

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES  
APRIL 23, 2013**

At 6:02pm, this meeting was called to order by Mimi M. Marlor, Deputy Municipal Clerk. It was properly advertised in the Press of Atlantic City on January 7, 2013 in accordance with Public Law 75, Chapter 231.

**FLAG SALUTE**

The flag salute was led by Mayor Mazzeo. Following the flag salute a moment of silence was observed.

**ROLL CALL**

Present: Carew, O'Neill, Perri, Polistina, Travagline, Brown  
Absent: Dewees

Mayor Vince Mazzeo, City Solicitor Kris Facenda, Municipal Engineer Dan Kwapinski, Sgt. Eric Dettinger, and Municipal Clerk Canesi were also in attendance.

**WORK SESSION TOPICS FOR DISCUSSION**

- Hiring Intern for the Economic Development Commission

Council President Brown asked Councilman Travagline to update Council on this issue. Councilman Travagline shared that the Economic Development Committee wants to hire an intern to travel to local businesses. He reported the Economic Development Committee is proposing a salary for this internship of \$1,000.00. Councilman Travagline indicated that if Council approved the proposed salary of \$1,000.00, which is currently in the City budget as an operating expense, it would need to be amended and moved to salary and wages. He also stated that if the salary was set at \$500.00, they would need to split the existing line item between operating expense and salary and wages. Councilman Travagline noted that the debate remains open as to whether or not the intern would use his own car or one owned by the City.

Councilman Travagline introduced the President of the Economic Development Committee, President Richard Baehrle and asked that he share his thoughts with Council.

Richard Baehrle shared that getting a Stockton intern is to help determine the needs of businesses in the community and help enhance the overall business climate of the community. In addition, he shared that the Committee would like to help Northfield position itself to be more competitive. He reiterated that the Committee thinks the salary needs to be \$1,000.00 to attract the right candidate.

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Mayor Mazzeo concurred this was an interesting idea but thinks maybe they are a bit ahead of themselves in the process. Mayor Mazzeo shared the steps to hiring a municipal employee and explained that any position must be introduced and approved as part of the salary ordinance of the City.

Mr. Baehrle stated that he currently has three qualified candidates and is hoping to put the intern into place for one of the two Stockton summer sessions.

Mayor Mazzeo clarified that any employee must be identified in the salary ordinance first.

Council President Brown asked when the salary ordinance for 2013 might be completed.

Municipal Clerk Canesi stated that the salary ordinance would be introduced at the May 14<sup>th</sup> Council meeting and if all goes well it would be adopted at the May 28<sup>th</sup> meeting. She reiterated that if they wanted to designate the funds currently in O/E for wages instead they would need to amend the budget first.

Councilman Perri asked if they had considered hiring the intern as a 1099 contractor.

Mary Canesi indicated that this scenario had been considered but any 1099 City contractor is required to provide Worker's Compensation and General Liability insurance and a student would not be able to provide this.

Richard Baehrle shared that they have also investigated the "for credit" criteria for a student at Stockton.

Municipal Clerk Mary Canesi explained that a student internship for credit is 8 hours per week for 16 weeks and requires the submission of a written program description detailing the educational experience.

Council President Brown asked Mr Baehrle what happens if he waits until the fall to implement the program.

Mr. Baehrle indicated it would not be detrimental to wait and there are things the Committee can do in the interim summer months.

Council President Brown asked which is most advantageous for attracting the right candidate: a school credit program or a salaried employee. Municipal Clerk Canesi at Council President Brown's request, shared the pros and cons of creating a 16 week

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educational internship with the City and indicated it would take some time to put together.

Councilman Carew indicated he liked the idea of the full student internship program and encouraged Council to take time to set it up the right way so that it may, in turn, offer a reoccurring opportunity.

Council President Brown addressed the additional open items. She noted there was still the question of use of a city vehicle vs. driving their own, and the consideration/requirement for a driver's license background check. Council President Brown asked if the City has a car for such a use and commented that a driver's license background check was certainly a necessity. Other Council members concurred that the background check was a good idea.

Councilman Perri indicated that there is a car currently used by the zoning officer/housing inspector during the day; so this student may have to use it after hours.

Councilman Carew suggested that the Economic Development Committee provide an analysis of the pros and cons and submit a proposal for review with recommendations. Council President Brown directed Richard Baehrle to reach out to Mary Canesi for input and assistance and to get back to Council before the May 14<sup>th</sup> meeting.

Councilman Polistina asked if the volunteer was a member of the Economic Development Committee would they be covered by insurance as part of a quasi-group. Councilman Perri suggested that it might be a possibility and Municipal Clerk Canesi added she believes that the Ordinance states that any member of the Committee must be a resident of Northfield. Councilman Perri suggested that they may be able to voucher travel expenses rather than pay a straight salary.

Council President Brown thanked Mr. Baehrle for attending and noted they would discuss this again at the next meeting.

- Shared Vehicle Maintenance

Council President Brown asked Council if they still want to pursue a shared vehicle maintenance agreement with Linwood.

Mayor Mazzeo shared that his understanding was that Linwood hasn't done anything to date and Northfield has hired a part-time mechanic here for an interim time period.

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Municipal Clerk Canesi clarified that Linwood hasn't made any decision about doing a shared agreement for vehicle maintenance but they are interested in knowing Northfield's intentions.

Councilman O'Neill offered, as the liaison to the Shared Services Committee, to reach out to Linwood and Somers Point.

Mayor Mazzeo asked what the City is doing in the meantime to maintain the vehicles. Council President Brown asked the time frame of the agreement with the part-time mechanic. Municipal Clerk Canesi clarified that the full time mechanic returned to work on April 4<sup>th</sup>, 2013 and the part-timer's assignment must end within 60 days of the return of the regular mechanic to full duty.

Councilman O'Neill asked what is considered regular maintenance and if needed, could we reach out to local businesses for pricing. Councilman Polistina noted that Northfield could look into the state contract options.

Councilman Carew suggested that Councilman O'Neill should bring Mr. Clark and Councilman Dewees into any discussions with Linwood. Council President Brown concurred and directed Councilman O'Neill and Councilman Perri to meet with Mr. Clark and Councilman Dewees and to report at the next meeting on May 14<sup>th</sup>.

- Speed Bumps/ Additional Stop Signs

Councilman Travagline reported that he has had several residents approach him about installing speed bumps in the vicinity of Merritt, Sutton, Cedar Bridge, Burroughs, Haviv and Franklin. Councilman Travagline opened the floor to comments and questions from other Council members.

Councilman Carew offered some details regarding how they have approached these issues in the past and how the two existing speed bumps in Northfield came to be. He stated that historically they turn these requests over to the Police so that they can do a traffic survey. He stressed that what Northfield does in one place affects another. He encouraged Councilman Travagline to look at previous traffic surveys. Sergeant Dettinger, in attendance representing the Police Department, indicated he could provide copies of the existing traffic surveys to Councilman Travagline.

Council President Brown asked Councilman Travagline to reach out to the Police Department. Councilman Travagline indicated he would do that and review the

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locations and concerns directly with them.

Sergeant Dettinger explained the items they take into consideration and the statistics they analyze for a traffic survey.

Councilman Carew indicated he would like to reach out to the County concerning traffic safety at two new locations. He shared that he would like to see additional safety lighting, like that which is currently at Tilton Road and the bike path, be placed at Mill and the bike path and another at Zion and the bike path. He shared that these flashing safety lights are a priority preference for him over the installation of speed bumps. He asked for Council feedback.

Sergeant Dettinger noted that he liked the flashing lights and commented that the light currently at Mill and the bike path is not really adequate; it's still dark even when the light are on. He shared that the new LED lights make a huge visibility difference.

Councilman Carew stated that street lighting is very important and he'd like to see us share the information with the public on our City website as to how to report an outage with Atlantic City Electric. In addition, Councilman Carew stated that he would like to send a letter to the County from Council recognizing those two intersections and to ask the County if they would be interested in a shared service for the installation of additional flashing lights.

Councilman Carew asked Municipal Clerk Canesi if she could prepare that letter. She clarified the two intersections and stated she would write the letter as requested.

- Possible Acquisition of a Grant Writer

Council President Brown turned the floor over to Councilman Travagline. He shared that he has talked to several people about writing grants for the City and he feels that the City is missing out on several opportunities from large corporations and private foundations. He asked for Council's feedback.

Council President Brown asked if such a position would be commissioned based.

Councilman Travagline suggested that a committee be formed to identify funding projects and review those options.

Councilman Carew asked how Northfield could accomplish this legally and if the

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City attempted to operate this as a commissioned based project, would that be legal? He indicated it might be an easy way to get this idea off the ground, but who could tell us how to do that?

Councilman Polistina asked if it would be appropriate to put out an RFP, similar to the City's process open to other professionals.

Solicitor Facenda stated that the City could put out an RFP for a grant writer; but also indicated the City could structure it as a volunteer service.

Councilman Carew asked if this affects the Engineer at all. Councilman Carew shared that the submission of local municipal grants, on the City's behalf, have historically been the responsibility of the Municipal Engineer.

Engineer Kwapinski noted that they are willing to submit the local municipal grants on the City's behalf as part of their scope of work; but private corporate grants would be outside of the scope of what the Engineer has historically done in the past.

Councilman Carew stated he wouldn't want this to be a conflict. He noted that the Police Department has also filed for funding on their own and we would need to understand all the different components.

Councilman Travagline indicated he would meet with all the departments as part of the investigation and include findings in the recommendations.

Council President Brown directed Councilman Travagline to meet with Municipal Clerk Canesi regarding grants and to make recommendations to Council at an upcoming meeting.

- Resolution 76-2013 – Tilton Road Sewer Change Order

Council President Brown asked Council members Perri and O'Neill if they had enough time to review their concerns and are they ready to act on Resolution 76-2013, which was tabled at the last meeting.

Councilman Perri stated he still didn't fully have answers to all his questions concerning the change order.

Council President Brown asked how much more time did he need?

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Councilman Perri indicated that the problem is that it didn't go out to bid, and that he is concerned about the price differential from the original quote.

Councilman Carew concurred that it would have been nice if it went out to bid but he reminded Council that at those early meetings with the County, they declared it to be of an emergent nature for their scheduling and we treated it as such. Councilman Carew asked Councilman Perri if he remembered that from the meetings and Councilman Perri stated he was not in attendance at those meetings. Councilman Carew asked if he was notified of the options by Doran Engineering.

Councilman Perri reiterated he didn't have the answers to his questions and if they wanted to proceed he would have to vote no.

Councilman O'Neill stated he had reviewed his notes from October 9, 2012 and wasn't clear who approved the project and wasn't sure there was a vote on it. He asked if Councilman Polistina approved it.

Councilman Polistina noted that he had signed the purchase order at the recommendation of the Municipal Engineer upon the completion of the work. He shared his recollection was that the County told the City of Northfield that it was an emergency.

Councilman Perri recalled that the issue first came up in August 2012. Councilman Carew stated that's when he thought it picked up steam. Councilman Carew suggested checking Council minutes and Engineer's reports for a clear understanding of the timeline of events.

Council President Brown stated she would leave this on the table and directed Councilmen Perri and O'Neill to review meeting notes, minutes etc. and be prepared at the meeting of May 14<sup>th</sup> to make a final decision.

- Birch Grove Park - Ordinance Change

Council President Brown asked if Council would like to limit parking at the ball fields in the park. She stated this would require an ordinance change.

Solicitor Facenda shared that he had reviewed the issue and did not see anything specifically prohibiting parking at this time. He stated it's a simple ordinance change if they want to have parking limitations.

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Councilman Carew suggested including “no overnight parking” into the Ordinance which would make any problem go away.

Council President Brown asked if there were any other suggestions.

Municipal Clerk Canesi asked if “no overnight parking” was specific enough.

Solicitor Facenda indicated that identifying specific hours would be cleaner.

Councilman Carew suggested midnight to 6 am. Everyone was in agreement and Council President concluded the discussion.

Councilman Travagline stated that he would like to read the annual 2012-2013 Joint Insurance Fund Safety Report and the 2012 Safety Incentive Program Awards letter into the record now, instead of during his committee report at the regular meeting. The letters detail the City’s safety efforts and objectives and commend the employees involved for accomplishing safety goals. Councilman Travagline read both documents verbatim.

Council President Brown thanked all the committee members involved with dealing with safety issues on behalf of the City.

Council President Brown reviewed the upcoming meeting agenda and asked for comments.

Councilman O’Neill asked that they pull Resolution 76-2013 from the Consent Agenda.

Council President Brown opened the meeting to any member of the public wishing to speak on any subject.

Robert Webb, 218 West Revere Avenue, asked if it is possible to have a handicapped accessible ramp right behind the monument at Veterans’ Park. He expressed concern that the parking spaces and walkways are not handicapped accessible. He also expressed concern about there not being adequate drainage for the Park.

Councilman O’Neill asked for clarification of the handicapped parking situation and Mr. Webb showed Mr. O’Neill the current map.

Councilman Polistina shared that the Monument has been moved since the original



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design and the handicapped accessibility is being addressed. He encouraged Mr. Webb to attend the next Veterans' Park meeting scheduled for April 25, 2013. Mr. Webb indicated he would attend that meeting and share his concerns with the Veterans' Park committee.

Jerry McGee, 1620 Zion Road, asked what constitutes an emergency situation, what is the criteria for determining the emergency, who approves the money for the work and why was it approved in this case in question.

Councilman O'Neill clarified that this situation on Tilton Road wasn't about a broken pipe but in fact we used an emergency contractor to perform work that the County directed Northfield to complete.

Councilman Polistina noted that the Engineer identified the emergent need for the contractor and Council was informed about it.

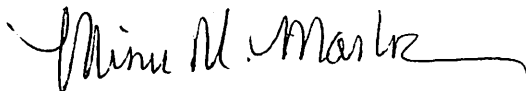
Council President Brown noted that it is very difficult without documentation to remember all course of events and the specific time frames. Council President Brown invited the resident to return to the next meeting when the minutes and reports have been reviewed. At that time she will be better equipped to address his concerns.

Seeing no one else from the public wishing to speak, Council President Brown closed the public session.

Council President Brown announced there would be a 5 minute break between the workshop session and the regular meeting.

At 7:17pm on motions properly made and seconded this meeting was adjourned.

Respectfully submitted,



Mimi M. Marlor, Deputy Municipal Clerk