

Borough of Allendale
Mayor and Council
Work Session
July 23, 2015

A Work Session of the Mayor and Council was called to order at 7:30 p.m. by Mayor White.

Mrs. McCarthy announced that the requirements of the Open Public Meetings Act were met by the required postings and notice to publications. In addition, this evening's meeting is being recorded.

The following individuals answered roll call: Council members Bernstein, Homan, McSwiggan, Sasso, Strauch, Wilczynski and Mayor White. Mrs. McCarthy and Mr. Wiss were also present.

Mayor White welcomed everyone in attendance to the meeting and announced there were two items of business that would be addressed before the meeting was open to the public for comments.

Resolution 15-232 – Introduced by Mrs. McSwiggan, seconded by Mr. Bernstein

Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that it hereby accepts the resignation of Deborah Fehre, Interim Municipal Clerk, effective July 14, 2015.

On roll call, all Council members voted in favor.

Resolution 15-233 – Introduced by Mr. Strauch, seconded by Mrs. McSwiggan

Whereas, there presently exists a need on the part of the Borough of Allendale (“Allendale”) to hire an Interim Borough Clerk to serve in such capacity at the July 23, 2015 regular meeting of the Mayor and Council; and

Whereas, Allendale, by adoption of this Resolution, wishes to appoint Gwen McCarthy to the position of Interim Borough Clerk as set forth in this Resolution;

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale that Gwen McCarthy be and is hereby appointed as Interim Borough Clerk to serve in such capacity at the July 23, 2015 regular meeting of the Mayor and Council, and that she shall be paid \$200.00 by the Borough for such services; and

Now, Therefore Be It Further Resolved that the Mayor, the Chief Financial Officer, Deputy Municipal Clerk and the Borough Attorney are authorized to take all appropriate actions so as to implement this Resolution.

On roll call, all Council members voted in favor.

Public Comments

Mayor White opened the meeting to the public for comments. There were none.

Allendale Post Office – Designated Passport Center

Melanie Matthews, the Postmaster of the Borough of Allendale was present to discuss expanding the passport office at the Allendale Post Office. She said she believes there is a need for the expanded service because a number of other offices have reduced their hours for passport processing or stopped them altogether.

Currently there is a large passport center in Clifton, but there isn't another large office north of that location. Not only will the expanded passport center be a service to the residents of this area but it will have the additional benefit of bring new customers to Allendale businesses when they come to town to get a passport. Ms. Matthews will also be speaking to the Chamber of Commerce about this proposal.

Ms. Matthews said no additional construction would be needed to the Post Office because the existing postal store can be used for passport services without any additional impact on other mail services. Passport services are currently available for walk-in customers on Monday through Friday from 9:00 a.m. to 2:00 p.m. Services are available by appointment only on Saturday. She would like to expand the hours to 9:00 a.m. to 4:00 p.m. Monday through Friday and offer Saturday hours from 9:00 a.m. to 3:00 p.m. Walk-ins could then be taken on Monday through Saturday. The Post Office would be open only for passport processing between the hours of noon and 3:00 p.m. on Saturday.

In response to a question from Mrs. Homan, Ms. Matthews said a passport can be processed in fifteen minutes if an individual's paperwork is filled out correctly. She added that a large family group takes quite a bit more time.

Ms. Matthews is hoping to be able to hire a part-time flexible employee to help with the shortage caused by two employees who have retired.

With regard to parking, Mayor White said there are a number of parking spaces available for non-commuters at the back lot of the transit area.

Mayor White said a resolution of support for this proposal will be on the next meeting agenda of the Mayor and Council.

Special Presentation by Bergen County Regarding Historic Documents of Allendale

Mr. John Hogan, the Bergen County Clerk was present to talk about the role of his office and to discuss historical documents from the Borough of Allendale.

Mr. Hogan said his office has been setting up temporary satellite offices in Bergen County to offer services to residents of the County as part of their "Around the County" initiative. Representative of the County Clerk's Office are available to come to a municipal building or a senior center on a Tuesday, Wednesday or Thursday from 10:00 a.m. to 2:00 p.m. to offer services such as passports, voter registration, notary public processing, processing of business trade names and providing photo identification to exempt firefighters, veterans and seniors.

With regard to elections, Mr. Hogan said 26,000 people used the County's vote by mail service last year. Election results are available on their web site so the public can view returns as the County Clerk's office receives them.

Mr. Hogan said his office has recently opened boxes of historical documents that were stored at the County. Those documents have been scanned and include such items as original maps, original articles of incorporation, first resolutions and initial elections for the municipalities in Bergen County. This evening Mr. Hogan is presenting a collage of scanned historical documents that are representative of the Borough of Allendale to the Mayor and Council.

Mr. Hogan stated that each of the seventy towns in the County has its own unique identity. After the scanned documents of all the municipalities in Bergen County have been completed, the collages of all the towns will be on display at the County's Land Records Management Division.

One of the documents included in Allendale's collage is the Certificate of Election for the formation of a Borough form of government in Allendale. At the time of the election, 100 people voted for incorporation and 11 voted against.

The collage was presented to Mayor White by Mr. Hogan.

On a motion by Mrs. McSwiggan, seconded by Mr. Sasso, the Council voted unanimously to adjourn to Regular Session at 8:00 p.m.

On a motion by Mr. Strauch, seconded by Mr. Sasso, the Council voted unanimously to adjourn back to Work Session at 8:02 p.m.

Agenda Review

Ordinance 15-20 to Implement Criminal History Record Background Checks

Councilman Bernstein said he will make a motion during the Regular Session to carry this ordinance to the meeting of August 13th because the ordinance is still being discussed in committee.

Ordinance 15-21 to Amend, Supplement and revise the Code of the Borough of Allendale, Officers and Employees, Chapter 53, Section 53-51

Mayor White said this ordinance will divide the responsibilities of the Municipal Clerk and Administrator. It is set for a second reading, public hearing and adoption this evening.

Mayor's Report

Mayor White said the County has started the West Crescent Avenue bridge improvement project. She thanked the Police Department for their support of the Allendale residents who live along Park Avenue. That location has seen a great deal of additional traffic due to the detour.

This week the County began making improvements to the intersection of Franklin Turnpike and Orchard. This is a temporary improvement but it will help with the traffic backup that often occurs at that location. The project should only take ten days to complete. She thanked the residents for their patience.

On a motion by Mrs. McSwiggan, seconded by Mrs. Wilczynski, the Council voted unanimously to return to Regular Session at 8:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gwen McCarthy". The signature is written in a cursive, flowing style.

Gwen McCarthy
Interim Municipal Clerk