

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
OCTOBER 11, 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** – September 20, 2022

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 189-2022** Authorizing Execution of CGI Agreement and Addendum
- 191-2022** A Resolution Authorizing a Contract with Irwin Seating Company for the Purchase of Council Chamber Seating
- 192-2022** Resolution Increasing the Bid Threshold Pursuant to N.J.S.A. 40A:11-3A
- 193-2022** Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project Known as Slip Lining Phase II Deep Sanitary Sewer Pipes
- 194-2022** Resolution Authorizing an Award of Contract for Natural Gas Supply Services
- 195-2022** 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(8), Regarding Personnel Matters
- 196-2022** 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(8), Regarding Personnel Matters
  
- 190-2022** Employment Status Change for Firefighter Christopher Trench
- 188-2022** To Approve the Promotion of Brandon Garofalo to the Position of Police Officer

**PAYMENT OF BILLS** \$ 1,118,631.96

**MEETING NOTICES**

|              |                  |   |
|--------------|------------------|---|
| City Council | October 25, 2022 | 6pm Work Session<br>Regular Session Immediately Following |
|--------------|------------------|---|

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 189-2022**

**AUTHORIZING EXECUTION OF CGI AGREEMENT AND ADDENDUM**

**WHEREAS**, the Common Council of the City of Northfield has determined that it is in the best interests of the City of Northfield and its residents to enter into an agreement, as revised, with CGI, for the provision of video related services at no cost to the City of Northfield; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Northfield that the Mayor and City Clerk be and are hereby duly authorized, empowered and directed to execute the agreement and addendum attached hereto as Exhibit "A" with CGI.

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 11th day of October, 2022.

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Mary Canesi, RMC, Municipal Clerk

**RESOLUTION NO. 189-2022 – ATTACHMENT**

**ADDENDUM TO 2022 AGREEMENT BETWEEN CITY OF NORTHFIELD,  
NJ AND CGI DIGITAL, INC.**

THIS ADDENDUM is made this \_\_\_ day of \_\_\_\_\_, 2022 by and between the City of Northfield (“City”) and CGI Communications, Inc. (“CGI”)

WHEREAS, City and CGI entered or will enter into an Agreement for the 2022 Community Video Program (“Agreement”); and

WHEREAS, through this Addendum, the City and CGI are now desirous of amending the Agreement.

1. The following bullet points under the heading in the Agreement entitled “During the term of this Agreement, CGI shall:” are revised as follows:

- a. 4<sup>th</sup> bullet point – revised to reflect that ownership of all still images and photos provided by the City for video production shall belong to the City of Northfield.
- b. 8<sup>th</sup> bullet point – amended to add “for use by businesses in places other than on the City of Northfield’s website” at end of bullet point.

2. The following bullet points are added under the heading in the Agreement entitled “During the term of this Agreement, CGI shall:”:

- a. Upon 30 day notice from the City, immediately terminate disable from the City’s official website or server any and all content associated with CGI’s 2022 Community Video Program including but not limited to videos, still photos, advertising, links, hyperlinks, graphic links, streams or material of any kind. Notwithstanding the foregoing, unless there is a Court Order directing otherwise, the Video Tour shall remain on the City website until all of the business sponsors’ concurrent one year agreements with CGI have been fulfilled.
- b. CGI shall indemnify, save harmless and defend the City, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the City, from and against any and all claims, losses, costs, attorney’s fees, damages, injury of any kind, expense claims or demands arising out of this Agreement or any of CGI’s agreements with third parties to participate in the 2018 Community Video Program in any way, including all suits or actions of every kind or description brought against the City, either individually or jointly with CGI for or on account of any damage or injury to any person or persons or property, caused or occasioned or

alleged to have been caused by, or on account of this Agreement or any of CGI's agreements with third parties to participate in the 2018 Community Video Program in any way, or through any negligence or alleged negligence associated with this Agreement or any of CGI's agreements with third parties to participate in the 2018 Community Video Program in any way, or through any act, omission or fault or alleged act, omission or fault of CGI, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with CGI.

- c. Notwithstanding the indemnification and defense obligations of CGI, CGI shall provide at its own cost and expense proof of the following insurance to the "The City of Northfield": General Liability including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. City of Northfield shall be named as an "Additional Insured". Failure by CGI to supply such written evidence of required insurance and to maintain same for the duration of this Agreement shall result in default of this Agreement and grounds for the immediate cancellation of this Agreement by the City. The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the City. CGI shall take no action to cancel or materially change any of the insurance required under this Agreement without the City's prior approval. The maintenance of insurance under this section shall not relieve CGI of any liability greater than the limits or scope of the applicable insurance coverage. CGI shall provide the City with a Certificate of Insurance indicating that the insurance coverage described above has been obtained and that the City has been designated as an "Additional Insured" where required. On or before the renewal date of said policy, CGI shall be required to provide the City with a Certificate of Insurance indicating the continuation of insurance coverage and designating the City as an "Additional Insured" for the duration of this Agreement.

3. The following bullet points under the heading in the Agreement entitled "During the term of this Agreement, The City of Northfield shall:" are revised as follows:

- a. 3<sup>rd</sup> bullet point – change 30 days to 45 days
- b. 5<sup>th</sup> bullet point – deleted

- c. 8th bullet point – revised to delete the word “exclusive”.
- d. 9th bullet point – deleted in its entirety.

4. The following bullet points are added under the heading in the Agreement entitled “During the term of this Agreement, The City of Northfield shall:”:

- a. Have the ability, in its sole and absolute discretion, to cancel this Agreement and/or disable from the City’s official website or server any and all content associated with CGI’s 2022 Community Video Program including but not limited to videos, still photos, advertising, links, hyperlinks, graphic links, streams or material of any kind.

5. This Addendum may be signed in one or more counterparts and/or by email or facsimile.

6. To the extent that the terms and conditions of this Addendum are inconsistent with the terms and conditions of the Agreement, the terms and conditions of this Addendum shall control. All other terms and conditions of the Agreement are ratified and confirmed.

IN WITNESS WHEREOF, Seller and Buyer have executed this Agreement the date and year first above appearing.

WITNESS: The City of Northfield

By: \_\_\_\_\_  
Erland Chau, Mayor

CGI Communications, Inc.

\_\_\_\_\_ By: \_\_\_\_\_  
Nicole Rongo, VP

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 191-2022**

**A RESOLUTION AUTHORIZING A CONTRACT WITH IRWIN  
SEATING COMPANY FOR THE PURCHASE OF COUNCIL  
CHAMBER SEATING**

**WHEREAS**, the City of Northfield, pursuant to N.J.S.A. 52:34-6.2 may by resolution and without advertising for bids, purchase any goods or services from any nationally-recognized and accepted cooperative purchasing agreements; and

**WHEREAS**, the City of Northfield intends to enter into OMNIA Contract #R191805 with Irwin Seating Company which shall be subject to all the condition applicable to the current cooperative contract; and

**WHEREAS**, that pursuant to N.J.A.C 5:30-5.5(b), the Chief Financial Officer has certified funds against budget accounts C-04-55-021-301 (\$34,778.14) and 2-01-26-310-280 (\$1,734.86)

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the City of Northfield that a contract for the purchase of a seating for Council Chambers, including installation for the price of \$36,513.00 be awarded to Irwin Seating Company.

**BE IT FURTHER RESOLVED** that the governing body of the City of Northfield authorizes the Purchasing Agent/Chief Financial Officer and/or Clerk/Administrator to enter into a contract with Irwin Seating Company pursuant to all the conditions of Contract #R191805 and to sign the necessary agreements as the representative 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 11th day of October, 2022.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 192-2022**

**RESOLUTION INCREASING THE BID THRESHOLD  
PURSUANT TO N.J.S.A. 40A:11-3A.**

**WHEREAS**, recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$44,000; and

**WHEREAS**, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.S.A. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, Dawn Stollenwerk possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq. and was appointed by the City of Northfield on July 24, 2012; and

**WHEREAS**, the City desires to take advantage of the increased bid threshold.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Northfield, in the County of Atlantic, in the State of New Jersey hereby increases its bid threshold to forty-four thousand dollars (\$44,000.00).

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ERLAND CHAU, MAYOR

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 11th day of October, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 193-2022**

**AUTHORIZING SCHAEFFER, NASSAR, SCHEIDEGG CONSULTING  
ENGINEERS TO PROCEED WITH ENGINEERING SERVICES  
FOR THE PROJECT KNOWN AS  
SLIP LINING PHASE II DEEP SANITARY SEWER PIPES**

**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<br/>Purchase<br/>Order<br/>Amount</u> |
|---|--|
| Engineering services - Preparation of Bidding Documents including Specifications and Exhibits for Slip Lining Deep Sanitary Sewer Pipes |  |
| <b>Total</b>  | <b>\$2,000.00</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 11th day of October, 2021.

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Mary Canesi, RMC, Municipal Clerk



**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 194-2022**

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT FOR  
NATURAL GAS SUPPLY SERVICES**

**WHEREAS**, the County of Camden on behalf of the South Jersey Power Cooperative (“SJPC”) publicly advertised bids for the purpose of procuring electric energy services (Bid A-44/2022); and

**WHEREAS**, the County received and opened publicly advertised bids on September 13, 2022 for retail natural gas services for the South Jersey Power Cooperative; and

**WHEREAS**, UGI Energy Services is the lowest responsible bidder for natural gas supply services for South Jersey Gas and submitted the rates are indicated below for a three-year period beginning December 1, 2022 and ending November 30, 2023.

| <b>Bid Lot</b> | <b>Utility</b> | <b>Rate Code</b> | <b>Term (months)</b> | <b>Awarded Supplier</b> | <b>Bid Price \$/Dth</b> |
|----------------|----------------|------------------|----------------------|-------------------------|-------------------------|
| 3A             | SJG            | GS               | 12                   | UGI Energy Services     | 12.334/dth              |

**WHEREAS**, the City of Northfield is a member of the South Jersey Power Cooperative and wishes to receive its energy services from South Jersey Energy Company for its natural gas accounts.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic that the City participates in the South Jersey Energy Cooperative contract.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the SJPC Consultant, Concord Energy Services, 520 Burnt Mill Road, Voorhees, NJ 08043.

\_\_\_\_\_  
Erland Chau, Mayor

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 11th day of October, 2022.

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD NJ  
RESOLUTION NO. 195-2022**

**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(8), REGARDING 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(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 11<sup>th</sup> day of October, 2022

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD NJ  
RESOLUTION NO. 196-2022**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT  
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**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(8), specifically with regard to a promotion of SLEO II Brandon Garofalo to the position of Police Officer.

**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 11<sup>th</sup> day of October, 2022

\_\_\_\_\_  
Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 190-2022**

**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**, having determined that Christopher Trench is qualified for the position, 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.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the employment status change of Christopher Trench from part-time, to full-time, in his position as Firefighter be and is approved effective \_\_\_\_\_, 2022.

**BE IT FURTHER RESOLVED** that compensation and all other terms and conditions of employment 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 the 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 11<sup>th</sup> day of October, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 188-2022**

**TO APPROVE THE PROMOTION OF BRANDON GAROFALO  
TO THE POSITION OF POLICE OFFICER**

**WHEREAS**, pursuant to Resolution No. 56-2022, the Common Council of the City of Northfield did appoint Brandon Garofalo to the position of part time Special Law Enforcement Officer Class II (hereinafter SLEO II) effective February 9, 2022; and

**WHEREAS**, pursuant to Resolution No. 115-2022, the Common Council of the City of Northfield did appoint Brandon Garofalo to the position of full time Special Law Enforcement Officer Class II (hereinafter SLEO II) effective May 25, 2022; and

**WHEREAS**, the need exists within the Police Department of the City of Northfield for a full-time Police Officer; and

**WHEREAS**, Mayor Erland Chau and Chief of Police Paul Newman have recommended the promotion of SLEO II Brandon Garofalo to fill the position.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Northfield that the promotion of Brandon Garofalo, to the position of full-time Police Officer, with an effective date of October 12, 2022, is hereby approved and ratified; and

**BE IT FURTHER RESOLVED**, that the starting salary for Brandon Garofalo shall be at Step 1 in accordance with the current collective bargaining agreement (CBA) between the City of Northfield and the Mainland PBA, Local #77.

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 City Council of Northfield, held this 11<sup>th</sup> day of October, 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 October 11, 2022

**DATE:** October 7, 2022

**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. **(10-7-2022) 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. **(10-7-2022) working on the Transportation Alternative Set-Aside Grant and 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.**

### **NF13-03      Street Opening:**

**(10-7-2022) 4 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. **(10-7-2022) Working with the contractor on 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.**

**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. **(10-7-202) We are going to prepare bid package for another section of the deep sewer to be slipped lined.**

#### **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 items.**