

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
APRIL 14, 2020**

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 January 11, 2020.

FLAG SALUTE

ROLL CALL:

Members of Council: Dewees, Korngut, Madden, O'Neill, Smith, Utts, Perri
Mayor: Chau

APPROVAL OF MINUTES – March 24, 2020

MAYOR'S REPORT

RESOLUTIONS

83-2020 A Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Reading of the Budget by Title Only

84-2020 Self Examination of Budget Resolution

7:00PM –PUBLIC HEARING 2020 MUNICIPAL BUDGET

67B-2020 Adoption of the 2020 Budget

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

All matters listed under the consent agenda are considered to be routine in nature, and having been reviewed by Council, will be enacted by one motion. Any item may be removed from the Consent Agenda at the request of any Council Member and if so removed, will be treated as a separate matter. Any items requiring expenditure are supported by a Certification of Availability of Funds.

85-2020 Appointment of Facilities Use / Events Coordinator

86-2020 Memorialize Separation from the City of Deputy Emergency Management Coordinator

87-2020 Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Tax Collector to Prepare and Mail Estimated Tax Bills in Accordance with P.L. 1994, C72

88-2020 Authorizing the Appointment of a COAH Attorney as Special Counsel in Accordance with N.J.S.A. 40A:11-5 (1) as a Professional Service

89-2020 A Resolution Approving Participation with the State of New Jersey Federal Grant Program Administered by the Division of Criminal Justice, Department of Law and Public Safety

90-2020 Resolution of the City of Northfield, County of Atlantic, State of New Jersey, Authorizing the Chief Financial Officer to withhold Payment from Warshauer Generator, LLC

PAYMENT OF BILLS \$3,054,330.67

MEETING NOTICES

City Council

April 28th

6pm Work Session

Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 83-2020**

**A RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY, AUTHORIZING THE READING
OF THE BUDGET BY TITLE ONLY**

WHEREAS, pursuant to Resolution No. 67A-2020, the City of Northfield's 2020 Municipal Budget passed on introduction at a Regular Meeting of the Common Council of the City of Northfield on March 10, 2020; and

WHEREAS, since introduction, a complete copy of the approved budget has been posted in the lobby of the City of Northfield Municipal Complex, and has been available in the office of the Municipal Clerk to any person upon request, and has been posted on the municipal website; and

WHEREAS, N.J.S.A. 40A:4-8 provides that the budget may be read by title only at the time of the public hearing, providing that at least one week prior to the date of the hearing a complete copy of the approved budget as advertised shall be made available for public inspection, and shall be made available to each person upon request.

NOW THEREFORE, BE IT RESOLVED by the City Council for the City of Northfield, County of Atlantic, State of New Jersey, that the 2020 Municipal Budget be read by title only.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 84-2020**

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the City of Northfield has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2020 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Northfield that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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 14th day of April 2020.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 67B-2020

Adoption of the 2020 Budget - SEE HARD COPY

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, after a second reading, and public hearing, at a meeting of said Council on April 14, 2020, in Council Chambers, 1600 Shore Road, Northfield, NJ 08225.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 85-2020**

APPOINTMENT OF FACILITIES USE / EVENTS COORDINATOR

WHEREAS, there exists a need to designate an individual to oversee the application process for use of municipal facilities by outside groups, and to assist City organizations in planning and execution of events; and

WHEREAS, pursuant to Ordinance No. 3-2020, the Common Council of the City of Northfield did create the position of Facilities Use / Events Coordinator for this purpose; and

WHEREAS, it is the recommendation of the Birch Grove Park Council Chairman that Shannon Campbell be appointed to the position of Facilities Use / Events Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Shannon Campbell be and is hereby appointed as Facilities Use / Events Coordinator effective April 14, 2020, for an initial term to expire December 31, 2020.

BE IT FURTHER RESOLVED that compensation for the Facilities Use / Events Coordinator shall be \$6,000.00 per annum, as separately set forth in the City's Salary Resolution, and said compensation shall be prorated for calendar year 2020.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 86-2020**

**MEMORIALIZE SEPARATION FROM THE CITY
OF DEPUTY EMERGENCY MANAGEMENT COORDINATOR**

BE IT RESOLVED by the Common Council of the City of Northfield that the separation from the City of Northfield of Mr. Anthony Siudut, Deputy Emergency Management Coordinator, effective April 1, 2020, be and is hereby memorialized.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 87-2020**

**RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF ATLANTIC,
STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO PREPARE
AND MAIL ESTIMATED TAX BILLS IN ACCORDANCE WITH P.L. 1994,c72**

WHEREAS, the Director of the Division of Local Government Services is recommending local units issue estimated tax bills for the 2020 third quarter tax installment due to the disruption caused by the Coronavirus pandemic; and

WHEREAS, the City of Northfield is desirous of mailing estimated tax bills to ensure government and educational operations continue without disruption; and

WHEREAS, the City of Northfield Tax Collector, in consultation with the Chief Financial Officer and Municipal Clerk has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and all have signed a certification summarizing the tax levies for the previous year and the tax rates and estimated tax levies for the 2020 calendar year; and,

WHEREAS, the computation for levies ranging from 95% to 105% have been provided to the Governing Body for their consideration.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Northfield, County of Atlantic, New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the City of Northfield the third installment of 2020 taxes. The Tax Collector shall proceed and take such actions as are permitted and required by P.L. 1994, c.72 (N.J.S.A. 54:4-66.2 and 54.4-66.3).
2. The estimated calendar year tax levy for 2020 is hereby calculated at \$30,415,294.73 (101.52%), The maximum amount that the City will utilize in the preparation of the 2020 estimated tax bills is less than 105% of the 2020 calendar year levy, as required by law.
3. In accordance with New Jersey Statutes, the third installment of 2020 taxes shall not be subject to interest until the later of August 10th, or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 87-2020, ATTACHMENT

TOWN: City of Northfield

2019 Taxes	2019 Tax Rate		
\$29,988,291.08	\$3.409		
	95%	105%	
Municipal	\$8,505,531.97	\$8,080,255.37	\$8,930,808.57
Local School	\$10,081,124.00	\$9,577,067.80	\$10,585,180.20
Open Space	\$0.00	\$0.00	\$0.00
Regional School	\$6,565,341.00	\$6,237,073.95	\$6,893,608.05
Fire District	\$0.00	\$0.00	\$0.00
County	\$4,285,734.09	\$4,071,447.39	\$4,500,020.79
County Open Space	\$11,270.68	\$10,707.15	\$11,834.21
County Health	\$199,834.53	\$189,842.80	\$209,826.26
Municipal Library	\$305,347.00	\$290,079.65	\$320,614.35
Misc	\$0.00	\$0.00	\$0.00
Totals	\$29,954,183.27	\$28,456,474.11	\$31,451,892.43

Current Year Total Assessed Value

\$872,248,200.00

2020	Estimated Amts		
Municipal	\$8,442,419.60	\$0.96789	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Rounding Up</p> <p style="text-align: right;">Rounding Difference</p> <p style="text-align: right;">\$4,360.03</p> <p style="text-align: center;">Tax Rate to be used</p> <p style="text-align: center;">Rounded Amounts</p> <p style="text-align: center;">\$3.487 \$30,415,294.73</p> </div>
Local School	\$10,333,152.10	\$1.18466	
Open Space	\$0.00	\$0.00000	
Regional School	\$6,729,475.00	\$0.77151	
Fire District	\$0.00	\$0.00000	
County	\$4,392,877.00	\$0.50363	
County Open Space	\$11,552.00	\$0.00132	
County Health	\$204,830.00	\$0.02348	
Municipal Library	\$296,629.00	\$0.03401	
Misc	\$0.00	\$0.00000	
Totals	\$30,410,934.70	\$3.48650	

	2019	2020 Estimated	Incr/Decr	
Municipal	\$8,505,531.97	\$8,442,419.60	-\$63,112.37	99.258%
Local School	\$10,081,124.00	\$10,333,152.10	\$252,028.10	102.500%
Regional School	\$6,565,341.00	\$6,729,475.00	\$164,134.00	102.50%
County	\$4,285,734.09	\$4,392,877.00	\$107,142.91	102.50%
County Open Space	\$11,270.68	\$11,552.00	\$281.32	102.50%
County Health	\$199,834.53	\$204,830.00	\$4,995.47	102.50%
Municipal Library	\$305,347.00	\$296,629.00	-\$8,718.00	97.14%
Totals	\$29,954,183.27	\$30,410,934.70	\$456,751.43	101.52%

This cannot be over 105% or under 95%

95% levy	\$28,456,474.11	(\$1,497,709.16)
102% levy	\$30,553,266.94	\$599,083.67
105% levy	\$31,451,892.43	\$1,497,709.16

<u>Certification:</u>	<u>Signature</u>	<u>Certification #</u>	<u>Date</u>
Municipal Clerk	_____	C1531	4/14/2020
Tax Collector	_____	T-8233	4/14/2020
Chief Financial Officer	_____	N0470	4/14/2020

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 88-2020**

**AUTHORIZING THE APPOINTMENT OF A COAH ATTORNEY AS
SPECIAL COUNSEL IN ACCORDANCE WITH N.J.S.A. 40A:11-5 (1) AS
A PROFESSIONAL SERVICE**

WHEREAS, the need exists to continue to employ a Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its affordable-housing obligations in any proceeding involving (a) the New Jersey Council on Affordable Housing (“COAH”), and/or (b) a New Jersey court of competent jurisdiction; and

WHEREAS, the Common Council of the City of Northfield wishes to employ the services of Surenian, Edwards, and Nolan, LLC, 707 Union Avenue, Suite 301, Brielle, New Jersey, 08730.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Surenian, Edwards, and Nolan, LLC, LLC, 707 Union Avenue, Suite 301, Brielle New Jersey, 08730, in accordance with the terms of the Agreement incorporated herein as Exhibit A, in an amount not to exceed \$5,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

BE IT FURTHER RESOLVED, that certification of funds has been received from the Municipal Finance Officer and that funds will be encumbered by purchase order on an as needed basis, as required by pursuant to N.J.A.C 5:30-5.4 and charged against line 01-20-155-200.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk

RESOLUTION NO. 88-2020, ATTACHMENT
CONTRACT FOR PROFESSIONAL SERVICES

This Agreement is made this _____ day of _____ 2020, by and between:

City of Northfield, a Municipal Corporation of the State of New Jersey
1600 Shore Road
Northfield, New Jersey 08225

Hereinafter referred to as "**City**"

And: **Surenian, Edwards & Nolan LLC**
707 Union Avenue, Suite 301
Brielle, New Jersey 08730

Hereinafter referred to as "**Special Counsel**", "**Contractor**" or "**Firm**".

WITNESSETH:

1. City hereby appoints and employs the Special Counsel to assist the City and its legal counsel in helping the City address its responsibilities with respect to its affordable-housing obligations in any proceeding involving (a) a New Jersey court of competent jurisdiction, and/or (b) the New Jersey Council on Affordable Housing ("COAH").

2. Special Counsel shall bill the City at the following rates:

- (a) \$185.00 per hour for all time spent by a partners;
- (b) \$170.00 per hour for all time spent by an attorney with at least ten years of experience as a lawyer;
- (c) \$165.00 per hour for all time spent by an attorney with at least five years of experience as a lawyer;
- (d) \$150.00 per hour for all time spent by an attorney with less than five years as an attorney; and
- (e) \$70.00 per hour for all paralegal work.

3. City shall pay all disbursements incurred by Firm, at the Firm's normal rate, such as, but not limited to, photocopying and printing charges (at \$0.25 per page); facsimile

charges (at \$1.00 per page); telephone charges; travel expenses (at standard IRS rate, plus tolls); scanning charges (at \$0.25 per page); messenger fees; filing fees; recording fees, etc.

4. Special Counsel shall bill City on a monthly basis. The City has budgeted a not to exceed amount of \$5,000. In the event that the bills exceed the amount budgeted, City shall either make another appropriation or advise Special Counsel to stop work immediately.

5. City shall pay all bills within forty-five (45) days from date mailed.

6. As a prerequisite to payment, Special Counsel shall complete and execute vouchers provided by the City, which Firm shall be free to submit with each bill, so that said bill may be paid upon approval.

7. Attached hereto and incorporated herein are:

Exhibit 1

Mandatory Affirmative Action Compliance Notice N.J.S.A. 10:5-31 and N.J.A.C. 17:27; Appendix A Americans with Disabilities Act of 1990 Equal Opportunity for Individuals with Disability; and Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17-27;

Exhibit 2

State of New Jersey Business Registration Certificate; Certificate of Employee Information Report; Workers Compensation and Employers Liability Policy; and Business Entity Disclosure Certification; and

Exhibit 3

Certificates of Good Standing for Jeffrey R. Surenian, Erik C. Nolan, Michael J. Edwards, Nancy L. Holm and Christine M. Faustini, Nancy L. Holm

8. Any portion or clause of this Agreement that is deemed unenforceable shall be severed from this Agreement with the surviving portion remaining in full force and effect.

9. The terms of this Contract shall be in effect from May 1, 2020 to April 30, 2021.


CITY OF NORTHFIELD

ATTEST:

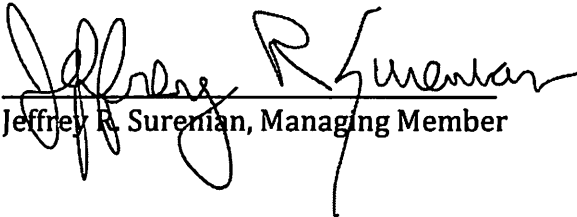
By _____, Mayor

Date:

SURENIAN, EDWARDS & NOLAN LLC

 4/8/20
April 8, 2020

Date:

By 
Jeffrey R. Sureman, Managing Member

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 89-2020**

**A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF
NEW JERSEY FEDERAL GRANT PROGRAM ADMINISTERED BY THE
DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND
PUBLIC SAFETY**

WHEREAS, the City of Northfield wishes to apply for funding of approximately \$60,000.00 with a match of \$ 83,715.00 for an approximate project total cost of \$143,715.00 for a project under the State of New Jersey Safe and Secure Communities Grant Program (20-0118) for the period of April 9, 2020 through April 8, 2021, and

WHEREAS, the Mayor and Council have reviewed the accompanying application and have approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Northfield Police Department for the purpose described in the application.

THEREFORE, BE IT RESOLVED by the Mayor and Council that

- (1) As a matter of public policy the City of Northfield wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
- (2) The Attorney General will receive funds on behalf of the applicant.
- (3) The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds. The Division of Criminal Justice shall initiate allocations to each applicant as authorized.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 90-2020**

**RESOLUTION OF THE CITY OF NORTHFIELD, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY, AUTHORIZING THE CHIEF
FINANCIAL OFFICER TO WITHHOLD PAYMENT FROM
WARSHAUER GENERATOR, LLC.**

WHEREAS, the Common Council of the City of Northfield awarded a contract to Warshauer Generator LLC for the purchase of an emergency generator on January 21, 2020, pursuant to Resolution No. 36-2020; and,

WHEREAS, the City received an invoice for the generator on February 21, 2020, and the unit was delivered on March 5, 2020; and,

WHEREAS, despite assurances from the vendor that the generator would satisfy all the needs and requirements of the City, the generator is still not operational, and in fact, the vendor's technician told the Public Works Superintendent the generator would not work because of a voltage issue; and

WHEREAS, numerous attempts to rectify the problem have been unsuccessful; and,

WHEREAS, the "prompt payment law" requires all claims for payments made by a vendor be made in a timely manner, unless formal action is taken by the governing body rejecting or deferring the payment for valid reasons under the law.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Northfield, County of Atlantic, New Jersey that the Chief Financial Officer is directed to withhold payment from Warshauer Generator, LLC for invoice 57514 in the amount of \$53,500 until the deficiencies in the generator have been corrected to the City's satisfaction.

BE IF FURTHER RESOLVED, that the Chief Financial Officer is directed to contact the State of New Jersey Division of Purchasing and Property regarding the issues experienced when exercising the option to utilize State Contract T2871, and the Municipal Clerk is directed to forward a copy of this resolution to Warshauer Generator LLC.

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 14th day of April, 2020.

Mary Canesi, RMC, Municipal Clerk