

Borough of Norwood
Work Session
March 25, 2009

The Work/Executive Meeting of the Mayor and Council of the Borough of Norwood was held on the above date.

Mayor Barsa called the meeting to order at 8:02 PM.

Mayor Barsa led the Council and those in attendance in a salute to the American flag and asked for a moment of silence.

Mayor Barsa stated:

Adequate notice of this meeting has been provided in accordance with the Open Public Meeting Law, P.L. 1975, Ch. 231, setting forth the time, date, place and purpose of this Public Meeting through a legal notice published in the Record and Press Journal.

PRESENT AT ROLL CALL:

Mayor	James Barsa
Councilman	Tom Brizzolara
Councilwoman	Marianne Orecchio
Councilman	Barry Scott
Councilman	Edward Condoleo

ABSENT:

Council President	Anthony Guercio
Councilman	Allen Rapaport

ALSO PRESENT:

Nilufer DeScherer	Borough Attorney
Matthew Neuls	Borough Engineer
Maureen Neville	CFO/Treasurer

At this time, Mayor Barsa explained that he has asked the Borough Engineer to investigate a drainage situation on Meadow Lane. He continued that the Borough has cleaned and maintained the catch basin that is within the public right-of-way and that historically the Borough has never become involved with drainage problems on private property. Mayor Barsa asked for a motion to open the meeting to the public for discussion of this Meadow Lane drainage problem only. The motion was made by Mrs. Orecchio, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

Peter and Louise Keglihan, 5 Meadow Lane described the drainage problem they are experiencing and voiced their opinion that it is caused by the way the street is pitched and the location of the catch basin. Mrs. Keglihan advised they had a video which they would provide to the Borough Administrator to give to the Borough Engineer.

Mr. Robert Garner, 8 Meadow Lane confirmed that the location of the catch basin by the Keglihan's garage is a major source of the drainage issue.

No one else wishing to be heard on this matter, a motion to close the meeting to the public was made by Mr. Brizzolara, seconded by Mrs. Orecchio and declared carried upon the affirmative vote of all Council Members present.

JIF Safety Video presented by Ruth Falkenstern, Risk Manager

Mrs. Falkenstern advised that she wished to address the Council to explain what the Joint Insurance Fund does and how it operates. She provided each member of the governing body with a brochure entitled, "Risk Management for Local Officials", a copy of which is on file in the Borough Clerk's office.

Mrs. Falkenstern explained that she had an 11-minute slide show to present, but due to technical difficulties was unable to do so at this time. Mrs. McMackin advised that she would e-mail the video to the members of the governing body.

Items for Discussion:

Neglia Engineering letter dated March 2, 2009 re Construction Management for Kennedy Park War Memorial:

Following a brief discussion, motion was made by Mr. Scott authorizing the preparation of the following resolution for the April 7, 2009 Public Meeting agenda:

Approving Neglia Engineering construction management fee for the Kennedy Park War Memorial for an amount not to exceed \$8,500.00

The motion was seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Approval of plans and specs to authorize bidding for renovations to the public bathrooms at Kennedy Park:

Mr. Neuls reviewed the plans and specifications for the ADA compliant public bathrooms at Kennedy Park. It was the consensus of the Council that Mr. Neuls revisit the plans with the architect to include a urinal and swing out door. Therefore, a motion authorizing the preparation of the bid package with the recommended changes to the specifications was made by Mr. Scott, seconded by Mr. Condoleo with all Council Members present voting aye.

Borough Attorney letter dated March 18, 2009 re authorizing the RFQ's for a new contract for the compost facility (contract with Tobar expires in August):

Mr. Scott explained that Mr. Locavare has agreed to pay the Borough \$4.00/cubic yard of mulch based upon the yardage sold. Mr. Scott offered a motion approving the preparation of a resolution authorizing competitive contracting for concession for the leaf composting facility for the April 7, 2009 Public Meeting agenda. Mrs. Orecchio seconded the motion that was carried upon the affirmative vote of all Council Members present.

Chief of Police request re Special Officers' pay rate:

Mayor Barsa explained that the Chief of Police has requested an increase in Special Officers' pay rate noting that a Class II Special Officer has arrest powers and can carry a weapon. Ms. DeScherer, Borough Attorney reported that the Borough Code does not have a Class II Special Officer classification and that in order to comply with the Chief's request, the ordinance has to be amended to create the position and the salary ordinance amended to include the rate of pay for the position. Mr. Rapaport will be asked to confer with the Chief for further discussion by the governing body.

Questions for Budget Survey:

Mayor Barsa explained that he would like at least ten questions posed to Borough residents pertaining to reduction in the Budget asking that they be posted on the website and included in the budget newsletter. He requested all Council Members to submit their suggested questions to the Borough Administrator.

At this time, Mayor Barsa reported that the administration of the Valley Program, now housed at Norwood Public School, has asked that their students, resident and non-resident, be permitted to attend the Summer Recreation Program. He explained the Summer Recreation program operates from Norwood Public during the month of July with enrollment limited to Norwood residents. Mayor Barsa asked Mrs. Jo Ann Spadaccini to address the Council. Mrs. Spadaccini explained that the program is for autistic children who would benefit greatly from the interaction with the children enrolled in the summer recreation program. She advised that supervision of the Valley Program students would not be a problem as there are ten to eleven students per week with an assistant for every two children plus a teacher, occupational, speech and physical therapist assigned to them. Mrs. Spadaccini continued that the entire cost per child would be covered by the program.

Following a brief discussion, it was the consensus of the Council that the participants of the Valley Program be permitted to enroll in the Summer Recreation Program. Mayor Barsa advised he would speak with the Director of Recreation and the administrator of the Summer Recreation Program.

Borough Engineer Report:

The Engineer's Report dated March 20, 2009 is attached (Attachment A). Mr. Neuls noted that Municipal Aid applications are due June 12, 2009 and will once again be submitted electronically. He requested direction in filing the necessary applications with resolutions required by the State's deadline.

Borough Attorney Report:

Ms. DeScherer advised that she had nothing further to report.

Administrator Report:

Mrs. McMackin requested that the following resolution be approved:

Approval of Resolution 09:63 authorizing 2008 Budget Appropriation Reserve Transfers in the amount of \$11,100.00

Motion of approval was made by Mrs. Orecchio, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

2009 Municipal Budget:

Mr. Condoleo reminded that the Borough Engineer was to review the sewer fees from the BCUA and that the cost of lighting Kennedy Field was to be determined. He confirmed with the Borough Administrator that the 2009 Municipal Budget would be introduced Tuesday, March 31, 2009 at 8:30 A.M.

Mrs. McMackin explained that on March 31st the Council would be acting on the following:

- Introducing an ordinance to exceed the municipal budget appropriation limits and establish a CAP Bank for the calendar year 2009
- Approving a resolution providing for an increase in reserve for uncollected taxes percentage
- Approving a resolution introducing the 2009 Municipal Budget
- Approving a resolution authorizing an application for the Local Finance Board for levy cap waiver
- Approving a resolution authorizing an application to the Local Finance Board for a reduced pension contribution

Mr. Condoleo noted that the Borough has experienced reduced assessments and revenue and that the governing body must continue to look for ways to cut costs. He reminded that the Borough's State aid has been cut by \$38,000.00 and that over the past two years the Borough has lost almost \$200,000 in State aid.

Mr. Brizzolara reported that the original 17.5% tax increase has been reduced to 13.7% and that the average assessed home of \$711,000 will see an increase of \$448.00 in municipal tax alone not taking into account the school or county tax levies.

Mr. Scott advised that the Norwood Public Library cut their request by \$25,000.00 and that the department heads have been very cooperative in cutting their budgets.

Mr. Brizzolara voiced his opinion that the following items should be considered for elimination: attendance at the League of Municipalities Convention; \$250.00 phone allowance for members of the governing body; updating the Borough website and Borough newsletters.

Mrs. Orecchio voiced her opinion that the elimination of Borough staff position(s) should not be considered.

Ms. Neville reminded that the Request for Proposals for banks should be reviewed by the Borough Attorney so that the Administration can go forward.

General Public Comment:

It was moved by Mrs. Orecchio and seconded by Mr. Scott to open the meeting to the public for comment. All Council Members present voted for the motion.

George Hertzberg, 24 Carter Street, referred to Holdrum Street, described it as a very narrow street with parking permitted on both sides from Broadway to Carter causing a very dangerous situation. Mr. Brizzolara asked that the Chief of Police look into this and report back to the Council.

Mr. Hertzberg suggested that residents may be willing to lend the Borough money interest-free. Mr. Condoleo advised that State law would not be permit this.

Ruth Falkenstern, Blanch Avenue, voiced her opinion that Swift Reach was used for too many non-emergency situations last year.

Robert Garner, 8 Meadow Lane, referred to delineating the borders of the Haring Cemetery and reminded that the neighborhood coalition was in favor of a cobblestone border rather than the polished granite.

Following discussion, Mr. Scott asked the Borough Engineer to investigate the merits of a cobblestone border as opposed to granite.

At this time, Mr. Brizzolara advised that he considers this project to be a luxury that the Borough can not afford at this time. Therefore, he will ask for the funds to be removed from the budget. Mr. Garner recommended that the boundary markers be installed as an interim solution. He also referred to the Historical Society requesting grant money to landscape the cemetery and noted that it should be determined whether the trees can be replanted.

No one else wishing to be heard, a motion to close the meeting to the public was made by Mr. Brizzolara and seconded by Mr. Condoleo. The motion was carried upon the affirmative vote of all Council Members present.

Mayor Barsa declared a five minute recess at 9:40 PM.

Mayor Barsa reconvened the meeting at 9:50 PM.

Ruth Falkenstern, Risk Manager provided the governing body with a brief history of the Bergen County Municipal Joint Insurance Fund that has been in operation since 1985. She noted that by polling resources, the Boroughs have saved money and realized dividends with the Borough receiving \$8,551.00 last year.

Page 7

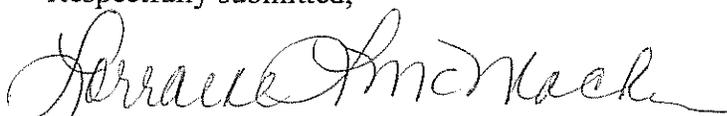
Mayor and Council Work Session Minutes – March 25, 2009

Mayor Barsa advised he would recommend that the Borough receive the dividend this year as revenue rather than apply it to the principle. He commended Mrs. Falkenstern for the job she does on behalf of the Borough.

Adjournment:

Motion to adjourn at 10:15 PM was made by Mrs. Orecchio, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lorraine L. McMackin".

Lorraine L. McMackin, RMC, CMC
Administrator/Clerk



ENGINEERING ASSOCIATES

Joseph E. Neglia, P.E., P.L.S., P.P.
CEO, Chairman of the Board
Michael J. Neglia, P.E., P.L.S., P.P.
President

Gregory Polyniak, P.E., P.P.
Michael F. Berliner
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Construction Management

ENGINEER'S REPORT
BOROUGH OF NORWOOD
March 20, 2009

1. SUMMIT ST., HIGH ST., HUDSON AVE. & ROCKLAND AVE.
TRAFFIC ANALYSIS

Neglia Engineering Associates has made a presentation and written report outlining findings regarding traffic patterns in the study area. Speed of vehicles was recorded utilizing several methods and our findings were detailed in the report and presentation. We made a follow up report to the Mayor and Council and residents on February 27, 2008.

Also, the Borough received funding for the installation of five (5) raised intersections in the study area from the New Jersey Department of Transportation as part of the annual Municipal Aid - Safe Streets to Schools program. The grant was under agreement as of March 2008. The construction contract will need to be awarded within 18 months (by September 2009) of the date the grant went under agreement. We have developed a proposal for the preparation of the engineering design and construction documents for the traffic calming improvements and forwarded the same to the governing body. We made a presentation and provided information to help educate the residents in the area about the project. This session took place December 17, 2008. During the presentation, our project received varied feedback. We presented an exhibit which showed various options including the original raised intersections, speed humps and speed tables in other locations.

2. KENNEDY PARK WAR MEMORIAL

The Borough has received a matching grant from the Bergen County Open Space Trust Fund in the amount of \$60,000.00.

We have met with representatives of the Borough and the Norwood American Legion, and we have prepared engineering drawings and bid documents for improvements to the existing war memorial.



Sealed Bids were received on four (4) occasions November 2007, March 2008, May 2008 and July 2008. On each occasion, the bids which were received exceeded the Municipality's budget for the project. In accordance with the approval of the governing body, we have entered into negotiations with several contractors who submitted bids during the last two (2) bidding occasions. Following meetings with several of the contractors as required, we have sent out bid packages with clarifications and minor modifications. Revised price quotes were received from two (2) contractors – Rich Picerno Builders and Let it Grow, Inc. We have reviewed the revised price quotes with the Borough Administrator and recommend awarding the contract to Let it Grow, Inc. A pre-construction meeting took place on March 4, 2009 and shop drawings are being submitted. We anticipate work will begin around April 1.

We have distributed specifications for the expansion of the monument itself to three (3) contractors for price quotes. We have received price quotes from all three (3) contractors and recommend awarding the contract to Sprung Memorial Group. The governing body approved the award and we received the cut sheet with the names spelled for review. While questions have remained regarding the approved list of names for the monument, I have continued to be in contact with the manufacturer. We received a finalized list of names from the Borough and the manufacturer has sent a proposed layout diagram. Upon approval of the same, the monument will be placed into manufacturing.

3. **LIVINGSTON STREET BEAUTIFICATION**

Based on preliminary studies and meetings with the Bergen County Planning Department and County Engineer, we have developed a conceptual plan for Streetscape Improvements to Livingston Street between Broadway and Rockland Avenue within the Borough of Norwood. The preliminary plan was developed in consideration of the existing and anticipated traffic volumes in the area along with ways to address the circulation and parking associated with the existing and potential future uses along the Livingston Street Corridor.

Based on the approval of our proposal for professional engineering services, Neglia Engineering has completed the Base Map preparation phase of our contract. Existing features plans will be delivered to the Borough in the near future. We are now proceeding with our preliminary design work. This plan will incorporate the proposed improvements and will be presented to the County Planner and Engineer for final comments prior to full design. At the same time, the plan will be provided to the Borough to insure that all stakeholder recommendations and concerns are addressed prior to proceeding with the full engineering design. The layout plans were presented to Councilman Rapaport for consideration by the committee. Changes to the layout plans to accommodate committee concerns will follow prior to a full presentation before the County Planning Division.

4. **BLANCH AVENUE & KENSINGTON AVENUE DRAINAGE / BLANCH AVENUE WEST DRAINAGE**

As requested by the Borough and the Bergen County Engineering Department, we have investigated various drainage complaints along Blanch & Kensington Avenue. Also, we have investigated reports of ponding along Blanch Avenue in the westerly portion of the Borough.

We have also prepared a report of our findings which we have submitted to the Borough as well as the Bergen County Engineering Department.

We have proposed improvements to Blanch Avenue from Summit Avenue to Somerset Road and from the CSX Railroad Right of Way to Grissom Place. These improvements have been discussed with the Bergen County Engineering Department under an arrangement where the County would fund the improvements and the Borough would commission the design and bidding documents. A detailed cost



estimate has been prepared and a proposal for engineering services has also been developed and submitted. The Borough has approved our proposal contingent upon the certification of funding by the County of Bergen. We will begin with the surveying and design once the County confirms that funding is set aside for this project and the Borough directs our office to proceed. I have contacted the County Engineer's office regarding this project. The County is awaiting an internal review by a hydraulics engineer and will contact me shortly with a status update.

5. **2008 CDBG Barrier Free Ramp Project**

Neglia Engineering Associates has worked with the Borough Administrator to identify 36 remaining curb ramps in the Borough which should be replaced. Community Development Block Grant money which has been received by the Borough can be used to complete the required construction cost. As in the past, soft costs must be absorbed by the Borough. The plans and bid documents have been prepared and the bid opening took place on Tuesday, October 21, 2008. Our office has recommended awarding the contract to Covino & Sons Construction, the low bidder. Our pre-construction meeting has taken place and we conducted a follow up meeting on site to look at detailed improvements on the intersections east of Piermont Road. Construction work was scheduled to begin as of December 8, 2008. Since that time, there have been a variety of unfavorable weather events. As of now it appears that construction may start in the next week or two.

6. **2008 CDBG Barrier Free Restroom Reconstruction – Kennedy Field Comfort Station**

It is my understanding that the Borough is received funding to reconstruct the restrooms in one of the two comfort stations at the Kennedy Field Complex to comply with the Barrier Free Subcode. I met with an architect on the project site to assist me in the development of a proposal for services and in the general direction of the project. The Borough approved a proposal prepared by RSC Architects for the preparation of the plans and bidding documents. I have received draft plans and specifications from the project architect and will review the same with the administration to insure compliance with the Borough's project goals. We can then determine a beneficial bid date.

7. **2008 Road / Sidewalk Improvement Program**

Neglia Engineering Associates has prepared a construction cost estimate for the refurbishment of remaining roads in the Cobblestone Crossing area of the Borough as these streets remain in need of repaving. In addition, Mayor Barsa has requested that we prepare an estimate for sidewalk reconstruction in several areas of the Borough. Following my recent meeting with the Borough on the status of a number of roadway and sidewalk segments in the Borough, I have developed a revised estimate which represents a proposed roadway and sidewalk improvement program for 2008. This revised estimate has been submitted to the Borough. We have submitted a comprehensive proposal for engineering design services for this project. We are looking forward to working with the Borough to get these improvements constructed in a cost effective manner.

8. **Residential Construction – 479 Summit Street**

I have been informed that both neighbors of the above listed residential construction project are dissatisfied with the construction work that has been done on the project site along their property lines and are concerned with impacts on their property. The complaints are generally related to grading and site drainage. This office has worked with the Borough Construction Official to identify deficiencies on the site. The builder has addressed some items which were requested during construction. Following a planned site meeting on October 24, 2008, I have issued correspondence identifying the remaining items which need to be addressed from a site engineering perspective in order for the



project to be considered complete.

9. **New Jersey Environmental Infrastructure Trust – 2009 Economic Recovery Program**

The New Jersey Environmental Infrastructure Trust (NJEIT) is a State lending agency associated with the New Jersey Department of Environmental Protection (NJDEP). NJEIT focuses its resources on low interest loans for local and county governments and other government agencies for the construction of necessary environmental infrastructure. Based on the anticipated Federal economic stimulus package, NJEIT has called for eligible projects within municipalities and has indicated that long term zero percent financing will be available for some projects that qualify. Neglia Engineering Associates has evaluated Norwood's Sewage Pumping Stations and discussed same with the administration for inclusion with this program. Upon the Borough's approval, the projects were discussed with the NJEIT and were found to be an eligible activity under the program. Eligibility does not guarantee a loan, but indicates that the project does fall within the program's mandate.

Following approval of the application for a loan and of our professional services proposal, Neglia Engineering Associates is designing the improvements to both Pumping Stations and preparing the required reports and loan application forms. The same was submitted to the state by the Monday, March 2, 2009 deadline. We have continued to refine our application package to provide the best package to the Borough and the involved State agencies. The additional financial information which is required has been delayed by the State for one month to allow for changes in the federal component of these programs. As a result, we understand that there may be additional grant money available. We will keep the Borough informed of any new information.

10. **2010 NJDOT Municipal Aid**

Neglia Engineering Associates has received a notice from the New Jersey Department of Environmental Protection indicating that the following grant programs are available during the upcoming funding cycle.

- Municipal Aid
- Bikeway
- Centers of Place
- Safe Streets to Transit
- Transit Village

The application for all of these programs for the 2010 funding cycle must be submitted electronically by June 12, 2009 at 12:00 noon. During the next month, we would anticipate that the focus of this year's applications could be determined and that so that we can prepare and file the necessary applications with resolutions as required by the State's deadline. If awarded, the Borough will have eighteen (18) months from the time a grant goes under agreement to award a construction contract for the funded work.



Please feel free to contact the undersigned if you should have any questions or require any additional information regarding this report.

Respectfully submitted,
Neglia Engineering Associates

Matthew J. Neuls, P.E.
For the Borough Engineer
Borough of Norwood

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