

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
DECEMBER 13, 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 29, 2022

**MAYOR’S REPORT**

**CITY ENGINEER’S REPORT**

**PUBLIC SESSION/FIVE MINUTES PER SPEAKER**

**RESOLUTIONS**

- 221-2022**      Award of Contract for the Project Known as Slip Lining of Portions of the Existing Sanitary Sewer Mains, Phase II
- 222-2022**      Authorizing Schaeffer, Nassar, Scheidegg Consulting Engineers to Proceed with Engineering Services for the Project known as Reconstruction of Ridgewood Drive
- 223-2022**      Resolution Authorizing an Award of Contract for Deer Carcass Removal and Disposal Services
- 224-2022**      Resolution Authorizing Exemption of Property and Cancellation of Taxes Pursuant to N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 on Property known as Block 41 Lot 3 (1203 Tilton Road)
- 225-2022**      Accumulated Absence Payout
- 226-2022**      Resolution Inserting an Item of Revenue in the 2022 Budget
- 227-2022**      A Resolution to Request Street Lighting Installation and Upgrades from Atlantic City Electric
- 228-2022**      Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle July 2023 – June 2024
- 229-2022**      Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle September 1, 2023 – September 30, 2025 – DMHAS Youth Leadership Grant
- 230-2022**      A Resolution Approving the Application for the Project Known as “Recreation Improvements at Birch Grove Park” for the FY 2023 Local Recreation Improvement Grant (LRIG)
- 231-2022**      A Resolution Authorizing the Chief Financial Officer to Execute a Contract with an Approved State Contract Vendor Pursuant to N.J.S.A. 40A:11-12a
- 232-2022**      Authorizing the Use of the Public Rights-of-Way by Planet Networks, Inc.
- 233-2022**      A Resolution Authorizing the Northfield Office of Emergency Management to Apply for and Obtain a Hazard Mitigation Grant from the Federal Emergency Management Agency (FEMA)

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA  
DECEMBER 13, 2022**

- 234-2022** Adopting Technology Risk Management Standards in Compliance with the New Jersey Municipal Excess Liability Joint Insurance Fund's Cyber Risk Management Plan's Tier One and Two Requirements
- 235-2022** To Authorize an Agreement between the City of Northfield and the Trustees of the Free Public Library of Northfield, T/A the Otto Bruyns Public Library

**ORDINANCE**

- 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  
*2<sup>nd</sup> Reading / Public Hearing / Final Consideration*  
*Published in the Press of AC 12/17/2022*

**PAYMENT OF BILLS** \$ 594,585.54

**MEETING NOTICES**

City Council                      January 3, 2023                      6pm Reorganization Meeting

**ADJOURNMENT**

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 221-2022**

**AWARD OF CONTRACT FOR THE PROJECT KNOWN AS SLIP  
LINING OF PORTIONS OF THE EXISTING SANITARY SEWER  
MAINS, PHASE II**

**WHEREAS**, bid specifications were prepared and solicited by Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC the for the project known as Slip Lining of Portions of the Existing Sanitary Sewer Mains, Phase II; and

**WHEREAS**, sealed bids were received and opened by the Municipal Clerk at 11:00am on December 2, 2022, from the following:

Description	Base Bid	Alternate Bid	TOTAL
Instuform Technologies LLC	\$ 188,121.00	\$ 58,659.00	\$ 246,780.00
Vortex Services LLC	\$ 202,249.00	\$ 70,733.50	\$ 272,982.50
Mobile Dredging and Video Pipe, Inc.	\$ 216,337.28	\$ 57,865.72	\$ 274,203.00

**WHEREAS**, after review of the bids, Schaeffer, Nassar, Scheidegg Consulting Engineers, LLC has recommended to Council that the contract be awarded to Instuform Technologies, LLC, 580 Goddard Avenue, Chesterfield MO 63005, for their base bid in the amount of \$188,121.00 plus their Alternate bid in the amount of \$58,659.00 for a total contract award in the amount of \$246,780.00.

**THEREFORE BE IT RESOLVED** that the Common Council of the City of Northfield accepts the base bid in the amount of \$188,121.00 plus their Alternate bid in the amount of \$58,659.00 for a total contract award in the amount of \$246,780.00 from Instuform Technologies, LLC, 580 Goddard Avenue, Chesterfield MO 63005.

**BE IT FURTHER RESOLVED**, Certification of the Availability of funds has been received from the Chief Financial Officer.

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 13<sup>th</sup> day of December 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 222-2022**

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

**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 Bidding Documents for the Reconstruction of Ridgewood Drive (FY2023 NJDOT Municipal Aid Program)	
<b>Total</b>	\$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 this 13<sup>th</sup> day of December, 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 223-2022**

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT FOR  
DEER CARCASS REMOVAL AND DISPOSAL SERVICES**

**WHEREAS**, the County of Atlantic on behalf of the Atlantic County Purchasing Cooperative publicly advertised bids for the purpose of providing deer carcass removal and disposal services for the Cooperative for the period beginning December 1, 2022 and ending November 30, 2024; and

**WHEREAS**, the County received and opened publicly advertised bids as follows; and

Name of Bidder	Cost Per Carcass Pick Up
Kelly Winthrop, LLC	\$55
DCRS	\$65
NINSA, LLC	\$741

**WHEREAS**, Kelly Winthrop, LLC, is the lowest responsible bidder for deer carcass removal and disposal services for the period beginning December 1, 2022 and ending November 30, 2024.

**WHEREAS**, the City of Northfield is a member of the Atlantic County Purchasing Cooperative and wishes to award a contract to Kelly Winthrop, LLC, 1110 New Parkview Place, West Palm Beach, FL 33417, for the cost per carcass of \$55.00, and in accordance with the terms of the Agreement incorporated herein as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, County of Atlantic that the contract for deer carcass removal and disposal services is awarded Kelly Winthrop, LLC, 1110 New Parkview Place, West Palm Beach, FL 33417, for the cost per carcass of \$55.00.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Kelly Winthrop, LLC, 1110 New Parkview Place, West Palm Beach, FL 33417, and to the Atlantic County Government Division of Budget and Purchasing, 1333 Atlantic Avenue, Atlantic City, NJ 08401

\_\_\_\_\_  
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 13th day of December 2022.

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

## EXHIBIT A - DEER CARCASS REMOVAL AGREEMENT

This agreement, dated this 13<sup>th</sup> day of December, 2022 by and between:

Kelly Winthrop, LLC  
1110 New Parkview Place  
West Palm Beach, FL 33417

phone (888) 329 - 3357  
fax (888) 329 - 3290  
deerkellyw@yahoo.com

And

The City of Northfield  
1600 Shore Road  
Northfield, NJ 08225  
609-641-2832  
Fax 609-641-6274

### Article 1 Work Performed

The removal and sanitary disposal of deer carcasses from all Municipal roadways, adjoining turf medians, shoulder areas within the public right – of – ways, public parks and Municipal property within the geographic border of the above municipality.

### Article 2 Costs

The cost for removal is as follows:

The removal of properly reported deer carcasses as set forth in the above specification will be \$55.00 per deer for 2023-2024.

### Article 3 Payment Information

Invoicing will be emailed to the following name. Please include phone number.

Name City of Northfield Finance Department  
1600 Shore Road  
Northfield, NJ 08225

Email: [ksmith@cityofnorthfield.org](mailto:ksmith@cityofnorthfield.org)  
Fax: 609-641-5901  
Phone: 609-641-2832 x 122

All payments are to be made to:

Kelly Winthrop, LLC  
1110 New Parkview Place  
West Palm Beach, FL 33417

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 224-2022**

**RESOLUTION AUTHORIZING EXEMPTION OF PROPERTY AND  
CANCELLATION OF TAXES PURSUANT TO N.J.S.A. 54:4-3.30 &  
N.J.S.A. 54:4-3.32 ON PROPERTY KNOWN AS BLOCK 41 LOT 3 (1203  
TILTON ROAD)**

**WHEREAS**, ARC of Atlantic County acquired title to Block 41 Lot 3 (1203 Tilton Road) on March 26, 2019; and

**WHEREAS**, it has been determined by the Tax Assessor, William Johnson, CTA, that the ARC of Atlantic County is qualified to receive a full exemption from taxes beginning January 1, 2023 pursuant to N.J.S.A. 54:4-3.6; and

**WHEREAS**, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 41 Lot 3 (1203 Tilton Road) for 2023 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

**WHEREAS**, it is the desire of the City to adjust the records of the Tax Collector in accordance therewith, which is the purpose of this resolution,

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

The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 41 Lot 3 (1203 Tilton Road) as follows based on the tax exempt status of said property:

\$15,190.20 for the year of 2023

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 13<sup>th</sup> day of December, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 225-2022**

**ACCUMULATED ABSENCE PAYOUT**

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

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

**WHEREAS**, the Chief Financial Officer has certified that the funds and authority exists to pay the total accumulated absence, as per the attached schedule, to Michael Adamson who retired from the service of the City effective November 30, 2022

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Northfield, that the total sum of \$3,118.61 composed of 127.75 Sick Hours paid at 50% value, and 20.503 Vacation Hours, be paid out to Michael Adamson for his unused, accumulated absence time. The balance will be paid in one-lump payment on December 23, 2022

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted as a Regular meeting of the Common Council of the City of Northfield, held this 13<sup>th</sup> day of December 2022

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Erland Chau, Mayor

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Mary Canesi, RMC, Municipal Clerk



Public Works Adamson, Michael 07/12/1993			Days			Hours
Absence Category	Carry	Earned	Used	Lost	Balance	Balance
Vacation	5.000	25.000	27.071	0.000	2.929	20.503
Sick	49.500	15.000	46.250	0.000	18.250	127.75
Personal	0.000	3.214	3.214	0.000	0.000	0

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 226-2022**

**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 \$2,800.00 Grant from the Department of Law & Public Safety 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 Law & Public Safety, Highway Traffic Safety Division

Drive Sober or Get Pulled Over Holiday Grant

**SECTION 2:**

**BE IT FURTHER RESOLVED**, that a like sum of \$2,800.00 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

Department of Law & Public Safety, Highway Traffic Safety Division

Drive Sober or Get Pulled Over Holiday

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 13<sup>th</sup> day of December, 2022.

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Mayor, Erland Chau

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 227-2022**

**A RESOLUTION TO REQUEST STREET LIGHTING INSTALLATION  
AND UPGRADES FROM ATLANTIC CITY ELECTRIC**

**WHEREAS**, a request has been made from a resident for enhancements to the street lighting in the vicinity of Maple Avenue; and

**WHEREAS**, Maple Avenue is a Municipal roadway; and

**WHEREAS**, Chief Paul Newman, Northfield Police Department viewed the area and found that the request for enhancements to the street lighting in the area was reasonable; and

**WHEREAS**, based on information obtained from Atlantic City Electric, Chief Paul Newman has recommended the following:

<b>Location</b>	<b>Pole #</b>	<b>Action to be Authorized</b>	<b>One-Time Cost</b>	<b>Annual Usage Cost +/-</b>
Vicinity of 1100 Maple Avenue	P27562	Add 150 LED fixture / SPL	\$ 124.00	\$ 168.00

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Northfield that the recommendations made by Chief Paul Newman and stated herein be and are hereby approved and shall be sent to Atlantic City Electric for consideration.

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 13<sup>th</sup> day of December 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 228-2022**

**GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL  
GRANT CYCLE JULY 2023 – JUNE 2024**

**FORM IB**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Common Council of the City of Northfield, County of Atlantic, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefor has an established Municipal Alliance Committee; and,

**WHEREAS**, the Common Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

**WHEREAS**, the Common Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Atlantic.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Northfield, County of Atlantic, State of New hereby recognizes the following:

DEDR	\$ 7,910.14
Cash Match	\$ 1,977.53
In-Kind	<u>\$ 5,932.60</u>
Total	\$ 15,820.27

1. The Common Council does hereby authorize submission of a strategic plan for the Northfield Municipal Alliance grant for fiscal year 2024 in the amounts of:
2. The Common Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: \_\_\_\_\_  
Erland Chau, Mayor

**CERTIFICATION**

I, Mary Canesi , Municipal Clerk of the City of Northfield, County of Atlantic, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a Resolution duly authorized by the Common Council of the City of Northfield on this 13<sup>th</sup> day of December 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 229-2022**

**GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT  
CYCLE SEPTEMBER 1, 2023 – SEPTEMBER 30, 2025**

**FORM IB – DMHAS YOUTH LEADERSHIP GRANT**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey. In coordination with GCADA, the New Jersey Department of Human Services/Division on Mental Health and Addiction Services (DMHAS) has awarded a Youth Leadership Grant to the GCADA Municipal Alliance Program

**WHEREAS**, The Common Council of the City of Northfield, County of Atlantic, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefor has an established Municipal Alliance Committee; and,

**WHEREAS**, the Common Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Common Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Atlantic.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Northfield, County of Atlantic, State of New hereby recognizes the following:

1. The Common Council does hereby authorize submission of an application for DMHAS Grant funding for the Northfield Municipal Alliance for Year Two Grant Term 9/1/23 – 9/30/25 in the amount of

DMHAS	\$ 3,124.38
Cash Match	\$ 0.00
In-Kind	<u>\$ 0.00</u>
Total	\$ 3,124.38

2. The Common Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: \_\_\_\_\_  
Erland Chau, Mayor

**CERTIFICATION**

I, Mary Canesi , Municipal Clerk of the City of Northfield, County of Atlantic, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a Resolution duly authorized by the Common Council of the City of Northfield on this 13<sup>th</sup> day of December, 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 230-2022**

**A RESOLUTION APPROVING THE APPLICATION FOR THE  
PROJECT KNOWN AS “RECREATION IMPROVEMENTS AT BIRCH  
GROVE PARK” FOR THE FY 2023 LOCAL RECREATION  
IMPROVEMENT GRANT (LRIG)**

*WHEREAS*, the City of Northfield desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$150,000.00 to carry out a project for the Birch Grove Park bandstand area to improve ADA accessibility, create outdoor seating, add hardscape planters, add outdoor lighting, and upgrade existing bandstand structure.

***BE IT THEREFORE RESOLVED*,**

1. That the City of Northfield does hereby authorize the application for such a grant; and,
2. recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the City of Northfield, New Jersey and the New Jersey Department of Community Affairs.

**BE IT FURTHER RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

\_\_\_\_\_  
(signature)

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

**CERTIFICATION**

I, Mary Canesi, Municipal Clerk of the City of Northfield, County of Atlantic, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a Resolution duly authorized by the Common Council of the City of Northfield on this 13<sup>th</sup> day of December, 2022.

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

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 231-2022**

**A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER  
TO EXECUTE A CONTRACT WITH AN APPROVED STATE  
CONTRACT VENDOR PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the City of Northfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the City of Northfield has the need to purchase bleachers for City recreational facilities; and

**WHEREAS**, General Recreation has provided pricing for (3) bleachers at a total cost not to exceed \$19,755 as per State Contract 16-FLEET-00130, T0103; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds by encumbering said funds against budget account number 2-01-44-907-000.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Northfield Council authorizes the Purchasing Agent/Chief Financial Officer to execute the required documents to purchase (3) bleachers as stated above.

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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 the Regular Meeting of the Common Council of the City of Northfield, held this 13th day of December, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 232-2022**

**AUTHORIZING THE USE OF THE PUBLIC RIGHTS-OF-WAY BY  
PLANET NETWORKS, INC.**

**WHEREAS**, Planet Networks Inc. ("Planet Networks") is a provider of telecommunications services that is authorized by the New Jersey Board of Public Utilities to provide local exchange and interexchange telecommunications services throughout New Jersey; and

**WHEREAS**, Planet Networks has petitioned the municipality for consent to use the public rights-of-way to place its telecommunication facilities aerially on existing and new utility poles and/or in underground conduit; and

**WHEREAS**, the Federal Communications Commission has held that that "an effective prohibition [under the Telecommunications Act of 1996] occurs where a state or local legal requirement materially inhibits a provider's ability to engage in any of a variety of activities related to its provision of a covered service not only by rendering a service provider unable to provide an existing service in a new geographic area or by restricting the entry of a new provider in providing service in a particular area, but also by materially inhibiting the introduction of new services or the improvement of existing services." Declaratory Ruling and Third Report and Order, WT Docket No. 17-79; WC Docket No. 17-84, FCC-18-133A1, at para. 36, p. 15-16; and

**WHEREAS**, Planet Networks has or will enter into agreements with the utility companies for the use of their poles; and

**WHEREAS**, N.J.S.A. 48:3-19 provides that "[t]he consent of the municipality shall be obtained for the use by a person of the poles of'-another person unless each person has a lawful right to maintain poles in such street, highway or other public place;" and

**WHEREAS**, N.J.S.A. 27:16-6 provides, in part that "[t]he board of chosen freeholders shall not grant an easement, right of way, or use in, under or over, any portion of a county road in a municipality, unless the governing body of the municipality ... shall consent thereto;" and

**WHEREAS**, N.J.S.A. 46:17-8 provides that "[a]ny telegraph or telephone company organized under the laws of this or any other State, or of the United States may erect, construct and maintain the necessary poles, wires, conduits, and other fixtures for its lines, in, upon, along, over or under any public street, road or highway, upon first obtaining the consent in writing of the owner of the soil to the erection of such poles, and through, across or under any of the waters within this



State and upon, through or over any other land, subject to the right of the owners thereof to full compensation for the same."

**WHEREAS**, N.J.S.A. 54:30A-124(a) provides that a municipality may not impose any fees, taxes, levies or assessments in the nature of a local franchise, right of way, or gross receipts fee, tax, levy or assessment against telecommunications companies but that a municipality may impose reasonable fees for actual services made by any municipal agency; and

**WHEREAS**, it is in the best interests of the municipality and its citizens to grant consent to Planet Networks.

**NOW THEREFORE BE IT RESOLVED THAT:**

1) That the governing body does hereby grant permission and authority to Planet Networks, Inc. to install fiber optic cables and related facilities on existing utility poles within the public right-of-way and to install new utility poles, upon the following terms and conditions:

- a) Planet Networks shall adhere to all applicable federal, State, and local laws in connection with its use of the public right-of-way.
- b) Planet Networks shall obtain any applicable permits in connection with the installation of its facilities;
- c) Planet Networks shall indemnify, defend and hold harmless the municipality, its officials, agents, and employees, from and against any claim of liability, damages or loss resulting in bodily injury or property damage arising out of Planet Network's use of the public right-of-way, except to the extent such loss, injury or property damage resulting from the acts or omissions of the municipality.
- d) Planet Networks shall procure and maintain, at its cost and expense, commercial general liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence and shall include the municipality as an additional insured on said insurance policy.
- e) Planet Networks shall be responsible for the repair of any damage to pavement or any structure arising from its construction, installation or maintenance of its facilities.
- f) Notwithstanding any provision contained herein, neither the municipality nor Planet Networks shall be liable to the other for consequential, incidental, exemplary, or punitive damages on account of any activity pursuant to this consent.
- g) That the Mayor of the City of Northfield is hereby authorized to execute and the Clerk to attest to any other documents necessary to effectuate the terms of this resolution.

**STATEMENT:** This resolution authorizes and consents to Planet Networks, Inc.'s installation of fiber optic cables and related facilities on new and existing utility poles and conduits within the public rights-of- way.

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 13<sup>th</sup> day of December 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 233-2022**

**A RESOLUTION AUTHORIZING THE NORTHFIELD OFFICE OF  
EMERGENCY MANAGEMENT TO APPLY FOR AND OBTAIN A  
HAZARD MITIGATION GRANT FROM THE FEDERAL EMERGENCY  
MANAGEMENT AGENCY (FEMA)**

**WHEREAS**, the City of Northfield Office of Emergency Management wishes to apply for and obtain a Hazard Mitigation Grant from the Federal Emergency Management Agency (FEMA) as follows and for the purposes described:

	Cost	Federal Funds 75%	Municipal Funds 25%
Madison Ave Stormwater Mgt	\$ 182,000	\$ 136,500	\$ 45,500
Revere Ave Stormwater Mgt	\$ 165,000	\$ 123,750	\$ 41,250
Public Works Generator	\$ 150,000	\$ 112,500	\$ 37,500
	<b>\$ 497,000</b>	<b>\$ 372,750</b>	<b>\$ 124,250</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Northfield, County of Atlantic, State of New Jersey, that the City of Northfield Office of Emergency Management shall submit an application for such a grant in accordance with all pertinent terms, conditions and requirements which may be established for such an application and, further, shall accept and agree to comply with and fulfill each of the understandings and assurances contained in said application.

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 13<sup>th</sup> day of December, 2022.

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Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 234-2022**

**ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN  
COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS  
LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT  
PLAN'S TIER ONE AND TWO REQUIREMENTS**

**WHEREAS**, the City of Northfield is a member of the Atlantic County Municipal JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund and the NJ Municipal Excess Liability Joint Insurance Fund (NJMEL); and

**WHEREAS** s, through its membership in the Atlantic JIF, the City of Northfield enjoys cyber liability insurance coverage to protect the City of Northfield from the potential devastating costs associated with a cyber related claim; and

**WHEREAS**, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

**WHEREAS**, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the City of Northfield; and

**WHEREAS**, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the City of Northfield to claim a reimbursement of a paid insurance deductible in the event the member files a claim against the City of Northfield's cyber insurance policy, administered through the Atlantic JIF and the Municipal Excess Liability Joint Insurance Fund.

**NOW, THEREFORE BE IT RESOLVED** that the City of Northfield does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 and Tier 2 of the NJ MEL Cyber Risk Management Plan:

Information Backup	Patch Management	Defensive Software
Security Awareness Training	Password Management	Email Warning
Cyber Incident Response Plan	Technology Practices Policy	Government Cyber Memberships
Server Security	Access Privilege Controls	Technology Support
System/Event Logging	Protected PHI PII	Remote Access
Leadership Expertise	Technology Business Continuity	Banking Controls
Technology Practice Policy		

**AND, BE IT FURTHER RESOLVED**, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

I, Mary Canesi, Municipal Clerk of the City of Northfield, County of Atlantic, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a Resolution duly authorized by the Common Council of the City of Northfield on this 13<sup>th</sup> day of December, 2022.

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Mary Canesi, RMC, Municipal Clerk



## Tier 1

### Information Back-Up

1. Use of standardized system images or virtualized desktops. \_\_\_\_\_
2. Back-up copy of all application, operating and network configuration software must be available. \_\_\_\_\_
3. Daily incremental back-ups with a minimum of 14 days of versioning on off-network device of all data files. \_\_\_\_\_
4. Weekly, off-network, full back-up of all data files. \_\_\_\_\_
5. All back-ups are spot-checked monthly. \_\_\_\_\_
6. Third-party and cloud-based application data is backed-up to the same standards. \_\_\_\_\_

### Patch Management

1. Patch all operating an application software with the latest versions. \_\_\_\_\_
2. Use automatic updating where applicable, particularly as related to security patches. \_\_\_\_\_
3. All security and critical updates and patches are installed as soon as prudent and practicable following release. \_\_\_\_\_
4. The member annually reviews all non-standard applications for possible replacement/upgrade. \_\_\_\_\_

### Defensive Software

1. Antivirus and firewalls are enabled for all desktops and laptops. \_\_\_\_\_
2. Antispam and antivirus filters are enabled for the email server. \_\_\_\_\_
3. Firewalls are enabled on all active ports, and unused ports are closed. \_\_\_\_\_
4. Antivirus and antimalware enabled for network servers connecting to the internet. \_\_\_\_\_
5. Firewall rules and policies are reviewed or reassessed at least twice per year. \_\_\_\_\_
6. Microsoft Office applications open all downloaded files in "Protected Mode". \_\_\_\_\_

### Security Awareness Training

1. All computer users receive annual training of at least one (1) hour on at least the following topics: \_\_\_\_\_
  - a. Malware Identification
  - b. Password Construction
  - c. Identifying Security Incidents
  - d. Social Engineering



# Tier 1

## Password Strength

1. Password policy that minimally meets the requirements outlined in the Password Policy under the MEL's Master Technology Policy v 2.2. \_\_\_\_\_

## Email Warning

1. Implemented an automatic warning label to all emails coming from outside of your organization. \_\_\_\_\_

## Cyber Incident Response Plan

1. Management/Governing Body adopts a cybersecurity incident response plan to direct staff and guide technology management decision making when a cybersecurity incident takes place. This must include at a minimum the items in the MEL's Cybersecurity Incident Response Plan. \_\_\_\_\_

## Technology Practices Policy

1. Management/Governing Body adopts a technology practices policy, which must at a minimum include the items in the MEL's Master Technology Policy v 2.2 respective to Tier 1. \_\_\_\_\_

## Government Cyber Memberships

1. Registered with the New Jersey Cybersecurity & Communications Integration cell (NJCCIC). \_\_\_\_\_
2. Registered with the Multi-State Information Sharing & Analysis Center (MS-ISAC) and any other ISAC relevant to your organization's operations. \_\_\_\_\_



## MEL Cyber Risk Management Certification

### Tier 2

#### Server Security

1. Servers and network equipment are protected from unauthorized access. \_\_\_\_\_

#### Access Privilege Controls

1. Users with administrative rights are limited to those who need them. \_\_\_\_\_
2. Non-administrator users are granted limited access rights based on job function and responsibilities. \_\_\_\_\_
3. Access rights are updated upon any personnel status change action. \_\_\_\_\_
4. Access rights for each individual are reviewed at least every six (6) months. \_\_\_\_\_

#### Technology Support

1. Has qualified staff or contractor(s) to provide technology support and guidance. \_\_\_\_\_

#### System / Event Logging

1. Has appropriate system and event logging is in place to detect and/or capture system/network performance and security anomalies. \_\_\_\_\_

#### Protected Information

1. Has a process that ensures all files containing Personally Identifiable Information (PII) or Protected Health Information (PHI) are password protected or encrypted. \_\_\_\_\_

#### Remote Access

1. Requires the use of a Virtual Private Network (VPN) when remotely accessing the network or cloud-based applications. This also includes adopting a Remote Access Policy. \_\_\_\_\_

#### Leadership Expertise

1. Senior management has access to resources with expertise in their respective fields to support technology decision making, i.e., risk assessments, planning, budgeting, etc. \_\_\_\_\_





## MEL Cyber Risk Management Certification

### Tier 2

#### Technology Business Continuity

1. The Emergency Management/Continuity of Government (CoG) plan shall  
Include Technology Business Continuity Plan as part of the Disaster Recovery section. \_\_\_\_\_

#### Banking Controls

1. Has implemented internal controls to minimize fraudulent banking  
transactions. \_\_\_\_\_

#### Technology Practice Policy

1. The Management/Governing Body has adopted the MEL's Technology Policy  
as respects to Tier 2. \_\_\_\_\_

**CITY OF NORTHFIELD, NJ  
RESOLUTION NO. 235-2022**

**TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF  
NORTHFIELD AND THE TRUSTEES OF THE FREE PUBLIC LIBRARY  
OF NORTHFIELD, t/a THE OTTO BRUYNS PUBLIC LIBRARY**

**WHEREAS**, The Otto Bruyns Public Library (Library) is a municipal free public library, established by the City of Northfield, N.J. (City), a municipal corporation, pursuant to N.J.S.A. 40:54-1 et. seq., and

**WHEREAS**, the Library is administered by a Board of Trustees (Board), a non-profit corporation known as "The Trustees of the Free Public Library of Northfield, N.J., t/a the Otto Bruyns Public Library of Northfield," pursuant to N.J.S.A. 40:54-9 through 14; and

**WHEREAS**, to clarify the duties of each party regarding the Library, and to avoid duplication of effort and expense in order to operate the Library as efficiently and economically as possible, the City and the Board wish to agree upon the division of certain responsibilities and financial obligations to each party, in accordance with the terms of the attached Agreement.

**BE IT RESOLVED**, by the Common Council of the City of Northfield that the Mayor be and is hereby duly authorized, empowered and directed to execute the attached Agreement with the Trustees of the Free Public Library of Northfield, t/a the Otto Bruyns Public Library.

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 Common Council of the City of Northfield, held this 13<sup>th</sup> day of December 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 December 13, 2022

**DATE:** December 8, 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. **(12-8-2022) 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

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1425 Cantillon Boulevard Mays Landing New Jersey, 08330

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submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24<sup>th</sup>. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA. (6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (5-6-2022) The application for the CDBG grant from ACIA is completed will be submitted on Monday. (5-20-2022) The Municipal Aid grant application is open we need to finalize which road will be included in the application. (6-10-2022) Ridgewood Drive between Route 9 and Sutton is a possible road for the grant. (6-24-2022) Grant application was submitted to the NJDOT. (7-15-2022) Resolution has been uploaded in PMRS. (8-15-2022) We have a pre application meeting setup for 8-15-2022 for the Transportation Alternative Set-Aside Grant. (10-21-2022) working on the Transportation Alternative Set-Aside Grant and flood mitigation grant with Tim Joo. (11-10-2022) We submitted the Transportation Alternative Set-Aside Grant and working on flood mitigation grant with Tim Joo. (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. **(12-8-2022) I am working in the recreational grant application; we will have on the meeting agenda a resolution to authorize the filing on this application**

**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. **(12-8-2022) Nothing new to report.**

**NF13-03      Street Opening:**

**(12-8-2022) 3 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 9<sup>th</sup>. (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. **(12-8-2022) 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. **(12-8-2022) 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. **(12-8-2022) I prepared the recommendation of award for the Council to approve for Phase II.**

#### **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. **(12-8-2022) no updates.**