

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
SEPTEMBER 20, 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 6, 2022

7PM PROCLAMATIONS

Members of the City of Northfield Volunteer Fire Company with More than 50 Years of Service:

- Hank Martinelli - August 1968 - Present
- Ed Hackett - December 1968 - Present
- Bob Leeds - January 1970 - Present

RESOLUTION

190-2022 Employment Status Change for Firefighter Christopher Trench

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- 171-2022** A Resolution Ruling on a Request for a Hardship Exception from Road Opening Moratorium for Block 49, Lot 5, 507 Fairbanks Avenue
- 180-2022** Resolution Authorizing the Award of a Non-Fair and Open Contract for the Installation of Stairs for the Announcer Stand for the City of Northfield Recreation Facilities
- 181-2022** Resolution Authorizing the Award of a Non-Fair and Open Contract for Final Paving on Herbert Drive, Shepherd Circle and Shepherd Circle West
- 182-2022** Authorizing the Tax Collector to Conduct a Tax Lien Sale
- 183-2022** Declaring October 6, 2022 Knockout Opioid Abuse Day
- 184-2022** A Resolution to Cancel Grant Balances
- 185-2022** Memorialize Last Day of Employment for Tax Collector
- 186-2022** Authorizing Execution of Agreement for Shared Attenuators/Arrow Boards
- 187-2022** Resolution Inserting an Item of Revenue in the 2022 Budget
- 188-2022** To Approve the Promotion of Brandon Garofalo to the Position of Police Officer
- 189-2022** Authorizing Execution of CGI Agreement and Addendum

PAYMENT OF BILLS \$ 967,441.26

MEETING NOTICES

City Council	October 11, 2022	6pm Work Session
		Regular Session Immediately Following

ADJOURNMENT

**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 September 20, 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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 171-2022**

**A RESOLUTION RULING ON A REQUEST FOR A HARDSHIP
EXCEPTION FROM ROAD OPENING MORATORIUM FOR BLOCK 49,
LOT 5 LOCATED AT 507 FAIRBANKS AVENUE**

WHEREAS, William Luciano (Applicant) has submitted a request for a hardship exception from the road opening moratorium currently in effect for Block 49 Lot 5 located at 507 Fairbanks Avenue in the City of Northfield in accordance with the Code of the City of Northfield, Chapter 330, Section 15(c);

WHEREAS, the Applicant is seeking the exception so that natural gas service can be provided by way of road openings to a single-family residence that exists on the property.

WHEREAS, the request for a hardship exception has been considered by the Common Council of the City of Northfield at a public hearing held on September 6, 2022; and

WHEREAS, at said public hearing, the Common Council heard and considered the proofs and sworn testimony of the Applicant; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the request for a hardship exception from the road opening moratorium for Block 49 Lot 5 located at 507 Fairbanks Avenue in the City of Northfield submitted by Applicant is hereby granted expressly conditioned upon: (i) the applicant restoring the road opening in accordance with the applicable provisions of the Code of the City of Northfield; (ii) the applicant posting a performance bond in cash or a form acceptable to the Solicitor of the City of Northfield and in the amount recommended by the City Engineer for 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 City Council of Northfield, held this 20th day of September 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 180-2022**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND
OPEN CONTRACT FOR THE INSTALLATION OF STAIRS FOR THE
ANNOUNCER STAND FOR THE CITY OF NORTHFIELD
RECREATION FACILITIES**

WHEREAS, the City of Northfield has a need to replace the stairs and landing for the recreational facilities announcer stand as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the Chief Financial Officer/QPA has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, C. Alexander Building & Maintenance Co., LLC has submitted a proposal dated August 11, 2022 indicating they will complete the project for a total price of \$18,800; and

WHEREAS, C. Alexander Building & Maintenance Co., LLC has completed and submitted a Business Entity Disclosure Certification which certifies that C. Alexander Building & Maintenance Co., LLC has not made any reportable contributions to a political or candidate committee in the City of Northfield, County of Atlantic in the previous one year, and that the contract will prohibit C. Alexander Building & Maintenance Co., LLC from making any reportable contributions through the term of the contract, and

WHEREAS, as required by *N.J.A.C. 5:30-5.4* the Chief Financial Officer has certified that funds are available in budget account 2-01-44-907-000.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes the Chief Financial Officer and or Municipal Clerk to enter into a contract with C. Alexander Building & Maintenance Co., LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 181-2022**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND
OPEN CONTRACT FOR FINAL PAVING ON HERBERT DRIVE,
SHEPHERD CIRCLE AND SHEPHERD CIRCLE WEST**

WHEREAS, the City of Northfield has a need for the performance of asphalt restoration work on portions of Herbert Drive, Shepherd Circle, and Shepherd Circle West, as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the Chief Financial Officer/QPA has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, Pioneer Pipe Contractors has submitted a proposal dated September 7, 2022 indicating they will complete the project for a total price of \$37,530.00; and

WHEREAS, Pioneer Pipe Contractors has completed and submitted a Business Entity Disclosure Certification which certifies that Pioneer Pipe Contractors has not made any reportable contributions to a political or candidate committee in the City of Northfield, County of Atlantic in the previous one year, and that the contract will prohibit Pioneer Pipe Contractors from making any reportable contributions through the term of the contract, and

WHEREAS, as required by *N.J.A.C. 5:30-5.4* the Chief Financial Officer has certified that funds are available. In the capital ordinance budget account C-04-55-020-101.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Northfield authorizes the Chief Financial Officer and or Municipal Clerk to enter into a contract with Pioneer Pipe Contractors as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 182-2022**

**AUTHORIZING THE TAX COLLECTOR
TO CONDUCT A TAX LIEN SALE**

WHEREAS, the City of Northfield conducts a standard tax sale each year; and the Tax Collector is hereby authorized to hold a tax Lien Sale on November 30, 2022.

WHEREAS, any taxpayer who is delinquent as of November 11th of the previous calendar year shall be included in the standard sale; and

WHEREAS, to ensure full payment prior to the date of the standard tax sale, the City must know that taxes were paid in full.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey that all delinquent tax payments tendered after November 1, 2022, must be paid either by certified check, money order or cash.

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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 183-2022**

**DECLARING OCTOBER 6, 2022
KNOCK OUT OPIOID ABUSE DAY**

WHEREAS, New Jersey is in the midst of a life-threatening opioid abuse epidemic; and

WHEREAS, the Partnership for a Drug-Free New Jersey has designated October 6, 2022, as Knock Out Opioid Abuse Day – an initiative with a multiple purposes: to raise awareness of the potential for dependency on prescribed pain medicine and its link to heroin and fentanyl use in our state; to reduce stigma of addiction and shine a light on the need for recovery support; and to communicate to physicians information on safer prescribing messages found in the Centers for Disease Control and Prevention guidelines for prescribing opioids, which include considering other therapies, setting realistic treatment goals with patients and discussing with patients the positives and negatives of opioids; and

WHEREAS, the State Senate and General Assembly jointly resolved that October 6 shall be permanently designated as Knock Out Opioid Abuse Day in New Jersey in order to raise awareness about the dangers of, and the link between, prescription opioid abuse and heroin addiction and to educate health care providers, community leaders, state lawmakers and members of the public about the opioid abuse epidemic and its effects throughout the State of New Jersey and across the country; and

WHEREAS, the City of Northfield supports initiatives designed to raise awareness about opioid abuse in New Jersey and take steps to prevent addiction.

THEREFORE BE IT RESOLVED, that October 6, 2022, be recognized as Knock Out Opioid Abuse Day in the City of Northfield, Atlantic County, New Jersey.

Mayor, Erland Chau

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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 184-2022**

A RESOLUTION TO CANCEL GRANT BALANCES

WHEREAS, certain Grant balances remain on the City's balance sheet, and it has been determined that they are no longer required; and

WHEREAS, it is necessary to formally cancel said balances.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic that the following unexpended appropriation and receivable balances of the Grant Fund be cancelled:

Grant	Receivable	Appropriation	Match
2022 Drive Sober/Labor Day	\$ 840.00	\$ 840.00	\$ 0

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Common Council of Northfield, held this 20th day of September 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 185-2022**

**MEMORIALIZE LAST DAY OF EMPLOYMENT
FOR TAX COLLECTOR**

WHEREAS, pursuant to Resolution No. 117-2015, the Common Council of the City of Northfield did appoint Michele L. Kirtsos to the position of Tax Collector, on a full time basis effective July 1, 2015; and

WHEREAS, Michele L. Kirtsos had previously submitted her letter of resignation from the position of full time tax collector, effective August 12, 2022; and

WHEREAS, to assist the City of Northfield with continuity of operations while a qualified candidate was identified for the position of full time Tax Collector, Ms. Kirtsos agreed to remain in the employ of the City of Northfield, on a temporary, part time basis; and

WHEREAS, pursuant to Resolution No. 167-2022, the Common Council of the City of Northfield did authorize an employment status change for Michele L. Kirtsos, in her position as Tax Collector, from full time, to part time, effective August 12, 2022; and

WHEREAS, the position of Tax Collector has been filled, and Ms. Kirtos' last day of employment, and last day worked, with the City of Northfield, was September 2, 2022.

THEREFORE, BE IT RESOLVED, that the separation of employment of Tax Collector, Michele L. Kirtsos, be and is hereby memorialized effective September 2, 2022.

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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 186-2022**

**AUTHORIZING EXECUTION OF AGREEMENT FOR SHARED
SERVICES – ATTENUATORS/ARROW BOARDS**

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

WHEREAS, the City of Northfield and the County of Atlantic intend to establish a Shared Service Agreement for the purpose of acquiring and using three trailer mounted attenuators and three arrow boards for the attenuators.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield that the Mayor and Municipal Clerk be and are hereby duly authorized, empowered and directed to execute the agreement attached hereto as Exhibit "A" entitled "SHARED SERVICE AGREEMENT BETWEEN ATLANTIC COUNTY AND CITY OF NORTHFIELD TO PURCHASE AND MAKE AVAILABLE THREE TRAILER MOUNTED ATTENUATORS AND THREE ARROW BOARDS FOR THE ATTENUATORS".

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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

SHARED SERVICE AGREEMENT BETWEEN
Atlantic County
AND
City of Northfield
TO
PURCHASE AND MAKE AVAILABLE THREE TRAILER MOUNTED
ATTENUATORS AND THREE ARROW BOARDS FOR THE ATTENUATORS.

THIS SHARED SERVICES AGREEMENT is made and entered into on this _____ day of _____, 2022, by and between the **COUNTY OF ATLANTIC**, a governmental corporation of the State of New Jersey, with offices located at 1333 Atlantic Avenue, Atlantic City, New Jersey 08401 ("**County**"), and the City of Northfield ("**Municipality**").

BACKGROUND STATEMENT

WHEREAS, the County desires to purchase and make available on an as needed basis to Municipality three trailer mounted attenuators and three arrow boards for the attenuators (herein referred to as the "TMAs"), and

WHEREAS, the County and Municipality desires to enter into this shared service agreement with the assistance of the LEAP Implementation Grant for a total amount not to exceed \$35,316 of which \$64,078.00 will be State funding and a County cash match in the amount of \$21,238.67 and an in-kind match in the amount of \$1,500.00 to support implementation of this shared service, and

WHEREAS, the Board of Commissioners for the County of Atlantic approved Resolution #677 on December 7, 2021, which authorizes the County Executive to apply for and accept the LEAP Implementation Grant, and

WHEREAS, the parties acknowledge that this agreement is contingent upon the adoption all related Resolutions by the respective parties. The County is entering into this Agreement by adoption of Resolution #_____, dated _____ the City of Northfield is entering into this Agreement by adoption of Resolution #_____, dated _____, and

WHEREAS, entering into this Shared Service Agreement in advance of the actual need will enable the County to facilitate the prompt availability of the TMAs, and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and of the benefits which will accrue to the County and to Municipality, the parties do mutually agree as follows:

I. SCOPE OF SERVICES

A. Activities

The County hereby allocates \$21,238.67 as a cash match and \$1,500.00 as an in-kind match to purchase the three trailer mounted attenuators and three arrow boards for the attenuators and make the trailer mounted attenuators and the arrow boards available to Municipality on an as needed basis.

The Municipality agrees to properly use the trailer mounted attenuators and arrow boards on an as needed basis.

II. TIME OF PERFORMANCE

Services of the Municipality shall commence on an as needed basis.

III. RESPONSIBILITIES

- A. The County shall maintain title and registration of the three (3) TMAs.
- B. If Municipality causes damage to the TMA and/or arrow board, the Municipality must make a promise to repair. Repairs must be completed within 20 days. If repairs are not made within 20 days, then the County may use the subrogation process to resolve problem.
- C. The County and Municipality shall each maintain written records regarding pick up, possession and return of TMA. A representative of the County and representative of the Municipality (driver) shall perform a pre-inspection of the TMA before it is picked up and a post-inspection upon return. Any damage or other findings shall be documented in writing by both parties.

IV. NOTICES

Communication and details concerning this Agreement shall be directed to the following:

Atlantic County
Jerry DelRosso, County Administrator
1333 Atlantic Avenue,
Atlantic City, New Jersey 08401

County Counsel
1333 Atlantic Avenue,
Atlantic City, New Jersey 08401

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

Kristopher J Facenda, Municipal Solicitor
2408 New Road, Unit 2
Northfield, NJ 08225

V. GENERAL CONDITIONS

A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. Municipality shall at all times remain an “independent contractor” or with respect to the services to be performed under this Agreement. The County shall be exempt from payment of all Unemployment Compensation FICA, retirement, life and/or medical insurance and Worker’s Compensation Insurance as Municipality is an independent subrecipient.

B. Hold Harmless

Municipality shall hold harmless, defend and indemnify the County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of Municipality’s performance or nonperformance of the services or subject matter called for in this agreement.

C. No Warranty

The Municipality acknowledges and agrees that the County has made no representation regarding the condition of the TMA and the TMA is being shared strictly in “as is” and “where is” condition with no warranties, either expressed or implied by same.

D. Worker’s Compensation

Municipality shall provide Worker’s Compensation Insurance for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding

Municipality shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage.

F. Grantor Recognition

Municipality shall insure recognition of the role of the grantor agency in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, Municipality will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The County or Municipality may amend this Agreement any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and

approved by the County Board of Commissioners. Such amendments shall not invalidate this Agreement, nor relieve or release the County nor Municipality from its obligations under this Agreement.

The County may, in its discretion, amend this Agreement to conform with Federal, State, or Local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of service, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both County and Municipality.

H. Suspension or Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before this effective date of such termination. Partial termination of the Scope of Services in Paragraph I above may only be undertaken with the prior approval of the County. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other material prepared by the subrecipient under this Agreement shall at the option of the County, become the property of the County, and Municipality shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The County may also suspend or terminate this Agreement, in whole or in part, if Municipality materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein, and the County may declare Municipality ineligible for any further participation in the County's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe that subrecipient is in noncompliance with any applicable rules or regulations, the County may withhold up to fifteen (15) percent of said contract funds until such time as Municipality is found to be in compliance by the County, or it otherwise adjudicated to be in compliance.

VI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF, the parties have executed this contract as of the date first written above.

ATTEST

ATLANTIC COUNTY

Sonya Harris
Board of Commissioners

ATTEST

Signature:

Print Name:
Print Title:

Approved as to legal form

James F. Ferguson
County Counsel

k Shared Services Agreement Trailer Mounted Attenuators and Arrow Boards

Dennis Levinson
County Executive

City of Northfield

Signature:

Print Name:
Print Title:

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 187-2022**

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 \$5,000.00 Grant from the Sustainable Communities Grant Program 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:

Sustainable Communities Grant Program

SECTION 2:

BE IT FURTHER RESOLVED, that a like sum of \$5,000.00 is hereby appropriated under the caption of:

General Appropriations

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

Sustainable Communities Grant Program

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 20th day of September, 2022.

Mayor, Erland Chau

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 1, 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 20th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

**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 6th day of September, 2022.

Mary Canesi, RMC, Municipal Clerk

Resolution 189-2022, Exhibit A



Name: Erland Chau
Title: Mayor
Address: 1600 Shore Road
City, State, Zip: Northfield, New Jersey 08225
Phone number: 609-641-2832 ext.125
Email: echau@cityofnorthfield.org
Website: <https://www.cityofnorthfield.org>

This Agreement is between CGI Communications, Inc. D/B/A CGI Digital ("CGI") and the City of Northfield (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the <https://www.cityofnorthfield.org> homepage, including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce up to 4 video chapters with subject matter that may include but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate, or Community Organizations
- Provide script writing and video content consultation
- Send a videographer to City locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from City website, including any alternate versions of City's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the https://www.cityofnorthfield.org_website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this Agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to City a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program

During the term of this Agreement, the City shall:

- Provide a letter of introduction for the program on City's letterhead
- Assist with the content and script for the Community Video Program
- Provide notice of any changes, revisions, requests or modifications to final video content within 30 days of its receipt
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Community Video Program
- Display the "Coming Soon" graphic link prominently on the <https://www.cityofnorthfield.org> homepage within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its <https://www.cityofnorthfield.org> homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this Agreement
- Ensure that this Agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the City will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program. Submissions should be received by CGI by the agreed-upon primary filming date.

This Agreement constitutes the entire Agreement of the parties and supersedes any and all prior communications, understandings and Agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. City warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this Agreement.

Northfield, New Jersey

Signature:

Name (printed):

Title:

Date:

CGI Communications, Inc. D/B/A CGI Digital

Name (printed): Nicole Rongo

Title: Vice President, Government Relations & Strategic Partnerships

Date: August 1, 2022



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Rochester, NY 14604

Phone: 800.398.3029
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**ADDENDUM TO 2022 AGREEMENT BETWEEN CITY OF NORTHFIELD, NJ AND CGI
COMMUNICATIONS, 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. 4th bullet point – revised to reflect that ownership of all still images and photos for video production shall belong to the City of Northfield.
- b. 8th 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.
- 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 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. 3rd bullet point – change 30 days to 45 days
- b. 5th 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

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 September 20, 2022

DATE: September 15, 2022

PROJECTS:

NF13-37 **Municipal Building Parking Lot Paving and ADA Upgrade**

(7-15-2022) 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 22nd, I am meeting with Qwin to finalize the scope of this portion of the project. (4-1-2021) The contractor had to reschedule the work to mid-April. (4-15-2021) Did not get the new schedule from the Contractor yet. (4-30-2021) The contractor started to video the sewer main, we encountered few issues which needs to be addressed in the asset management plan. (5-14-21) waiting on the contractor to send the pipe videos for me to review. (6-11-2021) reviewed the tapes, there are additional few minor issues, and the recommendations will be incorporated into the final document. **(9-15-2022) 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. (7-10-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be

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submitted with the application. (11-20-2020) The bike path grant application will be submitted by the 24th. Grant Application was submitted November 24, 2020. (4-15-2021) New grant opportunity for recreational facility from the NJDEP, to be discussed. (4-30-2021) We need to file the new CDBG Grant by May 14, 2021. (5-14-2021) CDBG application was submitted to the ACIA, and currently working on the recreational grant offered by NJDCA. (6-11-2021) the DCA grant application was submitted, the Urban Parks Grant application will not comply with most of the environmental restrictions and requirements. (7-9-2021) Submitted the 2021 Municipal Aid Grant Application for the reconstruction of Oak Avenue. (11-5-2021) We received the NJDOT Municipal Aid Grant for the reconstruction of Oak Avenue in the amount of \$285,000.00. (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. **(9-15-2022) working on the Transportation Alternative Set-Aside Grant**

NF13-03 New Jersey American Water Company System Upgrade:

(1-19-2020) Multiple water main upgrade projects were completed last year, so far there are no new project scheduled within the Municipal Roadways. (2-24-2021) I had a meeting with Tim Green from the NJAWC to discuss the main relocation along Birch Grove Park Road. (3-12-2021) Received the street opening application for the main relocation along Birch Grove Park Road. (4-1-2021) South State subcontractor will remove the trees on the 5th, so the NJAWC will be able to relocate the water main. (5-14-2021) waiting on the NJAWC schedule. (6-11-2021) the water main has been relocated. (7-9-2021) NJAWC finished the work along Birch Grove Park Road. (9-10-2021) Working with the NJAWC on the covered valves issue. (9-23-2021) NJAWC applied for 6 Street Opening Permits. (11-19-2021) The NJAWC planning to replace the entire water main (approximately 4,400') along Herbert Drive and Shepherd Circle West, also the NJAWC will be replacing the water main along Hemsley Road. (3-4-2022) The NJAWC will start the water main renewal along Herbert Drive, Shepherd Circle and Shepherd Circle West on March 7th, 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.**

NF13-03 Street Opening:

(9-15-2022) 2 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 20th meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. (11-20-2020) Bid opening is set for December 10th. (12-11-2020) We received 6 bids and the lowest bid was from South State, Inc. in the amount of \$527,756.00, the recommendation of award is on the Council's agenda for approval for this meeting. (1-14-2021) we had the pre-construction meeting on the 11th, the contractor tentatively will start the drainage component of the project in February. (2-26-2021) We sent the notice to proceed, the contractor is starting the drainage improvements on March 1, 2021. (3-12-2021) The drainage pipe along Maple has been completed, and the Contractor will start the

concrete work next week. (4-1-2021) The concrete work will start on the 5th. (4-15-2021) Contractor is not finished with the concrete work. (4-30-2021) All concrete has been completed, working with the Contractor on the paving schedule. (5-14-2021) Nothing new to report. (6-11-2021) the contractor started the paving portion of this project on 6/9/2021. (8-6-2021) The contractor will finish the paving and start on the punch list items the week of August 9th. (8-26-2021) The Contractor started the work on the punch list items, we sent him an email indicating the time for project completion is no later than September 15, if not finished by then, the Municipality could assess liquidated damages. (9-10-2021) the contractor finished 80% of the punch list items. (10-22-2021) Working on the payment request and the final change order. (11-19-2021) Working on the final change order, also we ordered the core sample testing to determine actual asphalt thickness and composition. (7-15-2022) Working on the final change order, so we can close out this project. **(9-15-2022) Working with the contractor on the final change order amount.**

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

(7-15-2022) 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 5th and I have submitted the recommendation for award for the Council members review and approval. (10-22-2021) We received the Award Concurrence from the NJDOT, so we can move forward with Pre-construction meeting and schedule the work with the contractor. (11-5-2021) The pre-construction meeting is scheduled for November 9th. (11-19-2021) The Contractor will work with Public Works to determine if the existing drainage system needs any additional upgrade. (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 11th. (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.**

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 14th. (9-23-2021) Contractor started the pipe cleaning on September 20, 2021. (10-8-2021) The contractor finished cleaning the lines and will start the slip lining on the 11th, project should be completed by October 22nd. (10-22-2021) The project was completed we have an issue with a section of the liner near Roosevelts and Route 9, the Contractor will repair on Monday, total sewer main lined is 4,480'. (11-5-2021) The project has been completed, I still need to review all the videos for the completed work, meanwhile there is a small issue with the main along Roosevelt

Avenue near Tilton Road, the Contractor will fix. (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.**

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 1st. (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 7th and will mobilize back the week of September 19th to complete the paving. **(9-15-22) The contractor finished 55 % of the project. Will mobilized to finish the paving on September 19th.**