

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
June 11, 2015

A Work Session Meeting of the Mayor and Council of the Borough of Allendale was held in the Municipal Building at 500 West Crescent Avenue, Allendale, NJ on June 11, 2015. The meeting was called to order at 8:00 p.m. by Council President Bernstein who read the open public meetings statement:

This meeting is called pursuant to the provisions of the Open Public meetings Law. This meeting of June 11, 2015, was included in the list of meetings notice sent to the Record, Ridgewood News, Star Ledger on January 7, 2015 and advertised in said newspapers on January 10, 2015, posted on the bulletin board in the municipal building on January 7, 2015 and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

Roll Call:

The following individuals answered roll call: Council Members Bernstein, Homan, McSwiggan, Sasso, and Strauch.

Absent: Mayor White and Councilwoman Wilczynski

Raymond Wiss, Municipal Attorney and Deborah Fehre, Interim Municipal Clerk, were also present.

Public Comments

Council President Bernstein opened the meeting to the public for comments. There were none.

Administration: Agenda Review

Resolutions

Resolutions 15-193 and 15-194 Appointing Part-time, Fill-in Dispatchers

These two resolutions concern the appointment of part-time, fill-in dispatchers for the Police Department. The dispatchers will be paid at a rate of \$15.30 an hour.

Resolution 15-195 Approving Guerin and Vreeland Engineering Proposal for the 2014 Municipal Aid Program

Allendale is receiving funding from the 2014 Municipal Aid Program for the resurfacing of West Allendale Avenue and Erie Plaza including Allendale Park and Ride. The funding does not include engineering fees however, and no money was allocated in the engineering operating account for this work. The money to pay the engineering fees will come from capital surplus.

Guerin and Vreeland Engineering submitted a proposal which was accepted for the engineering on this project. Resolution 15-195 approves their contract.

Resolution 15-196 Approving Guerin and Vreeland Engineering Proposal for the 2015 Road Program

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Allendale has received a resurfacing grant in the amount of \$220,000 for the resurfacing of Boroline Road. The engineering component was not a part of the grant. Allendale will share the cost of the engineering with Saddle River with each municipality paying 50% of the engineering fees incurred.

This resolution memorializes a proposal from Guerin and Vreeland Engineering and authorizes the sharing of those costs with the Borough of Saddle River.

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Resolution 15-197 Dedication for Rider for Outside Employment of Off-Duty Police Officers

When off-duty Police officers work for a utility company, their compensation is paid by the companies that hire them. As this is non-municipal compensation, the State of New Jersey requires a separate fund to be set up for this purpose.

Mr. Wiss noted that money from the account is not only used to pay the officers who perform the special duty, but there is also an administrative portion that reimburses the municipality for the use of its Police vehicles and additional expenses such as gasoline.

This resolution meets the requirements of the State.

Resolution 15-200 Authorizing Acknowledgment of 20th Annual Bergen Bike Tour

This resolution acknowledges that the Bergen Bike Tour passes through Allendale and it recognizes the route the participants will be taking.

Resolution 15-201 Change Order and Payment No. 1 to JTG Construction

This resolution is a change order for JTG Construction for additional work that was not part of the original scope of work for George Street and Wehner Place. It also includes payment number one from their contract.

Introduction of Ordinances

Ordinance 15-19 to Amend and Supplement the 2015 Salary Ordinance

Council President Bernstein said this ordinance establishes the position of a CCO Inspector and sets forth the minimum and maximum salary requirements for that position.

It is a requirement that a Continued Certificate of Occupancy inspection be completed for every residential property that sold. There is a time constraint in which the inspection must be completed and currently there is a backlog of inspections waiting to be done.

Councilman Strauch stated that establishing this position is a good service to the residents of Allendale.

Councilwoman McSwiggan added that an enhanced checklist will be given to sellers so they are more aware of the time constraints involved with a CCO inspection. The checklist will outline the items that will be inspected so the property owners are better prepared for their upcoming inspections.

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Mr. Wiss said that lenders often won't fund a closing until they have received proof that a certificate has been issued.

Ordinance 15-20 to Implement Criminal History Record Background Checks

Council President Bernstein stated that this ordinance involves a criminal history background check for all new hires and certain volunteer positions with the Borough of Allendale. Discussions on having an ordinance of this sort began about a year ago.

Detective Dillon stated that all applicants applying for a paid position with the Borough of Allendale as well as some volunteers will have to undergo a criminal history background check. There are certain situations that would disqualify an individual from working with the municipality. If something turns up in a criminal history check that is disqualifying, an appeals process has been put in place. This appeal process involves the Mayor and Council, the Police Department and the specific organization for which the applicant wishes to work.

Councilman Bernstein noted that ARC has already had a background check in place. They have their own procedure which matches the one that will be put into effect by the Borough.

Councilwoman McSwiggan asked if this policy will be retroactive.

Detective Dillon said the policy will only be in effect "going forward" once the ordinance is passed. He added that the Mayor and Council will make a determination as to which groups are covered by this ordinance.

Mr. Wiss commented that municipally sponsored organizations clearly are subject to the ordinance. If an organization is private and only uses the Borough facilities they may not be subject to the ordinance but may be subject to liability insurance requirements. Mr. Wiss also noted that many municipalities have a similar ordinance but Allendale's mechanism for appeal is particularly discreet.

Mr. Bernstein said the organizations that must comply with this ordinance will be delineated at the Reorganization Meeting.

Detective Dillon will be performing electronic fingerprint clearances "in house".

Council President's Report

Council President Bernstein reported that Crestwood Lake is open and it looks great.

The municipality is still waiting for the schedule from the County with regard to the timing of construction for the West Crescent Avenue Bridge. The County stated they are waiting for the contractor to notify them of the date the construction will begin. It is anticipated that approximate date will be June 26th.

The Elm Street culvert construction has been completed and Franklin Turnpike is open.

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This coming weekend Councilman Bernstein and Councilwoman Wilczynski will be representing Mayor White at the Northwest Bergen County Mayors meeting in Upper Saddle River. Carol Stenko of the New Jersey Department of Wildlife will make a presentation on deer management. Mr. Bernstein will report back to the Council on the information presented in the meeting. Representatives of the Bergen County Department of Parks and the Bergen County Freeholders will also be in attendance.

Also this weekend Councilman Bernstein and Councilwoman Wilczynski will present plaques on behalf of the Borough of Allendale to Girl Scouts receiving the Gold Award and Boy Scouts who are receiving the Eagle Scout Award.

Public Comments

Colin Branigan of Chestnut Street said that he is a freshman student and a member of Troop 59 and he is working toward becoming an Eagle Scout when he is a junior.

Members of the Council offered their encouragement to Mr. Branigan on achieving the rank of Eagle.

Adjournment:

On a motion by Councilwoman McSwiggan, seconded by Councilwoman Homan, the Council voted unanimously to adjourn at 8:00 p.m.

Respectfully submitted,

Deborah Fehre
Interim Municipal Clerk