

Borough of Norwood  
Work Session  
January 23, 2013

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 8:07 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.

Present at Roll Call:

Mayor	James P. Barsa
Councilman	Thomas Brizzolara
Councilman	Barry Scott
Councilwoman	Marianne Orecchio
Council President	Allen Rapaport
Councilman	Edward Condoleo
Councilman	Joseph Ascolese

Also Present:

Borough Attorney	Andrew Fede
Borough Engineer	Daniel Kaufman

**Items for Discussion:**

Review of Acquisition of Easements Ordinance - Mr. Fede reminded that Bond Ordinance No. 12:13 was adopted to fund the Jay Street parking lot improvement which is the next step for the Livingston Street Beautification Project. He explained that seven properties are involved with the parking lot improvement and the adoption of this ordinance authorizes the Borough to negotiate with the property owners for the easements required to proceed with the project. He further explained that the owners will be sent an offering letter which will include the appraisal amount. They will have 14 days to respond to the offer either accepting it or refusing it. Should there be a negative response, the Borough can then begin negotiations.

Following a brief discussion, motion to introduce Ordinance No. 13:01,

“AN ORDINANCE AUTHORIZING THE ACQUISITION OF EASEMENTS IN AND OVER PROPERTIES KOWN AS BLOCK 91, LOT 5; BLOCK 91, LOT 6; BLOCK 91, LOT 12; BLOCK 100, LOT 12; BLOCK 100, LOT 13; BLOCK 100, LOT 14; AND BLOCK 101, LOT 12 IN THE BOROUGH OF NORWOOD”

was made by Mr. Rapaport, seconded by Mrs. Orecchio and declared carried upon the affirmative vote of all Council Members present. Mayor Barsa announced that the Public Hearing would be Wednesday, February 27, 2013 at 8:00 PM.

### Employee Handbook

Messrs. Scott and Ascolese referred to and questioned the following sections in the Employee Handbook:

Page 43 whether leave of absence and family leave apply to part-time employees.

Page 48 how often can an employee take family leave.

Page 60 Mr. Scott recommended that all candidates for all positions be interviewed by the full Mayor and Council

Page 61 concise definitions regarding relationship for nepotism policy

It was the consensus of the Council that the Administrator clarify these items with Labor Council and that the Employee Handbook be amended accordingly for further review. Mr. Scott applauded the Borough Administrator and Personnel Committee for their time and effort in preparing this document.

Mrs. Orecchio referred to page 27 pertaining to the employee evaluation policy and questioned whether it has been an ongoing process. Mrs. McMackin advised that although it was not done last year, it would be done in 2013.

Ordinance to register rental property – Mayor Barsa asked all to review the Bergenfield ordinance regarding registering two-family homes for further discussion at the February 27, 2013 Work Session.

Engineer's Report

1. Monthly Report

- Livingston Street – Mr. Kaufman advised that he would be meeting with the County tomorrow to finalize all quantities and attempt to close out the project. There are a few minor punch list items for the contractor to address. Word should be received soon from the Department of Transportation as to whether Phase II of the project will be funded.
- Pump Stations – Mr. Kaufman reported that there are minor punch list items to be remedied that will not increase the contract amount and that the project should be closed out shortly.
- Installation of sidewalks on Broadway to NVHSOT – Mr. Kaufman explained that after meeting with the County and reviewing the plan, it was determined that the Borough may have to acquire an easement at the corner of Orangeburg Road and there is a strong possibility that a retaining wall has to be built. These items will far exceed the grant amount. Following discussion regarding possible crossing routes, it was the consensus of the Council that the Mayor, Chief Krapels, and Mrs. McMackin revisit the area.

Borough Attorney's Report – Mr. Fede advised that he had the Fulmer tax appeal matter to discuss in Closed Session that is not listed on the agenda.

Administrator's Report – Mrs. McMackin reported that a Local Finance Notice stated that March 15, 2013 would be the deadline for submission of municipal budgets and that the Borough would adopt its 2013 Budget at the March 13<sup>th</sup> Public Meeting. She advised that she is still waiting to receive capital budget items from various departments. Mrs. McMackin referred to the letter from the Library requesting a reduction in their annual rent. She explained that she received a telephone call from Bergen County Community Development regarding the \$40,000.00 CDBG grant to make the bathrooms by the DPW handicap accessible and asked whether the governing body wished to proceed and go out to bid. It was the consensus of the Council to proceed and determine whether heating them could be included in the grant. There was discussion regarding the annual heating cost, and it was determined that since the bathrooms would probably be used by those using the basketball courts and batting cage, this expenditure could be added to the Recreation Committee's budget.

1. Preventive Maintenance Proposals for HVAC units at Borough Buildings – no report given.

2. Review 2012 Environmental Insurance Fund Audit – no report given.

3. Request from American Cancer Society requesting permission to transverse through Norwood on Sunday, June 9, 2013 for the 26<sup>th</sup> Annual George Washington Bridge Challenge – It was the consensus of the Council that a resolution of approval be included on the February 13 Public Meeting Agenda.

4. Request from American Diabetes Association to transverse through Norwood on Sunday, June 2, 2013 for their Tour de Cure bike event - It was the consensus of the Council that a resolution of approval be included on the February 13 Public Meeting Agenda.

**General Public Comment:**

Motion to open the meeting to the public was made by Mr. Rapaport, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present. No one wishing to be heard, motion to close the meeting to the public was made by Mr. Scott and seconded by Mr. Condeleo. All Council Members present voted in favor of the motion.

**Closed Session:**

At 8:50 PM, motion to approve Resolution 13:40 authorizing the governing body to convene into closed session to discuss pending litigation with Sequoia Electric, DPW Superintendent Vacancy, First Environment Proposal re: Underground Storage Tank Remediation and the Fulmer Tax Appeal was made by Mr. Rapaport and seconded by Mrs. Orecchio. All Council Members present voted in favor of the motion.

Mayor Barsa convened the open session at 10:21 PM and asked for a motion to adjourn.

**Adjournment:**

Motion to adjourn was made by Mr. Ascolese, seconded by Mr. Brizzolara and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

Lorraine L. McMackin, RMC, CMC  
Administrator/Clerk