

Mayor and Council of the Borough of Allendale
Work Session Meeting Minutes
October 13, 2016

PRESENT: Mayor Elizabeth White and Councilmembers Ari Bernstein, Liz Homan, Jackie McSwiggan, Steve Sasso, and Amy Wilczynski

ABSENT: Councilmember Jim 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 13, 2016. 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 Ordinance 16-22 establishes zoning for houses of worship within Allendale and noted that Ordinance 16-23 goes hand in hand with Ordinance 16-22.

Councilman Sasso explained that Ordinance 16-25 restricts drive-thru businesses in the Borough of Allendale with the exception of the C-2 zone. He advised that currently existing drive-thru businesses in other zones have been grandfathered.

Mayor White thanked the Board of Health and Jean Manus, Board of Health Secretary, for their work with respect to Ordinance 16-26.

She then reviewed the Consent Agenda, highlighting Resolution #16-256. She commented that she is very pleased to see this resolution on tonight’s agenda and suggested that it be pulled from the Consent Agenda and voted on separately due to its importance in helping to meet the Borough’s COAH obligation. She explained that this resolution authorizes payment to Eastern Christian for the special needs housing that they have built on West Crescent Avenue.

B. Mayor’s Report

Mayor White advised that the Administration, Finance, and Human Resources Committee has established a policy whereby they are requesting that the Tax Assessor advise the Mayor, Council, CFO, and Municipal Clerk of all tax appeals filed with her office on a monthly basis

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during the tax appeal filing time period. The committee has also confirmed with the CFO and Tax Collector the policy concerning PILOTS. As per N.J.S.A. 40A:20-1, the CFO along with the Tax Collector are the officials designated to monitor exemptions pursuant to the Long-Term Exemptions/Abatements. Invoices are to be sent out quarterly by the Tax Collector to each owner with a PILOT agreement. The terms and agreements are reviewed by the CFO and Tax Collector annually for compliance. Mayor White noted that the committee is simply confirming that these procedures are in place for the Best Practices Inventory, a review of which will take place at the next meeting.

Mayor White reported that she and Councilwoman Wilczynski attended a seminar on contract negotiations earlier today.

Russ Huntington, JIF attorney, gave a management training seminar for the Department Heads yesterday.

C. Council Reports

Councilwoman Homan - Public Safety

Councilwoman Homan reported that the Public Safety Committee met this past Tuesday. They reviewed the budget impact of the criminal justice reform as well as looked to plan ahead for technology needs. She advised that the next Public Safety Committee meeting is scheduled for October 20th. She thanked Public Safety, the Water Committee, and Ron Kistner for their teamwork in preparing for the Ramsey Water Tank Improvements. She advised that although a location has not been decided, they will be painting a blue line in support of the Police Department.

Councilwoman McSwiggan – Water, Sewer and Public Utilities

Councilwoman McSwiggan advised that the next Water, Sewer and Public Utilities Committee meeting is scheduled for October 19th. She asked Ron Kistner, Administrative Officer/Director of Operations, to provide an update on the Ramsey Water Tank Improvements, noting that the water pressure and levels have been maintained thus far.

Mr. Kistner advised that the tank has been drained and prep work has begun. He commented that the project should be completed in a timely manner.

Councilman Sasso - Land Use and Construction Code

Councilman Sasso reported that the Land Use and Construction Code Committee met this past Friday. As evidenced by tonight's agenda, this committee has been busy all year. He stated that they are starting to look at new issues that are in need of addressing.

Councilman Bernstein – Administration, Finance and Human Resources

Councilman Bernstein announced that the Administration, Finance, and Human Resources Committee is scheduled to meet on October 27th at 4:30 p.m.

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Councilwoman Wilczynski – Facilities, Parks and Recreation

Councilwoman Wilczynski reported that the Facilities, Parks and Recreation Committee met on September 21st. They are applying for the 2016 Bergen County Open Space grant to refurbish the floors at the Red Barn/Van Houten Pavilion, replace the picnic benches with ADA-compliant benches, and make improvements to Field 2. The DEP Trails grant is currently pending and a CDBG grant will be sought next. The next committee meeting is scheduled for Wednesday.

Mayor White thanked Councilwoman Wilczynski and Councilwoman McSwiggan for their work on the newsletter.

D. Staff Reports

Ray Wiss, Municipal Attorney, deferred his report to Closed Session.

Anne Dodd, Municipal Clerk, advised that her office is preparing for the General Election which is scheduled for Tuesday, November 8th. The polls will be open from 6 a.m. to 8 p.m. Tuesday, October 18th is the deadline to register to vote and the Office of the Municipal Clerk will be open until 9 p.m. for Late Night Voter Registration. Tuesday, November 1st is the deadline to apply by mail for the Vote-By-Mail Ballot and Monday, November 7th by 3 p.m. is the last opportunity to submit the Vote-By-Mail application in person at the Bergen County Clerk's Office. Vote-By-Mail ballots must be received by the Board of Elections by the close of polls on Election Day.

Ron Kistner, Administrative Officer/Director of Operations, reported that trees are being planted throughout town. There will be a meeting on Tuesday regarding the West Crescent Bridge project to review the final punch list with Rock Solid and address the quality of the patchwork that was completed by PSE&G. He advised that he will be onsite tomorrow to help expedite the Ramsey Water Tank Improvements. His department has also been working on catch basin repairs and preparing for snow removal.

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 Councilwoman Homan, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Anne Dodd, RMC
Municipal Clerk