

Minutes, Mayor and Council Work Session – June 27, 2018
Work Session Meeting Minutes

Borough of Norwood
Work Session Minutes
June 27, 2018

The Work/Executive Session of the Mayor and Council of the Borough of Norwood was held on the above date.

Mayor Barsa called the meeting to order at 7:28 P.M.

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 Barsa
Councilman	Frank Marino
Councilman	Paul Haberman
Councilman	Thomas Brizzolara
Council President	Joseph Ascolese
Councilman	John Rooney
Councilman	Barry Scott

Also Present:

Borough Attorney	Andrew Fede
Borough Engineers	Evan Jacobs
	Michael Neglia
Borough CFO	Lubna Muneer

Mayor Barsa pointed out the fire exits.

Presentations:

Mayor Barsa invited Officer John Kuder, of the Norwood Police Department/Norwood EMS, to speak. Mr. Kuder thanked Ms. McMackin for all her years of support and dedication to the Borough of Norwood. He presented Ms. McMackin with a plaque.

Mayor Barsa also welcomed Chelsea Smith, a Girl Scout with Troop #1047, and congratulated her on receiving the Gold Award for her community service. Mayor Barsa provided a proclamation to Ms. Smith outlining all of the contributions that lead to her receiving the Gold Award. Mayor Barsa recognized Assemblyman Robert Auth and invited him to speak. Mr. Auth presented Ms. Smith with a resolution passed by both houses of the state legislature recognizing her for her accomplishments. Assemblyman Auth commended Mayor Barsa for his support of Ms. Smith and fostering an environment that encouraged such community engagement

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Consent Agenda:

Matters listed below are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed.

- 18:123 Authorizing the execution of an Agreement for the renewal of an Agreement with the Norwood Board of Education for the Resale of Gasoline Fuel as part of a Commodity Resale System
- 18:124 Confirming the Signatories for the official depositories of the Borough of Norwood

Mr. Ascolese moved the Consent Agenda, with Mr. Brizzolara seconding and an affirmative majority of the Council voting in favor of passing the consent agenda.

Ayes: Marino, Haberman, Brizzolara, Ascolese, Rooney and Scott
Nays: None

Introduction of Ordinance 18:13 entitled:

BOND ORDINANCE TO AUTHORIZE THE MAKING OF VARIOUS PUBLIC IMPROVEMENTS AND THE ACQUISITION OF NEW ADDITIONAL OR REPLACEMENT EQUIPMENT AND MACHINERY, NEW COMMUNICATION AND SIGNAL SYSTEMS EQUIPMENT AND NEW AUTOMOTIVE VEHICLES, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE BOROUGH OF NORWOOD, IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$580,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS. – Approval of Resolution 18:125

Public Hearing will be Wednesday, July 11, 2018 at 7:00 p.m.

Mr. Brizzolara moved the Bond Ordinance, with Mr. Rooney seconding and an affirmative majority of the Council voting in favor of passing the Bond Ordinance.

Ayes: Marino, Haberman, Brizzolara, Ascolese, Rooney and Scott
Nays: None

Items for Discussion

Mr. Bob Venezia, of the Canning Group and Mr. Alan Schrader to review and discuss the Department of Public Works (DPW) Report and recommendations dated June 21, 2018 - Mayor Barsa requested Bob Venezia and Alan Schrader to speak about the DPW report. Mr. Venezia informed the Council Members about his professional observations of the day to day work environment of DPW. He further stated that he had seen great improvement in Mr. Schrader's performance. Mr. Schrader stated that he found Mr. Venezia incites to be helpful. Mr. Venezia recommended having a succession plan in place with a deputy super-intendent being hired in addition to two (2) full time laborers. The Council Members discussed several options for hiring

Department of Public Works (DPW) Report continued:

additional staff into the department. Mr. Rooney complimented Mr. Venezia and Mr. Schrader on the thoroughness of his report; further stating, the reports painted a clear picture of the DPW workload. Mr. Venezia urged the Council because there were more pressing matters the laborer could focus.

Several of the Council Members expressed concern whether there was adequate funds in the budget to cover the additional salaries. Ms. McMackin stated that one position had been budgeted for and the additional funds could be taken from a number of sources. She further stated that she did not believe the turnaround time in the hiring process would not be quick because they needed to pass a salary ordinance to create the positions, they needed to advertise for the jobs and conduct interviews.

Mr. Brizzolara moved to authorize the Borough Clerk to advertise for job postings for two (2) new DPW employees. Mr. Scott seconded the motion. The motion carried with an affirmative majority of the Council Members approving.

Ayes: Marino, Haberman, Brizzolara, Ascolese, Rooney and Scott
Nays: None

The Council Members agreed that the Assistant DPW Super-intendent position, along with a succession plan, would need further research and discussion at a later date.

Outsourcing of Janitorial Services & Grass Cutting– The Council Members discussed the various benefits of hiring an outside service. Mr. Schrader stated it would help free up man power to other areas. Mr Ascolese asked if Mr. Schrader had received any quotes for Grass Cutting. Mr. Schrader informed that he had not received quotes yet.

Ms. McMackin stated she believed we might not have to go to Bid for the Cleaning Service. She believes they may be able to utilize a Request for Qualification (RFQ).

Mr. Brizzolara offered a motion to authorize Mr. Schrader to solicit quotes for janitorial services for the Borough's buildings. Mr. Scott seconded the motion and with an affirmative majority of the Council Members voting in favor.

Grass Cutting

Ayes: Marino, Haberman, Brizzolara, Ascolese, Rooney and Scott
Nays: None

Mr. Brizzolara offered a motion to authorize Alan Schrader to solicit for grass cutting. Mr. Haberman seconded the motion and with an affirmative majority of the members present, the motion carried.

Ayes: Marino, Haberman, Brizzolara, Ascolese, Rooney and Scott
Nays: None

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Discussion with Robert Tracey re: Actions at June 6, 2018 Meeting – Mayor Barsa stated that Robert Tracy requested the Council’s discussion regarding his conduct be moved to closed session. Mr. Tracy initially requested the matter to be discussed in open session. Mayor Barsa stated the request had been accepted and the matter would be discussed in closed session.

DOT Grants for 2018 Safe Routes to School Program and Transportation Alternatives Set-Aside Program due August 23, 2018 - Mayor Barsa and the Council Members discussed several options to focus on for the Safe Routes to School program. Mr. Jacob stated that the program could cover costs such as sidewalks, signage, striping, cross walk enhancements and additional road space for cyclists. Ms McMackin suggested a sidewalk from Northwoods to Norwood Scholl on Summit St. Mayor Barsa inquired as to whether or not they had firm idea of how many students walk or bike to school. Chief Krapels responded that they had previously done surveys but had not done one recently. Mayor suggested the Chief follow up with Mr. Jacobs with regards to side walk improvements. He further stated they would need to make a decision soon because the grant applications would need to be completed by August 23. Several of the Council Members suggested focus on the “Rails to Trails” program for the set aside grant application

Borough Attorney’s Report – Mr. Fede stated that he had drafted a Resolution for AT&Ts request to place fiber optics in the Public’s right-of-way. He further clarified that he wanted the agreement to explicitly state that the agreement would only apply to Blanch Ave, Broadway & Summit St; any further alterations or additions would need to be approved by the Governing Body. Several Members inquired into the status of the Seagrave Agreement for a new fire truck. Mr. Fede stated that he has not received any correspondence since sending the amended agreement, approved at the last Council Meeting. He further stated that all other items for discussion were for closed session.

Borough Engineer’s Report – Mr. Jacobs stated that Cho Dae Church had contacted him asking for approval to install a side walk in front of their site. Several members were surprised by the statement. Mr. Jacobs was directed by the Mayor to inform Cho Dae any applications for construction in the Borough’s Right-of-way would have to come before the Governing Body for approval. Mr. Jacobs stated all further discussion items were for the Closed Session.

Administrator’s Report – Ms. McMackin thanked the Council for giving her the opportunity to serve the Borough of Norwood. She further stated that she enjoyed her eighteen (18) years in the community. Council Members congratulated Ms. McMackin on her retirement and thanked her for her services. Ms. McMackin stated she was leaving the Borough in good hands.

Mayor Barsa requested a motion to open the meeting to the Public for Comment. Mr. Ascolese offered a motion, with Mr. Marino seconding and a majority of the Governing Body voting in the affirmative to open the meeting to the public.

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Mayor Barsa asked if any person present wanted to speak.

Public Comment:

Mr. Toney Foschino, of 287 Summit Street, came forward. Mr. Foschino had concerns with the DPW report from Canning Group. He further expressed those concerns, asked questions and requested the members of the Governing Body to do further research. With none one else wishing to speak, the Mayor closed the meeting Public Comment.

Mayor Barsa requested a motion to go into Closed Session. Mr. Scott offered a motion, with Mr. Ascolese seconding and the motion carrying with the majority of the members present voting in favor.

Adjournment:

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

Respectfully submitted,

Everett Falt, RMC
Deputy Borough Clerk