

CITY OF NORTHFIELD COUNCIL MEETING AGENDA

April 11, 2017

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231

FLAG SALUTE

ROLL CALL OF COUNCIL MEMBERS:

Lischin, Murray, O'Neill, Perri, Piergiovanni, Travagline, Dewees

7PM CEREMONIAL OATH OF OFFICE – PATROLMAN KEITH LYONS

APPROVAL OF MINUTES – March 28, 2017

RESOLUTION BUDGET

- 92-2017** A Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Reading of the Budget by Title Only
- 93-2017** Self Examination of Budget Resolution
- 83B-2017** Adoption of the 2017 Budget
Public Hearing and Final Consideration

COMMITTEE REPORTS

Councilman Perri - Sewer Inter Local, Planning Board, Senior Citizens, Shared Services

Councilman O'Neill - Court/Violations, Library

Councilman Piergiovanni – Insurance and Safety, Chamber of Commerce, Municipal Alliance, Northfield School

- 2016 JIF Safety Incentive Program Results

Councilman Murray - Finance/Collections, Mainland Regional, Economic Development, Traffic Safety

Councilman Lischin – Fire Department/EMS, Inspections, Code Enforcement, Housing/Zoning, Technology/MRHS Channel 2, Cultural Committee, Green Team, Sign Sub Committee

Council President Travagline – FAN, Sign Sub Committee, Shared Services, Green Team Advisory

Councilman Dewees - Buildings/Grounds, Athletic Fields, Bike Path, Veterans' Park, 1st Street Playground, Birch Grove, Public Works, Roads, Engineering, Little League/Babe Ruth, Sign Sub Committee, Traffic Safety

CITY OF NORTHFIELD COUNCIL MEETING AGENDA

April 11, 2017

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 94-2017** To Approve an Application for Use of Facilities – Northfield Community School
- 95-2017** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Certain Projects – Birch Grove Museum ADA Compliance
- 96-2017** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Certain Projects – Davis Avenue Sanitary Pump Station Upgrade
- 97-2017** Approval for Engineer to Submit A Grant Application to the Atlantic County Improvement Authority for the 2017 Community Development Block Grant Program
- 98-2017** Authorization to relocate a New Jersey Transit Bus Stop within the City of Northfield
- 99-2017** 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
- 100-2017** Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey Authorizing the Mayor to Execute a License Agreement
- 101-2017** A Resolution Recognizing Babe Ruth Volunteer Coaches for 2017
- 102-2017** To Approve an Application for Use of Facilities – Mr. Sean Sutley
- 103-2017** To Hire a Laborer in the Public Works Department

PAYMENT OF BILLS \$ 404,131.58

MEETING NOTICES

City Council

April 25, 2017

6pm Work Session

Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 92-2017**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY, AUTHORIZING THE READING
OF THE BUDGET BY TITLE ONLY**

WHEREAS, N.J.S.A. 40A:4-8 provides that the budget may be read by title only at the time of the public hearing, providing that at least one week prior to the date of the hearing a complete copy of the approved budget as advertised shall be made available for public inspection, and shall be made available to each person upon request. and

WHEREAS, the Municipal Clerk has provided an affidavit that these conditions have been met.

NOW THEREFORE, BE IT RESOLVED by the City Council for the City of Northfield, County of Atlantic, State of New Jersey, that the 2017 Municipal Budget be read by title only.

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 11th day of April, 2017

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 93-2017**

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the City of Northfield has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2016 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Northfield that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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 11th day of April 2017.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 83B-2017

Introduction of the 2017 Budget - SEE HARD COPY

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 Northfield, held this 11th day of April, 2017, after a second reading, and public hearing, at a meeting of said Council on April 11, 2017, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 83B-2017 / ATTACHMENT
SUMMARY INFORMATION

City of Northfield
County of Atlantic

CAP Information		
	appropriation	levy
Total Available	8,673,590.07	8,565,271.34
Total Appropriated	8,896,624.00	8,394,788.19
Remaining (Excess)	<u>776,966.07</u>	<u>170,483.15</u>
Difference between .5% & 3.5% \$253,501		341,536.00 bank

TAX RATE	2017 CURRENT	2018 PRIOR	CHANGE	
LOCAL	0.924	0.894	0.0300	3.36%
TOTAL	3.212	3.107	0.105	3.39%
TOTAL LOCAL LEVY	8,394,788.19	8,241,046.20	153,741.99	1.87%
NET VALUATION TAXABLE	608,575,660	621,913,460	(13,337,800)	-1.45%
<div align="right">\$119,0000 revenue los 1.3 cents</div>				

TOTAL BUDGET				
	CURRENT	PRIOR 2018	CHANGE	
TOTAL REVENUE	13,592,222.74	13,602,586.50	(10,363.76)	-0.08%
TOTAL APPROPRIATION	13,592,222.74	13,213,965.43	378,257.31	2.86%
		388,621.07		

SURPLUS				
	AVAILABLE	BUDGETED	BALANCE	%used
CURRENT	2,051,921.22	1,335,000.00	716,921.22	85.06%
Prior Year	1,850,869.92	1,300,000.00	650,869.92	68.83%
Difference	100,951.30	35,000.00	65,951.30	

BUDGET ANALYSIS				
	2017 BUDGET YEAR	2018 PRIOR YEAR	CHANGE	
REVENUE				
Surplus	1,335,000.00	1,300,000.00	35,000.00	2.69%
Local	2,376,349.00	2,110,231.00	266,118.00	12.61%
State and Federal	728,504.55	808,283.95	(79,779.40)	-9.87%
Delinquent Tax	450,000.00	450,000.00	-	0.00%
Local Tax	8,394,788.19	8,241,046.20	153,741.99	1.87%
Library tax	307,581.00	304,404.28	3,176.72	1.04%
TOTAL REVENUE	<u>13,592,222.74</u>	<u>13,213,985.43</u>	<u>378,257.31</u>	2.86%
APPROPRIATIONS				
Salaries and Wages	3,905,950.00	3,825,385.88	80,564.12	2.11%
OE & Statutory	6,696,899.55	6,735,764.07	(38,864.52)	-0.58%
Deferred Charges	-	-	-	#DIV/0!
Capital	132,500.00	158,000.00	(23,500.00)	-15.08%
Debt Service	1,381,800.00	1,021,710.00	360,090.00	35.24%
Library Tax	307,581.00	304,404.28	3,176.72	
Reserve for Uncollected	1,167,492.19	1,170,701.20	(3,209.01)	-0.27%
TOTAL APPROPRIATIONS	<u>13,592,222.74</u>	<u>13,213,985.43</u>	<u>378,257.31</u>	2.86%
	<u>-</u>	<u>-</u>	<u>(0.00)</u>	

% OF COLLECTION			
	MAXIMUM	USED	UNUSED
%	87.18%	98.00%	1.18%
\$	813,087.79	1,167,492.19	354,404.40
2015 Rate:	98.58%		0.60%

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 94-2017**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Northfield Community Middle School Principal Mr. Kevin Morrison has properly submitted an Application for Use of Facilities requesting the use of Birch Grove Park, including the Football Field, All-Purpose Field, Girls Softball Field, and Little League, Major League, Tee Ball and Babe Ruth Baseball Fields for the annual Northfield Community School Field Day on the following dates and times:

Wednesday, June 7th, from 10:00am to 3:00pm

Rain date Friday June 9th

Tuesday, June 13th, from 10:00am to 3:00pm

Rain date Wednesday, June 14th

WHEREAS, the Presidents of Northfield Little League, Babe Ruth Baseball, and the Family Association of Northfield have advised that all fields are available on the requested dates and times.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Kevin Morrison 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.

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 11th day of April 2017.

Mary Canesi, RMC, Municipal Clerk

94-2017

CITY OF NORTHFIELD

Application for Use of Facilities

Name and Address of Organization: Northfield Community Schools
2000 New Road Northfield, NJ 08225

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: 2000 New Road Northfield

Telephone: (H) _____ (C) _____ (W) 609-407-4008

Name and Location of Facility(ies) Being Requested: Birch Grove Park

All fields (Football, Baseball, Soccer)

For the Following Purpose: Field Days

on the Following Date(s): 6/7 (raindate 6/9) 6/13 (raindate 6/14)

Specify the Hours of Use: From: 10:00 To: 3:00

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

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

Applicant MUST submit names, addresses, & telephone # of all coaches / chaperones along with the application

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 and Use of Facilities Agreement and agrees to abide by and comply with the terms of that Agreement. Applicant further acknowledges that 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: Kevin Morrison DATE: 3/27/17
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. 95-2017**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING
ENGINEERS TO PROCEED WITH CERTAIN PROJECTS**

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 City Council for their review; and

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

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Surveying, Engineering Design Services for the project known as Birch Grove Museum ADA Compliance, SNS File #NF13-35	
Total	\$2,200.00

WHEREAS, Certification of Availability of Funds has been received from the Chief Finance Officer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body 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 City Council of Northfield held this 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 96-2017**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING
ENGINEERS TO PROCEED WITH CERTAIN PROJECTS**

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 City Council for their review; and

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

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Engineering design services to include preparing base existing conditions plan, engineering design, permitting, preparation of construction plans and specifications for the project known as Davis Avenue Sanitary Pump Station Upgrade, SNS project # NF13-34	
Total	\$30,000.00

WHEREAS, Certification of Availability of Funds has been received from the Chief Finance Officer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body 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 City Council of Northfield held this 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 97-2017**

**APPROVAL FOR ENGINEER TO SUBMIT A GRANT APPLICATION
TO THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY FOR
THE 2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the City of Northfield has opted to participate in the Atlantic County Community Development Block Grant (CDBG) Program for FY 2017; and

WHEREAS, as a participant, the City of Northfield expects to be allocated approximately \$22,500.00 for Fiscal Year 2017 and has selected the project known as ADA Improvements at Rear Entrance to Municipal Building as the project for this round of funding.

WHEREAS, the City would like to borrow from its Fiscal Year 2018 allocation in the amount of \$20,000.00, for a total amount allocated to this project using funds from FY 2016 and FY 2017 of \$42,500.00; and

WHEREAS, the anticipated cost of the project is \$65,000.00, and the balance is anticipated to be funded by the City of Northfield, under Bond Ordinance No. 8-2016, for construction of improvements to City parking facilities.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby authorizes the Municipal Engineer to submit the appropriate application to the Atlantic County Improvement Authority for the project known as ADA Improvements at Rear Entrance to Municipal Building.

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 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 98-2017**

**A RESOLUTION TO AUTHORIZE THE RELOCATION
OF A NEW JERSEY TRANSIT BUS STOP
WITHIN THE CITY OF NORTHFIELD**

BE IT RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that pursuant to N.J.S.A. 39:4-197, described herein shall be, and hereby are, added as a No Parking Bus Stop zone:

Along New Road (Route 9), northbound, on the easterly side thereof at:

Mill Road—near side
Beginning at the southerly curblin of Mill Road and extending
100 feet southerly therefrom.

That pursuant to N.J.S.A. 39:4-197, described herein shall be, and hereby are, deleted as a No Parking Bus Stop zone:

Along New Road (Route 9), northbound, on the easterly side thereof at:

Mill Road - far side
Beginning at the northerly curblin of Mill Road and extending
105 feet northerly therefrom.

BE IT FURTHER RESOLVED that this resolution shall take effect upon approval of the Commissioner of Transportation as provided by law.

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 14th day of April, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 14th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

Erland Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 99-2017**

**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 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 Northfield City Council wishes to employ the services of Jeffrey R. Surenian and Associates, LLC, 707 Union Avenue, Suite 301, Brielle, New Jersey, 08730.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that this professional service be awarded to Jeffrey R. Surenian and Associates, LLC, 707 Union Avenue, Suite 301, Brielle New Jersey, 08730, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$25,000.00.

BE IT FURTHER RESOLVED that certification of funds has been received from the Municipal Finance Officer.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Special Meeting of the City Council of Northfield, held this 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

99-2017

CONTRACT FOR PROFESSIONAL SERVICES

This Agreement is made this _____ day of _____ 201__, by and between:

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

Hereinafter referred to as "**City**"

And: **Jeffrey R. Surenian and Associates, LLC**
707 Union Avenue, Suite 301
Brielle New Jersey, 08730,

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) the New Jersey Council on Affordable Housing ("COAH") and/or (b) a New Jersey court of competent jurisdiction.

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

- (a) \$185.00 per hour for all time spent by an attorney with at least 30 years of experience as a lawyer;
- (b) \$170.00 per hour for all time spent by an attorney with at least ten years of experience as a lawyer;
- (c) \$160.00 per hour for all time spent by an attorney with at least five years as a lawyer;
- (d) \$150.00 per hour for all time spent by an attorney with less than five years of experience as an attorney; and
- (e) \$70.00 per hour for all paralegal work.

3. The total amount of this Contract for Professional Services shall not exceed twenty-five thousand dollars (\$25,000.00) unless there is an agreement in writing between the City and Special Counsel authorizing this Contract to exceed \$25,000 or unless the municipal solicitor authorizes Special Counsel to complete work before the Township can meet. To implement this provision, Special Counsel shall inform the municipal solicitor when it approaches the \$25,000 mark and the municipal solicitor shall, after consultation with the Chief Financial Officer as to availability of funds, request that Council vote to authorize additional work, via a Special Meeting if necessary, or Special Counsel shall be deemed to be unauthorized to perform further work. In such a situation, Special Counsel shall not be held liable for any consequences of the decision to restrict it from performing additional work.

4. Special Counsel shall only bill for the time of one attorney/Counsel/Senior Associate/Junior Associate/paralegal (collectively "Attorney") for any Court appearances or meetings with clients, but shall be permitted to bill for conferences among the attorneys to formulate the City's legal strategies and to provide other legal services for the City.

5. City shall pay all disbursements incurred by Special Counsel at its 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; filing fees; recording fees, etc.

6. Special Counsel shall bill City on a monthly basis. In the event that the bills exceed the amount budgeted notwithstanding the mechanisms set forth in paragraph 3 above, Special Counsel shall notify the City as soon as possible. The City, in its sole and

absolute discretion may then either appropriate additional funds or Special Counsel shall be authorized to stop work immediately without any liability for so doing.

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

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

9. Special Counsel agrees to maintain the following minimum insurance coverage:

- a) Commercial General Liability in the amount of \$500,000.00
- b) Automobile Liability in the amount of \$500,000.00
- c) Worker's Compensation Insurance (Statutory);
- d) Professional Liability Insurance (ex. E&O or Malpractice Insurance) in the minimum amount of \$500,000.00;
- e) Any of the above insurance policies must provide for a minimum 60-day notice of termination period. Any such notice of termination received by Special Counsel must be provided to the City within three business days from receipt by Special Counsel;
- f) Failure to maintain any one or the above insurance coverage stated herein shall serve as a basis for the immediate termination of this Contract.
- g) Special Counsel must provide proof of the insurance coverage listed herein upon the signing of this Contract.

10. Attached hereto and incorporated herein are:

Exhibit A

Mandatory Affirmative Action Compliance Notice N.J.S.A. 10:5-31 and N.J.A.C. 17:27; 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;

Exhibit B

State of New Jersey Business Registration Certificate; Certificate of Employee Information Report; Workers Compensation and Employers Liability Policy; and Business Entity Disclosure Certification; and

Exhibit C

Certificates of Good Standing for Jeffrey R. Surenian, Michael A. Jedziniak, Erik C. Nolan and Michael J. Edwards.

11. 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.

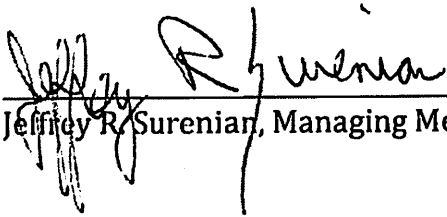
12. The terms of this Contract shall be in effect from May 1, 2017 until April 30, 2018.

City of Northfield

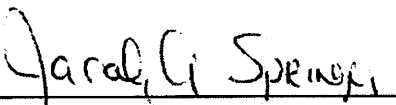
ATTEST:

By _____

JEFFREY R. SURENIAN AND ASSOCIATES, LLC

By 
Jeffrey R. Surenian, Managing Member

Sworn and subscribed to before me on
this 10 day of April, 2017


A Notary Public of New Jersey
My commission expires:
JARECKI A. SPRINGER
A Notary Public of New Jersey
My Commission Expires Sept. 15, 2018

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 100 - 2017**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY AUTHORIZING
THE MAYOR TO EXECUTE A LICENSE AGREEMENT**

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Lot 40, Lot 31 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved; and

WHEREAS, Leeds is the owner of that certain parcel of real property known and designated as Lot 40, Lot 37 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "Leeds Property"), which property is adjacent to the City Property; and

WHEREAS, a tree located on the Leeds Property has fallen or partially fallen onto the City Property;

WHEREAS, the Leeds and his contractor require, and the City agrees to provide, temporary rights of pedestrian (not vehicular) access, ingress and egress over and upon the City Property in order for Leeds and his contractor to remove the fallen tree from the City Property; and

WHEREAS, it is the City's independent desire to grant to Leeds and his contractor temporary rights of pedestrian access, ingress and egress over and upon the City Property in order for Leeds and HPTS to remove the fallen tree from the City Property; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield in the County of Atlantic, New Jersey, duly assembled in public session, that the Mayor is hereby authorized and directed to execute the License Agreement attached hereto on behalf of the City of Northfield.

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 City Council of Northfield, held this 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 101-2017**

**A RESOLUTION RECOGNIZING
BABE RUTH VOLUNTEER COACHES FOR 2017**

IT IS HEREBY RESOLVED by the Council of the City of Northfield, County of Atlantic, State of New Jersey, that the following persons have been named Volunteer Coaches of Northfield Babe Ruth Baseball for the 2017 baseball season:

Patrick McCarthy
Marty Cortellessa

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 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 102-2017**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Sean Sutley has properly submitted an Application for Use of Facilities requesting the use of the Birch Grove Park All-Purpose Field on Monday, May 29, 2017, from 12:00pm to 4:00pm for a children's birthday party.

WHEREAS, the President of the Family Association of Northfield has advised that the field is available on the requested date and times.

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Sean Sutley 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.

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 11th day of April 2017.

Mary Canesi, RMC, Municipal Clerk

CITY OF NORTHFIELD
Application for Use of Facilities

Name and Address of Organization: Sean Sutley
605 Herzel Ave, Northfield, NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: I am a resident of Northfield
requesting to have my son Chase's 7th Birthday party on
the Auxilary Field behind the Football field

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: Sean Sutley Title/Affiliation Father

Home Address: 605 Herzel Ave Northfield, NJ

Telephone: (H) c) Same (W)

Name and Location of Facility(ies) Being Requested: Auxiliary field located behind the
football field off of Burton Ave.

For the Following Purpose: Son's 7th birthday party, nerf and flag football

on the Following Date(s): Monday May 29, 2017

Specify the Hours of Use: From: 1200 To: 0400

of Participants per Date: 20 # of Participants who are Northfield Residents: 20

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 6-8yrs old

Applicant MUST submit names, addresses, & telephone # of all coaches / chaperones along with the application

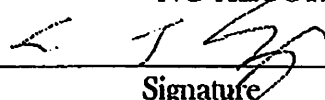
Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☐ Yes ☒ No

If Yes, Name of Municipality/ies: N/A

Date/s and Disposition of Request/s: N/A

Applicant has received a copy of the City of Northfield Use of Facilities Guidelines and Use of Facilities Agreement and agrees to abide by and comply with the terms of that Agreement. Applicant further acknowledges that 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:  DATE: 03-31-2017
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

USE OF FACILITIES APPLICATION / CHAPERONE LIST FOR EVENT

SEAN SUTLEY 605 HERZEL AVE, NORTHFIELD

DANA SUTLEY 1802 SHORE RD, NORTHFIELD

ED SCOTT 108 CARA COURT, NORTHFIELD

KEITH BURKE 13 HAVIV DRIVE, NORTHFIELD

SEAN SUTLEY

3-31-2017

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 103-2017**

TO HIRE A LABORER IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the need exists to fill the position of Laborer in the Public Works Department; and

WHEREAS, having first been satisfied that the applicant has the necessary qualifications required for the position, Acting Department of Public Works Supervisor Qwin Vitale and Public Works Council Chair Greg Dewees have recommended that Dean O'Brien be hired as Laborer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that Dean O'Brien be hired as Laborer, effective May 1, 2017, and subject to understanding and completion of the following:

1. Compliance with the Policies and Procedures of the City
2. Satisfactory results of Physical Examination
3. Probation period 90 days from date of hire
4. Longevity not included in negotiations since May 1996
5. Satisfactory driving record
6. Qualify for CDL License within 120 days of hire
7. Not Entitled to Chapter 88

IT IS FURTHER RESOLVED by the Council of the City of Northfield that the hiring of Dean O'Brien be and hereby is memorialized.

IT IS FURTHER RESOLVED that compensation for Dean O'Brien shall be based on an annual salary of \$23,500. Said salary shall be separately set forth in the Municipal Salary Ordinance as required by NJSA 40A:9-140.10.

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 11th day of April, 2017.

Mary Canesi, RMC, Municipal Clerk