

Borough of Norwood
Work Session
May 27, 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 8:00 PM.

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 |
| Council President | Barry Scott |
| Councilman | John Nicolai |
| Councilman | Allen Rapaport |
| Councilman | Edward Condoleo (8:05 PM) |

ALSO PRESENT:

| | |
|------------------------------------|---------------------------|
| Chief of Police | Jeffrey Krapels |
| Borough Attorney | Andrew Fede |
| Borough Engineer | Matthew Neuls (8:15 PM) |
| CFO/Treasurer | Maureen Neville (8:40 PM) |
| Deputy Tax Collector/ Treasurer | Kunjesh Trivedi (8:40 PM) |

Mayor Barsa commended the American Legion for hosting the Memorial Day Parade and noted that the dedication of the new Kennedy Park War Memorial was a long awaited event.

Mayor Barsa advised that the recent retirement dinner for Dr. Andrew Rose, Chief Administrative Officer for the Norwood Board of Education, was attended by over 250 people. He commented that Dr. Rose was very appreciative of the twenty nine years he was able to spend in Norwood.

Items for Discussion:

Land Swap proposal for lots owned by William Tiner and Northwoods Land Development Company – Mr. John Conte, Jr. distributed a written proposal for an exchange of lots advocated by Mr. William Tiner and North Woods Land Development Company. He explained that he is a partner of the development company that owns Block 71 Lot 4 and Block 66, Lot 3 and Mr. Tiner is the owner of Block 74, Lot 3. Mr. Conte further explained that all three lots are encyclopedia lots located in the northwoods area. The proposal calls for all three lots to be exchanged for Block 169, Lot 5, a Borough owned 50' x 100' lot and the vacation of Park Street. which would increase the lot to a conforming 100' x 100'. Mr. Conte stressed that the vacation of Park Street would be essential to the exchange as the increase in lot size would enable Mr. Tiner to construct a home without going to the Zoning Board of Adjustment for variances.

Mr. Fede explained that a fair market appraisal must be done for all four lots by a Borough appointed appraiser and the cost must be borne by Mr. Tiner and the Northwoods Land Development Company. He further explained that it must be determined whether the Borough-owned lot has to be offered through public auction.

Following further discussion, motion was made by Mr. Scott and seconded by Mrs. Orecchio to authorize the Borough Attorney to investigate all aspects of this proposed land exchange for recommendation to the Council. The motion was declared carried upon the affirmative vote of all Council Members present with the exception of Mr. Brizzolara who voted in the negative.

Leaf Compost Concession Contract – Review of Revised Request for Proposals Results of Riverside Cooperative Bidding – Mr. Fede advised that he made the changes recommended by the Council and prepared a resolution authorizing the Borough Clerk to advertise for Request for Proposals for the June 3, 2009 Public Meeting Agenda.

Results of Riverside Cooperative Bidding – Mrs. McMackin reported that the bids for the 2009 Road Program came in under \$300,000.00 (\$265,045.74) and that the contract will be awarded to Sanzari. She explained that due to the low bid, the Borough would not have to bond as there are sufficient funds remaining in old bond ordinances and that additional roads could be chosen.

2009 Budget - Mayor Barsa advised that he, the Borough Auditor and Mr. Condoleo met with members of the Local Finance Board in Trenton last Monday to explain why the Borough was filing for extraordinary aid, namely due to the double impact of last years revaluation and the current financial climate.

He explained that the Local Finance Board asked that an additional \$100,000 be used from the surplus and that more cuts be made totaling approximately \$50,000. Mayor Barsa further explained that these measures could mean that the anticipated increase would be cut in half to about 6%.

Mr. Condoleo voiced his belief that it was most beneficial to meet with the Local Finance Board and noted that another appearance would be needed to address the CAP levy waiver. He explained that it is not anticipated that the State will adopt its budget until sometime in June; therefore, the Borough will not know until then the amount of State aid the Borough will be granted.

Mrs. McMackin confirmed that the Council must decide upon the additional cuts so that they can be sent to the Borough Auditor for him to prepare the Budget Amendment. She explained that the Amendment would have to be advertised and a Special Public Hearing scheduled for its adoption before the end of June. .

Open Space Trust Fund Grant (applications due July 27, 2009) – Mr. Scott recommended that the Borough make application for improvements to the Haring Cemetery to include landscaping, fencing, pathway and installation of a water meter. He voiced his opinion that such application would be looked favorably upon by the County since the Bergen County Executive and Board of Chosen Freeholders presented the 2009 Historic Preservation Commendation Award to the Borough for the preservation of the Haring Cemetery. Mr. Brizzolara voiced his opinion that any design concept should be shared with the neighborhood.

Motion authorizing the preparation of this grant application was made by Mr. Scott, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

At this time, Mr. Nicolai questioned whether and grant application could be submitted for the purchase and installation of solar powered lights for Kennedy Field. There was a brief discussion regarding whether such lighting is available for field sports. Motion authorizing Neglia Engineering to investigate this matter was made by Mr. Scott, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

At this time, Mr. Scott advised that the Board of Education has submitted utility bills to the Norwood Public Library for payment even though they have not completely vacated the premises. He continued that since desks and equipment are still being stored, they should continue paying the utilities until the area is empty and a walk through has been made. Mr. Fede noted that so long as the lease is in effect, the tenant is responsible for the terms of the lease until the premises are vacated; additionally, the lease agreement should formally be terminated. He advised he would review the lease agreement.

Borough Engineer Report - (See Attachment "A")

Both Mayor Barsa and Mr. Scott commended Mr. Neuls on the excellent job with the Kennedy Park War Memorial and all Council Members concurred.

Mr. Neuls referred to the Livingston Street Beautification project and advised that he, the Mayor and County Engineer had a site meeting today. The suggested revisions will be provided to the County.

The County Engineer also looked at the drainage problems in the area of Mrs. Mirabeto's house on Blanch Avenue and the railroad tracks and will be working with Mr. Neuls on this issue.

Mayor Barsa noted that the contractor for the CDBG Handicap Ramps did not re-install some of the street signs, specifically, the corner of Pierson and Piermont Road.

Mr. Neuls advised that he would prepare a punch list on this project for the contractor.

Mr. Neuls referred to the New Jersey Environmental Infrastructure Trust – 2009 Economic Recovery Program and advised that Norwood's project is 301 out of 728. He noted that the first 96 are guaranteed project grants and up to 230 are conditional.

Borough Attorney Report – Mr. Fede advised that he had a matter regarding contracts to discuss in Closed Session.

Administrator Report - Mrs. McMackin advised that she had personnel matters to discuss in Closed Session.

General Public Comment:

Motion to open the meeting to the public was made by Mr. Scott, seconded by Mrs. Orecchio and declared carried upon the affirmative vote of all Council Members present.

Richard Williams, 327 Tappan Road, identified himself as Chairman of the Norwood Historic Preservation Committee, and referred to the proposed Open Space Trust Fund grant application for the Haring Cemetery on Meadow Lane. He advised that the committee has changed its opinion of how the boundaries of the cemetery should be delineated and the preference is now for a 12" high dried laid stone wall around the perimeter. He distributed pictures of the type of wall preferred (Attachment "B"). Mr. Williams explained that the cost would be approximately \$11,000 to \$12,000 and that the Norwood Historic Society feels that it can raise \$3,000 to \$10,000 from private donors to be applied to the cost of the wall. He also noted that the Historic Preservation Committee would be willing to work with Mrs. McMackin on the Open Space Trust Fund grant.

Both Messrs. Rapaport and Brizzolara voiced their opinion that the neighboring property owners should be invited to review the proposed grant application for the fencing and landscaping for the Haring Cemetery.

Lisa Kurtz, 401 D'Ercole Court, referred to the proposed fence for the Haring Cemetery and voiced her belief that this was put on hold. Mr. Scott explained that the cost for the fence (\$6,000) was removed from the operating portion of the budget and was intended to be paid from open space monies. However, after discussion this evening, a grant application will be made to fund the dried laid stone wall proposed by the Historic Preservation Committee along with a landscaping plan.

No one else wishing to be heard, 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.

Approval of Resolution 09:87 Authorizing the Mayor and Council to proceed in Closed Session for the purpose of discussing bidding results for Kennedy Field Restrooms and matters relating to personnel

Motion to approve Resolution 09:87 to go into Closed Session was made by Mr. Scott, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Mayor Barsa convened the meeting at 10:30 PM.

Motion to grant Officer White a leave of absence according to the Borough of Norwood Personnel Manual directing that all accumulated sick and vacation time be used was made by Mr. Scott, seconded by Mr. Rapaport and declared carried upon the affirmative vote of all Council Members present.

Motion was made by Mr. Brizzolara and seconded by Mr. Rapaport authorizing the Borough Attorney to prepare a resolution rejecting the two lowest bids for the Kennedy Park restrooms and awarding it to the third lowest bidder, LKL in the amount of \$34,595.00. The motion was approved upon the affirmative vote of all Council Members present and the resolution will be on the June 4, 2009 Public Meeting Agenda.

Motion authorizing the Administrator to advertise for a part-time Finance Clerk, 20 hrs. per week with salary commensurate with experience within the \$15.00 to \$20.00 range, was made by Mr. Brizzolara, seconded by Mr. Rapaport and declared carried upon the affirmative vote of all Council Members present.

Page 6

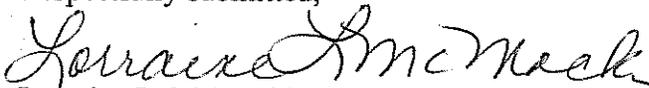
Mayor and Council Work Session Minutes – May 27, 2009

Motion authorizing Alyson Lazarus to work flexible hours in the Construction Office around her Old Tappan schedule was made by Mr. Nicolai, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Adjournment:

Motion to adjourn at 10:32 PM was made by Mr. Brizzolara, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,


Lorraine L. McMackin, RMC, CMC



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
Dominick Villano, P.E.
Thomas R. Solfaro, P.E., C.M.E.
Daniel Kaufman, P.E., P.P.
Brian Intindola, P.E.
Quentin W. Wiest
Joann Signa

34 Park Avenue
P.O. Box 426
Lyndhurst, NJ 07071
Tel: 201.939.8805
Fax: 201.939.0846
info@negliaengineering.com
www.negliaengineering.com

Civil Engineering
Municipal Engineering
Traffic Engineering
Planning
Land Surveying
Construction Management

ENGINEER'S REPORT
BOROUGH OF NORWOOD
May 26, 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 met with representatives of the Borough and the Norwood American Legion, and 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 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 construction work was substantially complete by May 20, 2009 as required. The monument improvements project was in operation for re-dedication on Memorial Day, May 25, 2009.

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. The two granite tablets which compose the expansion to the monument itself, listing the names of Norwood residents who served during the Korean War, Vietnam War and the Grenada Conflict were set on May 19, 2009 by the Sprung Memorial Group. The foundation for the same were previously constructed by Let it Grow, Inc.

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. We have completed the preliminary design work. This plan incorporates the proposed improvements and has been presented to the County Planning Director and County Engineer for final comments prior to full design. A meeting was held with both the Planning Director and the County Engineer and comments have been received. A site meeting with the County Engineer is scheduled for May 27, 2009. Following confirmation from the County of Bergen that all design elements are in order, final design documents will be completed as required.

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. In addition, I have set a meeting on site with the County Engineer for May 27, 2009.

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. Construction is currently underway and near completion. We are evaluating adding additional ramps in an effort to efficiently utilize the available grant funding for this project.

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 have reviewed the same with the administration to insure compliance with the Borough's project goals. The project has been offered for public bid and the bids were opened on April 23, 2009. We are currently evaluating our recommendation for award and the project can begin within the next several weeks.

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. **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.

9. **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

ATTACHMENT "B"

14" high

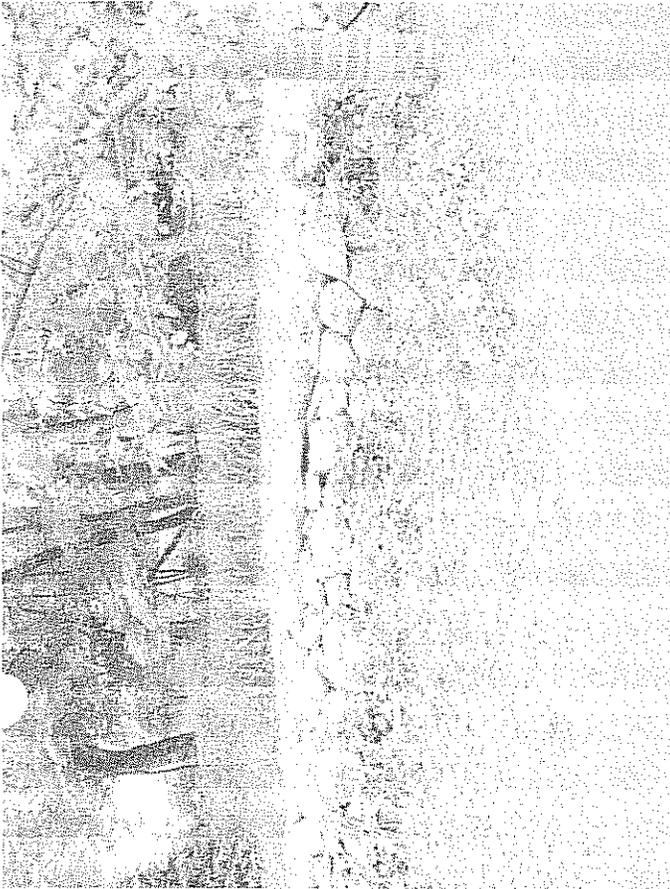


14" high

15" high



16" high



13" high

