CITY OF NORTHFIELD COUNCIL WORK SESSION MEETING AGENDA
NOVEMBER 24, 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

6PM CEREMONIAL OATH OF OFFICE: Patrolman Frank Gabriel

COMMITTEE REPORTS

Councilman Polistina	Finance and Collections; Municipal Alliance; Senior Citizens; Affordable Housing
Councilman Dewees	Buildings/Grounds, Athletic Fields; Birch Grove Park, Bike Path,1st Street Playground, Veterans Park; Public Works; Roads, Engineering; Stormwater Sewer Operations; Cultural Committee
Councilwoman Kern	Inspections, Housing/Zoning; Northfield Sports (FAN); Library; Mainland Regional
Councilwoman Bucci	Insurance and Safety; Planning Board; Economic Development / Chamber of Commerce
Councilman Smith	Central Municipal Court; Little League and Babe Ruth; Northfield Community School; Shared Services; Grants
Councilwoman Carfagno	Fire Department / EMS; Technology / MRHS Channel; Veteran Liaison
Councilman Notaro	Sanitary Sewer Operations

CITY ENGINEER'S REPORT

AD HOC COMMITTEES

Northfield Plaza – Decorative Street Lights	Councilman Dewees, Councilman Notaro

WORK SESSION / TOPICS FOR DISCUSSION – ONGOING BUSINESS

WORK SESSION / TOPICS FOR DISCUSSION – NEW BUSINESS

- Selection Date of 2027 Reorganization Meeting

REVIEW OF REGULAR MEETING AGENDA

PUBLIC SESSION/ FIVE MINUTES PER SPEAKER

ADJOURNMENT

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 November 24, 2026

DATE: November 20, 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. **(11-20-2026) 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.

(11-20-2026) The City was awarded $292,691.00 for the 2027 Municipal Aid Project, resurfacing Roosevelt Avenue.

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. **(11-6-2026)** We are preparing the Sewer Extension application to be submitted to ACUA for the proposed sewer main along Dolphin Avenue. **(11-20-2026) The sewer extension application package was submitted to the ACUA, the application fees were waived.**

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**. (11-6-2026)** The survey field work has been completed per my meeting with Councilman Dewees. **(11-2-2026) The bid package is not completed yet, will need the approval of the ACIA prior to completion.**

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 the Solicitor's office**. (11-6-2026)** We processed 16 street opening permits the majority for the NJAW for their program replacing lead water services. **(11-20-2026) We processed 11 street opening permits the majority for the NJAW for their program replacing lead water services**

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.**