

Mayor and Council of the Borough of Allendale  
Regular Session Meeting Minutes  
August 10, 2017

PRESENT: Mayor Elizabeth White and Councilmembers Ari Bernstein, Jackie McSwiggan, Steve Sasso, and Jim Strauch

ABSENT: Councilmembers Liz Homan and Amy Wilczynski

ALSO PRESENT: Borough Attorney Ray Wiss  
Municipal Clerk Anne Dodd

A Regular 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 August 10, 2017. The meeting was called to order at 8:00 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."

The Mayor led those present in a salute to the flag.

**Approval of Minutes:**

Motion by Councilman Strauch, second by Councilman Bernstein, that the Minutes of July 27, 2017 Work Session, July 27, 2017 Regular Session and July 27, 2017 Closed Executive Session (not to be released) are approved.

On a roll call, the vote was recorded as follows:

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	absent	Councilman Strauch:	aye
Councilwoman McSwiggan:	abstain	Councilwoman Wilczynski:	absent

**Public Comment**

Kristen Tsarnas, 74 Heights Road, inquired the reason behind the additional hire in the Police Department which created the need to adopt Ordinance 17-10.

As there had been a rise in the amount of overtime in the Police Department, Mayor White explained that an outside auditing firm was brought in to investigate the reason behind this rise and how best to address it. It was this firm's recommendation that an additional officer be hired.

Ms. Tsarnas inquired who is responsible to ensure that the salary for this additional officer does not exceed the amount that had been spent on overtime.

Mayor White advised that it is the responsibility of the Public Safety Committee to monitor overtime expenditures. She explained that one of the main drivers of overtime is when officers are sick or out due to an injury. This additional officer allows for more flexibility when these situations occur. Councilman Sasso added that the hire of this additional officer has had a positive impact on overtime numbers.

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Ms. Tsarnas inquired whether this position will be eliminated should there no longer be a need for a ninth officer.

Councilman Bernstein commented that they have analyzed the best way to keep the town safe while managing the budget. He noted that should there be a retirement, they can make a determination at that time whether there is still a need for an additional patrol officer.

Borough Attorney Wiss remarked that economics cannot be the sole focus as maintaining proper staffing is a safety concern. He noted that there is a minimum number of officers required to be on duty at all times in order to ensure the safety of the residents.

Councilman Sasso stated that State- and County-mandated training are also a contributing factor to overtime.

Ms. Tsarnas questioned how decisions such as this one are communicated to the public.

Mayor White noted that this study was discussed publicly two years ago. She advised that the Borough website is a good resource for information as well as the Borough newsletter. Borough Attorney Wiss explained that, by law, all deliberative action taken by the governing body must take place at a public meeting. Although the agenda is posted to the website, the meeting itself is where discussion takes place and decisions are made.

**Introduction of Ordinances:**

**Ordinance 17-10**

Motion by Councilman Sasso that the following ordinance be introduced and passed on first reading and setting August 24, 2017 at 8:00 p.m. or as soon thereafter as the as the matter can be heard as the date and time and the Council Chambers of the Allendale Municipal Building as the place for a hearing on said ordinance. Second by Councilwoman McSwiggan.

The Municipal Clerk read the title of the ordinance into the record:

ORDINANCE 17-10 – AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE CHAPTER 26 OF THE CODE ENTITLED “DEPARTMENTS” OF THE BOROUGH OF ALLENDALE

On a roll call, the vote was recorded as follows:

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	absent	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	absent

**Ordinance 17-11**

Mayor White noted that this ordinance requires thirty-five days between introduction and adoption for referral to the Planning Board to determine consistency with the Master Plan.

Motion by Councilwoman McSwiggan that the following ordinance be introduced and passed on first reading and setting September 14, 2017 at 8:00 p.m. or as soon thereafter as the as the matter can

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be heard as the date and time and the Council Chambers of the Allendale Municipal Building as the place for a hearing on said ordinance. Second by Councilman Sasso.

The Municipal Clerk read the title of the ordinance into the record:

ORDINANCE 17-11 – AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, ZONING, CHAPTER 270-18(B)

On a roll call, the vote was recorded as follows:

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	absent	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	absent

**Consent Agenda**

- A. **17-213**/Approval of Bill List
- B. **17-214**/Award Contract – Chastang Ford – DPW Mason Dump Truck & Dump Truck Body
- C. **17-215**/Award Contract – American Asphalt & Milling Service LLC – W. Allendale Avenue (Sec. 6) & West Maple Avenue Improvements
- D. **17-216**/Recommend Contract Award to NJ DOT – American Asphalt & Milling Service LLC – W. Allendale Avenue (Sec. 6) & West Maple Avenue Improvements
- E. **17-217**/Authorize Salaries – Crestwood Lake Swim Club 2017 Season
- F. **17-218**/Authorize Developer’s Agreement – Allendale Heights, LLC
- G. **17-219**/Waive Fees for Use of Crestwood Lake’s Red Barn – Hope and Healing After an Addiction Death Candlelight Vigil
- H. **17-220**/Authorize Change Order No. 1 – ADA Improvements to Bathrooms at Crestwood Lake
- I. **17-221**/Authorize Release of Performance Bond – Tennis Court Renovation Project
- J. **17-222**/Establish Complete Streets Policy
- K. **17-223**/Authorize Festival Day & Car Show – Chamber of Commerce
- L. **17-224**/Authorize Chief for a Day Event – August 21, 2017

Motion by Councilman Strauch, second by Councilman Sasso, that the Consent Agenda be approved.

On a roll call, the vote on the Consent Agenda was recorded as follows:

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	absent	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	absent

All members present voting in favor, the Consent Agenda was approved.

**Resolution 17-213**

**List of Bills**

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Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated August 10, 2017 in the amounts of:

Current Fund	\$2,479,295.79
Payroll Account	\$269,866.42
General Capital	\$10,350.47
Animal Fund	\$3.60
COAH/Housing Trust	\$3,624.34
Improvement & Beautification	\$500.00
Unemployment Fund	\$1,531.00
Trust Fund	\$3,467.30
Water Operating	\$0.00
Water Capital	\$0.00
<b>Total</b>	<b>\$2,768,638.92</b>

**Resolution 17-214**

Award of Contract to Chastang Ford – Mason Dump Truck & Dump Truck Body

**Whereas**, the Borough of Allendale is and remains a bona-fide member of the Houston-Galveston Area Council Cooperative Purchasing Program (H-GAC); and,

**Whereas**, the Borough has approved and advertised a “Notice of Intent to Award” under a National Cooperative Pricing System pursuant to Local Finance Notice 2012-10; and,

**Whereas**, a cost-benefit analysis has been executed by the Borough’s Finance Committee and Public Works Committee; and,

**Whereas**, the funding for such expenditure is now in place and the Borough wishes to move forward with acquiring new mason dump truck and dump truck body.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that it hereby awards a contract through H-GAC to Chastang Ford for a 2017 F-550 Mason Dump Truck and Dump Truck Body in the amount of \$55,024.00 pursuant to contract HT06-16 and quotation prepared on June 26, 2017.

**Resolution 17-215**

Awarding a Contract to American Asphalt & Milling Service LLC for West Allendale Avenue (Sec. 6) & West Maple Avenue Improvements.

**Whereas**, sealed bids were received on July 20, 2017 for the project “West Allendale Avenue (Sec. 6) & West Maple Avenue Improvements”; and

**Whereas**, three (3) bids were received: 4 Clean-Up Inc. in the amount of \$173,088.96, American Asphalt & Milling Services, LLC in the amount of \$152,531.46, and D&L Paving Contractors in the amount of \$160,675.29; and

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**Whereas**, the bid documents have been reviewed and it is determined that the bid of American Asphalt & Milling Services, LLC is the lowest responsible, responsive bidder; and

**Whereas**, the Chief Financial Officer has attached a Certification that adequate funds are available to pay for the Contract pursuant to NJAC 5:30-5.4 et. seq;

**Now, Therefore, Be It Resolved**, by the Governing Body that it does hereby award a contract for the above referenced project to American Asphalt & Milling Services LLC, Kearny, New Jersey in the amount of \$152,531.46; and,

**Be It Further Resolved**, that the Mayor and Borough Clerk are hereby authorized to execute a contract with American Asphalt & Milling Services LLC following legal review; and

**Be it Further Resolved**, that the foregoing Contract award is subject to approval by the New Jersey Department of Transportation (NDOT) in accordance with the Borough's grant agreement with NJDOT.

**Resolution 17-216**

**BE IT RESOLVED** that the Mayor and Council of the Borough of Allendale hereby recommends to the New Jersey Department of Transportation that the contract for

**West Allendale Avenue (Sec. 6) & West Maple Avenue Improvements**

in the Borough of Allendale County of Bergen be awarded to American Asphalt & Milling Services LLC whose bid amounted to **\$152,531.46** subject to the approval of the Department.

**BE IT FURTHER RESOLVED** that the presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction.

**BE IT FURTHER RESOLVED** that the clerk of this body be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.

**Resolution 17-217**

2017 Crestwood Lake Salary Resolution – Supplement Six

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby hires the following individuals at the corresponding rates of pay for the Crestwood Lake Swim Club 2017 Season as follows:

Gabriella Guevara	Substitute Gate Person	\$8.40 per hour
Antonia Aita	Substitute Gate Person	\$8.40 per hour

**Be It Further Resolved**, that Gabriella Guevara's hire is effective August 10, 2017 and Antonia Aita's hire is effective August 3, 2017.

**Be It Further Resolved**, Kevin Grady is hereby hired as Assistant Swim/Dive Team Coach with a stipend of \$300 in place of Madeline Wolf who was hired as Assistant Swim/Dive Team Coach via Resolution #17-147.

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**Resolution 17-218**

Authorizing Developer's Agreement with Allendale Heights, LLC

**Whereas**, a Developer's Agreement between Allendale Heights, LLC and the Borough of Allendale and The Planning Board of the Borough of Allendale has been drafted by Christopher Botta, Esq., current legal counsel for the Allendale Planning Board; and,

**Whereas**, authorized representatives of Allendale Heights, LLC have consented to the stated agreement and have formally affixed their signatures to said document.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby authorizes the Mayor and Municipal Clerk to sign a Developer's Agreement with Allendale Heights, LLC as the agreement exists in its current form on file, the terms of which are incorporated herein by reference

**Resolution 17-219**

Waiver of Red Barn Permit Fees  
for Hope & Healing After an Addiction Death

**Whereas**, Hope and Healing After an Addiction Death has applied for a permit to use the Red Barn at Crestwood Lake to hold a candlelight vigil on September 13, 2017 from 6:30 p.m. to 9 p.m.; and

**Whereas**, Hope and Heal After an Addiction Death is a bereavement group for those who have lost a loved one to the disease of addiction; and

**Whereas**, due to the supportive role that this group plays within the community, the Facilities, Parks & Recreation Committee has recommended that the fees for permit fee be waived; and

**Whereas**, the Governing Body has reviewed the recommendation and concurs.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that the Red Barn Permit Fee relating to the candlelight vigil held by Hope and Healing After an Addiction Death are hereby waived.

**Resolution 17-220**

Change Order Number One – ADA Improvements to Bathrooms at Crestwood Lake

**Whereas**, the Director of Operations has requested that certain changes are needed in the ADA Improvements to Bathrooms at Crestwood Lake contract; and

**Whereas**, a net increase of \$2,250.00 will result from additional work due to the replacement of a metal door and frame that was not anticipated when the contract was awarded; and

**Whereas**, the CFO has certified that sufficient funds are available.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Change Order Number One resulting in an of \$2,250.00, a 7%

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increase in the original contracted amount, be approved for ADA Improvements to Bathrooms at Crestwood Lake, resulting in a new contract amount of \$34,400.00.

**Be It Further Resolved** that Change Order Number One in the increased amount of \$2,250.00 be approved for performance by Amptek Electric, LLC, 84 Ethel Avenue, Hawthorne, NJ 07506.

**Resolution 17-221**

Release of Performance Bond

**Whereas**, the Director of Operations has issued correspondence dated August 1, 2017 regarding the Tennis Court Rehabilitation Project;

**Whereas**, the project has been reviewed for a release of the performance bond;

**Whereas**, the Governing Body has reviewed the correspondence, a copy of which is attached hereto and incorporated herein;

**Now, Therefore, Be It Resolved** by the Governing Body that the performance bond in the amount of \$110,767.86 be returned to Superior Play Systems of Norristown, PA at this time.

**Resolution 17-222**

A RESOLUTION TO ESTABLISH A COMPLETE STREETS POLICY

**WHEREAS**, "Complete Streets" are defined as roadways that enable safe and convenient access for all users, including bicyclists, children, persons with disabilities, motorists, seniors, movers of commercial goods, pedestrians, and users of public transport; and,

**WHEREAS**, significant accomplishments have already been achieved in the Borough by incorporating pedestrian safety and traffic calming measures when public streets are improved; and,

**WHEREAS**, the New Jersey Department of Transportation supports complete streets policies and adopted its own such policy on December 3, 2009; and,

**WHEREAS**, Complete Streets are supported by the Institute of Traffic Engineers, the American Planning Association, and many other transportation, planning, and public health officials; and,

**WHEREAS**, Complete Streets policies support the goals of the Borough of Allendale Master Plan; and,

**WHEREAS**, promoting pedestrian, bicycle, and public transportation travel as an alternative to the automobile reduces negative environmental impacts, promotes healthy living, and is less costly to the commuter; and

**WHEREAS**, the design and construction of new roads and facilities should anticipate future demand for biking, walking, and other alternative transportation facilities and not preclude the provision of future improvements; and,

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**WHEREAS**, the full integration of all modes of travel in the design of streets and highways will increase the capacity and efficiency of the road network, reduce traffic congestion by improving mobility options, limit greenhouse gases, improve air quality, and enhance the general quality of life.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Allendale that all public street projects, both new construction and reconstruction (excluding maintenance) undertaken by the Borough shall be designed and constructed as “Complete Streets” whenever feasible to do so in order to safely accommodate travel by pedestrians, bicyclists, public transit, and motorized vehicles and their passengers, with special priority given to pedestrian safety, and subject to the following conditions:

- a. Pedestrian and bicycle facilities shall not be required where they are prohibited by law.
- b. Public transit facilities shall not be required on streets not serving as transit routes and the desirability of transit facilities will be determined on a project specific basis.
- c. In any project, should the cost of pedestrian, public transit, and/or bicycle facilities cause an increase in project costs in excess of 15%, as determined by engineering estimates, that would have to be funded with local tax dollars, then and in that event approval by Council must be obtained for same prior to bidding of the project.
- d. Significant adverse environmental impacts outweigh the positive effects of the infrastructure.

**Resolution 17-223**

Allendale Festival Day and Car Show

**Whereas**, there is a request by the Allendale Chamber of Commerce to hold the Allendale Festival Day and Car Show on Saturday, October 7, 2017 from 7:00 a.m. to 6:00 p.m.; and

**Whereas**, West Allendale Avenue will be closed for this event from the town clock to DeMercurio Drive; and

**Whereas**, the event will also take place in the NJ Transit parking area; and

**Whereas**, the Chamber of Commerce will, after approval, coordinate the event with the Police Department, the Fire Department and the Department of Public Works.

**Now, Therefore, Be It Resolved** by the Mayor and Council that this request be and is hereby approved.

**Resolution 17-224**

**Resolution Authorizing Police Chief for a Day Event**

**WHEREAS**, the Allendale Police Department (“APD”) has donated a “Chief for a Day” event for a child as part of the Allendale Foundation for Education Excellence Raffle; and

**WHEREAS**, the winner will participate in activities which include being picked up at home and taken on a tour of the Borough of Allendale in a police vehicle; and



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**WHEREAS**, the Mayor and Council of the Borough wish to formally authorize the “Chief for a Day” event on August 21, 2017 by adoption of this Resolution.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale as follows:

1. The Allendale Police Department “Chief for a Day” event be and hereby is authorized under the supervision of the Chief of Police.

2. The Chief of Police is authorized to grant approval of participant in the “Chief for a Day” event subject to execution of an appropriate Activity Permission and Release Form and such other documents as may hereafter be authorized by Allendale or the Chief of Police.

**BE IT FURTHER RESOLVED** that the Mayor, the Borough Clerk, the Chief of Police, the Borough Attorney, and such other Borough representatives as may be appropriate, are authorized to take all appropriate actions so as to implement this Resolution.

***Unfinished Business:***

There was no unfinished business.

***New Business:***

There was no new business.

***Council Committee Reports and Comments***

This agenda item was addressed during the Work Session

***Staff Reports:***

This agenda item was addressed during the Work Session.

***Public Comment on any issue:***

Kristen Tsarnas, 74 Heights Road, inquired how one would ask questions to find out further information on the resolutions that are being adopted at a Council meeting.

Mayor White advised that the agenda is posted to the website. Borough Clerk Dodd added that resolutions are also posted in draft form the day prior to the meeting. Mayor White noted that residents can also contact the governing body via email or phone to ask questions about items on the agenda.

***Adjournment:***

There being no further business to come before the Mayor and Council, on a motion by Councilman Strauch, second by Councilman Bernstein, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:14 p.m.

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Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk