

Borough of Norwood
Work Session
October 30, 2007

CALL TO ORDER AT 8:05 PM

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

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
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ALSO PRESENT:

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

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. Knigin and declared carried upon the affirmative vote of all Council Members present.

Joe Ascolese, 400 High Street, referred to the letter he received regarding raising the intersections of High Street and Summit Street to slow traffic and questioned whether the higher pitch would hinder the flow of water and cause flooding problems. The Borough Engineer advised that drainage issues would have to be addressed and that another option being explored is an electronic traffic signal. He also advised that the traffic engineer will make a presentation at a future Work Session.

Susan Mirabito, 766 Blanch Avenue, thanked the Mayor for his interest regarding the flooding issues in the area of her home and for bringing the matter to the attention of the County. She questioned when the installation of curbing and catch basins could be anticipated and Mayor Barsa advised it probably would not be until the spring of 2008.

No other member of the public wishing to be heard, a motion to close 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.

Review of proposed ordinance to vacate a portion of Blanch Avenue

Mr. Scott noted discrepancies with some of the blocks and lots listed in the ordinance and asked the Borough Attorney to check whether they conform with the current blocks and lots. Mr. Fede advised he would do so and a motion to introduce the ordinance at the November 7, 2007 Public Meeting was made by Mr. Scott, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Affordable Housing Development Fees

At the request of the Chief Financial Officer, the Borough Attorney reviewed the Borough's current ordinance and confirmed that the fees being charged developers are not at the rate permitted by the State of New Jersey. Therefore, a motion to amend the ordinance to increase the fees was made by Mr. Scott and seconded by Mr. Knigin. All Council Members present voted in favor of the motion. The ordinance was scheduled for introduction at the November 7, 2007 Public Meeting.

2007 Road Improvement Program – additional street(s)

Following a brief discussion, a motion was made by Mr. Scott and seconded by Mr. Guercio to add the southern portion of Dyer Court (south of Madison Avenue) to the 2007 Road Improvement Program. The motion was passed upon the affirmative vote of all Council Members present.

Mayor's Report re discussion with County and Neglia Engineering re drainage issues along Blanch and Kensington Avenues and Somerset Road

Mayor Barsa explained that he and representatives from Neglia Engineering met with the County Engineer, Gary Ascolese regarding the flooding and drainage issues along Blanch and Kensington Avenues and Somerset Road. He reported that the County has agreed to install curbing and catch basins along Blanch Avenue from Summit Street to Somerset Road with the condition that the Borough absorb the cost of designing the plans.

Therefore, Mayor Barsa asked for a motion to authorize Neglia Engineering to prepare a cost estimate for the design of these plans. The motion was made by Mr. Condoleo, seconded by

Mr. Guercio and declared carried upon the affirmative vote of all Council Members present.

Borough Attorney Report

Tax Appeals: Mr. Fede advised that he had two tax appeal matters to discuss in Closed Session.

Meadowlands Conservation Trust – Fox Hill: Mr. Fede reported that the fully executed conservation easement for Fox Hill has been sent to the County Clerk's office for filing.

Borough Engineer Report

See Attachment (A).

Borough Administrator Report

Flood Plain Manager: Mrs. McMackin reported that the Construction Official attended a FEMA class on flooding and learned if the Borough had a Certified Flood Plain Manager, the residents could realize a savings in flood insurance costs. Accordingly, Mr. Renaud has requested permission to attend these classes and become certified. The Mayor and Council asked that more information be obtained as well as the cost of the course for discussion at 2008 budget sessions.

Resolutions: Mrs. McMackin advised preparing the following resolutions for approval at the November 7, 2007 Public Meeting.

- Opposing the closing of Pascack Valley Hospital
- Opposing FAA new flight plans over Pascack Valley area
- Releasing Performance Bond for Norwood Plaza LLC (The Borough Engineer has recommended that the Performance Bond be released upon the posting of a maintenance bond in the amount of \$31,862.00)
- Approving Tort Claim Form (The Joint Insurance Fund has recommended that the governing body adopt a Tort Claim Form. The Borough Attorney reviewed the form and had no objection to it being approved.)

Elected Officers Training Seminar: Mrs. McMackin reminded that this seminar is scheduled for November 13th and 14th during the League Conference and on January 31, 2008 in Mahwah. Mayor Barsa and Councilmen Brizzolara and Guercio asked that they be registered for the Wednesday, November 13th session.

Specifications for Purchase of a Dump Truck with Chipper Top and Snow Plow:

Mrs. McMackin reported that the Borough Attorney has reviewed and approved the specifications prepared by the DPW. She explained that the cost for this purchase is covered by a 2006 Capital Ordinance and asked for Council authorization to advertise for the receipt of bids. Although no objections were voiced, Mr. Scott asked to review the specifications.

2008 Meeting Dates: Mrs. McMackin distributed a list of tentative 2008 Meeting Dates for Council review and asked that they be finalized at the next Work Session scheduled for November 28th.

2008 Holidays: Mrs. McMackin distributed a list of the thirteen (13) paid 2008 Holidays and asked for Council permission to replace Lincoln's Birthday with the day after Christmas and no objections were voiced.

Batting Cage: Mrs. McMackin reminded that the Council authorized a \$7,000.00 expenditure for the batting cage. Mr. Fede reported reviewing unspent capital ordinances and that a 2003 ordinance could be used to cover this expenditure since it relates to Kennedy Park and recreation equipment.

Municipal Court: Mrs. McMackin explained that there are certain State mandates that the Borough has to undertake on behalf of the Court which include: the purchase of chairs that interlock, two tables to be used by the Prosecutor and Defender and bullet proof glass for the Court Administrator's window. The Council asked for more specific cost estimates.

Mrs. McMackin advised that she had two personnel matters to discuss in Closed Session, the hiring of a Finance Clerk and the hiring of an Administrative Assistant.

At this time, Mr. Scott noted that the library roof is in the process of being installed and looks incredible.

Mayor Barsa asked for a motion to open the meeting to the public. The motion was made by Mr. Scott, seconded by Mr. Guercio and declared carried upon the affirmative vote of all Council Members present.

George Hertzberg, 24 Carter Street, identified himself as the Democratic Municipal Chair and expressed his gratitude and respect for all who serve the Borough both in a voluntary and paid capacity. He referred to the adversarial actions taken prior to an election and stated it is a small price to pay for the benefits of a two-party system.

No other member of the public wishing to be heard, a motion to close the meeting to the public was made by Mr. Condoleo and seconded by Mr. Brizzolara. All Council Members present voted in favor of the motion.

At 8:56 PM, Mayor Barsa asked for a motion to approve Resolution 07:162 authorizing the Mayor and Council to proceed in Closed Session to discuss the settlement of tax appeals and personnel matters. The motion was made by Mr. Knigin, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Mayor Barsa declared a five-minute recess before proceeding in the Closed Session.

Mayor Barsa reconvened the meeting at 9:55 PM.

A motion to offer Daphne Marc the Finance Clerk position effective January 1, 2008 was made by Mr. Knigin and seconded by Mr. Brizzolara. On the roll call vote:

Ayes: Brizzolara, Knigin, Guercio and Condoleo

Nays: Scott

Absent: Senatore

There being four (4) ayes and one (1) nay, the motion carried.

A motion authorizing the Administrator/Clerk to hire an Administrative Assistant to work twenty (20) hours per week at a salary of \$12.00 per hour, effective November 5, 2007 was made by Mr. Knigin and seconded by Mr. Guercio. All Council Members present voted in favor of the motion.

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A motion to adjourn at 9:50 PM was made by Mr. Brizzolara, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lorraine L. McMackin". The signature is written in black ink and is positioned above the typed name.

Lorraine L. McMackin, RMC, CMC
Administrator/Clerk

ATTACHMENT "A"

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.
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 OCTOBER 30, 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 during the week of September 16, 2007. An interim report has been prepared as an update and will be submitted to the governing body for review and consideration.

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 are currently offered for sale. The bid opening took place on October 2, 2007. The project was awarded to English Paving Company. Road milling and paving work is currently underway. We anticipate work to be complete by November 9, 2007. Due to the low proposal amount submitted by the contractor, we have recommended adding Dyer Court South to the above listed roadways.

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.

The contract documents are complete and on sale at present. The bid opening date is set for November 8, 2007 to allow for additional detail to be provided to perspective bidders.

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.

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 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. 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.



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

A handwritten signature in black ink, appearing to read 'Matthew J. Neuls', is written over a large, stylized circular flourish.

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

MJN

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