

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
December 8, 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 8, 2016. The meeting was called to order at 7:33 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.

**Presentations:**

A. Proclamation – Melissa Duncan

Mayor White advised that Melissa Duncan had been a member of the Allendale Board of Education for 10 years and Monday will be her last meeting. She noted that she has served as president and did an outstanding job in this role. She read the following proclamation into the record:

**Proclamation  
In Appreciation Of  
Melissa Duncan**

**WHEREAS**, the Mayor and Council of the Borough of Allendale would like to extend their deep gratitude to Melissa Duncan for her 10 years of service on the Allendale Board of Education; and

**WHEREAS**, Melissa has been married to her loving husband, Tim, for 20 years; and

**WHEREAS**, Melissa and Tim moved to Allendale in 1999; and

**WHEREAS**, Melissa and Tim have three children, Katie, a Sophomore at Harvard, Ryan, a Senior at Northern Highlands Regional High School, and Haley, a Sophomore at Northern Highlands Regional High School; and

**WHEREAS**, Melissa is an avid reader, dog lover, and active parishioner at Guardian Angel Church; and

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
December 8, 2016

**WHEREAS**, *Melissa was first elected to the Board of Education in 2007; and*

**WHEREAS**, *Melissa became Vice President of the Board in 2008 and went on to become President in 2009, a position which she has held until present day; and*

**WHEREAS**, *Melissa is respected by both the school community and her peers alike, and has worked tirelessly to serve the children of this community with care and professionalism in her role on the Board of Education; and*

**WHEREAS**, *Melissa exemplifies the true spirit of volunteerism that exists in the Borough of Allendale.*

**NOW, THEREFORE BE IT RESOLVED**, *the Mayor and Council of the Borough of Allendale hereby recognize and honor Melissa Duncan for her many years of service as a member of the Allendale Board of Education and encourage all of the residents of the Borough of Allendale to congratulate her on her accomplishments over the past 10 years.*

B. Proclamation – Father Michael, Trinity Church

Mayor White read the following proclamation into the record:

**Proclamation**

*Commemorating the 25<sup>th</sup> Anniversary  
of Fr. E. Michael Allen's Ordination*

**WHEREAS**, *Fr. E. Michael Allen was born on September 8, 1948 in San Francisco, California and graduated from the College of Idaho with a Bachelor of Science in Biology and Chemistry; and*

**WHEREAS**, *although Fr. Michael's early career ventures were as the Vice President of regional restaurant companies and a Head Hunter for the entertainment and medical industries, he answered the call to the priesthood in 1985; and*

**WHEREAS**, *Fr. Michael attended the General Theological Seminary and graduated cum laude in 1991; and*

**WHEREAS**, *Fr. Michael was ordained to the priesthood on December 20, 1991 in the Chapel of the Good Shepherd at the General Theological Seminary; and*

**WHEREAS**, *Fr. Michael had previously been assigned as an Assisting Priest at both St. Mark's Episcopal Church in Mt. Kisco, New York and St. Matthew and St. Timothy Episcopal Church in Manhattan and Rector of Christ Church New Brighton in Staten Island, New York; and*

**WHEREAS**, *Fr. Michael arrived at the Church of the Epiphany on September 1, 2007 and has served as Rector, committing the parish to serving the community through worship, compassionate outreach, stimulating education, joyful fellowship and faithful stewardship; and*

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
December 8, 2016

**WHEREAS**, *Fr. Michael provides spiritual guidance to so many both at the church and in the community through serving as Chaplain of the Allendale Volunteer Ambulance Corps, Allendale Crescent Commons/ Orchard Commons Ministry, Allendale Nursing Home & Atrium Ministry, member of the Allendale Chamber of Commerce, and member of the Allendale Clergy Association.*

**NOW, THEREFORE BE IT RESOLVED**, *that I, Elizabeth White, Mayor of the Borough of Allendale, in grateful appreciation of Fr. Michael's many years of faithful service to the residents of the Borough of Allendale, do hereby proclaim December 18, 2016 as Fr. E. Michael Allen Recognition Day within the Borough of Allendale.*

**Administration:**

A. Agenda Review

Mayor White reviewed the Regular Session Agenda. She noted that the Minutes of the November 10<sup>th</sup> are listed for approval. She then reviewed the resolutions on the Consent Agenda. She announced that the Reorganization meeting has been set for January 5, 2017 at 7:30 via Resolution #16-285 and advised that the proposed meeting schedule for next year has been circulated to the members of Council. She requested that they review these dates and advise if there are any issues. In terms of Resolution #16-286, Mayor White explained that the original appointment for the Alternate No. 2 to the Planning Board was made through the end of 2017 in error. The purpose of this resolution is to amend the term to expire at the end of this year. Mayor White explained that, although this appointment does not require the advice and consent of Council, she likes to keep the governing body aware of her appointments and involved in the process. With regard to Resolution #16-289, she noted that this project has been in the works for a long time and explained that this booster pump will allow for the better control of water flow. Resolution #16-290 authorizes a change order for the 2016 Road Resurfacing program which is due to the paving of the DPW parking lot, a project that has been in the works for about 10 years. She then highlighted Resolutions #16-291 and 16-292 and requested that the Municipal Clerk provide some background information on these resolutions.

Municipal Clerk Dodd advised that the liquor license owned by A&P is being transferred to Acme to allow the license to be kept in pocket status for up to 2 years. She explained that Acme has acquired several A&P stores that have liquor licenses, and due to State Statute, they are only permitted to own two retail licenses. The Division of ABC has issued a special ruling allowing the liquor licenses to be transferred to Acme and held in pocket status to preserve the licenses and allow Acme time to come into compliance with State Statute. Resolution #16-291 authorizes the transfer of the license from A&P to Acme and Resolution #16-292 authorizes the renewal of the license by Acme for the 2016-2017 licensing term.

Mayor White then reviewed the section of the agenda entitled "Resolutions," noting that Resolutions #16-294 through #16-299 work together. She advised that Resolution #16-294 authorizes an emergency appropriation to allow for the purchase of 220 and 230 West Crescent Avenue. She explained that this appropriation will be cancelled once the bond ordinance is introduced on January 12<sup>th</sup>. She then advised that Resolutions #16-295, #16-296, and #16-297 cancel balances in old capital ordinances and transfer them to general capital fund balance. She noted that these funds are needed for the 5% down payment for the bond ordinance being introduced on January 12<sup>th</sup>. Resolution #16-298 authorizes Borough Attorney Wiss to go before the court to request a release of \$325,000 from the Housing Trust Fund in order to both meet the down payment for the acquisition of 220 and 230

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
December 8, 2016

W. Crescent Avenue as well as make a \$20,000 contribution to Eastern Christian Children's Home who have agreed to purchase 200 W. Crescent Avenue. Mayor White explained that a special needs home will be built for five individuals at this location and the Borough will receive five COAH credits for its contribution. Resolution #16-299 authorizes the agreement with West Crescent Realty, LLC for the purchase of 220 and 230 W. Crescent Avenue. Mayor White advised that she has brought a copy of the tax map and requested that it be made part of the record. She noted that the property is approximately 9.7 acres and commented that the Borough has kept its eye on this property for many years as it was noted in the last Master Plan that this property would be ideal for recreation and open space. She further remarked that with the Supreme Court mandates to provide for affordable housing, acquiring this property provides the opportunity to provide affordable senior housing units. She noted that although there are 16 affordable senior housing units on Cebak Court, there is a list of approximately 90 seniors who are currently looking for senior housing. As such, she expressed her opinion that this opportunity is crucial to meeting the Borough's affordable housing obligations as has been done consistently throughout the years with Cebak Court, Crescent Commons and Orchard Commons. She further advised that this property will also be used for municipal offices by retrofitting the office space that exists in the building located at 220 W. Crescent Avenue. By doing so, she explained that is anticipated that the current Borough Hall space will be given to the Library to allow them to expand. Mayor White advised that, over the past 10 years, there has been a concerted effort to pay down debt which has enabled the Borough to look at this purchase with a good lens. She commented that this purchase has not been entered into lightly and the Borough Auditor, Bond Counsel, and CFO have been heavily involved in this process. She noted that both current residents and residents long into the future will benefit from this purchase without having a huge tax burden. She stressed that this move will allow Allendale to stay the community that it is and prevent this property from being involved in a builder's remedy lawsuit down the line. She thanked Borough Attorney Wiss for all of his efforts with respect to negotiating this agreement as it has been a long process.

Councilman Bernstein expressed his agreement with Mayor White's comments and stated that he believes that this purchase will be a real win for the Borough. He commended Mayor White for spearheading this process and ensuring that every angle was drilled down upon. He noted that gut instinct was not relied upon and the professionals were involved to examine this purchase from every angle including the financial impact to the Borough and the potential uses for this property.

Councilwoman Wilczynski stated that she is thrilled with the purchase of this property as the Borough has had its eye on this property for quite a while. She noted that it is such a key location as it is close to the center of town and will be a wonderful hub for future generations. She expressed her opinion that this purchase was very forward thinking of this municipality as COAH requirements coming down the line will change a lot of municipalities. She noted that although Allendale has always complied with the requirements, she believes that a lot of towns will have a difficult time in the future. She thanked Borough Attorney Wiss for being a great negotiator and commented that she feels very confident that they are moving forward in the right direction.

Councilwoman McSwiggan expressed her agreement with all of the comments made and stated that she is excited that a citizens' committee will be formed to brainstorm on how to move forward. She noted that there are so many talented residents in Allendale who could make a significant contribution to the committee.

Mayor White reviewed the remaining two resolutions on the agenda. She advised that Resolution #16-300 appoints PK Environmental as the Environmental Consultant to conduct the environmental studies that are needed for this property. She advised that this firm was recommended by the Borough

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
December 8, 2016

Engineer. She then explained that the final resolution on the agenda, #16-301, confirms the endorsement of a grant application being submitted by Eastern Christian Children's Home.

B. Mayor's Report

Due to time constraints, this agenda item was carried to the Regular Session.

C. Council Reports

Due to time constraints, this agenda item was carried to the Regular Session.

D. Staff Reports

Due to time constraints, this agenda item was carried to the Regular Session.

***Adjournment:***

There being no further business to come before the Mayor and Council, on a motion by Councilman Sasso, second by Councilman Strauch, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk