

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA**  
**JUNE 14, 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** – May 24, 2022

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- |                 |  |
|-----------------|--|
| <b>124-2022</b> | To Authorize Liquor License Renewal for the Year 2022-2023   |
| <b>125-2022</b> | Authorizing an Interlocal Services Agreement with the Atlantic County Improvement Authority for the Administration of the Program Income from Small Cities Grants for Housing Rehabilitation |
| <b>126-2022</b> | Resolution Expressing Support for Ukraine as its People Fight for Freedom  |
| <b>127-2022</b> | Resolution Inserting an Item of Revenue in the 2022 Budget   |
| <b>128-2022</b> | Resolution Inserting an Item of Revenue in the 2022 Budget   |
| <b>129-2022</b> | A Resolution Authorizing Contract with General Recreation, Inc., an Approved State Contract Vendor for Contracting Units Pursuant to N.J.S.A. 40A:11-12a                                     |
| <b>130-2022</b> | Approval of Application for a Coin Drop Family Association of Northfield   |
| <b>131-2022</b> | To Authorize Liquor License Renewal for the Year 2022-2023   |
| <b>132-2022</b> | To Authorize Liquor License Renewal for the Year 2022-2023   |
| <b>133-2022</b> | Resolution of Support from the City of Northfield Authorizing the Sustainable Jersey Grant Application   |
| <b>134-2022</b> | Resolution Establishing the 2022 City of Northfield Municipal Community Emergency Response Team  |
| <b>135-2022</b> | Accept Rescission of Offer of Employment and Rescind Approval of Resolution Nos. 120-2022 and 121-2022   |
| <b>136-2022</b> | To Rescind Approval of Resolution 119-2022   |
| <b>137-2022</b> | A Resolution Ratifying an Amendment to Northfield Fire Department and Company Fire Manual as Authorized in Section 25-2 of the Code of the City of Northfield                                |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA**  
**JUNE 14, 2022**

- 138-2022** Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey, Authorizing Execution of Agreement for Student Internships Between Rowan University and the City Of Northfield
- 139-2022** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12b(4), Regarding Potential Contract Negotiations between the City of Northfield and the Northfield Professional Firefighter's Association, Local No. 2364

**ORDINANCES**

- 7-2022** Bond Ordinance Appropriating One Million Three Hundred Thousand Dollars (\$1,300,000) and Authorizing the Issuance of One Million Two Hundred Thirty-Five Thousand Dollars (\$1,235,000) in Bonds or Notes of the City of Northfield for the Purchase of a New Fire Truck to be Undertaken by the City of Northfield, in the County of Atlantic, New Jersey  
*Introduction / No Public Input / Published in the Press of AC 06/18/2022*  
*2<sup>nd</sup> Reading / 7pm Public Hearing / Final Consideration 06/28/2022*
- 8-2022** An Ordinance Amending Section 215-42 of the Code of the City of Northfield Governing Land Use And Development  
*Introduction / No Public Input / Published in the Press of AC 06/18/2022*  
*2<sup>nd</sup> Reading / 7pm Public Hearing / Final Consideration 06/28/2022*

**PAYMENT OF BILLS** \$ 1,195,878.73

**MEETING NOTICES**

City Council	June 28, 2022	6pm Work Session Regular Session Immediately Following
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**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 124-2022**

**TO AUTHORIZE LIQUOR LICENSE RENEWAL  
FOR THE YEAR 2022-2023**

**WHEREAS**, an application was submitted by Atlantic City Country Club 1, LLC to the state of New Jersey Division of Alcoholic Beverage Control for the 2022-2023 renewal of a Plenary Retail Consumption liquor license; and

**WHEREAS**, the Alcoholic Beverage Retail Licensee Clearance Certificate has been received from the State of New Jersey Division of Taxation and a copy is on file in the office of the Municipal Clerk; and

**WHEREAS**, the appropriate renewal fees have been paid to the State of New Jersey and to the City of Northfield by the licensee.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Northfield that license number 0118-33-001-010 shall be granted to Atlantic City Country Club 1 LLC effective July 1, 2022 through June 30, 2023.

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 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 125-2022**

**AUTHORIZING AN INTERLOCAL SERVICES AGREEMENT WITH  
THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY FOR THE  
ADMINISTRATION OF THE PROGRAM INCOME FROM SMALL  
CITIES GRANTS FOR HOUSING REHABILITATION**

**WHEREAS**, the Common Council of the City of Northfield desires to engage the services of the Atlantic County Improvement Authority to perform various services for the municipality; and

**WHEREAS**, the Atlantic County Improvement Authority is qualified by training and experience to perform the required services in the manner and on the term and conditions set forth in the attached contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that the Atlantic county Improvement Authority is hereby appointed to be the administrators of that portion of the Northfield Housing Rehabilitation Program financed by the Program Income generated by previous Small Cities CDBG Grants; and,

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to enter into and execute the Interlocal Services Agreement authorizing the Atlantic County Improvement Authority as the Administrator of the City's Program Income-Housing Rehabilitation Program.

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Mary Canesi, RMC  
Municipal Clerk

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Erland V.L. Chau  
Mayor

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 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**INTER-LOCAL SERVICES AGREEMENT**

**City of Northfield**

**Program Income – Housing Rehabilitation Program**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, between the City of Northfield, hereinafter referred to as “MUNICIPALITY” and the ATLANTIC COUNTY IMPROVEMENT AUTHORITY, hereinafter referred to as “AUTHORITY”

**WITNESSETH:**

WHEREAS, the MUNICIPALITY desires to engage the services of the AUTHORITY’S OFFICE OF COMMUNITY DEVELOPMENT to perform various services for the MUNICIPALITY as hereinafter provided; and

WHEREAS, the AUTHORITY’S OFFICE OF COMMUNITY DEVELOPMENT is qualified by training and experience to perform the required services in the manner and on the terms and conditions set forth herein; and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as FOLLOWS:

**ARTICLE I: SCOPE OF SERVICES**

The AUTHORITY shall provide to the MUNICIPALITY the following services:

A. The AUTHORITY agrees to administer, on behalf of the MUNICIPALITY, (Northfield)’s Program Income – Housing Rehabilitation Program (hereinafter “PROGRAM INCOME”) and, specifically, to administer all funds repaid from all Small Cities or other grants to the MUNICIPALITY.

B. In administering the PROGRAM INCOME, the AUTHORITY will adhere to:

- (1) The Assistance Program policy, as prescribed by the NJ Department of Community Affairs, and approved by the MUNICIPALITY.

- (2) The schedule of activities, budget, and timeframe as dictated by the actual repayment of rehabilitation assistance to the MUNICIPALITY by previously participating homeowner. The terms and conditions contained in the Small Cities Contract Agreements that generated the Program Income will be applicable.
  - (3) The administrative tasks as specified in the grant management plan, in effect during administration of the original grants.
- C. In administering the PROGRAM INCOME, the AUTHORITY will serve diligently and will, at times, act for the best interest of the MUNICIPALITY and will faithfully, industriously, and to the best of its abilities and talents perform all duties that may be required, subject to the general control of said MUNICIPALITY.

## **ARTICLE II: PAYMENT**

- A. In full consideration of all services to be performed under this Agreement, the AUTHORITY shall be reimbursed a lump sum for each of the following services perform; heater installation \$650.00, well installation \$1,000.00, septic system installation \$1,000.00 & housing rehabilitation \$2,500.00 from the PROGRAM INCOME available to the AUTHORITY, for administration. No additional funds will be provided for travel and consumables to the AUTHORITY.
- B. Administrative Expenses to be incurred by the AUTHORITY in the operation of the PROGRAM INCOME, shall not exceed the amount stated in II.A., unless permission to exceed that fee has been authorized by the Governing Body.
- C. It is the obligation of the MUNICIPALITY to determine that services have been performed in a proper and satisfactory manner in accordance with the terms and conditions set forth herein prior to approval and payment of invoices submitted by the AUTHORITY. Nothing herein contained shall be construed to prohibit the AUTHORITY from seeking legal recourse in the event it determines that the decision of the MUNICIPALITY is unreasonable or otherwise improper.
- D. Payment shall be made only upon submission by the AUTHORITY of the required standard invoice and any other documents deemed necessary by the MUNICIPALITY.

### ARTICLE III. TERM

- A. This Agreement shall be effective June 30, 2022, and shall extend for a period of three (3) years, ending June 29, 2025.
- B. The Governing Body may extend the terms of this Agreement. Such extension shall be made by the Governing Body in writing. In the event that the Agreement is extended, all of the original terms and conditions will remain in effect for the extended period.
- C. The Governing Body may terminate, modify, or suspend this Agreement at any time by giving written Notice sent to the AUTHORITY at the address set forth in Article VI. In the event of termination of this Agreement, the AUTHORITY shall furnish to the MUNICIPALITY such reports or documents that the MUNICIPALITY may require based upon work completed under the provisions of this Agreement. The AUTHORITY shall be compensated in an amount determined by the Governing Body to be commensurate with the work performed at the time of termination.

### ARTICLE IV: GENERAL PROVISIONS

- A. The AUTHORITY's status shall be that of an independent Principal and not as agent or employee of the MUNICIPALITY. As an independent principal, the AUTHORITY will, at all times, act for the best interest of the MUNICIPALITY, subject to MUNICIPALITY approval in all actions taken.
- B. The AUTHORITY agrees not to assign this Agreement or moneys due hereunder without the proper written approval of the MUNICIPALITY.
- C. The AUTHORITY agrees that in the performance of the Agreement they will obey, and comply with applicable Federal, State, and municipal laws and regulations.
- D. This Agreement shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.
- E. There shall be no discrimination against any employee engaged in the work required to produce the service covered by the Agreement, or against any applicant for such employment because of race, creed, color, national origin, ancestry, sex, included, but not limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The AUTHORITY shall insert a similar provision in all subcontracts.

- F. The parties to the Contract do hereby agree that the provisions of the N.J.S.A. 10:2-4, dealing with discrimination in employment in public contract and the Rules and Regulations promulgated pursuant thereunto, are hereby made a part of this Contract and are binding upon them.
- G. This Contract may not be altered, modified, or rescinded orally, but any changes agreed upon and executed by both parties may be incorporated into this Agreement.
- H. The parties to this Contract do hereby agree to all provisions of the Grant Management Plan, approved as part of the original grant administration.

## **ARTICLE V: ADDITIONAL PROVISIONS**

- A. The MUNICIPALITY shall have the following rights and obligations with respect to this Agreement:
  - (1) To approve, through the Governing Body, major revisions to the Housing Rehabilitation Assistance Program, Policy and Application prior to their adoption. Such revisions shall include, but are not limited to, changes affecting target area boundaries, the types of activities to be undertaken, the amount of funds allocated to activities, and eligibility requirements.
  - (2) To monitor the program through independent inspections of financial records, physical inspections of rehabilitated homes and other improvements, and interviews with homeowners and contractors.
  - (3) The MUNICIPALITY or any of their duly-authorized representatives shall have access to any subcontracts, books, payroll, papers and records of the AUTHORITY which are directly pertinent to the specific grant program for the purpose of making audit, examination, excerpts and transcriptions.
  - (4) The MUNICIPALITY agrees to make all payments to the AUTHORITY, upon receipt of the required vouchers and other supporting documents that may be required from the AUTHORITY. It is understood that vouchers for payment will be processed for payment at the first Governing Body meeting following their submission for payment to the MUNICIPALITY.

B. The AUTHORITY agrees as follows:

- (1) The AUTHORITY is aware of the assurance given by the MUNICIPALITY as set forth in attachments the original Grant Agreement entitled: "Program Assurance," which was executed by the MUNICIPALITY in connection with its Community Development Block Grant Application. The MUNICIPALITY, in accepting and using federal funds, agrees to conform its program with the assurances set forth in said forms.
- (2) The AUTHORITY will maintain all necessary financial, equal opportunity and other records required by the MUNICIPALITY in connection with the aforementioned PROGRAM INCOME.

#### ARTICLE VI: ADDRESS FOR NOTICE

The Address given, below, shall be the address of the representative parties to which all notices and reports required by this Agreement shall be sent by Certified Mail, Return Receipt Requested.

City of Northfield  
1600 Shore Road  
Northfield, NJ 08225

#### ATLANTIC COUNTY IMPROVEMENT AUTHORITY

ACIA, Office of Community Development  
1333 Atlantic Avenue, Suite 700  
Atlantic City, NJ 08401

IN WITNESS WHEREOF, the ATLANTIC COUNTY IMPROVEMENT AUTHORITY has duly signed and sealed this Agreement:

And the MUNICIPALITY has likewise caused the Agreement to be signed and sealed by its authorized officers this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

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

By: \_\_\_\_\_

( City of Northfield )  
Eland Chau, Jr., Mayor

WITNESS:

CONTRACTOR:

Atlantic County Improvement Authority

By: \_\_\_\_\_

John C. Lamey, Jr., Executive Director

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 126-2022**

**RESOLUTION EXPRESSING SUPPORT FOR UKRAINE  
AS ITS PEOPLE FIGHT FOR FREEDOM**

**WHEREAS**, on February 24, 2022, Russian President, Vladimir Putin, authorized an unprovoked attack in Ukraine. Shortly thereafter, Russian forces began missile and artillery strikes on some of Ukraine's major cities, including its capital, Kyiv; and

**WHEREAS**, Russia's attack on Ukraine has resulted in the unnecessary loss of life, the displacement and flight of countless Ukrainian citizens, and the destruction of property and infrastructure; and

**WHEREAS**, the City of Northfield stands with and supports the People of Ukraine as they fight to defend their country from Russia's invasion; and

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, in the County of Atlantic, State of New Jersey, as follows:

**SECTION 1.** The Common Council of the City of Northfield stands in solidarity with and supports the People of Ukraine as they fight for their freedom.

**SECTION 2.** The Municipal Clerk shall transmit a copy of this Resolution to New Jersey State Senator Vincent Polistina, New Jersey Assemblyman Don Guardian and Assemblywoman Claire Swift, the Atlantic County Board of Commissioners and the Municipalities in Atlantic County, asking them all to approve a similar Resolution expressing support for the People of Ukraine.

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 Northfield, held this 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 127-2022**

**RESOLUTION INSERTING AN ITEM OF REVENUE IN THE 2022 BUDGET**

**WHEREAS**, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation of equal amount,

**WHEREAS**, the City of Northfield has been awarded a \$10,000 Grant from the State of New Jersey, Department of Law & Public Safety, Emergency Management Section and wishes to amend its 2022 Budget to include this amount as revenue.

**SECTION 1:**

**NOW THEREFORE BE IT RESOLVED**, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2022:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

State of New Jersey

Department of Law and Public Safety, Emergency Management Section  
FY 2022 Emergency Management Agency Assistance (EMAA)

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$10,000 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from 5% Caps Public and Private Program Off-Set by Revenues:

State of New Jersey

Department of Law and Public Safety, Emergency Management Section  
FY2022 Emergency Management Agency Assistance (EMAA)

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 14<sup>th</sup> day of June 2022.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD  
RESOLUTION NO. 128-2022**

**RESOLUTION INSERTING AN ITEM OF REVENUE IN THE 2022 BUDGET**

**WHEREAS**, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation of equal amount,

**WHEREAS**, the City of Northfield has been awarded a \$19,516.93 Grant from the State of New Jersey, Department of Environmental Protection, Clean Communities Grant and wishes to amend its 2022 Budget to include this amount as revenue.

**SECTION 1:**

**NOW THEREFORE BE IT RESOLVED**, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2022:

Miscellaneous Revenue

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

State of New Jersey, Department of Environmental Protection  
Clean Communities Grant

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$19,516.93 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from 5% Caps Public and Private Program Off-Set by Revenues:

State of New Jersey, Department of Environmental Protection  
Clean Communities Grant

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 14<sup>th</sup> day of June 2022.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 129-2022**

**A RESOLUTION AUTHORIZING CONTRACT WITH GENERAL  
RECREATION, INC. AN APPROVED STATE CONTRACT VENDOR  
FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the City of Northfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the City of Northfield has the need to purchase and install recreation equipment for Birch Grove Park which is available on State Contract from General Recreation Inc., Contract 16-Fleet-00130 (T0103) and

**WHEREAS**, General Recreation, Inc. provided a quote that is in compliance with contract 16-FLEET-0130; and

**WHEREAS**, the City of Northfield desires to enter into a contract with General Recreation through this resolution and properly executed contracts, for a total amount of \$128,733.25 which shall be subject to all the condition applicable to the current State contracts; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Northfield authorizes the Chief Financial Officer to enter into an agreement with General Recreation, Inc. for the purchase of recreation equipment, pursuant to all conditions of the State contract; and

**BE IT FURTHER RESOLVED**, that pursuant to N.J.A.C. 5:30-5.5(b), the fund for this project have been certified against the 2022 Budget, appropriation number 2-01-44-907-000 entitled "Recreation Improvements".

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 14<sup>th</sup> day of June, 2022.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 130-2022**

**APPROVAL OF APPLICATION FOR A COIN DROP  
FAMILY ASSOCIATION OF NORTHFIELD**

**WHEREAS**, Family Association of Northfield 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, July 30, 2022, from 9:00am – 2:00pm; 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, July 30, 2022, from 9:00am –2:00pm.

**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 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 131-2022**

**TO AUTHORIZE LIQUOR LICENSE RENEWAL  
FOR THE YEAR 2022-2023**

**WHEREAS**, an application was submitted by LGM Enterprises, Inc., to the state of New Jersey Division of Alcoholic Beverage Control for the 2022-2023 renewal of a Plenary Retail Consumption liquor license; and

**WHEREAS**, the Alcoholic Beverage Retail Licensee Clearance Certificate has been received from the State of New Jersey Division of Taxation and a copy is on file in the office of the Municipal Clerk; and

**WHEREAS**, the appropriate renewal fees have been paid to the State of New Jersey and to the City of Northfield by the licensee.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Northfield that license number 0118-33-001-002 shall be granted to LGM Enterprises, Inc. effective July 1, 2022 through June 30, 2023.

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 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 132-2022**

**TO AUTHORIZE LIQUOR LICENSE RENEWAL  
FOR THE YEAR 2022-2023**

**WHEREAS**, an application was submitted by Northfield Liquors LLC to the state of New Jersey Division of Alcoholic Beverage Control for the 2022-2023 renewal of a Plenary Retail Distribution liquor license; and

**WHEREAS**, the Alcoholic Beverage Retail Licensee Clearance Certificate has been received from the State of New Jersey Division of Taxation and a copy is on file in the office of the Municipal Clerk; and

**WHEREAS**, the appropriate renewal fees have been paid to the State of New Jersey and to the City of Northfield by the licensee.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Northfield that license number 0118-44-004-001 shall be granted to Northfield Liquors LLC effective July 1, 2022 through June 30, 2023.

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 14<sup>th</sup> day of June, 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 133-2022**

**RESOLUTION OF SUPPORT FROM THE CITY OF NORTHFIELD  
AUTHORIZING THE SUSTAINABLE JERSEY GRANT APPLICATION**

**WHEREAS**, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

**WHEREAS**, the City of Northfield strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

**WHEREAS**, the City of Northfield is registered in the Sustainable Jersey Program; and

**WHEREAS**, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program;

**THEREFORE**, the Common Council of the City of Northfield has determined that the City of Northfield should apply for the 2022 Sustainable Communities Grant Program funded by Atlantic City Electric and the City of Northfield in the amount of \$5,000.00; and

**WHEREAS**, said grant monies will fund a beautification project in Birch Grove Park; and

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

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grant.

**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 14th day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 134-2022**

**RESOLUTION ESTABLISHING THE 2022 CITY OF NORTHFIELD  
MUNICIPAL COMMUNITY EMERGENCY RESPONSE TEAM**

**WHEREAS**, it is the recommendation of the City of Northfield Office of Emergency Management Coordinator that the volunteer list of Municipal Emergency Response Team Volunteers be as follows:

John Tamuts  
Harry Cohen  
Valerie Nardone  
William McCord  
Charlotte McCord  
Kate Warden  
William Merget

**BE IT RESOLVED**, that the Municipal Community Emergency Response Team Volunteer list is hereby established.

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 14th day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 135-2022**

**ACCEPT RESCISSION OF OFFER OF EMPLOYMENT AND RESCIND  
APPROVAL OF RESOLUTION NOS. 120-2022 AND 121-2022**

**WHEREAS**, on May 24, 2022, the Common Council of the City of Northfield did approve Resolution No. 120-2022, to hire Guy James Galantino as Part Time Construction Official, with an effective date of July 1, 2022 and

**WHEREAS**, on May 24, 2022, the Common Council of the City of Northfield did approve Resolution No. 121-2022, to hire Guy James Galantino as Part Time Building Inspector, with an effective date of July 1, 2022; and

**WHEREAS**, on June 1, 2022, Mr. Galantino submitted written notice of his withdrawal of acceptance of employment with the City of Northfield, due to circumstances not previously known.

**THEREFORE, BE IT RESOLVED**, that the approvals granted under Resolution Nos. 120-2022 and 121-2022 are hereby rescinded.

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 14th day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 136-2022**

**RESCIND APPROVAL OF RESOLUTION NO. 119-2022**

**WHEREAS**, on May 24, 2022, the Common Council of the City of Northfield did approve Resolution No. 119-2022, to memorialize the resignation of Richard Stevens from the positions of Part Time Construction Official and Part Time Building Inspector with an effective date of June 30, 2022; and

**WHEREAS**, on Thursday, June 2, 2022, Richard Stevens rescinded his resignation.

**THEREFORE, BE IT RESOLVED**, that the memorialization of granted under Resolution No. 119-2022 is hereby rescinded.

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 14th day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 137-2022**

**A RESOLUTION RATIFYING AN AMENDMENT TO NORTHFIELD  
FIRE DEPARTMENT AND COMPANY FIRE MANUAL AS  
AUTHORIZED IN SECTION 25-2 OF THE CODE OF THE CITY OF  
NORTHFIELD**

**WHEREAS**, the Common Council of the City of Northfield has received, reviewed and is desirous of ratifying an amendment to the NORTHFIELD FIRE DEPARTMENT AND COMPANY FIRE MANUAL.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, Atlantic County, New Jersey that the amendments to the NORTHFIELD FIRE DEPARTMENT AND COMPANY FIRE MANUAL, revision date February 2021, are hereby confirmed and ratified.

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 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 138-2022**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF  
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY,  
AUTHORIZING EXECUTION OF AGREEMENT FOR STUDENT  
INTERNSHIPS BETWEEN ROWAN UNIVERSITY AND THE CITY OF  
NORTHFIELD**

**WHEREAS**, it is recommended by the City of Northfield Office of Emergency Management that the City of Northfield execute the AGREEMENT FOR STUDENT INTERNSHIPS BETWEEN ROWAN UNIVERSITY AND THE CITY OF NORTHFIELD attached hereto as Exhibit "A" for internship opportunities for student of Rowan University; and

**WHEREAS**, the City of Northfield is now desirous of executing the attached AGREEMENT FOR STUDENT INTERNSHIPS BETWEEN ROWAN UNIVERSITY AND THE CITY OF NORTHFIELD as recommended;

**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 AGREEMENT FOR STUDENT INTERNSHIPS BETWEEN ROWAN UNIVERSITY AND THE CITY OF NORTHFIELD attached as Exhibit "A" 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 Common Council of the City of Northfield, held this 14<sup>th</sup> day of June, 2022.

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Mary Canesi, RMC, Municipal Clerk

**AGREEMENT  
FOR STUDENT INTERNSHIPS  
BETWEEN  
ROWAN UNIVERSITY  
AND  
THE CITY OF NORTHFIELD**

**THIS STUDENT INTERNSHIP AGREEMENT** (this "Agreement") is made and entered into as of June 14, 2022, by and between **Rowan University**, acting on behalf of its **Department of Anthropology and Sociology**, a research university within the system of Higher Education in the State of New Jersey, having its principal administrative offices located at 201 Mullica Hill Road, Glassboro, New Jersey 08028 (hereinafter referred to as "University") and City of Northfield with its principal administrative offices located at 1600 Shore Rd, Northfield, NJ 08225 (hereinafter referred to as "Facility").

The University offers instruction in selected disciplines. As part of each program, University seeks relevant, supervised experiences in both clinical and non-clinical practice settings. The purpose of this Agreement is to identify the mutual responsibilities and expectations of the University and the Facility, in connection with paid or unpaid internships for students in University's **Disaster Preparedness and Emergency Management Programs** (hereinafter referred to as the "Program"). The University and the Facility shall be referred to as a "Party" or collectively as the "Parties" herein.

**WHEREAS**, the University maintains educational programs and is seeking training opportunities for its student interns at the Facility; and

**WHEREAS**, the Facility provides quality experiential training opportunities for student interns; and

**WHEREAS**, the University shall require its student interns to perform with high standards at all times and comply with all policies and regulations of the appropriate department of Facility to which the student intern is assigned; and

**WHEREAS**, the education of the student interns shall complement the services and educational activities of the Facility; however, it is understood that student interns shall not be used in lieu of professional or staff personnel and shall be under the supervision of an onsite supervisor acceptable to the University; and

**WHEREAS**, Student interns will receive University academic credit for their educational internship at the Facility; and

**WHEREAS**, it is to the mutual interest and advantage of the Parties to enter into this Agreement in order that the student interns involved be given the opportunity and benefit of receiving training; and

**WHEREAS**, both Parties are mutually desirous of cooperating in the manner set forth in this Agreement and in the Exhibits, which are attached hereto and incorporated by reference herein.

**NOW THEREFORE**, in consideration of the mutual covenants contained in this Agreement and Exhibits, and intending to be legally bound hereby, it is agreed by both Parties as follows:

**A. DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT CLINICAL EDUCATION PROGRAM**

1. It is agreed by both Parties that specific details of the Program, the assignment of student interns, and other specific duties and obligations of the Parties, in addition to those set forth in this Agreement, shall be made by mutual agreement between the University and Facility, including, but not limited to:

whether the student internship shall be paid or unpaid; the activities the student interns will participate in at Facility; the required number of supervision hours; and the specific student intern evaluation procedures to be followed.

**B. RESPONSIBILITIES OF THE UNIVERSITY**

1. The University shall provide the basic academic preparation of the student interns through classroom instruction and laboratory practice and will assign to the Facility only those student interns who possess a satisfactory record of completing prerequisite portion of the curriculum and who have met the minimum requirements established by Facility for the Program.
2. The University will maintain general responsibility for didactic instruction, academic evaluation and related academic matters concerning student participation in the educational internship program at the Facility, including evaluation and grading of student interns.
3. The University will provide to appropriate personnel at the Facility a list of the student interns to receive training at the Facility and will update such list as necessary.
4. The University shall advise student interns that their participation in the training experience does not entitle the student interns to employment with the Facility that extends beyond their participation in the internship at the Facility.
5. The University and students acknowledge that the Facility has the right, in compliance with applicable laws, to terminate student internships at any time, with or without cause.
6. The University shall provide the Facility's staff with opportunities to participate in the development of specific educational objectives for each student intern as well as in the joint planning and evaluation of the student intern's educational experience.
7. The University is an agency of the State of New Jersey. Any agreement signed on behalf of the State of New Jersey by a State official shall be subject to all of the provisions of the New Jersey Tort Claims Act (*N.J.S.A. 59:1-1 et seq.*), the New Jersey Contractual Liability Act (*N.J.S.A. 59:13-1 et seq.*), and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligation of the State to be responsible for tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act.
8. The University will provide its student interns participating in unpaid internships with professional liability and general liability coverage with independent policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate per year. Coverage will extend to activities performed under this Agreement. Evidence and/or certificates of insurance will be provided upon request. All liability insurance certificates must name the City of Northfield as an additional insured on the policy.

**C. RESPONSIBILITIES OF THE FACILITY**

1. If the student interns will be participating in paid training experiences, they shall be considered W2 employees of the Facility, entitled to all of the protections of the Facility's other employees, and shall be covered under the Facility's Workers' Compensation and Liability Insurance. The Facility will compensate the students for time spent performing work for the Facility at an hourly rate in compliance with applicable wage and hour laws. The Facility shall indemnify and hold the University harmless from any tax liabilities related to Facility's payment to paid student interns.
2. Each Party agrees that the student interns will be participating in a learning situation and that the primary purpose of the placement is for the student interns' learning. It is further understood that the student interns shall perform duties as part of their training under the direct supervision of the Facility.

3. The Facility agrees to provide to University a current list, upon request, of the names and professional academic credentials of the staff members who will participate in the student interns' Program at the Facility.
4. The Facility shall provide direction and supervision of student interns by personnel who meet, if applicable, the standards of recognized professional accrediting agencies or regulatory agencies in the state where the Facility is located and in accordance with the stated objectives of the Program.
5. Designated Facility personnel and the University's Program coordinator shall jointly plan and evaluate the student interns' training experience.
6. The Facility shall provide to student interns all rules and regulations of the Facility.
7. The Facility will inform the University and student interns in advance of any eligibility requirements for participation in the internship, including medical screening and/or criminal background requirements.
8. The Facility will notify the University immediately of any situation or problem which threatens a student intern's successful completion of the educational internship program at the Facility.
9. The Facility will assist any student intern requiring emergency medical care in the case of injury or illness during the affiliation. Student interns are required carry their own medical insurance, proof of which shall be furnished to the Facility upon request.
10. When required for accreditation and/or upon the University's request, the Facility will provide the University with its internship training program information, reports or other data.
11. The Facility will permit student interns to utilize the Facility's parking.
12. The Facility shall maintain the confidentiality of all student intern records produced by it or furnished to it by the University, and will not disclose information except as the University may request for its own use or as the student intern may direct or as required by law.
13. The Facility shall indemnify and hold harmless the University, including, without limitation, the University's agents, directors, officers, and employees from and against all claims, losses, costs, damages and expenses (including reasonable attorneys' fees) relating to injury to or death of any person or damage to real or personal property in connection with (i) any breach by Facility of any provision hereof, or (ii) an act of negligence by Facility.
14. **The Facility will maintain insurance coverage as outlined below:**
  - (a) If the student interns are participating in a paid training experience, each Party agrees that the student interns will be treated as employees of the Facility and will be covered under the Facility's Workers' Compensation and Liability Insurance.
  - (b) All insurance coverage will be written on an occurrence basis and will be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A (XI) or better. Facility will provide the University with its certificates of insurance.
  - (c) The Facility shall carry professional liability insurance covering its professionals with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate per year.
  - (d) The Facility shall also carry Comprehensive General Liability Insurance to include coverage for claims of bodily injury and property damage, personal and advertising injury, products and completed operations, and contractual liability with minimum limits of:

- a. \$1,000,000 each occurrence;
  - b. \$1,000,000 personal and advertising injury;
  - c. \$3,000,000 general aggregate; and
  - d. \$1,000,000 products/completed operations aggregate.
- (e) The Facility shall also carry Workers' Compensation Insurance in statutory amounts applicable to the laws of the State of New Jersey and any other State or Federal jurisdiction required to protect the Facility and its employees. This insurance shall include Employers' Liability Protection with minimum limits of:
  - a. \$1,000,000 bodily injury, each occurrence;
  - b. \$1,000,000 disease, each employee; and
  - c. \$1,000,000 disease, aggregate policy limit.
- (f) All liability insurance certificates must name Rowan University as an additional insured on the policy.

#### **D. MUTUAL RESPONSIBILITIES/GENERAL PROVISIONS**

1. Both of the Parties to this Agreement are independent contractors. It is not intended that an employment, joint venture, or partnership agreement be established by this Agreement.
2. The performance of this Agreement by either Party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the Parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the internship, or where any of them make it illegal, impossible, inadvisable, or impracticable to implement the internship, or to fully perform the terms of this Agreement.
3. As applicable, student interns shall comply with all immigration-related requirements under the law in connection with their internships at Facility and, if necessary, shall complete and submit any required documentation.
4. The determination of the number of student interns, their schedules, the time commitment and the availability of space and/or rotations shall be made by mutual agreement between the University and Facility.
5. The University's instructors and Facility personnel shall consult periodically to review student intern progress and to review the Program in general.
5. The Facility will not discriminate on the basis of race, religion, color, sex, age, national origin, handicap, sexual preference, disabled or Vietnam era veteran status or financial status in admission or access to, or treatment or employment in, its programs and activities.
6. The University in its programs and services adheres to the State's non-discrimination policy for Affirmative Action and Equal Employment Opportunity. In accordance with that policy, discrimination based upon race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability will not be tolerated. Sexual harassment, which is a form of unlawful gender discrimination, likewise will not be tolerated. While in performance of this Agreement, Facility certifies that it does not discriminate on these grounds either.

7. The term of this Agreement shall be for a one (1) year period, from June 20, 2022 through June 19, 2023, and shall automatically renew for additional one (1) year terms, unless either Party to this Agreement notifies the other, in writing, of its intention not to renew this Agreement at least thirty (30) days' prior to the expiration of the contract year term thereof.
8. This Agreement may be terminated by either Party giving written notice to the other Party at least thirty (30) days prior to the effective date of such termination.
9. This Agreement may be terminated by either Party at any time if the other Party defaults in any material obligation, but only if such default shall have continued for a period of ten (10) days after receipt of written notice thereof by the other Party.
10. Notwithstanding any termination under this Agreement, once a student has been accepted by the Facility for the Program, and as long as the student remains in good standing at the University and within the Facility's performance standards, and the student's training has not otherwise ended, the student shall be permitted to complete the internship at the Facility.
11. Notices, requests and other communications required pursuant to this Agreement shall be in writing and shall be sent by first-class mail or overnight service (e.g., Federal Express) to each Party as follows:

**If to the University:**

Anthony Lowman, Ph.D.  
Provost & Senior VP for Academic Affairs  
Rowan University  
201 Mullica Hill Road  
Glassboro, New Jersey 08028

**With a Copy to:**

DeMond Miller, PhD  
Director  
DPEM  
Rowan University  
201 Mullica Hill Road  
Glassboro, New Jersey 08028

**If to the Facility:**

City of Northfield  
Attn: Mary Canesi, Clerk  
1600 Shore Road  
Northfield, NJ 08225

**With a Copy to:**

Timothy Joo, CPM, MEP  
Coordinator  
Office of Emergency Management  
City of Northfield  
1600 Shore Road  
Northfield, NJ 08225

12. This Agreement may be revised or modified by a written amendment signed by authorized representatives of both Parties.
13. This Agreement represents the entire understanding of the Parties with respect to the subject matter covered herein and supersedes and nullifies any previous agreements between the Parties.

14. This Agreement shall be binding on the Parties and their respective successors and assigns. Neither Party shall assign its duties and obligations under this Agreement without the prior written consent of the other Party.
15. This Agreement is not intended to conflict with or affect any existing or future affiliation between the Parties and institutions not a party to this Agreement.
16. This Agreement shall be construed in accordance with the laws of the State of New Jersey.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized representatives, as of the day and year above first written.

**City of Northfield**

**ROWAN UNIVERSITY**

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
Anthony Lowman, Ph.D.  
Provost & Senior VP for Academic Affairs

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 135-2022**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION  
NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH  
THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS  
ACT, N.J.S.A. 10:4-12b(4), REGARDING THE COLLECTIVE  
BARGAINING AGREEMENT BETWEEN THE CITY OF NORTHFIELD  
AND THE NORTHFIELD PROFESSIONAL FIREFIGHTERS'  
ASSOCIATION, LOCAL NO. 2364, INCLUDING POTENTIAL  
NEGOTIATIONS OF SAID AGREEMENT**

**WHEREAS**, the Common Council of the City of Northfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12b(4), specifically, the terms of the collective bargaining agreement between the City of Northfield and the Northfield Professional Firefighters Association, Local No. 2364, and potential negotiations of certain terms of that agreement.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

**IT IS FURTHER RESOLVED** that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

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 City Council of Northfield, held this 14<sup>th</sup> day of June 2022.

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Mary Canesi, RMC, Municipal Clerk

# ENGINEER'S REPORT



# Schaeffer Nassar Scheidegg

## Consulting Engineers, LLC

David S. Scheidegg, PE, PP, CME, CPWM, CFM  
Andrew F. Schaeffer, PE, PP  
Rami N. Nassar, PE, PP, CME  
Howard A. Transue, PLS

Engineers Surveyors Planners Environmental Specialists Municipal Consultants

### **ENGINEERING MEMORANDUM**

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

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

**SUBJECT:** Engineers Report for June 14, 2022

**DATE:** June 10, 2022

#### **PROJECTS:**

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

#### **(5-6-2022) PROJECT IS COMPLETED**

**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. **(6-10-2022) 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

Phone: 609-625-7400 Web: snsce.com

1425 Cantillon Boulevard Mays Landing New Jersey, 08330

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. (5-6-2022) The application for the CDBG grant from ACIA is completed will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. **(6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant.**

**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. (4-8-2022) Contractor finish the main installation portion of this project, they will start on the water main replacement along Hemsley Place on Monday. (5-20-2022) The contractor will start the individual water connections at Herbert Drive this coming Monday. **(6-10-2022) the contractor finished the individual connections along Hemsley and finished more than 50% of the connections for Herbert and Shepherd portion of the project.**

**NF13-03      Street Opening:**

**(6-10-2022) 2 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. **(6-10-2022) Working on the final change order, so we can close out this project.**

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

**(5-6-2022) PROJECT IS COMPLETED**

**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. (3-18-2022) We sent the notice to proceed to the contractor for April 1, 2022. (4-8-2022) The Contractor will start the concrete portion of this project on Monday the 11<sup>th</sup>. (4-22-2022) Concrete work has been completed; we have an issue with a shallow stormwater pipe crossing along Merritt Dr. we are in the process of replacing this pipe, also we have removed three existing trees, one tree for sight distance and two trees for motorist safety. (5-6-2022) Drainage pipe replacement has been completed; we have 30-day settlement period before paving can start. (5-20-2022) The contractor is scheduling the paving portion for Mid-June. **(6-10-2022) The paving portion of the project has been completed.**

**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. (4-8-2022) We prepared the final change order for approval by Council, mainly this change order reflects few discrepancies between the as-built plan and the actual conditions in the field. (4-22-2022) We received the final payment request from the Contractor on 4-202-22, it will be on the next Council meeting agenda for payment. (5-6-2022) Final payment has been submitted, Contractor provided the required maintenance bond. **(6-10-2022) Project is completed, only one punch list item remains to be completed.**

**NF13-52**

**2021 Local Road Paving Program**

(3-18-2022) This project originally included full width repaving W Revere Ave (Rt 9 & Leeds Ave), Leeds Ave (W Revere & Oakcrest), W Oakcrest (Leeds & Rt 9), Northwood Court, Chestnut Ave (Rt 9 & Maple), Virginia Ave (Shore Rd & Broad St), Jenny Lynn Drive, Catherine Place, Cedarbridge ( Oak Ave & Delmar Ct), Franklin Ave (Bike path & Broad St), Putting green ( Shore Rd to Broad Street), Madison Ave, and half width repaving for Cedarbridge (Delmar & Zion) and Putting Green (Bike path & Broad St), Mazza Drive was added to the scope of this project. (4-8-2022) We are working on the engineering plans and the bid specifications. (4-22-2022) We completed the field work for Casey Drive, which was added the last Council meeting and should have the plans and specification ready early next month. (5-6-2022) Plans and bid specifications are completed and at the Clerk's office for review. We need Council's approval to go out to bid the project. **(6-10-2022) We have bid opening scheduled for June 17, 2022.**