

Borough of Norwood
Work Session
November 28, 2007

CALL TO ORDER AT 6:10 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
Council President	Barry Scott
Councilman	Anthony Guercio
Councilwoman	Dolores Senatore
Councilman	Edward Condoleo

ABSENT:

Councilman	Michael Knigin
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ALSO PRESENT:

Borough Attorney	Andrew Fede
Borough Engineer	Matthew Neuls
Chief of Police	Jeffrey Krapels

Mayor Barsa explained the purpose of the early start to this meeting was to conduct interviews for the promotions to Sergeant. Mayor Barsa said he would entertain a motion to close the meeting to the public (Resolution 07:179) for the purpose previously stated. Mr. Scott motioned, seconded by Mr. Guercio, that the foregoing Resolution be adopted. The motion was carried upon the affirmative vote of all Council Members present.

Prior to closing the meeting to the public, Borough Attorney, Andrew Fede reviewed the procedure for the Promotional Rating portion of the promotion process.

The Council returned from Closed Session at 7:00 PM. Mr. Scott requested that the testing and grading procedure be clarified. Chief Krapels reviewed the testing and grading procedure and informed that he would score the Council's review sheets and report his finding to the Council prior to the end of the meeting.

Mr. Scott motioned and seconded by Mr. Guercio that the Council recess for twenty-minutes. With the consent of the Council, the meeting recessed at 7:10PM.

Upon reconvening the meeting, Mayor Barsa called for the public to rise and salute the American Flag and requested a moment of silence.

Mr. Scott motioned and seconded by Mr. Guercio to open the meeting to the public for comment. The motion was carried upon the affirmative vote of all Council Members present. There being no member of the public wishing to be heard, Mr. Scott motioned and seconded by Mr. Brizzolara that the meeting be closed to the public. The motion was carried upon the affirmative vote of all Council Members present.

Items for Discussion:

Vacancy in the Finance Office:

Ms. Maureen Neville, Tax Collector, CFO was invited to address the Mayor and Council regarding the vacancy in her department. Ms. Neville referenced her previous conversation with the Personnel Committee in May that her desire is to have the work flow normally and correctly. Ms. Neville pointed out that when she took over that office there were two full-time employees; over the past few years that was changed to one full-time person and one part-time person and that the workload is catching up. Ms. Neville explained that the Borough is presently paying her to process purchase orders. Ms. Neville said that the Borough should have a tax clerk or a finance clerk doing the paper work and reconciling the bank accounts. Ms. Neville said that she would be retiring in seven years. Ms. Neville said that she could be retained after retirement as the CFO for \$15,000/annum. Ms. Neville said originally she was looking for a finance clerk full-time and her objective was to reduce her hours and pay to that of the part-time position (\$15,000) and her present salary of approximately \$34,000 to the full-time position. Ms. Neville said that Ms. Rowe has taken over the finance clerk work and is doing an excellent job. Ms. Neville also went on to explain that she is reconciling escrow accounts that need daily attention. Her objective is to have two full-time employees handling the daily workload with Ms. Neville overseeing the operation and addressing any questions that might arise. Ms. Neville said that as soon as she settles some situations at home, she will be available to come in during the day which should be by the end of December. Mrs. Senatore asked if a part-time person would help now. Ms. Neville said that they are approaching “crunch time” and she would agree to a part-time tax clerk who would be responsible for posting the receipts, posting the taxes and reconciling the bank accounts. When questioned regarding what qualifications the candidate should possess, Ms. Neville informed an accounting background or a degree is not necessary, but an accounts receivable or accounts payable person would be preferable. Mrs. Senatore remarked that she should apply for the position. Ms. Neville said Mrs. Senatore was welcome to apply. Mayor Barsa asked for clarification on the part-time temporary person. Ms. Neville responded that she wanted twenty-five hours per week. A brief discussion took place regarding hours and benefits.

Mayor Barsa requested that Mr. Brizzolara update the Council on what the Personnel Committee had previously discussed. Mr. Brizzolara said that the Personnel Committee had pursued a different avenue based on previous conversations with Ms. Neville and had made a recommendation for employment. Mayor Barsa informed that the offer for employment to Ms. Marc was not accepted within the seven-day period, therefore the letter to rescind employment never went out. Mr. Scott motioned, seconded by Mr. Brizzolara to authorize the CFO to advertise for a part-time tax clerk. The motion was carried upon the affirmative vote of all Council Members present. Mayor Barsa instructed Ms. Neville to place the ad for the part-time position and instructed the Personnel Committee to start the process for a full-time tax clerk.

Mayor Barsa questioned Ms. Neville regarding the status of Ms. Rowe. Ms. Neville informed that Ms. Rowe has been performing the duties of finance clerk and she would like to move her laterally to the position of finance clerk and would like to have her appointed as the Deputy Tax Collector/Treasurer since she is presently pursuing her certification in tax collection. Mayor Barsa suggested that she also be interviewed by the Personnel Committee. It was recommended that the ordinance be amended to reflect the new position. Mr. Brizzolara asked if there was a monetary change with the position, and Ms. Neville said there was no monetary increase since it was a lateral move, but any increase could be taken from her lowering her annual salary. Ms. Neville would like a monetary increase for Ms. Rowe for the new position of Deputy Tax Collector/Treasurer. Ms. Senatore motioned, seconded by Mr. Scott authorizing Mr. Fede, Borough Attorney to prepare an ordinance creating the position of Deputy Tax Collector/Treasurer. The motion was carried upon the affirmative vote of all Council Members present. Mayor Barsa requested a motion to authorize the Personnel Committee to begin the search for a full-time tax clerk. Mr. Scott motioned, seconded by Mr. Brizzolara to authorize the Personnel Committee to begin the search for a full-time tax clerk. The motion was carried upon the affirmative vote of all Council Members present.

Mayor and Council Meeting Procedures:

The following procedural changes were discussed and agreed upon:

1. Reorganization January 7, 2007 at 7:00 PM
2. Two work sessions per month from December through May
3. One work session per month from June through November
4. Council will sit on the dias for all meetings and professionals will sit at the table facing the Mayor and Council
5. Gripe Sessions to begin at 7:30 PM followed by 8:00 PM work session
6. Order of Business to change to reflect 1st open to the public for questions regarding agenda items only, 2nd for general comment
7. Order of Business for work sessions to change to open to public only once.

TV-TN-Virtual TV Network:

Mr. Brizzolara requested that the Council invite a representative from the above-named company to give a presentation regarding their product. The Council agreed to view a presentation from the TV-TN Virtual TV Network and requested that Mr. Brizzolara work with the Clerk to select a date in January 2008.

2008 Recreational Trails Program Grant:

This matter was tabled for discussion at the December 12, 2007 Work Session

Noise Control Ordinance:

Mr. Fede, Borough Attorney, reviewed his letter dated November 12, 2007 regarding excessive dog barking. Mr. Scott motioned, seconded by Mr. Guercio to authorize the Borough Attorney to prepare an ordinance amending the Code of the Borough of Norwood. The motion was carried upon the affirmative vote of all Council Members present.

Specifications for EMS vehicle conversion package:

Mr. Scott suggested and the Council consented that Norwood EMS attend the December 12, 2007 work session to address the bid package.

War Memorial Bids:

Messrs. Fede and Neuls reviewed the bid received on November 8, 2007 regarding the Kennedy Park War Memorial with the Council. It was the consensus of the Borough Attorney and Engineer that the bids be rejected and re-bid. The Borough Clerk was directed to prepare a resolution rejecting the bids and authorizing a re-bid on this project for the December 4, 2007 public meeting.

Borough Engineer Report:

Mr. Matt Neuls, Neglia Engineering reviewed the Engineer's Monthly Report (Attachment "A")

Mr. Neuls informed that Neglia Engineering has completed the traffic studies on the Summit/High/Rockland/Hudson intersections as well as Livingston Street and is ready to make a presentation to the Council. The Council agreed to the presentation at the January 16, 2008 work session. Mayor Barsa informed that he would instruct the Police Chief to send out a Swift Reach message to the area residents.

Borough Attorney Report:

Mr. Fede advised that he had nothing further to report.

Borough Administrator Report:

Mrs. McMackin referred to letter received from the Joint Insurance Fund asking whether the Borough wished to be provided its 2007 dividend by check or as a credit against next year's premium. It was the consensus of the Council that it be received as a credit.

Mrs. McMackin distributed a sample of the calendar for 2008 and asked for suggestions for the front cover. The following were suggested for a collage: Central Woods sign on Hemlock Court; 14th Street Circle, September 11th Memorial, historical home of Mrs. Alice Jones; Welcome to Norwood sign; Kennedy Park sign. Photos will be taken and a decision made.

General Public Comment:

At this time, Mayor Barsa asked for a motion to open the meeting to the public. Mr. Guercio motioned, seconded by Mr. Brizzolara to open the meeting to the public. The motion was carried upon the affirmative vote of all Council Members present.

Greg Salerno, 401 D'Ercole Court, questioned whether there were any plans to preserve the east side of the Fox Hill Woods area and Mayor Barsa advised the Council will begin discussion regarding the preservation of this area.

Mr. Salerno referred to the previous discussion regarding Mayor and Council meetings and procedures and suggested the Work Session begin at 7:30 PM and that the gripe session be on the record.

Both Mayor Barsa and Mr. Guercio explained that the gripe session was initiated by former Mayor Kaplan in order to give those residents who are uncomfortable with public speaking the opportunity to speak off the record and that the 2008 governing body will continue with this practice.

No other member of the public wishing to be heard, motioned by Mr. Guercio, seconded by Mrs. Senatore to close the meeting to the public. The motion was carried upon the affirmative vote of all Council Members present.

At this time, Mayor Barsa asked for a motion to approve Resolution 07:180 authorizing the Council to proceed in Closed Session to discuss the Sergeant promotions after which time action will be taken. Mr. Guercio motioned, seconded by Mr. Condoleo to approve Resolution 07:180. The motion was carried upon the affirmative vote of all Council Members present.

Mayor Barsa declared a five-minute recess at 8:35 PM before proceeding in Closed Session.

At 8:50 PM Mayor Barsa reconvened the public portion of the meeting.

Motion by Mrs. Senatore, seconded by Mr. Scott that resolutions of promotion to Sergeant for Officers Buongiorno and Henrici, pending psychological testing, be placed on the December 4, 2007 Public Meeting Agenda. The motion was carried upon the affirmative vote of all Council Members present.

Mrs. Senatore requested that Chief Krapels contract be re-addressed. The Borough Attorney explained that he received a request from the Chief that the governing body consider a modification of his contract. Mr. Fede advised he reviewed the contract and that his findings were outlined in his letter dated August 28, 2007. The Administrator/Clerk was asked to again provide a copy of this letter to the governing body for further discussion at the December 12, 2007 Work Session.

Mrs. Senatore advised that she faxed a proposed contract for the Department of Public Works Superintendent to Mr. Fede for his review explaining that Mr. DiRese had a contract with the Borough that expired December 31, 2000 and has been without one since that time. At this time, Mr. Scott questioned Mrs. Senatore's involvement since Mr. Guercio is DPW Liaison, and Mr. Brizzolara also questioned her action since the Personnel Committee met with Mr. DiRese regarding this matter and was waiting to hear back from him. Mr. Brizzolara also questioned the benefit to the Borough for any employee to have a contract.

Both Mrs. Senatore and Mr. Guercio voiced their opinion that a contract would delineate his responsibilities and give him a sense of security from now to his retirement. Mrs. McMackin reminded that by the Code of the Borough of Norwood the Superintendent's duties are outlined and that he presently enjoys tenure in his position.

Following further discussion, Mayor Barsa voiced his opinion that a contract works both ways in that it can also be terminated. He requested that a copy of the proposed contract provided Mr. Fede be distributed to the Personnel Committee.

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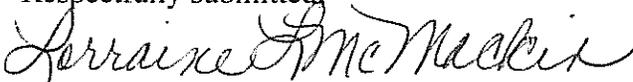
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Mrs. Senatore requested that some type of citizenship award be presented to Mr. Gus Brunet for his excellent attendance at Council meetings and no objections were voiced to Mrs. Senatore doing so at the Reorganization Meeting scheduled for January 7, 2008.

Mr. Condoleo confirmed with Mr. Neuls that Neglia Engineering and the Planning Board have recommended that the maintenance bond for the Gulf Station remain in effect.

Motion by Mr. Condoleo, seconded by Mrs. Senatore to adjourn the meeting at 9:10 PM. The motion was carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lorraine L. McMackin".

Lorraine L. McMackin, RMC, CMC
Administrator/Clerk

Civil Engineering
Municipal Engineering
Traffic Engineering
Planning
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.
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Dominick Villano, P.E.
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Daniel Kaufman, P.E., P.P.
Brian Intindola, P.E.
Joann Signa

ENGINEER'S REPORT
BOROUGH OF NORWOOD
November 28, 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 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 recommend making a presentation before the governing body at the earliest opportunity to discuss our findings and recommendations regarding traffic issues in this area of town.

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. Manholes which have been reset in Dyer Court will need to be set back to their original elevation to avoid problems with the Borough's snow plows. If warmer weather occurs during December, Dyer Court South and Westwind Court will be paved.

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 took place on Friday, August 31st at 11:00 A.M. at Norwood Borough Hall. Construction work is complete.

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.

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, it is our recommendation that the bids be rejected and that price quotes be received for the memorial addition. Following the price quotes, the improvements can be rebid with changes if necessary to better comply with the budget.

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 conducted the requested traffic analysis as requested by the County Planning Department. As with the Summit Street Traffic Study, we recommend a presentation to the governing body to address this project.

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.



The final payment documents have been prepared.

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 have completed all deliverables.

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. Construction is complete.

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. Neglia Engineering Associates has been authorized to develop the costs for construction and design of the proposed improvements along Blanch Avenue.



Respectfully submitted,
Neglia Engineering Associates

A handwritten signature in black ink, appearing to read 'Matthew J. Neuls'. The signature is fluid and cursive, with a long horizontal stroke at the end.

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

MJN

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