

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
December 22, 2016

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

ABSENT: None

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 December 22, 2016. The meeting was called to order at 7:35 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:

No one came forward.

Administration:

A. Digital Archiving of Municipal Records

Mayor White explained that, under the direction of the Administration, Finance and Human Resources Committee, the Municipal Clerk and Administrative Officer recently met with a vendor to discuss digitally archiving the Borough's records. She explained that the State has a process to become registered in their Image Processing System in order to destroy scanned records and certain criteria must be met in order to do so. The vendor with whom the Municipal Clerk and Administrative Officer met is a NJ DORES inspected vendor which means that their system meets the requirements and has been approved. They would complete the process to get the Borough registered and ensure compliance with NJ DORES and the State Records Council requirements. This company has also worked with Spatial Data Logic, the new municipal management software, and would be able to interface with them to have the scanned records uploaded to this program. As there has been discussion on how to eliminate paper records, Mayor White commented that the Administration, Finance, and Human Resources Committee will continue to explore how to best move forward to ensure that the destruction of paper records is done properly and in accordance with State statute.

B. Agenda Review

Mayor White reviewed the Regular Session agenda. She advised that the December 8th Regular and Work Session Minutes are listed for approval, noting that there were a few revisions that have been circulated to everyone. She then reviewed the resolutions on the Consent Agenda. In regard to the Bill List, she explained that there may be the need to hold an emergency meeting next week to authorize a transfer of funds, and if this meeting is held, there may be a small bill list. She highlighted Resolution #16-303 and pointed out that the transfers mostly apply to the Police

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Department with \$20,000 being transferred to overtime. With regard to Resolution #16-305, she explained that this resolution designates Allendale as a Stigma-Free Zone. She advised that, in the spring, a resolution was adopted committing to support the Americans with Disabilities Act by establishing an Access for All Committee and this resolution will take it one step further.

Borough Attorney Wiss advised that there will not be a need for a Closed Session this evening.

C. Mayor's Report

As there has not been great success in forming a municipal alliance, Mayor White reported that she and Councilwoman McSwiggan have been working with Chief Scherb, Detective Dillon, and the Principal and Vice Principal of Northern Highlands Regional High School to form a Highlands Alliance. She noted that this alliance would involve the Police Departments, clergy members, and various school officials from Allendale, Ho-Ho-Kus, Saddle River, and Upper Saddle River. She expressed her opinion that forming such an alliance will present a good opportunity to address the mental health and addiction issues that are present in these communities. She advised that they are hoping to hold their first meeting in February.

Councilwoman McSwiggan added that once this coalition is formed, they may reengage with the Municipal Alliance at the County level as it will be easier to meet the necessary criteria with more communities involved.

Mayor White advised that the members of the governing body should have received an invitation to attend the Allendale Volunteer Ambulance Corps Annual Dinner and asked that they RSVP if they have not already done so.

D. Council Reports

Councilwoman Homan - Public Safety

Councilwoman Homan reported that she met with the Fire Department and reviewed their budget. She commented that they are planning well, looking to be fiscally responsible while ensuring that their equipment is in good working order.

Councilwoman McSwiggan – Water, Sewer and Public Utilities

Councilwoman McSwiggan advised that the Water, Sewer and Public Utilities Committee will be meeting next week and will review a proposal from Northwest Bergen Sewer Authority to provide sewer maintenance services to the Borough as a shared services agreement.

Councilman Sasso - Land Use and Construction Code

Councilman Sasso announced that the Land Use and Construction Code Committee will meet on the first Friday in January and will continue to look at Construction and Zoning to see how processes can be streamlined. He noted that they will be looking to bring the Board of Adjustment fees in line with what is being charged by surrounding towns as well as to cover the per meeting costs.

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Councilman Bernstein – Administration, Finance and Human Resources

Councilman Bernstein advised that the Administration, Finance and Human Resources Committee will be meeting on December 28th at 4:30 p.m.

Councilwoman Wilczynski – Facilities, Parks and Recreation

Councilwoman Wilczynski stated that the DPW has been busy working on winter projects. New ladders have been purchased for Crestwood Lake. Shelves were installed in the shed at Crestwood and nets were placed around the Multipurpose Field and W. Maple Avenue Field. Turf blankets were also placed at the fields. The contract for the Tennis Court Renovation Project was signed and the project will commence in March or April. The Menorah Lighting is scheduled to take place on December 29th at 6:30 p.m.

Councilman Strauch – Public Works

Councilman Strauch reported that the Public Works Committee met on December 7th. The street inspection with the Municipal Engineer and his Technical Assistant was completed. He advised that the committee is scheduled to meet again on the 2nd Wednesday in January.

E. Staff Reports

Ray Wiss, Municipal Attorney, advised that, with regard to the Northern Highlands litigation, the proposed semi-final ordinance has been circulated to both parties and input has been requested by next Thursday. The proposed timeline is to introduce the ordinance in January and adopt in February. In terms of the COAH litigation matter, he advised that the motion for the amended spending plan and approval to allow use of the housing trust fund was filed and is returnable January 6th. He commented that he will be working with the Borough Planner and Court Master to ensure that they remain on schedule.

Anne Dodd, Municipal Clerk, reported that her office has been busy with pet licensing. It has been going smoothly with the new software. She along with Mayor White and Borough staff met with the President of SDL to discuss how to move forward in terms of permissions and getting the tablets set up for the inspectors to use.

Mayor White added that the Construction Code Office may go live in January in allowing the public to request inspections and view the status of their applications through the SDL Portal. She commented that they are looking forward to distributing the tablets to the inspectors to allow them to complete their inspections through the portal. A tablet has been given to the Property Maintenance Officer to allow him to test it out first.

Mayor White finished by thanking the Council for their hard work this year, commenting that they have all done a great job with all of their respective committees. She noted that the Reorganization Meeting is scheduled for January 5th at 7:30 p.m. and expressed that she is looking forward to the swearing in of Councilman Bernstein and Councilman Sasso as well as the Fire Department and Volunteer Ambulance Corps officers.

Councilwoman McSwiggan thanked Mayor White for her leadership over the past year and remarked that she has done a great job.

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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 7:59 p.m.

Respectfully submitted,

Anne Dodd, RMC
Municipal Clerk