

Reorganization Meeting  
Mayor and Council  
January 7, 2014

The annual Reorganization meeting of the Borough Council was held in the Municipal Building on January 7, 2014. The meeting was called to order at 8:00 p.m. by Mayor Barra who announced that the requirements of the Open Public Meetings Act were met by the required posting and notice of publications.

The Mayor led those present in a salute to the flag.

The following Council members answered roll call: Councilman Bernstein, Councilwoman McSwiggan, Councilwoman White, Councilwoman Wilczynski and Mayor Barra. Mr. Strauch was not present at the time of the roll call. Also present were Mr. Casais, Mr. Bole, Mr. Yakimik, Mrs. Mayer, and Councilman-Elect Sasso.

*Swearing In of Elected Officials*

Mayor Barra administered the oath of office to Councilman Bernstein as his wife and daughters looked on.

Mayor Barra administered the oath of office to Councilman Sasso as his wife and son looked on.

Both Councilmen subsequently signed their oaths of office.

*Swearing-In of Police Officer*

Mr. Casais read the following resolution into the record:

Resolution 14-49

**Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, upon recommendation of the Chief of Police and Public Safety Committee that Victor Bartoloma is hereby appointed as patrol officer of the Allendale Police Department effective January 30, 2014 at the annual salary of \$35,000.00.

Councilman Bernstein made a motion to approve Resolution 14-49; seconded by Councilwoman Wilczynski.

On Roll Call – Aye: Bernstein, McSwiggan, Sasso, White, Wilczynski. Nay: None.

Motion carried.

Mayor Barra administered the oath of office to Officer Bartoloma who subsequently signed his oath.

Councilman Strauch joined the meeting at 8:09 p.m.

*Swearing in of Fire Department and Ambulance Corps Officers*

Mayor Barra stated that it is a privilege to be able to swear-in the Allendale Fire Department and Ambulance Corps for another year. While the officers often do not get the deserved recognition, they are individuals who have the sole goal of providing help and assistance to the residents of Allendale.

Mayor Barra administered the oaths of office to the 2014 officers of the Allendale Fire Department.

Mayor Barra administered the oaths of office to the 2014 officers of the Allendale Ambulance Corps.

*Mayor's Report*

Mayor Barra congratulated Councilman Sasso and Councilman Bernstein on their respective election and re-election to Council. Both will continue to be great assets to the Borough.

He stated that this will be his last Reorganization Meeting as Mayor, but that he looks forward to a great year where a lot is accomplished with the help of a great group of people. Since day one he stated that his priority has been property taxes. The goal was met in 2011 when the Borough put forward a 0% tax increase. Ever since 2011 the budget has remained flat, and he stated that he and the Council are hoping to do the same in 2014.

*Public Comment*

Mayor Barra opened the meeting for public comment on general matters

There being no one wishing to speak Mayor Barra closed the public comment without objection

*Mayor's Appointments*

Appointments to the Planning Board:

George Scherb	Class II – Official of the Municipality	12/31/2014
Kevin Quinn	Class IV – Citizen of Municipality	12/31/2017
Teresa Checki	Class IV – Alternate No. 1	12/31/2014
Edward O'Connell	Class IV – Alternate No. 2	12/31/2014

*Resolutions*

Resolution 14-01  
Election of Council President

**Be It Resolved** that Liz White is hereby elected President of the Borough Council for the year 2014.

A motion to approve Resolution 14-01 was offered by Councilman Bernstein; seconded by Councilwoman Wilczynski.

On Roll Call - Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None  
Motion Carried.

Resolution 14-02  
Standing Committees

**Be It Resolved** that the following Standing Committees shall be appointed by the Mayor:

Administration, Finance and Human Resources

Water, Sewer and Public Utilities

Public Works

Facilities, Parks and Recreation

Land Use and Construction Code

Public Safety

A motion to approve Resolution 14-02 was offered by Councilwoman White; seconded by Councilwoman McSwiggan.

On Roll Call – Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None.  
Motion carried.

Resolution 14-03  
Appointments to Standing Committees

**Be It Resolved** that the first named Council member shall act as Chair of the Committee:

Administration, Finance and Human Resources

Councilwoman White and Councilman Bernstein

Water, Sewer and Public Utilities

Councilwoman McSwiggan and Councilman Strauch

Public Works

Councilman Sasso and Councilwoman White

Facilities, Parks and Recreation

Councilwoman Wilczynski and Councilman Sasso

Land Use and Construction Code

Councilman Strauch and Councilwoman McSwiggan

Public Safety

Councilman Bernstein and Councilwoman Wilczynski

A motion to approve Resolution 14-03 was offered by Councilman Strauch; seconded by Councilman Bernstein.

On Roll Call – Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None.  
Motion Carried.

Resolution 14-04

Election of Planning Board Representative

**Be It Resolved** that Steve Sasso is hereby elected as the Council's representative to the Planning Board for the year 2014.

A motion to approve Resolution 14-04 was offered by Councilman Strauch; Seconded by Councilman Bernstein.

On Roll Call – Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None.  
Motion Carried.

*Consent Agenda*

Read Off Consent

A motion was made by Councilwoman White and seconded by Councilman Sasso to pull Resolution 14-55 off of the Consent Agenda.

On Roll Call – Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None.  
Motion Carried.

Mr. Casais read Resolution 14-55 into the record as follows:

Resolution 14-55

Introduction of Ordinance 14-01

**Be It Resolved** that Ordinance 14-01, “An Ordinance to Amend Chapter 53 of the Code of the Borough of Allendale to Fix the Salaries, Wages and Compensation of the Officers and Employees of the Borough of Allendale for the Year 2014” is introduced, and does now pass on first reading, and that said ordinance be further considered for final passage at a meeting to be held on the 23<sup>rd</sup> day of January, 2014, at 8:00 p.m. or as soon thereafter as practicable, at the regular meeting place of the Borough Council, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance.

A motion to approve Resolution 14-55 was made by Councilwoman White; Seconded by Councilwoman McSwiggan.

On Roll Call – Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None.  
Motion Carried.

On Consent

A motion was made to approve Resolutions 14-05 through and including 14-58 with the exception of 14-55 and 14-49 by Councilman Strauch; seconded by Councilwoman Wilczynski.

On Roll Call: Aye: Bernstein, McSwiggan, Sasso, Strauch, White, Wilczynski. Nay: None.  
Motion Carried.

Resolution 14-05  
Board Appointments

**Be It Resolved** that the following individuals are appointed to the named Board or Commission for the period specified:

NAME AND BOARD OR COMMISSION	TERM EXPIRES
<u>Board of Adjustment</u>	
Karen Weidner	12/31/2017
<u>Board of Health</u>	
Robin Iverson	12/31/2016
Christopher Martin	12/31/2016
Linda Morgan	12/31/2016
<u>Marsh Wardens</u>	
Mike Limatola	12/31/2014
Jim Wright	12/31/2014
<u>Historic Preservation Commission</u>	
Rich Graham – Class C	12/31/2017
Diane Knispel – Class B	12/31/2017
<u>Library Board</u>	
Ellen Routh	12/31/2018
<u>Sports Alliance</u>	
Peter Borzilleri	12/31/2014
Bridget Egan	12/31/2014
John Hottinger	12/31/2014
Rich LeBlanc	12/31/2014
Jim Mulanaphy	12/31/2014

Resolution 14-06

Appointment of Fire Chief and Assistant Fire Chief

**Be It Resolved** that the Mayor and Borough Council do hereby confirm the election of the following individuals:

Ryan Shute	Fire Chief
Tom Smith	Assistant Fire Chief

Resolution 14-07

Appointment of PACO Officer, Personnel Officer  
And Sexual Harassment Officer

**Be It Resolved** that Andrew Casais is hereby appointed as Affirmative Action Public Agency Compliance Officer (PACO) in accordance with P.L. 1975 C.127 (N.J.A.C. 17:27) for the year 2014; and,

**Be It Further Resolved** that Andrew Casais is hereby appointed Personnel Officer; and,  
**Be It Further Resolved** that M. Alissa Mayer is hereby appointed as the Sexual Harassment Officer.

Resolution 14-08  
Appointment of Police Physician

**Be It Resolved** that the following physician is hereby designated as the Police Physician for the Borough of Allendale for the year 2014:

Jerald Hershman, M.D.

Resolution 14-09  
Appointment of Assessment and Tax Search Officers

**Be It Resolved** that Andrew Casais is hereby appointed as Assessment Search Officer of the Borough of Allendale; and,

**Be It Further Resolved** that Harold E. Laufeld III is hereby appointed as Tax Search Officer of the Borough of Allendale.

Resolution 14-10  
Appointment of Fund Commissioner

**Be It Resolved** that the following individual is appointed as Fund Commissioner of the Bergen County Municipal Joint Insurance Fund for the year 2014: Fund Commissioner Liz White

Resolution 14-11  
Appointment of Fire Official

**Be It Resolved** that the following individual be and is hereby appointed by the Mayor and Council as Fire Official for the Borough of Allendale for the year 2014.

Fire Official – Ernest W. Cassidy. Jr.

Resolution 14-12  
Appointment of Fire Inspectors

**Be It Resolved** that the following individuals listed below are appointed by the Mayor and Council as Fire Inspectors for the Borough of Allendale for the year 2014:

Bernard Blide	#124474
Steven Cameron	#124453
Ernest Cassidy Jr.	#124467
Pierre Gauthier	#116445
James Moritz	#139921
James Schultz	#180149
John Wittekind	#136603

Resolution 14-13  
Claims Account

**Now, Therefore, Be It Resolved** that the Chief Financial Officer is hereby authorized and directed to maintain in the official depository an account designated as the Borough of Allendale Claims Account; and,

**Be It Further Resolved** that all funds deposited in the account must be withdrawn by proper warrants of the Borough signed by two of the following: the Mayor, the Chief Financial Officer, the Municipal Clerk or the Finance Committee Chair.

Resolution 14-14  
ADA Compliance Officer

**Be It Resolved** that John Yakimik is hereby appointed as ADA Compliance Officer for the Borough of Allendale for the year 2014.

Resolution 14-15  
Adoption of By Laws

**Whereas**, pursuant to the Code of the Borough of Allendale, By-laws, Chapter A276 need to be adopted annually.

**Now, Therefore, Be It Resolved** that the By-laws recorded in the Code of the Borough of Allendale be and they are hereby adopted for the year 2014.

Resolution 14-16  
Schedule of Council Meetings

**Whereas**, the Open Public Meetings Act, NJSA 10-4-18 et seq. took effect on January 19, 1976; and,

**Whereas**, the Borough Council desires to be in complete compliance with the requirements and spirit of that act.

**Now, Therefore, Be It Resolved** by the Governing Body that the schedule of meetings of the Mayor and Council shall be as follows:

January	Thursday, January 23
February	Thursday, February 13
	Thursday, February 27
March	Thursday, March 13
	Thursday, March 27
April	Thursday, April 10
	Thursday, April 24
May	Thursday, May 8
	Thursday, May 22
June	Thursday, June 12
	Thursday, June 26
July	Thursday, July 10
	Thursday, July 24
August	Thursday, August 14
	Thursday, August 28
September	Monday, September 8
	Monday, September 22
October	Thursday, October 9
	Thursday, October 23
November	Thursday, November 13
	Monday, November 24
December	Thursday, December 11

Resolution 14-17  
Official Newspapers

**Be It Resolved** that the Ridgewood Newspapers, the Record and the Star Ledger be and are hereby designated as the official newspapers for the year 2014

Resolution 14-18  
Withdrawal of Borough Funds

**Be It Resolved** that all funds of the Borough deposited in the official depositories may be withdrawn by proper warrants of the Borough signed by two of the following: the Mayor, Chief Financial Officer, the Municipal Clerk, and the Finance Committee Chairperson except as provided in Resolution 14-22.

Resolution 14-19  
Withdrawal of Water Utility Funds

**Be It Resolved** that all funds of the Water Account or Water Utility deposited in the official depositories may be withdrawn by proper warrants of the Borough signed by two of the following: the Mayor, Chief Financial Officer, the Municipal Clerk, and the Finance Committee Chairperson except as provided in Resolution 14-22.

Resolution 14-20  
Official Depositories

**Be It Resolved** that Hudson City Savings Bank, J.P. Morgan Chase Bank, TD Bank, Valley National Bank, Bank of America, New Jersey MBIA/CLASS and New Jersey Cash Management be designated as official depositories for the Borough funds for the year 2014.

Resolution 14-21  
Payroll Account

**Be It Resolved** that the Chief Financial Officer be and she is hereby authorized and directed to maintain in the official depository an account designated as the Borough of Allendale Payroll Account; and,

**Be It Further Resolved** that all funds of the Borough deposited in the account be withdrawn by proper warrants of the Borough signed by the Chief Financial Officer.

Resolution 14-22  
Payments Between Meeting Dates

**Whereas**, it becomes necessary at times to issue checks for certain fixed charges which are due on periodic dates, such as County Taxes, Payroll and other miscellaneous items, which dates frequently occur between Council meetings.

**Now, Therefore, Be It Resolved** that the proper Borough Officials be and are hereby authorized to issue and sign checks for payment when such payments become due for ratification at the next following meeting.

Resolution 14-23  
Cash Management Plan

**Whereas**, it is in the best interest of the Borough of Allendale to earn additional revenue through the investment and prudent management of its cash receipts; and,  
**Whereas**, P.L. 1983, Chapter 8, and P.L. 1997, Chapter 148, is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and,  
**Whereas**, the law requires that each local unit shall adopt a cash management plan.  
**Now, Therefore, Be It Resolved** that the following shall constitute the Cash Management Plan for the Borough of Allendale and the Chief Financial Officer shall deposit and manage its funds pursuant to this plan:

Cash Management Plan  
Borough of Allendale  
YEAR 2014

**Purpose:**

It is in the best interest of the Borough of Allendale to earn additional revenue through the investment and prudent management of its cash receipts. Public Law 1983, Chapter 8, revised as Public Laws 1997, Chapter 148 is an act concerning the Local Fiscal Affairs Law and amends NJSA 40A:5-14. This law requires that each local unit shall adopt a Cash Management Plan.

The following shall constitute the Cash Management Plan for the Borough of Allendale, which shall deposit and manage its funds pursuant to this Plan.

**Definitions:**

1. Chief Financial Officer shall mean the Chief Financial Officer of the Borough of Allendale.
2. Fiscal Year shall mean the twelve month period ending December thirty first.
3. Cash Management Plan shall mean that Plan as approved by resolution of the Governing Body of the Borough of Allendale.

**Designation of Depositories:**

At least once each fiscal year at its reorganization meeting, the Governing Body shall by resolution, designate the depositories in accordance with NJSA 40A:5-14.

The official depositories for the Borough of Allendale are as follows:

Hudson City Savings Bank, JP Morgan Chase, TD Bank, Bank of America, New Jersey MBIA/CLASS and NJCM (New Jersey Cash Management).

**Audit Requirement:**

The Cash Management Plan shall be subject to the annual audit conducted pursuant to NJSA 40A:5-14.

**Authority to Invest-Effect Telephone Transfers and Withdrawal:**

1. The Chief Financial Officer shall make and be responsible for all municipal deposits and investments.
2. The Chief Financial Officer is hereby authorized to effect telephone transfers for renewal of notes or investments into or out of authorized Borough and Water Utility Accounts.
3. All Borough and Water Utility Warrants shall be signed by two of four of the following: the CFO, the Mayor, Municipal Clerk and the Finance Chairman.
4. The Chief Financial Officer is authorized and directed to maintain an account designated as the Borough of Allendale Payroll Account, and all funds are withdrawn by proper warrants of the Borough signed by the Chief Financial Officer.

**Investment Instrument**

The Chief Financial Officer shall invest at her discretion in any investments as approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services and in accordance with NJSA 40A:5-

15.1. The Borough of Allendale is currently investing in a Cash Management Plan which is specifically New Jersey Cash Management and Certificates of Deposits. The Borough may also invest with New Jersey MBIA Class.

**Records and Reports**

1. The Chief Financial Officer shall report all investments in accordance with NJSA 40A:5-15.2.
2. At a minimum, the Chief Financial Officer shall:
  - a. Keep a record of all investments.
  - b. Keep a cash position record which reveals, on a daily basis, the status of the Borough's cash in its bank accounts.
  - c. Report investments to the Mayor and Council at regularly scheduled meetings of the Governing Body.
  - d. Report monthly to the Mayor and Council as to the status of cash balances, revenue collection, interest rates and interest earned.

**Cash Flow:**

1. The Chief Financial Officer shall ensure that the Borough's accounting system provides regular information concerning the Borough's cash position and investment performance.
2. All monies shall be turned over to the Chief Financial Officer and deposited in accordance with NJSA 40A:5-15.
3. The Chief Financial Officer is authorized and directed to invest funds of the Borough as the availability of funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the Borough's monies in interest bearing accounts wherever practical and in the best interest of the Borough of Allendale.

Resolution 14-24

Authorization for Telephone Transfer/Electronic Transfer of Funds

**Be It Resolved** that M. Alissa Mayer, Chief Financial Officer, is hereby authorized on behalf of the Borough of Allendale to effect telephone/electronic transfers of funds for renewal of notes or investments into or out of authorized Borough and Water Utility Accounts.

Resolution 14-25

Petty Cash Funds

**Be It Resolved** that the Chief Financial Officer is hereby authorized to draw current and water account checks for petty cash to the following individuals in the amounts stated:

George Scherb (Police Department)	\$150
John Yakimik (Dept. of Public Works)	\$150
M. Alissa Mayer (Finance Department)	\$250
Coleen Goddel (Mayor and Council)	\$250

Resolution 14-26

Change in Custodian of Petty Cash Fund

**Whereas**, Mary Rottingen was custodian of the Petty Cash Fund for the Department of Public Works; and,

**Whereas**, in accordance with N.J.S.A. 40:5-21, the Borough of Allendale is changing custodians to John Yakimik; and,

**Whereas**, John Yakimik is bonded by the Joint Insurance Fund by virtue of a surety bond.

**Now, Therefore, Be It Resolved** that the Borough of Allendale, County of Bergen, State of New Jersey hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Resolution 14-27

Interest on Delinquent Taxes

**Be It Resolved** that interest will be charged at the rate of eight (8%) per cent per annum on the first \$1,500 of all delinquent taxes, assessments and Borough charges and eighteen (18%) per cent of any amounts over \$1,500 delinquency, except that no interest will be charged on taxes for the current quarter if the said taxes are paid within the tenth calendar day following the date upon which the same became payable; and,

**Be It Further Resolved** that the interest rates shall revert to the percentages as aforesaid from the first day of any current quarter unless taxes for the same quarter are paid during the first ten days of such quarter; and,

**Be It Further Resolved** that a certified copy of this resolution be transmitted to the Collector of Taxes forthwith.

Resolution 14-28

Authorization to Conduct Tax Sale

**Be It Resolved** that the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey hereby authorizes the Tax Collector to conduct the annual tax sale for delinquent property taxes and any other municipal charges.

Resolution 14-29

Fee for Returned Checks

**Whereas**, NJSA 40:5-18 provides for the imposition of a service charge to be added to any amount owing to the municipality if payment tendered on the account was tendered by a check which was returned for insufficient funds.

**Now, Therefore, Be It Resolved** by the Council of the Borough of Allendale that the Chief Financial Officer is hereby authorized to impose a \$28.00 fee for all returned checks to any General Fund Account and Water Utility Account of the Municipality.

Resolution 14-30

Continued Compensation for Borough Employees

**Be It Resolved** that the Chief Financial Officer be and she is authorized and directed to continue the compensation of Borough employees at previously authorized levels until such time as a resolution is adopted by the Governing Body of the Borough of Allendale setting forth the salaries of Borough employees for the year 2014.

Resolution 14-31

Insurance for Non-profit Organizations

**Whereas**, the Borough of Allendale, from time to time, authorizes use of public facilities for certain non-profit organizations which do not have insurance coverage; and,

**Whereas**, the Borough is willing to permit use of its public facilities to such organizations provided that such use is consistent with the underwriting guidelines of the Borough's insurer.

**Now, Therefore, Be It Resolved** by the Governing Body that it does hereby agree to waive insurance for the following not-for-profit organizations:

Republican Club

Democratic Club

American Legion

Veterans of Foreign Wars  
Allendale Civic Association

**Be It Further Resolved** that the waiver of insurance herein shall extend for a period of one (1) year only and must be renewed annually.

Resolution 14-32

Coverage of Quasi-public Entities by JIF

**Whereas**, the Borough of Allendale is a participating member of the Bergen County Municipal Joint Insurance Fund relative to General Liability and other coverage; and

**Whereas**, the “Fund” has adopted certain criteria to distinguish between bona fide municipal activities and other quasi-public entities not sponsored by the municipality and therefore, not subject to coverage by the “Fund”, and

**Whereas**, it has been determined that in order to be covered by the “Fund” an organization or activity meet the test that its function is of the type that historically municipalities have undertaken themselves or have provided with insurance coverage and/or is one which advances a bona fide local public purpose on a non-profit basis typically met by local government, the benefits of which are available to the municipality in general; and

**Whereas**, the Borough has asked the “Fund” to extend General Liability and non-owned Automobile Liability Coverage to the following entities:

- Class I – Allendale Firemen’s Relief Association
- Class I – Allendale Volunteer Firemen’s Association
- Class I – Allendale Exempt Firemen’s Association
- Class I – Allendale Junior Fire Association
- Class III – XYZ Senior Citizens
- Class III – Friends of the Library
- Class III – Allendale Historical Society
- Class III – Holiday Observers
- Class IV – Allendale Recreation Committee
- Class IV – Crestwood Lake Swim Team
- Class IV – Alleoop
- Class IV – Allendale Sports Alliance
- Class IV – Crestwood Lake Committee

**Now, Therefore, Be It Resolved** by the Borough Council of the Borough of Allendale as follows:

It is hereby certified that the above listed organizations exist within the Borough of Allendale as a bona fide charitable, educational, or recreational activity of the municipality and is, in fact an organization that supports and/or provides services to the municipality in general and as such is sponsored or subsidized directly or indirectly by the municipality.

The Borough of Allendale does hereby request that this organization described herein be named as an additional insured for General Liability and Non-owned Automobile Liability Coverage in accordance with the applicable limits and restrictions.

Resolution 14-33

Appointment of Police Chaplain

**Be It Resolved** that Father Raphael Iannone of Saint Joseph's Church in New Paltz, New York be and is hereby appointed as Police Chaplain of the Borough of Allendale for the year 2014.

Resolution 14-34

Reappointment of Zoning Officer and Property Maintenance Officer

**Whereas**, the Borough of Allendale is in need of the services of a Zoning Officer and a Property Maintenance Officer.

**Now, Therefore, Be It Resolved** that John Wittekind is hereby reappointed to the aforementioned positions to be effective January 1, 2014 for a term to expire December 31, 2014.

Resolution 14-35

Volunteer Tuition Credit Program

**Whereas**, the Mayor and Council of the Borough of Allendale in the County of Bergen, deems it appropriate to enhance the recruitment of volunteer firefighters and emergency medical volunteers in the Borough of Allendale, and

**Whereas**, the State of New Jersey has enacted P.L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale in the County of Bergen that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c. 145 is herewith adopted for volunteer firefighters and emergency medical volunteers in the municipality, and

**Be It Further Resolved** that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P.L. 1998, c. 145, a copy of which is herewith made part of this resolution.

Resolution 14-36

Reviewers of Tax Appeal Litigation

**Whereas**, the Borough of Allendale is involved in certain tax appeal litigation for the year 2014.

**Now, Therefore, Be It Resolved**, by the Governing Body for good cause that Edward Rogan and Associates and the Tax Assessor be and they are hereby authorized to review all such assignments and to file counterclaims which, in their reasonable discretion, they deem necessary and appropriate to protect the Borough's interest.

Resolution 14-37

Appointment of Crestwood Lake Committee

**Whereas**, A276-21 of the by-laws provides that the Mayor shall appoint members of all committees, subject to the concurrence of a majority of the Council; and,

**Whereas**, A276-24 of the by-laws provides that special committees may be appointed for purposes other than those included in the duties of the standing committees; and,

**Whereas**, it is reasonable and appropriate that a special committee be appointed entitled “Crestwood Lake Committee.”

**Now, Therefore, Be It Resolved** that the following individuals be hereby appointed to serve on the Crestwood Lake Committee: Mary Ann Martin, Kevin Martin, Cyndi Bennewitz, Jennifer Smith, Diane Haynes and Matt Haynes.

Resolution 14-38  
Professional Services

**Whereas**, the Borough of Allendale requires the service of professionals for the year 2014; and,  
**Whereas**, it is contemplated that the temporary and permanent budgets will contain the necessary appropriations estimated to be reasonably required for each such professional service; and,

**Whereas**, the professionals named herein will be required to execute a contract for the services to be rendered which shall set forth the compensation for such services therein; and,

**Whereas**, a Certification of availability of funds has been received from the Chief Financial Officer or that such funds will be encumbered by Purchase Order on an as-needed basis pursuant to the provisions of NJAC 5:30-5.4 et seq; and,

**Whereas**, in any instance where it is anticipated that the expenditure for each such professional service will exceed the sum of \$17,500 for said calendar year, the named professionals have completed, submitted and filed a Business Entity Certification Disclosure which certifies that the above named persons and/or entities have not made any reportable contributions to any political or candidate committee including (Republicans for Responsible Government, Allendale Republican Club, Allendale Democratic Club, Candidates for Allendale Municipal Government, Bergen County Democratic Organization, Bergen County Republican Organization) in the previous one (1) year, and that the contract will prohibit the above named professionals/business entities from making any reportable contributions through the term of the contract.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale that the following appointments be and they are hereby made for the year:

**Be It Further Resolved** that these contracts are being awarded as a non-fair and open contract, pursuant to the provisions of NJSA 19:44A-20.5;

**Be It Further Resolved** that the Business Disclosure Entity Certification and the determination of value be placed on file with this Resolution.

Animal Control	Tyco Animal Control Service
Appraisal Firm (residential)	Associated Appraisal Group
Appraisal Firm (commercial)	Izenberg Appraisal Associates
Affordable Housing Consultant	Clarke Caton Hintz
Bond Counsel	Rogut McCarthy, LLC
Grant Writer	Capital Alternatives Corporation
Labor Attorney	Wiss & Bouregy
Municipal Accountant	Ferraioli, Wielkocz, Cerullo & Cuva, P.A.
Municipal Attorney	Winne, Dooley and Bole, PC
Planner	Burgis Associates
Risk Management Consultant	Nelson-Patterson Insurance Agency
Tax Appeal Attorney	Edward Rogan and Associates

The compensation for the aforesaid positions to be established by the salary ordinance or the contract for such services which shall be executed by each of the professionals named herein; and,

**Be It Further Resolved** that the aforesaid appointments were made without competitive bidding under the provisions of NJSA 40A:11-5(1)(a) which excepts from competitive bidding Professional Services rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law; and,

**Be It Further Resolved** that the appropriate Borough Officials be and they are hereby authorized to execute contracts with each of the professionals named herein for the services to be rendered; and,

**Be It Further Resolved** that the compensation to be paid for the professionals named herein shall not exceed the budget appropriation for such services unless properly ordained in accordance with law; and,

**Be It Further Resolved** that a copy of this resolution be filed with the Borough Clerk and made available for inspection and that a brief notice of the passage thereof be published in The Record within ten days of the passage as required by law.

Resolution 14-39  
Appointment of Board of Trustees  
Allendale Housing, Inc.

**Whereas**, Allendale Housing, Inc. has been incorporated since September 12, 2008; and,

**Whereas**, it is necessary to appoint a Board of Trustees; and,

**Whereas**, there shall be seven (7) Trustees; four (4) Trustees from the general public and three (3) Trustees from the Council of the Borough of Allendale.

**Now, Therefore, Be It Resolved**, that Mayor Vince Barra, Councilwoman Jacqueline R. McSwiggan, and Councilwoman Liz White are appointed as Trustees representing the Municipal Council for a term ending December 31, 2014.

Resolution 14-40  
Appointment of Qualified Purchasing Agent

**Be It Resolved** by the Governing Body that Joseph Citro is hereby appointed as Qualified Purchasing Agent effective until December 31, 2014 at an annual compensation of \$3,500.00.

Resolution 14-41  
Appointments to Allendale Senior Housing

**Be It Resolved** that the following individuals are hereby appointed as representatives to Allendale Senior Housing for the period specified:

NAME		TERM EXPIRES
Vince Barra	Allendale Senior Housing	December 31, 2014
Ari Bernstein	Allendale Senior Housing	December 31, 2014

Resolution 14-42  
Appointment of Community Development Representatives

**Whereas**, each Bergen County Community that participates in the Community Development Cooperative must appoint two representatives to its respective Community Development Committee

**Now, Therefore, Be It Resolved** that the Governing Body hereby appoints Mayor Vince Barra and Councilwoman Liz White to participate on the Community Development Committee.

Resolution 14-43

2014 Fees for Crestwood Lake and Beach Rentals

**Whereas**, pursuant to Chapter 203 Section 20A of the Code of the Borough of Allendale, fees for the use of recreational facilities are to be established annually by resolution of the governing body.

**Now, Therefore, Be It Resolved** that the following rates be and are hereby approved for Crestwood Lake for the 2014 season:

Resident Rates\*

Adult (age 23-61)	\$ 100
Caregiver	\$ 100
Child (age 3-22)	\$ 50
Teen individual membership (age 13 and over)	\$ 100
Allendale Special Needs Housing	\$ 60
Senior (age 62 and over)	\$ 60
Maximum Family	\$ 350

\*Resident Rates shall also apply to employees of the Borough of Allendale

Non Resident Rates

Adult (age 23-61)	\$ 200
Caregiver	\$ 200
Child (age 3-22)	\$ 75
Child (under 3)	FREE
Teen individual membership (age 13 and over)	\$ 100
Senior (age 62 and over)	\$ 75
No Maximum Family	

Guest Fees for Residents and Non-Residents

Daily	\$ 10
Guest Books (10 passes)	\$ 90

Beach Party Rental

West Beach (4-7 p.m. Monday thru Friday)	\$ 175
West Beach (12 to 7 p.m. Saturday and Sunday)	\$ 350
Playground Beach (1 to 20 people)	\$ 100
Playground Beach (21 to 40 people)	\$ 150
Playground Beach (41+ people)	\$ 200

Red Barn

All rates are non-refundable

Allendale Families	\$ 250
Allendale Businesses	\$ 500

Non-profit organizations are allowed to pay the family rate.

**Be It Further Resolved** that free family memberships be granted to Allendale Firefighters, Ambulance Corps Personnel, and Mayor and Council members; and,

**Be It Further Resolved** that employees of the Allendale Elementary School District and Northern Highlands High School shall be charged 25% off of the Non-Resident Rates captioned above.

Resolution 14-44

Appointment of Crestwood Lake Director

**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 Tom Viscardi as the Lake Director for Crestwood Lake for the 2014 swim season.

Resolution 14-45

Donation of Crestwood Lake Season Pass

To Allendale Foundation for Educational Excellence

**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 donation of a family (parents and children) Crestwood Lake 2014 Season Pass to the Allendale Foundation for Educational Excellence.

Resolution 14-46

Appointment of Water Collector

**Whereas**, on January 3, 2013 by Resolution 13-53, M. Alissa Mayer was appointed to the position of Acting Water Collector in connection with the Allendale Water Department until further action by the Governing Body.

**Now, Therefore, Be It Resolved** by the Governing Body that M. Alissa Mayer be appointed Water Collector, with compensation set at \$14,400.00 per year effective January 1, 2014;

**Be It Further Resolved** that the forgoing appointment and accompanying compensation remain in effect until further Resolution of the Governing Body.

Resolution 14-47

Appointment of Licensed Water Operator and

Licensed Sewer Operator of the Sewer Department

**Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Layne Simon is hereby appointed as the licensed Sewer operator of the Sewer Department; and,

**Be It Further Resolved and Noted** that pursuant to the current contract with United Water, United Water has appointed Jeff Picinich as the licensed Water operator of the Water Department.

Resolution 14-48

Appointment of Municipal Engineer/

Public Works Manager

**Whereas**, the there is a need to appoint a Municipal Engineer for the Borough of Allendale; and,

**Whereas**, there is an additional need to appoint a Principal Public Works manager for the year 2014;

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it does hereby appoint John Yakimik as Municipal Engineer for a one-year term commencing January 1, 2014 until December 31, 2014; and,

**Be It Further Resolved** that John Yakimik is appointed as Acting Principal Public Works Manager effective January 1, 2014 for a period of one year until December 31, 2014 pursuant to N.J.S.A. 40A:9-154.6g(c)

Resolution 14-50

Reappointment of Deputy Municipal Clerk

**Whereas**, pursuant to Chapter 53-52.1 of the Code of the Borough of Allendale a Deputy Municipal Clerk shall be appointed for a term of one year commencing on January 1 and terminating December 31.

**Now, Therefore, Be It Resolved** that Coleen Goddel is hereby reappointed to the position of Deputy Municipal Clerk effective January 1, 2014 for a term to expire December 31, 2014.

Resolution 14-51

Restructuring of the  
Department of Public Works

**Be It Resolved** that the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the Department of Public Works be restructured to reflect the following:

- (1) There shall be one (1) Director of Operations that oversees all managerial decisions with regard to the Borough's Department of Public Works; and,
- (2) There shall be one (1) Crew Chief of the Department that shall act as assistant to the Director of Operations and schedule, assemble, and monitor labor and associated tasks therein.

Resolution 14-52

Appointment of Layne Simon as Crew Chief  
of the Department of Public Works

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Layne Simon be and is hereby appointed the Crew Chief of the Allendale Department of Public Works with a salary increase in the amount of \$11,000.00; and,

**Be It Further Resolved** that the foregoing appointment and accompanying compensation be made effective as of January 1, 2014 and expire on December 31, 2014.

Resolution 14-53

Appointment of Court Officials

**Whereas**, the Borough of Allendale requires the professional services of a Judge, Prosecutor, Alternate Prosecutor, Public Defender and Alternate Public Defender for the calendar year 2014; and,

**Whereas**, it is anticipated that the expenditure for each of such professional services will not exceed the sum of \$17,500 in said calendar year and therefore, the “Pay to Play” Statute and Regulations do not apply to these appointments; and,

**Whereas**, the Chief Financial Officer in accordance with the Local Public Contracts Law has duly certified that adequate funds have been or will be appropriated in the 2014 temporary or permanent budget for fees reasonably required by each of such professionals in the appropriate line items in said budget(s).

**Now, Therefore, Be It Resolved** by the Governing Body of the Borough of Allendale that the following appointments are hereby made:

Municipal Prosecutor: Richard Rosa, Esq., for a term of one year commencing January 1, 2014 until December 31, 2014 and until a successor is appointed and qualified pursuant to NJSA 2B:25-4a;

Alternate Prosecutor: John Guerin, Esq., for a term of one year commencing January 1, 2014 until December 31, 2014;

Public Defender: Dominick Preziosi, Jr., Esq., for a term of one year commencing January 1, 2014 until December 31, 2014 and until a successor is appointed and qualified pursuant to NJSA 2B:24-4a;

Alternate Public Defender: Robert Metzdorf, Esq., for a term of one year commencing January 1, 2014 until December 31, 2014;

**Be It Further Resolved** that the Mayor and Borough Clerk are authorized to execute contracts with each of the said professionals and to take all of the steps necessary to carry this resolution into effect; and,

**Be It Further Resolved** that the foregoing appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding “professional services” rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law; and,

**Be It Further Resolved** that a copy of this resolution be published in a legal newspaper of the Borough within ten (10) days after its passage as required by law.

#### Resolution 14-54

#### Award of Janitorial Services Contract to Guy’s Maintenance, Inc.

**Whereas**, the Borough finds the need to contract certain janitorial services; and,

**Whereas**, quotations and pricing were sought by the Borough’s Director of Operations;

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that a contract for Janitorial Services be awarded to Guy’s Maintenance, Inc. located at 49 Cherokee Avenue, Allendale, NJ 07401 for six (6) consecutive months in an amount not to exceed \$2,400 per month, \$14,400 in total for standard monthly services, and not to exceed \$2,000 in total for specialty services on an as-needed basis.

**Be It Further Resolved** that this contract shall commence as of January 1, 2014 and conclude on June 30, 2014.

Resolution 14-56  
2014 Temporary Budget

**Whereas**, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2014 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and,

**Whereas**, the date of this resolution is within the first thirty days of 2014; and,

**Whereas**, the total appropriations in the 2013 Budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

General	\$11,191,030.61
Water Utility	\$ 1,261,319.00

**Whereas**, 26.25 percent of the total appropriations in the 2013 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2013 Budget is as follows:

General	\$ 2,826,854.33
Water Utility	\$ 331,096.24

**Now, Therefore, Be It Resolved** by the Mayor and Borough Council of the Borough of Allendale, County of Bergen, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records.

Resolution 14-57  
Accepting the Resignation  
of Barbara Knapp

**Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that it accepts the resignation of Barbara Knapp from the position of Administrative Secretary and all other positions held in the Borough of Allendale effective December 31, 2013.

Resolution 14-58  
Appointment of Official Towing Companies

**Whereas**, pursuant to Chapter 240 of the Code of the Borough of Allendale dealing with regulation and enforcement of towing, road service and storage of vehicles in the Borough of Allendale, various applications have been made to obtain a license for inclusion on the official list of towing companies in the Borough; and,

**Whereas**, the applications have been reviewed by the Chief of Police who has provided a report to the Administrative Officer recommending approval by the Governing Body of the applications of certain applicants; and,

**Whereas**, the Borough Council of the Borough of Allendale has reviewed the matter and finds just cause to take action.

**Now, Therefore, Be It Resolved** that the following applications be hereby approved to be included on the official list of towing companies for the Borough of Allendale effective January 7, 2014: A-1 Auto Body, All Points Towing, Big Tows, Ramsey Auto Body, Rondale Towing, Venusti Auto Body; and,

**Be It Further Resolved** that approval shall be granted to the aforesaid towing companies effective January 7, 2014 through December 31, 2014, in accordance with the terms of the ordinance; and,

**Be It Further Resolved** that said approvals remain in effect provided that said approved towing companies are in continued compliance with the terms of the ordinance; and,

**Be It Further Resolved** that the Administrative Officer, upon payment of the appropriate fee, is authorized to issue a certificate of approval to the aforesaid towing companies.

*Unfinished Business*

None

*New Business*

None

*Committee Reports and Comments*

Councilwoman McSwiggan

- A tentative Water and Sewer Committee Meeting is scheduled for January 16<sup>th</sup>. The Committee will report back to Council.

Councilman Bernstein

- The Police Chief is looking at his calendar so that the Public Safety Committee can come up with a meeting date, but nothing has been scheduled yet.
- Stated that it is an honor to work with the Police Department, Fire Department, and Ambulance Corps as the Chairman of the Public Safety Committee.

Councilman Strauch

- No Report

Councilwoman White

- Thanked the DPW for all of their work in the recent snowstorms
- Thanked all of Allendale's first responders for doing such a great service to the people of Allendale in the hour of need

Councilwoman Wilczynski

- Thanked all of Allendale's first responders for all that they do for the community
- Thanked the volunteers that she has been able to work with on the Allendale Sports Alliance and the Crestwood Lake committee
- January 28<sup>th</sup> is the tentative meeting date for the first Facilities Committee meeting

Councilman Sasso

- Stated that he is very happy to be on Council and eager to start working with everyone

*Staff Reports*

Borough Attorney, Mr. Bole

- No Report

Borough Clerk/Administrative Officer, Mr. Casais

- Wished everyone a happy new year and thanks all who facilitated and cooperated in getting the Reorganization Meeting agenda together

Director of Operations, John Yakimik

- Thanked the DPW employees for all of their hard work during the several winter weather events that recently occurred

Chief Financial Officer, Alissa Mayer

- No Report

*Public Comment*

Mayor Barra opened the meeting for public comment on general matters

There being no one wishing to speak Mayor Barra closed the public comment without objection

*Adjournment*

On a motion by Councilwoman McSwiggan, seconded by Councilwoman White, the Council voted unanimously to adjourn at 8:35 p.m.

Respectfully submitted,

Andrew Casais  
Municipal Clerk

## 2014 Temporary Budget (In Detail)

<b>BOROUGH OF ALLENDALE N.J.</b>	
<b>2014 Current Fund Temporary Budget</b>	
General Administration	
Salaries and Wages	9,000.00
Other Expenses	13,000.00
Mayor and Council	
Other Expenses	1,000.00
Borough Clerk	
Salaries and Wages	21,200.00
Other Expenses	4,000.00
Finance	
Salaries and Wages	36,000.00
Other Expenses	10,000.00
Annual Audit	7,700.00
Tax Collection	
Salaries and Wages	15,000.00
Other Expenses	3,000.00
Assessment of Taxes	
Salaries and Wages	10,000.00
Other Expenses	6,000.00
Legal Service and Costs	
Other Expenses	20,000.00
Engineering Services	
Other Expenses	15,000.00
Planning Board	
Salaries and Wages	2,000.00
Other Expenses	9,000.00
Insurance (NJSA 40A:4-45.3)	
Other Insurance Premiums	44,000.00
Workmen's Compensation	44,000.00
Group Insurance/Employees	202,268.33
Unemployment Insurance	10,000.00
Police Department	
Salaries and Wages	560,000.00
Other Expenses	25,000.00
Emergency Management Services	
Salaries and Wages	500.00
Other Expenses	1,000.00
Fire	
Other Expenses	17,000.00
Uniform Fire Safety Act	
Salaries and Wages	1,000.00
Other Expenses	500.00
Municipal Prosecutor	
Salaries and Wages	1,300.00
Municipal Court	
Salaries and Wages	3,200.00
Other Expenses	600.00
Public Defender	
Other Expenses	400.00
Road Repairs and Maintenance	
Salaries and Wages	215,000.00
Other Expenses	23,000.00
Snow Removal	
Other Expenses	35,000.00
Shade Tree Commission	
Other Expenses	5,000.00
Sewer System	
Salaries and Wages	1,500.00
Other Expenses	2,000.00
Garbage and Trash Collection	
Other Expenses	100,000.00
Recycling	

Other Expenses	16,000.00
Buildings and Grounds	
Other Expenses	18,000.00
Board of Health	
Salaries and Wages	10,000.00
Other Expenses	1,000.00
Senior Citizens	
Other Expenses	1,000.00
Animal Control Services	
Other Expenses	2,100.00
Aid to Health Care Facilities	
Other Expenses	0.00
Municipal Alliance	
Other Expenses	1,000.00
Parks and Playgrounds	
Other Expenses	6,000.00
Crestwood Lake	
Salaries and Wages	5,000.00
Other Expenses	10,000.00
Uniform Construction Code	
Salaries and Wages	15,100.00
Other Expenses	1,300.00
Plumbing Inspector	
Salaries and Wages	700.00
Electrical Inspector	
Salaries and Wages	3,200.00
Fire Subcode Official	
Salaries and Wages	250.00
Zoning Officer/Property Maintenance	
Salaries and Wages	3,100.00
Salary and Wage Adjustment	5,000.00
Radio Equipment Maintenance	1,300.00
Utility and Bulk Purchases	
Gasoline	25,000.00
Electricity	20,000.00
Street Lighting	17,000.00
Telephone	12,000.00
Water Charges	2,000.00
Gas Heat	16,000.00
Contingent	7,000.00
PERS - Pension	180,942.00
Social Security System	76,000.00
PFRS - Pension	367,321.00
<b>Sub-total Appropriations Within "CAPS"</b>	<b>\$2,297,481.33</b>
<b>OPERATIONS OUTSIDE CAPS</b>	
Maintenance of Free Public Library	150,000.00
NorthWest Bergen Sewer Authority	367,573.00
Interlocal Municipal Service Agreements	
Borough of Waldwick - Well Baby	
Other Expenses	300.00
Borough of HoHoKus - Muncipal Court	
Other Expenses	10,500.00
Borough of Mahwah - 911 Dispatching	
Other Expenses	1,000.00
<b>Sub-total Appropriations Outside "CAPS"</b>	<b>529,373.00</b>
<b>Total Appropriations</b>	<b>2,826,854.33</b>
Capital Improvement Fund	36,000.00
Debt Service	
Payment of Bond Principal	175,000.00
Interest on Bonds	142,257.50
<b>Total Excluded from Temporary Budget</b>	<b>353,257.50</b>

Borough of Allendale Water Utility  
**2014 TEMPORARY BUDGET**

Salaries & Wages	5,000
Other Expenses	207,687
Purchase of	90,000
Water	
PERS	27,909
Social Security	500
<b>Total</b>	<b>331,096</b>
<b>Appropriations</b>	
<b>Debt Service</b>	
Principal on	10,000
Bonds	
Interest on Bonds	45,875
<b>Total Debt</b>	<b>55,875</b>
<b>Service</b>	