Borough of Norwood
Work Session
August 29, 2007

CALL TO ORDER AT 8:02 PM

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

May Barsa stated:

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 Press Journal on January 11, 2007.

PRESENT AT ROLL CALL:

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

ABSENT:

Councilman	Michael Knigin
Councilwoman	Dolores Senatore

ALSO PRESENT:

Borough Attorney	Andrew Fede
Borough Engineer	Matthew Neuls

Mayor Barsa asked for a motion to open the meeting to the public.

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

Mary Benardella, Borough Historian, 800 Broadway, advised that the Ft. Lee Historic Park has a program for school children interested in studying the American Revolution and asked the Council's permission to explain it to the administrations of Holy Family Interparochial School and Norwood Public School. Mayor Barsa told Mrs. Benardello that she did not need Council authorization to speak with the schools and thanked her for her efforts on behalf of the Borough.

Phyllis Key, 401 D'Ercole Court, questioned the presence of engineering crews on McClellan and was informed by Mr. Scott that the property is being surveyed by the Meadowlands Conservation Trust for the easement agreement.

Murray Bass, 331 Piermont Road, confirmed that the next Public Meeting of the Mayor and Council would be held on Tuesday, September 4, 2007 at 8:00 PM.

Ed Lamp, 120 Summit Street, questioned when the Borough would take possession of the Haring Cemetery. The Borough Attorney explained that since there was no response to the advertisement for ownership, he would now file for title. Mr. Lamp also questioned whether there were still funds for the fencing to be installed around the cemetery, and
Mr. Fede advised that the area could not be fenced until the Borough has ownership.

No other member of the public wishing to be heard, a motion to close the meeting to the public was made by Mr. Guercio, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

Draft Zoning Ordinance re Patios and Lot Coverage – Following discussion, it was the consensus of the Council that the ordinance be sent to the Planning Board and Zoning Board of Adjustment for their comments.

Grant Application for BC Open Space Trust Fund/Municipal Park Impvt. – Due 8-31-07
This grant application will be filed for the Fox Hill Conservation Area Trail Creation and Protection in the amount of $30,000.00 with the $15,000 Borough portion funded from the 2008 capital budget. Mr. Scott commended Ms. McMackin for the excellent preparation of this application on short notice and thanked her for an outstanding job.

At this time, there was discussion concerning suggestions for other Open Space and CDBG grant applications with the following recommendations made by Mr. Condoleo on behalf of the Recreation Committee: construction of a second floor on the Kennedy Field concession stand, update of the field bathrooms to make them ADA compliant and construction of a band shell.

Following discussion, it was the consensus of the Council that an Open Space Trust Fund application in the amount of $39,000 for Kennedy Field improvements be prepared by Neglia Engineering for review and approval at the September Work Session.

At this time, Mrs. McMackin explained that she prepared the following two endorsing resolutions for Council approval:

07:139 Endorsing Bergen County Open Space Trust Fund Application in the amount of $30,000.00 for Fox Hill Conservation Area Trail Creation and Protection

Motion approving Resolution 07:139 was made by Mr. Scott, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

07:140 Endorsing Bergen County Open Space Trust Fund Application in the amount of $39,000 for Improvements to Kennedy Park

Motion approving Resolution 07:140 was made by Mr. Condoleo, seconded by Mr. Guercio and declared carried upon the affirmative vote of all Council Members present.

Request for Somerset Road Block Party to be held on Saturday, September 8, 2007 - Motion was made by Mr. Scott and seconded by Mr. Brizzolara for a Resolution of approval to be placed on the September 4th Public Meeting. The motion was declared carried upon the affirmative vote of all Council Members present.

Recreation By-laws review – Following a brief discussion, it was the consensus of the Council that the Borough Attorney be provided a copy of the by-laws for his review and comment to the governing body.

At this time, Mr. Scott questioned whether the Recreation Committee conducts a yearly audit of their programs, and if so, should the Mayor and Council be provided a copy? Mayor Barsa advised that he would find out from the Committee and Mr. Fede voiced his opinion that the governing body probably has the right to receive a copy.

Appointments: Crossing Guards/Explorer – It was moved by Mr. Guercio and seconded by Mr. Scott that Resolutions of appointment would be prepared for the September 4, 2007 Public Meeting. The motion was declared carried upon the affirmative vote of all Council Members present.

2007 Road Program – Mr. Neuls explained that the engineering cost estimates have been prepared for the entire lengths of the following roads: Dwars Kill Lane, Ridge Road, Chaffee Circle, Park Court and White Court. Field survey work has been completed and the design plans and specifications have been prepared. Mr. Neuls will consult with Mrs. McMackin to schedule and advertise a bid opening date.

Borough Engineer Report:

See attached Engineer's Report (Attachment A).

Borough Attorney Report:

Mr. Fede reported preparing and sending out the contracts for the 2007 Riverside Cooperative Road Program, the CDBG handicap ramps and the repair of the library roof. Mrs. McMackin explained that the contractor, Steve Macchio, who was awarded the library roof contract has not returned the signed contract.

Mr. Fede advised he has prepared the draft conservation easement for the Fox Hill area and has sent it to the Deputy Attorney General's office for review. He also noted that he is proceeding with the in rem foreclosures.

At this time, Mr. Condoleo questioned whether all the punch list items for the Tappan/Hudson development have been completed, and Mr. Neuls advised everything has been completed with the exception of the curbing.

Administrator Report:

Mrs. McMackin asked all Council Members to inform her of their plans to attend the League of Municipalities Convention to be held in Atlantic City on November 13th, 14th and 15th.

Mrs. McMackin informed that the MEL made its annual inspection and the loss control report showed no outstanding violations.

At this time, Mayor Barsa asked if any Council Member had any item to discuss.

Mr. Guercio informed being contacted by the Director of Recreation requesting that the DPW cut the Holy Family field since Norwood Recreation has been utilizing it. After a brief discussion, it was agreed that the DPW would again cut the field.

Mr. Brizzolara reminded that Mrs. Mullane, Board of Health Secretary, addressed the Mayor and Council at the last Work Session regarding the salary increase the Board of Health recommended for the year 2007. He asked that the Council vote on the matter.

Following a discussion as to whether or not this matter should be in Closed Session, the Borough Attorney voiced his opinion that the employee should be issued a Rice Notice and given the opportunity to have the discussion either in Open or Closed Session at the next Work Session.

Mr. Brizzolara advised that there are personnel issues that should be addressed and that a Personnel Committee meeting should be scheduled and held with or without the Chairman.

It was the consensus of the Council that there be only one Work Session held for the month of September. In light of Rosh Hashanah beginning at sundown on September 12th, the September 12th Work Session was cancelled along with the September 26th Work Session. September 19th was established as the next scheduled Work Session and the Borough Clerk will so advertise.

At this time, a motion to open the meeting to the public was made by Mr. Guercio, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

Murray Bass, 331 Piermont Road, informed that since he has been a member of the Zoning Board of Adjustment, there has not been an issue with patios.

Mayor Barsa referred to the new FAA change of flight patterns and noted although it was agreed to support the Pascack Valley towns affected, no funds have been allocated for this purpose. He suggested a contribution of $1,000.00 asked the Council to consider this or another dollar amount for discussion at the next Work Session

Allen Rapaport, 844 Helmlock Court, voiced his opinion that the governing body should follow the advice previously given by the Borough Attorney regarding the Rice Notice of an employee.

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

Motion to adjourn at 9:28 PM was made by Mr. Guercio, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

Lorraine L. McMackin

Lorraine L. McMackin, RMC, CMC
Borough Clerk/Administrator

ATTACHMENT "A"

Civil Engineering
Municipal Engineering
Traffic Engineering
Planning
and Surveying
Construction Management

NEGLIA
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
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
FOR AUGUST 29, 2007

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 a proposal for services related to the analysis of the data collected, which we have submitted to the Borough.

We are presently preparing our office analysis of data that has been collected to date. We are planning to collect additional traffic data upon the beginning of the school year.

2. 2007 ROAD IMPROVEMENT PROGRAM

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

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

Field survey work is complete. Design plans & specifications have been prepared and we seek consent from the governing body to advertise for bids.

3. 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 is scheduled for Friday, August 31st at 11:00 A.M. at Norwood Borough Hall.

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

4. **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.

We are presently in the process of preparing design plans & specifications. We anticipate being able to complete this phase no later than the first week in September.

5. **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 prepared a proposal for Traffic Analysis services which we have submitted to the Borough. Preliminary alternatives were discussed with representatives from the Norwood Beautification Committee.

6. **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.

All repairs to the culvert have been completed. We are presently preparing the final payment voucher for NJDOT program close-out.

7. 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 anticipate completion of all survey work by the second week in September.

8. 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 6th at Norwood Borough Hall. We have received all required documents from the contractor and have provided authorization to proceed with construction.

9. BLANCHE AVENUE & KENSINGTON AVENUE DRAINAGE

As requested by the Borough and the Bergen County Engineering Dept., we have investigated various drainage complaints along Blanche & Kensington Avenue.

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.

10. 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.

11. 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.

Respectfully submitted,
Neglia Engineering Associates

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

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