

Mayor and Council of the Borough of Allendale  
Regular Session Meeting Minutes  
October 26 2017

PRESENT: Mayor Elizabeth White and Council members Ari Bernstein, Jackie McSwiggan, Jim Strauch, and Amy Wilczynski

ABSENT: Council members Liz Homan and Steve Sasso

ALSO PRESENT: Borough Attorney Ray Wiss  
Deputy Municipal Clerk Michelle Ryan

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 October 26, 2017. The meeting was called to order at 8:00 p.m. by Mayor White who asked that the Deputy 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 Councilwoman Wilczynski, that the Minutes of October 12, 2017 Work Session and October 12, 2017 Regular Session are approved.

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

|                         |        |                          |         |
|-------------------------|--------|--------------------------|---------|
| Councilman Bernstein:   | aye    | Councilman Sasso:        | absent  |
| Councilwoman Homan:     | absent | Councilman Strauch:      | abstain |
| Councilwoman McSwiggan: | aye    | Councilwoman Wilczynski: | aye     |

**Public Comment**

No one came forward.

**Consent Agenda**

- A. **17-260**/Approval of Bill List
- B. **17-261**/Authorize Refund – Overpayment of 2017 Taxes – Block 1206 Lot 5
- C. **17-262**/Approve Submission of Grant Application & Execution of Grant Agreement – NJDOT – Donny Brook Drive (Section 2) Project
- D. **17-263**/Authorize Capital Alternatives Corporation to Submit Application to NJ DOT – 2018 LAIF (Discretionary Aid) Project – Donny Brook Drive (Section 2)
- E. **17-264**/Authorize Contract for Supplying of Rock Salt – Cargill, Inc. – Deicing Technology Business
- F. **17-265**/Establish Halloween Curfew
- G. **17-266**/Approve Shared Service Agreement – Sanitary Sewer Services
- H. **17-267**/Approve Agreement – Installation of Additional Street Lighting on Public Roadways & Billing of the Lighting System – Allendale Heights

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I. **17-268**/Appoint Interim Fire Chief

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

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

|                         |        |                          |        |
|-------------------------|--------|--------------------------|--------|
| Councilman Bernstein:   | aye    | Councilman Sasso:        | absent |
| Councilwoman Homan:     | absent | Councilman Strauch:      | aye    |
| Councilwoman McSwiggan: | aye    | Councilwoman Wilczynski: | aye    |

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

**Resolution 17-260**

**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 October 26, 2017 in the amounts of:

|                                 |                           |
|---------------------------------|---------------------------|
| Current Fund                    | \$2,915,316.33            |
| Payroll Account                 | \$238,256.14              |
| General Capital                 | \$55,075.52               |
| Animal Fund                     | \$0.00                    |
| Grant Fund                      | \$0.00                    |
| COAH/Housing Trust              | \$1,981.82                |
| Improvement &<br>Beautification | \$0.00                    |
| Unemployment Fund               | \$0.00                    |
| Trust Fund                      | \$3,634.98                |
| Water Operating                 | \$53,633.13               |
| Water Capital                   | \$4,194.18                |
| <br><b>TOTAL</b>                | <br><b>\$3,272,092.10</b> |

**Resolution 17-261**

**OVERPAYMENT**

BE IT RESOLVED by the Council of the Borough of Allendale that the Tax Collector is hereby authorized to issue the following check on the property listed below and charge same to Overpayment of 2017 Taxes:

| <b>Block/ Lot Name</b>                                | <b>Property Location</b> | <b>Amount</b> |
|---|--------------------------|---------------|
| 1206/5<br>Glasheen, John J & Janine<br>58 Forest Road | 58 Forest Road           | \$3,802.49    |

Allendale, NJ 07401

**Resolution 17-262**

**Approval to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the Donny Brook Drive (Section 2) project.**

WHEREAS, the Borough of Allendale is requesting funding from the New Jersey Department of Transportation Local Aid Infrastructure Fund Program.

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Allendale formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as LAIF-2018-Donny Brook Drive (Section 2)-00044 for Allendale Borough to the New Jersey Department of Transportation on behalf of the Borough of Allendale.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Allendale and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

**Resolution 17-263**

BE IT RESOLVED by the Mayor and Council of the municipality of ALLENDALE that application is made to the Commissioner of Transportation for aid under the 2018 Local Aid Infrastructure Fund Program for the Donny Brook Drive (Section 2) project; and

WHEREAS, the Council has determined that such application(s) should be prepared by Capital Alternatives Corporation, the grants specialists engaged by the municipality for assistance in such matters.

RESOLVED, that Capital Alternatives Corporation is authorized to prepare, assemble, and submit the necessary documentation on behalf of the municipality of ALLENDALE for the stated project(s).

**Resolution 17-264**

**AUTHORIZING THE AWARD OF A CONTRACT FOR THE SUPPLYING OF ROCK SALT TO THE BOROUGH OF ALLENDALE**

**WHEREAS**, The Borough of Allendale is hereby joined with the County of Bergen under the Cooperative Pricing System; and

**WHEREAS**, under the Bergen County Cooperative Pricing Agreement and Bergen County Bid Number 17-32 for the purchase of rock salt according to the provisions of law and N.J.A.C. 5:30-17, Allendale wishes to purchase rock salt; and

**WHEREAS**, the County of Bergen received sealed bids, after due notice and advertisement, for the supplying of rock salt for the County of Bergen and all participating municipal units; and

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**WHEREAS**, Cargill, Inc. – Deicing Technology Business was one of the lowest qualified bidders for the supplying of rock salt for the County of Bergen and all participating local units, complying with all bid specifications and bid requirements; and

**WHEREAS**, the specifications and bids were for unit prices only with estimated quantities, thereby constituting an open contract, which does not obligate the Borough of Allendale to make any purchase thereby requiring certifications of availability of funds at this time.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Allendale, in the County of Bergen as follows:

1. That the contract for the supplying of rock salt for the Borough of Allendale as one of the participating units be and hereby is awarded to Cargill, Inc. – Deicing Technology Business as with and pursuant to the bid proposal submitted by said company and the Specifications promulgated by the County.

2. That before any purchase be made pursuant to the within award a Certification must be obtained from the Chief Financial Officer of the Borough of Allendale certifying that sufficient funds are available at that time for that particular purchase and identifying the line item of the Borough Budget out of which said funds will be paid.

3. The Mayor and the Borough Attorney of the Borough of Allendale are hereby authorized to execute contracts for the aforementioned purpose on behalf of the Borough.

4. The specifications for this matter are hereby approved by the Borough.

**Resolution 17-265**

Halloween Curfew

**Whereas**, the Police Chief has requested a Halloween Curfew for children under the age of eighteen for the purpose of maintaining order beginning October 30<sup>th</sup> and extending through October 31<sup>st</sup>, 2017 to be put into effect starting at 8:00 p.m. until sunrise.

**Whereas**, the Governing Body believes that this curfew is in the best interest of the Borough.

**Now, Therefore, Be It Resolved** that a curfew shall be in place from October 30<sup>th</sup> through October 31<sup>st</sup>, 2017.

**Resolution 17-266**

**WHEREAS**, the Borough is in need of a NJ Licensed Collection System Operator and certain sanitary sewer services; and

**WHEREAS**, Northwest Bergen County Utilities Authority (NBCUA), has submitted a shared services proposal for such services dated October 18, 2017, which the Water, Sewer, and Public Utilities Committee finds acceptable and which has been recommended to the Governing Body; and

**WHEREAS**, NBCUA is duly qualified and is available to perform such services; and

**WHEREAS**, the Chief Financial Officer has attached hereto a Certification that adequate funds are or will be duly budgeted to pay for this agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body that it does hereby authorize the Mayor and Municipal Clerk to sign the Shared Services Proposal or an appropriate agreement to reflect these services for 2018.

**Resolution 17-267**

**Approve Agreement for Installation of Additional Street Lighting on Public Roadways & Billing of the Lighting System**

**WHEREAS**, the Allendale Planning Board approved a Preliminary and Final Major Subdivision application, also known as "Allendale Heights", by Chamberlain Developers for 221 East Crescent Avenue, Borough of Allendale, County of Bergen, State of New Jersey 07401 (Block 506, Lot 4 on the Allendale Tax Assessment Map) on June 16, 2016; and

**WHEREAS**, as a condition of the Planning Board's approval and in accordance with the terms of the executed Developers Agreement, the developer is required at its own expense to make certain public improvements, including but not limited to construction of a new public roadway for access to said new development; and

**WHEREAS**, street lighting will properly illuminate the new public roadway; and

**WHEREAS**, Orange and Rockland Utilities, Inc. and/or their subsidiaries provide electric service and install street lighting in the Borough of Allendale; and

**WHEREAS**, Rockland Electric Company (RECO) has done a survey and made a proposal dated October 4, 2017 for installation of street lighting for said development, the cost of which installation shall be paid solely by the Developer and not the Borough; and

**WHEREAS**, the Borough of Allendale pays for electricity for all other streetlights on public roadways within the Borough.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body that it does hereby authorize the Mayor and Municipal Clerk to sign said Proposal or an appropriate agreement in accordance with the terms contained in the Proposal dated October 4, 2017.

**Resolution 17-268**

**Appointment of Interim Fire Chief**

**WHEREAS**, Ryan Shute and John Rubino were elected Fire Chief and Assistant Fire Chief, respectively, by the membership of the Allendale Volunteer Fire Department for the term expiring December 31, 2017; and

**WHEREAS**, the Mayor and Council, by way of Resolution 17-08 at their Reorganization Meeting on January 5, 2017, confirmed said elections and appointed Ryan Shute as Fire Chief and John Rubino as Assistant Fire Chief for the term expiring December 31, 2017; and

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**WHEREAS**, Chief Shute, Assistant Chief Rubino and Captain Smith will be out of state from October 28 through October 29, 2017 attending to business related to their duties as officers of the Allendale Volunteer Fire Department; and

**WHEREAS**, Chief Shute recommends that ex-Chief Chris Stricker be appointed as Interim Fire Chief to serve in his absence and to be in charge of the Allendale Fire Department along with Captain Shinnick during this period.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council hereby appoint Chris Stricker as Interim Fire Chief from October 28, 2017 at 3:00am until October 29, 2017 at 5:30pm or such time that Chief Shute returns.

***Unfinished Business:***

There was no unfinished business.

***New Business:***

There was no new business.

***Council Committee Reports and Comments***

This agenda item was addressed during the Work Session.

***Staff Reports:***

Ray Wiss, Municipal Attorney, advised that he has been working with the Borough Clerk on the large number of OPRA requests that have been submitted. He has also been preparing for the Fairness Hearing that has been scheduled on November 29<sup>th</sup> with the Fair Share Housing Center.

Michelle Ryan, Deputy Clerk, reported that the Clerk's office is preparing for the upcoming General Election which will take place on November 7<sup>th</sup>. The voting machines were delivered yesterday and the staff in the Clerk's office has been assisting residents with voting-related matters. Polls are open on November 7<sup>th</sup> from 6 a.m. to 8 p.m. She reviewed the locations of the various voting districts, noting that Guardian Angel is no longer a polling location.

With respect to Resolution #17-267, Mayor White clarified that the developer is responsible for the first six months of billing for the lighting.

Ron Kistner, Administrative Officer/Director of Operations, advised that final approval was received for the electrical work on the generator. Orange & Rockland should have the system up and running either tomorrow or Monday.

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

Ernie Cassidy, VFW Commander, advised that he is anticipating receipt of information from United Way in reference to the veterans housing that will be built at Allendale Heights. A Memorial Day fund drive is being contemplated and he noted that a large portion of the proceeds of this drive would be donated to the financing of this project. He announced that there will be a Veterans Day ceremony on November 11<sup>th</sup> at 11 a.m. with refreshments being served prior to the ceremony.

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***Adjournment:***

There being no further business to come before the Mayor and Council, on a motion by Councilman Strauch, second by Councilwoman McSwiggan, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:08 p.m.