

**CITY OF NORTHFIELD WORK SESSION
NOVEMBER 14, 2017**

At 6:00pm this meeting was called to order by Municipal Clerk Mary Canesi. This meeting was properly advertised in the Press of Atlantic City in accordance with Public Law 75, Chapter 231.

FLAG SALUTE

The flag salute was led by Mayor Chau.

ROLL CALL

Present: Murray, O'Neill, Perri, Travagline, Dewees
Absent: Lischin, Piergiovanni

Mayor Chau, Solicitor Facenda, Chief Newman and Engineer Nassar were also in attendance.

Solicitor Facenda announced that we would not need Resolution 211-2017 as the Agreement from Fair Share Housing was not available.

WORK SESSION TOPICS FOR DISCUSSION – OLD BUSINESS

Council President Dewees welcomed everyone to the meeting then deferred to Solicitor Facenda for an update on the potential land sale.

- Potential Land Sale – Update

Solicitor Facenda advised that he did not have an update; he would discuss some tangential issues during the executive session.

- Request for County Assistance - Signs for the Casto House and Museum on Shore Road and Rt. 9

Council President Dewees did not have any real update on the museum signs; he was trying to track down which county employee visited Public Works to discuss the matter.

- Public Safety Institute – proposal to evaluate Fire Department Operations

Council President Dewees asked if the Public Safety Institute proposal was to be discussed by Councilman Lischin.

Municipal Clerk Canesi stated that Councilman Travagline may have some comments.

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Councilman Travagline said that he was satisfied for now and we could move forward.

Clerk Canesi offered that Councilman Lischin would be in attendance but would be late; perhaps he could touch on this work session agenda item during his committee report.

- Birch Grove Park Museum – Handicap Access Ramp - Update from Engineer Nassar

Council President Dewees asked Engineer Nassar to discuss the Birch Grove Park handicap ramp.

Engineer Nassar distributed copies of plan summaries for the ramp and for City Hall ADA improvements. He explained the total of the grant monies that were available from the ACIA for the two projects and that the grant funded projects must be put out to bid regardless of the scope of work. We must also abide by the prevailing wage standards. Engineer Nassar suggested that the City fund the ramp improvements because the project was smaller, and that the sum total of the grant funds be used for the parking lot, as that will have to go out for formal bid anyway. He explained that there were two separate proposals for the parking lot; one adds more spaces than the other. There was a gravel area proposed for overflow parking that would be less expensive than asphalt.

Clerk Canesi commented that the gravel area was also less permanent; we only exceed our parking capacity one day a week and that is when we have court.

Engineer Nassar advised council that the ACIA and the CFO had approved the manner in which Engineer Nassar suggested using the funds.

Clerk Canesi explained that if the council approved the engineer's plans, he could go out for quotes for the museum job, and that council would approve a formal bid for the parking lot, which it would have had to do anyway.

All members present were in general agreement, except that Councilman Travagline needed more time to think about the parking lot expansion.

WORK SESSION / TOPICS FOR DISCUSSION – NEW BUSINESS

Councilman Travagline asked where we were in regards to scanning.

Clerk Canesi explained that the indexing would be very labor intensive, and reminded the Council that the only full time employee in that department was recently changed to a part time position.

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Councilman Travagline felt that we had to start somewhere; it was his understanding that the vendor was going to perform the indexing function.

Mayor Chau agreed that we had to start somewhere, but also hears the clerk saying that this is a big task.

Solicitor Facenda added that we should check the state guidelines to see if the company is able to scan and index the information the way the state recommends. From the OPRA perspective indexing will need to be different and more complex.

Clerk Canesi replied that we need to get an idea of what this will cost. The vendor that we had the proposal from was not able to give a price for each cubic feet of records. We have no idea at this time if the cost would be \$50,000.00 or \$200,000.00. It could take up to a year for someone to scan and index all of those records.

Councilman O'Neill stated that what most companies do is start with current records, they don't go back forever.

Councilman Travagline felt that at minimum they could be logged in.

Councilman O'Neill wanted to pass the cost of scanning along to the person requesting the permit.

Clerk Canesi reminded that Council would need to identify the source of funding for the scanning system; can't move forward without knowing how we will pay for it.

Mayor Chau asked Councilman Murray to confirm his availability to hear a step 3 grievance filed by the PBA.

AGENDA REVIEW

Council President Dewees reviewed the agenda and made assignments.

Councilman O'Neill asked for an update on the Mill Road sidewalk project.

Council President Dewees advised that the county surveyor is comparing parcel maps for the individual properties.

Councilman Travagline mentioned that there was an article in the Press over the weekend that had the Mayor's name, and also referred to Councilman Travagline and Council President Dewees. What was said was taken out of context, he wanted to set the record straight for himself, and suggested that Council President Dewees may want to as well. When it came to benches that were donated on the bike path, he felt

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that the City and that the Department of Public Works, who are there all the time, are able to make recommendations of what needed to be done. If we started to have our own regulations, it would result in more and more items being placed on and around benches than are there now. He thought that Public Works did a great job, and felt that the council had done a great job in dealing with individual residents in handling things as they occurred. He thought that was the proper way to handle it, he did not feel we needed another ordinance to regulate. If we say 12" pots are allowed, everyone will put out 10" pots. It was a very sensitive issue, and if there were only 1-2 residents complaining, then even though we didn't want any residents to complain, he also did not feel that it warranted over-regulation.

Council President Dewees added that City property was already protected from certain things because it is City property; he also felt that the Department of Public Works did a great job.

Councilman Travagline did not know where the reporter who wrote the piece got the information, but what was written was misleading and made us out to seem very insensitive, which is exactly what we were trying not to do.

PUBLIC SESSION

Council President Dewees opened the meeting to public.

Seeing no one wishing to speak Council President Dewees closed the public session.

At 6:37pm, on motions properly made and seconded, this meeting was adjourned.

Respectfully submitted,

Mary Canesi, RMC, Municipal Clerk