

Mayor and Council of the Borough of Allendale
Regular Session Meeting Minutes
December 28, 2017

PRESENT: Mayor Elizabeth White and Councilmembers Ari Bernstein, Liz Homan
Steve Sasso, and Amy Wilczynski

ABSENT: Councilmember Liz Homan and Jim Strauch

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 December 28, 2017. The meeting was called to order at 8:04 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 Councilwoman McSwiggan, second by Councilman Bernstein, that the Minutes of December 14, 2017 Work Session and December 14, 2017 Regular Session are approved.

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

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

Public Comment

No one came forward.

Public Hearings for Advertised Ordinances:

Ordinance 17-17

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on November 16, 2017 and posted on the bulletin board of the municipal building.

ORDINANCE 17-17 - AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, ZONING, CHAPTER 270-159

Mayor White noted that the Planning Board has reviewed this ordinance and has approved a resolution recommending its adoption.

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Public Comments on Ordinance 17-17

No one came forward.

Motion by Councilman Sasso, second by Councilwoman McSwiggan, that Ordinance 17-17 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

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

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

(See Ordinance 17-17, attached and made a part hereof.)

Consent Agenda

- A. **17-297**/Approval of Bill List
- B. **17-298**/Approve Submission of Grant Application & Execution of Grant Agreement – NJDOT – Pearl Court Resurfacing Project
- C. **17-299**/Authorize Reduction of 2017 Tax Levy – County Board Judgments on Added Assessments – Various Properties
- D. **17-300**/Award Contract – Deere & Company – Gator Utility Vehicle
- E. **17-301**/Authorize Budget Transfers
- F. **17-302**/Cancel Water Utility Operating Fund Appropriation Balances
- G. **17-303**/Authorize Execution of Release Agreement – PSE&G

Motion by Councilwoman Wilczynski, 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:	absent
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

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

Resolution 17-297

List of Bills

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 December 28, 2017 in the amounts of:

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Current Fund	\$1,366,343.41
Payroll Account	\$0.00
General Capital	\$228,802.23
Animal Fund	\$0.00
Grant Fund	\$0.00
COAH/Housing Trust	\$3,431.37
Improvement & Beautification	\$0.00
Unemployment Fund	\$0.00
Trust Fund	\$15,389.00
Water Operating	\$47,026.54
Water Capital	\$7,929.00
Total	\$1,668,921.55

Resolution 17-298

Approval to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the Pearl Court Resurfacing project.

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Allendale formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as LFIF-2018-Pearl Court Resurfacing-00062 to the New Jersey Department of Transportation on behalf of the Borough of Allendale.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Allendale and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Resolution 17-299

County Board Judgments

BE IT RESOLVED by the Council of the Borough of Allendale that the Tax Collector is hereby authorized to reduce the 2017 tax levy due to County Board Judgments on Added Assessments:

702/4 C0010	Lee, Dane & Susie 10 Rio Vista Drive Allendale, NJ 07401	\$68.64
1407.01/20	Dodge, John & Wendy 76 Mac Intyre Lane Allendale, NJ 07401	\$1,002.16
2006/5	Ruffalo, Matthew & Elizabeth 43 Midwood Avenue Allendale, NJ 07401	\$1,495.58

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Resolution 17-300

Award of Contract to Deere & Company – Gator Utility Vehicle

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 gator utility vehicle.

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 Deere & Company for a John Deere XUV825i Power Steering (MY17) in the amount of \$20,074.52 pursuant to contract TX HGAC GR01-15 (PG 64) and quotation prepared on December 5, 2017.

Resolution 17-301

BUDGET TRANSFERS

WHEREAS, Budget Transfers are permitted during the last two months of the current year and the first three months of the following year;

NOW THEREFORE, BE IT RESOLVED, BY THE Mayor & Council of the Borough of Allendale that the following transfers be made between the following 2017 Budget Appropriations:

DEPARTMENT	FROM	TO
Telephones, Other Expenses		\$1,500
Crestwood, S&W	\$1,500	
Totals	\$1,500	\$1,500

Resolution 17-302

WHEREAS, the following Water Utility Operating Fund budget appropriation balances for 2017 remain unexpended:

Water Purchase	60,000
Total Appropriations Cancelled	\$60,000

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Surplus;

NOW THEREFORE, BE IT RESOLVED, by the council of the Borough of Allendale, that the above listed unexpended balances of the Water Utility Operating Fund be canceled.

Resolution 17-303

WHEREAS the Borough of Allendale has submitted a claim to PSE&G and wishes to authorize a settlement for said claim.

NOW THEREFORE BE RESOLVED by the Mayor and Council of the Borough of Allendale that the Administrative Officer is hereby authorized to sign a release, the form and substance of which is subject to review of the Municipal Attorney.

Unfinished Business:

There was no unfinished business.

New Business:

There was no new business.

Council Committee Reports and Comments:

Councilwoman McSwiggan – Water, Sewer & Public Utilities

Councilwoman McSwiggan read the following report into the record:

“The sparking Water and Sewer Committee (otherwise known as Norton’s warriors) met on Dec 19th. When I arrived for the meeting, I found the committee members sitting down, reading magazines. Knowing the importance of regularity, I called the meeting to order at exactly 8am. The discussion of several murky sewer issues moved along at the pace of sludge. Nevertheless, the committee donned their virtual hip boots and dug deep to root out the issues that were blocking progress. I have always found that once the committee puts down the magazines, relaxes and focusses, things seem to move along nicely. The meeting began to flow rapidly and gain great clarity once we added the water projects to the discussion. In fact, there developed a refreshing, effervescent atmosphere once the discussion turned to water pipe re-linings and meter batteries. The committee just kept pumping along as we churned out wave after wave of ideas as to how to maximize water quality and minimize fees. We were swept away with enthusiasm as billing issues were settled. Feeling completely drained, we pulled the plug on the meeting and adjourned...”

This concludes the final report of the Water and Sewer committee for 2017. My warm thanks to the refreshing committee for all their hard work.”

Staff Reports:

Ray Wiss, Municipal Attorney, advised that the past two weeks have been fairly quiet. He thanked Councilwoman McSwiggan for both her levity as well as her seriousness and dedication. He commented that it was a pleasure to work with her on the affordable housing matter as she both kept the committee on task and entertained.

Anne Dodd, Municipal Clerk, reported that her office has been busy with pet licensing which has been going smoothly. She provided another update on OPRA requests, advising that 26 requests were received to date in December with a total of 295 requests submitted thus far this year. As a comparison, she advised that there were 229 requests received in 2016 and 176 requests received

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in 2015. She commented that it has been a pleasure to work with Councilwoman McSwiggan over the past two and a half years. She expressed her appreciation for Councilwoman McSwiggan's assistance in reviewing her Minutes and commented that she will miss working with Councilwoman McSwiggan.

Ron Kistner, Administrative Officer/Director of Operations, congratulated Councilwoman McSwiggan and noted that she did a great job as both chair of the Water, Sewer and Public Utilities Committee as well as in her role as Council President.

Mayor White noted that Alissa Mayer, CFO, is in the audience and advised that a Swiftreach was sent and information was posted to the Borough website and Facebook page advising that residents can prepay their 2018 real estate taxes. If residents would like to prepay, she asked that they come in before noon tomorrow in order to be properly credited. She noted that the Borough is not advising residents to prepay their taxes and urged them to consult their professionals to determine if it is in their best interest to do so.

Presentations

Proclamation – Councilwoman Jaqueline McSwiggan

Mayor White read the following proclamation into the record

*Proclamation
In Honor Of
Jacqueline “Jackie” McSwiggan*

Whereas, Councilwoman Jacqueline “Jackie” McSwiggan has served on the governing body of the Borough of Allendale for the past six years, during which time she has been dedicated to representing the needs and concerns of Allendale residents; and

Whereas, during her time on Council, Jackie has served as chair of the Water, Sewer and Public Utilities Committee, member of both the Facilities and DPW Committees, founding member of Allendale Housing, Inc., and for the past year, she filled the role of Council President; and

Whereas, Jackie also served as a member of the Planning Board, Chair of the Municipal Alliance for Anti-Drug, Anti-Alcohol Education, member of the Lee Memorial Library Strategic Planning Committee, Trustee of the Allendale Board of Education, and as a member of the School Expansion Committee; and

Whereas, Jackie was a founding Trustee of the Allendale Foundation for Educational Excellence and, in this role, she established core events for future fundraising efforts, which included raising significant funds to support technology and educational program development; and

Whereas, as a member of the Northern Highlands Sports Association, Jackie helped to raise approximately \$800,000 for construction of a new turf field at Northern Highlands Regional High School; and

Whereas, Jackie has engaged in many local civic, church, and community activities, including serving as a member of the Allendale PTO, the Vice President of the Home and School Association of Northern Highlands Regional High School, two-year Co-Chair of fundraising gala dinners for

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Immaculate Heart Academy, and member of both the Parish Fundraising Committee and Parish 50th Jubilee Dinner of the Church of the Presentation; and

Whereas, Jackie retired after a successful career as the Senior Officer and Corporate Secretary for the Bank of New York; and

Whereas, Jackie has been a resident of the Borough of Allendale since 1995 and has been married to her loving husband, Dan, for 32 years; and

Whereas, Jackie is the proud mother of 2 children, Kaitlyn and DJ, and recently celebrated her son's wedding where she welcomed her daughter-in-law, Caitlin, to her family; and

Whereas, the Mayor and Council of the Borough of Allendale have deemed it a privilege and an honor to work beside Jackie and will truly miss her wit, humor, dedication and insight.

Now, Therefore Be It Resolved, that the Mayor and Council of the Borough of Allendale, along with her friends, family, and the residents of Allendale, thank Jackie for her dedicated and sparkling service to the residents of this community and recognize the many contributions that she has made and leadership that she has demonstrated during this time.

Mayor White presented Councilwoman McSwiggan with the proclamation and a plaque with the "Key to Allendale." She read the inscription into the record: "Presented to Jacqueline McSwiggan December 28, 2017 for Sparkling Service to the Borough of Allendale." Mayor White advised that she and Councilwoman McSwiggan have been friends for many years. She commented that Councilwoman McSwiggan has spent many dedicated hours in service to the Borough of Allendale, noting that there are those people who you know will always be there to help and volunteer to make a difference and Councilwoman McSwiggan is the consummate example of such a person. She thanked Councilwoman McSwiggan's family for allowing her to dedicate so much time to serving Allendale.

Public Comment on any issue:

Vince Barra, Mayor Emeritus, Ceely Court, advised that he has known Councilwoman McSwiggan for approximately 20 years, noting that he was the Chairman of the Expansion Committee while Councilwoman McSwiggan served as a Trustee on the Allendale Board of Education. He expressed his opinion that her work during that time was phenomenal. In addition to being witty and funny, he commented that she is a very serious person who does everything with fairness, compassion and love. He expressed that he is grateful for all of the time that he was able to spend with her over the past 20 years.

Councilwoman McSwiggan expressed that although her time on Council has been a lot of work, it has been a tremendous amount of fun and an honor to work with everyone. She commented that Councilwoman Wilczynski has been a wonderful colleague on the Council as she is enthusiastic, positive and funny and noted that their friendship will continue into the future. With respect to Councilman Bernstein, she expressed her opinion at he always exhibits thoughtful consideration in all matters and causes members of the governing body to stop and think before making a decision. She remarked that she has enjoyed her time with Councilman Sasso on Land Use, noting that he always has Allendale in the forefront of his mind. She commented that Mayor White has been an unbelievable leader and a wonderful friend with boundless energy and a great sense of humor. She noted that Mayor White goes above and beyond for Allendale and Allendale is blessed to have Mayor White in her position. She further expressed her opinion that Allendale was also blessed to have former Mayor Vince Barra in this position as both he and Mayor White are two leaders who have

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taken their responsibilities seriously and have had real vision and forethought in the decisions that they have made and projects that they have undertaken. She remarked that it has been a real pleasure and honor to work with Borough Attorney Wiss as he has provided wonderful guidance to the governing body. She commented that Borough Clerk Dodd has done a wonderful job in her role and her input, hard work and patience have been appreciated. She thanked the residents in the audience for their support throughout the years.

Alissa Mayer, CFO, presented Councilwoman McSwiggan with a bottle of Allendale spring water as a token of her appreciation for Councilwoman McSwiggan's hard work as Chair of the Water Committee.

Matt O'Toole, 74 W. Allendale Avenue, presented Councilwoman McSwiggan with flowers on behalf of the Republican Club in appreciation for all that she has done for the organization.

Adjournment:

There being no further business to come before the Mayor and Council, on a motion by Councilwoman McSwiggan, second by Councilman Bernstein, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Anne Dodd, RMC
Municipal Clerk