

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
February 25, 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 February 25, 2016. The meeting was called to order at 7:37 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.”

Administration:

A. Agenda Review

Mayor White reviewed the Regular Session agenda. She advised that the purpose of Ordinance 16-03 is to increase the water facility charge to \$25.00 with an effective date of April 1st.

With respect to the two ordinances being introduced, Mayor White thanked the governing body for working with their respective committees to put their capital requests together. She noted that the Borough was able to obtain a number of grants. She then reviewed the various equipment and projects that are being funded by these capital ordinances. In regard to Ordinance 16-04, she commented that only \$480,000 is being funded through bonds, the smallest amount that has been bonded in 10 years.

Councilman Bernstein remarked that the Finance Committee takes a hard look at the budget numbers that are presented and commented that it is a real credit to everyone involved as more is being done with less while maintaining the infrastructure.

Mayor White then reviewed the resolutions on the Consent Agenda. She highlighted Resolution #16-98, noting that Ron Kistner, Administrative Officer/Director of Operations, has been asked to chair the Community Development Committee and will be taking her place as a Community Development Representative. Councilwoman Wilczynski added that having Mr. Kistner chair this committee will be a huge positive as it is through this committee that the Borough obtains CDBG grants.

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
February 25, 2016

Mayor White explained that Resolution #16-103 authorizes the Borough to enter into an agreement with the Teamsters Union. She thanked Councilman Bernstein, Councilwoman Wilczynski, and Mr. Kistner for working to pull together this agreement. She expressed that she is pleased that they were able to agree to a 2% salary increase for each year of the contract and she thanked the negotiating committee from the DPW for being very professional.

B. Mayor's Report

Mayor White remarked that tonight's agenda is a reflection of what she has been busy working on during the past few weeks. She commented that she is pleased to see a resolution to authorize a reduction in Trinity Episcopal Church's performance bond. She explained that with respect to the two capital ordinances, they will be scheduled for adoption in 2 weeks and then there will be a 20-day estoppel period before funds can be expended. She requested that these funds be utilized as soon as they become available.

C. Council Reports

Councilman Strauch – Public Works

Councilman Strauch reported that the DPW Committee met on February 10th and reviewed capital ordinance requests. The committee will meet again on March 2nd. He noted that pothole patching will begin soon.

Councilwoman Wilczynski – Facilities, Parks and Recreation

Councilwoman Wilczynski advised that the committee had a pre-construction meeting for the Allendale Library Door ADA Project which was attended by Carmela Sciglitano from the Division of Community Development. She noted that this project should start in 3 weeks. She also attended a meeting to draft an ordinance to formalize the Goose Patrol program. She thanked Councilman Strauch for starting this program and expressed her opinion that Allendale is ahead of the curve as other municipalities spend approximately \$14,000 to have a similar program in place. The Facilities, Parks and Recreation Committee will meet again on March 16th.

Councilman Bernstein – Administration, Finance and Human Resources

Councilman Bernstein reported that the Administration, Finance, and Human Resources Committee has been very busy. He expressed his opinion that everyone involved in negotiating the Teamsters Local 11 contract approached negotiations in a very professional manner. He advised that he attended a seminar at Mercer College this past Saturday regarding budgeting for elected officials which he found to be very informative. The committee meets again on March 2nd at 4:30 p.m.

Councilman Sasso - Land Use and Construction Code

Councilman Sasso advised that the Land Use Committee met on February 12th. The Construction Code is being reviewed to ensure that it is clear and user-friendly. He

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
February 25, 2016

noted that it is a work in progress and he has been speaking to architects and builders to get their input and plans to obtain feedback from the Board of Adjustment as well. They also looked at general land use and zoning, and in particular, 24-hour and drive-thru businesses to see how both will be handled going forward.

Mayor White added that Mr. Kistner has been working with Mike Limatola, Property Maintenance Officer, to update the notices and online forms to make them clear, concise, and more customer service-oriented.

The next Land Use and Construction Code meeting is scheduled for March 4th.

Councilwoman McSwiggan – Water, Sewer and Public Utilities

Councilwoman McSwiggan stated that the Water, Sewer, and Public Utilities Committee met on February 8th and continued to review ongoing projects and issues such as capital improvements. She advised that the Fairhaven Booster Pump estimate came in higher than anticipated due to the positioning of the pump. She further advised that the committee is working to put together a calendar for the Ramsey Storage Tank Improvements in order to keep residents in that area informed of the proposed schedule. The committee finalized the Water Allocation Permit with the DEP. She commended all those involved for the time they spent in reviewing it and expressed her hope that by having this permit, it will allow issues with water connections to be addressed by the DEP.

As the time required Council to commence the Regular Session, on a motion by Councilman Sasso, second by Councilman Bernstein, and unanimously carried, the meeting was adjourned to the Regular Session at 8:04 p.m.

On a motion by Councilman Strauch, second by Councilman Sasso, the Work Session was reopened at 8:05 p.m.

Councilwoman Homan - Public Safety

1. Discussion on Hiring Police Officer

Councilwoman Homan advised that the Police Department is looking to hire an additional officer. There are five officers who will be eligible to retire in the next few years, creating the need to ensure all functions and productivity are maintained. She expressed the committee's belief that by bringing on an additional officer, it will also help to reduce overtime.

Mayor White added that as overtime is pushed by sick time, the hope is that the new officer will be rotated to cover shifts in which there is a shortage of manpower. She noted that they will be reporting back with more details and encouraged anyone with questions or concerns to reach out to her or Councilwoman Homan.

Mayor White announced that there will be a Department Head meeting tomorrow morning at 9 a.m.

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
February 25, 2016

D. Staff Reports

This item was carried to the Regular Session.

E. Correspondence

There were no correspondence items.

Adjournment

There being no further business to come before the Mayor and Council, on a motion by Councilwoman McSwiggan, second by Councilman Strauch, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:11 p.m.

Respectfully submitted

Anne Dodd, RMC
Municipal Clerk