

CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JULY 14, 2026

MEETING CALLED TO ORDER by Shannon Campbell, Deputy Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 10, 2026.

FLAG SALUTE

COUNCIL ROLL CALL: Carfagno, Dewees, Kern, Notaro, Polistina, Smith, Bucci

MAYOR: Chau

APPROVAL OF MINUTES – June 23, 2026

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- | | |
|-----------------|--|
| 182-2026 | To Reject Bids Received For “Crossing Guard Services” |
| 183-2026 | Resolution Authorizing Approval To Submit A Grant Application And Execute A Grant Agreement With The New Jersey Department Of Transportation For The Resurfacing Of Roosevelt Avenue |
| 184-2026 | Amending Resolution No. 172-2026, Northfield Cultural Committee Appointments |
| 185-2026 | Resolution Of The Common Council Of The City Of Northfield, County Of Atlantic, New Jersey, Authorizing Execution Of An Inter-Local Shared Services Agreement Between Atlantic County Utilities Authority And City Of Northfield For Street Sweeping |
| 186-2026 | To Approve An Application For Use Of Facilities |
| 187-2026 | Amending The Job Description For Supervisor Of Public Works |
| 188-2026 | Authorizing Execution of Termination of Contract with Insituform Technologies, LLC |
| 189-2026 | To Approve An Application For Use Of Facilities |

ORDINANCE

- | | |
|----------------|---|
| 13-2026 | An Ordinance Amending Sections 128-3 And 275-4 Of The City Of Northfield Code
<i>2nd Reading/ Public Hearing/ Final Consideration</i>
<i>Published on the Municipal Website 7/15/2026</i> |
|----------------|---|

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JULY 14, 2026**

PAYMENT OF BILLS \$ 4,676,569.87

MEETING NOTICES

City Council	August 11th	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 182-2026**

TO REJECT BIDS RECEIVED FOR “CROSSING GUARD SERVICES”

WHEREAS, as authorized by Resolution of the Common Council No. 148-2026, the City of Northfield did properly advertise and request for bids for Crossing Guard Services; and

WHEREAS, on May 28, 2026, the Certified Financial Officer did receive and open sealed bids for this service, as follows:

Bidder	Bid Amount First Term
All City Management Services	\$ 486,439.20
Crossing Guard Services	\$ 569,126.90

WHEREAS, pursuant to N.J.S.A. 40A:11-13.2 (a), and (c) which provide that (a) a contracting unit may reject all bids if the lowest bid substantially exceeds the cost estimates for the goods or services, and (c) the governing body of contracting unit decides to abandon the project for provision or performance of the goods or services, the City of Northfield desires to reject the bid.

WHEREAS, it is the opinion of Council that the bids received substantially exceed the cost estimate for the service which has caused the Council to abandon the project; and

THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that the bids received on May 28, 2026, for Crossing Guard Services be and hereby are rejected.

I, Shannon Campbell, Deputy 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 July, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 183-2026**

**RESOLUTION AUTHORIZING APPROVAL TO SUBMIT A GRANT
APPLICATION AND EXECUTE A GRANT AGREEMENT WITH THE
NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE
RESURFACING OF ROOSEVELT AVENUE**

WHEREAS, the Common Council of the City of Northfield desires to authorize, approve and submit a grant application and enter a grant contract with the New Jersey Department of Transportation for the resurfacing of Roosevelt Avenue from Tilton Road to Shore Road; and

WHEREAS, the Common Council determines that it is in the best interests of the health, welfare and safety of the residents of the City of Northfield to resurface Roosevelt Avenue from Tilton Road to Shore Road and apply and approve said grant and contract.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield, County of Atlantic and State of New Jersey, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as No. MA-2027 Resurfacing of Roosevelt Avenue-00615 to the New Jersey Department of Transportation on behalf of the City of Northfield.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the City of Northfield and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

I, Shannon Campbell, Deputy 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 14th day of July, 2026.

Erland Chau, Mayor

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 184-2026**

**AMENDING RESOLUTION NO. 172-2026, NORTHFIELD CULTURAL
COMMITTEE APPOINTMENTS**

IT IS HEREBY RESOLVED that Resolution No. 172-2026 appointing the members of the Northfield Cultural Committee, adopted June 23, 2026, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, be and is hereby amended to add member Nicole Trask, effective July 14, 2026; and

Roy Clark, Museum Curator
David Goldstein, Volunteer
Robert Patrick, Volunteer
Joan Pullan Brennan, Volunteer
Eleanor Webb, Museum Volunteer
Jay Hurley, Volunteer
Jacqueline Dewees, Volunteer
MaryJane Hurley, Volunteer
Romie Lugo, Volunteer
Nicole Trask (*effective July 14, 2026*)

I, Shannon Campbell, Deputy Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Regular Meeting of the Common Council of the City of Northfield, held this 14th day of July, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 185-2026**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF
NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY,
AUTHORIZING EXECUTION OF AN INTER-LOCAL SHARED
SERVICES AGREEMENT BETWEEN ATLANTIC COUNTY UTILITIES
AUTHORITY AND CITY OF NORTHFIELD FOR STREET SWEEPING**

WHEREAS, the City of Northfield is in need of street sweeping services;

WHEREAS, the City of Northfield is desirous of executing the attached Inter-Local Shared Services Agreement Between Atlantic County Utilities Authority and City of Northfield for Street Sweeping.

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 Inter-Local Shared Services Agreement Between Atlantic County Utilities Authority and City of Northfield for STREET SWEEPING attached as Exhibit "A" on behalf of the City of Northfield.

I, Shannon Campbell, RMC, Deputy 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 14th day of July 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

**INTER-LOCAL
SHARED SERVICES AGREEMENT BETWEEN
ATLANTIC COUNTY UTILITIES AUTHORITY
AND
CITY OF NORTHFIELD
FOR STREET SWEEPING**

This Inter-Local Shared Services Agreement (hereafter, **AGREEMENT**), effective as of the 1st day of July 2026, is entered into by and between the City of Northfield, a municipal corporation of the State of New Jersey with principal offices located at 1600 Shore Road, Northfield, New Jersey 08225, Atlantic County, New Jersey (hereafter, the **CITY**) and the Atlantic County Utilities Authority with offices located 6700 Delilah Road, Egg Harbor Township, New Jersey 08234 and a mailing address of PO Box 996, Pleasantville, New Jersey 08232-0996 (hereafter, the **AUTHORITY**).

WITNESSETH:

WHEREAS, the **AUTHORITY** operates a recycling program, a yard waste composting facility, and a landfill for the disposal of solid waste; and

WHEREAS, N.J.S.A. 40:14B-49 empowers municipalities and municipal utilities authorities to enter contracts for the collection, disposal, recycling, processing and treatment of solid waste by means of the solid waste system of the municipal utilities authority, which term includes disposal of municipal solid waste; and

WHEREAS, the **CITY** and the **AUTHORITY**, by resolutions duly adopted by their respective governing bodies, wish to enter an agreement pursuant to which the **AUTHORITY** will provide the following services to the **CITY** as set forth below.

NOW, THEREFORE, in consideration of the covenants contained in this **AGREEMENT**, the parties agree as follows:

1. The **AUTHORITY** will provide street sweeping services for the **CITY's** roadways as directed by the **CITY**, including the provision of all labor and necessary equipment to do so. These services will be performed at the request of the **CITY** up to once per calendar month. The **CITY** agrees that it will make its request for services to the **AUTHORITY** a minimum of ten (10) business days in advance of the need for the services. The **CITY** further agrees that it will provide the **AUTHORITY** with a minimum of ten (10) business days' notice of its request to terminate services for the season.

2. A roll-off container provided by the **AUTHORITY** will be stationed at a pre-determined location identified by the **CITY** and can be moved to a mutually agreed upon location upon the written agreement of the parties. The **AUTHORITY's** roll-off container shall not be utilized for any purpose other than to deposit debris collected via the **AUTHORITY's** services, as set forth herein, for disposal. The roll-off container will be emptied a minimum of once per month by the **AUTHORITY** for a fee of \$181.95 per pull. The tip fee for said waste will be paid by the **CITY** at the rate of \$22.00 per ton.

3. In addition to paying pull and tip fees to the **AUTHORITY**, the **CITY** will pay the **AUTHORITY** the regular labor rate of \$129.45 per hour and the overtime labor rate of \$157.74 per hour for the street sweeping crew (consisting of 1 sweeper and 1 driver). The OT labor rate will only be charged for the services of the street sweeping crew requested outside the normal street sweeping hours of Monday through Friday 5AM to 3PM. If the **CITY** requests additional work that requires additional **AUTHORITY** staff members (*i.e.* for special events or post-parade clean-up), then for each staff member in addition to the sweeper and driver, the **CITY** will pay the **AUTHORITY** the regular rate of \$52.06 per hour and the OT Rate of \$64.40 per hour.

4. The term of this **AGREEMENT** is from July 1, 2026, to June 30, 2027. At the end of the term, this **AGREEMENT** may be extended by the adoption of appropriate resolutions by the governing bodies of the **CITY** and **AUTHORITY** agreeing to such extension and upon such terms as they shall mutually accept. The **AUTHORITY** will advise the **CITY** of any cost revisions that would apply to an additional term prior to the adoption of the extension. This **AGREEMENT** may be terminated at any time by either party, with or without cause, by 90 days written notice to the other party.

5. The **AUTHORITY** will forward statements to the **CITY** on or before the first week of each month for collections made during the preceding month, and the **CITY** will pay all invoices within sixty (60) calendar days of the **CITY's** receipt. All invoices not paid within sixty (60) calendar days of receipt shall bear interest at the rate of 1.5% of the outstanding balance per month (18% per annum) from the date of receipt until paid.

6. The **AUTHORITY** represents and warrants that it will carry and keep in force during the term of this **AGREEMENT** and any extensions thereof, appropriate general liability, auto, and workers' compensation insurance, covering its activities and employees in connection with the provision of services hereunder and will provide proof of same to the **CITY** upon request. The parties acknowledge that the **AUTHORITY** is an independent contractor and not an agent of the **CITY** in conducting activities hereunder.

7. The **AUTHORITY** hereby agrees to indemnify and keep indemnified, and hold and save harmless the **CITY**, its' governing body, its' officers, agents and employees, from and against all demands, claims, loss, costs, damages, expenses and attorney's fees whatsoever, and any and all liability therefore, as a direct result or consequence of any act or omission of the **AUTHORITY** in connection with the performance of its obligations under this **AGREEMENT**. The obligations of the **AUTHORITY** to indemnify the **CITY** under this

Paragraph shall not be limited or defined by the terms or policy limits of any insurance. Similarly, the **CITY** hereby agrees to indemnify and keep indemnified, and hold and save harmless the **AUTHORITY**, its Directors, Officers, Board Members, agents and employees, from and against all demands, claims, loss, costs, damages, expenses and attorney's fees whatsoever, and any and all liability therefore, alleged to have been sustained or incurred by them as a direct result or consequence of any act or omission of the **CITY** in connection with the performance of its obligations under this **AGREEMENT**. Notwithstanding the undertakings of this Paragraph however, if either the **CITY** or the **AUTHORITY** shall be physically or legally prevented from performing their obligations under this **AGREEMENT**, neither shall have any liability to the other for monetary damages, with the exception that the **CITY** shall remain liable for any outstanding invoices issued by the **AUTHORITY** for services rendered and interest accrued thereon.

8. The **CITY** understands that the equipment utilized to perform street sweeping services is specialized equipment, which may experience failures or breakdowns from time to time. In such an event, the **AUTHORITY** will provide notice of a delay or potential delay to the **CITY** as soon as practicable, will promptly seek to have the equipment repaired, and will resume the services upon the completion of repairs. A mechanical failure or breakdown of the equipment shall not be deemed a breach of this **AGREEMENT**, and, as set forth in Paragraph 7 above, the **AUTHORITY** shall not have any liability for monetary damages if it is unable to perform its obligations hereunder for such reason.

9. This **AGREEMENT** represents the entire agreement of the parties and supersedes any verbal or written representations made prior hereto. No modifications to this **AGREEMENT** shall be valid unless in writing and adopted by resolution of the respective governing bodies of the **CITY** and the **AUTHORITY**.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year set forth above.

ATTEST:

CITY OF NORTHFIELD

(Signature)

(Signature)

(Print Name/Title)

(Print Name/Title)

Dated: _____

Dated: _____

ATTEST:

ATLANTIC COUNTY UTILITIES AUTHORITY

Lisa Duffner, Board Secretary

Matthew DeNafo, President

Dated: _____

Dated: _____

CITY OF NORTHFIELD, NJ
RESOLUTION NO. 186-2026

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Sean Smith has properly submitted an Application for Use of Facilities requesting use of the Football Practice Field on Friday August 14th from 4pm until 7pm; and

WHEREAS, Mr. Sean Smith has presented this request on behalf of the Brickyard Disc Golf Club; and

WHEREAS, pursuant to Resolution No. 180-2026, the Common Council of the City of Northfield did previously authorize the use of the Football Practice Field to the Family Association of Northfield, as follows:

July 1, 2026- December 1, 2026
Monday – Friday from 5pm until 9pm for practices

WHEREAS, Mr. Mark Namaan, on behalf of the Family Association of Northfield, has advised that that the Football Practice field, Friday, August 14th from 5pm until 7pm may be deleted from his previously authorized use, and is therefore available.

THEREFORE, BE IT RESOLVED that the request approved for Family Association of Northfield pursuant to Resolution No. 180-2026 is hereby amended to exclude the Football Practice Filed, Friday, August 14th from 5pm until 7pm; and

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

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

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

I, SHANNON CAMPBELL, Deputy 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 23rd day of June, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk



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

Name and Address of Organization: Birch Grove Park Disc Golf Club
2129 Steven Dr Northfield NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: Newly formed disc golf club formed to foster growth and awareness of disc golf at Birch Grove Park

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

Do Participants Pay a Fee for Your Sport / Event? ☐ Yes ☒ No The course is free

If Yes, How Much? \$ _____ per: _____ Person _____ Day _____ Season _____ to play (other)

Name of Applicant / Responsible Party: Sean Smith Title/Affiliation President

Home Address: 1800 Ft Washington Ave Maple Glen PA 19002

Telephone: (H) _____ (C) _____ (W) _____

Name and Location of Facility(ies) Being Requested: Parklot & Bandstand area, plus holes #1 & #18 of the disc golf course &

For the Following Purpose: Grand Opening Football practice area
 on the Following Date(s): XXXXXX Revised to August 14th

Specify Hours of Use: From: 4PM To: 7PM Are Field Lights Requested*? No

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

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

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

Will Juveniles be Present? Yes _____ No _____ If Yes, What Ages? _____

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

If Yes, Name of Municipality/ies: _____

Date/s and Disposition of Request/s: _____

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

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: Sean Smith DATE: 6/21/2020
 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. 187-2026**

**AMENDING THE JOB DESCRIPTION FOR
PUBLIC WORKS SUPERVISOR**

WHEREAS, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

WHEREAS, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

WHEREAS, the City of Northfield wishes to amend the job description for the position of Public Works Supervisor, attached herein as Exhibit A and in accordance with the recommendation of the Mayor and Council Chair for the Public Works Department.

THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the job description for the position of Public Works Supervisor be and is hereby amended.

I, SHANNON CAMBPELL, Deputy 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 Council of Northfield, held this 14th day of July, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk

Resolution 187-2026, Exhibit A

Position Description

Class Title: Public Works Supervisor

Department: Public Works

Location: City Garage and any other location in the City as required.

GENERAL PURPOSE

Supervises subordinate employees engaged in all aspects of the Department of Public Works and assists Superintendent of Public Works as required in order to maintain efficient operations of the Department of Public Works; Performs semi-skilled, skilled, advanced skill and technical and administrative work in running all aspects of the Department of Public Works. This includes, but is not limited to, maintaining all of the facilities, equipment, systems, parks and grounds; does other related duties as required.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Public Works Superintendent and Council Chair.

SUPERVISION EXERCISED

Assists the Public Works Superintendent in supervision over all subordinate employees in the Department of Public Works.

Exercises administrative direction and assists all subordinate employees in the Department of Public Works.

Exercises Supervisory authority of the Department in the absence of Superintendent of Public Works.

ESSENTIAL DUTIES AND RESPOSIBILITIES

Assists Superintendent in oversight of all aspects of Department of Public Works, including, all buildings, grounds, infrastructure, and parks.

Assists in supervising and training all subordinate employees.

Assigns and evaluates the work of all subordinate employees in the Department of Public Works; advises and assist all subordinates if needed.

Assists with planning, scheduling and implementation of construction, maintenance and operational activities within the department.

May be required to assist in the preparation of bid specifications for equipment and facilities, and any other bids related to the Department of Public Works.

May be required to plans, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the public works department.

May be required to maintain records, prepare reports and other specialized maintenance records of the Department of Public Works, including, but not limited to, facilities, equipment, inspections, roads and grounds.

Operates light and medium-sized and heavy construction and power equipment, such as loader, jet trailer, emergency generator, pumps, plows, etc.

Performs routine inspections and preventive maintenance on all Department of Public Works equipment and pump stations.

Responds to complaints regarding sewer problems, evaluates situation; explains findings to Superintendent.

Determines the locations of sewer lines prior to excavation.

Performs required labor as assigned and as is necessary, involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Drives trucks of various sizes and weights in loading, hauling and unloading of various equipment.

Performs all duties in conformance to appropriate safety and security standards.

Insures proper maintenance of equipment and tools.

Assists in oversight of all aspects of City Parks.

Assists in administrative duties of Department of Public Works, including, but not limited to personnel management.

Makes recommendations to Superiors regarding disciplinary measures, promotions and appointments of subordinates.

Prepares reports with recommendations as appropriate.

Does all other related duties as required.

PERIPHERAL DUTIES

May serve as a member of various employee committees.

May be required, in absence of Superintendent of Public Works, to appear before City Council or in meetings representing the Department.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Four (4) years of related experience, or
- (C) Any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

- (A) Ability to direct subordinates, provide them with advice/assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed and desired objectives are achieved.
- (B) Ability to organize assigned work and develop effective work methods.
- (C) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repairs as required for operation of the Department.
- (D) Skills in operation of the tools and equipment utilized in the Department of Public Works.
- (E) Ability to perform heavy manual tasks for an extended period of time; ability to work safely; ability to communicate effectively verbally and in writing in English; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid New Jersey State Driver's license and CDL certification and all applicable endorsements for the class and type of vehicles being operated, ability to earn and maintain certification as a New Jersey Collection Systems Operator C-1. Obtaining a C-2 while employed in this position is recommended but not required. Begin CPWM certification after 5 years of supervisory experience as recommended by the Superintendent of Public Works.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including loader, dump truck, pick-up truck, utility truck, jet trailer, snow plow, tamper, plate compactor, saws, pumps, generators, compressor, common hand and power tools, shovels, wrenches, detection device, mobile radio, phone, fax machine and computer, and others as may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If accommodation cannot be made because it would cause the employer undue hardship, employee may not be eligible. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If accommodation cannot be made because it would cause the employer undue hardship, employee may not be eligible.

While performing the duties of this job, the employee works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted July 14, 2026 by Resolution 187-2026.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 188-2026**

**AUTHORIZING EXECUTION OF TERMINATION OF CONTRACT
WITH INSITUFORM TECHNOLOGIES, LLC**

WHEREAS, on January 31, 2023, the City of Northfield and Insituform Technologies entered into a contract ("Contract") for the provision of installation of Slip Liner for a Portion of City Sewer Lines Phase II as more fully set forth in the Contract; and

WHEREAS, the City of Northfield and Insituform Technologies both desire to terminate the remainder of the said Contract on terms and conditions to be set forth in the appropriate termination document; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the Mayor and City Clerk be and are hereby duly authorized, empowered and directed to execute the appropriate termination document to terminate the remainder of the Contract between the City of Northfield and Insituform Technologies for the provision of installation of Slip Liner for a Portion of City Sewer Lines Phase II as more fully set forth in the Contract.

I, Shannon Campbell, RMC, Deputy 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 July, 2026.

In witness hereof, I have hereunto set my hand and official seal this 14th day of July, 2026

Shannon Campbell, RMC
Deputy Municipal Clerk

TERMINATION AGREEMENT

THIS TERMINATION AGREEMENT ("**Termination Agreement**") is made as of the date of the full execution of this Agreement by and between the CITY OF NORTHFIELD ("City") and INSITUFORM TECHNOLOGIES, LLC. ("Contractor").

WHEREAS, on January 31, 2023, the City of Northfield and Insituform Technologies entered into a contract ("Contract") for the provision of installation of Slip Liner for a Portion of City Sewer Lines Phase II as more fully set forth in the Contract;

WHEREAS, the City and Insituform Technologies entered into a contract for certain municipal improvements (the "Contract"), the total contract amount being Two Hundred Forty-Six Thousand Three Hundred Seventy-Three Dollars (\$246,373.00); and

WHEREAS, Insituform has performed work under the Contract having a value of One Hundred Eighty-Seven Thousand Seven Hundred Ninety-Four Dollars and Eleven Cents (\$187,794.11), for which it has been paid, less retainage, in accordance with the terms of the Contract; and

WHEREAS, the parties desire to mutually terminate the remainder of the Contract and discharge one another from any further obligations thereunder, except as expressly set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The parties hereby mutually agree to terminate the Contract effective as of the date of the last parties' signature hereon ("Termination Date"). As of the Termination Date, the Contractor shall have no further obligation to perform any work or provide any services under the Contract, and the City shall have no obligation to request or accept any additional work under the Contract.
2. The parties acknowledge and agree that:
 - a. The total contract amount was \$246,373.00.
 - b. The value of the work performed by Insituform under the Contract was \$187,794.11.
 - c. The City retained the sum of \$9,389.71 as retainage.
 - d. Of the retainage, the City shall retain the sum of \$7,562.96.
 - e. The City shall pay to Insituform the sum of \$1,826.75, representing the balance of the retainage, within forty-five (45) days following execution of this Agreement and receipt of all documents reasonably required to close out and terminate the Contract.

3. Upon payment of the amount set forth in Section 2(e), the City and Insituform Technologies , on behalf of themselves and their respective officers, employees, agents, representatives, successors, insurers, and assigns, hereby fully and forever release, acquit, and discharge one another from any and all claims, demands, actions, causes of action, damages, costs, expenses, liabilities, obligations, and controversies of any nature whatsoever, whether known or unknown, arising out of or relating to the Contract, the work performed thereunder, or the termination thereof.
4. The Contractor hereby releases and forever discharges the City, its elected officials, officers, employees, agents, attorneys, successors, and assigns from any and all claims, demands, causes of action, liabilities, damages, costs, expenses, and obligations of any kind, whether known or unknown, arising out of or related to the Contract or its termination.
5. The City hereby releases and forever discharges the Contractor, its officers, directors, employees, agents, successors, and assigns from any and all claims, demands, causes of action, liabilities, damages, costs, expenses, and obligations arising out of or related to the Contract or its termination, except for obligations expressly surviving under the Contract or this Agreement.
6. This Agreement is entered into solely for the purpose of terminating the Contract and resolving the parties' remaining contractual relationship. Nothing contained herein shall be construed as an admission of liability, fault, wrongdoing, or breach by either party.
7. Each party represents that the person executing this Agreement on its behalf has full authority to bind that party to the terms of this Agreement.
8. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

[SIGNATURES BEGIN ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date written below each signature.

WITNESS:

CITY OF NORTHFIELD:

Shannon Campbell, RMC

By: _____
Name: Erland Chau
Title: Mayor
Date: _____

STATE OF NEW JERSEY)
) ss:
COUNTY OF ATLANTIC)

I HEREBY CERTIFY that on this ____ day of _____, 2026, before me, the undersigned Notary Public of the State of New Jersey, personally appeared Erland Chau, who, being by me duly sworn according to law, deposes and says that he/she is the Mayor of the CITY OF NORTHFIELD, the municipal corporation described in and which executed the foregoing instrument; that he/she signed his/her name thereto by authority of the governing body of said municipality, and that the foregoing instrument was executed as the voluntary act and deed of the CITY OF NORTHFIELD.

GIVEN, my hand and official seal this ____ day of _____, 2026.

Notary Public

My Commission Expires: _____

[SIGNATURES CONTINUE ON NEXT PAGE]

Seller's Initials: _____
Purchaser's Initials: _____

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date written below each signature.

WITNESS:

INSITUFORM TECHNOLOGIES LLC:

By: _____

Name: _____

Title: _____

Date: _____

STATE OF _____)
) ss:
COUNTY OF _____)

I HEREBY CERTIFY that on this ____ day of _____, 2026, before me, the undersigned Notary Public of the State of _____, personally appeared _____, who, being by me duly sworn according to law, deposes and says that he/she is the _____ of INSITUFORM TECHNOLOGIES LLC, the municipal corporation described in and which executed the foregoing instrument; that he/she signed his/her name thereto by authority of the governing body of said municipality, and that the foregoing instrument was executed as the voluntary act and deed of INSITUFORM TECHNOLOGIES LLC.

GIVEN, my hand and official seal this ____ day of _____, 2026.

Notary Public

My Commission Expires: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 189-2026**

TO APPROVE AN APPLICATION FOR USE OF FACILITIES

WHEREAS, Mr. Andrew Gillman has submitted an Application for Use of Facilities requesting use of the Football Field and restrooms on Wednesday, July 23rd from 4:00pm until 8:30pm; and

WHEREAS, pursuant to Resolution No. 180-2026, the Common Council of the City of Northfield did previously authorize the use of the Football Practice Field to the Family Association of Northfield, as follows:

July 1, 2026- December 1, 2026
Monday – Friday from 5pm until 9pm for practices

WHEREAS, Mr. Matt Hanlin, on behalf of the Family Association of Northfield, has advised that that the Football field, Wednesday, July 23rd from 5:00pm until 8:30pm may be deleted from his previously authorized use, and is therefore available.

THEREFORE, BE IT RESOLVED that the request approved for Family Association of Northfield pursuant to Resolution No. 180-2026 is hereby amended to exclude the Football Field, Wednesday, July 23rd from 5pm until 8:30pm; and

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

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

I, SHANNON CAMPBELL, Deputy 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 July, 2026.

Shannon Campbell, RMC
Deputy Municipal Clerk



CITY OF NORTHFIELD

Application for Use of Facilities

(Other than Use of Birch Grove Park Center)

Name and Address of Organization:

Playing with Purpose youth
football fundraiser - Birch Grove park.

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

football fundraiser for youth football levels coached by
Mainland football players and alumni - help families in need
with cancer.

Is the Group a Not-For-Profit Organization? ☒ Yes ☐ NoDo Participants Pay a Fee for Your Sport / Event? ☒ Yes ☐ NoIf Yes, How Much? \$ 50 per: ☒ Person ☐ Day ☐ Season ☐ (other)

Name of Applicant / Responsible Party:

Andrew Gullman Title/Affiliation College student

Home Address:

14 magnolia court Northfield NJ 08225

Telephone: (H) _____

(C) _____

(W) _____

Name and Location of Facility(ies) Being Requested:

Football Field, bathrooms

For the Following Purpose:

on the Following Date(s): July 23rd, 2026

Specify Hours of Use: From: 4pm To: 8:30pm Are Field Lights Requested*? No

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

LIGHT USE FEE APPLIES, IN ACCORDANCE WITH CHAPTER 250-3 OF THE CITY OF NORTHFIELD MUNICIPAL CODE# of Participants per Date: 60 # of Participants who are Northfield Residents: 30+Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 8-14Have You Applied to Other Municipalities for Use of their Facilities for this Event? ☐ Yes ☐ No

If Yes, Name of Municipality/ies: _____

Date/s and Disposition of Request/s: _____

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

NO ALCOHOLIC BEVERAGES PERMITTEDAPPLICANT: Andrew GullmanDATE: 6/22/2026

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
ORDINANCE NO. 13-2026**

**AN ORDINANCE AMENDING SECTIONS 128-3 AND 275-4 OF THE
CITY OF NORTHFIELD CODE**

BE IT ORDAINED, by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey as follows (added text underlined; deleted text stricken):

§128-3 Fees.

- A. NO CHANGE
- B. NO CHANGE
- C. NO CHANGE
- D. (1) - (3) NO CHANGE

(4) The fee for a certificate of occupancy required by Chapter 275, Rental Unit Registration, shall be ~~\$65~~85, provided that the inspection is scheduled more than 10 days prior to the sale, rent, transfer, grant, lease, let, or mortgage with right of occupancy. All other certificates of occupancy required by Chapter 275, Rental Unit Registration, shall be ~~\$75~~95. Reinspection fees are \$25.

§275-3 Registration required; fee.

- A. NO CHANGE
- B. NO CHANGE
- C. NO CHANGE
- D. NO CHANGE

E. Registration fee. The owner shall pay at the time of registration a fee of \$6585, plus any fee due pursuant to Subsection A(5), above. An annual registration fee, due January of each subsequent year, shall be ~~\$65~~85. If full payment is not received by March 1 of any year, a late fee of \$25 shall be assessed.

SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

REPEAL OF PRIOR ORDINANCES

All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

EFFECTIVE DATE

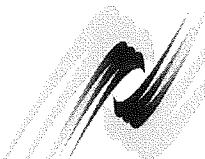
This ordinance shall take effect after final passage and publication as provided by law.

The above Ordinance was passed on first reading at a Regular Meeting of the Common Council of the City of Northfield, New Jersey on the 23rd day of June, 2026, and was be taken up for a second reading, public hearing and final passage at a meeting of said Council held on July 14, 2026, in Council Chambers, City Hall, Northfield, New Jersey.

Shannon Campbell, RMC
Deputy Municipal Clerk

Erland Chau, Mayor

FIRST READING: June 23, 2026
PUBLICATION: June 24, 2026
SECOND READING: July 14, 2026
PUBLICATION: July 15, 2026



SchaefferNassarScheidegg 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
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

SUBJECT: Engineers Report for July 14, 2026

DATE: July 10, 2026

PROJECTS:

NF13-41 Zion Road Pump Station Upgrade

The standby generator was commissioned, and the contractor performed a load bank test, just waiting on the final UL certification, so we can close out this project. **(2-20-2026)** UL certification was scheduled for today but was canceled due to the rain. **(3-24-2026)** UL certification has been completed. **(6-22-2026)** I meet with Darren Boyd regarding few minor issues they are having with the control panel, working with the Contractor to address these issues. **(7-10-2026)** No update.

NF13-27 Grants:

The project has been completed waiting on the final documents, so we can submit the paperwork to the state so we can close out this project and get the final payment from the State.

We are working on the application to the FY2026 Local Recreation Improvement Grant for the pavilions at the picnic area at Birch Grove Park. **(3-24-2026)** we are waiting on the canceled check to start the close out process for the project. **(4-3-2026)** We received the maintenance bond the format needs to be changed.

(2-20-26) Grant application for the LIRG was submitted on 2-13-2026 for the 4 pavilions.

(7-10-2026) 2027 Municipal Aid Grant for the reconstruction of Roosevelt Avenue between Tilton Road and Shore Road has been submitted.

NF13-57 Habitat for Humanity Projects:

Reviewed the proposed re-development plan, made couple minor revisions to accommodate the proposed development. **(3-24-2026)** I have a meeting with Ms. Lex Kochmann next Tuesday to start the project design. **(4-3-2026)** I had a meeting with the design team, they are working on the final building layout, so we can start the design work. **(4-17-2026)** The developer for the is requesting information regarding the agreement for the storm water management system maintenance (would there be a formal agreement). **(5-15-2026)** we are looking to revise the layout for the parcel at the corner of Dolphin and Harvey due to the location of the low area on site. **(6-22-2026)** We are working to finalize the Engineering plan for submission to the Planning Board, I need to find out who is making the submission to the Board. **(7-10-2026)** Plans will be submitted to the Planning Board by the end of July.

NF13-58 Reconstruction of Wabash Avenue:

We submitted to Council the final change order for approval, so we can close out this project.

NF13-00 Mill and Zion Road Intersection:

(5-1-2026) County Engineer asked if the mayor could send a letter to the County Executive to request that this intersection is paved by the County.

NF13-51 Bleachers at Birch Grove Park:

(5-15-2026) We started the surveying work, so we can prepare the plans for the concrete work, and we are looking to purchase the bleachers from an Approved State Vender. **(6-22-2026)** Filed has been completed and we have a base map so we can properly layout the bleachers that will meet the ADA requirements. **(7-10-2026)** I met with Councilman Dewees to review the existing condition plan and move forward with the plans.