

Borough of Norwood  
Work Session  
December 26, 2007

CALL TO ORDER AT 8:03 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 Press Journal on January 11, 2007.

**PRESENT AT ROLL CALL:**

Mayor	James Barsa
Councilman	Tom Brizzolara
Councilman	Michael Knigin
Council President	Barry Scott
Councilman	Anthony Guercio
Councilman	Edward Condoleo

**ABSENT:**

Councilwoman	Dolores Senatore
--------------	------------------

**ALSO PRESENT:**

Borough Attorney	Andrew Fede
Borough Engineer	Matthew Neuls

Mr. Guercio motioned and seconded by Mr. Scott to open the meeting to the public for comment. The motion passed upon the affirmative vote of all Council Members present. No one wishing to be heard, Mr. Brizzolara motioned and seconded by Mr. Condoleo to close the meeting to the public. The motion passed upon the affirmative vote of all Council Members present.

**Items for discussion:**

**Report on RFQ's received for Professional Services for 2008:**

Mayor Barsa noted that one RFQ was received for a Planner. Following a brief discussion, it was the consensus of the Council that the Administrator/Clerk advertise for additional RFQ's on the Borough website and that she reach out to others, specifically Heyer and Gruel Associates, the Planner who prepared the Borough's Community Open Space Planning Project.

Mr. Brizzolara referred to the three RFQ's received for an Architect and suggested that they provide references from other municipalities. Mayor Barsa advised that he would like to see if Mr. John Comer would be interested in applying; however, he also wishes to appoint him to the Planning Board and asked the Borough Attorney to determine whether he could act in both capacities. Mr. Condoleo suggested that perspective architects be asked for their overhead rate as well as hourly rate.

2008 Reorganization Meeting (January 7, 2008):

Mayor Barsa questioned whether any Council Member objected to any of the Council Committee assignments and none were voiced. Mayor Barsa questioned the possibility of appointing a Council Member to the Zoning Board of Adjustment since it currently does not even have a Council liaison. Both Messrs. Knigin and Brizzolara advised that the Council Member appointed to the Planning Board is the liaison to the Zoning Board. The Borough Attorney provided his opinion that a Council Member could not be appointed a member of the Zoning Board of Adjustment since the Board grants Use Variances and appeals are heard by the Mayor and Council; however, a Council liaison could be assigned to the Board.

Borough Engineer Report:

Mr. Neuls distributed Neglia Engineering's year-end report (Attachment A). Mayor Barsa announced that notification was received from the Governor's office that the Borough has been awarded a 2007 NJDOT Local Aid Trust Fund grant in the amount of \$150,000.00 for the raised intersections of Summit and High Streets.

Borough Attorney Report:

Mr. Fede explained there are private properties encroaching on Borough property within the Fox Hill acreage that has been deeded to the Meadowlands Conservation Trust; accordingly, the Trust wants this issue addressed. Therefore, Mr. Scott motioned, seconded by Mr. Condoleo that the Borough Attorney be authorized to send the same letter to the encroaching property owners as was done with the Central Woods. All Council Member present voted in favor of the motion.

Mr. Fede reported that joint purchasing interlocal agreements can be entered into between the municipality and the local Board of Education.

Borough Administrator Report:

Mrs. McMackin asked all Council Members to carefully review the amended version of the By-Laws paying particular attention to the section pertaining to meetings and under Article VIII, "Order of Business". She explained that the By-Laws would be adopted by resolution at the January 7, 2008 Reorganization Meeting.

Mrs. McMackin announced that the JIF Annual Reorganization Meeting/Dinner will be held on Thursday, January 17, 2008 at 6:00 PM at Season's Restaurant. She noted that in 2007 she was appointed the Fund Commission and the Deputy Borough Clerk the Deputy Fund Commissioner. She asked whether the Council wished these appointments to continue in 2008 and no objections were voiced.

At this time, Mr. Brizzolara questioned whether the parking requirements for the Jose O'Reilly application for outdoor dining have been addressed. Mayor Barsa advised that this issue as well as other safety matters regarding this application would be discussed at the Planning Board's first meeting in 2008.

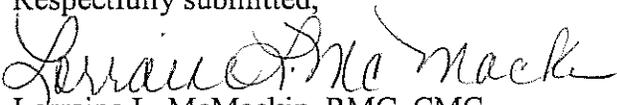
Motion by Mr. Guercio and seconded by Mr. Scott to open the meeting to the public was carried upon the affirmative vote of all Council Members present. No member of the public wishing to be heard, motion by Mr. Brizzolara and seconded by Mr. Scott to close the meeting to the public was carried upon the affirmative vote of All Council Members present.

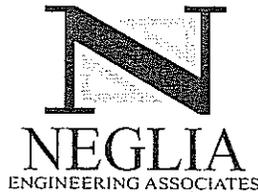
Motion by Mr. Brizzolara and seconded by Mr. Knigin to approve Resolution 07:193 authorizing the Council to convene in closed session for the purpose of discussing the Sanzari Tax Appeal, the Buckingham Nursing Home Tax Appeal, personnel issues and matters of anticipated or potential litigation and contract negotiations was carried upon the affirmative vote of all Council Members present.

At 8:30 PM, Mayor Barsa declared a five-minute recess before proceeding in Closed Session.

Mayor Barsa reconvened the meeting at 9:26 PM and asked for a motion to adjourn. Motion by Mr. Condoleo and seconded by Mr. Brizzolara to adjourn was carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

  
Lorraine L. McMackin, RMC, CMC



Civil Engineering  
Municipal Engineering  
Traffic Engineering  
ning  
Land Surveying  
Construction Management

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*  
Dominick Villano, P.E.  
Gregory Polyniak, P.E., P.P.  
Daniel Kaufman, P.E., P.P.  
Brian Intindola, P.E.  
Joann Signa

**ENGINEER'S REPORT**  
**BOROUGH OF NORWOOD**  
**December 26, 2007**

**2007 YEAR END REPORT**

**ONGOING PROJECTS**

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

As discussed at the previous Work Session, we have collected traffic data for Summit Street, High Street, Hudson Avenue and Rockland Avenue. We have prepared our office analysis of data that has been collected to date. We have completed a second round of data collection. An interim report has been prepared as an update and will be submitted to the governing body for review and consideration.

We will make a presentation to the Mayor and Council on January 16, 2008. A written report will be distributed by January 3, 2008. The report will address our findings and recommendations regarding traffic in this particular part of Norwood.

2. **2007 ROAD IMPROVEMENT PROGRAM**

Norwood's 2007 Road Improvement Program includes:

- Dwar's Kill Lane – Entire Length
- Ridge Road – Entire Length
- Chaffee Circle – Entire Length
- Park Court – Entire Length
- White Court – Entire Length

Road milling and paving work is substantially complete. Based on the unit costs and the project coming in below the contract amount, the Mayor and Council authorized the addition of Dyer Court South and Westwind Court to the 2007 Road Improvement Program. Both roads are to be milled and paved. Based on the colder weather, it is anticipated that these two roads will be paved in Spring 2008. This work will occur based on the contract values currently in effect.

3. **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 a preliminary conceptual design for improvements to the existing war memorial.



Sealed Bids were received on November 8, 2007. Base bid amounts ranged from \$116,748.00 to \$212,400.00. All bids for the work exceeded the engineer's estimate for the work. The budget line item for the War Memorial must also cover the cost of a memorial addition. As a result, the Mayor and Council authorized the rejection of the bids. Also, a site meeting has been set up with several monument contractors for the purpose obtaining price quotes for the granite monument additions. The meeting is scheduled for Thursday, January 3, 2007 at 10:00 am. Following the price quotes, the improvement portion of the project can be rebid with changes if necessary to better comply with the budget.

4. **LIVINGSTON STREET BEAUTIFICATION**

As authorized by the Mayor and Council, Neglia Engineering Associates has conducted a preliminary traffic analysis of Livingston Street to determine the feasibility of narrowing the roadway in between Broadway and Rockland Avenue.

Additionally, we have submitted this report to the County Engineer and County Planner to determine if the Bergen County Engineering & Planning Department will approve the proposed of narrowing the roadway.

We have met with representatives from the Bergen County Planning Department. They have requested that additional traffic analysis be conducted on Livingston Street to determine the most efficient traffic calming solution.

We have conducted the requested traffic analysis as requested by the County Planning Department. As with the Summit Street Traffic Study, we will make a presentation to the Mayor and Council on January 16, 2008 to present our findings and recommendations with regard to traffic impacts from the proposed narrowing of the cartway of Livingston Street.

5. **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.

Bergen County Engineering Department has indicated that they will participate in funding drainage improvements along Blanch Avenue, however, the Borough must cover the costs of Engineering and installation of curbing. Neglia Engineering Associates has been authorized to develop the costs for construction and design of the proposed improvements along Blanch Avenue.

Our initial cost estimate has been prepared and will be presented to the Mayor and Council during the January 16, 2008 work session. Hard copy will be made available during the first week of January, 2008.

6. **KENNEDY PARK DRAINAGE IMPROVEMENTS**

As requested, Neglia Engineering Associates sought price quotes for drainage improvements at the Northwest comfort station at the Kennedy Park Field Complex near Hudson Avenue. The



improvements include the installation of two concrete seepage tanks, overflow pipe and associated improvements. We recommend that the project be awarded pursuant to certification of availability of funds by the Borough Treasurer. We also recommend that work on this project proceed as quickly as possible.

## COMPLETED PROJECTS

### 1. 2007 RIVERSIDE COOPERATIVE ROAD PROGRAM

As requested by the Borough, we have submitted engineering cost estimates for roadway improvements at the following locations:

- Chestnut Street – 535 L.F. south of Broadway to Maple Street
- Maple Street – 700 L.F. south of Broadway to Chestnut Street
- Hudson Avenue – Walnut Street to Westy Storage

The contracts have been executed with Tilcon – New York. A pre-construction meeting took place on Friday, August 31<sup>st</sup> at 11:00 A.M. at Norwood Borough Hall. Construction work is complete.

### 2. BROAD STREET BEAUTIFICATION

Last year, the Borough of Norwood received funding from the NJDOT Local Aid Office for road improvements on Broad Street in the amount of One Hundred Thirty Thousand Dollars (\$130,000.00)

The contract was awarded to Four Clean-Up, Inc. in the amount of \$170,650.00 for the Base Bid which includes milling, paving, concrete curbs and sidewalk repairs.

Construction has been substantially completed as of May 25, 2007.

We have prepared a Change Order for the additional improvements which has been submitted to the Borough for authorization. This change order represents an overall reduction of approximately 16% of the original contract amount.

The final payment documents have been prepared.

### 3. FOX HILL WOODS SURVEY

We have been contracted by the Borough to conduct an in-depth field survey with boundary, topographic and wetlands delineation for the area known as Fox Hill Woods.

We have submitted a completed Boundary, Topographic & Wetland Survey to the Borough for the East side of McClellan Street as outlined in our original authorized proposal.

We have been authorized by the New Jersey Meadowlands Commission for a Boundary, Topographic and Wetland survey of the West side of McClellan Street. We have completed all deliverables.

### 4. CENTRAL WOODS PAPER STREETS

We have received documentation regarding ordinances to vacate roads within the Central Woods

area. We have reviewed these documents and have prepared a letter of comments which has been submitted to the Borough.

#### **5. CDBG HANDICAP ACCESSIBLE RAMPS**

The Borough has received a grant from the Bergen County Division of Community Development in the amount of \$90,000.00 for the installation of Handicap Accessible Curb Ramps at various intersections throughout the Borough

The project was Re-Bid upon the recommendation of the Borough Attorney. Sealed Bids were received on June 7, 2007 for improvements to the following intersections:

- Summit Street & Broadway
- Summit Street & South Street
- Summit Street & Blanch Avenue
- Broadway & Chestnut Street
- Tappan Road & Blanch Avenue
- Tappan Road & Villa Court
- Tappan Road & Rivervale Avenue
- Tappan Road & Blue Hill Road

This project was awarded to Diamond Construction Co. in the amount of \$62,080.00.

A pre-construction meeting was held, August 6<sup>th</sup> at Norwood Borough Hall. We have received all required documents from the contractor and have provided authorization to proceed with construction. Construction is complete.

#### **6. 2007 NJDOT TRUST FUND APPLICATIONS**

This year's NJDOT Local Aid Trust Fund applications are now being accepted for municipal projects including: Roadway improvements, streetscapes, bikeways and pedestrian safety improvements. The Borough is advised to select projects that it wishes to seek funding for and notify our office of their decisions.

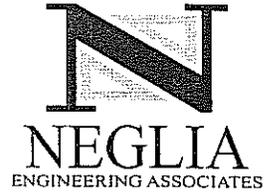
Last year, the Borough applied for funding for the following projects:

- McClellan Street Sidewalks
- Broadway Sidewalk Improvements
- Summit Street & High Street Raised Intersections

Completed applications have been submitted to the NJDOT's Local Aid office.

#### **7. 2008 BERGEN COUNTY OPEN SPACE APPLICATIONS**

Neglia Engineering Associates has prepared an application under the 2008 Bergen County Open Space Trust Fund program for funding towards improvements to Kennedy Park. The application cited construction of a bandshell and additional landscaping and site improvements.



8. **2008 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS**

Neglia Engineering associates has prepared a 2008 Community Development Block Grant Application for Barrier Free Improvements for the restroom facilities at both comfort stations at the Kennedy Park Field Complex. In general, facilities which are provided for community wide use are eligible for Community Development Block Grants regardless of their location within the community. In addition, Barrier Free Improvements are usually encouraged.

Respectfully submitted,  
**Neglia Engineering Associates**

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

MJN

M:\Norwood\The Norwood Engineer Reports\2007 Engineer Reports\Engineers Report - 122607.doc