

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
NOVEMBER 24, 2020**

MEETING CALLED TO ORDER by Mary Canesi, Municipal Clerk. This meeting has been properly advertised according to Public Law 1975, Chapter 231, in the Press of Atlantic City on January 11, 2020 and on November 20, 2020.

Pursuant to N.J.S.A. 10:4-8(b), and N.J.A.C. 5:39-1.1 - 1.7, the previously advertised November 24, 2020, meeting of Northfield City Council, to be held in Council Chambers, 1600 Shore Road, Northfield, New Jersey, 08225, will be held in-person and as a remote public meeting (live-streamed) using Zoom conferencing service. Due to social distancing requirements related to Covid-19, there are limited seats for in-person attendance by members of the public. Visit the November 24, 2020 date on the events calendar page of www.cityofnorthfield.org determine current availability for this meeting. Face coverings and social distancing will be required for in-person attendance. To reserve an available seat, contact the Office of the Municipal Clerk at 609-641-2832, ext 125, no later than 2:00pm on November 24th, 2020. Once all available seats have been reserved, virtual attendance will be required using a web-browser to Join the Zoom Meeting <https://us02web.zoom.us/j/84810006562> or by telephone using one tap mobile +16465588656,,84810006562# or direct dial +1 646 558 8656 using meeting ID: 848 1000 6562. For those wishing to comment during the dedicated public comment portion of the meeting, but who may be unable to attend (in person or via Zoom), public comments may also be submitted in advance via email to mcanesi@cityofnorthfield.org, or by written letter to the Office of the Municipal Clerk, 1600 Shore Road, Northfield NJ 08225, or by hand delivery to the drop box at the rear of the municipal building, addressed to the attention of the Municipal Clerk. Comments shall contain the name and address of the author, will be read aloud and addressed during the remote public meeting, and must be received by 2:00pm on November 24, 2020.

FLAG SALUTE

ROLL CALL:

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

Mayor: Chau

APPROVAL OF MINUTES – November 10, 2020

COMMITTEE REPORTS

Councilman O'Neill - Inspections, Code Enforcement, Housing/Zoning; Court/Violations; FAN

Councilman Utts – Bike Path, 1st Street Playground, Veterans Park; Planning Board; Economic Development / Chamber of Commerce

Councilwoman Korngut – Technology/MRHS Channel; Library; Municipal Alliance; Shared Services

Councilman Dewees - Buildings/Grounds; Birch Grove Park;

Councilman Smith– Finance/Collections; Little League/Babe Ruth; Cultural Committee; Northfield Community School

Councilwoman Madden – Fire Department / EMS; Insurance and Safety, Mainland Regional

Council President – Public Works, Roads, Engineering, Sewer Operations, Senior Citizens

**CITY OF NORTHFIELD COUNCIL MEETING AGENDA
NOVEMBER 24, 2020**

MAYOR'S REPORT

CITY ENGINEER'S REPORT

PUBLIC SESSION/FIVE MINUTES PER SPEAKER

RESOLUTIONS

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

The Executive Session of Council will be held at the end of the meeting, and Council will come back in public session to make a comment for the record after the executive session has concluded. Any vote made on subjects discussed will be made in public.

- 179-2020** To Authorize an Agreement between the City of Northfield and the Trustees of the Free Public Library of Northfield, t/a the Otto Bruyns Public Library
- 180-2020** Authorizing Refunds of Overpayment of Taxes
- 181-2020** Resolution Authorizing Cancellation and Refund of Taxes Pursuant to N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 on Property Known as Block 49 Lot 3 (511 Fairbanks Avenue)
- 182-2020** Resolution Authorizing Cancellation and Refund of Taxes Pursuant to N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 On Property Known as Block 12 Lot 13 (2123 Oak Avenue)
- 183-2020** A Resolution Providing for an Executive Session Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12 b(7) Regarding Matters Falling within the Attorney-Client Privilege

PAYMENT OF BILLS \$ 1,183,642.10

MEETING NOTICES

City Council	December 15 th	6pm Work Session Regular Session immediately following
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ADJOURNMENT

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 179-2020**

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

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

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

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

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

I, Mary Canesi, RMC, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing resolution was duly adopted at a regular meeting of Common Council of the City of Northfield, held this 24th day of November 2020.

Mary Canesi, RMC Municipal Clerk

RESOLUTION NO. 179-2020, ATTACHMENT

AGREEMENT BETWEEN THE CITY OF NORTHFIELD, N.J. AND THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF NORTHFIELD, N.J., t/a THE OTTO BRUYNS PUBLIC LIBRARY

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

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

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

NOW THEREFORE, for good and valuable consideration received, the parties hereby agree on this _____ day of _____, 2020 as follows:

1. Liability Insurance. The City shall annually obtain and pay for a policy of general liability insurance issued by the Atlantic County Municipal Joint Insurance Fund (ACMJIF) or a reputable licensed New Jersey insurance carrier, which shall:

(a) Have a policy limit of no less than \$1,000,000 and a deductible of no more than \$1,000 per occurrence; and

(b) Include "Directors and Officers" ("D & O") coverage for the Board, in an amount of no less than \$1,000,000 and a deductible of no more than \$1,000 per occurrence; and

(c) Name the City and the Board as insureds, as their interests shall appear.

2. Property Insurance. The City shall annually obtain and pay for a policy of property insurance on the Library building and its contents, issued by the ACMJIF or a reputable licensed New Jersey insurance carrier, which shall:

(a) Have a policy limit on the Library contents of no less than \$600,000;

(b) Provide "replacement cost" coverage for the Library's contents; and

(c) Have a deductible of no more than \$1,000 per occurrence on the Library contents;

(d) Have a policy limit on the Library building in such amount as is required by

the ACMJIF or an independent licensed insurance appraiser agreed upon by the City and the Board;

(e) Name the City and the Board as insureds, as their interests shall appear.

3. Treasurer's Bond. The Board shall annually obtain and pay for a bond for its Treasurer, as required by N.J.S.A. 40:54-13, issued by the ACMJIF or a reputable licensed New Jersey insurance carrier, which bond shall:

(a) Have a limit of no less than \$500,000 or such other amount required by the ACMJIF and fixed by the Mayor of the City of Northfield, N.J.;

(b) Name the City and the Board as insureds, as their interests shall appear.

4. Worker's Compensation Insurance. The City shall obtain and pay for a policy of Worker's Compensation Insurance, as required by the State of New Jersey and issued by the ACMJIF or a reputable licensed New Jersey insurance carrier, covering all persons employed by the Board in the operation of the Library. The Board shall reimburse the City for this expense, by paying within forty-five (45) days the City's biweekly invoices indicating the premium amounts due.

5. Health Benefits. The City shall include all full-time Board employees in its Health Benefits Plan offered to City employees, and shall provide and pay for medical, prescription, dental and vision insurance for such Board employees. The Board shall reimburse the City for this expense, by paying within forty-five (45) days the City's quarterly invoices indicating the premium amounts due.

6. Payroll. The Board shall provide and pay for its employee payroll, using the City's payroll system to do so. The City shall promptly issue Library employee payroll checks as requested by the Board, and shall administer the Board's payroll at no cost to the Board. Within forty-five (45) days of its receipt of any paychecks, the Board shall reimburse the City for such paychecks, as well as all associated payroll costs of its Library employees (FICA, etc.), including all pension contributions required by the State of New Jersey.

7. Library Maintenance Payment. In consideration of the various goods and services to be rendered by the City to the Library under this agreement, the Library shall annually pay to the City the amount of \$20,500.00, which shall be paid in two equal annual installments, no later than June 30th and September 30th, respectively, for each year covered by this agreement.

8. Library Funding. The City shall annually pay to the Board for the operation of the Library, all monies required by N.J.S.A. 40:54-8 and 8.1. These monies shall be paid to the Board in four (4) equal quarterly payments, by the fifteenth day of the second month of each quarter, or as otherwise required by law, whichever is sooner.

(a) Pursuant to N.J.S.A. 40:54-8 and 8.1, the City may pay to the Board such additional sums as the City may deem necessary and proper for the operation of the Library.

(b) The Board may solicit and receive additional monies or other property at any time through donations, governmental or private grants, and gifts from the Northfield Public Library Association (The Friends of the Library) or other persons or organizations. The receipt of such funds or property shall not diminish or change the City's obligation to provide the funds required by (a) above.

(c) The Board shall, by April 15th of each year, file with the City its annual report in the form prescribed by the New Jersey State Library. The report shall set forth in detail all public revenues received by the library, all State Aid received by the library, all expenditures made by the library, and the balance of funds available. The report shall also include an analysis of the state and condition of the library.

9. Library Materials. Pursuant to N.J.S.A. 40:54-8, the Board shall obtain and pay for all library-related materials, including books, magazines, audiotapes and CD's, videotapes, DVD's and the like, as well as all interior shelving required to store and display such materials. The Board shall also provide, pay for and maintain:

(a) All computer equipment (hardware and software) it deems necessary to properly operate the Library, to catalog and track its collection, and to provide an Internet connection for the general public;

(b) All furniture and other interior furnishings it deems necessary to properly operate the Library;

(c) All tools and materials it deems necessary for the repair of library books due to normal wear and tear;

(d) All funds it deems necessary for the proper promotion of the Library, including a quarterly newsletter and programs, special events or other publicity to increase awareness and use of the Library, as well as the promotion of reading, in the community; and

(e) Such other library-related projects, activities and purchases as it deems necessary and proper.

10. Annual Audit. In each calendar year covered by this Agreement, the Board shall obtain and pay for an annual audit of the Library's finances and operations during the

prior year, and shall promptly supply a copy of the completed audit to the City at no charge.

All such audits shall be performed by an RMA licensed by the State of New Jersey.

11. Repairs and Maintenance.

(a) Except for any repairs and maintenance required to be performed by the Board under paragraphs 9(a) and (b) above, the City shall provide and pay for all necessary repairs and maintenance to the Library premises, including but not limited to the Library's heating, ventilation and air conditioning (HVAC) systems and the electrical and plumbing systems. The Board shall notify the City in writing as promptly as possible when repairs or maintenance is needed.

(b) All repairs and maintenance shall be done in a workmanlike manner and completed as promptly as possible, in order to minimize any further expense or damage to the Library, or the possibility of injury to Library patrons and personnel.

(c) The City shall annually obtain and pay for one (1) routine inspection and maintenance of the Library's HVAC system, to be performed in April or May of each year by a plumbing contractor licensed by the State of New Jersey. Due to the need for continuous climate control in the Library, the parties agree that this is a material provision of the agreement, and that time is of the essence in having such work completed.

12. Utilities.

(a) The Board shall obtain and pay for the Library's local, regional and long-distance telephone service, as well as the Library's telephones and associated equipment, such as answering devices and fax machines.

(b) The Board shall obtain and pay for water, electricity and natural gas service to the Library.

(c) The City shall provide and pay for sewer service to the Library. The City shall also provide and pay for any necessary repairs to the Library sewer line.

(d) The City shall obtain and provide one (1) Internet cable connection to the Library from Comcast Cable, at no charge to the Board, pursuant to the City's cable television agreement with Comcast. The Board may make such use of this connection as it deems necessary.

13. Capital Improvements. The Board may request from the City such capital improvements to the Library as the Board believes are necessary or desirable. Such requests shall be submitted by the Board to the City no later than July 1st of each year. All such requests shall be considered by the City for possible inclusion in the City's

capital improvement budget for the year following the submission of the request.

14. Lawn Care.

a) The Board shall provide and pay for all reasonably necessary chemical treatments (fertilizer, weeding chemicals, etc.) for the lawns on the Library's property, using a licensed New Jersey lawncare firm.

(b) The City shall provide and pay for the mowing of the lawns on the Library's premises. Mowing shall be done in a good and workmanlike manner at least once every other week during the Spring, Summer and Fall months.

(c) The City shall provide and pay for all reasonably necessary landscaping of the Library's premises, including the maintenance, placement or replacement of grass, shrubbery, bushes, flowers and trees in place as of the effective date of this agreement.

15. Trash Removal; Recycling. The City shall provide and pay for trash pickup and removal at the Library. Trash pickup shall occur at least once a week, on a weekday during the Library's operating hours. Recycling shall be done by Library personnel, using the Atlantic County Utilities Authority recycling procedures and personnel, at no cost to The Board or the City.

16. Interior Cleaning. The Board shall provide and pay for all cleaning (vacuuming, dusting, waxing, polishing, etc.) of the interior of the Library required by normal patron use. Such cleanings shall be performed at least once every other week, during the times that the Library is not open to the public.

17. Parking Lot, Driveway and Walkways. The City shall provide and pay for the maintenance of the Library's parking lot, driveway and walkways, including the curbing and lighting. The City shall also promptly remove snow and ice from the Library's parking lot, driveway and walkways, and shall perform any necessary salting and sanding, as conditions require.

18. Security. The Board shall annually provide and pay for an annual service contract for the maintenance and repair of the Library's burglar alarm system and its silent emergency call system.

19. Term of Agreement; Modifications. This agreement shall be effective from January 1, 2021 until December 31, 2022. This agreement supersedes any and all prior written or verbal

agreements, policies, practices or other previous arrangements for the responsibilities and financial obligations of the City or the Library. This agreement may be modified only by a subsequent written agreement executed by both parties.

CITY OF NORTHFIELD, N.J.

By _____

Erland V.L. Chau, Mayor
City of Northfield

**TRUSTEES OF THE FREE
PUBLIC LIBRARY OF
NORTHFIELD, N.J., t/a THE
OTTO BRUYNS PUBLIC
LIBRARY**

By Vesna Markovic

President Board of Trustees

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 180-2020**

AUTHORIZING REFUNDS OF OVERPAYMENT OF TAXES

BE IT RESOLVED by the Common Council of the City of Northfield, County of Atlantic, State of New Jersey, that refunds for overpaid taxes pursuant to the following are hereby authorized:

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
LERETA, LLC Attn: Central Refunds 901 Corporate Center Dr. Pomona, CA. 91768	158	17.12	7 E. Ridgewood Court	\$2,791.20
CBA FUNDING LLC 500 Burton Avenue Suite 1A Northfield, NJ 08225	64	7	500 Burton Avenue	\$6,069.00
Paff Law Firm c/o Ocean First Bank, NA P.O. Box 6767 495 N Bridge Street Bridgewater, NJ 08807	16.01	53.01	376 Tilton Road 2018	\$3,348.00
Paff Law Firm c/o Ocean First Bank, NA P.O. Box 6767 495 N Bridge Street Bridgewater, NJ 08807	16.01	53.01	376 Tilton Road 2019	\$3,409.00
Nugent Investments LLC 130 Lakeshore Drive #922 North Palm Beach, FL 33408	173	3	15 E. Mill Road	\$799.72
Nugent Investments LLC 130 Lakeshore Drive #922 North Palm Beach, FL 33408	173	4	15 E. Mill Road	\$422.54
Arezzi, Vincent M. 415 Franklin Avenue Northfield, NJ 08225	130	4	415 Franklin Avenue	\$156.13

REFUND TO	BLK	LOT	PROPERTY ADDRESS	REFUND AMOUNT
Valmir, Loga 500 Pincus Avenue Northfield, NJ 08225	60	3	500 Pincus Avenue	\$1,003.08
Evans, Anthony 899 Walnut Avenue Northfield, NJ 08225	65	11	899 Walnut Avenue	\$250.00
Wells Fargo Real Estate Tax Service Attn: Refunds/Financial Support P.O. Box 14506 Des Moines, IA 50328-0001	47	6	513 Roosevelt Avenue	\$872.25
CoreLogic Centralized Refunds Attn: REFUND DEPARTMENT P.O. Box 9202 Coppell, TX 75019-9760	1.02	4	6 Raina Drive	\$416.16
	34	21.13	1102 W Mill Road	\$1,040.40
	42	18.02	1121 Tilton Road	\$2,677.30
	85	19.01	1906 Merritt Drive	\$693.60
	127	6	713 Second Street	\$704.00
	135	12	211 Fairbanks Avenue	\$1,900.06
	157	30	128 E Oakcrest Avenue	\$2,515.56
	170	17	218 E Surrey Avenue	\$1,719.77
	179.02	39	15 Catherine Place	\$1,831.72
Total Amount of Refund:				\$13,489.57

BE IT FURTHER RESOLVED, that the Chief Financial Officer and other appropriate officials be and they are herewith authorized to sign the checks to accomplish the refunds authorized.

Michele L. Kirtsos, CTC

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 24th day of November, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 181-2020**

**RESOLUTION AUTHORIZING CANCELLATION AND REFUND OF
TAXES PURSUANT TO N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 ON
PROPERTY KNOWN AS Block 49 Lot 3 (511 FAIRBANKS AVENUE)**

WHEREAS, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 49 Lot 3 (511 Fairbanks Avenue) for calendar year 2020 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

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

WHEREAS, Jeffery Ronald Goodman acquired title to Block 49 Lot 3 (511 Fairbanks Avenue) on August 31, 2020; and

WHEREAS, Jeffery Ronald Goodman is qualified to receive a permanent and totally disabled veteran's property tax exemption, pursuant to N.J.S.A. 54:4-3.30(b);

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

1. The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 49 Lot 3 (511 Fairbanks Avenue) as follows due to the fact that said property is exempt:

\$1,590.01 for the year of 2020

2. The Chief Financial Officer and other appropriate officials, pursuant to N.J.S.A. 54:4-3.30(b) and N.J.S.A. 54:4-3.32, are hereby authorized to refund taxes to Jeffrey Ronald Goodman, Block 49 Lot 3, 511 Fairbanks Avenue, NJ 08225:

\$1,590.01 for the year of 2020

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 24th day of November, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD, NJ
RESOLUTION NO. 182-2020**

**RESOLUTION AUTHORIZING CANCELLATION AND REFUND OF
TAXES PURSUANT TO N.J.S.A. 54:4-3.30 & N.J.S.A. 54:4-3.32 ON
PROPERTY KNOWN AS BLOCK 12 LOT 13 (2123 OAK AVENUE)**

WHEREAS, it has been brought to the attention of the City of Northfield that there are taxes assessed on Block 12 Lot 13 (2123 Oak Avenue) for calendar year 2020 which should be cancelled pursuant to N.J.S.A. 54:4-3.30(a); and

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

WHEREAS, Louis Raith acquired title to Block 12 Lot 13 (2123 Oak Avenue) on August 31, 2020; and

WHEREAS, Louis Raith is qualified to receive a permanent and totally disabled veteran's property tax exemption, pursuant to N.J.S.A. 54:4-3.30(b);

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

1. The Tax Collector, pursuant to the exemption under N.J.S.A. 54:4-3.30(a), is hereby authorized to cancel taxes on Block 12 Lot 13 (2123 Oak Avenue) as follows due to the fact that said property is exempt:

\$2,120.78 for the year of 2020

2. The Chief Financial Officer and other appropriate officials, pursuant to N.J.S.A. 54:4-3.30(b) and N.J.S.A. 54:4-3.32, are hereby authorized to refund taxes to Louis Raith, Block 12 Lot 13, 2123 Oak Avenue, NJ 08225:

\$2,120.78 for the year of 2020

I, MARY CANESI, Municipal Clerk of the City of Northfield, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Common Council of the City of Northfield, held this 24th day of November, 2020.

Mary Canesi, RMC, Municipal Clerk

**CITY OF NORTHFIELD NJ
RESOLUTION NO. 183-2020**

**A RESOLUTION PROVIDING FOR AN EXECUTIVE SESSION NOT
OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12
b(7) REGARDING MATTERS FALLING WITHIN THE ATTORNEY-
CLIENT PRIVILEGE**

WHEREAS, the Common Council of the City of Northfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Common Council of the City of Northfield to discuss in a session not open to the public certain matters covered under the attorney-client privilege, as authorized by NJSA 10:4-12b (7), specifically with regard to updates to Executive Orders and Advisories, and their impact on municipal employees, and separately, the Family First Corona Virus Response Act and its impact on municipal employees.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Northfield that Council move into Executive Session, closed to the public.

IT IS FURTHER RESOLVED, that any vote on the matter will be held in public session.

IT IS FURTHER RESOLVED that the deliberations conducted in closed session may be released when a decision with respect to the matter has been made, and all rights to litigate or appeal are exhausted; provided, that material entitled to Court protection or subject to attorney-client privilege shall not be disclosed.

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 24th day of November 2020.

Mary Canesi, RMC, Municipal Clerk

ENGINEER'S REPORT



Schaeffer Nassar Scheidegg


Consulting Engineers, LLC

David S. Scheidegg, PE, PP, CME, CPWM, CFM
Andrew F. Schaeffer, PE, PP
Rami N. Nassar, PE, PP, CME
Howard A. Transue, PLS

Engineers Surveyors Planners Environmental Specialists Municipal Consultants

ENGINEERING MEMORANDUM

TO: Mayor and City Council, City of Northfield
1600 Shore Road
Northfield, NJ 08225

FROM: Rami Nassar, PE, PP, CME 
Schaeffer Nassar Scheidegg Consulting Engineers, LLC (SNS)

SUBJECT: Engineers Report for November 10, 2020

DATE: November 20, 2020

PROJECTS:

NF13-00 Atlantic County Improvement Authority (ACIA) Redevelopment Initiative Grant

The ACIA Grant will establish Redevelopment Initiative for the City of Northfield, previously an application was submitted to ACIA, the County Requested additional information, our office submitted the information back in 2019, Waiting on the ACIA's response.

NF13-03 South Jersey Gas (SJG) High Pressure Gas Main Infrastructure Program

For the past 5 years the South Jersey Gas Company worked on upgrading their infra structure throughout the Municipality, most of the work was finished last year. We are working with the Contractor to scheduling the Cedarbridge repaving, the entire road will be paved from Rt. 9 to approximately 50' beyond the bike path. (5-22-2020) South Jersey Gas Company complied with the Court Order to repave full width 64' section of Broad Street due to their violation of the Municipal Ordinances regarding street under moratorium. (7-10-2020) I met with the Contractor for S.J. Gas Company to mark the limits of pavement restoration along Cedarbridge Road between Rt. 9 and pass Wabash Ave. the restoration should be completed by Mid-August. (8-7-2020) Cedarbridge Road restoration was completed last week. Nothing new to report.

NF13-00 Catherine Place and Flow Issues with ACUA

I received the pipe inspection report form the ACUA for the gravity system in the Municipality, the existing sewer mains were lined approximately 15 years ago, only few area were damaged and the contractor repaired these area, according to the report, ground water infiltration was minimal. Nothing new to report.

NF13-30 Reconstruction of Cresson Avenue (Municipal Aid Fiscal Year 2017)

The project has been completed, inspected and accepted by the NJDOT representative; the municipality submitted the request for the final payment. We have received a letter from the NJDOT requesting additional information before the final payment is processed, I am working with Dawn Stollenwerk, CFO to get all the requested documentation re-submitted. Final payment from NJDOT was issued. PROJECT IS CLOSED OUT.

NF13-38 Reconstruction of Walnut Avenue (Municipal Aid Fiscal Year 2018)

The project has been completed, inspected and accepted by the NJDOT representative; the municipality submitted the request for the final payment. We have received a letter from the NJDOT requesting additional information before the final payment is processed, I am working with Dawn Stollenwerk, CFO to get all the requested documentation re-submitted. Final payment from NJDOT was issued. **PROJECT IS CLOSED OUT.**

NF13-39 2018 Local Road Paving Program

This project includes Juniper Avenue, Park lane Avenue, Herzel Avenue, Portion of Second Street, Portion of Burton Avenue, Ireland Avenue, Infield Avenue, Portion of Fuae Avenue, Marita Ann Drive and Portion of Evergreen Avenue. The project is substantially completed, the contractor must satisfy all the punch list items before final payment is approved (\$65,500 balance on the contract). We anticipate most of the items to be completed in March 2020. (5-8-2020) Waiting to get the schedule from the contractor. (7-10-2020) we have the final change order on the agenda for Council's approval, also I me with the Contractor to review the punch list items in the work should be completed by the end of July. (8-7-2020) Punch list items have been completed, the contractor submitted the request for final payment with the required maintenance bond. **PROJECT IS CLOSED OUT.**

NF13-40 Reconstruction of Shepherd Drive and North Shepherd Drive (Municipal Aid FY 2019)

The City was approved for \$ 285,000.00 from the NJDOT 2019 grants for the reconstruction of Shepherd Drive and North Shepherd Drive. We are working on the design plans. We received the NJDOT concurrence for the design and design specifications. We received only one bid for the base and alternate bids in the amount of \$358,375.00. Due to the weather the project is on hold until Mach 2020. The Contractor is scheduled to start the concrete work around the second week in April 2020, with anticipated project completion in mid-May. (4-24-2020) The Contractor is mobilizing today to start the concrete work on Monday the 27th. (5-8-2020) Contractor finished all the concrete work and paving is tentatively scheduled for the week of May 18th. (5-22-2020 The contractor is scheduled to complete the paving starting June 9th. (6-12-2020) The contractor started to mobilize paving equipment to start the paving portion of this project on Monday the 15th and with anticipated date for completion on the 20th. (7-10-2020) during the reconstruction of the road, a drainage pipe collapsed along North Shepherd Drive the corrugated aluminum pipe was not installed properly and did not have the proper cover on top it, the Contractor replaced the 15" pipe with 8" ductile iron pipe. The final pavement has completed, the contractor is working on restoration and cleanup. We had an issue with the resident at 2009 Shepherd Drive the landscaping was almost 3' over the paving when the contractor was milling the road he requested that we get the 3 rhododendrons bushes trimmed back away from the street, Public works did the work and the resident sent a complaint and is requesting to get reimbursed \$1,500 to replace the three bushes, the homeowner failed to comply the property maintenance ordinance (215-47). (8-7-2020) I met with the Contractor to delineate the problematic areas, the Contractor needs to reconstruct an approximately 20' of the concrete gutter and mill and pave approximately 400' to correct the drainage problems. (8-28-2020) the Contractor started the repair work along Shepherd Drive should be finished by next week. (9-11-2020) Contractor started the asphalt repair should be completed by the 15th. (10-2-2020) All repair work has been completed. (10-16-2020) we approved payment # 3 for the contractor, we ordered the core samples and working with contractor on the final change order. **(11-20-2020) we are in the process of getting core sample, so we can start closing out this project.**

NF13-37 Municipal Building Parking Lot Paving and ADA Upgrade

We are in the process of designing the necessary ADA upgrade to the municipal building rear entrance, paving and restriping the parking lot. The Municipality will utilize the Atlantic County Improvement Authority Grant to finance portion of the project. We added the Library parking lot to the project, and we are working on the field survey. The bid package was not acceptable due to the CCBG funding the bid documents must meet the federal bid guidelines. I met with Bob McGuigan, got all required information, which must be included within the bid package, we will revise the documents accordingly and forward it to him for final approval. Nothing new to report. (4-24-2020) I will get the bid package to the Clerk's office for council review and authorization to go out to bid by May 4th. (5-22-2020) Plans and bid package is at the Clerk's office for Council member review, waiting on the Council authorization to proceed with the bidding process. (6-12-2020) The bid was advertised on June 10th with

opening scheduled for July 7th. (7-10-2020) we received two bids only and the I sent a letter recommending to the reject the bids and bid the parking lots and ADA improvements separately. (8-7-2020) Bid packages are completed and will advertise the projects within a week. (9-11-2020) Project has been advertised with bid opening on October 1st. (10-2-2020) We received bids for the project, based on preliminary review of the bid packages the paving portion of the project came in at \$121,700 and the ADA improvement portion came in at \$149,400 the total cost will be \$271,100 way less than the previous low bid amount of \$433,000. (10-16-2020) we prepared the award recommendations for the paving and the ADA upgrade portions of the project for Council's approval. (11-6-2020) We had a pre-construction meeting for the City Hall ADA ramp project, it is anticipated the project will be completed by the end of January 2021 subject to weather. **(11-20-2020) working with the contractor on the ramp shop drawing and getting a price to remove the existing tower.**

NF13-43 Asset Management Plan

Work has been started on different components of the plan. North American Pipe, LLC has been contracted to video the sewer main along Tilton Road from the manhole by Little Italy Restaurant at Burton Avenue to the manhole at Maple Ave. and Roosevelt Ave. we found a major sewer main break at the intersection of Tilton and Burton causing major roadway settlement, also Infra Structurer Assessment, LLC started to inventory the sewer system. We are working on completing the sanitary sewer system inventory. I will be meeting with Public Works Director on March 9, 2020 to go over portion of the plan and to determine the section sewer main that needs to be inspected. We are finalizing the list for the portion of the sewer main to be videoed. Waiting to hear back from Contractor if able to work. (10-16-2020) working on the schedule to move forward with to video portion of the sanitary sewer pipes. **Nothing new to report.**

NF13-27 Grant Applications:

On March 17, 2020 there will be a meeting with ACIA for new the CDBG grant applications, I will be attending the meeting to get the Municipal package and possibly discuss the status of our 2019 application. Meeting was canceled, the packages will be sent directly to the Municipality. Nothing New to report. (4-24-2020) CDBG grant application for \$34,000.00 was submitted to the Atlantic County Improvement Authority for the construction of 20'X30' pavilion and outdoor exercise equipment at Birch Grove Park. (5-22-2020) working on the 2021 Municipal Aid Grants for the reconstruction and widening of Merritt Drive, portion of Ridgewood Drive and possible drainage system upgrade. Also, I received an email from the ACIA stating that the municipality does not qualify for CDBG for recreational use (we don't meet the LMI requirements as set by HUD) the only project we can apply for are ADA compliance or projects for Senior Citizen. (6-12-2020) Finalizing the Municipal Aid Grant application for Merritt Drive and working on the CDBG grant to upgrade ADA access to the picnic area at Birch Grove Park. (7-10-2020) The 2021 Municipal Aid Application has been submitted and there is a resolution on the agenda, which needs to be sent to the NJDOT no later than July 31, 2020. Nothing new to report. (10-16-2020) we had a zoom meeting with the NJDOT Local Aid to discuss the Transportation Alternative Set-Aside program grant for the bike path upgrade. (11-6-2020) working with Mary Canesi on the grant application and getting all the supporting documents and preparing a concept plan to be submitted with the application. **(11-20-2020) The bike path grant application will be submitted by the 24th.**

NF13-03 New Jersey American Water Company System Upgrade:

The NJAWC finished all the connection to the local streets off- Shore Road, between Ridgewood Ct. and Oakcrest Ave. I have a meeting scheduled with Timothy Green, to mark out the pavement restoration limits also to discuss our 2020 road paving projects. Waiting to meet with the Water Company Rep. (4-24-2020) I met with Tim Green from the NJAWC to mark out the paving limits along Fuae Ave. and First Street, the NJAWC agreed to pave 400' of Fuae Avenue full width, and will pave First Street from Infield Avenue pass Davis full width also. (5-8-2020) Fuae Avenue and First Street paving was completed, Contractor is currently working along Shore Road and paving local street intersections (Cove Ave., Mimi Ct., Ridgewood, E. Glencove, E. Revere, Oakcrest and E. Vernon). (5-22-2020) all pavement restoration has been completed. **Nothing new to report.**

NF13-03 Street Opening:

Nothing new to report.

NF13-46 Municipal Stormwater Management Plan:

We are in the process of finishing the Municipal Storm Water Management Plan, Outfall map has been completed. The NJDEP passed new storm water regulations we are in the process of revising the Municipal Storm Water Management Plan we have prepared last month. Municipal Stormwater Management Plan is Completed and working with Public Works on finishing the SPPP (stormwater pollution prevention plan) report. (4-24-2020) Both reports are completed waiting on final review by the Stormwater Coordinator to finalize both documents. (5-8-2020) Both reports are finalized and waiting on Council approval prior to being posted to the Municipal Website. **PROJECT IS COMPLETED.**

NF13-44 2020 Local Road Paving Program

(10-2-2020) This project originally included portion of Second Street, Portion of Franklin Avenue, portion of Fairbanks Avenue, Portion of Bates Avenue, Portion of Maple Avenue including drainage, Half width Haddon Avenue, portion of Wabash Avenue, Half width of portion of Ridgewood Avenue, Half width of portion of Glencove Avenue. During the design process a portion of Cedar Bridge, Cedar Spring Court and the re-alignment of Birch Grove Park Road were added to the scope of this project, design plan and bid packages will be ready for Council's review and approval at the October 20th meeting. (10-16-2020) bid package and plans needed additional revisions and was not completed on time for the Council's approval at this meeting, package will be ready for the next Council meeting. (11-6-2020) Bid package was delivered to the Clerk's Office; we are requesting an authorization to proceed with the bid. **(11-20-2020) Bid opening is set for December 10th.**

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

(5-22-2020) The City was approved for \$ 290,000.00 from the NJDOT 2020 grants for the reconstruction of Fuae Avenue between Zion Road and Dolphin Avenue. The design plan has been completed; we sent the design plans and the bid package to the NJDOT for their concurrence for the design and specifications. Also, we have dropped off a complete package at the Clerk's Office for Council Member review and approval. (6-12-2020) We received a letter from the NJDOT requiring minor revisions to the bid package, we are working to get the changes finished and sent back to the DOT by June 16th. (7-10-2020) Project has been advertised for August 4th bid opening. (8-7-2020) We received 4 bids the lowest bidder was Hackney Concrete, Inc (\$302,112.80) the estimated project budget was \$300,000.00 and a Recommendation of Award was sent to Council for approval. (8-28-2020) waiting on the NJDOT concurrence with the bid award, so we can move forward with the construction. (9-11-2020) We received the concurrence from the NJDOT, and the per-construction meeting will be held on the 14th. (10-2-2020) Nothing new to report. (10-16-2020) Contractor is starting the concrete work on Monday the 19th. (11-6-2020) Contractor started the concrete portion of the project. **(11-20-2020) The concrete portion of the project will be completed by November 24th and the paving portion is scheduled for the first week in December subject to the weather.**

NF13-48 Reconstruction of Merritt Dr. and p/o of Ridgewood Dr. (Municipal Aid FY 2021)

On November 16, 2020, The City was selected to receive \$ 310,000.00 from the NJDOT Fiscal Year 2021 Municipal Aid Program the Reconstruction of Merritt Drive and portion of Ridgewood Drive between Route 9 and Wabash Avenue.