

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
AUGUST 16, 2022**

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on Saturday, January 8, 2022.

FLAG SALUTE

COUNCIL ROLL CALL: Bucci, Dewees, Leeds, Notaro, Smith, Utts, Polistina

MAYOR: Chau

APPROVAL OF MINUTES – July 19, 2022

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 158-2022** A Resolution Authorizing the Chief Financial Officer to Execute a Contract with an Approved State Contract Vendor Pursuant to N.J.S.A. 40A:11-12a
- 159-2022** Authorization to Create Municipal Lien For Property Maintenance Costs
- 160-2022** Inserting an Item of Revenue in the 2022 Budget
- 161-2022** A Resolution Supporting the Drive Sober or Get Pulled Over 2022 Statewide Labor Day Crackdown
- 162-2022** Memorialize Resignation of Part Time Housing Officer
- 163-2022** Appointment of Housing Officer
- 164-2022** Resolution Authorizing Cancellation and Refund of Taxes Pursuant to N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 on Property Known as Block 92 Lot 10 (306 Clark Place)
- 165-2022** Resolution Authorizing Cancellation and Refund of Taxes Pursuant to N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 on Property Known as Block 133 Lot 7 (301 Franklin Avenue)
- 166-2022** Authorization to Apply For American Rescue Plan Firefighter Grant (ARPPFG)
- 167-2022** Employment Status Change Tax Collector
- 168-2022** 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
- 169-2022** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12(B)(4), Regarding Contract Negotiations for Government Workers Union Local No. 410 for White Collar Workers
- 170-2022** A Resolution Approving a Memorandum of Agreement between the City of Northfield and Government Workers Union Local No. 430, for White Collar Workers, Effective January 1, 2021 through December 31, 2024 and Authorizing The Execution of a Final Agreement Consistent With Same

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
AUGUST 16, 2022**

ORDINANCES

- 9-2022** Amending Chapter 366, Certified Copies, Vital Records
 2nd Reading / Public Hearing / Final Consideration 08/16/2022
 Published in the Press of AC 8/20/2022
- 10-2022** An Ordinance Amending Chapter 268 of the Code of the City of Northfield
 Governing Abandoned Real Property
 Introduction / No Public Input / Published in the Press of AC 08/20/2022
 2nd Reading / Public Hearing / Final Consideration 09/06/2022

PAYMENT OF BILLS \$ 1,515,055.05

MEETING NOTICES

City Council	September 6, 2022	6pm Work Session Regular Session Immediately Following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 158-2022**

**A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER
TO EXECUTE A CONTRACT WITH AN APPROVED STATE
CONTRACT VENDOR PURSUANT TO N.J.S.A. 40A:11-12a**

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

WHEREAS, the City of Northfield has the need to purchase new police vehicles; and

WHEREAS, the Gentilini Motors has provided pricing for (1) 2022 Police Ford Explorer with Equipment for a total cost not to exceed \$37,764.53 as per State Contract T2007; and

WHEREAS, the Chief Financial Officer has certified the availability of funds by encumbering said funds on Purchase Order Number 22-00482, budget account nr. C-04-55-020-501, budget account nr. C04-55-021-401 and budget account 2-01-25-240-222.

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield Council authorizes the Purchasing Agent/Chief Financial Officer to execute the required documents to purchase (1) 2022 Ford Explorer as stated above.

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 16th day of August, 2022.

Mayor, Erland Chau

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 159-2022**

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

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

Block	Lot	Property Address	Amount
22	15	413 West Oakcrest Avenue	\$185.41
12	9	2021 Oak Avenue	\$185.41
49	9	615 New Road	\$185.41
75	21	208 Ridgewood Drive	\$194.73
23	17	2401 New Road	\$311.29

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

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

WHEREAS, the Public Works Department of the City of Northfield was instructed to remedy the violations and submit the associated costs of bringing the property into compliance with the 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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION 160-2022**

INSERTING AN ITEM OF REVENUE IN THE 2022 BUDGET

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

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

WHEREAS, the City of Northfield has been awarded a \$2,400.00 Grant from the Department of Law & Public Safety and wishes to amend its 2022 Budget to include this amount as revenue.

SECTION 1:

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

Miscellaneous Revenue

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

State of New Jersey

Department of Law & Public Safety

Highway Traffic Safety Division

Drive Sober or Get Pulled Over Labor Day

SECTION 2:

BE IT FURTHER RESOLVED, that a like sum of \$2,400.00 is hereby appropriated under the caption of:

General Appropriations

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

State of New Jersey

Department of Law & Public Safety

Highway Traffic Safety Division

Drive Sober or Get Pulled Over Labor Day

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular meeting of the Common Council of the City of Northfield, held this 14th day of June 2022.

Mayor, Erland Chau

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 161-2022**

**A RESOLUTION SUPPORTING THE DRIVE SOBER OR GET PULLED
OVER 2022 STATEWIDE LABOR DAY CRACKDOWN**

WHEREAS, approximately one-third of all fatal traffic crashes in the United States involve impaired drivers; and

WHEREAS, impaired driving crashes killed 11,654 people in the United States in 2020; and

WHEREAS, impaired driving crashes cost the United States almost \$44 Billion a year; and

WHEREAS, impaired driving crashes cost the United States almost \$44 Billion a year; and

WHEREAS, during the past five years New Jersey's roadways experienced 33,798 crashes and 662 fatalities involving impaired drivers; and

WHEREAS, the year-end holiday season is traditionally a time for social gatherings which include alcohol; and

WHEREAS, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the *Drive Sober or Get Pulled Over 2022 Statewide Labor Day Crackdown*; and

WHEREAS, the project will involve increased impaired driving enforcement from August 19, 2022 through September 5, 2022; and

WHEREAS, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways;

THEREFORE, be is resolved that the City of Northfield declares its support for the *Drive Sober or Get Pulled Over 2022 Statewide Labor Day Crackdown* from August 19, 2022 through September 5, 2022 and pledges to increase awareness of the dangers of drinking and driving.

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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 162-2022**

**MEMORIALIZE RESIGNATION OF
PART TIME HOUSING OFFICER**

WHEREAS, pursuant to Resolution No. 142-2021, the Common Council of the City of Northfield did appoint Nicholas LaRotonda to the position of Part Time Housing Officer commencing August 17, 2021.

BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby acknowledge and memorialize the resignation of Nicholas LaRotonda from the position of Part Time Housing Officer, effective July 20, 2022.

BE IT FURTHER RESOLVED that Nicholas LaRotonda's last day of work was July 20, 2022.

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 Council of Northfield, held this 16th day of August 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 163-2022**

APPOINTMENT OF HOUSING OFFICER

WHEREAS, there exists a need to fill the position of Housing Officer; and

WHEREAS, it is the recommendation of Council Chair Paul Utts, and Business Administrator, Mary Canesi that Domenic F. Cappella be appointed to the position of Housing Officer; and

WHEREAS, the position of Housing Officer shall also be responsible for performing certain inspections at the direction and request of the Zoning Officer, as needed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Dominic F. Cappella be and is hereby appointed as Housing Officer effective August 17, 2022.

BE IT FURTHER RESOLVED that the appointment of Dominic F. Cappella be subject to the following:

1. Compensation for the Housing Officer shall be \$7,500.00 per annum, based on 7 hours worked per week, and as separately set forth in the City's Salary Resolution; said compensation shall be prorated for calendar year 2022.
2. Not eligible for health benefits or vacation time.
3. Eligible for earned sick leave in accordance with the NJ paid sick leave law.
4. Policies and Procedures 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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 164-2022**

**RESOLUTION AUTHORIZING CANCELLATION AND REFUND OF
TAXES PURSUANT TO N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 ON
PROPERTY KNOWN AS Block 92 Lot 10 (306 CLARK PLACE)**

WHEREAS, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 92 Lot 10 (306 Clark Place) for 2022 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

WHEREAS, it is the desire of the City to adjust the records of the Tax Collector in accordance therewith, which is the purpose of this resolution; and

WHEREAS, Gian P. Olalia, acquired title to Block 92 Lot 10 (306 Clark Place) on March 15, 2019; and

WHEREAS, Gian P. Olalia is qualified to receive a permanent and totally disabled veteran's property tax exemption, pursuant to N.J.S.A. 54:4-3.30(b);

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

The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 92 Lot 10 (306 Clark Place) as follows due to the fact that said property is exempt:

\$6,588.24 for the year of 2022

The City Chief Financial Officer and other appropriate officials, pursuant to N.J.S.A. 54:4-3.30(b) and N.J.S.A. 54:4-3.32, are hereby authorized to refund taxes to Gian P. Olalia, Block 92 Lot 10 306 Clark Place, NJ 08225:

\$2,228.44 for the year of 2022

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Meeting of the Common Council of Northfield, held this 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 165-2022**

**RESOLUTION AUTHORIZING CANCELLATION AND REFUND OF
TAXES PURSUANT TO N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 ON
PROPERTY KNOWN AS Block 133 Lot 7 (301 FRANKLIN AVENUE)**

WHEREAS, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 133 Lot 7 (301 Franklin Avenue) for 2022 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

WHEREAS, it is the desire of the City to adjust the records of the Tax Collector in accordance therewith, which is the purpose of this resolution; and

WHEREAS, Mark Mutko, acquired title to Block 133 Lot 7 (301 Franklin Avenue) on June 17, 2022; and

WHEREAS, Mark Mutko is qualified to receive a permanent and totally disabled veteran's property tax exemption, pursuant to N.J.S.A. 54:4-3.30(b);

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

The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 133 Lot 7 (301 Franklin Avenue) as follows due to the fact that said property is exempt:

\$2,340.13 for the year of 2022

The City Chief Financial Officer and other appropriate officials, pursuant to N.J.S.A. 54:4-3.30(b) and N.J.S.A. 54:4-3.32, are hereby authorized to refund taxes to Mark Mutko, Block 133 Lot 7 301 Franklin Avenue, NJ 08225:

\$1,284.51 for the year of 2022

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Meeting of the Common Council of Northfield, held this 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 166-2022**

**AUTHORIZATION TO APPLY
FOR AMERICAN RESCUE PLAN FIREFIGHTER GRANT (ARPPFG)**

WHEREAS, on behalf of the Common Council of the City of Northfield, the City of Northfield Fire Department desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$60,150.00 to carry out a project to purchase personal protective equipment and station uniforms for fire personnel.

THEREFORE BE IT RESOLVED, that the Common Council of the City of Northfield does hereby authorize the application for such a grant; and,

The Common Council recognizes and accepts that the New Jersey Department of Community Affairs (hereinafter "Department") may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the Department, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the City of Northfield Fire Department and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

(signature)

Erland Chau
Mayor, City of Northfield

(signature)

Bruce Cummings
Chief, City of Northfield Fire Department

CERTIFICATION:

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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 167-2022**

EMPLOYMENT STATUS CHANGE FOR TAX COLLECTOR

WHEREAS, pursuant to Resolution No. 117-2015, the Common Council of the City of Northfield did appoint Michele L. Kirtsos to the position of Tax Collector, on a full time basis effective July 1, 2015, and in accordance with the provisions of NJSA 40A: 9-142; and

WHEREAS, the position of Tax Collector is covered by the terms and conditions of a collective negotiations agreement between the City and Government Workers Union Local 410, Supervisors Unit; and

WHEREAS, Michele L. Kirtsos has submitted her letter of resignation from the position of full time tax collector, effective August 12, 2022; and

WHEREAS, to assist the City of Northfield with continuity of operations while a qualified candidate can be identified for the position of full time Tax Collector, Ms. Kirtsos has agreed to remain in the employ of the City of Northfield, on a temporary, part time basis; and

WHEREAS, as a part time employee, Ms Kirtos shall be paid her current hourly rate of \$36.96, for all hours worked per week, not to exceed 15 hours per week; and

WHEREAS, as of August 13, 2022, Ms Kirtsos shall be afforded only those benefits which apply to part time employees in the Government Workers Unit Local 410, Supervisors Unit; and

WHEREAS, all vacation leave which was earned and unused as of August 12, 2022 will be paid to Ms Kirtsos when she is no longer employed by the City of Northfield in any capacity.

THEREFORE, BE IT RESOLVED, that employment status of Tax Collector, Michele L. Kirtsos, be and is hereby changed to part time, effective August 13, 2022.

BE IT FURTHER RESOLVED, that all statements of the preamble regarding Ms. Kirtsos' terms of employment are hereby restated as if set forth herein.

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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 168-2022**

**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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 169-2022**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-
12b(4), REGARDING CONTRACT NEGOTIATIONS FOR
GOVERNMENT WORKERS UNION LOCAL NO. 430 FOR WHITE
COLLAR WORKERS**

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

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

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters relating to items authorized by NJSA 10:4-12b(4), specifically, the contract negotiations for the Government Workers Union that represents certain City of Northfield employees, namely Local No. 430 for White Collar Workers.

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

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

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 16th day of August 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 170-2022**

**A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF NORTHFIELD AND GOVERNMENT
WORKERS UNION LOCAL NO. 430, FOR WHITE COLLAR WORKERS,
EFFECTIVE JANUARY 1, 2021 THROUGH DECEMBER 31, 2025 AND
AUTHORIZING THE EXECUTION OF A FINAL AGREEMENT
CONSISTENT WITH SAME**

WHEREAS, the existing Agreement between the City of Northfield, Atlantic County, New Jersey and Government Worker's Union, Local No. 430, for White Collar Workers, expired December 31, 2020; and

WHEREAS, negotiations have been ongoing with respect to a new Contract; and

WHEREAS, the parties have agreed to the terms and conditions of a Memorandum of Agreement to amend the current agreement covering the term January 1, 2021 through December 31, 2025; and

WHEREAS, the GWU has ratified the terms of the Memorandum of Agreement; and

WHEREAS, the City has reviewed the terms of the Memorandum of Agreement during a duly authorized executive session of Council, not open to the public, on August 16, 2022, and desires to approve same.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey, that the terms and conditions of the Memorandum of Agreement with the Government Workers Union, Local No. 430, effective January 1, 2021, through December 31, 2025 are hereby adopted, a copy of said Agreement being attached to this Resolution.

BE IT FURTHER RESOLVED that the terms of the Memorandum of Agreement shall be incorporated into a final agreement, subject to editing by City Labor Counsel, which the Mayor is hereby authorized to execute on behalf 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 16th day of August, 2022.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT

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 August 16, 2022

DATE: August 12, 2022

PROJECTS:

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

(7-15-2022) PROJECT IS COMPLETED

NF13-43 **Asset Management Plan**

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with Public Works Director on March 9, 2020, to go over portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. (3-12-2021) Will be starting to video the sewer main on Monday the 22nd, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered few issues which needs to be addressed in the asset management plan. (5-14-21) waiting on the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(8-12-2022) Working on the report.**

NF13-27 **Grant Applications:**

(5-22-20202) working on the 2021 Municipal Aid Grants for the reconstruction and widening of Merritt Drive, portion of Ridgewood Drive and possible drainage system upgrade. Also, I received an email from the ACIA stating that the municipality does not qualify for CDBG for recreational use (we do not meet the LMI requirements as set by HUD) the only project we can apply for are ADA compliance or projects for Senior Citizen. (6-12-2020) Finalizing the Municipal Aid Grant application for Merritt Drive and working on the CDBG grant to upgrade ADA access to the picnic area at Birch Grove Park. (7-101-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be

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

1425 Cantillon Boulevard Mays Landing New Jersey, 08330

submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24th. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA. (6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (5-6-2022) The application for the CDBG grant from ACIA is completed will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. (6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant. (6-24-2022) Grant application was submitted to the NJDOT. (7-15-2022) Resolution has been uploaded in PMRS. **(8-15-2022) We have a pre application meeting setup for 8-15-2022 for the Transportation Alternative Set-Aside Grant.**

NF13-03 New Jersey American Water Company System Upgrade:

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new project scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5th, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. (3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd Circle and Shepherd Circle West on March 7th, it will take approximately 5 weeks to finish the main installation and another 5 weeks to finish all connections. (4-8-2022) Contractor finish the main installation portion of this project, they will start on the water main replacement along Hemsley Place on Monday. (5-20-2022) The contractor will start the individual water connections at Herbert Drive this coming Monday. (6-10-2022) the contractor finished the individual connections along Hemsley and finished more than 50% of the connections for Herbert and Shepherd portion of the project. (6-24-2022) All work has been completed; paving will start after 60 days. **(8-12-2022) No update.**

NF13-03 Street Opening:

(8-12-2022) 2 street opening permits were processed.

NF13-44 2020 Local Road Paving Program

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20th meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10th. (12-11-2020) We received 6 bids and the lowest bid was from South State, Inc. in the amount of \$527,756.00, the recommendation of award is on the Council's agenda for approval for this meeting. (1-14-2021) we had the pre-construction meeting on the 11th, the contractor tentatively will start the drainage component of the project in February. (2-26-2021) We sent the notice to proceed, the contractor is starting the drainage improvements on March 1, 2021. (3-12-2021) The drainage pipe along Maple has been completed, and the Contractor will start the concrete work next week. (4-1-2021) The concrete work will start on the 5th. (4-15-2021) Contractor is not finished with the concrete work. (4-30-2021) All concrete has been completed, working with the Contractor on the paving schedule. (5-14-2021) Nothing new to report. (6-11-2021) the contractor started the paving portion of this project

on 6/9/2021. (8-6-2021) The contractor will finish the paving and start on the punch list items the week of August 9th. (8-26-2021) The Contractor started the work on the punch list items, we sent him an email indicating the time for project completion is no later than September 15, if not finished by then, the Municipality could assess liquidated damages. (9-10-2021) the contractor finished 80% of the punch list items. (10-22-2021) Working on the payment request and the final change order. (11-19-2021) Working on the final change order, also we ordered the core sample testing to determine actual asphalt thickness and composition. (7-15-2022) Working on the final change order, so we can close out this project. **(8-12-2022) Working with the contractor on the final change order amount.**

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

(7-15-2022) PROJECT IS COMPLETED

NF13-48 Reconstruction of Merritt Dr. and p/o of Ridgewood Dr. (Municipal Aid FY 2021)

On November 16, 2020, The City was selected to receive \$ 310,000.00 from the NJDOT Fiscal Year 2021 Municipal Aid Program the Reconstruction of Merritt Drive and portion of Ridgewood Drive between Route 9 and Wabash Avenue. Nothing New to report. (1-14-2021) we started the project design. (4-15-2021) Working on the design plan, should be completed by the end of April. (5-14-2021) The plan and specification will be at the Clerk's Office by the end of May for review and approval by Council. (6-11-2021) the plans and bid package is at the Municipal Clerk's office for the Council members to review. (7-9-2021) sent the package to the NJDOT for their concurrence. (8-26-2021) we received the NJDOT comments on the plans and bid package, we addressed all the issues and sent back the revised package for the NJDOT concurrence, so we can advertise the bid. (9-10-2021) the project has been advertised for bidding. (9-23-2021) No Update. (10-8-2021) We had bid opening on the 5th and I have submitted the recommendation for award for the Council members review and approval. (10-22-2021) We received the Award Concurrence from the NJDOT, so we can move forward with Pre-construction meeting and schedule the work with the contractor. (11-5-2021) The pre-construction meeting is scheduled for November 9th. (11-19-2021) The Contractor will work with Public Works to determine if the existing drainage system needs any additional upgrade. (3-4-2022) Starting dated was pushed toward the end of April, due to the water main connection for the new school at the corner of Route 9 and Ridgewood Drive. (3-18-2022) We sent the notice to proceed to the contractor for April 1, 2022. (4-8-2022) The Contractor will start the concrete portion of this project on Monday the 11th. (4-22-2022) Concrete work has been completed; we have an issue with a shallow stormwater pipe crossing along Merritt Dr. we are in the process of replacing this pipe, also we have removed three existing trees, one tree for sight distance and two trees for motorist safety. (5-6-2022) Drainage pipe replacement has been completed; we have 30-day settlement period before paving can start. (5-20-2022) The contractor is scheduling the paving portion for Mid-June. (6-10-2022) The paving portion of the project has been completed. (6-24-2022) Line striping has been finished; the project is substantially completed. (7-15-2022) Final inspection by NJDOT is scheduled for 7-19-2022. **(8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications.**

NF13-49 Slip Line Portion of the Existing Sanitary Sewer Mains

(8-6-2021) On June 15, 2021, The City awarded the slip lining contract to En-Tech Corop of NJ, for the sum of \$221,277.63. We had the pre-construction meeting on July 29, 2021. During the meeting the contractor requested that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September. (8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14th. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11th, project should be completed by October 22nd. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. (12-10-2021) Received the payment request, and all the prep and post installation videos for our review. (1-14-2022) Spoke with the contractor regarding the issue with the slip line at the intersection of Tilton and Roosevelt waiting on his time frame to fix, so we can process the payment. (2-6-2022) Due to the weather the repair can't take place until the temperature is in the upper 40, at this time we

recommended a partial payment to the Contractor. (4-8-2022) We prepared the final change order for approval by Council, mainly this change order reflects few discrepancies between the as-built plan and the actual conditions in the field. (4-22-2022) We received the final payment request from the Contractor on 4-202-22, it will be on the next Council meeting agenda for payment. (5-6-2022) Final payment has been submitted, Contractor provided the required maintenance bond. **(8-12-2022) Project is completed, only one punch list item remains to be completed.**

NF13-52 2021 Local Road Paving Program

(3-18-2022) This project originally included full width repaving W Revere Ave (Rt 9 & Leeds Ave), Leeds Ave (W Revere & Oakcrest), W Oakcrest (Leeds & Rt 9), Northwood Court, Chestnut Ave (Rt 9 & Maple), Virginia Ave (Shore Rd & Broad St), Jenny Lynn Drive, Catherine Place, Cedarbridge (Oak Ave & Delmar Ct), Franklin Ave (Bike path & Broad St), Putting green (Shore Rd to Broad Street), Madison Ave, and half width repaving for Cedarbridge (Delmar & Zion) and Putting Green (Bike path & Broad St), Mazza Drive was added to the scope of this project. (4-8-2022) We are working on the engineering plans and the bid specifications. (4-22-2022) We completed the field work for Casey Drive, which was added the last Council meeting and should have the plans and specification ready early next month. (5-6-2022) Plans and bid specifications are completed and at the Clerk's office for review. We need Council's approval to go out to bid the project. (6-10-2022) We have bid opening scheduled for June 17, 2022. (6-24-2022) I submitted the recommendation of award for the Council review and approval. (7-15-2022) we had the pre-construction meeting, and the contractor is scheduled to start the first week in August with anticipated completion by November 1st. (8-12-2022) Working on the final punch list items, core sample testing was completed asphalt material and construction complies with the approved specifications. **(8-12-2022) The contractor started the concrete work on 8-8-2022.**