

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

PRESENT: Council members Ari Bernstein, Liz Homan, Jackie McSwiggan, Steve Sasso, and Amy Wilczynski (arrived at 7:32 p.m.)

ABSENT: Mayor Elizabeth White and Councilman Strauch

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 October 12, 2017. The meeting was called to order at 7:31 p.m. by Councilwoman McSwiggan 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:

James Thomas, 30 Arlton Avenue, asked for an update on the status of the COAH settlement agreement.

Borough Attorney Wiss advised that a Fairness Hearing is scheduled on November 16th, noting that the agreement has been signed by all parties and is awaiting judicial approval.

Mr. Thomas inquired whether the overlay zone placed on Guardian Angel Church was discussed with representatives from the church prior to the meeting on September 14th.

Borough Attorney Wiss expressed his belief that the church was advised that this property would be included as a potential overlay zone. Councilman Sasso confirmed that Mayor White met with Father Charles Pinyan prior to September 14th, and he explained that, to his knowledge, the purpose of this meeting was to discuss the inclusion of the church as potential overlay zone.

Administration:

A. Best Practices Inventory

CFO Mayer advised that the Best Practices Inventory is required to be completed every year, noting that the answers provided in this questionnaire determine whether the ETR Aid will be reduced. She explained that there were 25 questions this year, which was reduced from last year, and 22 questions were answered affirmatively and 3 questions were not applicable. She advised that the written policy regarding notification of tax appeals was amended and read into the record a few meetings ago. The Borough will be receiving its full portion of the ETR Aid.

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B. Agenda Review

Councilwoman McSwiggan reviewed the resolutions on the Regular Session agenda. She noted that Ordinance 17-15 confirms the Police Chief's authority to post signs in the interest of public safety.

Councilwoman McSwiggan then reviewed the Consent Agenda. She highlighted Resolution #17-258 authorizing a contract with Rachles/Michele's Oil, Inc., explaining that the use of the County Cooperative Purchasing System for gasoline and diesel fuel has resulted in ongoing, substantial savings.

With respect to Resolution #17-259, Councilwoman McSwiggan explained that this resolution authorizes participation in the Educational Services Commission of New Jersey Cooperative Pricing System as the company who will be handling the Borough's document management program is a member. She noted that, once the agreement is executed, it will allow the Borough to move forward with the process of scanning and digitally storing the Borough's records.

C. Mayor's Report

On behalf of Mayor White, Councilwoman McSwiggan reported that a memo was received from Melanie Matthews, Postmaster of the Allendale Post Office, regarding passport hours. The hours have been extended to Monday through Friday 9 a.m. to 4 p.m. and Saturday 9:15 a.m. to 11:15 a.m. for walk-in service.

She extended her congratulations to Mark Savastano and the Chamber of Commerce as Allendale Festival Day was a great success with good attendance.

The PSE&G project continues. West Crescent Avenue will be closed on October 14th from 7 a.m. until 3 p.m. and October 21st from 7 a.m. until the installation of the valve on the 20-inch line is complete. The next step will be to have the road paved.

The Fall Newsletter is currently at the printer and is expected to be delivered next week.

There will be a hazardous waste collection on Saturday, October 15th at Bergen Community College. Information on this collection has been posted to the Borough website.

Fall leaf collection has begun, the schedule for which has been posted to the Borough website.

Property taxes are due November 1st and can now be paid online.

D. Council Reports.

Councilwoman Homan – Public Safety

Councilwoman Homan commended the Public Safety team for how well they work together on events, noting that Allendale Festival Day is a perfect example of this teamwork. All groups have been meeting regarding the ARC 5k. The Allendale Volunteer Ambulance Corps is in the process of purchasing a Gator as a shared purchase. The Police Department held a Coffee with a Cop event and 50 residents participated. One of the main goals of this event was to register those who may be in need of assistance. Officers are working to ensure that they are visible at the high school. There is a scam involving people posing as utility workers and the public is cautioned to check for badges

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when someone claims to be a utility worker. Councilwoman Homan noted that safety tips such as this one can be found in the newsletter. The next Public Safety meeting will take place this coming Friday.

Councilwoman Wilczynski – Facilities, Parks & Recreation

Councilwoman Wilczynski reported that Orange & Rockland has completed the electrical upgrade at both the Fire House for the generator as well as at the Recycling Center for the compactors. The compactors are expected to be installed on October 23rd after the pouring of a concrete pad is complete. Councilwoman Wilczynski noted that the recycling percentage has increased to 30% with the revenue from glass increasing significantly due to an increase in the price per ton. The fall treatment of the fields has started and she commented that they look great. The next Facilities, Parks & Recreation Committee meeting is scheduled in two weeks. The governing body and Borough staff will begin using Box in order to enhance efficiency. Training for this program will begin in two weeks.

Councilwoman McSwiggan – Water, Sewer & Public Utilities

Councilwoman McSwiggan announced that the Holiday Observers Halloween Poster Contest will take place on Saturday from 7:30 a.m. to 12 p.m. at the Red Barn.

With respect to the Water, Sewer & Public Utilities Committee, she advised that they will be meeting again on Monday. She reported that the yearly hydrant flushing is complete and was successful. Two hydrants are being replaced. She expressed that she is happy to report that there were no construction repairs this month in the operating report.

Councilman Sasso – Land Use and Construction Code

Councilman Sasso announced that the Land Use and Construction Code is scheduled to meet again on Monday at 9 a.m. He requested that the Borough Clerk look into whether any unused flu vaccine vials can be offered to the volunteer first responders who may not have this vaccine covered by health insurance.

Councilman Bernstein – Administration, Finance, and Human Resources

Councilman Bernstein advised that the next Administration, Finance and Human Resources Committee is scheduled on October 26th at 4:30 p.m.

E. Staff Reports

Ray Wiss, Municipal Attorney, reported that he participated in a few committee meetings in preparation for upcoming negotiations. As discussed earlier, he advised that the Fairness Hearing is scheduled in November and anyone who wishes to be heard on the Borough's plan will have an opportunity to be heard. The Borough will then move toward judicial approval of its plan.

Anne Dodd, Municipal Clerk, announced that her office will be open until 9 p.m. on October 17th for Late Night Voter Registration which is the last day to register to vote for the General Election. The General Election will take place on November 7th and the polls will be open from 6 a.m. until 8 p.m. Mail-in ballot applications are available both on the Borough website and the County Clerk's website. If sent by mail, the application must be received by the Bergen County Clerk's Office 7 days

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prior to the General Election or if delivered in person, it must be received the day prior to the election by 3 p.m. The Borough is proceeding with the scanning and digitizing of the Borough's records. As Councilwoman McSwiggan explained, adopting Resolution #17-259 is the first step in the process.

Alissa Mayer, CFO, advised that she has no report.

Ron Kistner, Administrative Officer/Director of Operations, reported that street sweeping has started today. A private contractor has been engaged as he believes it will be more financially beneficial and will allow the Borough streets to be swept once a month. An anti-harassment training will take place for Borough employees on November 1st or can be completed online. The deadline to complete this training online is November 15th. A JIF safety meeting will be scheduled at night for the volunteers who are not available during the day. Mr. Kistner noted that the Borough is on target to receive an incentive as a result of meeting JIF requirements.

F. Correspondence

There were no correspondence items.

Adjournment

There being no further business to come before the Mayor and Council, on a motion by Councilwoman Wilczynski, second by Councilwoman Homan, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 7:56 p.m.

Respectfully submitted

Anne Dodd, RMC
Municipal Clerk