

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
April 28, 2016

PRESENT: Mayor Elizabeth White and Council members Ari Bernstein, Liz Homan (arrived at 8:02 p.m.), Jackie McSwiggan, Steve Sasso, and Jim Strauch

ABSENT: Council member Amy Wilczynski

ALSO PRESENT: Borough Attorney Thomas Bouregy  
Municipal Clerk Anne Dodd

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 April 28, 2016. The meeting was called to order at 7:34 p.m. by Mayor White who asked that the Municipal Clerk read the open public meetings statement:

“In compliance with the Open Public Meetings Act, the notice requirements have been satisfied. The meeting dates for the year are confirmed at the Annual Meeting, are posted on the public bulletin board in the Municipal Building, published in the Record within the first 10 days of the New Year, and copies are sent to the Ridgewood News and Star Ledger.”

**Administration:**

A. Agenda Review

Mayor White reviewed the Regular Session agenda. She noted that Ordinances 16-11 and 16-12 came out of the Board of Health and advised that the purpose of both ordinances is to charge a fee for the inspection conducted by the Sanitarian with respect to pools and for-profit youth camps. She explained that Ordinances 16-13 and 16-14 came out of the Land Use Committee. Ordinance 16-13 establishes a permit process for the conduct of garage sales within the Borough of Allendale and Ordinance 16-14 addresses the issue of signs being affixed to utility poles.

Councilman Sasso commented that these issues affect quality of life. He noted that Ordinance 16-14 is being adopted in an effort to work in partnership with the utilities.

Mayor White thanked Council members Wilczynski, Homan, and Strauch for their work on Ordinances 16-15, 16-16, and 16-17. She advised that the Allendale Police Department will step up enforcement and tickets will be issued for anyone in violation of these ordinances.

She then advised that the budget is scheduled for adoption this evening and thanked Alissa Mayer, CFO, for her hard work in preparing this budget. She also thanked Councilman Bernstein and the Department Heads for their involvement in the process.

Councilman Bernstein remarked that CFO Mayer was a great sounding board and acted as the voice of reason while guiding everyone through the budget process. He thanked Ron Kistner, Administrative Officer/Director of Operations for being there every step of the way. He also acknowledged Mayor White as well as former Mayor

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Barra for their role in the budget over the years. He noted that this budget is reflective of a delicate balance between keeping expenses down while maintaining services and infrastructure.

Mayor White then reviewed the resolutions on the Consent Agenda. She noted that Resolution#16-136 authorizes the award of a contract to D&L Paving for the 2016 Road Resurfacing Program. Ten streets will be paved this year, making for a total of 100 streets that have been paved in the last 10 years. Mayor White commented that the cost obtained through the Ramsey Coop is \$64.50/ton which is a reduction from what was paid last year and expressed her hope that more streets than anticipated can be added.

In terms of Resolution #16-137, she thanked representatives from UPSEU for their professionalism and expressed that she is glad this contract was negotiated fairly quickly.

Councilwoman McSwiggan explained that Resolution #16-138 authorize Hatch Mott MacDonald to conduct testing and analysis of the water system so that proper pressures can be maintained while the Ramsey Water Storage Tank is offline.

In reference to Resolution #16-140, Mayor White advised that Councilwoman Wilczynski has worked hard to complete this grant application, noting that a letter of endorsement from the District 40 Legislators was obtained.

She then reviewed the remaining resolutions on the Consent Agenda and advised that a proclamation in honor of the retirement of Patricia Mullen, Administrative Assistant in the Allendale Police Department, will be read into the record.

Councilman Sasso requested that Resolution #16-145 be pulled from the Consent Agenda and voted upon separately. Council agreed to this request.

#### B. Mayor's Report

Mayor White reported that the Cub Scouts were at Borough Hall earlier today to meet with her and learn about her role in the community. She advised that she and Councilman Bernstein attended Patricia Mullen's retirement party last night. She thanked Ms. Mullen for her 25 years of service to this community and wished her well on her retirement. Mayor White advised that she attended a presentation on cyber security given by the Officer Kuenzel, DARE Officer. She expressed her opinion that it was an outstanding presentation and commented that she was very shocked to learn that many kids had spoken with a stranger online. The Volunteer Appreciation event took place last Tuesday at the Library which had a nice turnout. Mayor White advised that there have been a few deaths in the Allendale family and expressed her condolences to the families.

#### C. Council Reports

**Councilwoman McSwiggan** – Water, Sewer and Public Utilities

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Councilwoman McSwiggan reported that the Water, Sewer and Public Utilities Committee is focusing on capital projects. She thanked CFO Mayer for her help with the preparation of the water budget, noting that she ensured accommodations were made to improve the infrastructure.

**Councilman Sasso** - Land Use and Construction Code

Councilman Sasso advised that the Land Use and Construction Code Committee has been very busy dealing with COAH matters and planning, noting that the ordinances pertaining to garage sales and affixing to utility poles are being adopted tonight. The committee will be meeting a week from tomorrow and will begin to address generators, drive-thru businesses, and 24-hour businesses.

Mayor White commented that Mike Limatola, Property Maintenance Officer, has been doing a great job addressing issues pertaining to vacant properties.

**Councilman Bernstein** – Administration, Finance and Human Resources and Public Safety

On behalf of Councilwoman Homan, Councilman Bernstein reported that the Public Safety Committee met last Friday. Councilman Bernstein expressed his opinion that Councilwoman Homan is doing a great job as Chair of this committee. He noted that having the Director of Operations present at these meetings really helps in furthering the goals of the committee.

Councilman Bernstein reported that the Administration, Finance, and Human Resources Committee met earlier this week. The Personnel Manual is being updated with the hope of adopting in June. Councilman Bernstein thanked Michelle Ryan, Deputy Municipal Clerk, for her work in revising the current manual. The Borough Code is up-to-date online. The next committee meeting is scheduled for May 23<sup>rd</sup>.

**Councilman Strauch** – Public Works

The Public Works Committee is scheduled to meet next Wednesday at 9 am. The DPW has been busy as the Water Department is updating some of the old services. Councilman Strauch noted that Mike Vreeland, Borough Engineer, and Melissa Daly, Technical Assistant to the Municipal Engineer, have been monitoring the progress of the paving of West Allendale Avenue. He expressed that he is pleased with the continued excellent performance of the DPW.

In terms of the Allendale Volunteer Goose Patrol, he noted that the ordinance to establish this committee is being adopted this evening. He expressed his opinion that this ordinance will allow the Police Department to have more power to enforce. He advised that the committee has completed four inspections over the past two weekends. He noted that they have received applicants for approximately 60 dogs which will be turned over to the committee members for their review by this weekend. He expressed his hope that by formalizing the process to be a member of the Allendale Volunteer Goose Patrol, it will allow the Police Department to better address the issue of dogs running at large at Crestwood Lake.

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Mayor White advised that West Allendale Avenue and Erie Plaza were milled today, and weather permitting, will be paved tomorrow.

As the time required Council to commence the Regular Session, on a motion by Councilman Strauch, second by Councilwoman McSwiggan, and unanimously carried, the meeting was adjourned to the Regular Session at 8:03 p.m.

On a motion by Councilwoman McSwiggan, second by Councilman Bernstein, the Work Session was reopened at 8:15 p.m.

D. Staff Reports

This agenda item was carried to the Work Session.

E. Correspondence

1. Romans

RE: Letter of Commendation – Layne  
Simon and Ray Frazier

***Budget Presentation – Presented by Charles Ferraioli, Registered Municipal Accountant***

Charles Ferraoili, Borough Accountant, expressed his opinion that this budget is a very good one as it is under all of the caps, noting that it is under the appropriation levy cap by \$474,000 as well as the more restrictive levy cap by \$379,000. He noted that the Borough came into the year with a strong surplus, increasing from \$2.6 million to \$3.1 million. He explained that this level of surplus allowed \$400,000 to be used as revenue to increase the Borough's pay-as-you-go capital.

Councilman Bernstein commented that this budget was not prepared in a vacuum as everyone involved focused on trying to do more with less.

***Adjournment***

There being no further business to come before the Mayor and Council, on a motion by Councilman Strauch, second by Councilwoman McSwiggan, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk