

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
NOVEMBER 23, 2021**

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 9, 2021.

Pursuant to N.J.S.A. 10:4-8(b), will be held in-person and as a remote public meeting (live-streamed) using Zoom conferencing service. Due to continued social distancing requirements related to Covid-19, there are limited seats for in-person attendance by members of the public. Visit the event calendar page for November 23, 2021 at www.cityofnorthfield.org to determine current seating availability. Face coverings and social distancing will be required for in-person attendance. To reserve an available seat, contact the Office of the Municipal Clerk at 609-641-2832, ext 125, no later than 4:00pm on November 23, 2021. Once all available seats have been reserved, virtual attendance will be required using a web-browser to Join the Zoom Meeting <https://us02web.zoom.us/j/85401524181> or by telephone using One tap mobile +13126266799,,87247599860# or direct dial +1 312 626 6799 using Meeting ID: 872 4759 9860. For those wishing to comment during the dedicated public comment portion of the meeting, but who may be unable to attend (in person or via Zoom), public comments may also be submitted in advance via email to mcanesi@cityofnorthfield.org, or by written letter to the Office of the Municipal Clerk, 1600 Shore Road, Northfield NJ 08225, or by hand delivery to the drop box in the parking lot at the south corner of the municipal building, addressed to the attention of the Municipal Clerk. Comments shall contain the name and address of the author, will be read aloud and addressed during the remote public meeting, and must be received by 2:00pm on November 23, 2021.

FLAG SALUTE

COUNCIL ROLL CALL: Dewees, Madden, Notaro, Perri, Smith, Utts, Polistina

MAYOR: Chau

APPROVAL OF MINUTES – November 9, 2021

MAYOR’S REPORT

CITY ENGINEER’S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 195-2021**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES FOR
THE PROJECT KNOWN AS RECONSTRUCTION OF OAK AVENUE**

WHEREAS, Schaeffer, Nassar, Scheidegg Consulting Engineers LLC have submitted expenditure requests outlining professional engineering 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, the Common Council has deemed it appropriate to authorize the expenditure of these monies as follows:

<u>Project Description</u>	<u>Estimated Purchase Order Amount</u>
Engineering services – design, permitting, preparation of construction plans and specifications and preparation of bid documents (FY2022 NJDOT Municipal Aid Program)	
Total	\$25,000.00

WHEREAS, certification of funds has been received from the Municipal Finance Officer.

THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that this Project is approved as submitted by Schaeffer, Nassar, Scheidegg Consulting Engineers.

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 the 23rd day of November, 2021.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 196-2021**

**AMENDING RESOLUTION 179-2021 MEMORIALIZE RESIGNATION
OF PART TIME ELECTRICAL INSPECTOR**

WHEREAS, pursuant to Resolution No. 179-2021, the Common Council of the City of Northfield did memorialize the resignation of William Shelton Marsden from the position of Part Time Electrical Inspector, effective October 28, 2021 and

WHEREAS, at the request of the City of Northfield, William Shelton Marsden has agreed to postpone his resignation date, with a revised effective date of November 9, 2021.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Northfield does hereby memorialize the amended resignation date of William Shelton Marsden from the position of Part Time Electrical Inspector, effective November 9, 2021.

BE IT FURTHER RESOLVED that William Shelton Marsden's last day of work shall be November 9, 2021.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City Council of Northfield, held this 23rd day of November, 2021.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 197-2021**

**A RESOLUTION SUPPORTING THE DRIVE SOBER OR GET PULLED
OVER 2021 YEAR END HOLIDAY CRACKDOWN**

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

WHEREAS, impaired driving crashes killed 10,142 people in the United States in 2019; and

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

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

WHEREAS, during the past five years New Jersey's roadways experienced 35,307 crashes and 618 fatalities involving impaired drivers; and

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

WHEREAS, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the *Drive Sober or Get Pulled Over 2021 Year-End Holiday Crackdown*; and

WHEREAS, the project will involve increased impaired driving enforcement from December 3, 2021 through January 1, 2022; and

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

THEREFORE, be is resolved that the City of Northfield declares its support for the *Drive Sober or Get Pulled Over 2020 Year-End Holiday Crackdown* from December 3, 2021 through January 1, 2022 and pledges to increase awareness of the dangers of drinking and driving.

I, Mary Canesi, Municipal Clerk of the City of Northfield do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 14th day of December, 2021.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 198-2021**

INSERTING AN ITEM OF REVENUE IN THE 2021 MUNICIPAL BUDGET

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

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

WHEREAS, the City of Northfield has been awarded a \$2,400.00 Grant from the State of New Jersey, Division of Highway Traffic Safety, Drive Sober or Get Pulled Over Grant and wishes to amend its 2021 Budget to include this amount as revenue.

SECTION 1:

NOW THEREFORE BE IT RESOLVED, that the City of Northfield County of Atlantic hereby requests the Director of the Division of Local Government Services to approve the insertion of the following item of revenue in the budget of the year 2021:

Miscellaneous Revenue

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

State of New Jersey Division of Highway Traffic Safety
Drive Sober or Get Pulled Over Grant

SECTION 2:

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

General Appropriations

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

State of New Jersey Division of Highway Traffic Safety
Drive Sober or Get Pulled Over Grant

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 23rd day of November, 2021.

Mayor, Erland Chau

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 199-2021**

**AUTHORIZING AN AGREEMENT FOR SHARED EMERGENCY
AND NON-EMERGENCY DISPATCH SERVICES FOR
THE MUNICIPALITIES OF NORTHFIELD
AND THE TOWNSHIP OF EGG HARBOR**

WHEREAS, N.J.S.A. 40A:65-1 provides in part that two or more municipalities may enter into an agreement to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the City of Northfield and Township of Egg Harbor have negotiated and agreed upon the terms and conditions of such an agreement; and

WHEREAS, a written agreement, specifying those terms and conditions, has been prepared and has been reviewed, which agreement is entitled "Shared Services Agreement for Dispatch Services" and is attached hereto as Exhibit A; and

WHEREAS, the Common Council of the City of Northfield is desirous of ratifying this agreement and authorizing its execution.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the agreement entitled "Shared Services Agreement for Dispatch Services" be and hereby is approved for execution; and

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk be and are hereby duly authorized, empowered and directed to execute this Agreement with the Township of Egg Harbor for the shared emergency and non-emergency dispatch services.

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 23rd day of November 2021.

In witness hereof, I have hereunto set my hand and official seal this 23rd day of November 2021.

Dated: _____

Mary Canesi, RMC, Municipal Clerk

Erland V.L. Chau, Mayor

RESOLUTION NO. 199-2021, EXHIBIT "A"
SHARED SERVICES AGREEMENT
between
TOWNSHIP OF EGG HARBOR
and
CITY OF NORTHFIELD
for
Dispatch Services

THIS AGREEMENT is made this ____ day of November 2021 by and between:

TOWNSHIP OF EGG HARBOR, a municipal corporation located in the County of Atlantic, State of New Jersey, with its principal office located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey 08234 (hereinafter "Provider") and the **CITY OF NORTHFIELD**, a municipal corporation located in the County of Atlantic, State of New Jersey, with its principal office located at 1600 Shore Road, Northfield, New Jersey 08225 (hereinafter "Recipient").

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the Recipient has determined, that for reasons of efficiency and economy, eliminating the provision of dispatch services and procuring said services from the Provider is prudent and fiscally sound; and

WHEREAS, the Recipient is in need of dispatch services to ensure public safety; and

WHEREAS, the Provider has provided dispatch services to the Recipient since 1995; and

WHEREAS, the Provider has agreed to furnish to the Recipient the services of its Dispatch Department pursuant to N.J.S.A. §40A:65-1 et seq.; and

WHEREAS, the terms and conditions of this undertaking are set forth below; and

WHEREAS, the Parties have each duly authorized their proper officials to enter into and execute this Agreement through the accompanying Resolutions attached hereto as Exhibits A and B respectively.

NOW, THEREFORE, it is understood and agreed as follows:

1. **CONTROLLING LAW** – This Agreement is governed by the provisions of N.J.S.A. §40A:65-1 et seq., the Uniform Shared Services and Consolidation Act. All actions and amendments to this Agreement must be authorized in conformance with the Act.
2. **TERM OF AGREEMENT** – This Agreement shall take effect on January 1, 2022 (the "Effective Date"). This Agreement shall run until midnight, December 31, 2026.
3. **SCOPE OF WORK** – Commencing January 1, 2022, the Provider shall furnish to the

Recipient the services of its dispatchers as may be necessary to carry out within the territorial jurisdiction of the Recipient and to perform all the duties required of the following position:

EMERGENCY AND NON EMERGENCY DISPATCH SERVICES

It is expected that said duties will be performed by employees of the Provider in a manner consistent with the standards developed by Provider, and attached here to as Exhibit C.

4. **COMPENSATION** – Recipient shall pay to Provider an annual sum according to the schedule below:

January 1 – December 31, 2022	\$441,797
January 1 – December 31, 2023	\$455,051
January 1 – December 31, 2024	\$468,703
January 1 – December 31, 2025	\$482,764
January 1 – December 31, 2026	\$497,247

The specified compensation for the Provider furnishing the services referred to in this Agreement, shall be payable as follows: Payments shall be made in equal quarterly installment on the first day of the second month of each quarter (i.e., February 1, May 1, August 1, November 1) during the term of this Agreement. The Recipient shall not be responsible for any additional costs.

5. **EQUIPMENT** – The Recipient shall be responsible for all costs associated with its telephone numbers and telephone lines related to emergency and non-emergency dispatch services.
6. **COMPUTER AIDED DISPATCH (CAD)** – Recipient agrees to convert or upgrade to the CAD system operated and utilized by the Provider at all times. Provider will from time to time promulgate or modify policies and procedures for utilization of the CAD. These policies will be reviewed with Recipient prior to implementation. It is the intent of the Provider to promulgate policies and procedures which are uniform and consistent to service all of the municipalities who have shared services agreement with the Provider. The purpose of standardization of policies and procedures among all agencies is to make the dispatching operation most efficient and effective for all agencies.
7. **MUNICIPAL OFFICE LOCATION** – The Recipient shall maintain an office in the Township of Egg Harbor Municipal Building at 3515 Bargaintown Road, Egg Harbor Township, New Jersey 08234. All inspection records and business dealings, related to emergency and non emergency dispatch services, pertaining to the Recipient shall be maintained and conducted at said location.
8. **HOURS OF OPERATION** – Dispatch Services shall be provided on a 24 Hour basis, 7 days per week.
9. **HOLD HARMLESS AND INDEMNIFICATION** – The Recipient shall indemnify and hold the Provider, its officers, employees and agents harmless from and against any and all claims of whatever nature or type arising from the provisions of the services to the Recipient, provided that the actions upon which the demand, claim or assertion of liability, are determined to have been performed in the course of carrying out official duties on

behalf of the Recipient and were not beyond the scope of performing those official duties or performed in bad faith, and did not constitute negligence, actual fraud, actual malice, willful misconduct, an intentional wrong or criminal act of the Provider or any of its agents, servants or employees. Such indemnification shall include payment of reasonable attorney's fees and costs in the defense of any claim made by a third person.

10. **MAINTENANCE OF RECORDS** – The Egg Harbor Township Police Department pursuant to this Agreement shall maintain records of all call logs and activities conducted within the Recipient Municipality as may be required by and in accordance with the Laws of the state of New Jersey.
11. **EXTERNAL DISPUTES** – The Recipient shall notify the Provider's Township Administrator, in a timely manner, of any complaints related to the nature, extent and quality of services provided to the Recipient by Provider. This shall be updated to include an actual complaint process and who the Recipient should contact to make such complaints.
12. **DISPUTES CONCERNING THE AGREEMENT** – Any disputes arising between the Parties as to the interpretation of the terms and conditions of this Agreement or the satisfactory performance thereof by any of the parties or related to any of the services and other responsibilities specified within this Agreement shall be resolved in accordance with the following:

STEP A: The Recipient's City Administrator or Mayor, as the case may be, and the Provider's Township Administrator shall attempt to resolve the matter. If no settlement is reached within a twenty (20) day period, both parties agree to submit the matter as provided for in Step B below.

STEP B: In the event that a dispute cannot be resolved as provided in Step A, then, pursuant to N.J.S.A. §40A:65A-7(c), the dispute shall be submitted to the American Arbitration Association for binding arbitration. Any costs associated with arbitration shall be borne equally by both parties.
13. **TERMINATION** – This Agreement may be terminated by the Parties in writing, such termination shall not become effective for a minimum of six (6) months following the adoption of Resolutions by both governing bodies authorizing said termination. Either Party may terminate this Agreement unilaterally at any time and for any reason upon giving the other party six (6) months advance written notice of its intent to terminate.
14. **DEFAULT** – In the event that either party defaults in the performance of any of its duties or obligations under this Agreement, after receiving written notice of same and failing to cure such default within thirty (30) days of said written notice, the non-defaulting party shall be entitled to terminate this Agreement at the expiration of that thirty (30) day period.
15. **NOTICES** – Notices hereunder shall be given to the Parties set forth below and shall be made by hand delivery, facsimile, overnight delivery or by regular mail. If given by regular mail, the notice shall be deemed to have been given within a required time if deposited in the U.S. Mail, postage prepaid, within the specified time limit. For the purpose of calculating time limits, which run from the giving of a particular notice, the

time shall be calculated from actual receipt of the notice. Time shall run only on business days, which for purposes of this Agreement shall be any day other than a Saturday, Sunday or legal public holiday. Notices shall be addressed as follows:

If to City of Northfield:

City of Northfield
1600 Shore Road
Northfield, NJ 08225
Att: Erland V.L. Chau
Mayor

With a Required Copy to:

Mary Canesi, City Clerk
1600 Shore Road
Northfield, NJ 08225

If to Township of Egg Harbor:

Township of Egg Harbor
3515 Bargaintown Road
Egg Harbor Township, NJ 08234
Att: Paul W. Hodson
Mayor

With a Required Copy to:

Eileen M. Tedesco, Township Clerk
3515 Bargaintown Road
Egg Harbor Township, NJ 08234

- 16. **CHOICE OF LAW** – Any dispute under the Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.
- 17. **ENTIRE AGREEMENT** – This Agreement represents the entire Agreement between the parties and may not be changed orally, and may only be modified or amended by a written statement signed by both parties.
- 18. **SEVERABILITY** – If any part of this Agreement shall be held to be unenforceable or invalid the remainder of the Agreement shall nevertheless remain in full force and effect.
- 19. **WAIVER** – Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement at any one time shall not be deemed a waiver of such term, covenant, or condition at any other time nor shall any waiver or relinquishment of any right or power herein at any time be deemed a waiver or relinquishment of the same or any other right or power at any other time.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement, the day and year first above written.

Attest:

City of Northfield

Mary Canesi
City Clerk

Erland V. L. Chau
Mayor

Attest:

Township of Egg Harbor

Eileen M. Tedesco, RMC
Township Clerk

Paul W. Hodson
Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 200-2021**

PARTICIPANT’S RESOLUTION LEAP IMPLEMENTATION GRANT

WHEREAS, the State of New Jersey has allocated \$150,000 within each county for a statewide total of \$3.15 million in Local Efficiency Achievement Program (LEAP) funds to promote innovation among peer local units across New Jersey, and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) administers the LEAP grant program; and

WHEREAS, the LEAP Implementation Grant exists to challenge municipalities and counties to collaborate on more extensive partnership and collaborations to produce efficiencies through shared services; and

WHEREAS, the County of Atlantic and the City of Northfield have determined to apply for a LEAP Implementation Grant through the State of New Jersey Local Efficiency Achievement Program in the amount of \$65,202.50; and

WHEREAS, the County of Atlantic has agreed to be the lead agency in this program; and

WHEREAS, the State of New Jersey has made LEAP grants available to assist local units to study, develop and implement new shared services initiatives; and

WHEREAS, the purpose of the project submitted in this grant application is intended to provide benefits to the participant local units’ residents through the sharing of Truck Mounted Attenuators and Arrow Boards, which are pieces of safety apparatus designed for use in road work zones and which enhance safety for drivers, workers and pedestrians by absorbing the impact of high or low speed crashes.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Northfield, that the City of Northfield does hereby join with the County of Atlantic in applying for a LEAP Implementation grant to support undertaking this endeavor.

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 23rd day of November 2021.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 201-2021**

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 City 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 City 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 City 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 23rd day of November, 2021.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S

REPORT

ENGINEERING MEMORANDUM

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

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

SUBJECT: Engineers Report for November 23, 2021

DATE: November 19, 2021

PROJECTS:

NF13-00 Atlantic County Improvement Authority (ACIA) Redevelopment Initiative Grant

The ACIA Grant will establish Redevelopment Initiative for the City of Northfield, previously an application was submitted to ACIA, the County Requested additional information, our office submitted the information back in 2019, (1-19-2020) Requested an update from Mr. Bob Mcguigan regarding this grant. **(11-19-2021) Nothing new to report.**

NF13-03 South Jersey Gas (SJG) High Pressure Gas Main Infrastructure Program

For the past 6 years the South Jersey Gas Company worked on upgrading their infra structure throughout the Municipality, most of the work was finished last year. We are working with the Contractor to schedule the remaining paving repairs. There are no new projects scheduled within Municipal Roads. **(11-19-2021) Nothing new to report.**

NF13-00 Catherine Place and Flow Issues with ACUA

I received the pipe inspection report form the ACUA for the gravity system in the Municipality, the existing sewer mains were lined approximately 15 years ago, only few areas were damaged, and the contractor repaired these areas, according to the report, ground water infiltration was minimal. (1-19-2020) we did not receive any additional information since February 18. 2020. **(11-19-2021) Nothing new to report.**

NF13-37 Municipal Building Parking Lot Paving and ADA Upgrade

We are in the process of designing the necessary ADA upgrade to the municipal building rear entrance, paving and restriping the parking lot. The Municipality will utilize the Atlantic County Improvement Authority Grant to finance portion of the project. We added the library parking lot to the project, and we are working on the field survey. The bid package was not acceptable due to the CCBG funding the bid documents must meet the federal bid guidelines. I met with Bob McGuigan, got all required information, which must be included within the bid package, we will revise the documents accordingly and forward it to him for final approval. Nothing new to report. (4-24-2020) I will get the bid package to the Clerk's office for council review and authorization to go out to bid by May 4th. (5-22-2020) Plans and bid package is at the Clerk's office for Council member review, waiting on the Council authorization to proceed with the bidding process. (6-12-2020) The bid was advertised on June 10th with opening scheduled for July 7th. (7-10-2020) we received two bids only and the I sent a letter recommending to the

reject the bids and bid the parking lots and ADA improvements separately. (8-7-2020) Bid packages are completed and will advertise the projects within a week. (9-11-2020) Project has been advertised with bid opening on October 1st. (10-2-2020) We received bids for the project, based on preliminary review of the bid packages the paving portion of the project came in at \$121,700 and the ADA improvement portion came in at \$149,400 the total cost will be \$271,100 way less than the previous low bid amount of \$433,000. (10-16-2020) we prepared the award recommendations for the paving and the ADA upgrade portions of the project for Council's approval. (11-6-2020) We had a pre-construction meeting for the City Hall ADA ramp project, it is anticipated the project will be completed by the end of January 2021 subject to weather. (11-20-2020) working with the contractor on the ramp shop drawing and getting a price to remove the existing tower. (12-11-2020) All shop drawings and all submittals have been approved the contractor ordered the ramp, I got 2 quotes to remove the tower waiting on the third quote. (1-14-2021) contractor started the work on January 4th and cell tower is being removed on the 15th. (1-28-2021) The contractor will start the foundations next week. (2-12-2021) Concrete work is on hold due to the weather. (2-26-2021) The Contractor will start the foundation works this coming up Monday. (3-12-2021) The foundation and concrete slab are completed, the Paving Contractor will be on site on Wednesday the 17th to start milling the municipal parking lot and should have it paved by the next day, the contractor will move the library's parking lot next. The work on the handicap ramp and steps will start on the Monday the 22nd. (4-1-2021) Both parking lots have been paved and striped, the contractor needs to install the asphalt curbing at City Hall and the concrete bumper stop at the library, this work should be completed by April 6th, the ramp, steps, and new door has been completed, the final inspection is scheduled for the 6th. (4-15-2021) Project is completed, working on punch list items, and final change orders. (6-11-2021) Nothing new to report. (7-9-2021) Contractor submitted final change order for the handicap ramp and steps. (8-6-2021) Levy Construction submitted the last payment request and provided the maintenance bond to the Municipality, also the paving contractor submitted the final change order for the fuel and asphalt prices adjustments, addition asphalt curbing and additional striping at City Hall parking lot, replacement of concrete bumper stops at the library parking lot. (8-26-2021) Arawak submitted the final payment request. (9-10-2021) Working on the close out documents to be sent to ACIA for payment. (9-23-2021) Sent all documents to Dawn Stollenwerk. **(11-19-2021) No update.**

NF13-43 Asset Management Plan

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with Public Works Director on March 9, 2020, to go over portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. (3-12-2021) Will be starting to video the sewer main on Monday the 22nd, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered few issues which needs to be addressed in the asset management plan. (5-14-21) waiting on the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(11-19-2021) 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 submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24th. Grant

Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA. (6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. **(11-19-2021) No Update.**

NF13-03 New Jersey American Water Company System Upgrade:

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new project scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5th, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. **(11-19-2021) The NJAWC planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road.**

NF13-03 Street Opening:

(11-19-2021) 20 street opening permit was processed.

NF13-44 2020 Local Road Paving Program

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20th meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10th. (12-11-2020) We received 6 bids and the lowest bid was from South State, Inc. in the amount of \$527,756.00, the recommendation of award is on the Council's agenda for approval for this meeting. (1-14-2021) we had the pre-construction meeting on the 11th, the contractor tentatively will start the drainage component of the project in February. (2-26-2021) We sent the notice to proceed, the contractor is starting the drainage improvements on March 1, 2021. (3-12-2021) The drainage pipe along Maple has been completed, and the Contractor will start the concrete work next week. (4-1-2021) The concrete work will start on the 5th. (4-15-2021) Contractor is not finished with the concrete work. (4-30-2021) All concrete has been completed, working with the Contractor on the paving schedule. (5-14-2021) Nothing new to report. (6-11-2021) the contractor started the paving portion of this project on 6/9/2021. (8-6-2021) The contractor will finish the paving and start on the punch list items the week of August 9th. (8-26-2021) The Contractor started the work on the punch list items, we sent him an email indicating the time for project completion is no later than September 15, if not finished by then, the Municipality could assess liquidated damages. (9-10-2021) the contractor finished 80% of the punch list items. (10-22-2021) Working on the payment request and the final change order. **(11-19-2021) Working on the final change order, also we ordered the core sample testing to determine actual asphalt thickness and composition.**

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

(5-22-2020) The City was approved for \$ 290,000.00 from the NJDOT 2020 grants for the reconstruction of Fuae Avenue between Zion Road and Dolphin Avenue. The design plan has been completed; we sent the design plans and the bid package to the NJDOT for their concurrence for the design and specifications. Also, we have dropped

off a complete package at the Clerk's Office for Council Member review and approval. (6-12-2020) We received a letter from the NJDOT requiring minor revisions to the bid package, we are working to get the changes finished and sent back to the DOT by June 16th. (7-10-2020) Project has been advertised for August 4th bid opening. (8-7-2020) We received 4 bids the lowest bidder was Hackney Concrete, Inc (\$302,112.80) the estimated project budget was \$300,000.00 and a Recommendation of Award was sent to Council for approval. (8-28-2020) waiting on the NJDOT concurrence with the bid award, so we can move forward with the construction. (9-11-2020) We received the concurrence from the NJDOT, and the per-construction meeting will be held on the 14th. (10-2-2020) Nothing new to report. (10-16-2020) Contractor is starting the concrete work on Monday the 19th. (11-6-2020) Contractor started the concrete portion of the project. (11-20-2020) The concrete portion of the project will be completed by November 24th and the paving portion is scheduled for the first week in December subject to the weather. (12-11-2020) All concrete and drainage work have been completed, the paving contractor is scheduled for the week of the 14th the Contractor submitted Payment Request # 2. (1-14-2021) the paving portion of the project is on hold until this spring to ensure proper paving. (3-12-2021) Paving Contractor will mobilize early next week after the library parking lot is completed, it will take approximately one week to complete the paving portion of this project, also the contractor will start the turf restoration behind the installed curb after the paving is completed. (4-1-2021) The contractor started the turf restoration, and they will be starting on the pavement punch list items next week. (4-15-2021) working on the punch list items and the final change order. (8-6-2021) We had a walk thru with a representative from the NJDOT, found the project substantially completed, waiting on the contractor to finish the punch list items, so we can close this project out. (8-26-2021) Contractor will finish the punch list items by September 10th. (9-10-2021) the contractor started the work on the punch list items on the 8th. (9-23-2021) No Update. (10-8-2021) We ordered the asphalt core testing, so we can prepare the final change order and close out the project with the NJDOT. **(11-19-2021) No update.**

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

On November 16, 2020, The City was selected to receive \$ 310,000.00 from the NJDOT Fiscal Year 2021 Municipal Aid Program the Reconstruction of Merritt Drive and portion of Ridgewood Drive between Route 9 and Wabash Avenue. Nothing New to report. (1-14-2021) we started the project design. (4-15-2021) Working on the design plan, should be completed by the end of April. (5-14-2021) The plan and specification will be at the Clerk's Office by the end of May for review and approval by Council. (6-11-2021) the plans and bid package is at the Municipal Clerk's office for the Council members to review. (7-9-2021) sent the package to the NJDOT for their concurrence. (8-26-2021) we received the NJDOT comments on the plans and bid package, we addressed all the issues and sent back the revised package for the NJDOT concurrence, so we can advertise the bid. (9-10-2021) the project has been advertised for bidding. (9-23-2021) No Update. (10-8-2021) We had bid opening on the 5th and I have submitted the recommendation for award for the Council members review and approval. (10-22-2021) We received the Award Concurrence from the NJDOT, so we can move forward with Pre-construction meeting and schedule the work with the contractor. (11-5-2021) The pre-construction meeting is scheduled for November 9th. **(11-19-2021) The Contractor will work with Public Works to determine if the existing drainage system needs any additional upgrade.**

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 Corp of NJ, for the sum of \$221,277.63. We had the pre-construction meeting on July 29, 2021. During the meeting the contractor requested that an employee from public works be present when they are slip lining the sewer main, to monitor the sewer flows and to address any issue that might come up, the work is scheduled to start the first week of September. (8-26-2021) No update. (9-10-2021) Contractor will start the pipe cleanup next week he had an issue with the NJAWC allocating a fire hydrant for their use. (9-10-2021) the Contractor is scheduled to start on the 14th. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11th, project should be completed by October 22nd. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt Avenue near Tilton Road, the Contractor will fix. **(11-19-2021) No Update.**