

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 7, 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 Saturday, November 30, 2019.

FLAG SALUTE

ROLL CALL OF COUNCIL MEMBERS:

Deweese, Korngut, Madden, O'Neill, Perri, Smith

OATH OF OFFICE TO NEWLY ELECTED OFFICIAL

Official Oath Administered by Assemblyman Vince Mazzeo

- **Council, 1st Ward, Paul Utts**

ROLL CALL OF COUNCIL MEMBERS:

Deweese, Korngut, Madden, O'Neill, Perri, Smith, Utts

ELECT COUNCIL PRESIDENT FOR 2020

ELECT COUNCIL PRESIDENT PRO-TEMPORE FOR 2020

APPROVAL OF MINUTES – December 17, 2019

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

- | | |
|----------------|---|
| 1-2020 | Annual Schedule of Meetings |
| 2-2020 | Temporary Appropriations |
| 3-2020 | Designation of Official Newspapers for the Publication of Legal Notices for the City of Northfield |
| 4-2020 | Annual Appointments |
| 5-2020 | To Authorize the Tax Assessor to File a Petition of Appeal or Appeals for the Tax Year 2020 |
| 6-2020 | Safety and Health Committee Appointments |
| 7-2020 | Establishing Charges for Municipal Public Records |
| 8-2020 | Appointing Fund Commissioner and Alternate Fund Commissioner for the Atlantic County Municipal Joint Insurance Fund |
| 9-2020 | Appointing Public Agency Compliance Officer |
| 10-2020 | Appointment of Risk Management Consultant in Accordance with the Bylaws of the Atlantic County Municipal Joint Insurance Fund |
| 11-2020 | A Resolution Authorizing the Contact Persons to Access the Employment Practices Liability Consultation Service (EPL) / ACMJIF |
| 12-2020 | A Resolution Adopting Robert's Rules of Order |
| 13-2020 | Hazardous Materials Emergency Management Advisory Council Appointments |

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
JANUARY 7, 2020**

- 14-2020** A Resolution Adopting a Cash Management Plan
- 15-2020** To Establish the Rate of Interest for Nonpayment of Taxes or Assessments
- 16-2020** Authorize Delinquent Tax Penalty Charges
- 17-2020** Authorizing Award of Contract for Registered Municipal Accountant through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 18-2020** Authorizing Award of Contract for Licensed Land Surveyor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 19-2020** Authorizing Award of Contract for Bond Counsel through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 20-2020** Authorizing Award of Contract for Labor Relations Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 21-2020** Authorizing Award of Contract for Tax Appeal Attorney through a Fair and Open Process Pursuant to N.J.S.A 40A:11-5 and N.J.S.A 19:44A-20.5, Et Seq.
- 22-2020** Authorizing Award of Contract for Municipal Engineer through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 23-2020** Authorizing Award of Contract for Municipal Solicitor through a Fair and Open Process Pursuant to N.J.S.A 19:44A-20.5, Et Seq.
- 24-2020** Authoring the Tax Collector to Conduct a Tax Lien Sale
- 25-2020** Cultural Committee Appointments
- 26-2020** Resolution Recognizing Members of the Northfield Volunteer Fire Company
- 27-2020** Resolution Recognizing Members of the Northfield Volunteer Company Ladies' Auxiliary
- 28-2020** Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- 29-2020** Resolution Authorizing the Public Auction of Abandoned / Unclaimed Vehicles
- 30-2020** Acceptance of the LOSAP Point System and Qualifiers for Members of the Northfield Volunteer Fire Co. #1
- 31-2020** Authorizing Award of Professional Services Contract for Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of Record
- 32-2020** Northfield Senior Committee Appointments
- 33-2020** Reappointment of Timothy Joo to the Position of Municipal Emergency Management Coordinator
- 34-2020** A Resolution Confirming the Appointment of Paul J Gallagher, Sr. as the Municipal Prosecutor for the City of Northfield for Calendar Year 2020
- 35-2020** A Resolution Confirming the Appointment of James P. Grimley as Municipal Public Defender for the City of Northfield for Calendar Year 2020

MEETING NOTICES

City Council	January 21 st	6pm Work Session
		Regular Session immediately following

ADJOURNMENT

**CITY OF NORTHIFELD, NJ
RESOLUTION NO. 1-2020**

ANNUAL SCHEDULE OF MEETINGS

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the Annual Schedule of meetings for calendar year 2020 shall be as follows:

January - Reorganization	January 7 th at 7:00pm
January	January 21 st
February	February 4 th and 18 th
March	March 10 th and 24 th
April	April 14 th and 28 th
May	May 12 th and 26 th
June	June 16 th
July	July 14 th
August	August 11 th
September	September 1 st and 15 th
October	October 6 th and 20 th
November	November 10 th and 24 th
December	December 15 th

BE IT FURTHER RESOLVED that with the exception of the Reorganization meeting, all 2020 Council meetings will start with a work session at 6:00 p.m., with the regular session immediately following, in Council Chambers, 1600 Shore Road, Northfield, New Jersey, 08225.

Special Meetings may be scheduled by the Council President at any time, provided notice of said meeting is properly advertised and complies with the provisions of Public Law 1975, Chapter 231 or the exceptions there under.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 2-2020**

TEMPORARY APPROPRIATIONS

WHEREAS, N.J.S.A.40A:4-19 provides for the establishing of temporary appropriations if any contracts, commitments or payments are to be made prior to the adoption of the annual budget; and

WHEREAS, the total of such temporary appropriations shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget of the preceding fiscal year excluding appropriations made for debt service, capital improvement fund and public assistance; and

WHEREAS, such 26.25% limitation amount is \$ 3,141,291.00.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations shall constitute the City of Northfield 2020 Temporary Budget:

2020 Temporary Budget

Admin & Executive O/E	20,000.00
Mayor & Council S & W	18,750.00
Mayor & Council O/E	2,000.00
Clerk S & W	22,000.00
Clerk O/E	4,000.00
Finance S & W	23,000.00
Finance O/E	2,000.00
Audit O/E	21,000.00
Collector S & W	25,000.00
Collector O/E	1,000.00
Assessor S & W	8,000.00
Assessor O/E	1,500.00
Workman's Compensation	75,000.00
Employee Group Insurance	375,000.00
Other Insurance	45,000.00
Health Benefits Waiver	3,000.00
	-
Legal O/E	45,000.00
Planning Board S & W	2,000.00
Planning Board O/E	6,000.00
Engineering O/E	15,000.00
Fire S & W	155,000.00

Hydrants	25,000.00	
O/E	7,000.00	
Police S & W	545,000.00	
Police O/E	6,000.00	
EMS Services	7,200.00	
Emergency Mgmt S & W	2,000.00	
Emergency Mgmt O/E	1,000.00	
Streets & Road S&W	150,000.00	
Streets & Road O/E	5,000.00	
Vehicle Maintenance O/E	15,000.00	
Solid Waste Tipping Fees	106,000.00	
Buildings & Grounds O/E	8,000.00	
Maint of Bike Path	500.00	
Sewer S & W	45,000.00	
Sewer O/E	5,000.00	
Construction Official S & W	25,000.00	
Construction Official O/E	3,000.00	
Zoning / Housing S & W	10,000.00	
Zoning / Housing O/E	1,000.00	
Petroleum Products	35,000.00	
Telecommunications	15,000.00	
Water	5,000.00	
Electricity & Natural Gas	70,000.00	
PERS	169,857.00	
Social Security	35,000.00	
PFRS	667,852.00	
Unemployment	4,000.00	
DCRP	2,000.00	
TOTAL WITHIN CAPS		\$ 2,839,659.00
Library	80,000.00	
Interlocal Agreement - Court	36,250.00	
Interlocal Agreement - Dispatch	80,000.00	
Interlocal Agreement - ACUA	100,000.00	
Sewer Repairs	5,000.00	
TOTAL PER 26.25% LIMIT		\$ 3,140,909.00
Bond Principal	-	

BAN Payment	-	
Interest on Bonds	145,000.00	
Interest on Notes	-	
TOTAL TEMPORARY BUDGET		\$ 3,285,909.00
2019 Adopted Budget	13,055,623.07	
Less :		
Capital Improvements	272,500.00	
Debt Service	<u>816,300.00</u>	
	11,966,823.07	
Maximum Allowed (26.25%)		\$ 3,141,291.06
Difference		\$ 382.06

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 3-2020**

**DESIGNATION OF OFFICIAL NEWSPAPERS FOR THE PUBLICATION
OF LEGAL NOTICES FOR THE CITY OF NORTHFIELD**

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that **THE PRESS OF ATLANTIC CITY**, and **THE CURRENT OF NORTHFIELD, LINWOOD, AND SOMERS POINT** are hereby designated as the official newspapers for the publication of any advertisements and notices required by law to be published by the municipality. Publication in either of the above shall be deemed to be the official notice to satisfy the requirements of N.J.S.A. 40:53-1.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 4-2020**

ANNUAL APPOINTMENTS

IT IS HEREBY RESOLVED by the Mayor and Council of the City of Northfield, County of Atlantic, State of New Jersey, that the following appointments are hereby made, confirmed and ratified:

ONE YEAR TERM / January 1, 2020 - December 31, 2020

Deputy Municipal Clerk – Shannon Campbell

Clean Communities Coordinator – Michael Dattalo

Collector of Sewerage Revenue and Search Officer – Michele L. Kirtsos, CTC

Zoning / Housing, Code Enforcement Officer - Michael Dattalo

ADA Compliance – Municipal Engineer

Municipal Alliance Coordinator – Kathi Smith

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 5-2020**

**TO AUTHORIZE THE TAX ASSESSOR TO FILE
A PETITION OF APPEAL OR APPEALS
FOR THE TAX YEAR 2020**

WHEREAS, from time to time, the Tax Assessor of the City of Northfield discovers an error in calculation, transposition, measurement or typographical error in the tax assessment on the tax list after the time within which the County Board of Taxation has certified the tax rates of the tax year; and

WHEREAS, the governing body of the taxing district of the City of Northfield is desirous that every taxpayer shall pay their fair share of taxes; and

WHEREAS, if said error is discovered by the Tax Assessor in the normal course of business and is not corrected, the affected taxpayers would then be paying more or less than their fair share of taxes; and

WHEREAS, in each instance, the error discovered was not caused by any act or omission of the taxpayer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and Council of the taxing district of the City of Northfield that the Tax Assessor is hereby authorized and permitted to file a Petition of Appeal or Appeals for the tax year 2020 with the Atlantic County Board of Taxation to seek correction of such errors, and, in each instance, to either raise or lower the assessment to the correct and proper value; and

IT IS FURTHER RESOLVED that in each such instance, a copy of any Petition of Appeal filed with the Atlantic County Board of Taxation pursuant to the authorization extended by this Resolution shall be filed with the Municipal Clerk of the City of Northfield; and

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded by the Municipal Clerk of the City of Northfield to the Atlantic County Board of Taxation upon passage of this Resolution; and

IT IS FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the Atlantic County Board of Taxation accompanying any Petition of Appeal which may be filed by the Assessor under the authority extended herein.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 6-2020**

SAFETY AND HEALTH COMMITTEE APPOINTMENTS

WHEREAS, it is the policy of the City of Northfield to promote a safe and healthy environment in the City Government; and

WHEREAS, the City must provide a mechanism to evaluate accidents, practices, resources, and issues, and to make recommendations which promote and maintain a safe and healthy working environment in order to protect the public resources, and reduce City exposure to risk and loss.

NOW, THEREFORE, BE IT RESOLVED that the Safety and Health Committee be appointed as follows:

Claims Coordinator	Mary Canesi
Finance Department	Kathi Smith
Fire Department	Fire Chief
Fund Commissioner	Mary Canesi
Alternate Fund Commissioner	Shannon Campbell
Housing / Zoning / Code Enforcement	Mike Dattalo
Buildings & Grounds	Kathi Smith
Library	Aubrey Hiers
Police Department	Paul Newman
Road Department/Sewerage Operations	Qwin Vitale
Safety Coordinator	Shannon Campbell
Tax Office	Michele L. Kirtsos

BE IT FURTHER RESOVELD, it is mandatory that the Committee Members attend or send a representative to all City Safety Meetings scheduled by the Safety Coordinator.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 7-2020**

ESTABLISHING CHARGES FOR MUNICIPAL PUBLIC RECORDS

BE IT RESOLVED by the Mayor and Common Council of the City of Northfield that in accordance with N.J.S.A. 47:1A-5.b, the City of Northfield does hereby establish the following charges for the reproduction of any municipal public record:

Per Page Cost Letter Size\$.05 per page
Per Page Cost Legal Size\$.07 per page

Access to electronic records and non-printed materials shall be provided free of charge, but the City of Northfield shall charge for the actual costs of any needed supplies such as computer discs. Mailing charges shall consist of actual postage.

BE IT RESOLVED that fees for City documents reproduced by a 3rd party not exceed actual duplication costs.

BE IT FURTHER RESOLVED that a request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 8-2020**

**A RESOLUTION APPOINTING A FUND COMMISSIONER
AND AN ALTERNATE FUND COMMISSIONER
FOR THE ATLANTIC COUNTY JOINT INSURANCE FUND**

WHEREAS, the City of Northfield is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as FUND; and

WHEREAS, the Bylaws of the FUND require that in the manner generally prescribed by law, each member shall appoint (1) Fund Commissioner to the Fund. Each Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and that no individual may serve as Fund Commissioner for more than one member; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is a member of the appointing unit's local governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS, N.J.A.C. 11:15-2.6 states that a Fund Commissioner who is an employee of the appointing members shall hold office at the pleasure of the member and can be removed by the member at any time without cause; and

WHEREAS, the Governing Body recommends the appointment of Municipal Clerk, Mary Canesi, as Fund Commissioner, and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, in accordance with FUND bylaws.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Northfield does hereby appoint Municipal Clerk, Mary Canesi, as Fund Commissioner and Deputy Municipal Clerk, Shannon Campbell, as Alternate Fund Commissioner, for the Atlantic County Municipal Joint Insurance Fund.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 9-2020**

**APPOINTING MARY CANESI AS THE DESIGNATED
PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, pursuant to N.J.A.C. 17:27-3.3, the City of Northfield must appoint a Designated Public Agency Compliance Officer; and

WHEREAS, the Common Council of the City of Northfield has recommended Municipal Clerk Mary Canesi for the position of Public Agency Compliance Officer.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Common Council of the City of Northfield do hereby approve, confirm and ratify this appointment to expire December 31, 2020.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 10-2020**

**APPOINTMENT OF RISK MANAGEMENT CONSULTANT IN
ACCORDANCE WITH THE BYLAWS OF THE ATLANTIC COUNTY
MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the City of Northfield is a member of the **Atlantic County Municipal Joint Insurance Fund**, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the City's 2019 total combined Atlantic County Municipal Joint Insurance Fund assessment, which is charged against line 01-23-215-200, and;

WHEREAS, requests for proposals for Risk Management Consultant Services were advertised and two proposals were received; and

WHEREAS, Derek Valenti of Hardenbergh Insurance Group submitted a proposal dated November 19, 2019 , indicating he will provide the City of Northfield with his services as Risk Management Consultant for an annual fee of \$9,500.00; and

WHEREAS, the City's 2020 total combined Atlantic County Municipal Joint Insurance Fund assessment is \$378,797.00, and the fee proposed for Mr. Valenti represents approximately 2.5% of this total.

NOW THEREFORE, be it resolved that the governing body of the City of Northfield does hereby appoint Derek Valenti of Hardenbergh Insurance Group as its Risk Management Consultant, in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the term of said appointment shall be one year, from January 1, 2020 to December 31, 2020; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January 2020.

Mary Canesi, RMC, Municipal Clerk

ATTEST: _____ MUNICIPALITY: _____

ATTEST: _____ CONSULTANT: _____

DATE: _____

RISK MANAGEMENT CONSULTANT AGREEMENT
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

This Agreement, entered into this 7th day of January 2020, between the City of Northfield (hereinafter referred to as the “Municipality”) and Hardenberg Insurance Group, a Corporation of the State of New Jersey, and Derek Valenti, the responsible agent, having their principal office located at 8000 Sagemore Drive, Suite 8101, Marlton, NJ 08053, (hereinafter referred to as the “Consultant”).

WHEREAS, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Atlantic County Municipal Joint Insurance Fund; and

WHEREAS, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held on 1/7/2020;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
 - A) The Consultant shall assist the Municipality in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
 - B) The Consultant shall assist the Municipality in understanding and selecting the various types of coverage available from the Atlantic County Municipal Joint Insurance Fund.
 - C) The Consultant shall review with the Municipality any additional types of coverage that the Consultant believes the Municipality should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the Municipality.
 - D) The Consultant shall assist the Municipality in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
 - E) The Consultant shall review the Municipality’s annual assessment as prepared by the Fund, and shall assist the Municipality in the preparation of its annual insurance budget.
 - F) The Consultant shall review the loss and engineering reports for the Municipality, and shall assist the Safety Committee in its loss containment objectives within the Municipality.
 - G) The Consultant shall attend and actively participate in the Municipality’s Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.

- H) The Consultant shall attend the Municipality's Member Accident Review Panel meetings and assist the Municipality in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) The Consultant shall assist the Municipality in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the Municipality in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall assist the Municipality with the timely and accurate reporting of all claims, which shall include the establishment and implementation of claims reporting procedures.
- L) The Consultant shall assist, when requested by the Municipality and/or the Claims TPA, with the investigation of claims filed against the Municipality.
- M) The Consultant shall review the Municipality's loss data on a regular basis and prepare reports to the Municipality on recent losses, open claims, and loss trends.
- N) The Consultant shall review the performance of the Municipality's Claims TPA on a quarterly basis including reserving practices, adjuster claim counts, and supervisor file review.
- O) The Consultant shall assist the Municipality by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- P) The Consultant shall assist the Municipality and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- Q) The Consultant shall order Certificates of Insurance from the Fund.
- R) The Consultant shall review Certificates of Insurance received by the Municipality.
- S) The Consultant shall review proposed contracts between the Municipality and organizations and contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- T) The Consultant shall evaluate and advise the Municipality on the risk management aspects of public events being staged or sponsored by the Municipality.
- U) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- V) The Consultant shall respond to questions regarding coverage from the Municipality's officials.
- W) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
- X) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.

- Y) The Consultant shall execute and file with the Municipality, as part of this agreement, and the Executive Director's office a copy of the Atlantic County Municipal Joint Insurance Fund Confidentiality Agreement.
 - Z) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the Municipality outlining the Municipality's Insurance and Safety Program.
 - AA) The Consultant shall assist the Municipality with the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally performed by a public adjuster.
 - AB) The Consultant shall perform any other services required by the Fund's Bylaws.
2. The term of this Agreement shall be for a period of **one (1) year commencing the first day of January, 2020**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
 3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered no more than 6% of the Municipalities gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, \$9,500.00. Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
 4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.
 5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: _____

MUNICIPALITY: _____

ATTEST: _____

CONSULTANT: _____

DATE: _____

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 11-2020**

**A RESOLUTION AUTHORIZING THE CONTACT PERSONS
TO ACCESS THE EMPLOYMENT PRACTICES LIABILITY
CONSULTATION SERVICE (EPL)
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Governing body of the City of Northfield hereinafter referred to as "MUNICIPALITY", is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

WHEREAS, the FUND has budgeted an annual allowance per member for EPL consulting services; and

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Northfield does hereby designate Mary Canesi, Fund Commissioner, as its Contact Person.

BE IT FURTHER RESOLVED that the Governing Body does hereby designate the Municipal Solicitor, and Chief Financial Officer Dawn Stollenwerk as additional Contact Persons.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 12-2020**

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL CITY
COUNCIL, WORK SESSIONS, AND SPECIAL MEETINGS IN THE CITY
OF NORTHFIELD FOR THE YEAR 2020**

WHEREAS, it is in the interest of the City of Northfield to adopt standing rules of order and regulations for participation at City Council Meetings for the purpose of promoting efficiency and insuring that the public has a fair opportunity to comment when permitted to do so.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Northfield adopt the following standing rules of order and conduct for City Council Meetings:

- A. Adoption of Roberts Rules of Order.
 - a. City Council meetings shall use Robert's Rules of Order, 11th edition, as a guide to meeting procedures.
- B. Regulations of Participation at City Council Meetings.
 - a. The Chair must recognize a speaker.
 - b. The person must state his or her name, and address of residence for the record.
 - c. All persons recognized by the Chair must engage in respectful and orderly discourse. In the event of disrespectful, vulgar or inflammatory discourse, the Chair may exercise discretion and terminate the person's right to speak.
 - d. Members of the public shall be given up to five minutes to address the Governing Body regardless of the number of issues during the Public Portion of the meeting and shall not be entitled to "borrow" time from others. At the discretion of the Chair, and subject to the consent by the majority of the Council at a given meeting, this time allocation may be relaxed and extended, which relaxation or suspension shall not constitute a binding precedent for other speakers on other issues. The limitations imposed herein relate solely to the Public portion of the meeting and are not intended to apply to the Regular Business Meeting.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 13-2020**

**HAZARDOUS MATERIALS
EMERGENCY MANAGEMENT ADVISORY COUNCIL
APPOINTMENTS**

WHEREAS, a need exists within the City of Northfield for the appointment of a Hazardous Materials Emergency Management Advisory Council to satisfy the requirements of S.A.R.A. TITLE III; and

WHEREAS, a recommendation has been made by the Mayor to this Governing Body to appoint members to this committee.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Body of the City of Northfield that the individuals in the following positions are appointed to serve as members of the Northfield Hazardous Materials Emergency Management Advisory Council until December 31, 2020, or until a successor shall be duly appointed and qualified:

Mayor

Council President

Chief, Fire Department

Chief of Police

Public Works Superintendent

Emergency Management Coordinator

BE IT FURTHER RESOLVED that the individuals appointed to this position shall serve without compensation and without entitlement compensation and without entitlement to any benefits.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 14-2020**

**A RESOLUTION ADOPTING A CASH MANAGEMENT PLAN
OF THE CITY OF NORTHFIELD**

WHEREAS, pursuant to the provisions of N.J.S.A. 40A:5-14, the City of Northfield shall adopt a Cash Management Plan and shall deposit its funds pursuant to that plan; and

WHEREAS, the Cash Management Plan shall include the designation of a depository or depositories as permitted in section 4 of P.L. 1970, c 236 (C.17.9-44); and

WHEREAS, the Cash Management Plan shall be designed to assure, to the extent practicable, the investment of local funds in interest bearing accounts and may be modified from time to time in order to reflect changes in federal or state law or regulations; and

WHEREAS, the Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

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

1. The allegations to the preamble are incorporated herein by this reference.
2. The Cash Management Plan for the City of Northfield be and hereby is adopted.
3. A copy of the Cash Management Plan is attached hereto and made a part of this resolution.

BE IT FURTHER RESOLVED, that the proper officials be and are hereby authorized to do all things necessary to carry out the intent of the resolution.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

2020

I. STATEMENT OF INTENT

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the City of Northfield, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the City of Northfield:

Current Fund	Capital Fund
Dog Fund	Trust Escrow Fund
Municipal Court Account	Payroll Account
Recreation Trust	Small Cities Account
Tax Collector's Account	Trust Fund - Other

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the City of Northfield, specifically:

Municipal Court Bail Account
Tax Collector's Premium Account
Tax Collector's Lien Account
Drug Enforcement/State
Drug Enforcement/Federal
City Confidential Account

III. DESIGNATION OF OFFICIALS OF THE CITY OF NORTHFIELD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Chief Financial Officer of the City of Northfield (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the City of Northfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank	First National Bank of Absecon
NJ ARM	Bank of America
Wells Fargo	Park Bank
OceanFirst Bank	State of New Jersey Cash Management Fund

All such depositories holding City funds shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

V. DESIGNATION OF OFFICIALS TO SIGN CHECK AND WITHDRAWALS OF THE CITY OF NORTHFIELD.

Pursuant to N.J.S.A. 40A:5-17.B (2), that the following named officials shall sign checks and authorized withdrawals for the City of Northfield:

Mayor	Chief Financial Officer
Municipal Clerk	Council President

All checks and withdrawals shall be signed with two (2) signatures (Any combination of the above positions) for all City accounts unless otherwise indicated below.

The City Payroll account will require two (2) signatures, namely the Chief Financial Officer and the Municipal Clerk.

The Tax Collector's Premium account and Tax Collector's Lien Account will require only one (1) signature, namely the Tax Collector or the Chief Financial Officer.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

The Municipal Court Account and the Municipal Court Bail Account will require only one (1) signature, namely the Municipal Court Administrator, Judge or Deputy Court Administrator.

The Drug Enforcement/State and Drug Enforcement/Federal will require two (2) signatures, namely the Chief of Police, the City Clerk or the Mayor.

The Confidential Account will require two (2) signatures, namely the Chief of Police, the Municipal Clerk or the Mayor.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the designated official(s) of the City referred to in this Plan may deal with for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

None designated.

VII. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (4) Bonds or other obligations of the Local unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund - An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec 270 2a-7.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool - An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act" P.L. 1968, c.410 (c.52:14B-1 et seq) By the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

- (e) which does not permit investments in instruments that: are subject to high price volatility which changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.
- (g) Notwithstanding the above authorization, the monies on hand in the accounts listed in section 2 shall be further limited as to maturities, specific investments or otherwise as follows:

Limited only to maturities, one (1) year or less

**VIII. SAFEKEEPING CUSTODY PAYMENT AND
ACKNOWLEDGEMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investments involve a document or security which is not physically held by the City, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the City to assure that there is no unauthorized use of the funds or the Permitted

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

Investment or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the City or by a third party custodian prior to or upon the release of the City’s funds.

To assure that all parties with whom the City deals either by way of Deposits or Permitted Investments are aware of the authority and limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. REPORTING REQUIREMENTS.

At the regular meeting each month (for those months with two meetings it shall be the second meeting) during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Finance Chairperson of the City a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the City as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent, that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.

**CASH MANAGEMENT PLAN OF THE CITY OF NORTHFIELD,
IN THE COUNTY OF ATLANTIC, NEW JERSEY**

G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

H. All other information which may be deemed reasonable from time to time by the Finance Chairperson of the City.

X. TERM OF THE PLAN.

This Plan shall be in effect from January 1, 2020 to December 31, 2020. The plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 15-2020**

**TO ESTABLISH THE RATE OF INTEREST
FOR NONPAYMENT OF TAXES OR ASSESSMENTS**

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that, as authorized by N.J.S.A.54:4-67 as amended by Chapter 435 P.L. 1978, the rate of interest to be charged for nonpayment of taxes or assessments on or before the date that they would become delinquent is hereby fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00, provided, however, that no interest shall be charged if payment is made within ten (10) calendar days of the date upon which the tax or assessment becomes payable.

IT IS FURTHER RESOLVED that nothing contained within this Resolution shall be construed to extend the date on which taxes are due and payable nor the obligations to pay interest which shall commence on the due date if taxes are not paid within the ten (10) calendar day grace period.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 16-2020**

**AUTHORIZE A PENALTY CHARGE
TO DELINQUENT TAX PAYERS**

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that as authorized by N.J.S.A.54:4-67 as amended by Chapter 75, P.L. 1991, the Governing Body of the City of Northfield hereby establishes a penalty in the amount of six percent (6%) to be charged to a taxpayer with a delinquency in excess of Ten Thousand Dollars (\$10,000.00) who fails to pay that delinquency prior to the end of the calendar year.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 17-2020**

**AUTHORIZING AWARD OF CONTRACT FOR REGISTERED MUNICIPAL
ACCOUNTANT THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Registered Municipal Accountant;

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Bowman and Company, indicating they will provide Registered Municipal Accountant services in the form of a basic audit for a fee of \$31,500.00, and additional services if to be billed at a rate not to exceed \$242.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$35,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

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 as per NJSA 40A:5-4 with Bowman and Company, 601 White Horse Road, Voorhees, NJ 08043 for Registered Municipal Accountant services for a term ending December 31, 2020, for a fee of \$31,500 for a basic audit, as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

BE IT RESOLVED, the 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 01-20-135-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 18-2020**

**AUTHORIZING AWARD OF CONTRACT FOR LICENSED LAND
SURVEYOR THROUGH A FAIR AND OPEN PROCESS PURSUANT TO
N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Licensed Land Surveyor, and funds are available for this purpose;

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as “Pay to Play” law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Howard Transue, of Schaeffer, Nassar, Scheidegg Consulting Engineers, indicating they will provide Land Surveyor services for a variable fee of up to \$140.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$7,500.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Howard A. Transue, PLS of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as the Licensed Land Surveyor, License #24GS03354100, for the City of Northfield, for a term ending December 31, 2020, for a variable fee of up to \$140.00 per hour as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State’s Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the 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 01-20-165-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC,

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 19-2020**

**AUTHORIZING AWARD OF CONTRACT FOR BOND COUNSEL AS A
PROFESSIONAL SERVICE THROUGH A FAIR AND OPEN PROCESS
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for professional services for Bond Counsel, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Joel Fleishman of Fleishman Daniels Law Firm, indicating they will provide Bond Counsel services for variable fees in accordance with the fee schedule submitted, be accepted; and

WHEREAS, the estimated annual value of the contract is \$17,000.00; this amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

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 Joel Fleishman of Fleishman Daniels Law Firm, 646 Ocean Heights Avenue, Suite 103, Linwood, NJ, as Bond Counsel for the City of Northfield for a term ending December 31, 2020, in accordance with the fee schedule incorporated therein. Said contract is awarded in compliance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the 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 the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 20-2020**

**AUTHORIZING AWARD OF CONTRACT FOR LABOR RELATIONS
ATTORNEY SERVICES THROUGH A FAIR AND OPEN PROCESS
PURSUANT TO N.J.S.A 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need the services of a Labor Relations Attorney; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted Grace Marmero and Associates, LLP, 44 Euclid Street, Woodbury, NJ 08096, indicating they will provide Labor Relations Attorney services for the fee of \$150.00 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$35,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Grace Marmero and Associates, LLP, 44 Euclid Street, Woodbury, NJ 08096, as Labor Relations Attorney for the City of Northfield, for a term ending December 31, 2020, for the fee of \$ 150.00 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

BE IT RESOLVED, the 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 the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 21-2020**

**AUTHORIZING AWARD OF CONTRACT FOR TAX APPEAL
ATTORNEY AS A PROFESSIONAL SERVICE UNDER A FAIR AND
OPEN PROCESS PURSUANT TO N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Tax Appeal Attorney; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, indicating he will provide the services of a Tax Appeal Attorney for the fee of \$122.50 per hour, be accepted; and

WHEREAS, the estimated annual value of the contract is \$24,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Thomas G. Smith, Esquire, 2312 New Road, Suite 201, Northfield, New Jersey, as the Tax Appeal Attorney for the City of Northfield, for a term ending December 31, 2019, for a fee of \$122.50 per hour for legal services as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the 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 the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC,

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 22-2020**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL ENGINEER
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-20.5,
ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the professional services of a Municipal Engineer; and

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Schaeffer, Nassar, Scheidegg Consulting indicating they will provide Municipal Engineering services for a retainer of \$2,100.00 and variable fees up to \$110.00 per hour be accepted; and

WHEREAS, the estimated annual value of the contract is \$260,000.00. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

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 Rami Nassar, PE, PP, CME, of Schaeffer, Nassar, Scheidegg Consulting Engineers, 1425 Cantillon Boulevard, Mays Landing, New Jersey as Municipal Engineer, License #24GE03490200, for the City of Northfield for a term ending December 31, 2020, for a \$2,100.00 retainer and a variable fee of up to \$110.00 per hour, as defined in the contract. Said contract is awarded in compliance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law. (New Jersey Pay to Play Law).

BE IT FURTHER RESOLVED, the 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 01-20-165-200.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC,

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 23-2020**

**AUTHORIZING AWARD OF CONTRACT FOR MUNICIPAL SOLICITOR
THROUGH A FAIR AND OPEN PROCESS PURSUANT TO N.J.S.A 19:44A-
20.5, ET SEQ.**

WHEREAS, there exists within the City of Northfield the need for the services of a Municipal Solicitor;

WHEREAS, the anticipated value of the acquisition will exceed \$17,500.00, and funds are available for this purpose; and

WHEREAS, pursuant to N.J.S.A 19:44A-20.5, also known as "Pay to Play" law, requests for proposals were properly advertised in the Press of Atlantic City on Saturday, November 2, 2019; and

WHEREAS proposals were received, publicly opened and announced on November 16, 2019, and the proposals submitted have been reviewed; and

WHEREAS, it is the recommendation of the Common Council of the City of Northfield that the proposal submitted by Mark H. Stein, 1123 South Main Street, Pleasantville, NJ 08232, indicating he will provide the services of the Municipal Solicitor for a fee of \$105.00 per hour be accepted; and

WHEREAS, the estimated annual value of the contract is \$48,000. This amount is based on a reasonable estimate of services required, and the City of Northfield is not obligated to spend the entire amount.

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 Mark H. Stein, 1123 South Main Street, Pleasantville, New Jersey, 02323, as Municipal Solicitor for the City of Northfield, for a term ending December 31, 2020, for rate of \$105 per hour as defined in the contract. This contract is awarded pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44AA-20.5, et seq.

BE IT RESOLVED, the 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 the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC,

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 24-2020**

**AUTHORING 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 in the month of March, 2020.

WHEREAS, any taxpayer who is delinquent as of November 11 of the previous 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 February 17, 2020, 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 the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 25-2020**

NORTHFIELD CULTURAL COMMITTEE APPOINTMENTS

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Cultural Committee for the year ending December 31, 2020 is hereby approved, ratified and confirmed:

Carol A. Patrick, Chairman
Roy Clark, Vice Chairman, Museum Curator
Joyce Pullan, Projects Director
Barbara Fehr, Volunteer
Tery Moran-Lever, Volunteer
Robert Patrick, Volunteer
Joan Brennan, Kitchen Support
Rosemary O'Dowd, Treasurer
Eleanor Webb, Museum Volunteer
Linda Braverman, Volunteer
Steve Vain, Volunteer
Emily Shenkus, Website Developer

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 26-2020**

**RESOLUTION RECOGNIZING
MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE COMPANY**

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Volunteer Fire Company for the year ending December 31, 2020 is hereby approved, ratified and confirmed:

Arsenault, Cole	Badger, Cindy
Carey, Louis	Chau, Erland
Cummings, Bruce	Cummings, Bruce Jr.
Cummings, Jason	Flaherty, Brian
Foltz, Brad	Gitsas, Adam
Goodman, Scott	Hackett, Edward
Hickey, Daniel	Kerlin, Kirk
Leeds, Bill	Leeds, Cole
Leeds, Robert	Lichtenberger, Lee
Martinelli, Henry	Mason, Eugene
Morey, Donald Michael	Morey, Kevin
Morey, Thomas	Ordille, John
Pendlebury, John	Pepek, Martin
Sanchez, Kaleb	Scalise, Nicholas
Schaeck, Charles	Sellitsch, Adrienne
Shenkus, Eric	Sickler, Derrick
Sullivan, John III	Swartz, Robert
Trench, Chris	Wallace, Michael

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 27-2020**

**RESOLUTION RECOGNIZING MEMBERS OF THE NORTHFIELD
VOLUNTEER COMPANY LADIES' AUXILIARY**

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that members of the Northfield Volunteer Fire Company Ladies' Auxiliary for the year ending December 31, 2020 are hereby recognized as follows:

Barbara Cummings – Treasurer	June Leeds
Chelsea Cummings	Janet Morey – Secretary
Elizabeth Cummings – President	Anna Pepek
Kate Cummings	Beth Polhamus
Janice Davis – Executive Board	Donna Revelle
Sharon Evans – Executive Board	Dorothy Ryon
Sue Giansanti – Vice President	Kate Scalise
Pat Hackett	Judy Sobkow
Molly Hamilton	Kathy Steelman
Kathy Hanna	Carol Swartz
Kathy Jasiecki	Ruth Tayao
Suzanne Koiro	Samantha Tripet
Cindy Kreminski – Executive Board	MaryAnne Vergulti

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 28-2020**

**AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS
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 into 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 on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the City of Northfield may enter into contracts with State Contract Vendors and purchase items through State Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the City of Northfield authorized the Purchasing Agent to purchase certain goods or services from approved New Jersey State Contract Vendors, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Governing Body of the City of Northfield pursuant to N.J.A.C. 5:30-5.5(b), the certification of the available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable of certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the City of Northfield and the Referenced State Contract Vendors shall be from January 1, 2020 to December 31, 2020.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

Erland V.L. Chau, Mayor

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 29-2020**

**A RESOLUTION AUTHORIZING THE PUBLIC AUCTION OF
ABANDONED / UNCLAIMED VEHICLES**

WHEREAS, the City of Northfield throughout the year 2020 shall have possession of abandoned or unclaimed vehicles not needed for purposes by the Municipality; and

WHEREAS, the Governing Body of the City of Northfield is desirous of selling said vehicles at various public auctions, open public sales throughout the year to the highest bidder, subject to the limitation set forth herein; and

WHEREAS, all vehicles being offered for sale will be offered for sale "as is" without any representation or warranties on behalf of said Municipality as to its condition.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Northfield that the Northfield Police Department will expose such vehicles for public auction and set the minimum bid price in accordance with NJSA 39:10A-, NJSA 40A: 11-36, and other applicable statutes; and

BE IT FURTHER RESOLVED that the Municipal Clerk is authorized to set appropriate dates and times for any and all future auctions in 2020, and shall advertise the vehicles for sale along with the minimum bid.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 30-2020**

**ACCEPTANCE OF THE LOSAP POINT SYSTEM AND QUALIFIERS
FOR MEMBERS OF THE NORTHFIELD VOLUNTEER FIRE CO. #1**

WHEREAS, by Ordinance 13-2001, Northfield Volunteer Fire Co. #1 Length Of Service Awards Program Act (LOSAP) for the City of Northfield was created pursuant to N.J.S.A. 40A:14-183 et seq.; and

WHEREAS, the following members of the Northfield Volunteer Fire Co. #1 have met their LOSAP requirements for their **EIGHTEENTH YEAR** November 1, 2018 through October 31, 2019: Louis G. Carey, Donald M. Morey; and

WHEREAS, the following members have qualified for their **17th YEAR**: Bruce Cummings, Robert Leeds; and

WHEREAS, the following member has qualified for his **16th YEAR**: Scott Goodman; and

WHEREAS, the following member has qualified for his **15th YEAR**: Kevin Morey; and

WHEREAS, the following member has qualified for his **13th YEAR**: Brian Flaherty; and

WHEREAS, the following member has qualified for his **4th YEAR**: Mike Wallace, Bruce Cummings, Jr.; and

WHEREAS, the following member has qualified for his **3rd YEAR**: Cindy Badger; and

WHEREAS, the following member has qualified for his **1st YEAR**: William Leeds;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that the qualifiers are accepted as presented in this Resolution, and that the aforementioned members have met the necessary requirements for the year November 1, 2018 through October 31, 2019.

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 31-2020**

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT
FOR CONTINUING DISCLOSURE AGENT SERVICES AND
INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD**

WHEREAS, there exists within the City of Northfield the need for the appointment of a Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record; and

WHEREAS, the anticipated value of this acquisition is \$1,050.00 and funds are available for this purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Northfield that the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Phoenix Advisors, LLC, 4 West Park Street, Bordentown, NJ as the Continuing Disclosure Agent for the City of Northfield, for the 2020 fiscal year, for the sum of \$1,050.00. The Agreement is attached as "Exhibit A".

BE IT FURTHER RESOLVED, the 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 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk



**2020
AGREEMENT
for
CONTINUING DISCLOSURE and
INDEPENDENT REGISTERED MUNICIPAL ADVISOR SERVICES**

THIS AGREEMENT, valid for the calendar year noted above, (the "Agreement") by and between Northfield City, 1600 Shore Rd, Northfield, NJ 08225-2201 (the "Issuer"), and Phoenix Advisors, LLC, 625 Farnsworth Avenue, Bordentown, New Jersey 08505 ("Phoenix Advisors") for the provision of professional services as more fully described in the accompanying Scope of Services.

WITNESSETH:

WHEREAS, the Issuer has heretofore agreed through the execution of Continuing Disclosure Agreements ("CDAs") in connection with one or more bond issuances to provide specific financial and other information and notices, within specified timeframes, to the marketplace in a manner prescribed by the regulators of the underwriter that purchased said bond issues; and

WHEREAS, Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") governs the many aspects of continuing disclosure; and

WHEREAS, Phoenix Advisors provides continuing disclosure agent services, has the expertise as Continuing Disclosure Agent ("Disclosure Agent"), and has hereunder been appointed by the Issuer to serve as its Disclosure Agent until the expiration of this Agreement, as defined in Section 4 herein; and

WHEREAS, Phoenix Advisors, being duly registered as a Municipal Advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), provides professional municipal advisory services and has heretofore been appointed by the Issuer to be its Independent Registered Municipal Advisor ("IRMA") and to offer such municipal advisory services as may be requested until the expiration of this Agreement, as defined in Section 4 herein; and

WHEREAS, the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Issuer.

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

Section 1 - CONTINUING DISCLOSURE SERVICES

- I. The Issuer's Disclosure Agent will assist the Issuer in meeting the secondary market disclosure obligations delineated in relevant CDAs as specified under the Rule, including any required posting of material event ("Event") notice.

The Issuer understands and acknowledges that its full cooperation is requisite to the Disclosure Agent's success assisting the Issuer in maintaining compliance with its CDAs and requirements of the Rule. The Issuer agrees that it will:

- i. Supply all documents required to be filed under its CDAs to the Disclosure Agent promptly, when available.

- ii. Notify the Disclosure Agent immediately of any Event requiring the filing of a notice under the Rule or its CDAs.
- II. This Agreement applies to bonds issued since the effective date of the secondary market disclosure requirements of the Rule unless said bonds are exempt under the Rule.
- III. Phoenix Advisors will perform such services relating to its role as the Issuer's Disclosure Agent to a professional standard. Described below is the scope of the Disclosure Agent services and methodology:
 - i. **Codify Issues That Are Subject to Continuing Disclosure**
To make timely and accurate disclosure filings on the MSRB's Electronic Municipal Market Access Data Port website ("EMMA"), the Disclosure Agent will obtain and examine the Issuer's Official Statements relating to the outstanding bond issues to research the requirements found in the CDAs.
 - ii. **Security Setup**
We enter in our proprietary database details of each outstanding issue and its filing obligations. This security setup applies our database functionality to your issues.
 - iii. **Review Data contained in Official Statements**
The Disclosure Agent reviews the Issuer's Official Statements for information concerning disclosure obligations and discusses with the Issuer its filing or reporting obligations. Our review will include other financial obligations undertaken of which we are aware.
 - iv. **Monitor, React and Meet Filing Deadlines**
The schedule of filing dates for outstanding bond issues is part of our database to ensure that required filings are made. We monitor each client's different deadlines to ensure timely filing of necessary documents. Our proprietary database produces ongoing reports that are used to alert the Issuer to approaching filing deadlines providing an essential safeguard for the timely filing of continuing disclosure information.

The Disclosure Agent endeavors to gather required documents from public sources, e.g., state and local websites, to lessen the client's burden. Phoenix Advisors takes a proactive approach to client service. When we must obtain documents from clients, we provide email reminders sufficiently well in advance of upcoming deadlines, then follow up as necessary until completed on EMMA.

- v. **File Financial and Operating Data to Meet Your Obligations**
In addition to filing Audited Financial information, CDAs require the filing of Operating Data. If the operating data is prepared with the assistance of the Disclosure Agent, the report will typically contain information consistent with the statistical data found in relevant Official Statements. This process often requires collaboration with the issuer and other of the issuer's retained professionals.

- vi. **File Documents Uniformly, Accurately, and Promptly**
EMMA is a powerful resource for investors, analysts, and, importantly, underwriters that bid on debt issues. Easy identification on EMMA of filed documents is essential. The Disclosure Agent uses consistent naming and filing conventions, applying clear descriptive titles to filings, and correctly associates them with the right CUSIP on EMMA. The result is a uniform and logical chronology of data where EMMA users can easily find what they need.

The Disclosure Agent files documents on EMMA within forty-eight (48) hours of receipt. However, we file most documents on the same business day they are received.

- vii. **Confirm Filings to Client Promptly**
The MSRB generates a submission confirmation for all disclosure filings made on EMMA. The Disclosure Agent will promptly send the Issuer an email copy of the MSRB's proof of required, voluntary, or Event filings made on the Issuer's behalf.

- viii. **Coordinate and Submit Voluntary Information**
Voluntary filings are proper because the marketplace is hungry for information. We gather documents including Budgets, Debt Statements, and unaudited financials from issuers then file them as voluntary submissions. The more information, carefully labeled, the Issuer provides, the more professional and forthcoming their appearance is to market participants.

- ix. **Monitor Need for Material Events and Timely Filing of Notices**
There is a significant list of items that regulators deem to be Events, whose incurrence, require a notice to be filed within ten (10) business days of the Event on EMMA. The occurrence of an Event is not apparent to those who are not directly involved with a transaction or with the Issuer's financial operations. It is the Issuer's responsibility to notify the Disclosure Agent of any reportable Event.

- x. **Actively Monitor Issuer Rating Changes**
Rating changes are events that require Event Notice filing on EMMA. The Disclosure Agent's staff endeavors to regularly monitor rating agency news and updates for rating changes that affect the Issuer, and we file the appropriate Event notice. However, Issuers are always notified by the rating agencies when their ratings are adjusted, and when so told, the Issuer must alert the Disclosure Agent.

- xi. **Monitor Bond Insurer and Program Rating Changes**
If a municipal bond insurer or a state program, e.g., a school bond enhancement program, is affected by a rating change, then all the bonds that carry that

insurance or participate in that program will undergo a rating change, too. We monitor these types of rating changes, determine which, if any, of our clients are affected, and file the appropriate Event notices.

xii. **Provide a Comprehensive Report Each Fiscal Year**

We know the importance of documentation and well-organized files. The Disclosure Agent prepares a continuing disclosure report ("Annual Report") each year that shows every issue on which there is a continuing disclosure obligation, every filing, and every Event notice filed on the Issuer's behalf during the year on EMMA. The Annual Report also recaps a five (5) year history of the Issuers filings. Investors, underwriters of bonds, and the Issuer want to see the record of filing history. An accurate record during this timeframe is vital to the Issuer when it prepares Official Statements since a misstatement in such a document could have serious legal consequences.

xiii. **Acceptance of Annual Report**

The Annual Report highlights any exceptions to required filings and the timeliness of filings. The Issuer must carefully review said report and relay to the Disclosure within ten (10) business days, any error, discrepancy, omission, or concern relating to the accuracy or completeness of the Annual Report.

We, the Issuer and Phoenix Advisors, agree that after ten (10) business days, absent notice from the Issuer, the Annual Report is accepted by the Issuer is accurate and complete.

Section 2 - CONTINUING DISCLOSURE SERVICES COMPENSATION

I. The bond Issuer will compensate Phoenix Advisors for its services as Disclosure Agent, in accordance as set forth below:

i. **Disclosure Agent Service:**

\$1,050 – base fee (for up to three (3) outstanding issues), plus \$100 for each additional outstanding obligation, if filings are required.

There is a set-up charge for each new bond issuance. The setup fee is \$450 but is discounted to \$200 if Phoenix Advisors serves as Municipal Advisor.

An amendment made to the Rule, effective February 27, 2019, increases the number of Events, to be recorded on EMMA. Phoenix Advisors will charge \$250 for each Event filing made under the Rule's new Events. Phoenix Advisors will waive this fee if engaged as Municipal Advisor on a transaction that involves such Event filing.

All fees are invoiced annually.

Section 3 – INDEPENDENT REGISTERED MUNICIPAL ADVISOR

- I. Under the Dodd-Frank law, the SEC requires that any person or entity that provides advice concerning the issuance of municipal securities be licensed and regulated by the SEC and the MSRB to provide any such advice.
 - i. Professionals providing advice to the Issuer must hold a Municipal Advisor Series 50 license. Additionally, persons supervising the provision of municipal securities advice must possess a Series 54 Municipal Principal license.
 - ii. Phoenix Advisors professionals are Series 50 licensed and as appropriate a Series 54 license. Importantly, all licensees are subject to a continuing education protocol.
 - iii. Under the SEC and MSRB regulation, the Municipal Advisor owes a Fiduciary Obligation to the Issuer.
- II. There is no separate fee, financial cost, or obligation concerning the Issuer's appointment of Phoenix Advisors as the Issuer's Independent Registered Municipal Advisor ("IRMA" or "Municipal Advisor"). As the Issuer's IRMA, we will be available to answer general questions concerning outstanding debt issues, market conditions, prepare a preliminary project analysis, or preliminarily review financing proposals received by the Issuer on an as-requested basis.
 - iv. The Issuer, through designation of an IRMA, allows third parties, primarily broker-dealer underwriting firms, but also other professional disciplines to submit proposals and ideas concerning financings to the Issuer.
 - v. Failure to actively seek advice from the Municipal Advisor means there is no one on your side appropriately licensed to advise the Issuer concerning the issuance or structure of municipal obligations, including bonds, notes, leases or bank loans the Issuer may embark.
- III. When and if the Issuer requests the Municipal Advisor's involvement in a debt issuance, the undertaking of a financial obligation, an in-depth evaluation of a proposal or project, perform a consultant service, or assist with rating agency surveillance, a separate Fee Addendum to this Agreement together with a scope of service will be provided for the Issuer's acknowledgement.

Section 4 – AGREEMENT TERM AND CONDITIONS

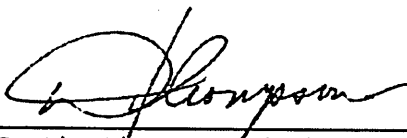
- I. Neither Phoenix Advisors nor any individual representing Phoenix Advisors possesses any authority concerning any decision of the Issuer or any official of the Issuer beyond the rendition of information or advice. Phoenix Advisors is not legal counsel nor an accountant and is not providing legal or accounting guidance. None of the services contemplated in this Agreement shall be construed as legal services or a substitute for legal services. The Issuer hereby acknowledges its responsibility concerning federal securities laws and represents its intention to comply in all respects with federal securities laws.
- II. This Agreement is subject to annual renewal and may be terminated by either the Issuer or Phoenix Advisors upon thirty (30) days' prior written notice.
- III. This Agreement shall be governed by the laws of the State of New Jersey.

IN WITNESS WHEREOF, The Issuer and Phoenix Advisors have caused this Agreement to be duly executed by its authorized representative, as of the day and year first above written.

Northfield City

By: _____
Dawn Stollenwerk, Chief Financial Officer

PHOENIX ADVISORS, LLC

By:  _____
David B. Thompson, Chief Exexutive Officer

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 32-2020**

NORTHFIELD SENIOR COMMITTEE APPOINTMENTS

IT IS HEREBY RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of the following persons to the Northfield Senior Committee for the year ending December 31, 2020 is hereby approved, ratified and confirmed:

Karen Haymaker
Josie Hornberger
Eleanor Webb
Joan McCord

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 33-2020**

**REAPPOINTMENT OF TIMOTHY JOO TO THE POSITION OF
MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, the Mayor of the City of Northfield is required by P.L. 1953, Chapter 438, Appendix A-9-30 et. al. to reappoint, for a three-year term, and from among the residents of the municipality, a Municipal Emergency Management Coordinator; and

WHEREAS, the Mayor of the City of Northfield has previously appointed Timothy Joo as Municipal Emergency Management Coordinator for the term ending December 31, 2019; and

WHEREAS, the Mayor of the City of Northfield wishes to reappoint Timothy Joo for an additional three-year term.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield, that the reappointment of Timothy Joo, for a three-year term commencing January 1, 2020 and expiring December 31, 2022, is hereby confirmed and ratified.

I, Mary Canesi, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Common Council of the City of Northfield, held this 7th day of January 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 34-2020**

**A RESOLUTION CONFIRMING THE APPOINTMENT OF PAUL J
GALLAGHER, SR. AS THE MUNICIPAL PROSECUTOR FOR THE
CITY OF NORTHFIELD FOR CALENDAR YEAR 2020**

WHEREAS, pursuant to the authority granted by N. J. S. A. 2B: 12- 1(c), the municipalities of the City of Northfield and the City of Linwood have entered into an agreement for shared court services; and

WHEREAS, the Shared Court Agreement provides that the Municipal Prosecutor shall be appointed for a one year term by the Municipality that did not appoint the Municipal Judge; and

WHEREAS, the City of Linwood has appointed Paul J. Gallagher, Sr. as Municipal Prosecutor for a one year term as per the Shared Court Agreement; and

WHEREAS, the Council of the City of Northfield is desirous of confirming said appointment.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of Paul J. Gallagher, Sr, as Municipal Prosecutor for the City of Northfield for a one year term is hereby confirmed in accordance with the Shared Court Agreement.

I, Mary Canesi, RMC, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 7th day of January, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 35-2020**

**A RESOLUTION CONFIRMING THE APPOINTMENT OF JAMES P.
GRIMLEY AS MUNICIPAL PUBLIC DEFENDER FOR THE CITY OF
NORTHFIELD FOR CALENDAR YEAR 2020**

WHEREAS, pursuant to the authority granted by N. J. S. A. 2B: 12- 1(c), the municipalities of the City of Northfield and the City of Linwood have entered into an agreement for shared court services; and

WHEREAS, the Shared Court Agreement provides that the Municipal Public Defender shall be appointed for a one year term by the Municipality that did not appoint the Municipal Judge; and

WHEREAS, the City of Linwood has appointed James P. Grimley as Municipal Public Defender for a one year term as per the Shared Court Agreement; and

WHEREAS, the Council of the City of Northfield is desirous of confirming said appointment.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that the appointment of James P. Grimley as Municipal Public Defender for the City of Northfield for a one year term is hereby confirmed in accordance with the Shared Court Agreement.

I, Mary Canesi, RMC, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing resolution was duly adopted at the Reorganization Meeting of the City Council of Northfield, held this 7th day of January, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 7th day of January, 2020.

Mary Canesi, RMC, Municipal Clerk