CITY OF NORTHFIELD COUNCIL MEETING AGENDA
OCTOBER 20, 2026

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

FLAG SALUTE

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

MAYOR: Chau

APPROVAL OF MINUTES – October 6, 2026

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

223-2026 Authorizing The Purchase Of Rifles And Related Equipment For The Northfield Police Department Using Federal Equitable Sharing Funds

224-2026 Appointing Musa A. Malik As City Administrator On A Part-Time Basis

225-2026 A Resolution Approving A Memorandum Of Agreement Between The City Of Northfield And Government Workers Union, Local 420 (Blue Collar) Effective January 1, 2025 Through December 31, 2028 And Authorizing The Execution Of A Final Agreement Consistent With Same

ORDINANCE

16-2026 An Ordinance Amending Code Section 111-50 Entitled Motor Vehicles Prohibited And Speed Limit Established
2nd Reading/ Public Hearing/ Final Consideration
Published on the Municipal Website 10/21/2026

17-2026 An Ordinance Amending Chapter 61, Article Iv Regarding The Promotional Procedures Within The City Of Northfield Police Department
Introduction/No Public Input/Published on the Municipal Website 10/21/2026
2nd Reading/ Public Hearing/ Final Consideration 11/10/2026

18-2026 Amending Chapter 330 Of The Code Of The City Of Northfield, Article II, Excavations In Streets
Introduction/No Public Input/Published on the Municipal Website 10/21/2026
2nd Reading/ Public Hearing/ Final Consideration 11/10/2026

PAYMENT OF BILLS $ 1,086,247.67

MEETING NOTICES

General Election	November 3rd	6am-8pm Northfield Community School
City Council	November 10th	6pm Work Session Regular Session immediately following

ADJOURNMENT

CITY OF NORTHFIELD, NJ
RESOLUTION NO. 223-2026

AUTHORIZING THE PURCHASE OF RIFLES AND RELATED EQUIPMENT FOR THE NORTHFIELD POLICE DEPARTMENT USING FEDERAL EQUITABLE SHARING FUNDS

WHEREAS, the City of Northfield Police Department participates in the U.S. Department of Justice Equitable Sharing Program and holds its federally shared forfeiture funds in the Trust – Other Fund under a separate accounting code, "Federal Drug Equitable Share," Account No. T-25-56-850-002, with no other funds commingled in that account; and

WHEREAS, the Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (March 2024) (the "Guide") lists "firearms and related equipment, ammunition" as a permissible use of federally shared funds (Guide, Section V.B.1.d); and

WHEREAS, the Chief of Police has requested the purchase of five CAR814 A2 rifles, together with related rifle equipment, for use by sworn officers of the Northfield Police Department, at a total cost not to exceed $5,891.50; and

WHEREAS, the Chief of Police has certified in writing that the rifles and related equipment are new equipment that will increase the resources of the Police Department, are not included in the City's 2026 municipal budget, and do not replace any item that would otherwise be paid for with appropriated funds, as required by Section V.A.1 of the Guide; and

WHEREAS, the Chief of Police has authorized this expenditure as required by Section VI.A.8 of the Guide, and Section VI.A.9 of the Guide requires approval of the expenditure by the governing body; and

WHEREAS, the City has a Qualified Purchasing Agent, and the total cost of $5,891.50, together with all other purchases of the same items in the 2026 fiscal year, does not exceed the City's quotation threshold of $7,950.00, so quotations are not required under N.J.S.A. 40A:11-6.1; and

WHEREAS, the City's total contracts with the vendor in the 2026 fiscal year do not exceed $7,950.00, so proof of New Jersey Business Registration is not required under N.J.S.A. 52:32-44; and the vendor has been verified as registered in the federal System for Award Management (UEI: NSEVGMJ1FHN5) and is not suspended or debarred, as required by Section VI.A.12 of the Guide; and

WHEREAS, the Municipal Finance Officer has certified in writing via Purchase Order, in accordance with N.J.A.C. 5:30-5.4, that funds in the amount of $5,891.50 are available in the Federal Drug account, Account No. T-25-56-850-001, and no State forfeiture funds or other City funds will be used for this purchase.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield as follows:

1. The purchase of five CAR814 rifles and related equipment from BOTACH, Inc., at a total cost not to exceed $5,891.50, is hereby authorized, to be paid solely from the Federal Drug Equitable Share account, Account No. T-25-56-850-001.

2. No State forfeiture funds, Current Fund appropriations or other City funds shall be used for, or commingled with, this purchase.

3. The rifles and related equipment shall remain the property of the City of Northfield, assigned to the Police Department, and shall be used only by sworn law enforcement personnel for law enforcement purposes. They shall not be transferred to another agency, sold, or become the personal property of any officer.

4. Each rifle shall be recorded by serial number on an inventory kept by the Police Department in accordance with Section VI.A.6 of the Guide, and a copy of the inventory shall be provided to the Municipal Finance Officer.

5. The expenditure shall be reported on the Police Department's annual Equitable Sharing Agreement and Certification (ESAC), and all supporting records shall be retained in accordance with the Guide.

6. The Municipal Finance Officer is authorized to issue a purchase order and take any other action needed to carry out this Resolution.

BE IT FURTHER RESOLVED that certified copies of this Resolution be provided to the Chief of Police, the CFO/QPA.

I, SHANNON CAMPBELL, 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 20th day of October, 2026.

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Shannon Campbell, RMC
Municipal Clerk

CITY OF NORTHFIELD, NJ
RESOLUTION NO. 224-2026

APPOINTING MUSA A. MALIK AS CITY ADMINISTRATOR ON A PART-TIME BASIS

WHEREAS, pursuant to N.J.S.A. 40A:9-136, the City of Northfield has established the position of City Administrator which is provided for under Chapter 43, Article IX of the City Code of the City of Northfield; and

WHEREAS, pursuant to N.J.S.A. 40A:9-137 and City Code, the Mayor, with the advice and consent of City Council, shall appoint the City Administrator; and

WHEREAS, there currently exists a need to fill the position of City Administrator; and

WHEREAS, in accordance with Section 43-36, the position of City Administrator may be filled on a part-time basis; and

WHEREAS, advertisements were duly made, applications were received and reviewed and interviews were held; and

WHEREAS, having been satisfied that the applicant has the proper qualifications required for the position of City Administrator, the Mayor and Hiring Committee have recommended that Musa A. Malik be hired on a part time basis as City Administrator.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and Council of the City of Northfield, as follows:

1. All statements of the preamble are hereby restated as if fully set forth herein.
2. Effective October 21, 2026, Musa A. Malik is hereby appointed as the City Administrator of the City of Northfield, on a part-time basis.
3. The City Administrator's term, in accordance with N.J.S.A. 40A:9-137 shall be at the pleasure of the governing body subject to N.J.S.A. 40A:9-138.
4. City Administrator is empowered to and shall fulfill all duties of the City Administrator of the City of Northfield as set forth in Section 43-40 of the City Code of the City of Northfield and as he may be directed by the Mayor or Council.
5. City Administrator is subject to the Personnel Policies of the City of Northfield.
6. The hours of work for the City Administrator shall not exceed 20 hours per week, unless specifically authorized.

7. The City Administrator shall be compensated at a rate of $60 per hour which shall be set forth separately in the Municipal Salary Ordinance as required by N.J.S.A. 9:140.10.
8. The City Administrator shall not be entitled to health benefits.
9. The City Administrator is designated as an "exempt" position under the Fair Labor Standards Act and, therefore, shall not be entitled to overtime or compensatory time.
10. All employees and officials are hereby empowered to act in accordance with the terms of this Resolution.

I, Shannon Campbell, RMC, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at a special meeting of the City Council of Northfield, held this 20th day of October, 2026.

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Shannon Campbell, RMC
Municipal Clerk

CITY OF NORTHFIELD, NJ
RESOLUTION NO. 225-2026

A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF NORTHFIELD AND GOVERNMENT WORKERS UNION, LOCAL 420 (BLUE COLLAR) EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2028 AND AUTHORIZING THE EXECUTION OF A FINAL AGREEMENT CONSISTENT WITH SAME

WHEREAS, City of Northfield (the City) and the Government Workers Union Local 420 (Blue Collar) (the GWU) are parties to a collective negotiations agreement which expired on December 31, 2024; and

WHEREAS, the parties engaged in collective negotiations for a successor agreement; and

WHEREAS, the parties agreed to terms for a successor agreement which are set forth in the Memorandum of Agreement between the parties, a copy of which is attached hereto; 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 an executive session of the Council, on October 6, 2026, and desires to approve same.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The terms of the preamble are hereby restated as if set forth herein.
2. The terms of the Memorandum of Agreement between the City of Northfield and the Government Workers Union Local 420 (Blue Collar), a copy of which is attached hereto, is hereby approved.
3. The terms of the Memorandum of Agreement shall be incorporated into a final agreement, subject to editing by City's Labor Counsel, which the Mayor is hereby authorized to execute on behalf of the City.
4. All other employees and officers of the City are hereby authorized to act in accordance with the terms of the Memorandum of Agreement.

I, Shannon Campbell, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common City Council of Northfield, held this 20th day of October, 2026.

Shannon Campbell, RMC
Municipal Clerk

CITY OF NORTHFIELD, NJ
ORDINANCE 16-2026

AMENDING CHAPTER 111, SECTION 50, ENTITLED MOTOR VEHICLES PROHIBITED AND SPEED LIMIT ESTABLISHED, OF THE CITY OF NORTHFIELD CODE

WHEREAS, the Common Council of the City of Northfield recognizes the proliferation of Bicycles, Low-Speed Electric Bicycles, Low Speed Electric Scooters, Motorized Bicycles, Motorized Scooters, Motorized Skateboards and Hoverboards and other Electric Personal Assistive Mobility Devices; and

WHEREAS, the Common Council of the City of Northfield seeks to promote and establish guidelines for the safe and responsible use of Bicycles, Low-Speed Electric Bicycles, Low Speed Electric Scooters, Motorized Bicycles, Motorized Scooters, Motorized Skateboards and Hoverboards and other Electric Personal Assistive Mobility Devices;

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic, and State of New Jersey that Chapter 111, Section 50 of the Code of the City of Northfield is hereby amended as follows (added text underlined; deleted text ~~stricken~~):

§ 111-50. Motor vehicles prohibited and Speed Limit Established.

"Motor-driven vehicles" includes, but ~~are~~ is not limited to, minibikes, motor scooters, go-carts, swamp buggies, snowmobiles, low-speed electric bicycles as defined in NJ Rev Stat § 39:1-1, et seq, motorized bicycles as defined in NJ Rev Stat § 39:1-1, et seq, motorcycles, and any other similar type of motor-~~driven~~ vehicle as defined in NJ Rev Stat § 39:1-1, et seq, as amended from time to time, but shall not include bicycles, hoverboards and other electric personal assistive mobility devises, low speed electric scooters, motorized scooters, and motorized skateboards ~~any of the devices defined in~~ as defined in Article 1A or motor-operated conveyances for physically handicapped persons. The operation and/or use of motor-driven vehicles shall be prohibited ~~a~~along the ~~bicycle and pedestrian~~ Northfield Bike Ppath located in the City of Northfield, County of Atlantic, between Dolphin Avenue to the City of Northfield/ City of Linwood corporate line.

A. The operation and/or use ~~of a Motorized Bicycle~~ of any ~~other~~ type of motor-driven vehicle and/or motor vehicle shall be prohibited along the Northfield Bike ~~bicycle~~ pPath, located within the City of Northfield.

B. ~~The operation and/or use of Class 1 and Class 2 low-speed electric bicycles are permitted along the bicycle path at a speed not to exceed ten (10) miles per~~

~~hour.~~ The operation and/or use of bicycles, hoverboards and other electric personal assistive mobility devises, low speed electric scooters, motorized scooters, and motorized skateboards as defined in Article 1A or motor-operated conveyances for physically handicapped persons, are permitted along the Northfield Bike Path at a speed not to exceed ten (10) miles per hour.

BE IT FURTHER RESOLVED:

1) This ordinance shall take effect upon final passage and publication in the manner prescribed by law.
2) Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.
3) Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Common Council of the City of Northfield, New Jersey held on October 6, 2026, and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held October 20, 2026, in Council Chambers, City Hall, Northfield, New Jersey.

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Shannon Campbell, RMC
Municipal Clerk

Erland Chau, Mayor

FIRST READING:	October 6, 2026
PUBLICATION:	October 7, 2026
SECOND READING:	October 20, 2026
PUBLICATION:	October 21, 2026

CITY OF NORTHFIELD, NJ
ORDINANCE 17-2026

AN ORDINANCE AMENDING CHAPTER 61, ARTICLE IV REGARDING THE PROMOTIONAL PROCEDURES WITHIN THE CITY OF NORTHFIELD POLICE DEPARTMENT

WHEREAS, the City of Northfield provides for promotional procedures within its Police Department through Chapter 61, Article IV of the City's Code; and

WHEREAS, the City of Northfield desires to amend and revise certain sections of Chapter 61, Article IV.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Northfield, County of Atlantic, and State of New Jersey that Code Section 61 of the Code of the City of Northfield is hereby amended as follows (added text underlined; deleted text ~~stricken~~):

Section 1: Amendment of Current Code

Chapter 61, Article IV, shall be revised and amended as follows:

§61-22. Shall be AMENDED as follows

§61-22. Appointment of officers.

The Mayor of the City of Northfield, in accordance with N.J.S.A. 40A:14-118, shall appoint the Chief of Police and such other officers as may be required, subject to the confirmation of said appointments by the City Council. In accordance with its obligation to have appointments based upon ~~merit and fitness~~ the criteria established with this ordinance, the Council of the City of Northfield will confirm only those officers who have successfully ~~taken and~~ completed ~~a~~ **the** promotional **process** ~~examination~~ as herein set forth.

§61-23. Shall be AMENDED as follows

§61-23. General procedures.

A. Examinations will be conducted for all promotions to the rank of Sergeant, **Lieutenant and Captain**. ~~and above~~. **For the position of Chief of Police, a promotional process will be conducted as outlined in this Chapter.**
B. Only those officers deemed eligible by these procedures will be permitted to take part in the promotional **process** ~~examinations. (See §61-24 for eligibility)~~

C. ~~All~~ **The** promotional **process** ~~examinations~~, **including the administration of all examinations,** ~~will consist of all of the elements as outlined in §61-25 of these procedures~~ **must be consistent with this Chapter**.

D. ~~Administration of these procedures will be in conformance with the guidelines outlined herein and in accordance with specific test rules outlined in §61-26.~~

E. Officers who suffer from a demotion in rank for just cause other than for budgetary reasons shall not be permitted to ~~take a~~ **participate in the** promotional **process** ~~examination~~ for a period of three years beginning when the demotion takes effect. Any officer so demoted for disciplinary reasons, upon repromotion, shall not retain any seniority rights owing to that rank.

F. All qualified officers will be considered for all promotions for which they are eligible, without regard to race, color, religion, sex, national origin, age, marital or veteran status, politics or personal favoritism, **or any other category protected by law**, except as may be properly permitted by law.

G. ~~The written and oral examinations for each rank will be conducted by the Examination Committee as provide for in §61-25 of these procedures. The Examination Committee shall be appointed by the Mayor.~~

§61-24. Shall be AMENDED as follows

§61-24. ~~Qualifications to sit for exam be~~ **E**ligibi**lity** for Promotion

~~To qualify to sit for the~~ **a** ~~promotional examination~~, **In order to be eligible for a promotion,** one must comply with the following eligibility requirements:

A. ~~To sit for the~~ **For Sergeant,** ~~Sergeant's examination,~~ a candidate **must** ~~shall~~:
~~(1) Have served as a patrolman of the City of Northfield Police Department.~~
(1) Be a present member of the City of Northfield Police Department **who has**
~~(2) Have~~ served as a full-time member of the City of Northfield Police Department for at least three years continuously next preceding the examination date**.**
~~(3)~~ **~~(2).~~** ~~As an individual applicant, not have any more than three~~ **~~two (2)~~** ~~upheld suspensions for the three years immediately preceding the date of the promotional examination.~~

B. ~~To be eligible to sit for examination~~ **F**or **the** rank of Lieutenant **or** Captain ~~or Chief of Police~~, a candidate **must** ~~shall~~:

~~(1) Have served as a patrolman of the City of Northfield Police Department.~~
(1) Be a present member of the City of Northfield Police Department **who has**

~~(2) Have~~ served as a full-time member of the City of Northfield Police Department for at least ~~five~~ **six** years continuously next preceding the examination date**; and**

~~(3)~~ **(2)** Have held the rank of Sergeant or above in the City of Northfield Police Department for at least ~~two~~ **three** years, including acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the ~~written~~ **oral** examination.

~~(4)~~ ~~**(3).** As an individual applicant, not have any more than three **two (2)** upheld suspensions for the three years immediately preceding the date of the promotional examination.~~

C. **For the position of Chief of Police, a candidate must**:

(1) Be a present member of the City of Northfield Police Department in the position of Police Lieutenant or Police Captain.

~~**(2) As an individual applicant, not have any more than two (2) upheld suspensions for the three years immediately preceding the date which application for Chief is filed with the City.**~~

§61-25 Tests, point allocations and promotion criteria shall be REPEALED AND REPLACED IN ITS ENTIRETY AS FOLLOWS:

§61-25 **Examinations, Evaluations and Promotional Criteria**.

A. All promotional Examinations for the positions of Sergeant, Lieutenant and Captain will provide an opportunity for a total of 100 points. These promotional examinations will include a chief's evaluation worth up to 40 points, a review of the employee's resume worth up to 10 points.

1. The Chief's evaluation – up to 40 points
   The Chief's evaluation shall be based upon leadership, job performance, responsibility, commendations and discipline.

   Leadership – An evaluation of the employee's integrity, reliability, selflessness, ability to foster strong professional and community relationships, ability to be an active listener and advisor. A leader offers assistance without being asked and influences through competence, credibility and encourages collaboration to achieve the goals of the department.

   Job Performance – A review of the prior three (3) years of job performance evaluations

   Responsibility - An evaluation of the employee's responsibility will include a determination on the employee's accountability, using good discretion on the job, ethical behavior and strong work ethic. Also included would

be the officer's ability to mentor fellow officers, demonstrate strong job knowledge and strong decision-making skills.
Commendations – Commendations which appear in the Department's electronic tracking system will be included. The content and reason for the commendation will be weighted more than simply the quantity of commendations.
Discipline – A full review of the officer's personnel file including the officer's internal affairs file.

The determination of the amount of points for the Chief's evaluation and resume, will be completed before the written and oral examinations are conducted. After completed, the Chief will give a copy of the points for the evaluation and resume in a sealed envelope to the PBA Shop Stewards. After the results of the written and oral examinations come in, the Chief will open the sealed envelope in the presence of the Shop Stewards. The Chief and Shop Stewards will then add up all of the points together and compile the list.

2. Resume of Employee – up to 10 points
   The employees' resume shall be reviewed for any activities that may, enhance the applicant's ability to perform their job. This can include but not be limited to any additional trainings, law enforcement related education, certifications, skills and community activities.

B. Promotional Examination for Sergeant will consist of the following:
   1. Chief's Evaluation worth up to 40 points
   2. Resume review worth up to 10 points
   3. A written examination consisting of law enforcement material related to the rank of Sergeant shall be developed and administered by the New Jersey State Association of Chiefs of Police. Each officer taking the written examination must be given the exact same test.
      a. A maximum of 15 points shall be allocated according to the following schedule:

Score	Number of Points
96.00 or higher	15 points
92.00 to 95.99	13.5 points
88.00 to 91.99	12 points
84.00 to 87.99	10.5 points
80.00 to 83.99	9 points
76.00 to 79.99	7.5 points
72.00 to 75.99	6 points
68.00 to 71.99	4.5 points
64.00 to 67.99	3 points
60.00 to 63.99	1.5 points

Below 60.00	No points

4. An oral examination consisting of up to twenty (20) questions shall be developed and administered by the New Jersey State Association of Chiefs of Police. The questions shall be related to the law enforcement profession and the rank of Sergeant as determined by the New Jersey State Association of Chiefs of Police. Each officer taking the oral examination must be asked the same exact questions. A total of 30 points shall be allocated to the following schedule:

96.00 or higher	30	points
92.00 to 95.99	27	points
86.00 to 91.99	24	points
82.00 to 85.99	21	points
78.00 to 81.99	18	points
76.00 to 77.99	15	points
72.00 to 75.99	12	points
68.00 to 71.99	9	points
64.00 to 67.99	6	points
60.00 to 63.99	3	points
Below 60.00	No points	

5. Years of Service with the City of Northfield Police Department. Years of service will be measured from the date of hire as a full-time police officer with the City of Northfield. A maximum of five (5) points shall be awarded as follows:

   Completion 3rd year to the completion of 5th year – 1 point
   Start of 6th year to the completion of 7th year – 2 points
   Start of 8th year to the completion of 9th year – 3 points
   Start of 10th year to the completion of 11th year – 4 points
   Start of 12th year and forward – 5 points

C. Promotional Examination for Lieutenant will consist of the following:
   1. Chief's Evaluation worth up to 40 points
   2. Resume review worth up to 10 points
   3. Oral examination worth up to 35 points which will be conducted by the Captain and Chief of Police and which will be focused on law enforcement questions. Up to ten (10) questions will be asked and all applicants must receive the same questions.

4. Administrative Interview worth up to 10 points. An interview with the Chief of Police, Business Administrator, City Council Police Committee and Mayor of up to 10 questions which will be focused on non-law enforcement aspects of administration within the police department and the officer's ability to be successful in a leadership role.
5. Years of Service as a Sergeant:
    a. Years as a Sergeant – Completion of 3 years – 1 point
    b. Start of 4th year to completion of 5 years – 3 points
    c. Start of 6th year and beyond - 5 points

D. Promotional Examination for Captain will consist of the following:
1. Chief's Evaluation worth up to 40 points
2. Resume review worth up to 10 points
3. Oral examination worth up to 35 points which will be conducted by the Chief of Police and which will be focused on law enforcement questions. Up to ten (10) questions will be asked and all applicants must receive the same questions.
4. Administrative Interview worth up to 10 points. An interview with the Chief of Police, Business Administrator, City Council Police Committee and Mayor of up to 10 questions which will be focused on non-law enforcement aspects of administration within the police department and the officer's ability to be successful in a leadership role.
5. Years of Service as a Sergeant/Lieutenant – Seniority in Rank
    a. Completion of 3 years as a Sergeant up to completion of 5 years as Sergeant– 1 point.
    b. Start of sixth year as a Sergeant – 3 points
    c. Current Lieutenant - 5 points

E. Promotion to Chief of Police.

In the event a vacancy in the position of Chief of police occurs or is anticipated, any officer in the position of Police Lieutenant or Police Captain may be considered for the position of Chief of Police.

First, the Chief of Police will send a written notice to all eligible candidates which will advise them of their eligibility and inform them of the opportunity to apply for the position of Chief of Police. Any interested and eligible candidate must then submit a letter of interest to the Chief and Mayor. All letters must be provided to the Chief and Mayor by a uniform deadline established by the Chief and Mayor.

Upon expiration of the deadline for application, the Police Chief will compile a confidential report on each candidate which shall include, at a minimum, an evaluation of the employee's leadership, responsibility, prior job performance, commendations and discipline. The confidential report will also include the

employee's resume as well as years of service in each rank. This confidential report will be provided to the Mayor, Business Administrator and Police Committee for review.

After receipt and review of the confidential report, the Mayor, Business Administrator and Police Committee will interview each candidate. All candidates must be asked the same questions and provided with the same time to respond. After the interviews, the interview committee shall confer and recommend to the Mayor the selection for Chief of Police. The Mayor shall make the final recommendation for the position of Chief of Police and will present his recommendation to City Council for a vote in accordance with Section 61-4(A).

F. In the event of a tie score for any promotion at any level, the officer with the lower badge number shall be ranked higher.

§61-26 Rules and Regulations for Conducting Tests shall be REPLACED IN ITS ENTIRETY AS FOLLOWS:

§61-26. Rules and Regulations for Conducting Examinations and Interviews

A. For all ranks, promotional examinations and interviews will be conducted on weekdays between the hours of 10:00 a.m. and 3:00 p.m., at City Hall or another municipal building designated by the City.
B. For the rank of Sergeant, a notice of Examination must be posted on the Police Department bulletin board and/or disseminated in an official department electronic communication to all members of the Department at least 90 days prior to the examination date.
C. For the ranks of Lieutenant and Captain, a notice of Examination must be posted on the Police Department bulletin board and/or disseminated in an official department electronic communication at least 45 days prior to the examination date.
D. For all ranks except Police Chief, any officer who is eligible and wants to take the examination must notify the Police Chief and Mayor in writing at least thirty (30) days prior to the date of the examination.
E. For the rank of Police Chief, notifications will be done as provided for under §61-25(E).
F. Any officer scheduled to take a promotional examination may be excused from duty for 24 hours prior to the time of the examination without pay or, at the officer's choice may be permitted to accrued personal, compensatory or vacation leave.
G. Scoring and Grading of the examinations will be completed by the following individuals:
    a. Chief's Evaluation will be completed by the Chief of Police
    b. Resume Evaluation will be scored by Chief, Business Administrator, City Council Police Committee and the Mayor.

c. The Written and Oral Examinations for Sergeant will be graded by the New Jersey State Association of Chiefs of Police.
d. Oral examination for Lieutenant will be scored by the Chief of Police and Captain of Police.
e. Oral examination for Captain of Police will be scored by the Chief of Police.
f. Administrative examinations for Lieutenant and Captain will be scored by the Chief, Business Administrator, City Council Police Committee and the Mayor.
g. Except as specifically noted in this Chapter, only full points will be given to candidates.
h. Where multiple individuals are involved in scoring, the points given shall be determined by averaging the scores provided by individual members involved in the scoring. Decimals will be rounded to the nearest full number (i.e., 3.4 rounds to 3.0 and 3.5 rounds to 4.0).
i. All scoring and examination results will be provided in a sealed envelope to the Mayor within thirty (30) calendar of completion of the examination or review.
j. The Mayor, Chief, Business Administrator and a Police Committee representative will take all scores and compute, according to the point schedule established in these procedures, all points for every category for each candidate. The complete and total accumulated points will be the officer's score for promotional purposes. Officers must receive a minimum score of 50 total accumulated points to be considered for promotion.
k. For promotions to Sergeant, Lieutenant and Captain, the Chief and Mayor are responsible for selecting the officer to be promoted from among the three top-scoring candidates. In the event that the Chief and Mayor cannot agree on the selection, then a committee consisting of the Mayor, Chief, Business Administrator and Council members of the Police Committee must make the selection of the officer to be promoted. If the promotion is for Chief of Police, the selection will be made as set forth in §61-25(E).
l. All results will remain effective for a period of three years. Therefore, if any additional promotions are made within that three-year period of time, said promotions shall be made from the next top three individuals on the promotional list.

SECTION 2. REPEALER.
All Ordinances or parts of Ordinances which are in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency or conflict only.

SECTION 3. SEVERABILITY.
If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph,

subdivision, clause, or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

SECTION 4. EFFECTIVE DATE.
This Ordinance shall take effect immediately after final adoption and publication as required by law.

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Council of the City of Northfield, New Jersey held on October 20, 2026 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held on November 10, 2026 in Council Chambers, City Hall, Northfield, New Jersey.

Shannon Campbell, RMC Municipal Clerk	Erland Chau Mayor

FIRST READING:	October 20, 2026
PUBLICATION:	October 21, 2026
SECOND READING:	November 10, 2026
PUBLICATION:	November 11, 2026

CITY OF NORTHFIELD, NJ
ORDINANCE NO. 18-2026

AMENDING CHAPTER 330 OF THE CODE OF THE CITY OF NORTHFIELD, ARTICLE II, EXCAVATIONS IN STREETS

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

ARTICLE II - EXCAVATIONS IN STREETS

§ 330-10. Definitions. NO CHANGE
§ 330-11. Applicability. NO CHANGE
§ 330-12. Permit required; applications. NO CHANGE
§ 330-13. Application information; fees.

A. NO CHANGE.

B. Opening any asphalt or other street surface for any excavation in any City right-of-way, including excavation related to utility installation or replacements, excavations greater than a depth of 18 inches, ~~installation of curbing, and driveway aprons.~~

(1) Application for permission to make an excavation in any City right of way shall be made to the City Clerk or its designee. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:

(a) The applicant's name, address, and phone number (local and out-of-town, if applicable);

(b) The name, address and phone number of the person or firm who will be performing the work;

(c) The length and width of such excavation;

(d) The length and width of such excavation;

(e) The estimated time required to complete the work and restore the surface; and

(f) Such other information as may be required by the City Engineer.

(2) For all excavations within the roadway right-of way, opening of any asphalt or other street surface, ~~disturbance of curbing or driveway aprons,~~ utility improvements and/or replacements, or any excavation greater than 18 inches, an administrative application fee of $250 and construction inspection fee of $1,000 shall be paid to the City Clerk or its designee prior to the issuance of the permit. If said area to be opened, disturbed, or undermined exceeds six square yards, the additional yardage shall be classified as excess yardage, and an

additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of $10 per square yard.

(3) The area to be opened, disturbed or undermined by the applicant shall be reviewed by the City Engineer.

(4) Inspection will be performed by the City Engineer.

(a) If the City Engineer was not notified 24 prior to the commencement of work, the City Engineer may require the permit holder to uncover, excavate, expose, or remove any portion of the work, at the permit holder's sole cost and expense, as the City Engineer deems necessary to determine whether the work complies with the permit, the approved plans and specifications, and all applicable City standards.

(b) If inspection reveals that any work does not comply, the permit holder shall correct the deficiency at the permit holder's sole cost and expense, within the time specified by the City Engineer, and shall obtain reinspection before the work is covered again.

(c) The permit holder shall restore all pavement, landscaping, utilities, and other property disturbed by any excavation or verification required under this section to the condition required by City standards, at the permit holder's sole cost and expense.

C. Opening any asphalt or other street surface for any excavation in any City right-of way for installation of curbing and driveway aprons.

(1) Application for permission to make an excavation in any City right of way shall be made to the City Clerk or its designee. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:

(a) The applicant's name, address and phone number (local and out-of-town, if applicable);

(b) The name, address and phone number of the person or firm who will be performing the work;

(c) The length and width of such excavation;

(d) The purpose for which the excavation is to be made;

(e) The estimated time required to complete the work and restore the surface; and

(f) Such other information as may be required by the City Engineer.

(2) For all excavations within the roadway right-of way, opening of any asphalt or other street surface, disturbance of curbing or driveway aprons, an administrative application fee of $125, construction inspection fee of $250 (includes two (2) inspections), shall be paid to

the City Clerk or its designee prior to the issuance of the permit. For any additional inspection required, a fee of $125 for each inspection shall be paid to the City Clerk or its designee prior to the inspection. If said area to be opened, disturbed, or undermined exceeds six square yards, the additional yardage shall be classified as excess yardage, and an additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of $10 per square yard.

(3) The area to be opened, disturbed or undermined by the applicant shall be reviewed by the City Engineer.

(4) Inspection will be performed by the City Engineer.

(a) If the City Engineer was not notified 24 prior to the commencement of work, the City Engineer may require the permit holder to uncover, excavate, expose, or remove any portion of the work, at the permit holder's sole cost and expense, as the City Engineer deems necessary to determine whether the work complies with the permit, the approved plans and specifications, and all applicable City standards.

(b) If inspection reveals that any work does not comply, the permit holder shall correct the deficiency at the permit holder's sole cost and expense, within the time specified by the City Engineer, and shall obtain reinspection before the work is covered again.

(c) The permit holder shall restore all pavement, landscaping, utilities, and other property disturbed by any excavation or verification required under this section to the condition required by City standards, at the permit holder's sole cost and expense.

§ 330-14. Openings by public utilities; written notice required. NO CHANGE

§ 330-15. Newly paved streets. NO CHANGE

§ 330-16. Streets paved between five years and eight years prior to proposed opening. NO CHANGE

§ 330-17. Issuance of permit.

A. Paving, excavations conducted within the right-of-way of any street greater than 18 inches, utility installation or replacement, curb and driveway ~~o~~penings:

(1) The City Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under their hand for the excavation. The City Engineer shall specify on the permit that it is good for ~~a 90-day period~~ a certain period of time, as outlined in the permit conditions, from the date of issuance determined by the city engineer, and shall further specify on the permit that such work shall be

completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair. ~~The applicant shall notify the City Engineer 24 hours before the commencement of any work so that appropriate inspection can be made where required.~~

~~(2) The City Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under his hand for the excavation. He shall specify on the permit that it is good for a 30-day period from the date of issuance. He shall further specify on the permit that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair.~~

(3) The applicant ~~shall~~ must notify the City Engineer 24 hours before the commencement of any work so that appropriate inspection(s) can be made where required.

(4) Whenever the City resurfaces or reconstructs a street, no permit shall be issued for the opening of said street for a period of five years subsequent to the completion of the reconstruction and acceptance of such work by the City., ~~provided the property owners have been properly notified. The City Clerk shall give written notice, by certified mail, to all owners of property abutting the portion of the street or streets to be reconstructed or resurfaced, and to the public utilities and authorities who routinely locate their facilities in the beds of public streets, no less than four months prior to commencing the City's construction. The notice shall specify the anticipated start date for the construction and advise the property owner that any anticipated new facilities or repairs to their existing facilities must be completed prior to the start of the City's project.~~ Emergency situations are exempt from the five-year restriction.

(5) The City may, in its sole and absolute discretion, attach conditions to any permit issued under this chapter that prohibits work, which is otherwise authorized by the permit, from being performed on or around the Memorial Day, Independence Day and Labor Day holiday weekends depending upon the scope and location of the work as needed to protect the health, safety and welfare of the community. Any timelines imposed upon permittee by this section shall be tolled accordingly in the event of same.

B. Opening of sidewalk on the right-of-way of any street.

(1) The Zoning/Building Officer of the City of Northfield, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under his hand for the excavation of any sidewalk on the right-of-way of any street only. He shall specify on the permit that it is good for a 30-day period from the date of issuance. He shall further specify on the permit that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair.

(2) The applicant ~~shall~~ must notify the City of Northfield Zoning Office 24 hours before the commencement of any work so that appropriate inspection(s) can be made where required.

§ 330-18. Restoration of excavated area. NO CHANGE
§ 330-19. Performance and maintenance surety. NO CHANGE
§ 330-20. Insurance. NO CHANGE.
§ 330-21. Clearance for fire equipment. NO CHANGE
§ 330-22. Protection of traffic. NO CHANGE
§ 330-23. Liability and indemnification of City. NO CHANGE
§ 330-24. Violations and penalties. NO CHANGE
§ 330-25. Exemptions. NO CHANGE

BE IT FURTHER RESOLVED:

1) This ordinance shall take effect upon final passage and publication in the manner prescribed by law.
2) Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.
3) Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

Shannon Campbell, RMC
Municipal Clerk

Erland Chau, Mayor

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Common Council of the City of Northfield, New Jersey held on October 20, 2026, and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held on November 10, 2026, in Council Chambers, City Hall, Northfield, New Jersey.

FIRST READING:	October 20, 2026
PUBLICATION:	October 21, 2026
SECOND READING:	November 10, 2026
PUBLICATION:	November 12, 2026

SchaefferNassarScheidegg
Consulting Engineers, LLC

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

Engineers Surveyors Planners Environmental Specialists Municipal Consultants

ENGINEERING MEMORANDUM

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

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

SUBJECT: Engineers Report for October 20, 2026

DATE: October 16, 2026, 2026

PROJECTS:

NF13-41 **Zion Road Pump Station Upgrade**

The standby generator was commissioned, and the contractor performed a load bank test, just waiting on the final UL certification, so we can close out this project. **(2-20-2026)** UL certification was scheduled for today but was canceled due to the rain. **(3-24-2026)** UL certification has been completed. **(6-22-2026)** I meet with Darren Boyd regarding few minor issues they are having with the control panel, working with the Contractor to address these issues. **(8-07-2026) Darren** met with the Contractor regarding the few minor issues with the pumps station control, also waiting to meet with the Generator technical support team. **(10-16-2026) No update.**

NF13-27 **Grants:**

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

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

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

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

(8-7-2026) No update.

NF13-57 **Habitat for Humanity Projects:**

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

who is making the submission to the Board. **(7-10-2026)** Plans will be submitted to the Planning Board by the end of July. **(8-7-2026)** Major subdivision plans were submitted to the Planning Board. **(9-25-2026)** We are scheduled to be heard by the Planning Board on November 5th hearing. **(10-16-2026) WE received an email from the Planning Board Secretary, she rescheduled the hearing to December 3rd.**

NF13-58 **Reconstruction of Wabash Avenue:**

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

NF13-00 **Mill and Zion Road Intersection:**

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

NF13-51 **Bleachers at Birch Grove Park:**

(5-15-2026) We started the surveying work, so we can prepare the plans for the concrete work, and we are looking to purchase the bleachers from an Approved State Vender**. (6-22-2026)** Filed has been completed and we have a base map so we can properly layout the bleachers that will meet the ADA requirements. **(7-10-2026)** I met with Councilman Dewees to review the existing condition plan and move forward with the plans. **(8-7-2026)** Working on the plans and specifications. **(9-25-2026)** I received the quote for the 5 ADA bleachers it came in at $52,624.00 for the material only, the proposed project will be over the grant amount, we will need to determine if we can scale it down. **(10-16-2026) Met with Councilman Dewees regarding the proposed bleachers, at this time we are proposing 3 sets of bleachers, working on the budget, any funds left from the CDBG grant will be transferred to another project.**

NF13-03 **Street Opening Permits:**

(9-25-2026) This year we have issued a large number of street opening permits, we are having problems getting notified when the work is being done, especially the NJAWC. **(10-16-2026) We finished the ordinance and application revisions, which will be forwarded to Council from eth Solicitor's office.**

NF13-00 **Miscellaneous issues:**

(9-25-2026) The steps for the museum front door at Birch Grove Park in need of repair also the wooden joists behind the steps need to be replaced, I am proposing to construct concrete steps instead of replacing the composite wooden steps**. (10-16-2026) waiting on the quote from the contractor.**