

MINUTES  
BOROUGH OF NORWOOD  
MAYOR AND COUNCIL  
WORK SESSION  
May 24, 2023  
7:00 PM  
MAYOR BARSA

|                            |                       |
|----------------------------|-----------------------|
| COUNCILMAN ASCOLESE        | COUNCILMAN BRIZZOLARA |
| COUNCILMAN CONDOLEO        | COUNCILMAN FOSCHINO   |
| COUNCIL PRESIDENT HAUSMANN | COUNCILMAN KIM        |

The Public Meeting of the Mayor and Council of the Borough of Norwood was held at Borough Hall on the above date.

Mayor Barsa called the meeting to order at 7:01 PM and led 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 Record and Star Ledger, filing a copy in the Borough Clerk’s office, and posting on the bulletin board.”

ROLL CALL OF THE COUNCIL

|            |                            |         |
|------------|----------------------------|---------|
| Roll Call: | Mayor Barsa                | Present |
|            | Councilman Ascolese        | Present |
|            | Councilman Brizzolara      | Present |
|            | Council Condoleo           | Present |
|            | Councilman Foschino        | Present |
|            | Council President Hausmann | Absent  |
|            | Councilman Kim             | Present |

MAYOR’S OPENING REMARKS:

May 21<sup>st</sup> through May 27<sup>th</sup> is National Emergency Medical Services Week. Norwood is incredibly fortunate to have the best EMS crew in the area. The men and women who staff our EMS are all volunteers, taking time away from their families to care for yours. Not only do they respond to Norwood calls, they also respond to calls in the surrounding Northern Valley towns.

This week is also National Public Works Week. The individuals that make up our DPW are dedicated borough employees who give 110% every day to ensure our residents have the best services, safe roadways to travel, and the most beautiful parks and recreation areas.

I thank both of these groups for their hard work and commitment to the residents. Thank you for all you do.

The NJ MVC mobile unit will be in the community center parking lot on Thursday, June 1<sup>st</sup> from 10am-2pm. There is no appointment needed to renew your driver's license, renew your registration, return license plates, or apply for a variety of placards.

On Monday, May 29<sup>th</sup>, the American Legion, Post 272, will be holding its annual Memorial Day parade and ceremonies. Like years past, the parade will begin at 11am at the Norwood Public School, stopping at the firehouse for the ceremonial laying of the wreath, and concluding at the memorial at Kennedy Field. If there is inclement weather, the ceremonies will be held at the Norwood Fire Department.

### 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.

Councilman Brizzolara asked for further discussion on Resolution 2023:107

Approval of the Following Minutes:

May 11, 2023 Mayor & Council Meeting

Approval of the following Resolutions:

2023:106 Resolution Approving Block Party for 74 Kensington Ave  
2023:107 Payment of Vouchers

Councilman Brizzolara asked for further discussion on Resolution 2023:107.

It was moved by Councilman Ascolese and seconded by Councilman Condoleo to approve the Consent Agenda, excluding Resolution 2023:107, and that the 05/11/2023 Mayor & Council Meeting minutes be approved for content and release. In the roll call vote, all Council Members voted in favor of the motion.

Councilman Brizzolara asked why the payment of the Pierce-Eagle invoice for repairs to the Sewer Jet Vac Truck were coming from two (2) different accounts and if there would be more repair bills to come and it would be cost effective to purchase a new truck.

Councilman Foschino explained that a new truck would cost upwards of \$700,000.00. The bigger trucks, especially Mac trucks, have a tendency to require repairs when they sit for long periods of time. The Mac trucks are built for highway use and the Borough mainly uses them for snow removal. Councilman Foschino suggests to start looking to eliminate the larger trucks and contract out the jobs those larger trucks would be used for. Councilman Foschino does agree that the invoice should have been paid from one account, vehicle maintenance. The accounts used for payment are used to purchase materials and supplies for catch basin and sewer line repairs.

Councilman Ascolese agrees, stating departments cannot make a purchase knowing that the proper account does not have enough funds and take from an account that has money because that results in the budget not showing an accurate representation of how the funds are being spent.

Councilman Brizzolara asked for clarification on the \$4,500.00 being spent on the swim club excavation. Councilman Foschino replied that is for the materials the Borough purchased and for the contractor to level off, regrade and tamp the parking lot.

Councilman Brizzolara also asked what the charge from the Norwood Board of Education to Recreation was for. Mayor Barsa advised that the Borough is invoiced each time recreation uses the school due to a custodian having to be present.

Councilman Kim asked if the Council could look more closely at the contracts the Borough holds and examine the terms and incentives. Councilman Condoleo said there are different ways the finance reports can be run, and he will look into a report to focus on the contractual obligations.

It was moved by Councilman Brizzolara and seconded by Councilman Foschino to approve Resolution 2023:107. In the roll call vote, all Council Members voted in favor of the motion.

## PUBLIC HEARING OF ORDINANCES

1. Ordinance 2023:08 An Ordinance Establishing Salaries or Wages of Officials and Employees of the Borough of Norwood

It was moved by Councilman Brizzolara and seconded by Councilman Ascolese to open the meeting to the public for comments concerning this ordinance. All

Council Members present voted for the motion. There being no member of the public wishing to be heard, it was moved by Councilman Brizzolara and seconded by Councilman Ascolese to close the meeting to the public. It was moved by Councilman Brizzolara and seconded by Councilman Ascolese to approve Ordinance 2023:08.

2. Ordinance 2023:09 An Ordinance Amending Article III Titled “Treatment of Discharges by Restaurants” In Chapter 189 Of the Code of The Borough Of Norwood

It was moved by Councilman Brizzolara and seconded by Councilman Ascolese to open the meeting to the public for comments concerning this ordinance. All Council Members present voted for the motion. There being no member of the public wishing to be heard, it was moved by Councilman Brizzolara and seconded by Councilman Ascolese to close the meeting to the public. It was moved by Councilman Brizzolara and seconded by Councilman Foschino to approve Ordinance 2023:09.

3. Ordinance 2023:10 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, New Information Technology 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 \$1,751,490 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.

It was moved by Councilman Brizzolara and seconded by Councilman Ascolese to open the meeting to the public for comments concerning this ordinance. All Council Members present voted for the motion. There being no member of the public wishing to be heard, it was moved by Councilman Brizzolara and seconded by Councilman Ascolese to close the meeting to the public. It was moved by Councilman Brizzolara and seconded by Councilman Ascolese to approve Ordinance 2023:10.

## ITEMS FOR DISCUSSION

### Norwood Rotary Little Library

Mr. Raymond Cywinski, a representative from the Northern Valley Rotary, gave a brief history of the Rotary and their contributions to the area, including a bench in remembrance of the September 11<sup>th</sup> attacks that was given to the Borough and has been placed at Kennedy Field. Mr. Cywinski advised the governing body that the little free libraries are made by two (2) Rotary members who are architects. It cost the Rotary about \$200.00 to make them and they donate them to the towns in the northern valley. They also sell them to neighboring municipalities. The Rotary would like to install a little free library along the walking path at Kennedy Field, though they are willing to place it where the Borough instructs. If given permission, the Rotary asks that the Borough periodically check the library to make sure it is stocked and maintained. The library would be attached to a 4x4 post and cemented into the ground. A brick landing would also be installed around the library area for the patrons to stand on. Councilman Kim asked who would replace the books if they all went missing. Mr. Cywinski said he has seen many little free libraries and none were ever empty. Mayor Barsa suggested placing it near the Rotary bench. Councilman Ascolese suggested adding a section to the Borough website explaining what the library was and where it came from.

It was moved by Councilman Ascolese and seconded by Councilman Brizzolara to approve the Northern Valley Rotary installing a little free library at Kennedy Field. All Council Members voted in favor of the motion.

### Employee Handbook Update

Mr. Padovano advised the governing body that every four (4) years the handbook must be revised and we are currently at the four (4) year mark. Councilman Ascolese stated the Personnel Committee discussed the proposed changes and most changes are verbiage, not policy.

Councilman Brizzolara questioned if the first area noted for change, "These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreement do not cover these issues." was giving bonus to union employees that were not negotiated. Mr. Padovano explained that has always been part of the handbook and its legal verbiage. Mr. Corrsiton advised that if a contract is silent on an issue this document would take over.

Councilman Ascolese asked if there is a limit on the number of holidays given to employees, when is it too many holidays, would every new federal holiday be added to the list. Councilman Brizzolara asked if the employees were given nonfederal holidays off, to which Mr. Padovano replied they were. Mayor Barsa asked Mr. Padovano to speak to the Borough Hall employees and ask them how

they feel about the current holiday schedule and the proposed addition of Juneteenth, and if they would like to see a change.

Councilman Brizzolara asked for clarification on the proposed change to the sick leave policy adding sick time to part time employees. Mr. Padovano explained that this is a state law that we must add to the handbook. We have been following the policy and will make it official by adding it to the handbook. The current verbiage is incorrect by saying “all” employees are entitled to twelve (12) sick days per year. Part time employees are only allowed sick time based on the state formula.

Councilman Foschino asked for clarification on the proposed change to the addition of personal time. Mr. Padovano explained that the employee loses time when the Borough is closed on a Friday but have already worked the Friday hours on a long Wednesday. This is already practiced and needs to be added to the handbook.

Councilman Foschino did not agree with the proposed change to the education policy allowing part time employees to be reimbursed for classes. Mr. Padovano explained this change came from the part time employee in the construction office who took a class that allowed him to better assist the public and do more for the Borough regarding his position in the construction office. Councilman Ascolese feels that if the class fits the position of the part time employee and he is able to improve his position it should be considered. Councilman Condoleo suggested adding language that states the department head and the governing body must approve the class. Councilman Foschino asked to table this discussion until another meeting.

Neglia Engineering Norwood Pickleball Courts Proposal for Services  
Resolution 2023:108 – Authorizing Surveying, Engineering Design, and Bidding  
Services Agreement with Neglia Engineering Associates for the Norwood Pickleball  
Courts

It was moved by Councilman Brizzolara and seconded by Councilman Ascolese to approve Resolution 2023:108 - Authorizing Surveying, Engineering Design, and Bidding Services Agreement with Neglia Engineering Associates for the Norwood Pickleball Courts. All Council Members voted in favor of the motion.

Borough Administrator/Clerk Report

Mr. Padovano advised the governing body that the Primary Elections will take place on June 6<sup>th</sup> and there will be new voting machines. In order to be proactive, the county has trained Super Poll Workers. Each voting location will have a Super Poll

Worker. The Super Poll Worker will be trained on how to handle any problem with the voting machine and any problem a poll worker could encounter. An employee and a resident will be the Super Poll Workers for Norwood. The new machines are very easy to use, it will just take some getting used to. Mr. Padovano went on to explain that the sample ballot that was received in the mail is exactly what will be shown on the voting machine screen. The voter will check in with a poll worker and receive a card. The card will be placed in the voting machine and the ballot will appear. Once the vote is cast the ballot will print. The voter will walk with the printed ballot to a machine that will count the vote. This machine keeps a record of the vote on the chip and also retains the paper ballot.

#### Borough Attorney Report

There was no Borough Attorney report.

#### Borough Engineer Report

The dog park is just about complete, there is one (1) sign needed for an ADA space. The Walnut Street paving is complete. The DEP permit for the Hemlock sidewalks is close to being issued, hopefully by mid-June. Construction would start shortly after the permit is received. The surveyors will soon be out to begin the pickleball court project.

Councilman Brizzolara informed the governing body that Mayor Barsa will be meeting with a representative from Rockland Electric on June 6<sup>th</sup> to discuss the Storm Protection Project. This project will have the lines Livingston, South, Railroad, Broadway, and Oak moved underground. The planning stage will be this year and the work should begin next year.

#### PUBLIC COMMENT

Mayor Barsa asked for a motion to open the meeting to the public. The motion was forwarded by Councilman Brizzolara and seconded by Councilman Ascolese. All council members present approved the motion.

There was no one present who wished to speak.

Mayor Barsa asked for a motion to close the meeting to the public. The motion was forwarded by Councilman Brizzolara and seconded by Councilman Ascolese. All council members approved the motion.

#### ADJOURNMENT

Mayor Barsa asked for a motion to adjourn. The motion was forwarded by Councilman Ascolese and seconded by Councilman Condoleo. All council members present approved the motion.

Mayor Barsa adjourned the meeting at 8:12pm.

Respectfully submitted,

Jordan Padovano  
Borough Clerk