

Regular Session
Borough of Allendale
Mayor and Council
December 10, 2015

A Regular meeting of the Borough Council was held in the Municipal Building on December 10, 2015. The meeting was called to order at 8:00 p.m. by Mayor White. Ms. Ryan announced that the requirements of the Open Public Meetings Act were met by the required postings and notice to publications. In addition, this evening's meeting is being recorded.

Mayor White led those present in the Pledge of Allegiance.

The following members answered roll call: Council members Bernstein, Homan, McSwiggan, Sasso, Wilczynski and Mayor White. Councilman Strauch was absent. Ms. Ryan and Mr. Wiss were also present.

Approval of Minutes

Councilwoman McSwiggan moved, seconded by Councilwoman Wilczynski to approve the Executive Session minutes of November 23, 2015. On roll call, Council members Bernstein, Homan, McSwiggan, Sasso and Wilczynski voted in favor.

Public Hearings for Advertised Ordinances

Ordinance 15-27 Regarding Required Control of Dogs; Running at Large

This ordinance was first read by title only on November 23, 2015 and posted on the official bulletin board of the Municipal Building.

Be It Resolved that Ordinance 15-27, “An Ordinance to Amend, Supplement and Revise Chapter 93 of the Code of the Borough of Allendale Entitled “Dogs” and, more particularly, Section 93-4 Thereof, Entitled “Required Control of Dogs; Running at Large” be passed upon second and final reading and that the Borough Clerk is hereby authorized and directed to advertise the same according to law.

Mayor White opened the meeting to the public for any comments on Ordinance 15-27. There were none.

Councilwoman Wilczynski moved, seconded by Councilman Sasso to approve Ordinance 15-27. On roll call, all Council members voted in favor.

(See Ordinance 15-27, attached and made a part hereof.)

Public Comment

Mayor White opened the meeting to the public for comment on any agenda items. There were none.

Introduction of Ordinances

Ordinance 15-28 Revising Chapter 262 of the Code of the Borough of Allendale Entitled “Water”
Be It Resolved that Ordinance 15-28, “An Ordinance to Amend, Supplement, and Revise Chapter 262 of the Code of the Borough of Allendale Entitled “Water” is hereby introduced, and does now pass on first reading, and that said ordinance will be further considered for final passage at a meeting to be held on the 28th day of December, 2015 at 8:00 p.m., or as soon thereafter as the matter can be reached, at the Council Chambers of the Allendale Municipal Building, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance, and that the Borough Clerk is hereby authorized and directed to publish said ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place, when and where, said ordinance will be further considered for final passage.

Councilwoman McSwiggan moved, seconded by Councilman Sasso to approve Ordinance 15-28. On roll call, all Council members voted in favor.

(See Ordinance 15-28, attached and made a part hereof.)

Ordinance 15-29 Amending Chapter 53 of the Code of the Borough of Allendale Entitled “Officers and Employees”

Be It Resolved that Ordinance 15-29, “An Ordinance to Amend Chapter 53 of the Code of the Borough of Allendale Entitled, “Officers and Employees” to Fix the Salaries, Wages and Compensation of the Officers and Employees of the Borough of Allendale for the Year 2015, is hereby introduced, and does now pass on first reading, and that said ordinance will be further considered for final passage at a meeting to be held on the 28th day of December, 2015 at 8:00 p.m., or as soon thereafter as the matter can be reached, at the Council Chambers of the Allendale Municipal Building, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance, and that the Borough Clerk is hereby authorized and directed to publish said ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place, when and where, said ordinance will be further considered for final passage.

Councilman Bernstein moved, seconded by Councilwoman Wilczynski to approve Ordinance 15-29. On roll call, all Council members voted in favor.

(See Ordinance 15-29, attached and made a part hereof.)

Consent Agenda

Resolution 15-329 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

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 December 10, 2015 in the amounts of:

| | |
|---------------|----------------|
| Current Fund | \$834,819.09 |
| Capital | 961.00 |
| Housing Trust | 250.00 |
| Trust Fund | 2,640.00 |
| Payroll | 173,354.45 |
| Total | \$1,012,024.61 |

On roll call, all Council members voted in favor.

Resolution 15-330 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Whereas, the Mayor and Council of the Borough of Allendale have determined that there is a need for the Borough of Allendale to make improvements to the Ramsey Water Storage Tank; and

Whereas, under the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., the cost of such project requires that the contract for such services be obtained by way of public advertising for bids and bidding therefore; and

Whereas, the Mayor and Council of the Borough of Allendale authorized preparation and advertisement of such specifications and forms of bid, contract and bond requirements for the proposed work in compliance with New Jersey Local Public Contracts Law by Resolution 15-276 on September 23, 2015; and

Whereas, sealed bid packages for Base Bid and Alternate Bid were received and opened in the office of the Municipal Clerk of the Borough of Allendale on November 20, 2015 at 10:00am; and

Whereas, a total of three (3) bid proposals were submitted for Base Bid and a total of (3) bid proposals for Alternate Bid were submitted as shown on the attached Bid Tabulations; and

Whereas, Dewberry Engineers, Inc., on behalf of the Borough of Allendale, has reviewed and determined that Allied Painting, Inc., 4 Larwin Road, Cherry Hill, New Jersey 08034 was the lowest responsive, responsible bidder with a Base Bid in the amount of \$296,750.00 dollars; and

Whereas, Dewberry Engineers, Inc., on behalf of the Borough of Allendale, has reviewed and determined that Allied Painting, Inc., 4 Larwin Road, Cherry Hill, New Jersey 08034 was the lowest responsive, responsible bidder with an Alternate Bid in the amount of \$592,000.00 dollars; and

Whereas, based upon their review of all proposals submitted, Dewberry Engineers, Inc. has made a recommendation to award the Alternate Bid to Allied Painting, Inc.; and

Whereas, the CFO of the Borough of Allendale has certified that there are sufficient funds available for such services;

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 Ramsey Water Storage Tank Improvements as per the Alternate Bid specifications be awarded to Allied Painting, Inc., 4 Larwin Road, Cherry Hill, New Jersey 08034 in the total amount of \$592,000.00 for the Alternate Bid; and

Be It Further Resolved that all of the documents pertaining to this bid will be kept on file along with the award of contract in the office of the Municipal Clerk Borough of Allendale and that the Mayor of the Borough of Allendale is authorized to execute said contract.

On roll call, all Council members voted in favor.

Resolution 15-331 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Whereas, there is a need for a Municipal Court Administrator in the Borough of Allendale; and

Whereas, N.J.S.A. 40:8-A-1 et seq., the Interlocal Services Act, authorizes agreements between municipalities for the provision of services by one to the other; and

Whereas, N.J.S.A. 2B-12-1c authorizes two or more municipalities to provide jointly for supplies and employees for their municipal courts without establishing a joint municipal court; and

Whereas, the Borough of Allendale seeks the services of a Municipal Court Administrator through the Municipal Court of Ho-Ho-Kus as set forth in the Interlocal Service Agreement; and

Whereas, the Chief Financial Officer has certified that sufficient funds will be available in the 2016 budget for this contract as set forth in the Interlocal Service Agreement;

Now, Therefore, Be It Resolved that the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, approve the Interlocal Service Agreement for Municipal Court Administrator services effective January 1, 2016 through December 31, 2016; and

Be It Further Resolved that the Mayor and Municipal Clerk be and are hereby authorized to sign said contract.

On roll call, all Council members voted in favor.

Resolution 15-332 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Whereas, there is a need for animal control services in the Borough of Allendale, and

Whereas, TYCO Animal Control Services has available such services as are needed; and

Whereas, TYCO Animal Control Services has agreed to provide mandated and additional services in the amount of \$9,000.00 and other services in accordance with the fee schedule that has been provided; and

Whereas, the Chief Financial Officer has certified that sufficient funds will be made available in the 2016 budget for this contract;

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 contract between the Borough of Allendale and TYCO Animal Control Services; and

Be It Further Resolved, that the Mayor and Municipal Clerk be and are hereby authorized to sign said contract.

On roll call, all Council members voted in favor.

Resolution 15-333 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that it hereby accepts the resignation of Patty Durso from the Lee Memorial Library Board of Trustees effective December 1, 2015.

On roll call, all Council members voted in favor.

Resolution 15-334 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that it hereby accepts the resignation of Hedy Abad, Administrative Assistant, effective December 22, 2015.

On roll call, all Council members voted in favor.

Resolution 15-335 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Tyler Yaccarino be appointed as an hourly, part-time Webmaster effective December 23, 2015 at a rate of \$1,500 annually; and

Be It Further Resolved that the Mayor, the Chief Financial Officer, Municipal Clerk and the Borough Attorney are authorized to take all appropriate actions so as to implement this Resolution.

On roll call, all Council members voted in favor.

Resolution 15-336 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Whereas, Michelle Ryan was appointed to the position of Deputy Municipal Clerk as set forth in Resolution 15-304; and

Whereas, the effective date of this appointment was November 9, 2015 as set forth in Resolution 15-309; and

Whereas, there is a need for the Deputy Municipal Clerk to work additional hours;

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale that Michelle Ryan become the full-time Deputy Municipal Clerk, without health benefits, effective December 7, 2015 to December 31, 2015; and

Be It Further Resolved that the Mayor, the Chief Financial Officer, Municipal Clerk and the Borough Attorney are authorized to take all appropriate actions so as to implement this Resolution.

On roll call, all Council members voted in favor.

Resolution 15-337 – Introduced by Councilman Wilczynski, seconded by Councilman Sasso

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Joe Burns be appointed as a Seasonal Employee with the Department of Public Works at a salary of \$11.75/hour effective December 15, 2015 to February 1, 2016; and

Be It Further Resolved that the Mayor, the Chief Financial Officer, Municipal Clerk and the Borough Attorney are authorized to take all appropriate actions so as to implement this Resolution.

On roll call, all Council members voted in favor.

Resolution 15-338 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Whereas, Budget Transfers are permitted during the last two months of the current year and the first three months of the following year.

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale that the following transfers be made between the 2015 Budget Appropriations:

| Department | From | To |
|----------------------------|-------|-------|
| Electrical Inspector, S&W | | \$810 |
| Salary and Wage Adjustment | \$810 | |
| Totals | \$810 | \$810 |

On roll call, all Council members voted in favor.

Resolution 15-339 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Be It Resolved that Lisa Jill Webb is hereby appointed as a Trustee to the Lee Memorial Library Board effective December 11, 2015 to December 31, 2017.

On roll call, all Council members voted in favor.

Resolution 15-340 – Introduced by Councilwoman Wilczynski, seconded by Councilman Sasso

Whereas, the Borough of Allendale has a need for a Consultant to the Deputy Municipal Clerk; and

Whereas, Neil Grant is duly qualified to perform such services; and

Whereas, the Chief Financial Officer has certified that sufficient funds are available in the 2015 budget and that sufficient funds will be made available in the 2016 budget;

Now, Therefore, Be It Resolved by the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey, that it does hereby appoint Neil Grant as a Consultant to the Deputy Municipal Clerk effective from December 11, 2015 to January 31, 2016; and

Be It Further Resolved that the compensation for such duties shall be set at the rate of fifty five (\$55.00) dollars per hour, not to exceed \$6,000; and

Be It Further Resolved that the Mayor, the Chief Financial Officer, Municipal Clerk and the Borough Attorney are authorized to take all appropriate actions so as to implement this Resolution.

On roll call, all Council members voted in favor.

New Business

Mayor White announced that the 2016 Reorganization Meeting will take place on Monday, January 4th at 7:30 p.m.

Committee Reports

Water and Sewer

Mrs. McSwiggan said the Water Committee will meet on December 16th and they will continue to look at infrastructure, renovations and upgrades. They will address the residences that continue to have cloudy water. Her Committee is working on finalizing the bulk water purchase contract.

Administration, Finance and Human Resources

Mr. Bernstein said his Committee met this morning to meet with Neil Grant and also to discuss various other issues. The next Capital Budget meeting is scheduled for next Tuesday. An email will be sent out to all the Department Heads to remind them to turn in their Capital Budgets. Meetings will begin to be held next week with union groups including the Teamsters and the UPSEU.

Public Safety

Mrs. Homan noted that she has met twice with the Police Chief on the Police budget. The next meeting of her Committee will be Friday, December 18th.

Mayor White said the date of that meeting may need to be changed because it conflicts with a negotiating session scheduled for that morning.

Facilities, Parks and Recreation

Mrs. Wilczynski did not have a report.

Public Works

Mr. Sasso said the Department of Public Works will meet on Tuesday, December 15th. He will provide a quick year-end review of DPW activities at the final Council meeting of the year.

Municipal Attorney

Mr. Will said his report will be given in Executive Session.

Deputy Municipal Clerk

Mrs. Ryan noted that the supplements for the Code Book have come in.

Mayor White noted that five new Code Books have been received and the on-line Code Book is up to date.

Chief Financial Officer

Mrs. Mayer said the first Friday of every month will be a dress down day for Borough Hall employees. A small donation will be made by employees who want to participate and those donations will be given to the Food Bank.

Public Comments

Mayor White opened the meeting to the public for comments. There were none.

Closed Executive Session

Resolution 15-341 was read into the record.

BE IT RESOLVED in compliance with N.J.S.A. 10:4-12, the Mayor and Council of the Borough of Allendale entered into Closed Executive Session to discuss the following matters:

A. Pending & Prospective Litigation

Minutes will be taken of the meeting and released to the public at the time that the matter is resolved. After Closed Executive Session, the Mayor and Council will reconvene in the Council Chambers to adjourn this public meeting.

There being no further business to come before the Council, on a motion from Councilwoman McSwiggan, seconded by Councilman Bernstein, and all present voting in favor, the meeting was adjourned to the Closed Executive Session in the Council Chambers at 8:21p.m.

Adjournment:

There being no further business to come before the Mayor and Council, on a motion by Councilwoman McSwiggan, second by Councilman Sasso, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:43p.m.

Respectfully submitted,

Michelle Ryan
Deputy Municipal Clerk