

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
JULY 15, 2025**

**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 11, 2025.

**FLAG SALUTE**

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

**MAYOR:** Chau

**APPROVAL OF MINUTES** – June 16 and 17, 2025

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 165-2025** Authorizing Refund of Overpayment of Property Taxes
- 166-2025** To Affirm the City of Northfield’s Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, and Members of the Public that Come into Contact with Municipal Employees, Officials and Volunteers
- 167-2025** 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
- 168-2025** Authorizing the Tax Collector to Conduct an Electronic Tax Lien Sale
- 169-2025** Resolution of the Common Council of the City of Northfield, County of Atlantic, New Jersey Authorizing the Mayor to Execute a License Agreement
- 170-2025** Authorizing the Tax Collector of the City of Northfield, County of Atlantic to Amend the Grace Period for 3rd Quarter Property Tax Payments
- 171-2025** Authorization to Create Municipal Lien for Property Maintenance Costs
- 172-2025** Authorizing the Execution of a Contract with Delta Dental of New Jersey for Dental Insurance for Employees and Retirees of the City Of Northfield
- 173-2025** To Approve an Application for Use of Facilities – Muck Dogs
- 174-2025** To Approve an Application for Use of Facilities – SJ Sand Sharks 16U
- 175-2025** To Approve an Application for Use of Facilities – Full Speed
- 176-2025** To Approve an Application for Use of Facilities – Sand Sharks 11U
- 177-2025** Authorizing an Increase in the Bid Threshold
- 178-2025** Information Technology Policy

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
JULY 15, 2025**

- 179-2025** Acknowledging the Notice of Resignation of Kevin Muller, Part Time Electrical Inspector
- 180-2025** Approval of Specifications and Authorization to Proceed with Public Bidding for the Project Known as "NJ Department of Transportation MA-2025 Reconstruction Of Juniper Drive-00206 "
- 181-2025** 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. 10:4-12(8), Regarding Personnel Matters
- 182-2025** Appointment of Superintendent of Public Works

**ORDINANCES**

- 9-2025** Authorizing and Encouraging Electric Vehicle Supply/Service Equipment (EVSE) And Make-Ready Parking Spaces and Amending Chapter 215 of the City of Northfield Code, Land Use and Development  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration  
Published in the Press of AC 07/19/2025*
- 12-2025** Amending Chapter 128-3 Uniform Construction Code Fees, Regarding Solar Panel Racking Units  
*Introduction / No Public Input / Published in the Press of AC 07/19/2025  
2<sup>nd</sup> Reading / Public Hearing / Final Consideration 08/12/2025*

**PAYMENT OF BILLS**      \$ 4,625,796.90

**MEETING NOTICES**

City Council                      August 12<sup>th</sup>                      6pm Work Session  
   Regular Session immediately following

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 165-2025**

**AUTHORIZING REFUND OF OVERPAYMENT  
OF PROPERTY TAXES**

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

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Marianne Peterson & Dianne Francesco	179.02	47 Qual. C4106	4106 Dolphin Avenue Northfield, NJ 08225	\$258.88
<b>Total Amount of Refund:</b>				<b>\$258.88</b>

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

\_\_\_\_\_  
Robin Atlas, CTC

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 15th day of July 2025.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 166-2025**

**TO AFFIRM THE CITY OF NORTHFIELD'S CIVIL RIGHTS POLICY  
WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES,  
PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT  
CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME  
INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND  
VOLUNTEERS**

**WHEREAS**, it is the policy of the City of Northfield to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of the City of Northfield has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the City of Northfield that:

**Section 1:** No official, employee, appointee or volunteer of the City of Northfield by whatever title known, or any entity that is in any way a part of the City of Northfield shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the City of Northfield's business or using the facilities or property of the City of Northfield.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the City of Northfield to provide services that otherwise could be performed by the City of Northfield.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Mayor shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways

to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Mayor shall establish written procedures that require all officials, employees, appointees and volunteers of the City of Northfield as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Mayor shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Mayor shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the City of Northfield. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the City of Northfield's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the City of Northfield in order for the public to be made aware of this policy and the City of Northfield's commitment to the implementation and enforcement of this policy.

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 15<sup>th</sup> day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 167-2025**

**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, 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 Northfield, held this 15<sup>th</sup> day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

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

This Inter-Local Shared Services Agreement (hereafter, **AGREEMENT**), effective as of the 1st day of July 2025, 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 \$175.14 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 \$126.91 per hour and the overtime labor rate of \$154.65 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 \$51.04 per hour and the OT Rate of \$63.14 per hour.



4. The term of this **AGREEMENT** is from July 1, 2025, to June 30, 2026. 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. 168-2025**

**AUTHORIZING THE TAX COLLECTOR  
TO CONDUCT AN ELECTRONIC TAX LIEN SALE**

**WHEREAS**, the City of Northfield conducts a standard tax sale each year; and N.J.S.A. 54:5-19.1 et seq. permits municipalities to conduct electronic sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and,

**WHEREAS**, the rule this promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and,

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more effective tax sale process.

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

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 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 169-2025**

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

**WHEREAS**, the City of Northfield, and/or its agents/third party contractor(s) (hereinafter collectively referred to as the “City”), require temporary rights of pedestrian access, ingress and egress over and upon private Block 16.01, Lot 36.07 in order to maintain City owned Block 16.01, Lot 8; and

**WHEREAS**, the owner of private Block 16.01, Lot 36.07 has verbally granted the City with temporary rights of pedestrian, vehicular and equipment access, ingress and egress (hereinafter “Access”) over and upon private Block 16.01, Lot 36.07 in order to maintain City owned Block 16.01, Lot 8; and

**WHEREAS**, the City and the owner of private Block 16.01, Lot 36.07 want to memorialize, in writing, the grant of permission to the City of Northfield of temporary rights of access over and upon private Block 16.01, Lot 36.07 in order to maintain City owned Block 16.01, Lot 8 by way of the License Agreement attached hereto; and

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

I, MARY CANESI, RMC, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

## **LICENSE AGREEMENT**

This License Agreement (the "License ") is made this 15<sup>th</sup> day of July 2025, by and between the City of Northfield ("City"), by and through Erland Chau, and Michele Verno.

### **WITNESSETH:**

WHEREAS, the City is the owner of that certain parcel of real property known and designated as Lot 8 in Block 16.01 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "City Property"), which property is presently unimproved but requires periodic maintenance; and

WHEREAS, Verno is the owner of that certain parcel of real property known and designated as Lot 3 in Block 40 on the Tax Map of the City of Northfield, Atlantic County, New Jersey (the "Verno Property"), which property is adjacent to the City Property; and

WHEREAS, the City and/or its agents/third party contractor(s) (hereinafter collectively referred to as the "City") requires, and Verno agrees to provide, temporary rights of pedestrian and equipment access, ingress and egress (hereinafter "Access") over and upon the Verno Property in order to maintain the City Property; and

WHEREAS, it is Verno's independent desire to grant to the City Access over and upon the Verno Property in order to maintain the City Property;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, Verno agrees that the City is hereby granted Access over and upon the Verno Property in order to maintain the City Property starting on July 16, 2025 and ending on September 19, 2025.

The parties covenant for themselves, and all of their successors in right, title and interest, as follows:

1. GRANT OF LICENSE. Verno hereby grants to the City Access over and upon the Verno Property in order to maintain the City Property.

2. PERMITTED USE. The City is hereby permitted Access over and upon the Verno Property in order to maintain the City Property. Access on a daily basis shall commence no earlier than 8:00 a.m. and shall cease no later than 5:00 p.m.
3. TERM OF LICENSE. The term of this License is for 60 days commencing on on July 16, 2025 and ending on September 29, 2025. On September 29, 2025 this License Agreement shall automatically terminate and the City shall immediately cease Access, repair all damage resulting from the City's Access and reasonably restore the Verno Property to its good condition as it existed prior to the date of this agreement.
4. FEE & PAYMENT. The consideration of this License Agreement shall be \$1.00 and other good and valuable consideration, receipt of which is acknowledged by Verno.
5. ENTIRE AGREEMENT. This agreement constitutes and contains the entire agreement between the parties with regard to the use of the Verno Property. There are no other understandings or agreements between the parties other than are set forth in this written document. The parties may not change, amend or modify this agreement unless the change, amendment or modification is in writing and signed by both parties.
6. SIGNATURES. The parties agree that this License Agreement may be transmitted and delivered between them by electronic signature, email or facsimile machine (fax). The parties intend that electronic, emailed or faxed signatures constitute original signatures and that a electronic, emailed or faxed agreement containing the signatures (original or faxed) of all parties is binding on all parties.

**LICENSOR:**

July 16, 2025

\_\_\_\_\_  
MICHELE VERNO

**LICENSEE:**

The CITY OF NORTHFIELD, NJ

July 16, 2025

By: \_\_\_\_\_  
ERLAND CHAU

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 170-2025**

**AUTHORIZING THE TAX COLLECTOR OF THE CITY OF  
NORTHFIELD, COUNTY OF ATLANTIC TO AMEND THE GRACE  
PERIOD FOR 3<sup>RD</sup> QUARTER PROPERTY TAX PAYMENTS**

**WHEREAS**, pursuant to R.S. 54:4-67, on January 7, 2025, the Common Council of the City of Northfield adopted Resolution No. 15-2025, establishing a maximum grace period for property tax payments of ten (10) days from the due date, after which said payments would be considered delinquent and subject to applicable interest charges; and

**WHEREAS**, due to unforeseen delays, the tax rate was not received in time to meet the statutory mailing and payment due dates for the third quarter tax bills, resulting in the need to amend the grace period for the third quarter of calendar year 2025.

**THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, that the grace period for property tax payments, for the third quarter of calendar year 2025, shall be extended to twenty-five (25) days from the date of certified mailing, in accordance with statutory requirements pursuant to N.J.S.A. 54:4-66.3d.

**BE IT FURTHER RESOLVED** that the maximum grace period of ten (10) days for the fourth quarter of 2025, as authorized pursuant to Resolution of Council No. 15-2025, shall remain unchanged.

**BE IT FURTHER RESOLVED** that interest on any payments received after the duly authorized grace periods shall be charged in accordance with the provisions set forth in Resolution of Council No.15-2025.

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 Northfield, held this 15th day of July, 2025.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO.171-2025**

**AUTHORIZATION TO CREATE MUNICIPAL LIEN  
FOR PROPERTY MAINTENANCE COSTS**

**WHEREAS**, the City of Northfield Code Enforcement Officer has notified the owners of the property listed below of violations of the City of Northfield Property Maintenance Code:

<b>Block</b>	<b>Lot</b>	<b>Property Address</b>	<b>Amount</b>
23	17	2401 New Road	\$464.36

**WHEREAS**, pursuant to Article V of Chapter 268 of the City of Northfield Municipal Code entitled "Property Maintenance", notice of the violation and the need to abate it was served to the property owner as listed above; and

**WHEREAS**, the property owner listed above has failed to comply with said notice; and

**WHEREAS**, the Public Works Department of the City of Northfield was instructed to remedy the violation and submit the associated costs of bringing the property into compliance with Article V, chapter 268-27 of the City of Northfield Municipal Code concerning Property Maintenance; and

**WHEREAS**, the Superintendent of the Public Works Department of the City of Northfield submitted bills to the Tax Collector in the amounts listed above for the property.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Northfield, Atlantic County, New Jersey that the Tax Collector is directed to attach a lien on the property for the costs associated with bringing the property into compliance with the city's Property Maintenance Code.

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 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

23/17

**City of Northfield Public  
Works**

# Memo

**To:** Chris Prychka  
**From:** Darren Boyd  
**cc:** Robin Atlas  
**Date:** 6/18/25  
**Re:** 2401 New Road

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Chris,

As directed by you on 6/11/25, The City of Northfield Public Works cut the grass at 2401 New Road. Costs are listed and broken down below.

1. Supervisor (DB)	\$79.97	1 Hour @\$79.97
2. Laborer (PV)	\$146.04	3 Hours @\$48.68
3. Laborer (DomB)	\$96.96	3 Hours @32.32
Subtotal	<b><u>\$322.61</u></b>	
1. Pick up truck	\$106.35	3 Hours @\$35.45
2. Back Pack Blower (2)	\$11.40	3 Hours @\$1.90x2
3. String Cutter (2)	\$24.00	3 Hours @\$4.00x2
Subtotal	<b><u>\$141.75</u></b>	
Total	<b><u>\$464.36</u></b>	

Regards,

Darren Boyd, Public Works Supervisor, City of Northfield



*City of Northfield*

*Code Enforcement*

*1600 Shore Road, Northfield, New Jersey 08225*

## **Notice of Violation**

**Sent via regular and certified mail**

**Date: May 28, 2025**

**Abate By: June 8, 2025**

**Respondent: Bronson Oil FEE Holdings LLC.**

**1800 Chapel Ave West #160**

**Cherry Hill, NJ 08002**

**Site: 2401 New Rd,**

**Northfield, NJ 08225**

In accordance with the Code of the City of Northfield, your property was inspected and found to be in violation of Chapter 268, Property Maintenance, Article V. High Grass and Weeds.

<u>Code</u>	<u>Code Description</u>
268-25	All premises and the exterior of properties shall be maintained free from weeds or lawn growth in excess of 10 inches, except that this requirement shall not apply to areas of cultivated gardens and plants, such as English gardens, and areas of natural growth that are not ordinarily maintained, such as, without limitation, areas containing wetlands or marshes, or densely wooded areas. All noxious weeds shall be prohibited.

**Specifically: Lawn growth in excess of 10 inches on exterior of property**

Failure to comply with this notice may result in a summons being issued and a mandatory court appearance will be required. Additionally, if the issue is not corrected by the listed abate date, The City of Northfield Public Works will be assigned to provide the necessary maintenance and a tax lien will be placed on your property. We urge you to handle this matter on your own, as our public works department is not a landscape contractor, and associated costs will likely be considerably more than a private company.

If you have any questions, please call the office at (609) 641-2832 EXT. 140 or email: [code@cityofnorthfield.org](mailto:code@cityofnorthfield.org)

Code Enforcement Officer Prychka  
City of Northfield Code Enforcement  
(609) 641-2832 EXT. 140

## Code Officer

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**From:** Darren Boyd  
**Sent:** Wednesday, June 18, 2025 12:14 PM  
**To:** Code Officer  
**Subject:** RE: Lawn Maintenance 2401 New Road  
**Attachments:** 2401AbatementLetter6.18.25.docx

Chris,

Please see attached memo.

**Darren Boyd**  
**City of Northfield Public Works Supervisor**  
**State of New Jersey Certified Public Works Manager**  
**State of New Jersey DEP C-2 Licensed Collection System Operator**  
**609-641-7610 Ex 201**

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**From:** Code Officer <code@cityofnorthfield.org>  
**Sent:** Wednesday, June 11, 2025 11:03 AM  
**To:** Darren Boyd <dboyd@cityofnorthfield.org>  
**Subject:** Lawn Maintenance 2401 New Road

Good morning,

I have attached the notice of violation for 2401 New Road. The owner has not complied with the notice sent via certified and regular mail by the abate date of June 8<sup>th</sup>, 2025 and I am requesting that the lawn be cut by the city. Please send me all the associated costs when it is completed so I can have a lien placed on the property. Please let me know if you need anything else from me.

Thank you,

Chris

*Chris Prychka*  
*City of Northfield Code Enforcement Officer*  
[code@cityofnorthfield.org](mailto:code@cityofnorthfield.org)

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This institution is an equal opportunity provider and employer

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This institution is an equal opportunity provider and employer

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**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 172-2025**

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH DELTA  
DENTAL OF NEW JERSEY FOR DENTAL INSURANCE FOR  
EMPLOYEES AND RETIREES OF THE CITY OF NORTHFIELD**

**WHEREAS**, the CITY OF NORTHFIELD (hereinafter MUNICIPALITY) provides dental insurance coverage to eligible employees, retirees, and their eligible dependents; and

**WHEREAS**, the MUNICIPALITY wishes to provide coverage to eligible personnel that affords the greatest options in terms of providers and covered services; and

**WHEREAS**, at the request of eligible personnel, the MUNICIPALITY researched dental insurance providers for the purpose of responding to a request for a better provider network; and

**WHEREAS**, N.J.S.A. 40A:11-5 (1) (m) provides that a Contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the subject matter is for the purchase of insurance coverage and consultant services, provided that the award is in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, the MUNICIPALITY desires to enter into a Contract with Delta Dental of New Jersey for the provision of dental insurance coverage to eligible employees, retirees, and their eligible dependents; and

**WHEREAS**, the term of the Contract shall begin on August 1, 2025, through and including July 31, 2026, with automatic one-year extensions unless either party provides 60 days' written notice of the desire to terminate.

**THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield that the Contract for the provision of dental insurance coverage by Delta Dental of New Jersey be and is hereby approved; and

**BE IT FURTHER RESOLVED** that the Mayor is authorized to execute said Contract on behalf of the MUNICIPALITY.

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 15<sup>th</sup> day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 173-2025**

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

**WHEREAS**, Ms. Mary Sausto has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field for baseball games and practices as follows:

Tuesdays and Wednesdays, August 19<sup>th</sup>, 20<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>

**WHEREAS**, Ms Sausto has presented this request on behalf of the Muckdogs Baseball Club 15U team; and

**WHEREAS**, said approval does not require the use of lights.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Ms Mary Sausto 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; and

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

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 15th day of July 2025.

---

Mary Canesi, RMC, Municipal Clerk



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

Name and Address of Organization: MUCKDOGS BASEBALL CLUB  
5077 TREMONT AVE EHT NJ 08834

Tell Us Who You Are / Description and Purpose of Organization: WE ARE AN ALL  
VOLUNTEER, NON-PROFIT YOUTH SPORTS ORGANIZATION.

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

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

If Yes, How Much? \$ 1000 per: Person Day Season YEAR (other)

Name of Applicant / Responsible Party: MARY SAUSTO Title/Affiliation TREASURER

Home Address: 5077 TREMONT AVE EHT NJ 08834

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

Name and Location of Facility(ies) Being Requested: BIRCH GROVE PARK FIELDS  
60/90 (BASE RUN) FOR OUR 15U TEAM

For the Following Purpose: PRACTICES

on the Following Date(s): TUESDAYS + WEDNESDAYS > 8/19, 8/20, 8/26, 8/27

Specify Hours of Use: From: 6pm To: 8pm ... Field Lights Requested\*: NO

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

N/A

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

# of Participants per Date: 11 # of Participants who are Northfield Residents: 0

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 14-15

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

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

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

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

**NO ALCOHOLIC BEVERAGES PERMITTED**

APPLICANT: [Signature] DATE: 6/26/24  
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. 174-2025**

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

**WHEREAS**, Mr. Sean Sutley has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field for baseball games and practices as follows:

Wednesdays, August 27<sup>th</sup> – November 1<sup>st</sup> from 5pm until 7pm  
and  
Saturdays and Sundays, August 30<sup>th</sup> – November 1<sup>st</sup> from 10am until 3pm

**WHEREAS**, Mr. Sutley has presented this request on behalf of SJ Sand Sharks 16U Baseball; and

**WHEREAS**, pursuant to Resolution No. 62-2025, the Common Council of the City of Northfield did previously authorize the use of the Babe Ruth Field by Mainland/Northfield Babe Ruth, on all dates from September 1<sup>st</sup> through November 30<sup>th</sup> from 5pm until 10pm; and

**WHEREAS**, Mr. Pat McCarthy, on behalf of Mainland/Northfield Babe Ruth, has advised that he would coordinate any conflict dates with SJ Sand Sharks 16U Baseball.

**THEREFORE, BE IT RESOLVED**, the request approved for Mainland/Northfield Babe Ruth pursuant to Resolution No. 62-2025 is hereby amended to include that Mr. McCarthy would coordinate any conflict dates with Mr. Sutley, if approved; and

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

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

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 15th day of July, 2025.

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Mary Canesi, RMC, Municipal Clerk



# CITY OF NORTHFIELD

## Application for Use of Facilities

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

Name and Address of Organization: ST SAND SHARKS 16U travel Baseball team  
605 Herzel Ave Northfield NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: Sean Sutley Northfield  
resident since 2006. Head coach of team. Vice President of NLJ.  
ST sand sharks play games/practice in competitive environment.

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

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

If Yes, How Much? \$ 800 per: Person Day ☒ Season (other)

Name of Applicant / Responsible Party: Sean Sutley Title/Affiliation ST Sand Sharks

Home Address: 605 Herzel Ave Northfield NJ 08225

Telephone: (H)                      (C)                      (W)                     

Name and Location of Facility(ies) Being Requested: Babe Ruth Field  
1700 Burton Ave \*Will coordinate conflicting dates with Maryland/NFL

For the Following Purpose: Play game / practice BABE RUTH

on the Following Date(s): Aug 27/Sept 1st 2025 SAT/SUN 10/3p Wed 5 to 7p

Specify Hours of Use: From: SAT/SUN 10/3p To: Wed 5/7pm Are Field Lights Requested\*? NO

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

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

# of Participants per Date: 13 # of Participants who are Northfield Residents: 8

Will Juveniles be Present? Yes NO No                      If Yes, What Ages? 16

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:                      DATE: 7/8/2025  
                     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. 175-2025**

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

**WHEREAS**, Mr. Sean Sutley has properly submitted an Application for Use of Facilities requesting use of the Babe Ruth Field for baseball games and practices as follows:

Tuesdays and Thursdays as follows:  
September 2<sup>nd</sup> – November 20<sup>th</sup> from 6pm until 8pm

**WHEREAS**, Mr. Sutley has presented this request on behalf of Full Speed Baseball; and

**WHEREAS**, pursuant to Resolution No. 62-2025, the Common Council of the City of Northfield did previously authorize the use of the Babe Ruth Field by Mainland/Northfield Babe Ruth, on all dates from September 1<sup>st</sup> through November 30<sup>th</sup> from 5pm until 10pm; and

**WHEREAS**, Mr. Pat McCarthy, on behalf of Mainland/Northfield Babe Ruth, has advised that he would coordinate any conflict dates with Full Speed Baseball.

**THEREFORE, BE IT RESOLVED**, the request approved for Mainland/Northfield Babe Ruth pursuant to Resolution No. 62-2025 is hereby amended to include that Mr. McCarthy would coordinate any conflict dates with Mr. Sutley, if approved; and

**WHEREAS**, said approval requires the use of lights during some hours of play where it may be needed and fees shall be paid in accordance with Chapter 250 of the Municipal Code.

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

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

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk



# CITY OF NORTHFIELD

## Application for Use of Facilities

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

Name and Address of Organization: Full speed baseball clinics  
605 Heron Ave Northfield NJ 08225

Tell Us Who You Are / Description and Purpose of Organization: FAM full to train students  
at Mainland HS that are interested in playing baseball for the school  
in the 2026 Season

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

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

If Yes, How Much? \$ 100 per: Person Day ☒ Season                      (other)

Name of Applicant / Responsible Party: Denn Suttley / Mike Gill Title/Affiliation                     

Home Address: 605 Heron Ave Northfield NJ

Telephone: (H)                      (C)                      (W)                     

Name and Location of Facility(ies) Being Requested: Babe Ruth Field  
1700 Burford Ave \*Will work with Mainland P.E. BR. on conflicting dates

For the Following Purpose: Practice / Any Games for Mainland students (Clinic)  
 on the Following Date(s): Tue / Thurs 6p to 8pm Sept 2 to Nov 20th 2025

Specify Hours of Use: From: 6p To: 8pm Are Field Lights Requested\*? yes

\*If Yes, Provide Dates / Times for Requested Light Use: 7 to 8p Tue / Thurs

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

# of Participants per Date: 30 # of Participants who are Northfield Residents: 22

Will Juveniles be Present? Yes X No                      If Yes, What Ages? 15 to 17 yrd

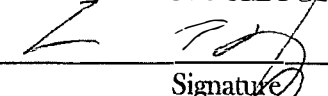
Have You Applied to Other Municipalities for Use of their Facilities for this Event?                      Yes X No

If Yes, Name of Municipality/ies:                     

Date/s and Disposition of Request/s:                     

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

**NO ALCOHOLIC BEVERAGES PERMITTED**

APPLICANT:  DATE: 7/8/25  
 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. 176-2025**

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

**WHEREAS**, Mr. Michael Sher has properly submitted an Application for Use of Facilities requesting use of the Boys Major League Baseball Field on Sundays, from August 3<sup>rd</sup> – November 2<sup>nd</sup> from 3pm until 6pm; and

**WHEREAS**, Mr. Michael Sher has presented this request on behalf of Sand Sharks 11U Travel Baseball.

**WHEREAS**, pursuant to Resolution No. 44-2025, the Common Council of the City of Northfield did previously authorize the use of the Major League Field by Northfield Little League, on all dates from March 1<sup>st</sup> through July 31<sup>st</sup> from 8am until 10:00pm and August 15<sup>th</sup> through November 1<sup>st</sup>; and

**WHEREAS**, Mr. Jason Yard, on behalf of Northfield Little League, has advised that that Sundays, August 17<sup>th</sup> through October 26<sup>th</sup> from 3pm until 6pm, may be deleted from his previously authorized use, and are therefore available.

**THEREFORE, BE IT RESOLVED**, the request approved for Northfield Little League pursuant to Resolution No. 44-2025 is hereby amended to exclude Sundays August 17<sup>th</sup> through October 26<sup>th</sup> from 3pm until 6pm; and

**BE IT FURTHER RESOLVED** that the Common Council of the City of Northfield hereby approves the Application for Use of Facilities presented by Mr. Michael Sher; and

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

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

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

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk



# CITY OF NORTHFIELD

## Application for Use of Facilities

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

Name and Address of Organization: Sandsharks 11U Baseball

Tell Us Who You Are / Description and Purpose of Organization: 11U Travel Baseball team made up of 7 Northfield Player & 4 Linwood and 2 Somers Point.

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

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

If Yes, How Much? \$ 300.00 per: ☒ Person ☐ Day ☐ Season ☐ (other)

Name of Applicant / Responsible Party: Michael Sher / Mike Thomas Jr. Title/Affiliation: Coaches

Home Address: 328 Davis Ave. Northfield John Frediani

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

Name and Location of Facility(ies) Being Requested: Little League Majors Field  
- Back Field closest to Birch Grove Playground

For the Following Purpose: Practice

on the Following Date(s): August 3rd -> Nov 2nd, 2025

Specify Hours of Use: From: 3 To: 6 Are Field Lights Requested? NO

\*If Yes, Provide Dates / Times for Requested Light Use: Sunday's 3-6  
No Lights

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

# of Participants per Date: 13 # of Participants who are Northfield Residents: 7

Will Juveniles be Present? Yes ☒ No ☐ If Yes, What Ages? 11

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

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

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

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

NO ALCOHOLIC BEVERAGES PERMITTED

APPLICANT: [Signature] DATE: 7/2/2025  
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. 177-2025**

**AUTHORIZING AN INCREASE IN THE BID THRESHOLD**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-3, the State Treasurer increased the minimum bid threshold to Fifty-Three Thousand (\$53,000.00) Dollars for the execution of Contracts without public bid by the Qualified Purchasing Agent ("QPA") when said Contracts do not exceed Fifty-Three Thousand (\$53,000.00) Dollars in the aggregate for the Contract year in those municipalities where Purchasing Agents possess a Qualified Purchasing Agent Certificate awarded by the Division of Local Government Services; and

**WHEREAS**, the pursuant to a shared services agreement with the Boro of Folsom, the City of Northfield has an appointed Qualified Purchasing Agent as required under N.J.S.A. 40A:11-3 and in accordance with N.J.S.A. 40A:11-9; and

**WHEREAS**, the City of Northfield finds it is in its best interest for efficiency and economy for it to authorize and approve this increase in the bid threshold as set forth hereinabove.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council fo the City of Northfield, County of Atlantic, State of New Jersey that for the reasons set forth in the Preamble hereinabove and pursuant to N.J.S.A. 40A:11-3 it hereby authorizes an increase in the bid threshold to Fifty-Three Thousand (\$53,000.00) Dollars.

**BE IT FURTHER RESOLVED** that such Contracts as may be awarded under this Resolution shall comply with all other applicable laws and regulations, including but not limited to Certification of Funds by the Chief Financial Officer as required.

**BE IT FURTHER RESOLVED** this Resolution shall take effective immediately upon adoption.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of the City of Northfield, held this 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 178 -2025**

**INFORMATION TECHNOLOGY POLICY**

WHEREAS, the City of Northfield is a member of the Atlantic County Municipal Joint Insurance Fund (JIF) and the Municipal Excess Liability Joint Insurance Fund (MEL); and

WHEREAS, the City of Northfield wishes to comply with various practices suggested by the Cyber JIF in regards to their cyber insurance policy; and

WHEREAS, by adopting such practices will enable the municipality to a claim reimbursement or a paid insurance deductible in the event there is a claim; and

WHEREAS, the City of Northfield through the JIF will provide City employees annual training in email and website malware identification, password construction, identifying security incidents and social engineering attacks.

NOW, THEREOFRE, BE IT RSOLVED, the Governing Body of the Township of Mullica hereby adopts the attached updated Information Technology Practice Policy and implements the attached cybersecurity incident response plan.

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 15th day of July 2025.

---

Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD  
RESOLUTION NO. 179-2025**

**ACKNOWLEDGING THE NOTICE OF RESIGNATION OF  
KEVIN MULLER, PART TIME ELECTRICAL INSPECTOR**

**WHEREAS**, pursuant to Resolution 196-2023, the Common Council of the City of Northfield approved the hiring of Kevin Muller for the position of Part time Electrical Inspector commencing November 2, 2023; and

**WHEREAS**, on July 10, 2025, Kevin Muller submitted notice of resignation to the City of Northfield with an effective date of July 1, 2025.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the notice of resignation of Kevin Muller, Part time Electrical Inspector, effective July 1, 2025; and

**BE IT FURTHER RESOLVED** that Mr. Muller's last day of work was October 3, 2024.

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 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 180-2025**

**APPROVAL OF SPECIFICATIONS AND AUTHORIZATION TO  
PROCEED WITH PUBLIC BIDDING FOR THE PROJECT KNOWN AS  
“NJ DEPARTMENT OF TRANSPORTATION MA-2025  
RECONSTRUCTION OF JUNIPER DRIVE-00206 ”**

**WHEREAS**, pursuant to Resolution No. 138-2024, the Common Council did authorize the City engineer to proceed with the project known as “Various Sanitary Sewer Main And Manhole Rehabilitations Re-Bid”; and

**WHEREAS**, said specifications were prepared by DeBlasio & Associates Consulting Engineers, Surveyors and Planners and have been reviewed by the Mayor and Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, Atlantic County, New Jersey that the aforesaid specifications are hereby approved and the City Engineer is authorized to proceed with public bidding for this project.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of Northfield, held this 15<sup>th</sup> day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD NJ  
RESOLUTION NO. 181-2025**

**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-  
12(8), REGARDING PERSONNEL MATTERS**

**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 10:4-12(8), specifically with regard to the promotion of Darren Boyd to the position of Superintendent of Public Works.

**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 any vote on the matter will be held in public session.

**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 Council of the City of Northfield, held this 15<sup>th</sup> day of July 2025.

---

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORHTFIELD, NJ  
RESOLUTION NO. 182-2025**

**APPOINTMENT OF SUPERINTENDENT OF PUBLIC WORKS**

**WHEREAS**, in accordance with N.J.S.A. 40A:9-154.5, the City of Northfield has established the position of Municipal Superintendent of Public Works; and

**WHEREAS**, the position of Municipal Superintendent of Public Works has been vacant since in or around April 1, 2025; and

**WHEREAS**, Darren Boyd has served as Acting Municipal Superintendent of Public Works; and

**WHEREAS**, the City determined there was a need to maintain the Municipal Superintendent of Public Works position; and

**WHEREAS**, the Municipal Superintendent of Public Works is also required to be designated as the Licensed Operator In Charge for purposes of NJ DEP requirements related to the City's Wastewater/Sanitary Sewer System, the Recycling Coordinator, the Stormwater Coordinator and Designated Employer Representative per NJDOT requirements; and

**WHEREAS**, Darren Boyd applied for the position of Municipal Superintendent and has been recommended for the position by the Council Chair who oversees Public Works; and

**WHEREAS**, Council has considered the recommendation and concurs with the recommendation.

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

1. The preamble is hereby incorporated as if set forth fully herein.
2. Darren Boyd is hereby appointed as Municipal Superintendent of Public Works effective July 16, 2025.
3. The compensation for Darren Boyd shall be based on an annual salary of \_\_\_\_\_ and shall be in accordance with the 2025 Municipal Salary Ordinance. For the year 2025, the annual salary shall be paid on a pro-rated basis.
4. The position of Municipal Superintendent of Public Works is designated as an exempt employee as that term is defined under the Federal Fair Labor Standards Act and shall therefore not be entitled to overtime compensation and shall work all hours deemed necessary to execute the duties of his position.

5. Darrent Boyd is hereby designated as the Licensed Operator In Charge for purposes of NJ DEP requirements related to the City's Wastewater/Sanitary Sewer System.
6. Darren Boyd is hereby designated as the Recycling Coordinator.
7. Darren Boyd is hereby designated as the Stormwater Coordinator, to be effective upon the completion of all required credentials.
8. Darren Boyd is hereby designated as the "Designated Employer Representative" per NJDOT requirements.
9. Upon retirement from the City of Northfield, Darren Boyd shall be eligible for post-retirement health benefits in accordance with the provisions of Chapter 48, P.L. 1999, which was adopted by the Common Council of the City of Northfield pursuant to Resolution No. 154-2012.
10. The terms and conditions of employment, except for those explicitly set forth herein shall be as they are set forth in the City of Northfield personnel policies as of this date or as they may be amended in the future.

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 15th day of July 2025.

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Mary Canesi, RMC, Municipal Clerk

# ENGINEER'S REPORT

## Engineer's Report

**To:** Mayor & Council  
City of Northfield

**From:** Marc DeBlasio, P.E., P.P., C.M.E.  
City Engineer

**cc:** Mary Canesi, Clerk (via email)  
Dawn Stollenwerk, CFO (via email)  
Darren Boyd, Supervisor of Public Works (via email)  
Nancy Mauro, P.E. (via email)

**Date:** July 15, 2025

### **Grant Applications**

- **FY2026 Community Funding Project**
  - Congressman VanDrew announced the application process was open for Community Grant Funding through the House Appropriations Committee. Applications are due to be submitted by March 14, 2025.
  - The Northfield application will be for the construction of basketball and pickleball courts at Birch Grove Park.
  - The application was successfully submitted on March 14, 2025.
- **FY2024 NJDCA Local Recreation Improvement Grant (LRIG)**
  - The New Jersey Department of Community Affairs has announced that they are accepting LRIG applications and the submission deadline is February 27, 2024. The LRIG application was submitted on February 23, 2024.
  - Grant awards were announced on May 31, 2024 and the City was awarded \$63,000.00.
  - The City requested that due to budget constraints, the project be revised to be closer in cost to the grant award. Our office contacted the NJDCA in February of 2025. The NJDCA will allow for a change in scope in the project and will allow engineering costs to be submitted with the construction estimate.
  - Our office submitted a revised proposal on March 12, 2025 based on this information.
  - The NDCA approved the revised scope of work of a stone parking lot and the inclusion of engineering design fees on March 21, 2025. A time extension request was not approved, and the project must be completed by April 2026.
  - The project is in the design phase.

- USDA Water and Waste Disposal-Predevelopment Planning Grant (PPG)
  - On June 10, 2024 the USDA awarded the City \$17,000.00 for the PPG grant and the next step requires the City to file the full application.
  - The next phase is for the City to authorize our office for an engineering study – our proposal for this project was submitted on February 12, 2025.
  - The City approved the proposal for this work with Resolution No. 70-2025 on February 18, 2025.
  - The City DPW recommended that the forcemains be considered for the study rather than the gravity mains due to their age and history of pipe bursts. Our office contacted the USDA on March 26, 2025 and their engineer stated a change of scope from the original submission is allowable.
  - The City selected the forcemains be studied, and the USDA was notified of this on April 23, 2025.
  - The USDA approved this change on May 13, 2025. The study will be revised accordingly.
  - The PPG Study was submitted to USDA on June 30, 2025.
  - The USDA requested revisions on July 2, 2025 and these revisions were submitted back to them on July 8, 2025.
- 5. Atlantic County Improvement Authority Community Development Block Grant
  - The City has selected the installation of ADA compliant bleachers at the five baseball fields at Birch Grove Park.
  - Our proposal was submitted on April 28, 2025.
  - The application was submitted on May 29, 2025.
- 6. New Jersey Department of Transportation State Aid Program
  - Our proposal for this project was submitted on April 30, 2025.
  - The City will be holding a special meeting on June 16<sup>th</sup> to select a project.
  - The application for the Resurfacing of Burton Avenue was submitted to the NJDOT System for Administering Grants Electronically (SAGE) on June 25, 2025.
- 7. New Jersey Department of Transportation Local Projects Fund (NJDOT LTPF)
  - The City has selected the reconstruction of Forrest Drive from Juniper Drive to Mill Road for FY2024 of the Local Transportation Project Fund.
  - The application was submitted to the System for Administering Grants Electronically (SAGE) on June 26, 2024.
  - This application was not awarded grant funding for the fiscal year 2024 under the Local Transportation Project Fund, as stated in a letter from the State dated May 13, 2025.
  - The City selected the Resurfacing of Cedar Bridge Avenue for the FY2025 of the Local Transportation Project Fund. The application was submitted to NJDOT System for Administering Grants Electronically (SAGE) on June 24, 2025.



8. New Jersey Department of Transportation Municipal Aid

- The City has selected the reconstruction of Juniper Drive from Cedar Bridge Road to Mill Road as its project for FY2025 Municipal Aid.
- The City was awarded \$229,190.00 on November 13, 2024 for this project. The total project cost estimate is \$355,824.70.
- Survey work has been completed and plans are being prepared.
- The plans and specifications were approved by NJDOT, and the City was transmitted these documents on June 30, 2025 and notified that the project is ready for bid.

## Engineering

1. Street Excavation and Sidewalk Ordinance

- Our office was asked to review and revise the street excavation and sidewalk ordinance. We have been coordinating with the City to update this ordinance.
- Our office sent a draft ordinance to the City on May 21, 2024.
- Our office met with the City on July 15, 2024 to review City revisions and comments.
- The second draft of the ordinance was sent to the City on September 4, 2024.
- Final draft of the ordinance was sent to the City on November 18, 2024.
- The City passed a revised ordinance and it became legal publication on February 22, 2025.

2. Slipline Repairs Zion and Mill Roads, Zion and Davis Roads

- The bid opening was held on April 10, 2025.
- The City selected to award Bid Alternative #3, slipline repair and manhole rehabilitation at Zion and Mill and Zion and Shore Roads. A Letter of recommendation was submitted to the City on April 23, 2025.
- The preconstruction meeting for this project is scheduled for May 16, 2025.
- At the preconstruction meeting, it was determined that the Zion Mill pump station upgrade project that is currently underway must be completed prior the slipline repairs. It is estimated the slipline project will be delayed 2 months.
- Notice to proceed was issued to the contractor on June 6, 2025.
- According to email received from Rami Nassar of Schaeffer Nassar Scheidegg Consulting Engineers on July 3, 2025, the pump station work is anticipated to be completed on or around July 15, 2025. Slipline repair work can begin the following week.

3. Habitat for Humanity Housing Project (Dolphin Avenue)

- Our office submitted a proposal for the Habitat for Humanity Project on Block 69 Lot 1.02 and Block 66 Lot 11 on August 5, 2024.
- On September 6, 2024, our office issued an email with further detail of stormwater management options in response to the summary email issued by the City on September 5, 2024.

- On October 1, 2024 a meeting was held with representatives from the City, Habitat for Humanity and our office. Habitat representatives stated that engineering costs would be covered under the DCA grant that Habitat will submit. Habitat's engineer will be responsible for preparing a complete project estimate.
- Our office revised their original estimate to include all anticipated site plan engineering costs including anticipated permit fees, with a not to exceed amount as directed by City council.
- Our office transmitted a proposal to the City on December 10, 2024 and is ready to begin work upon authorization from the City.
- Our office provided answers to the Habitat for Humanity's project questionnaire on April 8, 2025 at the closed session of the City Council Meeting.
- The City has authorized our office to proceed with engineering services for this project via Resolution No. 111-2025 on April 22, 2025.
- The subdivision and site plan drafts are expected to be transmitted to the City by June 17, 2025.
- The draft subdivision plans were transmitted to the City, Tiffany Morrissey, and PHNX Development Partners on June 23, 2025. DBA is in the process of coordinating a meeting with the County Engineer, who received the plans on June 30, 2025.