

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
January 12, 2017

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 January 12, 2017. 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.

**Administration:**

A. Agenda Review

Mayor White reviewed the Regular Session agenda. She advised that the December 22, 2016 Work and Regular Session Minutes as well as the January 5, 2017 Reorganization Meeting Minutes are listed for approval. She explained that Resolution #17-61 is necessary to ensure compliance for the acquisition of 220 and 230 West Crescent Avenue. She then reviewed the ordinances that are scheduled for introduction this evening. With respect to Ordinance 17-02, she advised that the purpose of this ordinance is to appropriate \$14,350,000 for the purchase of 220 and 230 West Crescent Avenue. She noted that the purchase price of this property is \$13,750,00 and the additional funds are necessary to cover costs associated with this purchase. There is a \$700,00 down payment required of which \$325,000 is being utilized from the Borough's Housing Trust and the remaining funds are being acquired through the cancellation of old capital ordinances. She expressed her opinion that the acquisition of this property is a great opportunity for Allendale. In regard to Ordinance 17-03, Mayor White advised that this ordinance will allow lighting on school athletic fields. She requested that Borough Attorney Wiss provide an explanation of this ordinance.

Borough Attorney Wiss noted that this ordinance is the culmination of an ongoing issue in the community which most recently has been in the form of extended litigation. He advised that, with the assistance of the governing body's committee, they have engaged in an extensive process in which input has been sought from a land use expert and the Borough Planner as well as from both sides. He commended the governing body as well as the process itself and expressed his belief that the final product is fair and represents what is in the best interest of the community at large.

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
January 12, 2017

Mayor White praised the Land Use Committee for the time and effort spent in drafting this ordinance and noted that all the governing body members have been privy to the process as it has progressed.

Mayor White then reviewed the Consent Agenda. She highlighted Resolutions #17-66 and #17-68 and explained that the Grant Writer will be submitting a 2017 Municipal Aid Grant application to complete the second half of Donny Brook, noting that they had received a grant last year to complete the first half. She further advised that they will also be seeking grant money to complete sidewalk repairs from Boroline Road to Allendale Avenue.

Councilman Sasso advised that he will need to abstain on Resolutions #17-62 and #17-64 as his employer is a main competitor to Verizon Wireless and inquired whether they should be removed from the Consent Agenda or if he should abstain from the entire Consent Agenda. Borough Attorney Wiss advised that Councilman Sasso can simply indicate that he is abstaining on those resolutions when it is time to vote.

B. Council Reports

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

Councilman Bernstein expressed that he is happy to be serving as Chair of the Administration, Finance and Human Resources. He advised that the committee met on January 4<sup>th</sup> and is working on wrapping up the 2016 budget and rolling out the 2017 budget. The next meeting will take place on February 8, 2017 at 4:30 p.m.

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

Councilman Sasso stated that he is happy to stay on as Chair of the Land Use and Construction Code Committee. He reported that the committee met last Friday and will continue to review the code to identify areas that can be streamlined.

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

Councilwoman McSwiggan expressed that she is pleased to continue as Chair of the Water, Sewer and Public Utilities Committee. She advised that they will continue to focus on revamping the infrastructure. The committee is scheduled to meet on Monday.

**Councilwoman Wilczynski** – Facilities, Parks and Recreation

Councilwoman Wilczynski reported that the Facilities, Parks and Recreation Committee will be reviewing the rules and regulations for Crestwood Lake and the fields to determine whether any changes need to be made. There will be an ASA meeting on January 17<sup>th</sup>. The Tennis Court Rehabilitation project will begin in the spring.

**Councilwoman Homan** - Public Safety

Councilwoman Homan commented that she is looking forward to having Councilman Sasso join her on the Public Safety Committee. She noted that the new Police Officer, Alex Helmer, is on the road. She advised that the Allendale Volunteer Ambulance Corps Annual Dinner is this weekend and she thanked them for all that they do for this community.

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
January 12, 2017

**Councilman Strauch** – Public Works

Councilman Strauch advised that the first Public Works Committee meeting was held this morning. He noted that it went well which he attributes to Ron Kistner, Administrative Officer/Director of Operations, his Administrative Assistant, and the DPW staff.

C. Staff Reports

Ray Wiss, Municipal Attorney, advised that he has spent a lot of time working with the Borough Clerk on the large number of OPRA requests that she has been receiving. He noted that the Borough Clerk's office has been inundated with these requests which takes time away from other tasks. He further advised that attorneys are also using OPRA in place of discovery to obtain documents. In terms of the pending COAH litigation matter, he explained that they are working with counsel statewide and are awaiting the Supreme Court decision regarding the gap year period which will determine the fair share number to which the municipality will be obligated. He noted that the motion was granted to utilize \$325,000 from the Housing Trust to be used in the acquisition of 220 and 230 W. Crescent Avenue. With respect to Ordinance 17-02, he commented that a lot of time has been spent on the contract as well as the due diligence period for the contract, stating that there are still issues that they are working to resolve. He advised that Ordinance 17-02 is the first step in securing financing for the acquisition. In regard to Ordinance 17-03, he noted that should the introduction of this ordinance be approved, it will be referred to the Planning Board immediately. He expressed his belief that this ordinance will be placed on the Planning Board's Work Session agenda on Monday for review and action may be taken by them as soon as Thursday of next week. The public hearing before the governing body for the adoption of this ordinance will be set for February 16, 2017.

Mayor White echoed Borough Attorney Wiss' comments regarding the number of OPRA requests that Borough Clerk Dodd is currently handling, noting that she has been handling them with grace.

Councilwoman McSwiggan inquired whether the OPRA requests themselves are subject to OPRA as the public may be curious to see who is submitting said requests. Borough Attorney Wiss confirmed that they would be subject to OPRA.

Anne Dodd, Municipal Clerk, reported that they are still working on rolling out the new municipal management software. The iPads are being set up for use by the inspectors and the use of the program within her office will be expanded to include compost permits, garage sales, and raffle licenses. As the deadline to certify the polling places to the Board of Elections is April 1<sup>st</sup>, she explained that she will need to find another location for Districts 2 & 4 as there is a scheduling conflict with Guardian Angel Church. As they have had this issue in the past, she will be looking to make a permanent change in location.

D. Mayor's Report

Mayor White advised that she met with the Borough Webmaster and Administrative Officer regarding the website. Emails will be sent to the departments to ensure that their respective pages are up-to-date. She requested that the members of the governing body also discuss this matter at their committee meetings.

She reported that she had the opportunity to meet with the Girl Scouts and commented that she enjoyed her time with them.

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
January 12, 2017

E. Correspondence

There were no correspondence items.

***Adjournment:***

There being no further business to come before the Mayor and Council, on a motion Councilman Strauch, second by Councilman Bernstein, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk