

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

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

FLAG SALUTE

The flag salute was led by Councilman Perri. Following the flag salute a moment of silence was observed.

ROLL CALL

Present: Carew, Perri, Polistina, O'Neill, Travagline

Absent: Dewees was absent for roll call and entered the meeting at 6:35pm.

City Solicitor Kris Facenda, Municipal Engineer Dan Kwapinski, CFO Dawn Stollenwerk, Chief Robert James and Deputy Clerk Mimi Marlor were also in attendance. Mayor Mazzeo was not in attendance at the beginning of this meeting.

Council President Travagline announced that Dennis Mahon was selected by the Republican County Committee to fill the vacancy left by Lisa Brown. He noted that Municipal Clerk Canesi had administered the oath of office earlier in the day but a ceremonial oath will take place at the regular meeting, administered by Sheriff Balles.

WORK SESSION TOPICS FOR DISCUSSION

- Installation of "children at play" signs on Haviv Drive

Council President Travagline stated that he would like to see additional "children at play" signs installed; they are presently at the entrances to the development. The signs are in inventory and this could be accomplished quickly. He asked Council if anyone had any objections or comments.

Councilman O'Neill asked if the signs would be in addition to the requested speed bumps. Council President Travagline replied that this was only a first step and deferred to Chief James for further comment.

Chief James stated he would review the situation with the City Engineer and get an understanding of the number of signs needed and the recommended placement for each sign.

Councilman Carew said as head of the Traffic Safety Committee and in conjunction with Chief James' recommendation, he is in agreement and the signs are a good first step.

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

Council President Travagline concurred and asked if anyone else would like to comment.

- Email Server – Hardware or other options only

Council President Travagline introduced the topic for discussion and asked Councilman O'Neill to comment first.

Councilman O'Neill passed out copies of a shared service agreement and asked Council to review it for discussion at the next meeting. He reported that he is requesting proposals from different vendors and working on a cost analysis at the request of Mayor Mazzeo which should be completed later this week and also available for review at the next meeting. He said it is unlikely we will use an exchange server, and asked the Municipal Clerk for information on the retention timeframe for emails. Canesi replied that it varies based on the content and type of record. O'Neill noted the price for a new file server is approximately \$7,500 and gave an overview of various features.

Councilman Carew asked that security issues be addressed and asked Chief James to confirm that the Police Department has been consulted regarding the email server.

Chief James concurred that they do want to keep their email server separate from the rest of the building.

Councilman Carew asked if the CFO and the Solicitor had received copies of the shared services contract. Solicitor Facenda replied that he did receive a copy of the contract for review. Councilman O'Neill clarified that the CFO was receiving the agreement for the first time today.

Council President Travagline stated that he wants the comparison numbers to be apples to apples and he wants every department head's concerns to be addressed.

- Grant Writer / Grant Writing Committee

Council President Travagline stated that there is a resolution on the regular meeting agenda requesting an RFQ from grant writers. He said the City would have to set aside funding to accomplish this.

CFO Stollenwerk clarified that funding must be allocated in the operating budget. State Grants etc. cannot use grant funding to pay a grant writer. It would be a professional appointment.

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

Councilman Perri noted that some grants have a match but it would probably have to go through the operating budget. He also stated that entry points to the City are often privately owned and they may want to do something themselves.

- Inter-local for Curbs and Sidewalks – Mill Road and Zion Road

Council President Travagline stated that in the wake of various road and infrastructure projects happening right now; he believes the time is right to approach Atlantic County about an inter-local agreement for curbs and sidewalks on Mill and Zion. He also noted that he made preliminary contact and they seemed receptive. He commented on the hazardous conditions resulting from lack of sidewalks and this was just another first step to correct the problem; but he'd like to see it move forward.

Engineer Kwapinski noted prior efforts by the City at obtaining funding from grants and requests for County assistance. He said he talked to the County Planner and he seemed receptive to a cost sharing agreement. He distributed an aerial map to depict targeted areas for a phased approach.

At 6:31pm Mayor Mazzeo entered the meeting.

Engineer Kwapinski identified areas for a proposed Phase I, with an estimated cost of approximately \$300,000. He said the County Planner indicated they would want the City to take the lead on the project.

Councilman Carew asked the Engineer who he spoke to. Kwapinski replied that he spoke to John Peterson, Deputy Director in the Office of Policy and Planning.

At 6:35pm Councilman Dewees entered the meeting.

Mayor Mazzeo asked if the County was willing to split soft costs even if Northfield was the lead agency on the project. Engineer Kwapinski answered yes and asked Council to consider adopting a resolution making an official request of the County.

Councilman Carew stated he would like to see Council act on the request immediately in light of the County's positive feedback.

Mayor Mazzeo asked about easements and the Engineer replied that he would have to look into that as this is all preliminary.

Council President Travagline directed the Solicitor to draft Resolution 148-2013.

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

Councilman Polistina distributed a list of proposed capital expenditures for 2013-2017 to Council, and reviewed same.

CFO Stollenwerk reminded Council about the DOT grant for Broad Street, indicating the City is short on funding for this project. We need match money for engineering and other costs of about \$40,000. She said Northfield normally goes out for \$1M a year over a 5 year period, going out for permanent financing at the end, but keeping it under the \$5M mark to control costs. This aids in stability of municipal tax rate.

Councilman Dewees stated he would like to see a small bucket truck added to the proposed plan.

Councilman Polistina urged all departments to make their final submissions for the next meeting.

Council President Travagline asked if there are any questions regarding the regular agenda.

Nick Droboniku, 3 Northfield Plaza, identified himself as the current Treasurer of Babe Ruth Baseball, and explained the Use of Facilities request from Joe Bunting. He noted that Mr. Bunting's program is for children who have graduated from the Babe Ruth program and suggested that the requestor not have to lock into specific dates but apply for use of the field and have a coordinator/scheduler who works out the dates once Council approves the use.

Municipal Clerk Canesi asked Solicitor Facenda to modify the agreement to account for the flexibility in dates and to ensure that Babe Ruth Baseball teams receive priority in scheduling.

Councilman Perri asked whether the easement referred to in Resolution 141-2013 was underground. Engineer Kwapinski replied that the County has areas to maintain by the bridge and it includes grading and landscaping. Solicitor Facenda added that the area affects 975 square feet.

Councilman Mahon asked if any residents would be affected. Facenda replied they would not; he also stated that the consideration for right of way easement is \$1.00 but the County may increase it to cover the Engineering fees. Council President Travagline stated the \$1.00 would be fine.

Councilman Carew made a comment regarding Resolutions 137-2013 and 138-2013.

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

He commended outgoing OEM Coordinator Clark's performance and indicated his faith in proposed appointee Tim Joo. Councilman Travagline agreed with Councilman Carew.

CFO Stollenwerk asked if anyone had any questions about Ordinance 10-2013.

Councilman Perri asked if it is used in other towns. Stollenwerk replied that it codifies what we already have and added some requirements to protect the City. She explained the rate and escrow process and further noted that this is a very standard ordinance. Chief James added that other area towns use a similar ordinance.

Solicitor Facenda commented on questions regarding section one. He explained that the Ordinance allows work that goes over our border into another town to be done by our officers. He noted that the version marked "final 1" version will be used but he will be adding an additional clarifying sentence during the break.

Council President Travagline asked if anyone wanted to pull any Resolution to be voted on separately. There were no responses.

Council President Travagline opened the public session inviting anyone to speak on any subject.

Tom Boyd, 117 Northfield Avenue, asked if there were any new developments regarding pedestrian control devices at Zion and Mill and the bike path. Councilman Carew responded that the County is working on their analysis and said he will contact them this week for a status report.

Robert Webb, 218 West Revere Avenue, said he was notified by Mary Ann Devine told him that NCS won a national award for Veterans recognition. He stated the local Veterans post is struggling and recently lost three prominent local members. He also said the post needs younger members to keep it alive. He noted progress on Veterans Park and thanked Mayor Mazzeo, Steve Vain and Tom Polistina for their efforts. He said he hopes that despite the loss of Councilmen Vain and Polistina that the park will continue to progress. Webb asked if anything ever happened with Atlanticare, and asked how many law suits the City has pending. He urged Northfield to keep towing within the City.

Councilman Mahon announced that he has asked Trenton to move his membership from that American Legion Post to Northfield's.

Wendy Fox, accompanied by Ed Fox, 110 East Mill Road, stated that she was at the last meeting asking for help and information regarding Caring Inc., and more

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

specifically the residential home located at 103 Mill Road. She stated her concerns about homes being turned into not-for-profit residential care centers and not paying any taxes to the City of Northfield. She further stated she thinks there should be restrictions on these homes in a residential neighborhood. She inquired if we had anyone who was responsible to see that they are meeting the state requirements and the local zoning laws. She asked if there was a rule about how close could one home be to another and if these homes must register their tenants and pay fees.

Councilman Carew asked if the state supersedes the local rules and regulations.

Councilman Perri stated that zoning standards have to be met and that Northfield's health welfare and safety issues must be adhered to. He stated the Zoning Officer should investigate more thoroughly.

Mayor Mazzeo stated that Mrs. Fox had previously asked what was going on at the Caring Home and that he had referred her to the operations manager from Caring, Mr. Doherty.

Council President Travagline stated he will follow up personally with the Mayor, and Councilmen Perri and Dewees.

Mark Doherty, 405 Chestnut Avenue, said he previously visited Council regarding flooding on his property. He commended the quick response of both Councilman Dewees and Engineer Kwapinski. He stated he was not pleased with the Engineer's recommendations which indicated that Mr. Doherty has to remediate the problem, as the neighbor is not responsible. Doherty asked for a copy of the Engineer's recommendation.

Councilman Dewees stated that he has had conversations with the Construction Official and there is a recommendation pending.

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

At 7:23pm on motions properly made and seconded this meeting was adjourned.

Respectfully submitted,

Mary Canesi
Municipal Clerk