

Borough of Norwood  
Work Session  
November 30, 2011

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

Mayor Barsa called the meeting to order at 8:05 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 Record and Press Journal.

Present at Roll Call:

Mayor	James P. Barsa
Councilman	John Nicolai
Councilman	Barry Scott
Council President	Marianne Orecchio
Councilman	Edward Condoleo
Councilman	Allen Rapaport
Councilman	Frank Marino

Also Present:

Borough Attorney	Andrew Fede
Borough Engineer	Dan Kaufman
Chief of Police	Jeffrey Krapels
Chief Financial Officer	Kunjesh Trivedi

**Items for Discussion:**

Meadowlands Conservation Easement/Trails re Fede letter dated 11-16-11 – Mr. Fede reported that after reviewing the October 24, 2007 Deed of Conservation Easement between the Borough and the Meadowlands Conservation Trust, it is his determination that the Borough, or grantor, may maintain the nature trails on the existing loop; however, any area beyond, requires permission from the Trust.

American Diabetes Tour De Cure – Sunday, June 3, 2012 – It was the consensus of the Council that a resolution of approval be prepared for the December 14, 2011 Public Meeting.

American Cancer Society/25<sup>th</sup> Annual George Washington Bridge Challenge – Sunday, June 12, 2012 – It was the consensus of the Council that a resolution of approval be prepared for the December 14, 2011 Public Meeting.

Reimbursement of 2010 Furlough Days at 2010 Salary Rate – Mr. Rapaport reported that the Personnel Committee met with the Administrator/Clerk and discussed the reimbursement of the 2010 furlough hours agreed to by the members of the DPW, Department Heads and administrative staff. He continued that all union contracts have been settled and the Borough is in a better financial situation, due in part to the sacrifice of these employees. Mr. Rapaport explained that it is the recommendation of the Personnel Committee that the employees be paid back in the next pay period before the holidays to demonstrate the Mayor and Council's gratitude. Mrs. McMackin advised that the pay back would be forty (40) hrs. for the members of the DPW and Chief of Police and thirty-five (35) hours for the Borough Hall administration staff. She continued that the total reimbursement figure of \$21,625.07 is available in the Budget. Since all Council Members present were in agreement, motion to approve Resolution 11:222 authorizing this furlough reimbursement was made by Mr. Rapaport and seconded by Mrs. Orecchio. On the question, Mr. Condoleo confirmed with the Chief Financial Officer that there are sufficient funds to transfer from certain line items into salaries and wages. The motion was carried upon the affirmative vote of all Council Members present. Mrs. McMackin advised that she would prepare the vouchers for submission to payroll tomorrow.

2011 Salary Ordinance – Mrs. McMackin explained that there were personnel matters to discuss in closed session relating to this salary ordinance.

2012 Meeting Dates and Holidays – Mrs. McMackin reported that the staff would prefer to have Christmas Eve, Monday, December 24, 2012 as one of the thirteen holidays in lieu of Lincoln's Birthday, which is Monday, February 13, 2012 and no objections were voiced. Mr. Scott voiced objection to having a Work Session on December 26, the day after Christmas. It was the consensus of the Council that this date be changed to Thursday, December 27, 2012.

Motion approving the 2012 Meeting Dates and Holidays, as amended, was made by Mr. Rapaport, seconded by Mr. Scott and declared carried upon the affirmative vote of all Council Members present.

#### Engineer's Report

Livingston Street Beautification Project – Mr. Kaufman reported that a decision regarding the pavers has to be made. Mayor Barsa explained that he is interested in a paver that does not stain. He asked that Mrs. McMackin set up a Livingston Street Beautification Committee meeting on Wednesday, December 7, 2011 at 7:00 PM to be attended by Heidi Cohen of Neglia Engineering.

Blanch Avenue Sidewalk Installation - Mr. Kaufman advised that the damages at 1065 Blanch Avenue suspected of being caused by the sidewalk installation project will be investigated with the contractor.

Compost Facility – Mr. Kaufman reported that the Borough is waiting to receive a Fresh Water Wetlands Letter of Interpretation regarding the compost facility and adjoining property so that the Council can make a determination as to the best use of this property.

Borough Attorney's Report – Mr. Fede advised that he had matters to discuss in Closed Session regarding a contract for elevator sub-code services, the Fulmer tax appeal and acquisition of property.

#### Administrator's Report

Resolution Opposing United Water Rate Increase – Mrs. McMackin requested permission to place a resolution on the December 14, 2011 Public Meeting agenda opposing a 23.91% increase per quarter in United Water rates. Mr. Marino explained that United Water has revamped facilities at a number of locations and is now passing this expense on to the consumer. No objections were voiced and the resolution will be prepared for the December 14, 2011 Public Meeting.

Insurance EMS – Mrs. McMackin reported that she has been contacted by the President of EMS, Lee Wallin, regarding defense and indemnification coverage for this organization through the JIF. Since they are not covered under the Borough's policy, Mayor and Council permission is necessary for them to apply for the \$2M policy with \$1,000.00 deductible for an estimated cost of \$600.00 per year to be effective January 1, 2012. Mrs. McMackin advised that the Borough could not absorb the cost this year, but with Mayor and Council approval, it could be included in the 2012 Budget. She noted that the Fire Department should be contacted to see if they wished to enroll as well. No objections were voiced for granting these emergency services permission to apply for the insurance. Mayor Barsa asked Mrs. McMackin to check with the Risk Manager to determine if the start date could be December 1, 2011

At this time, Mayor Barsa informed that he would like to undergo a review of the paper streets throughout the Borough with the intention of vacating some so long as the vacation would not land lock any property owners. Following a brief discussion, Mr. Scott offered to work with the Borough Engineer on this project. Mrs. McMackin also asked for authorization for the Borough Engineer to provide a cost estimate to update the tax map and no objections were voiced.

Mr. Rapaport reported that during the recent snow storm, the Chief of Police received numerous complaints regarding the manner in which information was relayed to the public. It has become apparent that many people no longer have land phones and although nixel is connected to twitter, it would be more beneficial for the Police Department to have its own website and web portal so that the residents can enter cell numbers and e-mail addresses through the swift reach data base. Post cards could be sent to all residents asking them to sign up. The Chief was asked to provide a cost estimate to upgrade the Department's current boiler plate website and install the web portal.

Mr. Rapaport reminded that the PBA will begin its annual toy drive and a container will be available in the vestibule of the Police Department. Mrs. McMackin reported that the Bergen County Municipal Clerks' Association will also be collecting toys at its Annual Holiday Luncheon to be held on December 8<sup>th</sup> and she, as president of the Association, will deliver the collection to Norwood.

**General Public Comment:**

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

Dr. Shyong, 4 Meadow Court, questioned an update on the Haring Cemetery Landscape project. Mrs. McMackin explained that the landscape architect has not returned the signed Purchase Order that represented one-half of his proposal and that her e-mails have gone unanswered. She recommended that the Historic Preservation Committee members and the neighborhood coalition meet at the site to go over the terrain problems and prepare a design plan for execution by a landscape architect. She further recommended that Heidi Cohen of Neglia Engineering be asked to submit a proposal.

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

**Closed Session:**

At 8:55 PM, Mr. Marino made the motion to approve Resolution 11:221, authorizing the Council to convene into closed session for the purpose of discussing contract for elevator sub-code services, Chief of Police request for additional personnel, DPW personnel vacancy, staffing requirements, and the Fulmer Tax Appeal. Mr. Fede advised that he had a matter regarding the acquisition of property to discuss in closed session as well. The motion was seconded by Mrs. Orecchio with all Council Members present voting in favor of the motion.

Mayor Barsa convened the meeting at 10:55 PM.

Mr. Scott invited all to attend the Shield Award Dinner and Dance to be held at the American Legion on Saturday December 10, 2011 at 7:00 PM.

Mayor Barsa asked for approval of the following personnel actions:

Appointment of Kathy Schlaoub as a full-time Finance Clerk effective January 1, 2012 at an annual salary of \$30,940.00. Motion was made by Mrs. Orecchio, seconded by Mr. Rapaport and declared carried upon the affirmative vote of all Council Members present. A resolution will be prepared for adoption at the December 14, 2011 Public Meeting.

Appointment of Rob Tracy as Foreman of Buildings and Grounds effective January 1, 2012 for a stipend of \$4,000 per annum. Motion was made by Mr. Nicolai and seconded by Mrs. Orecchio, All Council Members present voted in favor of the motion. A resolution will be prepared for adoption at the December 14, 2011 Public Meeting.

Appointment of Joseph Padula and Kevin Mullane as permanent part-time employees for thirty (30) hours per week at a salary of \$15.00 per hour. Motion was made by Mrs. Orecchio, seconded by Mr. Rapaport and declared carried upon the affirmative vote of all Council Members present.

### **Introduction of Ordinance 11:12**

Mayor Barsa stated he had before him an ordinance for Council action entitled:

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX SALARIES, WAGES AND COMPENSATION OF CERTAIN OFFICIALS, OFFICERS AND EMPLOYEES OF THE BOROUGH OF NORWOOD, COUNTY OF BERGEN, AND STATE OF NEW JERSEY”

It was moved by Mrs. Orecchio and seconded by Mr. Rapaport to approve Ordinance 11:12 on its first reading. On the roll call vote:

Ayes: Nicolai, Scott, Orecchio, Condoleo, Rapaport and Marino  
Nays: None  
Absent: None

There being six (6) ayes and no nays, Ordinance 11:12 was approved. Mayor Barsa announced that the Public Hearing on this ordinance would be Wednesday, December 14, 2011.

### **Adjournment:**

Motion to adjourn at 11:02 PM was made by Mr. Rapaport, seconded by Mr. Condoleo and declared carried upon the affirmative vote of all Council Members present.

Respectfully submitted,

Lorraine L. McMackin, RMC, CMC  
Administrator/Clerk