

Mayor and Council of the Borough of Allendale  
Regular Session Meeting Minutes  
July 13, 2017

PRESENT: Mayor Elizabeth White and Councilmembers 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 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 July 13, 2017. The meeting was called to order at 8:01 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."

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

**Approval of Minutes:**

Motion by Councilwoman McSwiggan, second by Councilman Strauch, that the Minutes of June 29, 2017 Work Session and June 29, 2017 Regular Session are approved.

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

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

**Public Comment**

No one came forward.

**Consent Agenda**

- A. **17-198**/Approval of Bill List
- B. **17-199**/Authorize Salaries – Crestwood Lake Swim Club 2017 Season
- C. **17-200**/Authorize Allendale Newcomers & Neighbors Club's 2017 Family Day – July 9, 2017
- D. **17-201**/Approve Salary Increase – Ronald Kistner
- E. **17-202**/Appoint Municipal Representatives to Bergen County Community Development Regional Committee – Councilwoman Wilczynski & Ronald Kistner

Motion by Councilman Bernstein, second by Councilwoman Wilczynski, that the Consent Agenda be approved.

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

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

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

**Resolution 17-198**

**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 July 13, 2017 in the amounts of:

Current Fund	\$1,634,942.54
Payroll Account	\$240,638.09
General Capital	\$60,259.00
Animal Fund	\$16.20
COAH/Housing Trust	\$10,284.34
Improvement & Beautification	\$4,761.80
Unemployment Fund	\$0.00
Trust Fund	\$7,835.00
Water Operating	\$0.00
Water Capital	\$0.00
<b>Total</b>	<b>\$1,958,736.97</b>

**Resolution 17-199**

2017 Crestwood Lake Salary Resolution – Supplement Five

**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 hires Kate Federer as a Substitute Lifeguard at a rate of \$8.50 per hour for the Crestwood Lake Swim Club 2017 Season.

**Resolution 17-200**

Approval of Allendale Newcomers & Neighbors Club’s 2017 Family Day

**Be It Resolved** that the Allendale Newcomers and Neighbors Club is authorized to host their 2017 Family Day at West Beach on Sunday, July 9, 2017 between the hours of 2:00pm and 5:00pm;

**Be It Further Resolved** that the fee is \$375.00.

Salary Resolution

**Whereas**, Ronald Kistner obtained his public works manager certificate and was appointed as Principal Public Works Manager on June 29, 2017 via Resolution #17-188; and

**Whereas**, the governing body wishes to grant additional compensation for obtaining said certification.

**Be It Resolved** by the Governing Body of the Borough of Allendale that Ronald Kistner be granted an increase in pay to \$118,000 annually for his position as Director of Operations effective June 29, 2017.

**A RESOLUTION AUTHORIZING APPOINTMENT OF MUNICIPAL REPRESENTATIVES  
TO THE BERGEN COUNTY COMMUNITY DEVELOPMENT REGIONAL COMMITTEE**

**WHEREAS**, the Municipality of Allendale has entered into a three-year Cooperative Agreement with the County of Bergen as provided under the Interlocal Services Act N.J.S.A. 40A:8a-1 et seq. and Title 1 of the Housing and Community Development Act of 1974; and

**WHEREAS**, said Agreement requires that the Municipal Council to appoint a representative and alternate and that the Mayor appoint a representative and alternate for the FY 2017-2018 term starting July 1, 2017 and ending on June 30, 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Municipal Council hereby appoints Councilwoman Amy Wilczynski as its representative and Councilman Steve Sasso as its alternate and that the Mayor hereby appoints Ronald Kistner as her representative and Tatiana Marquis as her alternate to serve on the Community Development Regional Committee for FY 2017-2018; and

**BE IT FURTHER RESOLVED** that an original copy of this resolution be forwarded to the Bergen County Division of Community Development, One Bergen County Plaza, Fourth Floor, Hackensack, New Jersey 07601 for receipt no later than Friday, August, 11, 2017.

***Unfinished Business:***

There was no unfinished business.

***New Business:***

There was no new business.

***Council Committee Reports and Comments***

**Councilwoman Homan – Public Safety**

Councilwoman Homan thanked the Public Safety team and volunteers for the 4<sup>th</sup> of July festivities. She noted that the Holiday Observers put in a tremendous amount of work and expressed her

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opinion that they did a great job. Sgt. Mattiace was in charge of logistics this year as well as overseeing CERT, the Fire Department, and Ambulance Corps and Councilwoman Homan expressed her opinion that he did a phenomenal job. She also thanked Ron Kistner and the DPW employees for their role in this event. She commented that the construction is challenging and expressed that the Allendale Police Department is working hard to coordinate with Aleoop to make changes to drop off and pickup locations. The Police Department is also working to reduce speeding and have placed speed alert signs. In terms of the Fire Department, the ladder truck is back in service and the repair was not as costly as anticipated. The Police Department is aware of the new vests for the Goose Patrol dogs. Councilwoman Homan advised that both the Fire Department and Ambulance Corps are in need of volunteers, especially those who are available during the day.

Mayor White thanked the Ambulance Corps for inviting the governing body to the Family Picnic. She commented that it was a lovely event.

Councilwoman Homan advised that although the next Public Safety meeting is scheduled for next Friday, it may need to be rescheduled.

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

Councilwoman Wilczynski reported that the band nights are going very well. She announced that Midlife Crisis will be playing this Saturday followed by the grand finale of the concert series featuring the Nerds on Tuesday, July 18<sup>th</sup>. Councilwoman Wilczynski thanked CERT who works these events. She commented that the Ambulance Corps event was lovely and she congratulated them on their 80<sup>th</sup> anniversary. The annual softball tournament will take place this weekend. She thanked the DPW for keeping the fields groomed and noted that the new surf rake is doing a great job. Mayor White added that the surf rake will pay for itself in three to five years as less sand will need to be purchased. Councilwoman Wilczynski advised that Aleoop is going well. Adjustments were made this year to have the children escorted by crossing guards and the hours have been shifted to a half hour earlier. Notice regarding the 2016 grant application for improvements to the Red Barn is still awaited. The tennis courts are complete, the purchase order to put in pickle ball lines has been authorized, and the bathrooms are open.

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

Councilwoman McSwiggan advised that the next Water, Sewer and Public Utilities Committee meeting is scheduled on July 17<sup>th</sup>. She asked that residents continue to be mindful of the water restrictions as well as to keep an eye on their water meter to ensure that it is working. She commented that the committee continues to move forward with infrastructure improvements.

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

Councilman Sasso reported that Land Use and Construction Code Committee met this past Friday. The Building Department has been working on closing out older permits. He noted that of the 95 permits on which the department had been focusing, 24 have been closed out and \$37,000 in COAH fees have been collected. The next meeting is scheduled for the first Friday in August.

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

Councilman Bernstein advised that the Administration, Finance, and Human Resources Committee met earlier this week and reviewed the monthly budget numbers. He noted that most departments

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are in line with the budgeted amount and he commended both the Department Heads as well as the committees. Mr. Kistner and Ms. Dodd have a meeting on July 26<sup>th</sup> with two document management companies to review proposals. For the convenience and benefit of residents, taxes can now be paid online. In order to enhance transparency, agenda materials are now being posted to the website prior to the Mayor and Council meetings. The next Administration, Finance, and Human Resources meeting is scheduled on September 13<sup>th</sup>.

***Staff Reports:***

Ray Wiss, Municipal Attorney, reported that it has been a quiet two weeks in reference to legal matters. He advised that he has been working with Mr. Kistner and Ms. Dodd on operational matters.

Anne Dodd, Municipal Clerk, advised that when the summer intern who is working in her office returns from vacation, she along with Tyler Yaccarino, Administrative Assistant in the DPW, will begin to index the records at the archives. As reported by Councilman Bernstein, she and Mr. Kistner will be meeting with two companies to discuss proposals to scan and digitize older records.

Ron Kistner, Administrative Officer/Director of Operations, noted that Northwest Bergen Utilities Authority will be vacuuming the catch basins and Jim Moritz will be rebuilding them. Well #11 is up and running. The Fairhaven Tank motor is in and logistics with the SCADA system are being worked out. There were 54 estimated reads on the second quarter bills and Suez is looking into whether these reads are due to bad meters. Mr. Kistner will be meeting with a representative from the company who provided the meters to discuss what is still covered under warranty. Potholes on Allen Street, Chestnut Street, and Franklin Turnpike were repaired through the use of the new equipment that had been purchased last year. Two employees have been assigned to straighten out street signs.

Councilwoman Wilczynski commented that the delittering of the upper pond is complete. She noted that the two fountains representing the twin towers are up and the lights are on and stated that the pond looks beautiful.

***Correspondence:***

**BCUA – 2017 BCUA Environmental Awareness Challenge Grant**

Mayor White advised that the BCUA reviewed and approved the 2017 Environmental Awareness Challenge Grant and will be presenting a \$1,000 check to the Hillside School for the Ecology Center.

Mayor White reported that Rob Esposito, Director of Bergen County Division of Community Development, has advised that two projects within Allendale will receive full funding through the Home Investment Partnership Grant, Eastern Christian Children's Home for 200 West Crescent Avenue and the Bergen County United Way/Madeline Corp for veterans housing.

***Public Comment on any issue:***

Dan Talkiewicz, 30 Hillside Avenue, advised that he is in the process of earning his Citizenship in the Community merit badge.

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Ian Gray, 50 Walnut Place, advised that he is present this evening as a prerequisite for the Communications merit badge. He advised that he will be going into his sophomore year of high school.

Jackson Gray, 50 Walnut Place, stated that he is also attending tonight's meeting to earn his Communications merit badge. He advised that he will be going into 8<sup>th</sup> grade.

James Thomas, 30 Arlton Avenue, inquired whether any property taxes were owed at the time of the closing on 220 and 230 West Crescent Avenue. He further inquired whether the amounts owed per the lease agreements cover or exceed the debt service and lost tax revenue, when the lease agreements expire, whether the anticipated revenue from the properties was included in the operating budget, and whether the value of the property is now being carried in the capital account broken down by land and improvement values as it will affect the ability to depreciate the building value. He further questioned whether the advisory committee has been formed and how one would go about providing input.

Mayor White and Borough Attorney Wiss confirmed that the taxes were current at the time of the closing. Taxes are being paid by the current tenants so there is no lost tax revenue and the rents being received far exceed the debt service at this point. The lease for 230 West Crescent Avenue expires on March 31, 2019 and 220 West Crescent Avenue expires on May 3, 2018. In terms of the budget, the revenue could not be anticipated in the current budget as the purchase did not take place until after the budget had been prepared. Borough Attorney Wiss advised that they would check with the CFO as far as how the value is being carried in the capital account and report back. Mayor White stated that a vision committee will be put into place in the fall and all suggestions can be emailed, sent in a letter or she would be happy to meet with anyone to discuss the matter.

Christina Montanye, 227 Orchard Park, thanked the Council for acknowledging CERT as a lot of time and effort was put into the 4<sup>th</sup> of July. As there is trouble finding volunteers during the daytime hours, she inquired whether consideration has been given to entering into a mutual aid agreement with surrounding towns.

Mayor White confirmed that they do already have a mutual aid agreement in place. She noted that this topic is discussed at the Northwest Mayors' meetings on a regular basis as all surrounding towns without a paid ambulance corps or fire department have the same issue as Allendale. She advised that the Public Safety Committee has discussed approaching local businesses to see if they will allow employees who may be EMTs in other towns to respond to calls in Allendale during the day.

Ms. Montanye noted that Upper Saddle River has two EMTs on staff Monday through Friday and inquired whether Allendale may be permitted to call on them during the week.

Mayor White advised that they are not permitted to assist Allendale as they are paid employees of Upper Saddle River, and when they are not responding to calls, they are performing other duties for the Borough.

Councilwoman Homan added that the volunteer emergency services visit the high school and meet with guidance counselors in an attempt to get the students involved. She noted that this practice has been successful.

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Ms. Montanye expressed concern that when calls are responded to by Valley Hospital or a mobile ICU unit, those calls can be very costly to residents.

***Adjournment:***

There being no further business to come before the Mayor and Council, on a motion by Councilman Bernstein, second by Councilwoman Homan, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk