

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

**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 Monday, December 20, 2021.

**FLAG SALUTE**

**ROLL CALL OF COUNCIL MEMBERS:**

Notaro, Polistina, Smith, Utts

**RESOLUTION**

**1-2022** Acknowledging the Letter of Resignation of Councilman 2<sup>nd</sup> Ward Greg Dewees

**OATHS OF OFFICE TO NEWLY ELECTED OFFICIALS**

Administered by Senator Vince Polistina

- Council, 2nd Ward, Carolyn Bucci

Administered by Atlantic County Clerk Joe Giraldo

- Council, 2nd Ward, Greg Dewees

**ROLL CALL OF COUNCIL MEMBERS:**

Bucci, Dewees, Notaro, Polistina, Smith, Utts

**ELECT COUNCIL PRESIDENT FOR 2022**

**ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2022**

**NOMINATIONS TO FILL VACANCY ON COUNCIL**

**RESOLUTION**

**2-2022** Appointment to Fill a Vacancy on Council

**FINAL ROLL CALL OF COUNCIL MEMBERS:**

Bucci, Dewees, Notaro, Polistina, Smith, Utts

**APPROVAL OF MINUTES** – December 14, 2021

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

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

**RESOLUTIONS**

- 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.
- 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

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

- 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

**ORDINANCE**

- 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  
2<sup>nd</sup> Reading / Public Hearing / Final Consideration 1/18/2022*

**PAYMENT OF BILLS**      \$61,185.93

**MEETING NOTICES**

|              |                          |   |
|--------------|--------------------------|---|
| City Council | January 18 <sup>th</sup> | 6pm Work Session<br>Regular Session immediately following |
|--------------|--------------------------|---|

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 1-2022**

**ACKNOWLEDGING THE LETTER OF RESIGNATION  
FROM COUNCILMAN, 2<sup>nd</sup> WARD, GREG DEWEES**

**WHEREAS**, Councilman 2<sup>nd</sup> Ward Greg Dewees has submitted to the Municipal Clerk a letter of resignation from said position effective December 31, 2021 at 11:59pm.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby acknowledge the resignation of Councilman Greg Dewees, and in accordance with N.J.S.A. 40A:16-3(f), that Councilman Greg Dewees' 2<sup>nd</sup> Ward seat is hereby determined to be vacant, to be filled pursuant to N.J.S.A. 40A:16-5(a).

I, Mary Canesi, RMC, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 2-2022**

**APPOINTMENT TO FILL A VACANCY ON COUNCIL**

**WHEREAS**, due to the resignation of the Councilman from the 2<sup>nd</sup> Ward, Greg Dewees, a vacancy exists in that position, with a term expiring December 31, 2022; and

**WHEREAS**, pursuant to N.J.S.A. 40A: 16-5(b), a vacancy in that position may be filled by the procedure set forth in N.J.S.A. 40A:16-11; and

**WHEREAS**, the Municipal Committee of the political party of which Councilman Greg Dewees was the nominee has by letter dated January 1, 2022 presented to the Governing Body the names of three nominees for the selection of a successor to fill said vacancy.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Governing Body this 4<sup>th</sup> day of January, 2022, that \_\_\_\_\_ shall be and hereby is appointed to fill the vacancy created by the resignation of Councilman 2<sup>nd</sup> Ward Greg Dewees for the duration of the unexpired term, ending December 31, 2022.

**BE IT FURTHER RESOLVED** that \_\_\_\_\_ shall take his / her seat on Council immediately with all voting rights and privileges of that office.

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 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHIFELD, NJ  
RESOLUTION NO. 3-2022**

**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 2022 shall be as follows:

|                          |  |
|--------------------------|--|
| January - Reorganization | January 4 <sup>th</sup> at 7:00pm              |
| January                  | January 18 <sup>th</sup>                       |
| February                 | February 8 <sup>th</sup> and 22 <sup>nd</sup>  |
| March                    | March 8 <sup>th</sup> and 22 <sup>nd</sup>     |
| April                    | April 12 <sup>th</sup> and 26 <sup>th</sup>    |
| May                      | May 10 <sup>th</sup> and 24 <sup>th</sup>      |
| June                     | June 14 <sup>th</sup> and 28 <sup>th</sup>     |
| July                     | July 19 <sup>th</sup>                          |
| August                   | August 16 <sup>th</sup>                        |
| September                | September 6 <sup>th</sup> and 20 <sup>th</sup> |
| October                  | October 11 <sup>th</sup> and 25 <sup>th</sup>  |
| November                 | November 15 <sup>th</sup> and 29 <sup>th</sup> |
| December                 | December 13 <sup>th</sup>                      |

**BE IT FURTHER RESOLVED** that with the exception of the Reorganization meeting, all 2022 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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 4-2022**

**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 \$ 3,137,537.17.

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations shall constitute the City of Northfield 2022 Temporary Budget:

**2022 Temporary Budget**

|                          |            |
|--------------------------|------------|
| Admin & Executive O/E    | 1,000.00   |
| Mayor & Council S & W    | 18,750.00  |
| Mayor & Council O/E      | 1,500.00   |
| Clerk S & W              | 25,000.00  |
| Clerk O/E                | 2,500.00   |
| Finance S & W            | 25,000.00  |
| Finance O/E              | 1,000.00   |
| Audit O/E                | 15,000.00  |
| Collector S & W          | 30,000.00  |
| Collector O/E            | 1,000.00   |
| Assessor S & W           | 10,000.00  |
| Assessor O/E             | 1,000.00   |
| Workman's Compensation   | 55,000.00  |
| Employee Group Insurance | 375,000.00 |
| 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     |

|                             |            |                        |
|-----------------------------|------------|------------------------|
| Engineering O/E             | 2,500.00   |                        |
| Fire S & W                  | 110,000.00 |                        |
| Hydrants                    | 25,000.00  |                        |
| O/E                         | 2,500.00   |                        |
| Police S & W                | 475,000.00 |                        |
| Police O/E                  | 5,000.00   |                        |
| EMS Services                | -          |                        |
| Emergency Mgmt S & W        | 2,000.00   |                        |
| Emergency Mgmt O/E          | 500.00     |                        |
| Streets & Road S&W          | 100,000.00 |                        |
| Streets & Road O/E          | 5,000.00   |                        |
| Vehicle Maintenance O/E     | 8,000.00   |                        |
| Solid Waste Contracts       | 200,000.00 |                        |
| Buildings & Grounds O/E     | 8,000.00   |                        |
| Maint of Bike Path          | 500.00     |                        |
| Sewer S & W                 | 50,000.00  |                        |
| Sewer O/E                   | 5,000.00   |                        |
| Construction Official S & W | 22,000.00  |                        |
| Construction Official O/E   | 1,500.00   |                        |
| Zoning / Housing S & W      | 12,000.00  |                        |
| Zoning / Housing O/E        | 500.00     |                        |
| Petroleum Products          | 10,000.00  |                        |
| Telecommunications          | 10,000.00  |                        |
| Water                       | 3,000.00   |                        |
| Electricity & Natural Gas   | 45,000.00  |                        |
| PERS                        | 190,170.00 |                        |
| Social Security             | 20,000.00  |                        |
| PFRS                        | 741,298.00 |                        |
| Unemployment                | 3,500.00   |                        |
| DCRP                        | 1,500.00   |                        |
| <b>TOTAL WITHIN CAPS</b>    |            | <b>\$ 2,676,718.00</b> |



|                                 |                   |                        |
|---------------------------------|-------------------|------------------------|
| Interlocal Agreement - Court    | -                 |                        |
| Interlocal Agreement - Dispatch | 105,000.00        |                        |
| Interlocal Agreement - ACUA     | 283,764.00        |                        |
| Sewer Repairs                   | -                 |                        |
| <b>TOTAL PER 26.25% LIMIT</b>   |                   | <b>\$ 3,065,482.00</b> |
| Bond Principal                  | -                 |                        |
| BAN Payment                     | -                 |                        |
| Interest on Bonds               | 145,000.00        |                        |
| Interest on Notes               | -                 |                        |
| <b>TOTAL TEMPORARY BUDGET</b>   |                   | <b>\$ 3,210,482.00</b> |
| 2021 Adopted Budget             | 13,294,026.35     |                        |
| Less :                          |                   |                        |
| Capital Improvements            | 542,500.00        |                        |
| Debt Service                    | <u>799,000.00</u> |                        |
|                                 | 11,952,526.35     |                        |
| Maximum Allowed (26.25%)        |                   | <b>\$ 3,137,538.17</b> |
| Difference                      |                   | <b>\$ 72,056.17</b>    |

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 5-2022**

**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 CURRENT OF NORTHFIELD, LINWOOD, AND SOMERS POINT** 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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 6-2022**

**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, 2022 - December 31, 2022

Deputy Municipal Clerk – Shannon Campbell

Clean Communities Coordinator – Shannon Campbell

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

Housing Officer – Nicholas LaRotonda

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 7-2022**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE  
A PETITION OF APPEAL OR APPEALS  
FOR THE TAX YEAR 2022**

**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 2022 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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 8-2022**

**SAFETY AND HEALTH COMMITTEE APPOINTMENTS**

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

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

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

|                                     |                    |
|-------------------------------------|--------------------|
| Claims Coordinator                  | Mary Canesi        |
| Finance Department                  | Kathi Smith        |
| Fire Department                     | Fire Chief         |
| Fund Commissioner                   | Mary Canesi        |
| Alternate Fund Commissioner         | Shannon Campbell   |
| Code Enforcement                    | Johnathan Scull    |
| Buildings & Grounds                 | Kathi Smith        |
| Library                             | Aubrey Hiers       |
| Office of Emergency Management      | Tim Joo            |
| Police Department                   | Paul Newman        |
| Road Department/Sewerage Operations | Qwin Vitale        |
| Safety Coordinator                  | Shannon Campbell   |
| Tax Office                          | Michele L. Kirtsos |

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 9-2022**

**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 3<sup>rd</sup> 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 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 10-2022**

**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 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 11-2022**

**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, 2022.

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.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 12-2022**

**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 2022 total combined Atlantic County Municipal Joint Insurance Fund assessment, which is charged against line 02-23-215-200, and;

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

**WHEREAS**, Derek Valenti of Hardenbergh Insurance Group submitted a proposal dated November 26, 2021, indicating he will provide the City of Northfield with his services as Risk Management Consultant for an annual fee of \$9,500.00; and

**WHEREAS**, the City's 2022 total combined Atlantic County Municipal Joint Insurance Fund assessment is \$376,902.00, and the fee proposed for Mr. Valenti represents approximately 2.5% of this total.

**NOW THEREFORE**, be it resolved that the governing body of the City of Northfield does hereby appoint Derek Valenti of Hardenbergh Insurance Group 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, 2022 to December 31, 2022; 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 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

ATTEST: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

ATTEST: \_\_\_\_\_ CONSULTANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 13-2022**

**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 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ**  
**RESOLUTION NO. 14-2022**  
**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY**  
**COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY**  
**OF NORTHFIELD FOR THE YEAR 2022**

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 15-2022**

**CITY OF NORTHFIELD  
LOCAL EMERGENCY PLANNING COMMITTEE (L.E.P.C.)  
APPOINTMENTS**

**WHEREAS**, as authorized by Title III of the Superfund Amendments and Reauthorization Act (S.A.R.A.), the City of Northfield has been designated as a member of a Regional Local Emergency Planning Committee (L.E.P.C.); and

**WHEREAS**, the City of Northfield Municipal Emergency Management Coordinator is the local contact for the Regional L.E.P.C.; and

**WHEREAS**, as part of ongoing efforts to ensure public health and safety, and to protect our community and the environment from chemical hazards, it is the recommendation of the City of Northfield Municipal Emergency Management Coordinator that the local governing body establish a City of Northfield L.E.P.C, to function as a sub-group of the Regional L.E.P.C; and

**WHEREAS**, membership in Northfield's L.E.P.C should include broad representation to ensure that all necessary elements of the planning process are represented; and

**WHEREAS**, it shall be the goal of the Northfield L.E.P.C. to develop an emergency response plan, review the plan at least annually, and provide information about chemicals in the community to citizens.

**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

**WHEREAS**, the Northfield L.E.P.C. shall be chaired by the City of Northfield Municipal Emergency Management Coordinator, shall meet not less than quarterly, and members shall send a designee to any meeting if unable to attend.

**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 L.E.P.C until December 31, 2022, or until a successor shall be duly appointed.

**BE IT FURTHER RESOLVED** that the individuals appointed to the Northfield L.E.P.C. 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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 16-2022**

**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 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

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

2022

**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   |                         |

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 City 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,  
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

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.

**X. TERM OF THE PLAN.**

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

This Plan shall be in effect from January 1, 2022 to December 31, 2022. 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. 17-2022**

**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 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 18-2022**

**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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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.**

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

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

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, 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 \$31,000.00, and additional services if to be billed at a rate not to exceed \$200.00 per hour, be accepted; and

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the 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, 2022, for a fee of \$31,000 for a basic audit, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-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 02-20-135-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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.**

**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 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers, indicating they will provide Land Surveyor services for a variable fee of up to \$140.00 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 Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as the Licensed Land Surveyor for the City of Northfield, for a term ending December 31, 2022, for a variable fee of up to \$140.00 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 02-20-165-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 21-2022**

**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 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, 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 \$17,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the 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, 646 Ocean Heights Avenue, Suite 103, Linwood, NJ, as Bond Counsel for the City of Northfield for a term ending December 31, 2022, 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 02-20-155-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 22-2022**

**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 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Gruccio, Pepper, DeSanto & Ruth, P.A., 817 E. Landis Avenue, Vineland, New Jersey, indicating they will provide Labor Relations Attorney services for the fee of \$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 Lawrence Pepper, Jr., Esquire, of the firm Gruccio, Pepper, DeSanto & Ruth, P.A., 817 E. Landis Avenue, Vineland, New Jersey as Labor Relations Attorney for the City of Northfield, for a term ending December 31, 2022, 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 02-20-155-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 23-2022**

**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 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, 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 \$24,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, as the Tax Appeal Attorney for the City of Northfield, for a term ending December 31, 2022,, 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 02-20-155-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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.**

**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 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, and the proposals submitted have been reviewed; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Schaeffer, Nassar, Scheidegg Consulting indicating they will provide Municipal Engineering services for a retainer of \$2,100.00 and variable fees up to \$120.00 per hour be accepted; and

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Rami Nassar, PE, PP, CME, of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as Municipal Engineer, License #24GE03490200, for the City of Northfield for a term ending December 31, 2022, for a \$2,100.00 retainer and a variable fee of up to \$120.00 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 02-20-165-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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.**

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

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

**WHEREAS**, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 14, 2021; and

**WHEREAS** proposals were received, publicly opened and announced on November 29, 2021, 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 \$25,000.00 and a fee of \$150.00 per hour for additional services be accepted; and

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the 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, 2022, for the sum of \$25,000 for services provided under the general retainer, and \$150 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 02-20-155-200.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 26-2022**

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

**WHEREAS**, the City of Northfield throughout the year 2022 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 2022, 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 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 27-2022**

**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 appointment of the following persons to the Northfield Volunteer Fire Company for the calendar year ending December 31, 2022 is hereby approved, ratified and confirmed:

|  |  |
|--|--|
| Badger, Cindy  | Carey, Louis ( <i>Lieutenant</i> )       |
| Chau, Erland   | Clark, Ryan                              |
| Cummings, Bruce Jr.                                    | Cummings, Bruce ( <i>Chief</i> )         |
| Flaherty, Brian ( <i>Captain</i> )                     | Foltz, Brad                              |
| Gillman, Harrison                                      | Gitsas, Adam                             |
| Goodman, Scott ( <i>Deputy Chief</i> )                 | Hackett, Edward                          |
| Hickey, Daniel   | Joo, Timothy                             |
| Kerlin, Kirk   | Kirby, Joshua                            |
| Lamaina, Ethan   | Leeds, Bill                              |
| Leeds, Cole  | Leeds, Robert                            |
| Lichtenberger, Lee                                     | Martinelli, Henry                        |
| Morey, Donald Michael                                  | Morey, Kevin                             |
| Morey, Thomas  | Nannola, Patrick                         |
| Nehl, Michael Tyler                                    | Ordille, John                            |
| Pendlebury, John                                       | Pepek, Martin                            |
| Schaech, Charles                                       | Shenkus, Eric ( <i>Assistant Chief</i> ) |
| Sullivan, John III ( <i>Lieutenant</i> )               | Swartz, Robert                           |
| Wallace, Michael ( <i>Lieutenant, Safety Officer</i> ) |  |

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 28-2022**

**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, 2022 are hereby recognized as follows:

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

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.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 29-2022**

**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. 5:34-7.9(c) may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

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

**WHEREAS**, the City of Northfield 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, 2022 to December 31, 2022.

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.

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Mary Canesi, RMC, Municipal Clerk

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Erland V.L. Chau, Mayor

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 30-2022**

**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 service is \$1,050.00 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 2022 fiscal year, for the sum of \$1,050.00.

**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 01-20-155-200.

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 31-2022**

**TO APPOINT CERTIFIED MUNICIPAL REGISTRAR**

**IT IS HEREBY RESOLVED** by the Mayor and Common Council of the City of Northfield, County of Atlantic, State of New Jersey, and pursuant to NJSA 26:8-13, that the following appointment is hereby made, confirmed and ratified:

**THREE YEAR TERM / January 1, 2022 - December 31, 2024**

**REGISTRAR – Robin Atlas, CMR**

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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**

**WHEREAS**, the City of Northfield has a need for cleaning services at the various municipal buildings and facilities; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year with an anticipated value not to exceed \$20,000.00; and

**WHEREAS**, Patricia's Cleaning Service, has completed and submitted a Business Entity Disclosure Certification which certifies that 'Patricia's Cleaning Service' has not made any reportable contributions to a political or candidate committee in the City of Northfield in the previous one year, and that the contract will prohibit 'Patricia's Cleaning Service' from making any reportable contributions through the term of the contract, and

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Northfield authorizes the Chief Financial Officer to enter into a contract with 'Patricia's Cleaning Service', as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED**, the funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against lines 2-01-26-310-286.

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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**

**WHEREAS**, the City of Northfield has a need for the performance of private on-site plumbing inspections and plan review; and

**WHEREAS**, in accordance with N.J.A.C. 5:23-4.12, qualified private on-site inspection and plan review agencies are authorized to perform such services for municipalities; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is 1 year with an anticipated value of \$43,000.00; and

**WHEREAS**, Jay Dilworth / Trinity Code Inspections LLC, 735 Shunpike Road, Cape May, NJ 08204, has completed and submitted a Business Entity Disclosure Certification which certifies that Trinity Code Inspections has not made any reportable contributions to a political or candidate committee in the City of Northfield in the previous one year, and that the contract will prohibit Trinity Code Inspections from making any reportable contributions through the term of the contract.

**NOW THEREFORE, BE IT RESOLVED** that the Common Council of the City of Northfield authorizes the Mayor of the City of Northfield to enter into a contract with Trinity Code Inspections LLC, as described herein.

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**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 2-01-22-195-299.

I, Mary Canesi, Municipal Clerk, do hereby certify that the foregoing Resolution was adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 34-2022**

**MEMORIALIZE THE RESIGNATION  
OF PART TIME TECHNICAL ASSISTANT**

**WHEREAS**, City Council approved the appointment of Donna McBride as Technical Assistant to the Construction Official on October 23, 2018.

**BE IT RESOLVED**, that the Common Council of the City of Northfield does hereby memorialize the resignation of Donna McBride from the position of Technical Assistant to the Construction Official effective December 17, 2021.

**BE IT FURTHER RESOLVED**, that Donna McBride's last day of work was December 17, 2021.

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 4<sup>th</sup> day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 35-2022**

**MEMORIALIZE HIRING OF TEMPORARY TECHNICAL ASSISTANT**

**WHEREAS**, the need exists to hire a Technical Assistant to the Construction Official on a temporary basis, and

**WHEREAS**, having first been satisfied that the applicant has the necessary qualifications and experience, Mary Canesi, Business Administrator, recommended that James Dickinson be hired as temporary Technical Assistant to the Construction Official; and

**WHEREAS**, the rate of pay for James Dickinson as temporary Technical Assistant to the Construction Official shall be \$40.00 per hour, for a period not to exceed 60 days; and

**THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, that James Dickinson be and is hereby hired for the position of temporary Technical Assistant to the Construction Official effective December 17, 2021.

**BE IT FURTHER RESOLVED**, that the hiring of James Dickinson is subject to understanding and/or completion of the following:

1. Compliance with the Policies and Procedures of the City of Northfield
2. Not Entitled to Medical, Dental, Vision or other Benefits
3. Entitled to sick leave in accordance with the NJ Earned Sick leave law
4. Not Entitled to Vacation, or Compensatory time

**BE IT FURTHER RESOLVED**, the position of Technical Assistant to the Construction Official is represented by the Government Workers' Union, Local No. 430 for White Collar Employees and James Dickinson shall be entitled any benefits provided to temporary employees in accordance the terms of the current collective bargaining agreement.

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.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 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**

**WHEREAS**, the New Jersey Department of Transportation (NJDOT) has proposed a pavement reconstruction project along an 8.5-mile section of Route 9, from Chapman Boulevard in the City of Somers Point, to Route 30, in the City of Absecon; and

**WHEREAS**, the project goals include replacement of deficient pavement, providing sufficient bicycle and pedestrian accommodations, addressing safety issues where feasible, and addressing recurring flooding concerns—while minimizing impact on the communities along the project route; and

**WHEREAS**, as a project stakeholder, City of Northfield officials have expressed the local concerns and feel the project will address traffic congestion, localized flooding, and unsafe conditions in certain areas within the City of Northfield; and

**WHEREAS**, the City of Northfield supports this project and concurs with the NDJOT's assessment that the improvements will increase traffic safety along the corridor, for current and future levels of traffic.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield requests that the NDJOT complete this project for the safety of our residents and others who travel along Route 9.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be provided to Vanessa J. Meades, Principal Engineer / Regional Coordinator for the NJDOT's Office of Government & Community Relations.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 4th day of January, 2022.

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Mary Canesi, RMC, Municipal Clerk