

AGENDA  
BOROUGH OF NORWOOD  
MAYOR AND COUNCIL  
WORK/EXECUTIVE MEETING  
MARCH 25, 2015  
7:00 PM

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MAYOR BARSÀ

COUNCILMAN BRIZZOLARA  
COUNCILMAN MARINO  
COUNCILWOMAN ORECCHIO

COUNCIL PRESIDENT ASCOLESE  
COUNCILMAN RAPAPORT  
COUNCILMAN SCOTT

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Call to order

Flag Salute

Statement of Compliance: 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 Star Ledger.

Roll Call of the Council:

Mayor Barsa _____	
Councilman Brizzolara _____	Council President Ascolese _____
Councilman Marino _____	Councilman Rapaport _____
Councilwoman Orecchio _____	Councilman Scott _____

Mayor Barsa points out the Fire Exits

Items for Discussion:

- Review of Snow and Ice Removal Ordinance revisions
- Review of 2015 Non-Union Personnel Salary Ordinance
- Review of Drug & Alcohol Free Zones Ordinance
- Borough Engineer's Report
- Borough Attorney's Report
- Administrator's Report

General Public Comment:

Closed Session: Approval of Resolution 15:77 Authorizing the Governing Body to convene into closed session to discuss RFQ's received for Planner to prepare a comprehensive Master Plan and impact of recent New Jersey Supreme Court decision regarding COAH

Adjournment:

Borough of Norwood  
Work Session  
March 25, 2015

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 7:07 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 and Star Ledger.

Present at Roll Call:

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

Also Present:

Borough Attorney	Andrew Fede
Borough Engineer	Anthony Kuras
Chief Financial Officer	Judith Curran
Superintendent of Public Works	Alan Schrader

**Items for Discussion:**

Review of Snow and Ice Removal Ordinance Revisions – Mr. Scott referred to Section 201-2 (A) and recommended it read “within 24 hours of daylight after snow fall ends or ice is formed thereon.” All Council Members were in favor of this change. Mr. Brizzolara moved that this ordinance be introduced at the April 8, 2015 Public Meeting. The motion was seconded by Mr. Scott with all Council Members present voting aye.

Review of 2015 Non-Union Personnel Salary Ordinance – Mrs. McMackin advised that the draft of this ordinance did not include the base pay salary of the Police Captain at \$134,278.00 and that of the Chief of Police at \$151,385.93. She also advised that Section 11 would have to be revised to include the Chief of Police vacation of 30 days. Motion to introduce this ordinance at the April 8, 2015 Public Meeting was made by Mr. Brizzolara, seconded by Mr. Rapaport and declared carried upon the affirmative vote of all Council Members present.

Review of Drug & Alcohol Free Zones Ordinance – Mr. Scott voiced his opinion that according to the wording of the ordinance, the 13 acres of Northwoods would have to be surveyed to determine the locations of those sections within the 500 ft and 1,000 ft. described zones and signage posted. The Borough Attorney explained that the Borough Engineer prepared maps according to the designated distances and that according to state statute, this is the tool needed by the Prosecutor, adding that posted signs are not required. Mr. Fede continued that the maps have to be adopted as part of this ordinance along with the school crossing locations. He further explained that the drug free zone map was adopted by the Borough in 1993 but was never formalized by an ordinance. Mr. Fede stressed that the school properties only relate to those used for elementary or secondary school purposes. At the end of the discussion, motion to introduce this ordinance at the April 8, 2015 Public Meeting was made by Mr. Rapaport and seconded by Mrs. Orecchio. All Council Members present voted in the affirmative with the exception of Mr. Scott.

Borough Engineer's Report - Mr. Kurus reported as follows:

Kennedy Field Baseball Netting: After negotiations, Mr. Kaufman recommended that the contract be awarded to the low bidder, Cross Country Cowboy in the amount of \$89,992.00. Mr. Fede advised that the contractor has complied with the insurance requirements, the bid is well under the estimate and accordingly, he prepared a resolution for approval this evening. Mayor Barsa stressed that the contractor should be made aware of scheduled ball games so that their workday ends prior to the games. In response to Mr. Marino's question, Mayor Barsa explained that the netting extends from home plate to the 3<sup>rd</sup> baseline and is in four sections.

Motion to approve Resolution 15:78 awarding a negotiated contract to Cross Country Cowboy for the Kennedy Field Baseball Netting project in the amount of \$89,992.60 was made by Mr. Rapaport and seconded by Mr. Ascolese. On roll call vote:

Ayes: Brizzolara, Orecchio, Ascolese, Rapaport and Scott

Nays: Marino

There being five (5) ayes and one (1) nay, the motion carried.

Mr. Ascolese questioned the progress with the DPW building. Mr. Fede advised that the contractor is to provide a corrected Certificate of Insurance. Mr. Kurus explained that the account numbers for the gas and water utilities have been provided and that as soon as the contractor complies with the insurance requirements, a pre-construction meeting will be scheduled.

Borough Attorney's Report – Mr. Fede advised that he had matters to discuss in Closed Session (RFQ for the Planner to prepare a Master Plan and recent Court decision pertaining to COAH)

Administrator's Report – Mrs. McMackin reported as follows:

Friends of the Public Library: They wish to move their April 25<sup>th</sup> White Elephant Sale to Saturday May 16<sup>th</sup> from 9 AM to 2 PM. Motion of approval was made by Mr. Scott, seconded by Mrs. Orecchio and declared carried upon the affirmative vote of all Council Members present.

DPW Building – Insurance Claim: Mr. Stener, JIF insurance adjustor, advised he was finalizing his report and during discussion he referred to the \$543,000 check sent in September. After checking with the Finance Department, Mrs. McMackin informed him that the Borough did not receive this check. Following a brief discussion, Mrs. McMackin will follow up with the status of this payment.

Safety Committee: At a recent Safety Meeting it was stressed that motor vehicle checks be made for all Borough employees who use Borough vehicles as well as all volunteers. Mrs. McMackin explained that the Borough has an account with the NJ Department of Motor Vehicles and that she is the one authorized to request such checks. It was also stated that the Borough should be doing background checks on all individuals hired as summer camp counselors.

In discussing this matter with the Personnel Committee, it is their recommendation that these positions be advertised, job applications submitted, and a background check made before an offer of employment is made. Motion to proceed with this recommendation was made by Mr. Brizzolara and seconded by Mr. Rapaport. All Council Members present voted in favor of the motion. Mrs. McMackin was asked to send a letter to the Director of Recreation and the Summer Camp Director notifying them of this policy decision.

**General Public Comment:**

Motion to open the meeting to the public was made by Mrs. Orecchio, seconded by Mr. Rapaport 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. Brizzolara and seconded by Mr. Rapaport. All Council Members present voted in favor of the motion.

**Closed Session:**

Motion approving Resolution 15:77 Authorizing the Governing Body to convene into closed session to discuss RFQ's received for Planner to prepare a comprehensive Master Plan and impact of recent New Jersey Supreme Court decision regarding COAH was made by Mr. Scott and seconded by Mr. Rapaport. All Council Members present voted in favor of the motion and the Council proceeded into Closed Session at 7:45 PM.

Mayor Barsa convened the meeting at 8:20 PM.

Mrs. McMackin advised that James Smith will be retiring his position with the DPW effective April 15, 2015. She asked for and received approval to order him a plaque in appreciation for this thirty years of service and invite him to attend the April 8, 2015 Public Meeting.

Mayor Barsa advised that the Council needs to address the matter of e-mails. He stressed that all e-mails pertaining to Borough business go through the Borough server. He explained what when using personal devices, the best way to guarantee that you are conducting yourself according to the provisions of OPRA and OPMA is to copy messages to your borough e-mail address so that they go through the Borough server. Mr. Fede reminded that electronic communication between governing body members could be construed as an electronic meeting and referred to his article "Telephonic and Email Communications and the Open Public Meetings Act" which was distributed this evening. Mrs. McMackin advised meeting the Borough's Labor Attorney, Mr. Lou Rainone, at a recent OPRA seminar and learning that a member of the public wanted to see the text he observed being sent by a Council Member. In conclusion, all were cautioned about conducting borough business through e-mail.

**Adjournment:**

At 8:30 PM, Mayor Barsa asked for a motion to adjourn. The motion was made by Mr. Scott, seconded by Mr. Rapaport and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,



Lorraine L. McMackin, RMC, CMC  
Administrator/Clerk