

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
MARCH 8, 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 Saturday, January 8, 2022.

**FLAG SALUTE**

**COUNCIL ROLL CALL:** Bucci, Dewees, Leeds, Notaro, Smith, Utts, Polistina  
**MAYOR:** Chau

**APPROVAL OF MINUTES** –February 22, 2022 and February 24, 2022

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 70-2022** Resolution Extending Term of Agreement for Information Technology Service and Support, without Public Solicitation for Proposals
- 71-2022** Appointment of Part-Time Tax Assessor
- 72-2022** A Resolution of the Common Council of the City of Northfield Posthumously Honoring Tax Assessor, Mark Sykes
- 73-2022** Authorizing Refund of Overpayment of Taxes
- 74-2022** Authorizing Northfield Fire Department to Apply for a Grant from the New Jersey American Water Company
- 75-2022** Authorizing the Appointment of a COAH Attorney as Special Counsel in Accordance with N.J.S.A. 40A:11-5 (1) as a Professional Service
- 76-2022** Approval of Application for a Coin Drop American Legion Post 295
- 77-2022** To Approve an Application for Use of Facilities – NCS Field Day
- 78-2022** Request to the County of Atlantic to Use County Roads for Parades and Other Functions
- 79-2022** To Approve an Application for Use of Facilities – Babe Ruth Baseball
- 80-2022** Conditional Extension of Outdoor Dining Timeframe Previously Approved by Resolution 121-2020 through December 31, 2022
- 81-2022** To Approve an Application for Use of Facilities – NCS Softball
- 82-2022** To Approve an Application for Use of Facilities – NCS Babe Ruth Baseball

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
MARCH 8, 2022**

**ORDINANCE**

- 4-2022**      Amending Chapter 250 of the City of Northfield Municipal Code, Parks and Recreation Areas  
*2nd Reading / Public Hearing / Final Consideration*  
*Published in the Press of AC 3/12/2022*
- 5-2022**      Ordinance for Adoption of the Floodplain Management Regulations of the City of Northfield - Amending the City of Northfield Code of Ordinances to Repeal Chapter 188-Flood Damage Prevention; to Adopt a New Chapter 189 Entitled Floodplain Management Regulations; to Adopt Flood Hazard Maps; to Designate a Floodplain Administrator; and Providing for Severability and an Effective Date  
*Introduction / No Public Input / Published by Title in the Press of AC 3/12/2022*  
*2nd Reading / Public Hearing / Final Consideration 3/22/2022*
- 6-2022**      Amending Chapter 215-36 of the City of Northfield Code of Ordinances Entitled Floodplain Management  
*Introduction / No Public Input / Published by Title in the Press of AC 3/12/2022*  
*2nd Reading / Public Hearing / Final Consideration 3/22/2022*

**PAYMENT OF BILLS**    \$ 2,000,066.86

**MEETING NOTICES**

City Council Budget Workshop	March 10 <sup>th</sup>	4pm
City Council	March 22 <sup>nd</sup>	6pm Work Session Regular Session Immediately Following

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 70-2022**

**RESOLUTION EXTENDING TERM OF AGREEMENT FOR  
INFORMATION TECHNOLOGY SERVICE AND SUPPORT, WITHOUT  
PUBLIC SOLICITATION FOR PROPOSALS**

**WHEREAS**, pursuant to Resolution No. 51-2021, the Common Council of the City of Northfield authorized a one-year agreement between the City of Northfield and Ocean Computer Group, 90 Matawan Road, Suite 105, Matawan, NJ 07747 (“Agreement”) for the provision of information technology services and support, without public solicitation for proposals; and

**WHEREAS**, pursuant to Resolution No. 51-2021, the initial one (1) year term of the Agreement between the parties may be extended two (2) times as approved by the governing body; and

**WHEREAS**, the parties have mutually agreed to extend the Agreement for an additional one (1) year period; and

**WHEREAS**, the terms and conditions of the Agreement shall remain unchanged, with the exception of the number of devices supported which increased from 33 to 48; and

**WHEREAS**, the monthly recurring cost (based on 48 workstations / laptops) shall be \$50.00 per device or \$2,400; and

**WHEREAS**, the value of the Agreement will exceed \$17,500; and

**WHEREAS**, in conformance with N.J.S.A. 19:44A-20.5, Ocean Computer Group has completed and submitted a Business Entity Disclosure Certification which certifies that Ocean Computer Group 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 the Ocean Computer Group from making any reportable contributions through the term of the contract, and

**WHEREAS**, Certification of the Availability of funds has been received from the Chief Finance Officer and 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 1-02-20-100-203.

**NOW THEREFORE, BE IT RESOLVED** that the Common Council of the City of Northfield authorizes the Chief Financial Officer to extend the term of the Agreement with Ocean Computer Group for one year on the terms and conditions set forth herein; and

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Meeting of the Common Council of the City of Northfield, held this 8th day of March 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 71-2022**

**APPOINTMENT OF PART-TIME TAX ASSESSOR**

**WHEREAS**, pursuant to Resolution 64-2022, the Common Council of the City of Northfield appointed William M. Johnson to the position of Deputy Tax Assessor; and

**WHEREAS**, there is now a need to fill the position of part-time Tax Assessor; and

**WHEREAS**, the Common Council of the City of Northfield wishes to promote Deputy Tax Assessor William M. Johnson to the position of part-time Tax Assessor, effective April 8, 2022; and

**WHEREAS**, in conformance with N.J.S.A. 40A:9-148, the appointment of the part-time Tax Assessor shall be for the period April 8, 2022 – June 30, 2022 and then July 1, 2022 – June 30, 2026; and

**WHEREAS**, compensation for the part-time Tax Assessor shall be \$45,000 per annum, as separately set forth in the City's salary ordinance; and

**WHEREAS**, the position of part-time Tax Assessor is represented by the Government Workers' Union, Local No. 430 for White Collar Employees and William M. Johnson shall be entitled to the benefits in accordance with what the collective bargaining agreement provides to other part-time employees.

**THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, that William M. Johnson be appointed to the position of part-time Tax Assessor effective April 8, 2022, and subject to the following:

1. Compliance with the Policies and Procedures of the City
2. Probationary period 90 days from date of hire

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 8<sup>th</sup> day of March 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 72-2022**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF  
NORTHFIELD POSTHUMOUSLY HONORING TAX ASSESSOR, MARK  
SYKES**

**WHEREAS**, on March 10, 1998 Mark Sykes began his career with the City of Northfield as the City's Tax Assessor, and had served the City and its residents with skill and dedication for almost 24 years when he passed away unexpectedly on February 1, 2022; and

**WHEREAS**, the Common Council of the City of Northfield wishes to honor Mark Sykes for his many years of dedicated service, and his contributions to his profession and the Northfield community.

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 City Council of Northfield, held this 8<sup>th</sup> day of March 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 73-2022**

**AUTHORIZING REFUND OF OVERPAYMENT OF TAXES**

**BE IT RESOLVED** by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that a refund for overpaid property taxes pursuant to the following is hereby authorized:

<b>REFUND TO</b>	<b>BLK</b>	<b>LOT</b>	<b>PROPERTY ADDRESS</b>	<b>REFUND AMOUNT</b>
Connolly, Margaret 510 Garfield Avenue Avalon, NJ 07717	154	19	16 East Revere Avenue	\$1,411.37
<b>Total Amount of Refund:</b>				\$1,411.37

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

\_\_\_\_\_  
Michele L. Kirtsos, CTC

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 8th day of March, 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 74-2022**

**AUTHORIZING NORTHFIELD FIRE DEPARTMENT TO APPLY FOR A  
GRANT FROM THE NEW JERSEY AMERICAN WATER COMPANY**

**WHEREAS**, the Northfield Fire Department wishes to apply for a grant from New Jersey American Water in the amount of \$1,914.00; and

**WHEREAS**, said grant monies will fund the purchase of twelve (12) truck-mounted hand lights for the Volunteer Fire Company; and

**WHEREAS**, there is no required match of municipal funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that the submission of the application by the Northfield Fire Department is hereby approved.

**BE IT FURTHER RESOLVED** that the City of Northfield accepts and agrees to comply with and fulfill each of the understandings and assurances contained in said application.

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 8<sup>th</sup> day of March 2022.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 75-2022**

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

**WHEREAS**, the need exists to continue to employ a Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its affordable-housing obligations in any proceeding involving (a) the New Jersey Council on Affordable Housing (“COAH”), and/or (b) a New Jersey court of competent jurisdiction; and

**WHEREAS**, the Common Council of the City of Northfield wishes to employ the services of Surenian, Edwards, and Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742.

**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 Surenian, Edwards, and Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$5,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

**BE IT FURTHER RESOLVED**, that certification of funds has been received from the Municipal Finance Officer and that funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 2-01-20-155-200.

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 8<sup>th</sup> day of March, 2022.

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Mary Canesi, RMC, Municipal Clerk

**RESOLUTION NO. 75-2022, EXHIBIT A**  
**CONTRACT FOR PROFESSIONAL SERVICES**

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This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by and between:

**City of Northfield, a Municipal Corporation of the State of New Jersey**  
1600 Shore Road  
Northfield, New Jersey 08225

Hereinafter referred to as “City”

And: **Surenian, Edwards & Nolan LLC**  
311 Broadway, Suite A  
Point Pleasant Beach, NJ 08742

Hereinafter referred to as “Special Counsel”, “Contractor” or “Firm” .

**WITNESSETH:**

1. City hereby appoints and employs the Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its affordable-housing obligations in any proceeding involving (a) a New Jersey court of competent jurisdiction, and/or (b) the New Jersey Council on Affordable Housing (“COAH”).

2. Special Counsel shall bill the City at the following rates:

- (a) \$190.00 per hour for all time spent by Partners;
- (b) \$175.00 per hour for all time spent by an attorney with at least ten years of experience as a lawyer;
- (c) \$165.00 per hour for all time spent by an attorney with less than 10 years experience;
- (e) \$75.00 per hour for all paralegal work.
- (f) For any new hires, Firm will communicate with the municipality prior to the commencement of any work.

3. City shall pay all disbursements incurred by Firm, at the Firm’s normal rate, such as, but not limited to, photocopying and printing charges (at \$0.25 per page); facsimile charges (at

\$1.00 per page); telephone charges; travel expenses (at standard IRS rate, plus tolls); scanning charges (at \$0.25 per page); messenger fees; postage, filing fees; recording fees, etc.

4. Special Counsel shall bill City on a monthly basis. The City has budgeted a not to exceed amount of \$5,000. In the event that the bills exceed the amount budgeted, City shall either make another appropriation or advise Special Counsel to stop work immediately.

5. City shall pay all bills within forty-five (45) days from date mailed.

6. As a prerequisite to payment, Special Counsel shall complete and execute vouchers provided by the City, which Firm shall be free to submit with each bill, so that said bill may be paid upon approval.

7. Attached hereto and incorporated herein are:

**Enclosures**

1. Mandatory Affirmative Action Compliance Notice N.J.S.A. 10:5-31 and N.J.A.C. 17:27; 2. Appendix A Americans with Disabilities Act of 1990 Equal Opportunity for Individuals with Disability; and Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17-27; 3. State of New Jersey Business Registration 4. Certificate; Certificate of Employee Information Report; 5. Workers Compensation and Employers Liability Policy; 6. and Business Entity Disclosure Certification; and

8. Any portion or clause of this Agreement that is deemed unenforceable shall be severed from this Agreement with the surviving portion remaining in full force and effect.

9. The terms of this Contract shall be in effect from May 1, 2022 to April 30, 2023.

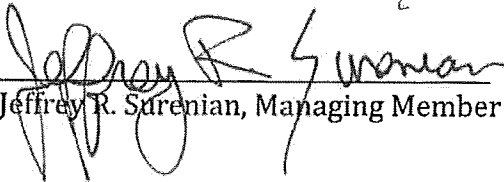
**CITY OF NORTHFIELD**

ATTEST:


By \_\_\_\_\_  
\_\_\_\_\_, Mayor

Date:

**SURENIAN, EDWARDS & NOLAN LLC**

By   
Jeffrey R. Surenian, Managing Member

Sworn and subscribed to before me on  
this 18<sup>th</sup> day of February, 2022

  
A Notary Public of New Jersey  
My commission expires:  
Christine M. Faushni  
Attorney-at-law in the  
State of New Jersey

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 76-2022**

**APPROVAL OF APPLICATION FOR A COIN DROP  
AMERICAN LEGION POST 295**

**WHEREAS**, American Legion Post 295 has properly submitted an Application for a Coin Drop to be held at the intersection of Tilton Road (CR563), Shore Road (CR585), and Mill Road CR (662) in the City of Northfield for Saturday, Saturday, May 21, 2022, from 10:00am – 3:00pm; and

**WHEREAS**, the Police Department has reviewed approved the traffic control plan; and

**WHEREAS**, this coin drop activity shall be subject to further and final approval by the County of Atlantic.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for a Coin Drop to be held at the intersection of Tilton Road (CR563), Shore Road (CR585), and Mill Road CR (662) in the City of Northfield on Saturday, May 21, 2022, from 10:00am – 3:00pm.

**BE IT FURTHER RESOLVED**, that the Coin Drop activity shall be deemed finally approved upon receipt of the County's Resolution of Approval, to be provided by the applicant to the City of Northfield Municipal Clerk.

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 8th day of March, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 77-2022**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mr. Kevin Morrison has properly submitted an Application for Use of Facilities requesting use of the Baseball, Softball and Football Fields on June 15<sup>th</sup>, June 16<sup>th</sup> and June 17<sup>th</sup> from 10am until 2:30 for Field Day; and

**WHEREAS**, Mr. Kevin Morrison has presented this request on behalf of the Northfield Community School; and

**WHEREAS**, pursuant to Resolution No. 50-2022, the Common Council of the City of Northfield did previously authorize the use of all baseball and softball fields by Northfield Little League, on all dates from March 1st through July 31<sup>st</sup> and August 15<sup>th</sup> through November 1<sup>st</sup> from 8am until 10pm; and

**WHEREAS**, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that June 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> from 10am until 2:30pm, may be deleted from his previously authorized use, and are therefore available.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Brian Smith is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

**BE IT FURTHER RESOLVED**, that all baseball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

**BE IT FURTHER RESOLVED**, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 8th day of March, 2022.

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Mary Canesi, RMC, Municipal Clerk

Attachment, Resolution 77-2022



CITY OF NORTHFIELD
Application for Use of Facilities
(Other than Use of Birch Grove Park Center)

Name and Address of Organization: Northfield Community School
2000 New Road, Northfield

Tell Us Who You Are / Description and Purpose of Organization:

Is the Group a Not-For-Profit Organization? Yes No
Do Participants Pay a Fee for Your Sport / Event? Yes No
If Yes, How Much? \$ per: Person Day Season (other)

Name of Applicant / Responsible Party: Kevin Morrison Title/Affiliation Principal

Home Address:

Telephone: (H) (C)

Name and Location of Facility(ies) Being Requested: Birch Grove Park
Picnic area, Baseball Field, Football Field

For the Following Purpose: Field Days
on the Following Date(s): 6/15/22, 6/16/22, Raindate, 6/17/22

Specify Hours of Use: From: 10:00 To: 2:30 Are Field Lights Requested\*? NO

\*If Yes, Provide Dates / Times for Requested Light Use:

\*LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250.3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

# of Participants per Date: 250 # of Participants who are Northfield Residents: All

Will Juveniles be Present? Yes No If Yes, What Ages? 9-14

Have You Applied to Other Municipalities for Use of their Facilities for this Event? Yes No

If Yes, Name of Municipality/ies:

Date/s and Disposition of Request/s:

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: Melanie Wood DATE: 2/22/2022
Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 78-2022**

**REQUEST TO THE COUNTY OF ATLANTIC TO USE COUNTY ROADS  
FOR PARADES AND OTHER FUNCTIONS**

**WHEREAS**, the City of Northfield has a desire to use County Roads for parades and other functions on a limited basis; and

**WHEREAS**, the City of Northfield has the following requests to be presented to the County of Atlantic:

**Independence Day Parade and Race – Monday, July 4, 2022  
*Rain Date – Sunday, July 9, 2022***

Close Shore Road from Dolphin Avenue  
Tilton Road (8:30 a.m. to 11:15 a.m.)

Close Shore Road from Dolphin Avenue to Mill Road,  
and Mill Road from Shore Road to Oak Avenue  
(10:30 a.m. to 11:30 a.m.)

**Annual Holiday Tree Lighting – Friday, December 2, 2022**

Close Shore Road from Zion Road to Tilton Road (6:30 p.m. to 9:00 p.m.)

**BE IT RESOLVED**, that the Insurance Certificate and Indemnification Agreement are attached as requested by the County.

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 8<sup>th</sup> of March, 2022.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ**  
**RESOLUTION NO. 79-2022**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mr. Pat McCarthy has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field March 1st until November 1st, from 8am until 10pm for baseball games and practices on Sundays, Tuesdays, Wednesdays, Fridays (with the exception of April 1<sup>st</sup>) and Saturdays; and

**WHEREAS**, Mr. Pat McCarthy has presented this request on behalf of the Mainland/Northfield Babe Ruth; and

**WHEREAS**, pursuant to Resolution No. 49-2022, the Common Council of the City of Northfield did previously authorize the use of the Babe Ruth Field by Mainland Regional High School, Friday, April 1<sup>st</sup> from 3pm until 10pm; and

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Pat McCarthy is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

**BE IT FURTHER RESOLVED**, that all baseball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

**BE IT FURTHER RESOLVED**, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 8th day of March, 2022.

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Mary Canesi, RMC, Municipal Clerk



# CITY OF NORTHFIELD

## Application for Use of Facilities

*(Other than Use of Birch Grove Park Center)*

Name and Address of Organization: MAINLAND / NORTHFIELD BABE RUTH BASEBALL

Tell Us Who You Are / Description and Purpose of Organization: COMMUNITY YOUTH BASEBALL

Is the Group a Not-For-Profit Organization?  Yes  No

Do Participants Pay a Fee for Your Sport / Event?  Yes  No

If Yes, How Much? \$ 125 per:  Person  Day  Season PLAYER (other)

Name of Applicant / Responsible Party: TIM MCCARTHY Title/Affiliation MAINLAND/NORTHFIELD BABE RUTH

Home Address: 2002 BAY DR.

Telephone: (H) 609-484 7578 (C) [REDACTED] (W) [REDACTED]

Name and Location of Facility(ies) Being Requested: BIRCH GROVE PARK - BABE RUTH FIELD

For the Following Purpose: BASEBALL GAMES / PRACTICE

on the Following Date(s): MARCH - NOVEMBER; SUNDAY, ~~MONDAY~~ TUESDAY, WEDS, FRI, SATURDAY

Specify Hours of Use: From: TBD / OPEN To: TBD / OPEN Are Field Lights Requested\*? AS NEEDED

\* If Yes, Provide Dates / Times for Requested Light Use: TBD

*\*LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE*

# of Participants per Date: TBD # of Participants who are Northfield Residents: TBD

Will Juveniles be Present? Yes  No  If Yes, What Ages? 12 - 15

Have You Applied to Other Municipalities for Use of their Facilities for this Event?  Yes  No

If Yes, Name of Municipality/ies: \_\_\_\_\_

Date/s and Disposition of Request/s: \_\_\_\_\_

*Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.*

**NO ALCOHOLIC BEVERAGES PERMITTED**

APPLICANT: [Signature] DATE: 1/26/22  
Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

**FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 80-2022**

**CONDITIONAL EXTENSION OF OUTDOOR DINING TIMEFRAME  
PREVIOUSLY APPROVED BY RESOLUTION 121-2020 THROUGH  
DECEMBER 31, 2022**

**WHEREAS**, on July 14, 2020, the governing body of the City of Northfield adopted Resolution 121-2020 in an attempt to alleviate the financial hardship of its local businesses and their employees resulting from the COVID-19 outbreak;

**WHEREAS**, the dangers posed by COVID-19 continue to exist and place hardship on local businesses and their employees; and

**WHEREAS**, the governing body of the City of Northfield wants to continue to attempt to alleviate the financial hardship of its local businesses and continue to offer options to the patrons of said businesses.

**NOW, THEREFORE, BE IT RESOLVED BY THE** City Council of the City of Northfield that, until December 31, 2022, the City's Zoning and Code Enforcement Officials, in conjunction with the City Engineer, Chief of Police, and Fire Chief, are hereby granted the temporary authority and discretion to approve applications pertaining to existing "restaurants engaged in the preparation and service of meals/food, which preparation and cooking has occurred on the premises of said entities" in order to permit said establishments to continue to provide reasonable outdoor table/seating option .

1. The approval of any temporary development in relation to this Resolution shall be subject to the following conditions:
  - a. Any approved tables/seats located in an "outdoor dining area," defined as "a designated area on the premises of a retail food establishment or restaurant, but located outside of the principal building, and where patrons may sit at tables while consuming food and beverages ordered from and served by a waiter or waitress," are permitted to be utilized between the hours of 6:00 a.m. and 10:00 p.m.
  - b. Applicants must submit a Litter Control Plan, which shall include a description of the number and location of trash receptacles proposed to service the outdoor dining area, and the frequency with which the outdoor dining area will be policed for litter in order to control the accumulation of trash/recycling.
  - c. In the event a restaurant is a tenant at a property tenant shall provide a copy of their lease and landlord's written permission to use the requested designated space for outdoor dining.
  - d. The City of Northfield reserves the right to amend, terminate, or repeal this resolution, and accordingly no property rights are vested

- or granted to any person(s) or entities by virtue of this resolution. All person(s) and/or entities electing to pursue temporary relief in accordance with the provisions of this resolution are hereby given notice that the expenditure of any funds, or the incurrence of any costs, in reliance upon the provisions of this resolution shall be at their sole and exclusive cost and expense. All persons and/or entities are hereby given notice that the risk of loss for any expenditure and/or costs incurred shall be their sole and exclusive responsibility.
- e. To the extent that any of the temporary rights granted herein are in direct contravention to certain provisions of ordinances of the City of Northfield, it is the intent that said ordinances are hereby temporarily relaxed so as to allow for the limited and reasonable expansion of the operations of outside food and beverage service as set forth herein. With the exception of this temporary relief set forth herein, applicants must comply with any and all other federal, state, county, and local laws and regulations, including any and all other existing zoning and/or general ordinances governing the operation of bars/restaurants, as well as those of outdoor dining.
  - f. Applicants shall adhere to all noise, sound ordinances.
  - g. In the event the City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief determine that an applicant is in violation of the conditions of any temporary plan approved in relation to this Resolution, the City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief are hereby authorized to immediately revoke the temporary plan approval received in relation to this Resolution.
  - h. The City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief are hereby authorized and empowered to enforce this Resolution and the several provisions thereof. The City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief are hereby further empowered to enforce the discretionary powers which are considered necessary in order to make the provisions hereof properly effective and useful for the benefit of applicants. In order to avoid injustice, the possible abuse of discretion and to correct the possibility of error in judgment, any applicant whose temporary plan application is denied by the City Zoning Officer, City Engineer, City Chief of Police and City Fire Chief has the right to appeal to the governing body by filing a notice of appeal with the City Clerk within seven (7) days of the denial of said application. Upon receipt of any such notice of appeal, the governing body will hear the appeal at its next regular meeting, at which time the owner and any other persons appearing in the matter will be heard or afforded the opportunity to be heard. At the conclusion of said hearing, the governing body will consider the matter, determine whether to uphold or overturn the decision of the City Zoning

Officer, City Engineer, City Chief of Police and City Fire Chief and thereafter notify the owner of its decision.

- i. Individual bars/restaurants seeking approval to relocate existing tables/seating to other locations on site such as parking areas, submit to the City Clerk a site plan application, and site drawing depicting the existing and proposed layout and location of tables/seating outside of said bar/restaurant, which shall also include but not be limited to, confirmation of the number of existing, approved tables/seats, a depiction of all aisles, routes of ingress and egress, clearances/distances between tables and between the seating area and the curb line, the location of all food preparation and service area, an illustration, rendering and/or photograph of all proposed furniture, umbrellas, tents, and trash receptacles. All proposed tables, chairs, furniture, umbrellas, tents and trash receptacles, etc. on site must be of similar nature and appearance. Applicants shall also submit a brief written narrative describing the proposed method of serving food and beverages in the newly proposed areas.

**BE IT FURTHER RESOLVED** that pending further resolution, the force and effect of the within resolution, and all temporary rights set forth herein, shall terminate at 11:59 PM on December 31, 2022, at which time allowances provided herein shall be automatically rescinded. Upon termination, any temporary approval afforded by the City in accordance with the terms and conditions of this resolution shall be deemed void and all applicants shall be required to immediately remove any and all outdoor tables/seats and cease all outside operations.

**BE IT FURTHER RESOLVED** as a condition of said permit authorizing expanded outdoor dining restaurants shall sign a Joint Insurance Fund (JIF) approved hold harmless agreement and name the City of Northfield and the City Officials as an additional insured under a policy of insurance to not be less than \$1,000,000.00.

**BE IT FURTHER RESOLVED** nothing contained herein shall restrict or limit any rights currently held by any restaurant relative to outdoor food and beverage service.

**BE IT FURTHER RESOLVED** that the within resolution shall be effective immediately.

I, Mary Canesi, RMC, 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 8<sup>th</sup> day of March, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 81-2022**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mr. Pedro Bretones has properly submitted an Application for Use of Facilities requesting use of the Softball Field Monday through Friday, April 4<sup>th</sup> until May 31<sup>st</sup>, from 3pm until 5:30pm for softball games and practices; and

**WHEREAS**, Mr. Pedro Bretones has presented this request on behalf of the Northfield Community School; and

**WHEREAS**, pursuant to Resolution No. 50-2022, the Common Council of the City of Northfield did previously authorize the use of the Softball Field by Northfield Little League, on all dates from March 1st through July 31<sup>st</sup> and August 15<sup>th</sup> through November 1<sup>st</sup> from 8am until 10pm; and

**WHEREAS**, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that Monday through Friday, April 4th until May 5<sup>th</sup> and May 7<sup>th</sup> until May 31st, from 3pm until 5:30pm, may be deleted from his previously authorized use, and is therefore available.

**WHEREAS**, pursuant to Resolution No. 62-2022, the Common Council of the City of Northfield did previously authorize the use of the Softball Field by Mainland Regional High School Softball on Friday, May 6, 2022, from 3pm until 10pm.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Pedro Bretones, *with the exception of Friday, May 6, 2022*.

**BE IT FURTHER RESOLVED**, that the approval is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

**BE IT FURTHER RESOLVED**, that all baseball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

**BE IT FURTHER RESOLVED**, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 8th day of March, 2022.

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



# CITY OF NORTHFIELD

## Application for Use of Facilities

*(Other than Use of Birch Grove Park Center)*

Name and Address of Organization: NORTHFIELD COMMUNITY SCHOOL - 7000 NEW ROAD  
NORTHFIELD, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: BASEBALL AND SOFTBALL FOR  
NORTHFIELD MIDDLE SCHOOL

Is the Group a Not-For-Profit Organization?  Yes  No

Do Participants Pay a Fee for Your Sport / Event?  Yes  No

If Yes, How Much? \$ N/A per:  Person  Day  Season  (other)

Name of Applicant / Responsible Party: Pedro P. Britones Title/Affiliation: Superintendent

Home Address: 303 Vansant Ave., Linwood, NJ 08221

Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Name and Location of Facility(ies) Being Requested: BIRCH GROVE PARK BASEBALL AND  
SOFTBALL FIELDS.

For the Following Purpose: GAMES AND PRACTICES

on the Following Date(s): 4/4/22 - 5/31/22 MON-FRI

Specify Hours of Use: From: 3pm To: 5:30pm Are Field Lights Requested \*?

\* If Yes, Provide Dates / Times for Requested Light Use: \_\_\_\_\_

*LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE*

# of Participants per Date: 40 # of Participants who are Northfield Residents: 40

Will Juveniles be Present? Yes  No  If Yes, What Ages? 6<sup>TH</sup> - 8<sup>TH</sup> GRADE

Have You Applied to Other Municipalities for Use of their Facilities for this Event?  Yes  No

If Yes, Name of Municipality/ies: \_\_\_\_\_

Date/s and Disposition of Request/s: \_\_\_\_\_

*Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.*

**NO ALCOHOLIC BEVERAGES PERMITTED**

APPLICANT: Pedro P. Britones DATE: 3-3-22  
Signature

Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

**CITY OF NORTHFIELD, NJ**  
**RESOLUTION NO. 82-2022**

**TO APPROVE AN APPLICATION FOR USE OF FACILITIES**

**WHEREAS**, Mr. Pedro Bretones has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field Monday through Friday, April 4<sup>th</sup> until May 31<sup>st</sup>, from 3pm until 5:30pm for baseball games and practices; and

**WHEREAS**, Mr. Pedro Bretones has presented this request on behalf of the Northfield Community School; and

**WHEREAS**, pursuant to Resolution No. 79-2022, the Common Council of the City of Northfield did previously authorize the use of the Babe Ruth Field by Mainland/Northfield, on all dates from March 1<sup>st</sup> through November 1<sup>st</sup> from 8am until 10pm; and

**WHEREAS**, Mr. Pat McCarthy, on behalf of Northfield Little League, has advised that that Monday through Friday, April 4<sup>th</sup> until May 31<sup>st</sup>, from 3pm until 5:30pm, may be deleted from his previously authorized use, and are therefore available.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Pedro Bretones is subject to the full execution of the Use of Facilities Agreement, and compliance with its terms and conditions, the terms and conditions of the current Use of Facilities Guidelines and the representations made in the subject Applications for Use of Facilities.

**BE IT FURTHER RESOLVED**, that all baseball facilities are presently open to the public, however, the decision to open and or close the baseball facilities to the public for use shall be solely at the discretion of the City of Northfield; and

**BE IT FURTHER RESOLVED**, the approval granted pursuant to this Resolution may be rescinded at any time at the sole discretion of the City of Northfield.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 8<sup>th</sup> day of March, 2022.

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





CITY OF NORTHFIELD
Application for Use of Facilities
(Other than Use of Birch Grove Park Center)

Name and Address of Organization: NORTHFIELD COMMUNITY SCHOOL - 2000 NEW ROAD
NORTHFIELD, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: BASEBALL AND SOFTBALL FIELD
NORTHFIELD MIDDLE SCHOOL

Is the Group a Not-For-Profit Organization? [X] Yes [ ] No

Do Participants Pay a Fee for Your Sport / Event? [ ] Yes [X] No

If Yes, How Much? \$ N/A per: [ ] Person [ ] Day [ ] Season [ ] (other)

Name of Applicant / Responsible Party: Pedro P. Bretones Title/Affiliation Superintendent

Home Address: 333 Vansant Ave., Linwood, NJ 08221

Telephone: (H) [ ] (C) [ ] (W) [ ]

Name and Location of Facility(ies) Being Requested: BIRCH GROVE PARK BASEBALL AND SOFTBALL FIELDS.

For the Following Purpose: GAMES AND PRACTICES

on the Following Date(s): 4/4/22 - 5/31/22 MON-FRI

Specify Hours of Use: From: 3pm To: 5:30pm Are Field Lights Requested\*? [ ]

\*If Yes, Provide Dates / Times for Requested Light Use: [ ]

\*LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250.3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE

# of Participants per Date: 40 # of Participants who are Northfield Residents: 40

Will Juveniles be Present? Yes [X] No [ ] If Yes, What Ages? 6th - 8th GRADE

Have You Applied to Other Municipalities for Use of their Facilities for this Event? [ ] Yes [X] No

If Yes, Name of Municipality/ies: [ ]

Date/s and Disposition of Request/s: [ ]

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines, Use of Facilities Agreement and City of Northfield "Protection and Safe Treatment of Minors" Policy and agrees to abide by and comply with the terms of the Guidelines, Policy, and Agreement. Applicant further acknowledges that IF THE INTENDED USE IS FOR ANY ATHLETIC FIELD, s/he must obtain from the Municipal Clerk's Office the date/time of the Council Meeting at which the Application will be considered, and attendance at same is required in order for the Application to be heard.

NO ALCOHOLIC BEVERAGES PERMITTED
APPLICANT: Pedro P. Bretones DATE: 3-3-22
Signature

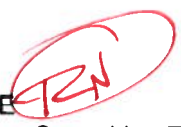
Note: The City of Northfield has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the City of Northfield the use presents a risk of unreasonable injury to persons or damage to property of the City of Northfield or others.

FAILURE TO COMPLETE ANY PORTION OF THE APPLICATION WILL RESULT IN AUTOMATIC REJECTION

# 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 March 8, 2022

**DATE:** March 4, 2022

### PROJECTS:

#### **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>. (1-28-2021) The contractor will start the foundations next week. (2-12-2021) Concrete work is on hold due to the weather. (2-26-2021) The Contractor will start the foundation works this coming up Monday. (3-12-2021) The foundation and concrete slab are completed, the Paving Contractor will be on site on Wednesday the 17<sup>th</sup> to start milling the municipal parking lot and should have it paved by the next day, the contractor will move the library's parking lot next. The work on the handicap ramp and steps will start on the Monday the 22<sup>nd</sup>. (4-1-2021) Both parking lots have been paved and striped, the contractor needs to install the asphalt curbing at City Hall and the concrete bumper stop at the library, this work should be completed by April 6<sup>th</sup>, the ramp, steps, and new door has been completed, the final inspection is scheduled for the 6<sup>th</sup>. (4-15-2021) Project is completed, working on punch list items, and final change orders. (6-11-2021) Nothing new to report. (7-9-2021) Contractor submitted final change order for the handicap ramp and steps. (8-6-2021) Levy Construction submitted the last payment request and provided the maintenance bond to the Municipality, also the paving contractor submitted the final change order for the fuel and asphalt prices adjustments, addition asphalt curbing and additional striping at City

Hall parking lot, replacement of concrete bumpers stops at the library parking lot. (8-26-2021) Arawak submitted the final payment request. (9-10-2021) Working on the close out documents to be sent to ACIA for payment. (9-23-2021) Sent all documents to Dawn Stollenwerk. (2-18-2022) There was an issue with a minor leak from one light fixture, I contacted the GC, and will get the fixture replaced and repair the leak. **(3-4-2022) The Contractor is waiting for the light fixture to come in.**

#### **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. (3-12-2021) Will be starting to video the sewer main on Monday the 22<sup>nd</sup>, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered few issues which needs to be addressed in the asset management plan. (5-14-21) waiting on the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(3-4-2022) Working on the report.**

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

(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 do not 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>. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA. (6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. **(3-4-2022) No Update.**

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

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new project scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5<sup>th</sup>, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. **(3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd**

**Circle and Shepherd Circle West on March 7<sup>th</sup>, it will take approximately 5 weeks to finish the main installation and another 5 weeks to finish all connections.**

**NF13-03      Street Opening:**

**(3-4-2022) 3 street opening permits were processed.**

**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. (2-26-2021) We sent the notice to proceed, the contractor is starting the drainage improvements on March 1, 2021. (3-12-2021) The drainage pipe along Maple has been completed, and the Contractor will start the concrete work next week. (4-1-2021) The concrete work will start on the 5<sup>th</sup>. (4-15-2021) Contractor is not finished with the concrete work. (4-30-2021) All concrete has been completed, working with the Contractor on the paving schedule. (5-14-2021) Nothing new to report. (6-11-2021) the contractor started the paving portion of this project on 6/9/2021. (8-6-2021) The contractor will finish the paving and start on the punch list items the week of August 9<sup>th</sup>. (8-26-2021) The Contractor started the work on the punch list items, we sent him an email indicating the time for project completion is no later than September 15, if not finished by then, the Municipality could assess liquidated damages. (9-10-2021) the contractor finished 80% of the punch list items. (10-22-2021) Working on the payment request and the final change order. (11-19-2021) Working on the final change order, also we ordered the core sample testing to determine actual asphalt thickness and composition. **(3-4-2022) Working on the final change order, so we can close out this project.**

**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 concrete 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. (3-12-2021) Paving Contractor will mobilize early next week after the library parking lot is completed, it will take approximately one week to complete the paving portion of this project, also the contractor will start the turf restoration behind the installed curb after the paving is completed. (4-1-2021) The contractor started the turf restoration, and they will be starting on the pavement punch list items next week. (4-15-2021) working on the punch list items and the final change order. (8-6-2021) We had a walk thru with a representative from the NJDOT, found the project substantially completed, waiting on the

contractor to finish the punch list items, so we can close this project out. (8-26-2021) Contractor will finish the punch list items by September 10<sup>th</sup>. (9-10-2021) the contractor started the work on the punch list items on the 8<sup>th</sup>. (9-23-2021) No Update. (10-8-2021) We ordered the asphalt core testing, so we can prepare the final change order and close out the project with the NJDOT. (12-10-2021) Received the asphalt testing results, the asphalt material and thickness complies with the plan and specifications. (1-14-2022) we have the final change order, which includes the fuel and asphalt price adjustments, handicap ramp by Davis and access to the bike path, and additional paving that was determined to be necessary in the field. (2-6-2022) The final payment was processed, and we are finalizing the documents for the NJDOT to close this project out. **(3-4-2022) working on the project close out documents.**

**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. (4-15-2021) Working on the design plan, should be completed by the end of April. (5-14-2021) The plan and specification will be at the Clerk's Office by the end of May for review and approval by Council. (6-11-2021) the plans and bid package is at the Municipal Clerk's office for the Council members to review. (7-9-2021) sent the package to the NJDOT for their concurrence. (8-26-2021) we received the NJDOT comments on the plans and bid package, we addressed all the issues and sent back the revised package for the NJDOT concurrence, so we can advertise the bid. (9-10-2021) the project has been advertised for bidding. (9-23-2021) No Update. (10-8-2021) We had bid opening on the 5<sup>th</sup> and I have submitted the recommendation for award for the Council members review and approval. (10-22-2021) We received the Award Concurrence from the NJDOT, so we can move forward with Pre-construction meeting and schedule the work with the contractor. (11-5-2021) The pre-construction meeting is scheduled for November 9<sup>th</sup>. (11-19-2021) The Contractor will work with Public Works to determine if the existing drainage system needs any additional upgrade. **(3-4-2022) Starting dated was pushed toward the end of April, due to the water main connection for the new school at the corner of Route 9 and Ridgewood Drive.**

**NF13-49      Slip Line Portion of the Existing Sanitary Sewer Mains**

(8-6-2021) On June 15, 2021, The City awarded the slip lining contract to En-Tech Corop of NJ, for the sum of \$221,277.63. We had the pre-construction meeting on July 29, 2021. During the meeting the contractor requested that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September. (8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14<sup>th</sup>. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11<sup>th</sup>, project should be completed by October 22<sup>nd</sup>. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. (12-10-2021) Received the payment request, and all the prep and post installation videos for our review. (1-14-2022) Spoke with the contractor regarding the issue with the slip line at the intersection of Tilton and Roosevelt waiting on his time frame to fix, so we can process the payment. (2-6-2022) Due to the weather the repair can't take place until the temperature is in the upper 40, at this time we recommended a partial payment to the Contractor. **(3-4-2022) No updates.**