

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA**  
**NOVEMBER 29, 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** –November 15, 2022

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- |                 |   |
|-----------------|---|
| <b>213-2022</b> | Acknowledging the Notice of Retirement from George Del Rossi, Adult School Crossing Guard   |
| <b>214-2022</b> | Resolution Inserting an Item of Revenue in the 2022 Budget  |
| <b>215-2022</b> | Approval of Specifications and Authorization to Proceed with Public Bidding for MA-2022 Reconstruction of Oak Avenue – 00621  |
| <b>216-2022</b> | Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project Known as Digitize and Update the Current Tax Maps  |
| <b>217-2022</b> | Amending the Personnel Policies and Procedures Manual to Designate Juneteenth as a Paid Holiday in the City of Northfield   |
| <b>218-2022</b> | A Resolution Approving a Memorandum of Agreement Between the City of Northfield and the Northfield Professional Firefighter’s Association, Local No. 2364   |
| <b>219-2022</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 (7) and (8), Regarding Matters Relating to Attorney client Privilege and Personnel Matters |
| <b>220-2022</b> | Employment Status Change for Firefighter Christopher Trench   |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
NOVEMBER 29, 2022**

**ORDINANCES**

- 11-2022**      Amending Chapter 117 of the City of Northfield Municipal Code, Entitled  
Outdoor Burning  
*Introduction / No Public Input / Published in the Press of AC 12/03/2022*  
*2nd Reading / Public Hearing / Final Consideration 12/13/2022*
- 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  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration*  
*Published in the Press of AC 12/03/2022*
- 13-2022**      An Ordinance Amending and Supplementing Chapter 275 Rental Unit Registration,  
of the Code of the City of Northfield, to Impose Inspection Requirements for Lead  
Based Paints, and Repealing all Ordinances Heretofore Adopted, the Provisions of  
Which are Inconsistent Herewith  
*Introduction / No Public Input / Published in the Press of AC 12/03/2022*  
*2nd Reading / Public Hearing / Final Consideration 12/13/2022*

**PAYMENT OF BILLS**    \$ 911,190.44

**MEETING NOTICES**

City Council	December 13, 2022	6pm Work Session Regular Session immediately following
City Council	January 3, 2023	6pm Reorganization Meeting

**ADJOURNMENT**

**CITY OF NORTHFIELD  
RESOLUTION NO. 213-2022**

**ACKNOWLEDGING THE NOTICE OF RETIREMENT FROM  
GEORGE DEL ROSSI, ADULT SCHOOL CROSSING GUARD**

**WHEREAS**, pursuant to Resolution 201-2007, the Common Council of the City of Northfield approved the hiring of George Del Rossi for the position of Adult School Crossing Guard commencing December 17, 2007; and

**WHEREAS**, on November 9, 2022, George Del Rossi submitted notice of retirement to the City of Northfield, and to the New Jersey Division of Pensions and Benefits, with an effective date of January 1, 2023.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Northfield does hereby memorialize the notice of retirement of George Del Rossi from the position of Adult School Crossing Guard, effective January 1, 2023.

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

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 214-2022**

**RESOLUTION INSERTING AN ITEM OF REVENUE  
IN THE 2022 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,

**WHEREAS**, the City of Northfield has been awarded a \$28,000.00 Grant from the NJ Department of Community Affairs CY 2022 American Rescue Plan – Firefighter Grant (ARP-FFG) and wishes to amend its 2022 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 2022:

Miscellaneous Revenue

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

State of New Jersey - Department of Community Affairs  
CY 2022 American Rescue Plan – Firefighter Grant (ARP-FFG)

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$28,000 is hereby appropriated under the caption of:

General Appropriations

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

State of New Jersey - Department of Community Affairs  
CY 2022 American Rescue Plan – Firefighter Grant (ARP-FFG)

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

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 215-2022**

**APPROVAL OF SPECIFICATIONS AND AUTHORIZATION TO  
PROCEED WITH PUBLIC BIDDING FOR MA-2022  
RECONSTRUCTION OF OAK AVENUE – 00621**

**WHEREAS**, on November 23, 2021, the Common Council of the City of Northfield did adopt Resolution No. 195-2021, authorizing the Municipal Engineer to prepare the bid specifications for the project known as *Reconstruction of Oak Avenue, FY2022 NJDOT Municipal Aid Program*, and funds are available for this purpose; and

**WHEREAS**, said specifications were prepared by Rami Nassar, of Schaffer, Nassar, Scheidegg, Consulting Engineers, and have been reviewed by the Mayor and Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, Atlantic County, New Jersey that the aforesaid specifications are hereby approved and the City Engineer is authorized to proceed with public bidding for this project.

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 Northfield, held this 29<sup>th</sup> day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 216-2022**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING  
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES  
FOR THE PROJECT KNOWN AS  
DIGITIZE AND UPDATE THE CURRENT TAX MAPS**

**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 related to updating current tax maps, review deeds and confirm new block and lot numbers, digitize current map if needed.	
<b>Total</b>	<b>\$20,000.00</b>

**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 this 29th day of November, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 217-2022**

**AMENDING THE PERSONNEL POLICIES AND PROCEDURES  
MANUAL TO DESIGNATE JUNETEENTH AS A PAID HOLIDAY IN  
THE CITY OF NORTHFIELD**

**WHEREAS**, on October 26, 2021, the Governing Body approved Resolution No. 184-2021, authorizing the Personnel Policies and Procedures Manual governing and summarizing certain conditions and benefits of employment with the City; and

**WHEREAS**, Section Two, Employee Benefits, and the Paid Holidays Policy sets forth designated paid holidays for full-time, non-represented City employees; and

**WHEREAS**, Juneteenth is the last known celebration of the abolition of slavery in the United States, commemorating June 19, 1865, the day Union soldiers landed in Galveston, Texas with news that the Civil War had ended, the enslaved were free, and creating cause for jubilant celebrations, that evolved into a general celebration of freedom; and

**WHEREAS**, in recognition of Juneteenth, to be effective as of calendar year 2023, the Governing Body of the City of Northfield desires to designate June 19<sup>th</sup> as a Paid Holiday, and amend the Personnel Policies and Procedures Manual accordingly; and

**WHEREAS**, Juneteenth shall be observed on June 19<sup>th</sup> of each calendar year; should the holiday fall on a Saturday, it will be observed on the Friday. Should it fall on a Sunday, it will be observed on the following Monday.

**NOW, THEREFORE, LET IT BE RESOLVED**, in recognition of Juneteenth, that the Governing Body of the City of Northfield amends the Personnel Policies and Procedures Manual to designate June 19<sup>th</sup> as a paid holiday for full-time, non-represented City employees, commencing calendar year 2023 and for each subsequent year.

**BE IT FURTHER RESOLVED**, where the City of Northfield is a party to a collective negotiations' agreement with a union wherein this designation of an additional holiday may trigger language in any of those agreements, the City hereby acknowledges that potential and hereby affirms that it shall abide by the terms of those previously negotiated agreements.

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

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 218-2022**

**A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF NORTHFIELD AND THE NORTHFIELD  
PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL NO. 2364**

**WHEREAS**, the City of Northfield (the City) and the Northfield Professional Firefighters Association Local Union #2364 (the NPFA Local 2364) are parties to a Collective Negotiations Agreement covering the period January 1, 2020 through December 31, 2024 [1] (the current CNA); and

**WHEREAS**, on or about December 15, 2021, the parties entered into a Memorandum of Agreement which temporarily altered the terms and conditions of that agreement; and

**WHEREAS**, the Memorandum of Agreement provided that the City would re-visit the issue of whether those temporary terms and conditions needed to be extended and notify the NPFA of its decision on or before December 1, 2022; and

**WHEREAS**, the City has received a request from the NPFA that the terms and condition of that temporary MOA be extended; and

**WHEREAS**, the City has considered that request and determined, based on a variety of factors to agree to extend the MOA for a period of one year; and

**WHEREAS**, the parties wish to memorialize this extension by way of a revised Memorandum of Agreement.

Now Therefore, Be It Resolved:

1. The preamble set forth above is incorporated herein by reference as if restated.
2. The terms of the Memorandum of Agreement as attached are hereby approved.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute the said Agreement on behalf of the City of Northfield.

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

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Mary Canesi, RMC, Municipal Clerk

[1] Contingent upon certain conditions set forth in the Agreement



## **MEMORANDUM OF AGREEMENT**

### **CITY OF NORTHFIELD AND NORTHFIELD PROFESSIONAL FIREFIGHTERS ASSOCIATION LOCAL UNION #2364 INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO**

**WHEREAS**, the City of Northfield (the City) and the Northfield Professional Firefighters Association Local Union #2364 (the NPFA Local 2364) are parties to a Collective Negotiations Agreement covering the period January 1, 2020 through December 31, 2024<sup>1</sup> (the current CNA); and

**WHEREAS**, the Current CNA specifically sets forth the employee work schedule and hours of work at Article 19; and

**WHEREAS**, the current CNA also sets forth other terms and conditions of employment for employees of the NPFA Local 2364, including but not limited to accrued leave time; and

**WHEREAS**, on or about September 15, 2020, the City and the NPFA Local 2364 entered into a Memorandum of Agreement (the MOA) altering those terms on a temporary basis in light of the Public Health Emergency in the State of New Jersey created by the Coronavirus disease 2019 ("COVID-19"); and

**WHEREAS**, two subsequent Memorandum of Agreements have been executed which extended the temporary schedule for two additional one-year terms covering the period January 1, 2021 through December 31, 2021 and January 1, 2022 through December 31, 2022; and

**WHEREAS**, on or October 31, 2022, the NPFA Local 2364 submitted a request to the Fire Chief requesting that the City continue the temporary work schedule; and

**WHEREAS**, the most recent Memorandum of Agreement which was executed in December, 2021, states that "The City will notify the NPFA no later than December 1, 2022 if the City intends to extend this amended schedule beyond December 31, 2022."; and

**WHEREAS**, Council discussed the requests submitted by the NPFA and extending the December, 2021, MOA in closed session on November 15, 2022 and desire to continue the terms for an additional one year period, subject to the same terms and conditions as set forth in the December, 2020 MOA and subsequent, December, 2021 MOA; and

**WHEREAS**, the City and NPFA wish to memorialize a new agreement.

<sup>1</sup> Contingent upon certain conditions set forth in the Agreement

**NOW THEREFORE** the parties agree as follows:

1. The statements of the preamble are restated and incorporated in full.
2. The terms and conditions of the Memorandum of Agreement between the parties approved by Council on December 16, 2021, is hereby extended until December 31, 2023 and all terms, including the preamble, are incorporated in full in this Memorandum of Agreement.
3. The City anticipates that this temporary amended schedule will be in place until December 31, 2023. However, the City and NPFA agree that the City, in its sole discretion, may revoke this Agreement at any time. In that case, the schedule will revert to its prior form under the current CNA.
4. The City will notify the NPFA no later than December 1, 2023 if the City intends to extend this amended schedule beyond December 31, 2023.
5. If no extension is provided by the City, it is understood that schedule, and all other terms, will revert to its prior form under the current CNA, effective January 1, 2024.
6. This Memorandum of Agreement shall not be construed in any way as the City waiving any of its managerial rights, nor shall it be construed as the NPFA waiving any of its rights.
7. Other provisions of the current CNA not specifically mentioned in the December 2020 MOA, and subsequent December, 2021 MOA, that may be inconsistent with this schedule change will be read to ensure consistency with this change. Nevertheless, the parties do agree that this temporary schedule is neither meant to reduce nor enhance any benefit previously negotiated or provided in the CNA and the parties shall conduct themselves accordingly.
8. All other provisions of the Current CNA will remain in full force and effect.

CITY OF NORTHFIELD

NPFA LOCAL 2364

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF NORTHFIELD NJ  
RESOLUTION NO. 219-2022**

**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(7) and (8), REGARDING MATTERS RELATING TO ATTORNEY-  
CLIENT PRIVILEGE AND PERSONNEL MATTERS**

**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(7) and (8), specifically with regard to a status change for part-time Firefighter Christopher Trench to full-time Firefighter.

**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 any vote on the matter will be held in public session.

**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 29<sup>th</sup> day of November, 2022

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 220-2022**

**EMPLOYMENT STATUS CHANGE  
FOR FIREFIGHTER CHRISTOPHER TRENCH**

**WHEREAS**, pursuant to Resolution of Northfield City Council No. 48-2020, Christopher Trench was hired as part-time Firefighter, effective January 24, 2020. and

**WHEREAS**, the Common Council of the City of Northfield, and Chief of the Fire Department Bruce Cummings, desire to hire a full-time Firefighter; and

**WHEREAS**, the position was advertised to all current part-time Firefighters; and

**WHEREAS**, Christopher Trench expressed interest and was interviewed by Chief of the Fire Department Bruce Cummings; and

**WHEREAS**, it is the recommendation of Chief of the Fire Department Bruce Cummings that Christopher Trench be selected for the position, and that the employment status of Christopher Trench be changed from part-time Firefighter to full-time Firefighter; and

**WHEREAS**, Christopher Trench is being hired in accordance with the terms outlined in a Confidential Personnel Agreement, a copy which is on file with the Clerk's Office; and

**WHEREAS**, the City has reviewed and discussed the terms of that Agreement in closed session on November 29, 2022 and wishes to approve that Agreement.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the statements of the preamble are hereby restated as if set forth in full herein.

**BE IT FURTHER RESOLVED** that the employment status change of Christopher Trench from part-time, to full-time, in his position as Firefighter be and is approved effective November 29, 2022, contingent upon the terms set forth in the Confidential Personnel Agreement, a copy of which is on file with the Clerk's Office, which is hereby also approved.

**BE IT FURTHER RESOLVED** that compensation for Christopher Trench shall be in accordance with the terms of the collective negotiations' agreement between the City of Northfield, and the Northfield Professional Firefighters Association Local Union #2364, and in accordance with the City of Northfield Salary Ordinance.

**IT IS FURTHER RESOLVED** that for the purposes of a one-year probationary period, and for benefits and other conditions of employment as afforded to all full-time employees under the aforementioned collective negotiations' agreement, Christopher Trench's hire date shall be the effective date of the status change.

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

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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  
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

**SUBJECT:** Engineers Report for November 29, 2022

**DATE:** November 25, 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. **(11-25-2022) 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. (7-101-2020) 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 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. **(11-25-2022) Grant application was submitted, also we have received the 2023 Municipal Aid Grant for the reconstruction of Ridgewood Drive in the amount of \$261,640.**

#### **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. **(11-25-2022) Nothing new to report.**

#### **NF13-03      Street Opening:**

**(11-25-2022) 1 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 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. **(11-25-2022) 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. **(11-25-2022) 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. **(11-25-2022) 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. **(11-25-2022) working on the punch list items. The NJAWC had a main leak at the intersection of Wilson Drive and Wilson Drive the opening was about 7'X6', I am working with the NJAWC on the limits of the pavement restoration.**