

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA**  
**JANUARY 19, 2021**

**MEETING CALLED TO ORDER** by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 9, 2021.

**FLAG SALUTE**

**ROLL CALL:**

Deweese, Madden, Notaro, Perri, Smith, Utts, Polistina

**APPROVAL OF MINUTES** – January 5, 2021

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

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 32-2021** Northfield Senior Committee Appointments  
**33-2021** Resolution Appointing Alternate/Conflict Solicitor for the City of Northfield, as a Professional Service and Pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.)  
**34-2021** Memorialize Separation of Employment Public Works Laborer  
**35-2021** Northfield Cultural Committee Appointments  
**36-2021** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project Known as Slip Lining Deep Sanitary Sewer Pipes

**PAYMENT OF BILLS**      \$2,428,995.65

**MEETING NOTICES**

City Council                  February 2<sup>nd</sup>                          6pm Work Session  
   Regular Session immediately following

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 32-2021**

**NORTHFIELD SENIOR COMMITTEE APPOINTMENTS**

**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 Senior Committee for the year ending December 31, 2021 is hereby approved, ratified and confirmed:

Karen Haymaker  
Josie Hornberger  
Eleanor Webb  
Joan McCord  
Justine O'Brien  
Dee Gannon

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 19th day of January, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 33-2021**

**RESOLUTION APPOINTING ALTERNATE/CONFLICT SOLICITOR  
FOR THE CITY OF NORTHFIELD, AS A PROFESSIONAL SERVICE  
AND PURSUANT TO LOCAL PUBLIC CONTRACTS LAW (N.J.S.A.  
40A:11-1, ET SEQ.)**

**WHEREAS**, there exists a need for an Alternate/Conflict Solicitor, to serve in the event the appointed Solicitor is temporarily unavailable or has a conflict of interest; and

**WHEREAS**, it is the recommendation of the Common Council of the City of Northfield that Michael L. Testa Jr, Esquire, of Testa, Heck, Testa & White, P.A., be appointed to the position of Alternate/Conflict Solicitor, as a professional service, and pursuant to the provisions of N.J.S.A. 40A:11-5; and

**WHEREAS**, the anticipated value of the acquisition shall not exceed \$ 5,000.00, and funds are available for this purpose.

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that Michael L. Testa Jr, Esquire, of Testa, Heck, Testa & White, P.A., is appointed to the position of Alternate/Conflict Solicitor.

**BE IT FURTHER RESOLVED**, that for services rendered by Alternate Solicitor with regard to legal services covered by the retainer as detailed in the Agreement attached as Exhibit "A", the appointed Solicitor shall compensate Michael L. Testa Jr. for said services; and

**BE IT FURTHER RESOLVED**, that for all other services rendered by Alternate Solicitor, the City of Northfield shall compensate Michael L. Testa Jr for said services, at a rate of \$135.00 per hour.

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 19<sup>th</sup> day of January, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 34-2021**

**MEMORIAL SEPARATION OF EMPLOYMENT  
PUBLIC WORKS LABORER**

**WHEREAS**, pursuant to Resolution No. 143-2020, Paul McLaughlin was hired by the City of Northfield as a Laborer in the Public Works Department, effective September 8, 2020; and

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the separation of employment and last day of work for Paul McLaughlin in the position of Laborer in the Public Works Department, as of January 4, 2021.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the City of Northfield, held this 19<sup>th</sup> day of January, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 35-2021**

**NORTHFIELD CULTURAL COMMITTEE APPOINTMENTS**

**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 Cultural Committee for the year ending December 31, 2021 is hereby approved, ratified and confirmed:

Roy Clark, Museum Curator  
David Goldstein, Volunteer  
Tery Moran-Lever, Volunteer  
Robert Patrick, Volunteer  
Joan Pullan Brennan, Volunteer  
Eleanor Webb, Museum Volunteer  
Linda Braverman, Volunteer  
Steve Vain, Volunteer  
Emily Shenkus, Website Developer

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the City of Northfield, held this 19th day of January, 2021.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 36-2021**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING  
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES  
FOR THE PROJECT KNOWN AS  
SLIP LINING DEEP SANITARY SEWER PIPES**

**WHEREAS**, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering services that will be provided to the City of Northfield; and

**WHEREAS**, copies of said expenditure requests have been provided to the Common Council of the City of Northfield for their review; and

**WHEREAS**, the Common Council has deemed it appropriate to authorize the expenditure of these monies as follows:

<u><b>Project Description</b></u>	<u><b>Estimated Purchase Order Amount</b></u>
Engineering services - Preparation of Bidding Documents including Specifications and Exhibits for Slip Lining Deep Sanitary Sewer Pipes	
<b>Total</b>	<b>\$6,500.00</b>

**WHEREAS**, certification of funds has been received from the Municipal Finance Officer.

**THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

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 19th day of January, 2021.

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Mary Canesi, RMC, Municipal Clerk

# ENGINEER'S REPORT

## **ENGINEERING MEMORANDUM**

**TO:** Mayor and City Council, City of Northfield  
1600 Shore Road  
Northfield, NJ 08225

**FROM:** Rami Nassar, PE, PP, CME  
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

**SUBJECT:** Engineers Report for January 19, 2021

**DATE:** January 14, 2021

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### **PROJECTS:**

**NF13-00 Atlantic County Improvement Authority (ACIA) Redevelopment Initiative Grant**

The ACIA Grant will establish Redevelopment Initiative for the City of Northfield, previously an application was submitted to ACIA, the County Requested additional information, our office submitted the information back in 2019, **Waiting on the ACIA's response.**

**NF13-03 South Jersey Gas (SJG) High Pressure Gas Main Infrastructure Program**

For the past 5 years the South Jersey Gas Company worked on upgrading their infra structure throughout the Municipality, most of the work was finished last year. We are working with the Contractor to scheduling the Cedarbridge repaving, the entire road will be paved from Rt. 9 to approximately 50' beyond the bike path. (5-22-2020) South Jersey Gas Company complied with the Court Order to repave full width 64' section of Broad Street due to their violation of the Municipal Ordinances regarding street under moratorium. (7-10-2020) I met with the Contractor for S.J. Gas Company to mark the limits of pavement restoration along Cedarbridge Road between Rt. 9 and pass Wabash Ave. the restoration should be completed by Mid-August. (8-7-2020) Cedarbridge Road restoration was completed last week. **Nothing new to report.**

**NF13-00 Catherine Place and Flow Issues with ACUA**

I received the pipe inspection report form the ACUA for the gravity system in the Municipality, the existing sewer mains were lined approximately 15 years ago, only few areas were damaged, and the contractor repaired these areas, according to the report, ground water infiltration was minimal. **Nothing new to report.**

**NF13-30 Reconstruction of Cresson Avenue (Municipal Aid Fiscal Year 2017)**

The project has been completed, inspected and accepted by the NJDOT representative; the municipality submitted the request for the final payment. We have received a letter from the NJDOT requesting additional information before the final payment is processed, I am working with Dawn Stollenwerk, CFO to get all the requested documentation re-submitted. Final payment from NJDOT was issued. **PROJECT IS CLOSED OUT.**



**NF13-38      Reconstruction of Walnut Avenue (Municipal Aid Fiscal Year 2018)**

The project has been completed, inspected and accepted by the NJDOT representative; the municipality submitted the request for the final payment. We have received a letter from the NJDOT requesting additional information before the final payment is processed, I am working with Dawn Stollenwerk, CFO to get all the requested documentation re-submitted. Final payment from NJDOT was issued. **PROJECT IS CLOSED OUT.**

**NF13-39      2018 Local Road Paving Program**

This project includes Juniper Avenue, Park lane Avenue, Herzel Avenue, Portion of Second Street, Portion of Burton Avenue, Ireland Avenue, Infield Avenue, Portion of Fuae Avenue, Marita Ann Drive and Portion of Evergreen Avenue. The project is substantially completed, the contractor must satisfy all the punch list items before final payment is approved (\$65,500 balance on the contract). We anticipate most of the items to be completed in March 2020. (5-8-2020) Waiting to get the schedule from the contractor. (7-10-2020) we have the final change order on the agenda for Council's approval, also I me with the Contractor to review the punch list items in the work should be completed by the end of July. (8-7-2020) Punch list items have been completed; the contractor submitted the request for final payment with the required maintenance bond. **PROJECT IS CLOSED OUT.**

**NF13-40      Reconstruction of Shepherd Drive and North Shepherd Drive (Municipal Aid FY 2019)**

The City was approved for \$ 285,000.00 from the NJDOT 2019 grants for the reconstruction of Shepherd Drive and North Shepherd Drive. We are working on the design plans. We received the NJDOT concurrence for the design and design specifications. We received only one bid for the base and alternate bids in the amount of \$358,375.00. Due to the weather the project is on hold until Mach 2020. The Contractor is scheduled to start the concrete work around the second week in April 2020, with anticipated project completion in mid-May. (4-24-2020) The Contractor is mobilizing today to start the concrete work on Monday the 27<sup>th</sup>. (5-8-2020) Contractor finished all the concrete work and paving is tentatively scheduled for the week of May 18<sup>th</sup>. (5-22-2020) The contractor is scheduled to complete the paving starting June 9<sup>th</sup>. (6-12-2020) The contractor started to mobilize paving equipment to start the paving portion of this project on Monday the 15<sup>th</sup> and with anticipated date for completion on the 20<sup>th</sup>. (7-10-2020) during the reconstruction of the road, a drainage pipe collapsed along North Shepherd Drive the corrugated aluminum pipe was not installed properly and did not have the proper cover on top it, the Contractor replaced the 15" pipe with 8" ductile iron pipe. The final pavement has completed, the contractor is working on restoration and cleanup. We had an issue with the resident at 2009 Shepherd Drive the landscaping was almost 3' over the paving when the contractor was milling the road, he requested that we get the 3 rhododendrons bushes trimmed back away from the street, Public works did the work and the resident sent a complaint and is requesting to get reimbursed \$1,500 to replace the three bushes, the homeowner failed to comply the property maintenance ordinance (215-47). (8-7-2020) I met with the Contractor to delineate the problematic areas, the Contractor needs to reconstruct an approximately 20' of the concrete gutter and mill and pave approximately 400' to correct the drainage problems. (8-28-2020) the Contractor started the repair work along Shepherd Drive should be finished by next week. (9-11-2020) Contractor started the asphalt repair should be completed by the 15<sup>th</sup>. (10-2-2020) All repair work has been completed. (10-16-2020) we approved payment # 3 for the contractor, we ordered the core samples and working with contractor on the final change order. (11-20-2020) we are in the process of getting core sample, so we can start closing out this project. **(1-14-2021) waiting on the results from the testing company.**

**NF13-37      Municipal Building Parking Lot Paving and ADA Upgrade**

We are in the process of designing the necessary ADA upgrade to the municipal building rear entrance, paving and restriping the parking lot. The Municipality will utilize the Atlantic County Improvement Authority Grant to finance portion of the project. We added the Library parking lot to the project, and we are working on the field survey. The bid package was not acceptable due to the CCBG funding the bid documents must meet the federal bid guidelines. I met with Bob McGuigan, got all required information, which must be included within the bid package, we will revise the documents accordingly and forward it to him for final approval. Nothing new to report. (4-24-2020) I will get the bid package to the Clerk's office for council review and authorization to go out to bid by May 4<sup>th</sup>. (5-22-2020) Plans and bid package is at the Clerk's office for Council member review, waiting on the

Council authorization to proceed with the bidding process. (6-12-2020) The bid was advertised on June 10<sup>th</sup> with opening scheduled for July 7<sup>th</sup>. (7-10-2020) we received two bids only and the I sent a letter recommending to the reject the bids and bid the parking lots and ADA improvements separately. (8-7-2020) Bid packages are completed and will advertise the projects within a week. (9-11-2020) Project has been advertised with bid opening on October 1<sup>st</sup>. (10-2-2020) We received bids for the project, based on preliminary review of the bid packages the paving portion of the project came in at \$121,700 and the ADA improvement portion came in at \$149,400 the total cost will be \$271,100 way less than the previous low bid amount of \$433,000. (10-16-2020) we prepared the award recommendations for the paving and the ADA upgrade portions of the project for Council's approval. (11-6-2020) We had a pre-construction meeting for the City Hall ADA ramp project, it is anticipated the project will be completed by the end of January 2021 subject to weather. (11-20-2020) working with the contractor on the ramp shop drawing and getting a price to remove the existing tower. (12-11-2020) All shop drawings and all submittals have been approved the contractor ordered the ramp, I got 2 quotes to remove the tower waiting on the third quote. **(1-14-2021) contractor started the work on January 4<sup>th</sup> and cell tower is being removed on the 15<sup>th</sup>.**

#### **NF13-43      Asset Management Plan**

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with Public Works Director on March 9, 2020 to go over portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. **Nothing new to report.**

#### **NF13-27      Grant Applications:**

On March 17, 2020 there will be a meeting with ACIA for new the CDBG grant applications, I will be attending the meeting to get the Municipal package and possibly discuss the status of our 2019 application. Meeting was canceled, the packages will be sent directly to the Municipality. Nothing New to report. (4-24-2020) CDBG grant application for \$34,000.00 was submitted to the Atlantic County Improvement Authority for the construction of 20'X30' pavilion and outdoor exercise equipment at Birch Grove Park. (5-22-2020) working on the 2021 Municipal Aid Grants for the reconstruction and widening of Merritt Drive, portion of Ridgewood Drive and possible drainage system upgrade. Also, I received an email from the ACIA stating that the municipality does not qualify for CDBG for recreational use (we don't meet the LMI requirements as set by HUD) the only project we can apply for are ADA compliance or projects for Senior Citizen. (6-12-2020) Finalizing the Municipal Aid Grant application for Merritt Drive and working on the CDBG grant to upgrade ADA access to the picnic area at Birch Grove Park. (7-10-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24<sup>th</sup>. **Nothing new to report.**

#### **NF13-03      New Jersey American Water Company System Upgrade:**

The NJAWC finished all the connection to the local streets off- Shore Road, between Ridgewood Ct. and Oakcrest Ave. I have a meeting scheduled with Timothy Green, to mark out the pavement restoration limits also to discuss our 2020 road paving projects. Waiting to meet with the Water Company Rep. (4-24-2020) I met with Tim Green from the NJAWC to mark out the paving limits along Fuae Ave. and First Street, the NJAWC agreed to pave 400' of Fuae Avenue full width and will pave First Street from Infield Avenue pass Davis full width also. (5-8-2020) Fuae Avenue and First Street paving was completed, Contractor is currently working along Shore Road and paving local street intersections (Cove Ave., Mimi Ct., Ridgewood, E. Glencove, E, Revere, Oakcrest and E. Vernon). (5-22-2020) all pavement restoration has been completed. **Nothing new to report.**

**NF13-03      Street Opening:**

**We approved 27 street opening permits.**

**NF13-46      Municipal Stormwater Management Plan:**

We are in the process of finishing the Municipal Storm Water Management Plan, Outfall map has been completed. The NJDEP passed new storm water regulations we are in the process of revising the Municipal Storm Water Management Plan we have prepared last month. Municipal Stormwater Management Plan is Completed and working with Public Works on finishing the SPPP (stormwater pollution prevention plan) report. (4-24-2020) Both reports are completed waiting on final review by the Stormwater Coordinator to finalize both documents. (5-8-2020) Both reports are finalized and waiting on Council approval prior to being posted to the Municipal Website. **PROJECT IS COMPLETED.**

**NF13-44      2020 Local Road Paving Program**

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20<sup>th</sup> meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10<sup>th</sup>. (12-11-2020) We received 6 bids and the lowest bid was from South State, Inc. in the amount of \$527,756.00, the recommendation of award is on the Council's agenda for approval for this meeting. **(1-14-2021) we had the pre-construction meeting on the 11<sup>th</sup>, the contractor tentatively will start the drainage component of the project in February.**

**NF13-45      Reconstruction of Fuae Avenue (Municipal Aid FY 2020)**

(5-22-2020) The City was approved for \$ 290,000.00 from the NJDOT 2020 grants for the reconstruction of Fuae Avenue between Zion Road and Dolphin Avenue. The design plan has been completed; we sent the design plans and the bid package to the NJDOT for their concurrence for the design and specifications. Also, we have dropped off a complete package at the Clerk's Office for Council Member review and approval. (6-12-2020) We received a letter from the NJDOT requiring minor revisions to the bid package, we are working to get the changes finished and sent back to the DOT by June 16<sup>th</sup>. (7-10-2020) Project has been advertised for August 4<sup>th</sup> bid opening. (8-7-2020) We received 4 bids the lowest bidder was Hackney Concrete, Inc (\$302,112.80) the estimated project budget was \$300,000.00 and a Recommendation of Award was sent to Council for approval. (8-28-2020) waiting on the NJDOT concurrence with the bid award, so we can move forward with the construction. (9-11-2020) We received the concurrence from the NJDOT, and the per-construction meeting will be held on the 14<sup>th</sup>. (10-2-2020) Nothing new to report. (10-16-2020) Contractor is starting the concert work on Monday the 19<sup>th</sup>. (11-6-2020) Contractor started the concrete portion of the project. (11-20-2020) The concrete portion of the project will be completed by November 24<sup>th</sup> and the paving portion is scheduled for the first week in December subject to the weather. (12-11-2020) All concrete and drainage work have been completed, the paving contractor is scheduled for the week of the 14<sup>th</sup> the Contractor submitted Payment Request # 2. **(1-14-2021) the paving portion of the project is on hold until this spring to ensure proper paving.**

**NF13-48      Reconstruction of Merritt Dr. and p/o of Ridgewood Dr. (Municipal Aid FY 2021)**

On November 16, 2020, The City was selected to receive \$ 310,000.00 from the NJDOT Fiscal Year 2021 Municipal Aid Program the Reconstruction of Merritt Drive and portion of Ridgewood Drive between Route 9 and Wabash Avenue. Nothing New to report. **(1-14-2021) we started the project design.**