

**CITY OF NORTHFIELD COUNCIL WORK SESSION MINUTES
DECEMBER 17, 2013**

At 6:07pm, this meeting was called to order by Mary Canesi Municipal Clerk. It was properly advertised in the Press of Atlantic City on January 7, 2013 in accordance with Public Law 75, Chapter 231.

FLAG SALUTE

The flag salute was led by Mayor Mazzeo. Following the flag salute a moment of silence was observed.

ROLL CALL

Present: Carew, Dewees, O'Neill, Perri, Piergiovanni, Polistina, Travagline

Mayor Mazzeo, Solicitor Kris Facenda, Municipal Engineer Dan Kwapinski, and Deputy Clerk Marlor were also in attendance.

WORK SESSION TOPICS FOR DISCUSSION

- Grant Writer

Council President Travagline addressed the topic for a grant writer. He commented that he would like to have someone, whether outside or in-house. He reviewed that the City had put out an (RFI) Request for Information from prospective grant writers and received two responses. He stated that he had formed a committee to review them but the other committee members were unable to attend the fact gathering interviews with Triad Associates and Adams, Rehmann, and Heggan. He stated that he conducted the interviews and the RFI's are available for review. He shared that Triad would want a contract for \$200.00 per month to explore various grant options and if they find a viable grant the City would then negotiate the fee. He noted that Triad is a well-connected grant writing firm with established contacts. The second firm, Adams, Rehmann, and Heggan is an Engineering firm and he noted they have a different approach. ARH would like the City to determine a project and they in turn would write the grants for funding that project at no cost to the City; but would be the Engineer of the project once the funding was obtained. Both firms expressed surprise that Northfield does not have an in-house grant writer on staff.

Councilman Perri asked if the \$200.00 monthly fee for Triad services included the writing of the grants.

Council President Travagline stated it does not.

Councilman Perri asked about the fee schedule.

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Council President Travagline stated it would be discussed.

Mayor Mazzeo asked if it would be a percentage of the grant.

Council President Travagline stated it might possibly be a percentage or a flat fee.

Councilman Perri asked if Green Acres money is still available.

Engineer Kwapinski answered that grant funds are drying up. He stated there is less money and more people applying.

Councilman Piergiovanni asked if Triad does private grant funding.

Engineer Kwapinski stated that he thinks they mainly focus on public funding sources.

Discussion ensued among the Council members.

Council President Travagline suggested inviting Triad to make a presentation to Council in January.

Councilman Perri expressed concern about applying for a grant for sidewalks on a county right of way.

Councilmen Carew, Polistina and Dewees all noted that the County has expressed a desire to cooperate but will not participate in the funding of the project.

- 2014 Paving Project

Council President Travagline asked the Municipal Engineer to comment.

Municipal Engineer Kwapinski referred to the spreadsheet showing the recommendations for paving 2014-2017. He noted that the recommendations for 2014 include roads East of Shore Road, starting at Mill Road. These are the highest priority and he identified the roads as East Revere, East Oakcrest, Oxford Circle, Amherst Avenue and Steelman Avenue. He noted that it so happens that the NJ American Water Company has been working in this area and has done some half-width paving to restore what they disturbed. Since they have already done half-width paving on some of the high priority roads he suggested that the City finish these first. He also shared that Broad Street Phase II is slated for 2014. He recommended that the City build off these two areas as they go into 2015 planning. He also suggested use of

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existing infrastructure to stretch the paving dollars, such as recycling the sub-base to save money.

Council discussed the pros and cons of not milling the roads prior to paving.

Councilman Carew expressed concern with availability of suitable sub-base for reuse.

Councilman Dewees indicated coring the road will identify whether or not the sub-base is suitable.

Engineer Kwapinski clarified that this procedure may only be suitable on certain roads but it may work for at least 20%.

Council President Travagline asked the Engineer if he had contacted the utility companies about coordinating projects.

Engineer Kwapinski said he has talked to the gas and water companies and they are interested in working with the City.

Councilman Piergiovanni asked if there was a timeline for the utility work.

Engineer Kwapinski indicated that there is no definitive timeline right now but they do have a map of intended areas and they plan to get back to him with a master list.

Councilman Piergiovanni asked how long these discussions take.

Engineer Kwapinski stated he did not think he would have anything definitive by January.

Mayor Mazzeo stated that he was in attendance at the water company meeting and he shared that they have an idea of the streets but it depends on the capital funding they receive.

Engineer Kwapinski explained funding alternatives when partnering with the utility companies to do work simultaneously with Northfield.

Councilman Perri noted that in his opinion Surrey Avenue is in worse condition than Steelman and Oxford.

Engineer Kwapinski explained the conceptual plan for a concrete island that would slow traffic flow in the Oxford Circle to Steelman Avenue area.

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Council President Travagline stated that a Traffic Safety Committee will meet in January. He further noted that discussion with residents will be part of the planning process.

Council President Travagline asked if there were any other questions regarding the agenda for the regular meeting and made assignments.

Councilman Perri asked the source of funding for Resolution 205-2013.

Councilman Carew stated the monies will come from Birch Grove Park Trust Fund.

PUBLIC SESSION

Council President Travagline opened the meeting to any member of the public wishing to speak on any subject.

Ann Jungels, 138 East Oakcrest Avenue, representing her neighborhood, asked if her street will be paved from Shore or east of Swilkey to the end.

Engineer Kwapinski answered east of Swilkey.

Ann Jungels, 138 East Oakcrest Avenue, continued and asked for a timetable for the paving list and when will the project be approved.

Council President Travagline stated he cannot commit to a timeline but will provide and make available the Engineer's recommendation spreadsheet. He further stated they should approve it in one of the next two regular council meetings.

Ann Jungels, 138 East Oakcrest Avenue, expressed her concern regarding drainage in the area.

Council President Travagline stated he will have the Engineer look at it.

Ann Jungels, 138 East Oakcrest Avenue, also asked for direction to understand the water mark out that was placed on her street before Thanksgiving. She has contacted NJ American Water Company, but no one could tell her anything specific.

Municipal Clerk Canesi suggested to Mrs. Jungles that she contact the clerk's office and she would check with Mr. Clark.

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Robert Webb, 218 West Revere Avenue, noted that his street needs paving and he can't remember it ever being repaved since he has lived in Northfield. He also congratulated the winners of the recent election and thanked all who ran. He presented Councilman Polistina with a gift for his hard work and efforts at Veterans Park. Councilman Polistina opened the gift (US navy snow globe) and thanked Mr. Webb.

Bill Vain, 908 Ridgewood Drive, thanked Councilman Polistina and Mayor Mazzeo for their support for the Veterans Park project. He stated that additional funding is needed to complete the rear section of the park.

Engineer Kwapinski stated he has done some design work to improve drainage at the park.

Paul Utts, 144 East Rosedale Avenue, noted several potholes on his street and asked that his street be considered for repaving. He furthered stated that he'd like to see the City approach the County with regard to grant availability. He asked if the City would be obligated to use the grant writer to write a grant for a funder they suggest. Council president Travagline answered yes.

Jerry McGee, 1620 Zion Road, asked why complete repaving, such that includes milling, would ever be done if reusing the existing sub-base was as good as doing it completely. He noted possible cost overruns associated with this method.

Jason O'Grady, 2531 Cedar Bridge Road, stated that when the new gas line was put in on Cedar Bridge Road in the spring, numerous holes remain where holes were patched in the vicinity of the speed bump. He shared that the holes are now sinking and he requested that someone take a look at them.

Council President Travagline stated he will have the Engineer visit the address.

Seeing no one else from the public wishing to speak, Council President Travagline closed the public session.

At 7:12pm on motions properly made and seconded this meeting was adjourned.

Respectfully submitted,

Mary Canesi, RMC
Municipal Clerk