath for Carolyn Bucci, to be administered by Senator Vince Polistina.

Clerk Canesi called forward Councilwoman Bucci along with her husband George and their son Nick.

Senator Polistina administered the Oath of Office to Councilwoman Bucci.

Administered by Atlantic County Clerk Joe Giraldo

- **Council At Large, Greg Dewees**

Clerk Canesi announced the Oath for Greg Dewees, to be administered by Atlantic County Clerk Joe Giraldo.

Councilman Dewees came forward along with his wife Jacque.

County Clerk Giraldo administered the Oath of Office to Councilman Dewees.

Clerk Canesi called the attendance roll as follows: Mrs. Bucci – yes; Mr. Dewees-yes; Mr. Notaro - yes, Mr. Polistina – yes; Mr. Smith – yes; Mr. Utts – yes.

Clerk Canesi opened the floor for nominations for Council President for the year

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2022.

Councilman Dewees nominated Councilman Polistina, seconded by Councilman Smith.

Clerk Canesi asked if there were any other nominations, seeing none, nominations were closed.

Councilman Dewees motioned, Councilman Smith seconded, to elect Councilman Polistina as Council President for 2022.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Notaro - yes, Mr. Polistina – yes; Mr. Smith – yes; Mr. Utts – yes; Motion carried.

Council President Polistina opened the floor for nominations for Council President Pro Tempore for the year 2022.

Councilman Smith nominated Councilman Dewees, with a second by Councilman Utts.

Seeing no other nominations Council President Polistina closed the floor.

Councilman Smith motioned, Councilman Utts seconded, to elect Councilman Dewees as Council President Pro Tempore for 2022.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – yes; Mr. Polistina – yes; Motion carried.

Council President Polistina announced that 3 names were submitted to fill the vacancy left by Councilman Dewees in the 2nd Ward. The names submitted were: Eric Leeds, Susan Palaia, and Paul McSorley.

Councilman Notaro nominated Eric Leeds, with a second by Councilman Dewees.

Councilman Notaro motioned, Councilman Dewees seconded, to elect Eric Leeds to fill the vacancy.

Clerk Canesi explained that Mr. Leeds' name will be added to Resolution 2-2022 where there was currently a blank line.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – no; Mr. Polistina – yes; Motion carried.

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Clerk Canesi announced the Oath for Eric Leeds, to be administered by Senator Vince Polistina.

Senator Polistina administered the Oath of Office to Councilman Leeds.

Clerk Canesi called the final attendance roll of the evening as follows: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Leeds – yes; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – yes; Mr. Polistina – yes.

At 7:19pm Council President Polistina thanked all for attending and called for a brief recess.

At 7:27pm Council President Polistina resumed meeting.

AGENDA REVIEW

Council President Polistina announced the addition of Resolution 37-2022, there was a need to appoint a Deputy Tax Assessor, our current Tax Assessor requested a leave of absence as of today. Solicitor Facenda would read the resolution into the record. Council President Polistina began making assignments. He asked if any Council member would like any resolution voted on separately.

Council President Polistina stated that all matters listed under the Consent Agenda are considered to be routine in nature, and having been reviewed by Council, will be enacted by one motion. Any item may be removed from the Consent Agenda at the request of any Council Member and if so removed, will be treated as a separate matter. Any items requiring expenditure of funds are supported by a Certification of Availability of Funds.

READING AND APPROVAL OF THE MINUTES

Councilman Utts motioned, second of Councilman Dewees, to approve the minutes of the meeting of December 14, 2021, without formal reading. They have been posted, distributed to Council, and are on file in the Municipal Clerk's Office.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Leeds – abstain; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – yes; Mr. Polistina – yes; motion carried.

Councilwoman Bucci asked to change her vote to abstention.

Clerk Canesi explained that since the result of the vote was announced, Councilwoman Bucci could not change her vote.

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Council President Polistina asked if any Council member would like any resolution voted on separately. There were no responses.

PUBLIC SESSION

Council President Polistina opened this meeting for any member of the public to speak on any topic.

Clerk Canesi announced suggested Council President Polistina give viewers a moment to respond due to a slight delay.

Clerk Canesi advised there were no comments via Zoom.

Seeing no one from the public wishing to speak the public session was closed.

MAYOR'S STATE OF THE CITY ADDRESS

Mayor Chau read the following statement:

“As Mayor for the City of Northfield, I would like to wish all our residents and businesses in our city a happy, healthy and prosperous new year.

First, I want to recognize our Public Works department, their supervisor Mr. Qwin Vitalie and Councilman Dewees who is in charge of this department for the outstanding coordination and work done last night to address the snow removal off our streets. The Public Works men worked tirelessly throughout the last 24 hours to clear and salt our streets.

I want to congratulate our newly elected City Council members and the election of Councilman At-Large, Mr. Greg Dewees.

As we begin a New Year we tend to reflect on the past year and begin a new and positive look ahead to the New Year and achieving our resolutions and goals.

As your Mayor, I have had the opportunity to meet with many city residents, local groups and organizations across our city and county who all have worked at a grassroots level for the benefit of our communities. We should not underestimate their contributions and I look forward to working with all in this upcoming year.

Certainly 2021 unfolded in an unexpected way and the pandemic impacted on most aspects of our lives. While many of the major challenges of the past year are now behind us, hopefully we can look forward to the next 12 months with some hope and optimism. Yes, we still need to be cautious and vigilant, but with the development and roll-out of the COVID-19 vaccines, with luck the worst may be behind us.

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At our local level, our city government infrastructures such as our Planning Board, Police & EMT services, City Clerk's Office, and City Council committees continue to support and stimulate our local economy and city operations. There were significant projects in the planning or underway that will continue the growth and development of our community. To recognize several of these projects during the 2021 year...Northfield saw at least seven (7) new businesses'; a new access ramp that included a handicap access into City Hall; the official opening of our Birch Grove Bike trail; a new private pre school that will be located at New Rd/Ridgewood Dr.; and within our police department a police officer whose duties will include code enforcement. Furthermore, under the leadership of our Atlantic County Executive, Dennis Levinson, his goal to have the consolidation of Atlantic county municipal courts; our municipal court will join a centralize Atlantic County Court Administration that will provide greater services and benefits as well as a more cost-efficient court system. I want to recognize all our city employees. I especially want to recognize our Police Chief Paul Newman and Fire Chief Bruce Cummings and their departmental members who continue to protect and keep our community a safe environment for our families to live. And let's not forget to recognize our outstanding Northfield Community School system and staff who provide our children an excellent education.

In the next several months, City Council will be reviewing our annual city budget...which will include but not limited to road repairs and drainage resolutions, and improvements to our Birch Grove park facilities. I also want to recognize City Council government who have made efforts to assist our restaurant businesses to help regain lost revenues during the Covid-19 epidemic.

Northfield is a very resilient community, with a versatile business community and a host of many volunteers and organizations. I am confident we will navigate the future responsibility and with confidence.

Again, I thank want our residents for their trust and support as their mayor. Thank you and God bless you all."

Mayor Chau again acknowledged the passing of former Mayor Munafo; municipal flags would be flown at half-staff for the next 7 days in his honor. The county court was proceeding, Northfield and Linwood would be using Zoom through Egg Harbor Township, and any in person matters would be held in EHT. The county court was paying for the 1st years' court security. Any questions from the Council could be forwarded to Mayor Chau. He offered congratulations to Councilman Polistina for his election as Council President and Councilman Dewees as pro tempore.

RESOLUTIONS / CONSENT AGENDA

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On motion of Councilman Dewees, seconded by Councilman Notaro all members present were in favor of voting on Resolutions 3-2022 through 37-2022 by Consent Agenda.

- 3-2022** Annual Schedule of Meetings
- 4-2022** Temporary Appropriations
- 5-2022** Designation of Official Newspapers for the Publication of Legal Notices for the City of Northfield
- 6-2022** Annual Appointments
- 7-2022** To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2022
- 8-2022** Safety and Health Committee Appointments
- 9-2022** Establishing Charges for Municipal Public Records
- 10-2022** Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund
- 11-2022** Appointing Public Agency Compliance Officer
- 12-2022** Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund
- 13-2022** A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF
- 14-2022** A Resolution Adopting Robert's Rules of Order
- 15-2022** City of Northfield Local Emergency Planning Committee (L.E.P.C.) Appointments
- 16-2022** A Resolution Adopting a Cash Management Plan
- 17-2022** To Establish the Rate of Interest for Nonpayment of Taxes or Assessments
- 18-2022** Authorize Delinquent Tax Penalty Charges
- 19-2022** 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.
- 20-2022** 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.
- 21-2022** Authorizing Award of Contract for Bond Counsel through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 22-2022** Authorizing Award of Contract for Labor Relations Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 23-2022** Authorizing Award of Contract for Tax Appeal Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 24-2022** 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.

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- 25-2022** 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.
- 26-2022** Resolution Authorizing the Public Auction of Abandoned / Unclaimed Vehicles
- 27-2022** Resolution Recognizing Members of the Northfield Volunteer Fire Company
- 28-2022** Resolution Recognizing Members of the Northfield Volunteer Company Ladies' Auxiliary
- 29-2022** Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 30-2022** Authorizing Award of Professional Services Contract for Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Record
- 31-2022** To Appoint Certified Municipal Registrar

- 32-2022** Authorizing the Award of Contract Without Public Advertisement for Bids to Patricia's Cleaning Service Pursuant to the Provisions of N.J.S.A. 19:44A-20.5
- 33-2022** Authorizing the Award of Contract Without Public Advertisement for Bids to Trinity Code Inspections, LLC, To Perform Private On-Site Plumbing Sub-Code Inspections, Pursuant To The Provisions Of N.J.S.A. 19:44a-20.5
- 34-2022** Memorialize the Resignation of Part Time Technical Assistant
- 35-2021** Memorialize Hiring of Temporary Technical Assistant
- 36-2022** In Support of the New Jersey Department of Transportation Pavement Reconstruction Project on Route 9, from Chapman Boulevard, in the City of Somers Point, to Route 30, in the City of Absecon
- 37-2022** Appointment of Temporary Deputy Tax Assessor

Solicitor Facenda read Resolution 37-2022 into the record.

**“CITY OF NORTHFIELD, NJ
RESOLUTION NO. 37-2022**

APPOINTMENT OF TEMPORARY DEPUTY TAX ASSESSOR

WHEREAS, pursuant to N.J.S.A. 40A:9-146, a municipality shall provide for the appointment of a tax assessor and such deputy tax assessors as it may deem necessary; and

WHEREAS, due to a temporary and unforeseen leave of absence in the office of the tenured Tax Assessor, the City of Northfield has an immediate need to fill the

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position of temporary Deputy Tax Assessor in order to ensure continuity in the Office and ensure statutory obligations are met; and

WHEREAS, pursuant to N.J.S.A. 40A:9-146, the Common Council of the City of Northfield wishes to appoint William M. Johnson to the position of temporary Deputy Tax Assessor; and

WHEREAS, the appointment of the temporary Deputy Tax Assessor shall be for the duration of the leave of absence of the tenured Tax Assessor, and shall expire when the tenured Tax Assessor returns from leave of absence; and

WHEREAS, compensation for the temporary Deputy Tax Assessor shall be \$55.00 per hour, and as separately set forth in the City's salary ordinance.

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 4th day of January, 2022.

Mary Canesi, RMC, Municipal Clerk"

Councilman Dewees motioned, Councilman Notaro seconded to adopt the Consent Agenda.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Leeds – yes; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – yes; Mr. Polistina – yes; Motion carried.

ORDINANCES

Councilman Smith motioned, Councilman Utts seconded to introduce Ordinance 1-2022.

1-2022 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
Introduction / No Public Input / Published in the Press of AC 1/08/2022
2nd Reading / Public Hearing / Final Consideration 1/18/2022

The Municipal Clerk read the Ordinance by title, stated that this is the first reading, and announced the publication and public hearing dates. The full Ordinance has been posted in the lobby of City Hall and on the City website, and copies are available at

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no cost in the office of the Municipal Clerk between the hours of 8:30am and 4:30pm, Monday through Friday to any member of the public who requests same.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Leeds – yes; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – yes; Mr. Polistina – yes; Motion carried.

PAYMENT OF BILLS \$61,185.93

Councilman Dewees motioned, Councilman Notaro seconded, for payment of bills.

Roll Call: Mrs. Bucci – yes; Mr. Dewees- yes; Mr. Leeds – yes; Mr. Notaro – yes; Mr. Smith – yes; Mr. Utts – yes; Mr. Polistina – yes; Motion carried.

Councilman Notaro read the meeting notices.

Mayor Chau asked if Councilman Utts would like to make an announcement about the upcoming Planning Board meeting.

Councilman Utts reported that right across from Tilton Market, a new ice cream parlor was coming before the board. The real big one was a senior citizen complex, that may require a new pump station, could cost the city a lot of money. There could be significant public input.

Council President Polistina noted that a sewer study was done.

Councilman Utts felt it was a good project for the City.

At approximately 7:45pm, on motions properly made and seconded, this meeting was adjourned.

Respectfully submitted,

Mary Canesi, RMC, Municipal Clerk