

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

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

ABSENT: Council members Liz Homan and Amy Wilczynski

ALSO PRESENT: Borough Attorney Ray Wiss  
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 August 10, 2017. The meeting was called to order at 7:32 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.”

**Public Comment:**

Steve Ashley, 100 Midwood Avenue, expressed concern regarding the Fire Department’s response time to his call reporting smoke at his neighbor’s residence. He noted that Waldwick needed to be called to respond.

Mayor White explained that Allendale has a volunteer fire department, and it is for this reason, that a mutual aid agreement is in place with surrounding towns. She advised that they consistently seek volunteers. She commented that all towns with volunteer departments experience an issue with having enough volunteers to respond to fire and ambulance calls during the day.

Borough Attorney Wiss noted that this circumstance is not unique as a majority of people have work commitments during the day. He further commented that the training requirements to qualify to volunteer are quite onerous, making it difficult to find people to take on this commitment.

Mayor White advised that there is pending legislation to make the requirements even more onerous while allowing some training to be completed online.

**Administration:**

A. Agenda Review

Mayor White reviewed the Regular Session agenda. She advised that the July 27, 2017 Work, Regular, and Closed Executive Session are listed for approval.

With respect to the Introduction of Ordinances, she explained that Ordinance 17-10 amends the maximum number of patrol officers specified in Chapter 26 of the Borough Code entitled Departments. She explained that this ordinance is being proposed as the Police Department currently has nine patrol officers on its roster whereas the maximum number of officers reflected currently within the code is eight patrol officers.

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In terms of Ordinance 17-11, she explained that this ordinance was recommended by the Code Official and will require a permit to expand or replace a driveway. Councilman Sasso stated that there is not currently a permit process in place for driveways. He advised that, by requiring a permit, it will allow the opportunity to review plans prior to a driveway being expanded or replaced in order to monitor impervious coverage and ensure that flooding and runoff issues do not result.

Mayor White then reviewed the resolutions on the Consent Agenda. She noted that Resolution #17-215 and #17-216 pertain to the award of a contract to American Asphalt & Milling Service for the paving of West Maple Avenue and part of West Allendale Avenue. She advised that the contractor's bid submission was reviewed by both the Borough Attorney and Borough Engineer. She noted that although funding was received through a NJDOT grant, it will not cover the entire cost of the project, and as such, the Borough will provide the additional funds. She expressed her hope that the paving will be completed during one of the upcoming school breaks as W. Maple Avenue leads to Northern Highlands Regional High School. The Borough Engineer is working to coordinate the timing of the project.

With respect to Resolution #17-219, which waives the rental fee for Hope & Healing After an Addiction Death to hold a candlelight vigil at the Red Barn, Mayor White advised that this event last year was attended by over 200 people. She commented that it was a beautiful evening and the governing body is happy to help them to have a successful event.

Ron Kistner, Administrative Officer/Director of Operations, explained that Resolution #17-220 authorizes a change order in the ADA Improvements to the Bathrooms at Crestwood Lake project as the metal door and frame leading from the mechanic's room to the men's room was rusted and needed to be replaced. This repair was not anticipated when the project began.

In regard to Resolution #17-222, Mayor White advised that, by adopting a Complete Streets policy, it will give additional points in the NJDOT grant application being prepared for the West Allendale Avenue Streetscape project.

B. Mayor's Report

No report.

C. Council Reports

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

Councilman Bernstein advised that budget numbers are monitored monthly and all line items are currently in line with the budgeted amounts. Processes within Borough Hall are being streamlined and great strides have been made in this regard. He expressed his opinion that the summer interns have been doing a great job.

Mayor White noted that tomorrow is Olivia Callaghan's last day. She has been assisting in the Municipal Clerk's office.

Councilman Bernstein announced that the Administration, Finance, and Human Resources Committee is scheduled to meet again on September 13<sup>th</sup> at 4:30 p.m.

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

Councilman Sasso advised that both the Land Use and Construction Code Committee and Public Safety Committee met last Friday. Land Use discussed updating the portion of the Borough Code pertaining to electrical lighting as technology has changed since the ordinance was originally adopted. In terms of Construction Code, he advised that they continue to review the Code to ensure that it is up-to-date and to remove redundancies in order to help with compliance.

With respect to the Public Safety Committee, Councilman Sasso reported that Officer Bartoloma has met the requirements to become a member of the Bergen County Regional SWAT Team, noting that he may be called out from time to time. Officer Rizzo and his wife recently had a baby girl and Councilman Sasso extended his congratulations. Overtime numbers are in good shape. The PSE&G roadwork has been going smoothly with only a few minor issues arising.

Mayor White thanked the residents for their patience while dealing with the detours and traffic that have resulted from this work. She advised that Mr. Kistner has been working closely with the foreman to keep updated on the project's progress. She commented that it was a much-needed upgrade and expressed her hope that it will be completed in the near future.

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

Councilwoman McSwiggan advised that the annual hydrant flushing may begin as early as next week. This flushing is completed neighborhood by neighborhood and notification to residents will be provided via SwiftReach. The motor for well #11 has been installed and it is operating efficiently, producing almost twice the amount of water as the other four pumps. A water leak on Carteret and curb box on Gloria were both repaired. The New Street facility upgrade has been completed and the computer upgrades in connection with the new Fairhaven pump are being coordinated in order to allow the pump to communicate with Suez. She thanked Ron Kistner and his team for monitoring the progress of all of these projects to ensure that they were completed in a timely manner.

**Councilman Strauch** – Public Works

Councilman Strauch reported that the Public Works Committee met yesterday followed by Engineering. Progress is being made with the installation of the new compactors. He noted that the electrical upgrade for the compactor will be a cost savings for the Borough. He expressed his hope to have an update on County paving projects in the near future.

Mayor White explained that, to date, the County has not gone out to bid for its paving projects. She further advised that the Borough paving will not be completed until after Labor Day as the contractor to whom the bid was awarded has been working to pave school parking lots prior to the start of the new school year.

Councilman Strauch advised the he plans to have the next Public Works and Engineering meetings on September 13<sup>th</sup>.

D. Staff Reports

Ray Wiss, Municipal Attorney, reported that he has been focusing on normal course matters such as OPRA requests, contracts, resolutions, and ordinances. He explained that Ordinance 17-10

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stipulates a specific number of officers as is required by law. He noted that he has also worked with the Police Chief on a number of departmental issues.

Anne Dodd, Municipal Clerk, announced that there will be a lunch tomorrow for the summer intern who has assisted in her office and advised that members of the governing body are welcome to attend.

Ron Kistner, Administrative Officer/Director of Operations, reported that the preconstruction meeting for the installation of the compactors was held yesterday and he advised that it was a good meeting. Fifty cubic yards of certified playground mulch has been ordered, notice of which was provided to the Borough's Risk Manager as doing so increases safety. Chemicals for the lake have been ordered for next year as they are available at lower prices at this time of year. His staff is getting ready for winter by preparing equipment and placing rock salt orders. In order to prioritize fields, an email was sent to each sports organization to request their fall schedule.

E. Correspondence

There were no correspondence items.

**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 7:58 p.m.

Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk