

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
NOVEMBER 15, 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** – October 25, 2022 and November 2, 2022

**MAYOR'S REPORT**

**CITY ENGINEER'S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- |                 |   |
|-----------------|---|
| <b>203-2022</b> | Authorizing Daniel Scott Mascione Architect, LLC, to Proceed with Architectural Services for the Project Known as Northfield City Hall Roof Replacement   |
| <b>204-2022</b> | Resolution Authorizing Cancellation of Taxes Pursuant to N.J.S.A. 54:4-3.26 on Property Known as Block 122 Lot 22.07 (15 Haining Place)   |
| <b>205-2022</b> | Resolution Authorizing Cancellation of Municipal Lien 12-00056 Pursuant to N.J.S.A. 54:5-111 on Property Known as Block 122 Lot 22.07 (15 Haining Place)  |
| <b>206-2022</b> | Resolution Authorizing Cancellation of Taxes Pursuant to N.J.S.A. 54:4-3.26 on Property Known as Block 158 Lot 17.20 (E Ridgewood Court)  |
| <b>207-2022</b> | Authorization to Create Municipal Lien for Property Maintenance Costs   |
| <b>208-2022</b> | Accumulated Absence   |
| <b>209-2022</b> | A Resolution Amending Resolution No. 157-2021, Authorizing the Chief Financial Officer to Execute a Contract with an Approved State Contract Vendor, Pursuant to N.J.S.A. 40A:11-12a  |
| <b>210-2022</b> | Authorizing the City of Northfield to Accept a Subgrant Award of the Federal Fiscal Year 2022 Emergency Management Performance Grant and Emergency Management Agency Assistance   |
| <b>211-2022</b> | Transfer of Funds   |
| <b>212-2022</b> | 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 between the City of Northfield and the Northfield Professional Firefighter's Association, Local No. 2364 |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
NOVEMBER 15, 2022**

**ORDINANCE**

- 12-2022**      An Ordinance Amending Bond Ordinance No. 4-2019, Adopted on March 5, 2019, by the City of Northfield, in the County of Atlantic, New Jersey, to Provide for the Payment of the Required Down Payment Not Previously Appropriated in the Original Bond Ordinance  
*Introduction / No Public Input / Published in the Press of AC 11/19/2022*  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration 11/29/2022*

**PAYMENT OF BILLS**    \$   3,054,503.23

**MEETING NOTICES**

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 203-2022**

**AUTHORIZING DANIEL SCOTT MASCIONE ARCHITECT, LLC TO  
PROCEED WITH ARCHITECTURAL SERVICES  
FOR THE PROJECT KNOWN AS  
NORTHFIELD CITY HALL ROOF REPLACEMENT**

**WHEREAS**, Daniel Scott Mascione Architect, LLC has submitted expenditure requests outlining professional architectural services that will be provided to the City of Northfield; and

**WHEREAS**, copies of said expenditure requests have been provided to the Common Council of the City of Northfield for their review; and

**WHEREAS**, Common Council of the City of Northfield has deemed it appropriate to authorize the expenditure of these monies as follows:

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Architectural services –As Built: Measure existing roof structure and provide roof plans of the existing.	\$2,500.00
Construction Documents: Using Design Development Drawings, provide documents for construction department review and permit.	\$7,500.00
Construction Phase Services (if requested). The Architect will provide limited construction phase services for the duration of the renovation. Services will include reviewing bids submitted to the Owner, certifying the amounts due to the contractor, reviewing properly prepared and timely requests of the Contractor, Site Visits (up to five) and Shop Drawing & material submittal review.	\$4,500.00
<b>Total</b>	<b>\$14,500.00</b>

**WHEREAS**, certification of the Availability of funds has been received from the Chief Financial Officer and funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against lines 2-01-20-165-200 (\$10,000.00) and 2-01-44-906-000 (\$4,500.00).

**THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that this Project is approved as submitted by Daniel Scott Mascione Architect, LLC.

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 15th day of November, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 204-2022**

**RESOLUTION AUTHORIZING CANCELLATION OF TAXES  
PURSUANT TO N.J.S.A. 54:4-3.26 ON PROPERTY KNOWN AS BLOCK  
122 LOT 22.07 (15 HAINING PLACE)**

**WHEREAS**, it has been brought to the attention of the City of Northfield that there were taxes assessed on Block 122 Lot 22.07 (15 Haining Place) for the first half of 2023; and

**WHEREAS**, it has been determined by the Tax Assessor, William M. Johnson, CTA, that this property is tax exempt as of January 1, 2023; 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.

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

1. The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.26, is hereby authorized to cancel taxes on Block 122 Lot 22.07 (15 Haining Pl) as follows due to the fact that said property is exempt:

\$17.46 for the year of 2023

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 15th day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 205-2022**

**RESOLUTION AUTHORIZING CANCELLATION OF MUNICIPAL  
LIEN 12-00056 PURSUANT TO N.J.S.A. 54:5-111.1 ON PROPERTY  
KNOWN AS BLOCK 122 LOT 22.07 (15 HAINING PLACE)**

**WHEREAS**, it has been brought to the attention of the City of Northfield that there is a Municipal Lien 12-00056 on the property known as Block 122 Lot 22.07 (15 Haining Place) in the amount of \$533.35; and

**WHEREAS**, it has been determined by the Tax Assessor, William M. Johnson, CTA, that this property shall be exempt from taxes beginning January 1, 2023; 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.

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

1. The Tax Collector, pursuant to N.J.S.A. 54:5-111.1, is hereby authorized to cancel tax sale certificate 12-00056 on Block 122 Lot 22.07 (15 Haining Place) due to the fact that said property is exempt and should have been exempt at the time the lien was placed.

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 15th day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 206-2022**

**RESOLUTION AUTHORIZING CANCELLATION OF TAXES  
PURSUANT TO N.J.S.A. 54:4-3.26 ON PROPERTY KNOWN AS BLOCK  
158 LOT 17.20 (E RIDGEWOOD COURT)**

**WHEREAS**, it has been brought to the attention of the City of Northfield that there were taxes assessed on Block 158 Lot 17.20 (E Ridgewood Court) for the first half of 2023; and

**WHEREAS**, it has been determined by the Tax Assessor, William M. Johnson, CTA, that this property is tax exempt as of January 1, 2023; 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.

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

1. The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.26, is hereby authorized to cancel taxes on Block 158 Lot 17.20 (E Ridgewood Court) as follows due to the fact that said property is exempt:

\$17.46 for the year of 2023

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 15th day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 207-2022**

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

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

Block	Lot	Property Address	Amount
123	7.03	1105 Shore Rd	\$185.41

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

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

**WHEREAS**, the Public Works Department of the City of Northfield was instructed to remedy the violation and submit the associated costs of bringing the property into compliance with 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 15<sup>th</sup> day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 208-2022**

**ACCUMULATED ABSENCE**

**WHEREAS**, NJAC 5:30-15 establishes rules that govern how local government units manage and finance compensation for accumulated absence time for their respective employees, and

**WHEREAS**, accumulated absence includes any sick days, vacation days, personal days or other absence time authorized as part of an employer agreement, which is not used by the employee during the allowed period and which is permitted to accumulate over time to the benefit of the employee, and

**WHEREAS**, the Chief Financial Officer has certified that the funds and authority exists to pay the total accumulated absence, as per the attached schedule, to Eric Dettinger who retired from the service of the City effective October 31, 2022.

**WHEREAS**, the attached certification and documentation are presented to comply with the rules and regulations established by the Local Finance Board.

**NOW, THEREFORE, BE IT RESOLVED, by the City Council**, that the total sum of \$33,075.60 composed of 600 Sick Hours be paid out to Eric Dettinger for his unused, accumulated absence time. The balance will be paid in installments beginning November 25, 2022 through March 3, 2023.

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 15<sup>th</sup> day of November, 2022.

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk



**CERTIFICATION OF ACCUMULATED ABSENCES**  
**Police Lieutenant Eric Dettinger**  
**Retirement Date: October 31, 2022**  
**Amount of Payout for unused compensated absences: \$33,075.60**

I, Dawn M. Stollenwerk, Chief Financial Officer of the City of Northfield, hereby certify according to NJSA 5:30-15.4 that sufficient documentation has been provided to support the accumulated absence payout to Eric Dettinger. Such sufficient documentation is found in the agreement between the City of Northfield and PBA Mainland Local #77 2020-2023. Attached herewith is the copy of the accumulation for the year 2022, reflecting the balances accumulated in prior years and a copy of the calculations and amounts used.

I further certify that funds are available in the 2022 Municipal Budget and in the Accumulated Absence Trust to satisfy this commitment, and are being encumbered against the line-item T-24-56-850-008 Accumulated Compensated Absences. This commitment, combined with any other previous commitments does not exceed the appropriation balances available in this line item.

Signed,

Dawn M. Stollenwerk  
Chief Financial Officer  
Date: November 15, 2022

**Eric Dettinger**  
**Payment Calculations - Accumulated Absences**

Retirement Date: October 31, 2022

### Balance of Accrued Time

	Hours	Value
Sick Leave	600.00	\$33,075.60
Vacation	0	\$0.00
Compensatory Time	0	\$0.00
<b>Total</b>	<b>600.00</b>	<b>\$33,075.60</b>

Hourly Rate	\$	55.13
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Bi-Weekly Salary	\$4,410.08
# Payments	7.50

### Payout schedule

	<u>Payment</u>	<u>Balance</u>
PR 11/25/22	\$4,410.08	\$28,665.52
PR 12/9/22	\$4,410.08	\$24,255.44
PR 12/23/22	\$4,410.08	\$19,845.36
PR 1/6/23	\$4,410.08	\$15,435.28
PR 1/20/23	\$4,410.08	\$11,025.20
PR 2/3/23	\$4,410.08	\$6,615.12
PR 2/17/23	\$4,410.08	\$2,205.04
PR 3/3/23	<u>\$2,205.04</u>	(\$0.00)
<b>Total</b>	<b>\$33,075.60</b>	

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 209-2022**

**A RESOLUTION AMENDING RESOLUTION NO. 157-2021,  
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**, on September 14, 2021, the Common Council of the City of Northfield adopted Resolution No. 157-2021, authorizing the award of a contract to Watchguard Video for Police Body Worn Cameras, in compliance with contract 17-FLEET-00793; and

**WHEREAS**, Motorola Solutions has purchased Watchguard Video and is invoicing the City of Northfield directly for the body worn cameras purchased pursuant the contract awarded under Resolution No. 157-2021; and

**WHEREAS**, the City of Northfield wishes to memorialize the change in vendors and amend the contract award to reflect that Motorola Solutions is now the City's vendor as Motorola Solutions has provided documentation confirming that Motorola Solutions has assumed the State Contract from Watchguard Systems previously approved Resolution No. 157-2021.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield recognizes Motorola Solutions as the appropriate State Contract Vendor who will provide the body worn cameras authorized by Resolution No. 157-2021 and authorizes the Purchasing Agent/Chief Financial Officer to execute the required documents and render payment to Motorola Solutions.

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 15<sup>th</sup> day of November, 2022.

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 210-2022**

**AUTHORIZING THE CITY OF NORTHFIELD TO ACCEPT A SUBGRANT  
AWARD OF THE FEDERAL FISCAL YEAR 2022 EMERGENCY  
MANAGEMENT PERFORMANCE GRANT AND EMERGENCY  
MANAGEMENT AGENCY ASSISTANCE**

**WHEREAS**, the Northfield Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY22-EMPG-EMAA-0118 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of a \$10,000.00 Federal Award is for the purpose of enhancing the City's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

**WHEREAS**, the City of Northfield will use these funds to enhance our Emergency Management Program and the funds will be used for Emergency Management purposes; and

**WHEREAS**, the award period is from July 1, 2022 to June 30, 2023; and

**WHEREAS**, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

**WHEREAS**, the City of Northfield Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Common Council accepts the award of the FFY22 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Emergency Management Coordinator are authorized to sign the appropriate subgrant award documents.

That copies of this Resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management; the Atlantic County Division of Emergency Management; the Atlantic County Office of the Treasurer; the City of Northfield Business Administrator; and the City of Northfield Chief Financial Officer.

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 the City of Northfield, held this 15<sup>th</sup> day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 211-2022**

**TRANSFER OF FUNDS**

**BE IT RESOLVED** by the Common Council of the City of Northfield, that the following transfers of 2022 funds be approved according to N.J.S.A. 40A:4-58:

	<u>Account Number</u>	<u>From</u>	<u>To</u>
General Administration - Other Expenses	01-20-100-200		10,000.00
Clerk - Salaries & Wages	01-20-120-100		2,500.00
Tax Collector Salaries & Wages	01-20-145-100		14,000.00
Tax Assessor Salaries & Wages	01-20-150-100		
		<u>8,000.00</u>	
Tax Assessor - Other Expenses	01-20-150-200		22,000.00
Legal Services - Other Expenses	01-20-155-200		
		<u>5,000.00</u>	
Construction - Salaries & Wages	01-22-195-100		
		<u>5,000.00</u>	
Construction - Other Expenses	01-22-195-200		
		<u>23,098.41</u>	
Zoning/Housing Salaries & Wages	01-22-195-100		
		<u>5,000.00</u>	
Police - Salaries & Wages	01-25-240-100		
		<u>15,000.00</u>	
Police - Other Expenses	01-25-240-200		15,000.00
Sewerage - Salaries & Wages	01-26-295-100		
		<u>10,000.00</u>	
Solid Waste Contracts - Other Expenses	01-26-305-200		
Park Maintenance - Other Expenses	01-28-375-200		2,000.00
PERS - Other Expenses	01-36-471-000		4,425.00
Bond Interest	01-45-930-000		1,173.41
		<u>-</u>	
<b>TOTAL</b>		<u><b>71,098.41</b></u>	<b>71,098.41</b>

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 15th day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 212-2022**

**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 BETWEEN THE  
CITY OF NORTHFIELD AND THE NORTHFIELD PROFESSIONAL  
FIREFIGHTER'S ASSOCIATION, LOCAL NO. 2364**

**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 terms of a memorandum of agreement between the City of Northfield and the Northfield Professional Firefighter's Association, Local No. 2364, related to a previously approved extension for a temporary work schedule, and the possible extension of same.

**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 15<sup>th</sup> day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
ORDINANCE NO. 12-2022**

**AN ORDINANCE AMENDING BOND ORDINANCE NO. 4-2019, ADOPTED ON MARCH 5, 2019, BY THE CITY OF NORTHFIELD, IN THE COUNTY OF ATLANTIC, NEW JERSEY, TO PROVIDE FOR THE PAYMENT OF THE REQUIRED DOWN PAYMENT NOT PREVIOUSLY APPROPRIATED IN THE ORIGINAL BOND ORDINANCE**

WHEREAS, the City Council of the City of Northfield, in the County of Atlantic, New Jersey (the “City”), heretofore adopted Bond Ordinance No. 4-2019, entitled:

**“BOND ORDINANCE APPROPRIATING ONE MILLION DOLLARS (\$1,000,000) AND AUTHORIZING THE ISSUANCE OF ONE MILLION DOLLARS (\$1,000,000) IN BONDS OR NOTES OF THE CITY OF NORTHFIELD, COUNTY OF ATLANTIC, NEW JERSEY FOR CERTAIN CLEAN WATER PROJECTS TO BE UNDERTAKEN BY AND WITHIN THE CITY OF NORTHFIELD, ATLANTIC COUNTY, NEW JERSEY”**

(“**Bond Ordinance No. 4**”), pursuant to which the City authorized the issuance of bonds or notes in the aggregate principal amount of \$1,000,000 for the purposes of financing the costs of construction of upgrades to the Zion Road Pump Station, the purchase of a Jet Vactor Truck and Sewer Camera Crawler, and preparation of a Sanitary Sewer Asset Management Plan (collectively, the “**Sewer System Projects**”) through the City’s participation in financing programs being offered by the New Jersey Infrastructure Bank (the “**I-Bank**”) and the State of New Jersey, acting by and through the New Jersey Department of Environmental Protection, pursuant to the New Jersey Infrastructure Bank Financing program (the “**Program**”); and

WHEREAS, the City has elected to fund the costs of the Sewer System Projects from other sources, including without limitation the City’s Capital Improvement Fund and through the issuance of bonds and/or notes of the City as provided in Bond Ordinance No. 4 and desires to terminate the participation by

the City in the Program for the Sewer System Projects; and

**WHEREAS**, the City Council believes it to be in the best interests of the residents of the City to terminate the participation by the City in the Program for the funding of any of the Sewer System Projects; and

**WHEREAS**, as the Sewer System Projects will not be funded under the Program, the City must now appropriate the aggregate sum of Fifty Thousand Dollars (\$50,000.00) as the required aggregate down payment in Bond Ordinance No. 4 for the Sewer System Projects in accordance with N.J.S.A. 40A:2-11.

**NOW THEREFORE, BE IT ORDAINED**, by the City Council of the City of Northfield, in the County of Atlantic, New Jersey (not less than two-thirds (2/3) of all the members thereof affirmatively concurring), as follows:

**Section 1.** In Section 1 of Bond Ordinance No. 4, entitled “**Appropriation for Projects; Waiver of Down Payment**”, the sentence “No down payment is required for said improvements or purposes pursuant to the provisions of N.J.S.A. 40A:2-11(c)” is hereby deleted in its entirety and shall be replaced by the following language:

“The sum of FIFTY THOUSAND DOLLARS (\$50,000) is hereby appropriated as the down payment for said improvements as required pursuant to N.J.S.A. 40A:2-11 and more particularly described in Section 3 and now available by virtue of provision in a previously adopted budget or budgets of the City for down payments for capital improvement purposes, and including also monies received or expected to be received from the United States of America, the State of New Jersey or the County of Atlantic, or agencies thereof, as grants in aid of financing said improvements or purposes.”

**Section 2.** All references in Bond Ordinance No. 4 to the maximum principal amount of bonds or notes to be issued under Bond Ordinance No. 4 shall



be reduced from ONE MILLION DOLLARS (\$1,000,000) to NINE HUNDRED FIFTY THOUSAND DOLLARS (\$950,000).

**Section 3.** Prior to adoption of this Amendment, an amended supplemental debt statement required by the Local Bond Law shall have been duly made and filed in the office of the City Clerk and a complete executed duplicate thereof shall have been electronically filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, with such statement showing that the gross debt of the City as defined in the Local Bond Law is decreased by this amendment by FIFTY THOUSAND DOLLARS (\$50,000), and the said obligations authorized by Bond Ordinance No. 4 as hereby amended will be within all debt limitations prescribed by the Local Bond Law.

**Section 4.** Bond Ordinance No. 4 is hereby reaffirmed in its entirety and shall remain in full force except as modified herein.

**Section 5.** This Ordinance amending Bond Ordinance No. 4 shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law of New Jersey.

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ERLAND CHAU, MAYOR

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TOM POLISTINA, COUNCIL PRESIDENT

FIRST READING:	November 15, 2022
PUBLICATION:	November 19, 2022
FINAL READING:	November 29, 2022
PUBLICATION WITH STATEMENT:	December 3, 2022

# 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 November 15, 2022

**DATE:** November 10, 2022

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### **PROJECTS:**

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

### **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 22<sup>nd</sup>, 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. **(11-10-2022) Working on the report.**

**NF13-27** **Grant Applications:**

(5-22-2020) 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. (7-10-2020) 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

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submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24<sup>th</sup>. 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. (10-21-2022) working on the Transportation Alternative Set-Aside Grant and flood mitigation grant with Tim Joo. **(11-10-2022) We submitted the Transportation Alternative Set-Aside Grant and working on flood mitigation grant with Tim Joo**

**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 5<sup>th</sup>, 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 7<sup>th</sup>, 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. (9-2-2022) We marked the limits of paving for the final restoration at Hemsley, Herbert and Shepherd, the work is scheduled for the first week in October. (9-15-22) Contractor sent all required paperwork for additional paving. (10-7-2022) the Paving was completed at Shepherd and Herbert, Hemsley to be finished on Monday. (10-21-2022) Pavement restoration has been completed. **(11-10-2022) Nothing new to report.**

**NF13-03      Street Opening:**

**(11-10-2022) 3 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 20<sup>th</sup> 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 10<sup>th</sup>. (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 11<sup>th</sup>, 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 5<sup>th</sup>. (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. **(11-10-2022) Working on the final punch list items and the final change order amount.**

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

**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 5<sup>th</sup> 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 9<sup>th</sup>. (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 11<sup>th</sup>. (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. (9-15-2022) the contractor is working on correction couple drainage issues along Merritt and Ridgewood. (10-7-2022) The contractor corrected the drainage issue along Merritt and Ridgewood, still need to correct the minor puddle by Route 9. (10-21-2022) Final change order has been finalized and need Council's approval before we can close out this project with the NJDOT. **(11-10-2022) Working on the close out documents for this grant.**

**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 14<sup>th</sup>. (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 11<sup>th</sup>, project should be completed by October 22<sup>nd</sup>. (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. (9-15-2022) Project is completed, only one punch list item remains to be completed. (10-7-2022) We are going to prepare bid package for another section of the deep sewer to be slipped lined. (10-21-2022) Bid package has been completed and will be going out to bid next week. **(11-10-2022) Bid opening is scheduled for December 2, 2022.**

## **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 1<sup>st</sup>. (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. (9-2-2022) Paving is completed at Cedarbridge, Madison, Mazza, Jenny Lynn, West Oakcrest and West Revere. The contractor will finish Northwood on the 7<sup>th</sup> and will mobilize back the week of September 19<sup>th</sup> to complete the paving. (9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19<sup>th</sup>. (10-7-2022) All paving has been completed, the contractor will be the asphalt driveways and the punch list item. (10-21-2022) Contractor completed the line striping, working on the final change order amount and punch list items. **(11-10-2022) Project will be under budget, working on the final change order amount and punch list items.**