

**CITY OF NORTHFIELD BUDGET WORK SESSION  
FEBRUARY 23, 2017**

At 5:03pm, this meeting was called to order by Mary Canesi, Municipal Clerk. This meeting has been properly advertised in the Press of Atlantic City on January 28, 2017, in accordance with Public Law 1975, Chapter 231.

**FLAG SALUTE**

The flag salute was led by Mayor Chau.

**ROLL CALL:**

Present: Lischin, Murray, Perri, Travagline, Dewees

Absent: O'Neill, Piergiovanni

CFO Dawn Stollenwerk was also in attendance.

Council President Dewees stated that the Right to Know and Indoor Air Quality assignments have not yet been made, but that he was working on it.

Mayor Chau replied if the positions remain unfilled that perhaps a Council member be given the responsibilities.

Council President Dewees referred to a proposed increase for Deputy Clerk Shannon Campbell.

Mayor Chau referred to a salary survey distributed at the last meeting, he advocated for Ms. Campbell to be granted a raise.

Councilman Travagline asked how long she had been deputy.

Clerk Canesi replied 2 years.

Council President Dewees suggested rolling the Wellness and Safety Coordinator into the Deputy Clerk's job and granting an increase for that reason.

Mayor Chau stated that he had not made recommendation for a dollar amount; he would leave that to Council.

Councilman Perri noted that other employees may come in and ask for the same increase.

*At 5:09pm Councilman Piergiovanni entered the meeting.*

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Mayor Chau agreed that could be a possibility.

Councilman Lischin noted that making the Clerk the Business Administrator had resulted in the Deputy Clerk doing more work, assuming more responsibilities.

Councilman Travagline felt giving one employee a more than 2% raise is unfair, union employees had asked for increases.

Mayor Chau agreed that a change in her job description should justify an increase.

Council President Dewees stated that is how we would proceed.

Chief Financial Officer Dawn Stollenwerk explained that not many changes had been made since the last meeting. We added the outsourcing of the Police IT services and moved the \$1,000.00 from the Economic Development Committee to the seniors. She stated there could be changes in the Fire Department and Construction Department, but we had funding available, so those decisions didn't have to be made immediately.

Councilman Lischin explained that the Fire Committee recommended 2 Captains and 2 PT firefighters; bringing cost from \$791,000.00 in 2016 to \$764,000.00 in 2017. The Acting Captain was on his rotating shifts; adding a 2nd Captain would provide Incident Command during the dayshift if needed.

Council President Dewees asked if any volunteers were trained in Incident Command.

Chief Cummings replied that all of the Officers were.

Councilman Lischin noted that volunteer response on day shift was limited.

Eric Shenkus, 11 Jack Sloan Court, Volunteer Assistant Chief, explained that he had been looking at the staffing for over a year. Most of the volunteers work during the day and cannot respond, which is why the department had long strived to have 2 firefighters on day shift. He explained the history of staffing in the Fire Department, adding that the Captain's position had been vacant for approximately 5 years.

Clerk Canesi asked if the Assistant Chief's duties would be divided between the two Captains.

Assistant Chief Shenkus and Chief Cummings replied most of them, yes, others would go to the Officers.

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Councilman Perri noted that there was only one Captain in the ordinance.

Clerk Canesi acknowledged that Council would have to amend the ordinance.

Councilman Lischin explained the concept of having the positions be acting positions, initially.

All generally agree to move forward with two Acting Captains and 2 part-time firefighters.

CFO Stollenwerk asked if all were satisfied with the budget as it was; a 3 cent increase. We would introduce on March 14th and adopt at the first meeting in April.

Council President Dewees polled Council; all but Councilman Travagline were satisfied with the budget as it was.

CFO Stollenwerk explained the capital requests received from various departments, and said Council would need to consider if it wanted to do a Bond Ordinance this year.

Councilman Lischin asked about the bond down payment.

CFO Stollenwerk noted it was funded in the budget.

**PUBLIC SESSION**

Council President Dewees opened the meeting to public, seeing no one wishing to speak he closed the public session.

Mayor Chau asked had there been any more discussion with Linwood about the sewer truck.

CFO Stollenwerk explained that Linwood was not interested and we shifted money from Birch Grove Park for the purchase of a vehicle to fund the sewer truck.

Council President Dewees read the meeting notices.

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**READING AND APPROVAL OF THE MINUTES**

On a motion of Council President Dewees, second of Councilman Murray, all present were in favor with the exception of Councilman Travagline who abstained of approving the minutes of the February 9, 2017, Budget Work Session Meeting of Council, without formal reading. They have been posted, distributed to Council, and are on file in the Municipal Clerk's Office.

At 5:46pm on motions properly made and seconded, this meeting was adjourned.

Respectfully submitted,

Mary Canesi, RMC, Municipal Clerk