

Borough of Allendale  
Mayor and Council  
Reorganization Meeting  
January 4, 2016

The annual Reorganization Meeting of the Borough Council was held in the Municipal Building at 500 West Crescent Avenue, Allendale, New Jersey on January 4, 2016. The meeting was called to order at 7:30 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, Strauch, Wilczynski and Mayor White. Ms. Ryan and Mr. Wiss were also present.

*Swearing in of Elected Officials*

Mayor White said the first order of business was the swearing in of the elected officials, and she added that it is always an honor to do so. She thanked Mrs. Homan and Mr. Strauch for agreeing to run for the position of Council member again because being a member of the Council is not an easy job. She is grateful that they have stepped up to give their time for the good of the Borough.

Mayor White administered the oath of office to Elizabeth Homan.

Mayor white administered the oath of office to James R. Strauch. This is the start of Mr. Strauch's fifth term as a Councilman.

*Public Comment*

Mayor White opened the meeting to the public for comments.

Mr. Ryan Heath said there were times last year when he was unable to get out of his street due to on-street parking near Savini Restaurant. Mayor White asked Mr. Heath to call her directly if the situation occurs again.

*Resolutions*

Resolution 16-01 – Introduced by Councilman Strauch, seconded by Councilman Bernstein

**Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the order of voting for the Governing Body in 2016 will be as follows:

Councilman Bernstein  
Councilwoman Homan  
Councilwoman McSwiggan

Councilman Sasso  
Councilman Strauch  
Councilwoman Wilczynski

On roll call, all Council members voted in favor.

Resolution 16-02 – Introduced by Councilman Bernstein, seconded by Councilwoman McSwiggan

**Be It Resolved** that Councilwoman Wilczynski is hereby elected President of the Borough Council for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-03 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Open Public Meetings Act, NJSA 10-4-18 et seq. took effect on January 19, 1976; and,

**Whereas**, the Borough Council desires to be in complete compliance with the requirements and spirit of that act.

**Now, Therefore, Be It Resolved** by the Governing Body as follows:

1. The schedule listed below of regular meetings of this public body is hereby adopted for the year 2016.
2. A copy of the schedule shall be:
  - a. Posted and maintained through the year on the official bulletin board in the Allendale Borough Hall, 500 West Crescent Avenue, Allendale, New Jersey 07401
  - b. Mailed at no cost to the following newspapers: The Record and the Ridgewood News
  - c. Filed in the Office of the Municipal Clerk
  - d. Mailed to those who have requested same and have prepaid the sum of \$10.00 fixed to cover the cost of providing such notice
  - e. Official action may be taken

(See copy attached and made a part hereof)

On roll call, all Council members voted in favor.

Resolution 16-04 – Introduced by Councilman Bernstein, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale requires the service of professionals for the calendar year 2016; and,

**Whereas**, it is contemplated that the temporary and permanent budgets will contain the necessary appropriations estimated to be reasonably required for each such professional service; and,

**Whereas**, the professionals named herein will be required to execute a contract for the services to be rendered which shall set forth the compensation for such services therein; and,

**Whereas**, a Certification of availability of funds has been received from the Chief Financial Officer or that such funds will be encumbered by Purchase Order on an as-needed basis pursuant to the provisions of NJAC 5:30-5.4 et seq; and,

**Whereas**, in any instance where it is anticipated that the expenditure for each such professional service will exceed the sum of \$17,500 for said calendar year, the named professionals have completed, submitted and filed a Business Entity Certification Disclosure which certifies that the above named persons and/or entities have not made any reportable contributions to any political or candidate committee including (Republicans for Responsible Government, Allendale Republican Club, Allendale Democratic Club, Candidates for Allendale Municipal Government, Bergen County Democratic Organization, Bergen County Republican Organization) in the previous one (1) year, and that the contract will prohibit the above named professionals/business entities from making any reportable contributions through the term of the contract.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale that the following appointments be and they are hereby made for the year:

**Be It Further Resolved** that these contracts are being awarded as a non-fair and open contract, pursuant to the provisions of NJSA 19:44A-20.5;

**Be It Further Resolved** that the Business Disclosure Entity Certification and the determination of value be placed on file with this Resolution.

Animal Control	Tyco Animal Control Service
Appraisal Firm	Izenberg Appraisal Associates
Affordable Housing Consultant	Clarke Caton Hintz
Bond Counsel	Rogut McCarthy, LLC
Grant Writer	Capital Alternatives Corporation
Municipal & Labor Attorney	Wiss & Bouregy
Municipal Accountant	Ferraioli, Wielkottz, Cerullo & Cuva, P.A.
Planner	Burgis Associates
Risk Management Consultant	Nelson-Patterson Insurance Agency
Municipal Engineer	Michael Vreeland of the firm Guerin & Vreeland Engineering

The compensation for the aforesaid positions to be established by the salary ordinance or the contract for such services which shall be executed by each of the professionals named herein; and,

**Be It Further Resolved** that the aforesaid appointments were made without competitive bidding under the provisions of NJSA 40A:11-5(1)(a) which exempts from competitive bidding Professional Services rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law; and,

**Be It Further Resolved** that the appropriate Borough Officials be and they are hereby authorized to execute contracts with each of the professionals named herein for the services to be rendered; and,

**Be It Further Resolved** that the compensation to be paid for the professionals named herein shall not exceed the budget appropriation for such services unless properly ordained in accordance with law; and,

**Be It Further Resolved** that a copy of this resolution be filed with the Borough Clerk and made available for inspection and that a brief notice of the passage thereof be published in The Record within ten days of the passage as required by law.

On roll call, all Council members voted in favor.

Resolution 16-05 – Introduced by Councilwoman McSwiggan, seconded by Councilwoman Wilczynski

**Be It Resolved** that the following Standing Committees shall be appointed by the Mayor:

Administration, Finance and Human Resources  
Water, Sewer and Public Utilities  
Public Works  
Facilities, Parks and Recreation  
Land Use and Construction Code  
Public Safety

On roll call, all Council members voted in favor.

Resolution 16-06 – Introduced by Councilman Strauch, seconded by Councilman Bernstein

Administration, Finance and Human Resources  
Councilman Bernstein and Councilwoman Wilczynski

Water, Sewer and Public Utilities  
Councilwoman McSwiggan and Councilwoman Homan

Public Works  
Councilman Strauch and Councilman Sasso

Facilities, Parks and Recreation  
Councilwoman Wilczynski and Councilman Strauch

Land Use and Construction Code  
Councilman Sasso and Councilwoman McSwiggan

Public Safety  
Councilwoman Homan and Councilman Bernstein

On roll call, all Council members voted in favor.

Resolution 16-07 – Introduced by Councilman Bernstein, seconded by Councilwoman Wilczynski

**Be It Resolved** that Steve Sasso is hereby elected as the Council's representative to the Planning Board for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-08 – Introduced by Councilwoman Homan, seconded by Councilman Bernstein

**Be It Resolved** that the Mayor and Borough Council do hereby confirm the election of the following individuals for the term expiring December 31, 2016:

Christopher Stricker	Fire Chief
Tom Smith	Assistant Fire Chief

On roll call, all Council members voted in favor.

***Swearing in of Fire Department Officers***

Christopher Stricker, Chief  
Thomas F. Smith, Assistant Chief  
John Rubino, Captain  
Robert Policht, Captain  
Richard Shinnick, Lieutenant

Mayor White administered the oath of office to the 2016 Officers of the Allendale Fire Department. She stated that the room is full of dedicated volunteers but none more so than the members of the Fire Department who spend considerable time away from home in order to help members of the community. She thanked all of the members of the Department for their time and effort and said she is grateful for their service to Allendale.

***Swearing in of Ambulance Corps Officers***

Daryl D'Amore-Bottaro, Captain	Karen G. Clark, President
Lauren Morgan, Assistant Captain	Susan Zitolo, Vice President
Karen P. Donohue, 1 <sup>st</sup> Lieutenant	Aris Escalona, Treasurer
Vincent A. Bottaro, 2 <sup>nd</sup> Lieutenant	Ellen Hillman, Recording Secretary
Patrick Donahue, 3 <sup>rd</sup> Lieutenant	Linda Morgan, Corresponding Secretary

Mayor White administered the oath of office to the 2016 Officers of the Allendale Ambulance Corps. Mayor White acknowledged the dedicated members of the Ambulance Corps who come out of bed at all hours to be at the doorstep of a member of the community who is in need of their help.

***Mayor's Appointments***

<u>Board</u>	<u>Name</u>	<u>Term</u>
Planning Board Class II	George Scherb	One year expiring 12/31/2016
Planning Board Class IV Alternate 1	Theresa Checki	Two years expiring 12/31/2017
Planning Board Class IV Alternate 2	Vacancy	
Library Board of Trustees	Suzanne Meehan	Five years expiring 12/31/2020
	Catherine Shaw	Five years expiring 12/31/2020
	Sheila Granowitz	Five years expiring 12/31/2020

***Introduction of Ordinances***

Ordinance 16-01 Amending Chapter 53 of the Code of the Borough of Allendale Entitled “Officers and Employees”

**Be It Resolved** that Ordinance 16-01, “An Ordinance to Amend Ordinance 15-01 Entitled an Ordinance to Amend Chapter 53 of the Code of the Borough of Allendale, 'Officers and Employees', to Fix the Salaries, Wages and Compensation of the Officers and Employees of the Borough of Allendale for the Year 2016”, 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 14<sup>th</sup> day of January, 2016 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 meeting 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 16-01.

On roll call, all Council members voted in favor.

(See Ordinance 16-01, attached and made a part hereof.)

***Consent Agenda***

Resolution 16-09 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

Name and Board or Commission	Term Expires
<u>Zoning Board of Adjustment</u>	
Joanne Hart	12/31/2019
Doug Jones	12/31/2019
<u>Board of Health</u>	
Bruce Beck	12/31/2018
Nadine Benoit	12/31/2018

Marsh Wardens

Mike Limatola 12/31/2016  
Jim Wright 12/31/2016

Sports Alliance

Peter Borzilleri 12/31/2016  
Bridget Egan 12/31/2016  
John Hottinger 12/31/2016  
Rich LeBlanc 12/31/2016  
Jim Mulanaphy 12/31/2016

On roll call, all Council members voted in favor.

Resolution 16-10 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that Ron Kistner is hereby appointed as Affirmative Action Public Agency Compliance Officer (PACO) in accordance with P.L. 1975 C. 127 (N.J.A.C. 17:27) for the year 2016; and

**Be It Further Resolved** that Ron Kistner is hereby appointed Personnel Officer; and

**Be It Further Resolved** Anne Dodd is hereby appointed as the Anti-Sexual Harassment Officer.

On roll call, all Council members voted in favor.

Resolution 16-11 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the following physician is hereby designated as the Police Physician for the Borough of Allendale for the year 2016:

Jerald Hershman, M.D.

On roll call, all Council members voted in favor.

Resolution 16-12 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that Anne Dodd is hereby appointed as Assessment Search Officer of the Borough of Allendale; and

**Be It Further Resolved** that Harold E. Laufeld III is hereby appointed as Tax Search Officer of the Borough of Allendale.

On roll call, all Council members voted in favor.

Resolution 16-13 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the following individual is appointed as Fund Commissioner of the Bergen County Municipal Joint Insurance Fund for the year 2016:

Fund Commissioner Liz White

On roll call, all Council members voted in favor.

Resolution 16-14 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the following individual be and is hereby appointed by the Mayor and Council as Fire Official for the Borough of Allendale for the year 2016.

Fire Official – Ernest W. Cassidy, Jr.

On roll call, all Council members voted in favor.

Resolution 16-15 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the following individuals listed below are appointed by the Mayor and Council as Fire Inspectors for the Borough of Allendale for the year 2016:

Bernard Blide	#124474
Steven Cameron	#124453
Ernest Cassidy, Jr.	#124467
Pierre Gauthier	#116445
James Moritz	#139921
James Schultz	#180149

On roll call, all Council members voted in favor.

Resolution 16-16 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Now, Therefore, Be It Resolved** that the Chief Financial Officer is hereby authorized and directed to maintain in the official depository an account designated as the Borough of Allendale Claims Account; and

**Be It Further Resolved** that all Borough funds deposited in the account must be withdrawn by proper warrants of the Borough signed by two of the following: the Mayor, the Chief Financial Officer, the Municipal Clerk or Finance Committee member.

On roll call, all Council members voted in favor.

Resolution 16-17 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that Ron Kistner is hereby appointed as ADA Compliance Officer for the Borough of Allendale for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-18 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, pursuant to the Code of the Borough of Allendale, By-laws, Chapter A276 need to be adopted annually.

**Now, Therefore, Be It Resolved** that the By-laws recorded in the Code of the Borough of Allendale be and they are hereby adopted for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-19 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that The Record and The Star Ledger be and are hereby designated as the official newspapers of the Borough of Allendale for the year 2016.

**Be It Further Resolved** that notice will also be sent to the Ridgewood News, posted on the Borough's official website and posted on the official bulletin board in Borough Hall.

On roll call, all Council members voted in favor.

Resolution 16-20 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that all funds of the Water Account or Water Utility deposited in the official depositories may be withdrawn by proper warrants of the Borough signed by two of the following: the Mayor, Chief Financial Officer, the Municipal Clerk, and a member of the Finance Committee except as provided in Resolution 16-22.

On roll call, all Council members voted in favor.

Resolution 16-21 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that Lakeland Bank, Hudson City Savings Bank, J.P. Morgan Chase Bank, TD Bank, Valley National Bank, Bank of America, and New Jersey Cash Management be designated as official depositories for the Borough funds for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-22 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the Chief Financial Officer be and she is hereby authorized and directed to maintain in the official depository an account designated as the Borough of Allendale Payroll Account, and

**Be It Further Resolved** that all funds of the Borough deposited in the account be withdrawn by proper

warrants of the Borough signed by the Chief Financial Officer.

On roll call, all Council members voted in favor.

Resolution 16-23 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, it becomes necessary at times to issue checks for certain fixed charges which are due on periodic dates, such as County Taxes, Payroll and other miscellaneous items, which dates frequently occur between Council meetings.

**Now, Therefore, Be It Resolved** that the proper Borough Officials be and are hereby authorized to issue and sign checks for payment when such payments become due for ratification at the next following meeting.

On roll call, all Council members voted in favor.

Resolution 16-24 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, it is in the best interest of the Borough of Allendale to earn additional revenue through the investment and prudent management of its cash receipts; and,

**Whereas**, P.L. 1983, Chapter 8 and P.L. 1997, Chapter 148, is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and,

**Whereas**, the law requires that each local unit shall adopt a cash management plan.

**Now, Therefore, Be It Resolved that** the following shall constitute the Cash Management Plan for the Borough of Allendale and the Chief Financial Officer shall deposit and manage its funds pursuant to the plan.

2016 Cash Management Plan  
Borough of Allendale

**Purpose:**

It is in the best interest of the Borough of Allendale to earn additional revenue through the investment and prudent management of its cash receipts. Public Law 1983, Chapter 8, revised as Public Laws 1997, Chapter 148 is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-14. This law requires that each local unit shall adopt a Cash Management Plan.

The following shall constitute the Cash Management Plan for the Borough of Allendale, which shall deposit and manage its funds pursuant to this Plan.

**Definitions:**

1. Chief Financial Officer shall mean the Chief Financial Officer of the Borough of Allendale.
2. Fiscal Year shall mean the twelve month period ending December thirty first.

3. Cash Management Plan shall mean that Plan as approved by resolution of the Governing Body of the Borough of Allendale.

### **Designation of Depositories:**

At least once each fiscal year at its reorganization meeting, the Governing Body shall by resolution, designate the depositories in accordance with N.J.S.A. 40A:5-14.

The official depositories for the Borough of Allendale are as follows:

Lakeland Bank, Hudson City Savings Bank, JP Morgan Chase, TD Bank, Bank of America, and NJCM (New Jersey Cash Management).

### **Audit Requirement:**

The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

### **Authority to Invest-Effect Telephone Transfers and Withdrawal:**

1. The Chief Financial Office shall make and be responsible for all municipal deposits and investments.
2. The Chief Financial Officer is hereby authorized to effect telephone or electronic transfers for renewal of notes or investments into or out of authorized Borough and Water Utility Accounts.
3. All Borough and Water Utility Warrants shall be signed by two of four of the following: the CFO, the Mayor, Municipal Clerk and a member of the Finance Committee.
4. The Chief Financial Officer is authorized and directed to maintain an account designated as the Borough of Allendale Payroll Account, and all funds are withdrawn by proper warrants of the Borough signed by the Chief Financial Officer.

### **Investment Instrument**

The Chief Financial Officer shall invest at her discretion in any investments as approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services and in accordance with N.J.S.A. 40A:5-15.1. The Borough of Allendale is currently investing in a Cash Management Plan which is specifically New Jersey Cash Management and Certificates of Deposits.

### **Records and Reports**

1. The Chief Financial Officer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Chief Financial Officer shall:
  - a. Keep a record of all investments.
  - b. Keep a cash position record which reveals, on a daily basis, the status of the Borough's cash in its bank accounts.
  - c. Report investments to the Mayor and Council at regularly scheduled meetings of the Governing Body.

- d. Report monthly to the Mayor and Council as to the status of cash balances, revenue collection, interest rates and interest earned.

**Cash Flow**

1. The chief Financial Officer shall ensure that the Borough's accounting system provides regular information concerning the Borough's cash position and investment performance.
2. All monies shall be turned over to the Chief Financial Officer and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Chief Financial Officer is authorized and directed to invest funds of the Borough as the availability of funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the Borough's monies in interest bearing accounts wherever practical and in the best interest of the Borough of Allendale.

Resolution 16-25 - Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that M. Alissa Mayer, Chief Financial Officer, is hereby authorized on behalf of the Borough of Allendale to effect telephone/electronic transfers of funds for renewal of notes or investments into or out of authorized Borough and Water Utility Accounts.

On roll call, all Council members voted in favor.

Resolution 16-26 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the Chief Financial Officer is hereby authorized to draw current and water account checks for petty cash to the following individuals in the amount stated:

George Scherb (Police Department)	\$150
Tatiana Marquis (Dept. of Public Works)	\$150
M. Alissa Mayer (Finance Department)	\$250
Diane VanderWende (Mayor and Council)	\$250

On roll call, all Council members voted in favor.

Resolution 16-27 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that interest will be charged at the rate of eight percent (8%) per annum on the first \$1,500 of all delinquent taxes, assessments and Borough charges, and eighteen percent (18%) of any amounts over \$1,500 delinquency, except that no interest will be charged on taxes for the current quarter if the said taxes are paid within the tenth calendar day following the date upon which the same became payable; and,

**Be If Further Resolved** that the interest rates shall revert to the percentages as aforesaid from the first day of any current quarter unless taxes for the same quarter are paid during the first ten days of such quarter; and,

**Be It Further Resolved** that a certified copy of this resolution be transmitted to the Collector of Taxes forthwith.

On roll call, all Council members voted in favor.

Resolution 16-28 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey hereby authorizes the Tax Collector to conduct the annual tax sale for delinquent property taxes and any other municipal charges.

On roll call, all Council members voted in favor.

Resolution 16-29 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, N.J.S.A. 40:5-18 provides for the imposition of a service charge to be added to any amount owing to the municipality if payment tendered on the account was tendered by a check which was returned for insufficient funds.

**Now, Therefore, Be It Resolved** by the Council of the Borough of Allendale that the Chief Financial Officer is hereby authorized to impose a \$28.00 fee for all returned checks to any General Fund Account and Water Utility Account of the Municipality.

On roll call, all Council members voted in favor.

Resolution 16-30 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the Chief Financial Officer be and she is authorized and directed to continue the compensation of Borough employees at a previously authorized levels until such time as a resolution is adopted or as stated in a contractual agreement by the Governing Body of the Borough of Allendale setting forth the salaries of Borough employees for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-31 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale, from time to time, authorizes use of public facilities for certain non-profit organizations which do not have insurance coverage; and

**Whereas**, the Borough is willing to permit use of its public facilities to such organizations provided that such use is consistent with the underwriting guidelines of the Borough's insurer.

**Now, Therefore, Be It Resolved** by the Governing Body that it does hereby agree to waive insurance for the following not-for-profit organizations:

Republican Club  
Democratic Club  
American Legion  
Veterans of Foreign Wars  
Allendale Civic Association  
Allendale Housing, Inc.  
Allendale Senior Housing, Inc.

**Be It Further Resolved** that the waiver of insurance herein shall extend for a period of one (1) year only and must be renewed annually.

On roll call, all Council members voted in favor.

Resolution 16-32 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale is a participating member of the Bergen County Municipal Joint Insurance Fund relative to General Liability and other coverage; and

**Whereas**, the “Fund” has adopted certain criteria to distinguish between bona fide municipal activities and other quasi public entities not sponsored by the municipality and therefore, not subject to coverage by the “Fund”, and

**Whereas**, it has been determined that in order to be covered by the “Fund” and organization or activity meet the test that its function is of the type that historically municipalities have undertaken themselves or have provided with insurance coverage and/or is one which advances a bona fide local public purpose on a non-profit basis typically met by local government, the benefits of which are available to the municipality in general; and

**Whereas**, the Borough has asked the “Fund” to extend General Liability and non-owned Automobile Liability Coverage to the following entities:

Class I – Allendale Firemen's Relief Association  
Class I – Allendale Volunteer Firemen's Association  
Class I – Allendale Exempt Firemen's Association  
Class I – Allendale Junior Fire Association  
Class III – XYZ Senior Citizens  
Class III – Friends of the Library  
Class III – Allendale Historical Society  
Class III – Holiday Observers  
Class III – Allendale Garden Club  
Class IV – Allendale Recreation Committees  
Class IV – Crestwood Lake Swim Team  
Class IV – Aleoop  
Class IV – Allendale Sports Alliance  
Class IV – Fell House

**Now, Therefore, Be It Resolved** by the Borough Council of the Borough of Allendale as follows:

It is hereby certified that the above listed organizations exist within the Borough of Allendale as bona fide organizations that provide charitable, educational or recreational activities to the municipality and in fact are organizations that support and/or provide services to the municipality in general and as such are sponsored or subsidized directly or indirectly by the municipality.

The Borough of Allendale does hereby request that the organizations described herein be named as additional insured for General Liability and Non-owned Automobile Liability Coverage in accordance with the applicable limits and restrictions.

On roll call, all Council members voted in favor.

Resolution 16-33 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that Father Raphael Iannone of Saint Joseph's Church in New Paltz, New York be and is hereby appointed as Police Chaplain of the Borough of Allendale for the year 2016.

On roll call, all Council members voted in favor.

Resolution 16-34 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale is in need of the services of a Zoning Officer.

**Now, Therefore, Be It Resolved** that Kevin Burnette is hereby appointed to the aforementioned position to be effective January 1, 2016 for a term to expire December 31, 2016.

**Be It Further Resolved** that that 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 16-35 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale is in need of the services of a Property Maintenance Officer.

**Now, Therefore, Be It Resolved** that Jon Scott Zieber is hereby appointed to the aforementioned position to be effective January 1, 2016 for a term to expire December 31, 2016.

**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 16-36 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Mayor and Council of the Borough of Allendale in the County of Bergen, deems it

appropriate to enhance the recruitment of volunteer firefighters and emergency medical volunteers in the Borough of Allendale, and

**Whereas**, the State of New Jersey has enacted P.L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale in the County of Bergen that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c. 145 is herewith adopted for volunteer firefighters and emergency medical volunteers in the municipality, and

**Be It Further Resolved** that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P.L. 1998, c. 145, a copy of which is herewith made part of this resolution.

On roll call, all Council members voted in favor.

Resolution 16-37 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, Ron Kistner was appointed Administrative Officer of the Borough of Allendale on August 27, 2015 by Resolution 15-251; and

**Whereas**, Ron Kistner has performed all of the necessary functions of the Administrative Officer;

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale that Ron Kistner is hereby re-appointed Administrative Officer of Allendale pursuant to Code Section 53-48 et seq. for the one year term of January 1, 2016 to December 31, 2016; and

**Be It Further Resolved** that the annual salary for the position of Administrative Officer shall be commensurate with the 2016 Salary Ordinance; and

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

On roll call, all Council members voted in favor.

Resolution 16-38 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, Allendale Housing, Inc. has been incorporated since September 12, 2008; and

**Whereas**, it is necessary to appoint a Board of Trustees; and

**Whereas**, there shall be seven (7) Trustees, five (5) Trustees from the general public and two (2) Trustees from the Council of the Borough of Allendale.

**Now, Therefore, Be It Resolved** that Mayor Liz White and Councilwoman Jacqueline R. McSwiggan, are appointed as Trustees representing the Municipal Council for a term ending December 31, 2016.

On roll call, all Council members voted in favor.

Resolution 16-39 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** by the Governing Body that Joseph Citro is hereby appointed as Qualified Purchasing Agent effective until December 31, 2016 at an annual compensation of \$3,500.

**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 16-40 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the following individuals are hereby appointed as representatives to Allendale Senior Housing for the period specified.

Name		Term Expires
Liz White	Allendale Senior Housing	December 31, 2016
Ari Bernstein	Allendale Senior Housing	December 31, 2016

On roll call, all Council members voted in favor.

Resolution 16-41 – Introduced by Councilwoman McSwiggan, 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 approved Tom Viscardi as the Lake Director for Crestwood Lake for the 2016 swim season.

On roll call, all Council members voted in favor.

Resolution 16-42 – Introduced by Councilwomen McSwiggan, 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 donation of a family (parents and children) Crestwood Lake 2016 Season Pass to the Allendale Foundation for Educational Excellence.

On roll call, all Council members voted in favor.

Resolution 16-43 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale is in need of the services of a Water Collector.

**Now, Therefore, Be It Resolved** that M. Alissa Mayer is hereby appointed to the aforementioned position to be effective January 1, 2016 for a term to expire December 31, 2016.

**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 16-44 – Introduced by Councilwoman McSwiggan, 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 Layne Simon is hereby appointed as the licensed Sewer Operator of the Sewer Department; and

**Be It Further Resolved and Noted** that pursuant to the current contract with Suez Water (formerly known as United Water), Suez Water has appointed Jeff Picinich as the licensed Water Operator of the Water Department.

On roll call, all Council members voted in favor.

Resolution 16-45 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, there is a need to appoint an Acting Principal Public Works Manager for the Borough of Allendale.

**Now, Therefore, Be It Resolved** that Ron Kistner is appointed as Acting Principal Public Works Manager effective January 1, 2016 for a period of one year until December 31, 2016 pursuant to N.J.S.A. 40A:9-154.6g(c).

**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 16-46 - Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, there is a need to appoint a Director of Operations for the Borough of Allendale.

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it does hereby appoint Ron Kistner as Director of Operations for a one-year term commencing January 1, 2016 until December 31, 2016.

**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 16-47 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, pursuant to Chapter 53-52.1 of the Code of the Borough of Allendale, a Deputy Municipal

Clerk shall be appointed for a term of one year commencing on January 1 and terminating December 31, 2016.

**Now, Therefore, Be It 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 16-48 – Introduced by Councilwoman McSwiggan, 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 Dan Davis, Dan Richards and John Pasquino are appointed Crew Chiefs for the Allendale Department of Public Works. The salary for these positions will be \$3,000.00 per employee retroactive to January 1, 2016.

**Be It Further Resolved** that the foregoing appointment and accompanying compensation be made effective as of January 1, 2016 and expire on December 31, 2016.

**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 16-49 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale requires the professional services of a Judge, Prosecutor, Alternate Prosecutor, Public Defender and Alternate Public Defender for the calendar year 2016; and,

**Whereas**, it is anticipated that the expenditure for each of such professional services will not exceed the sum of \$17,500 in said calendar year and therefore, the “Pay to Play” Statute and Regulations do not apply to these appointments; and

**Whereas**, the Chief Financial Officer in accordance with the Local Public Contracts Law has duly certified that adequate funds have been or will be appropriated in the 2016 temporary or permanent budget for fees reasonably required by each of such professionals in the appropriate line items in said budget(s).

**Now, Therefore, Be It Resolved** by the Governing Body of the Borough of Allendale that the following appointments are hereby made:

Municipal Court Judge: Harry D. Norton, for a term of three years commencing January 1, 2016 until December 31, 2018 and until a successor is appointed and qualified pursuant to N.J.S.A. 2B:12-4a;

Municipal Prosecutor: Richard Rosa, Esq., for a term of one year commencing January 1, 2016 until December 31, 2016 and until a successor is appointed and qualified pursuant to N.J.S.A. 2B:25-4a;

Alternate Prosecutor: John Guerin, Esq., for a term of one year commencing January 1, 2016 until December 31, 2016;

Public Defender: Robert Metzdorf, Esq., for a term of one year commencing January 1, 2016 until December 31, 2016 and until a successor is appointed and qualified pursuant to N.J.S.A. 2B:24-4a;

Alternate Public Defender: Matthew Miller, Esq., for a term of one year commencing January 1, 2016 until December 31, 2016;

**Be It Further Resolved** that the Mayor and Borough Clerk are authorized to execute contracts with each of the said professionals and to take all of the steps necessary to carry this resolution into effect; and

**Be It Further Resolved** that the foregoing appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding “professional services” rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law; and,

**Be It Further Resolved** that a copy of this resolution be published in a legal newspaper of the Borough within ten (10) days after its passage as required by law.

On roll call, all Council members voted in favor.

Resolution 16-50 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Be It Resolved** that the following are the salaries for Borough employees for the year 2016. All salaries are retroactive to January 1, 2016.

Kevin Azevedo, Police Officer (01/01/16-01/17/16)	\$ 54,142
Kevin Azevedo, Police Officer (01/17/16-12/31/16)	\$ 63,713
Michael Dillon, Police Officer	\$128,111
Michael Dillon, Detective	\$ 1,500
Todd Griffith, Sergeant	\$144,125
Jamie Hillgardner, Police Officer (01/01/16-01/17/16)	\$ 54,152
Jamie Hillgardner, Police Officer (1/18/16-12/31/16)	\$ 63,713
Sean Hubbard, Police Officer	\$130,575
William Kroepke, Sergeant	\$144,125
Scott Kuenzel, Police Officer	\$130,575
Terry Lawler, Sergeant	\$144,125
John Mattaice, Sergeant	\$144,125
Vincent Rizzo, Police Officer (01/01/16-06/30/16)	\$ 82,855
Vincent Rizzo, Police Officer (07/01/16-12/31/16)	\$ 83,684
Dan Rosendahl, Police Officer (01/01/16-07/15/16)	\$ 63,713
Dan Rosendahl, Police Officer (07/16/16-12/31/16)	\$ 74,017
Paul Stettner, Police Officer	\$133,039

Victor Bartoloma, Police Officer (01/01/16-12/29/16) \$ 44,571  
Victor Bartoloma, Police Officer (01/30/16-12/31/16) \$ 54,142

On roll call, all Council members voted in favor.

Resolution 16-51 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2016 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**Whereas**, the date of this resolution is within the first thirty days of 2016; and,

**Whereas**, the total appropriations in the 2015 Budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

General	\$10,997,518.18
Water Utility	\$ 1,297,300.00

**Whereas**, 26.25 percent of the total appropriations in the 2015 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2015 Budget is as follows:

General	\$ 2,886,848.52
Water Utility	\$ 340,541.25

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records.

(see copy attached)

On roll call, all Council members voted in favor.

Resolution 16-53 – Introduced by Councilwoman McSwiggan, seconded by Councilman Strauch

**Whereas**, there is a need for support for mental health services in the Borough of Allendale, and

**Whereas**, West Bergen Mental Health Care has available such services as are needed; and

**Whereas**, West Bergen Mental Health Care has agreed to provide such services in the amount of \$6,000.00 and other services in accordance with the fee schedule that is attached; and

**Whereas**, the Chief Financial Officer has certified that there are sufficient funds available 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 agreement between the Borough of Allendale and West Bergen Mental Healthcare; and

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

On roll call, all Council members voted in favor.

Resolution 16-54 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale is in need of the services of a Technical Assistant in the Construction Code Office; and

**Whereas**, Stephanie Geisler has completed and successfully passed Bergen Community College's Technical Assistant course;

**Now, Therefore, Be It 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 16-55 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, a need for a part-time CCO Inspector exists in the Borough; and

**Whereas**, Fred W. Depkin is qualified for said position;

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Fred W. Depkin is hereby hired and appointed a part-time CCO Inspector for the year 2016; and

**Be It Further Resolved** that the annual salary be \$5,000.00.

On roll call, all Council members voted in favor.

Resolution 16-56 – Introduced by Councilwoman McSwiggan, seconded by Councilman Sasso

**Whereas**, the Borough of Allendale is in need of a Continuing Disclosure Agent and Independent Registered Municipal Advisor; and

**Whereas**, Phoenix Advisors, LLC satisfactorily performed these services in 2015; and

**Whereas**, Phoenix Advisors, LLC has submitted a proposal for services in 2016;

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Phoenix Advisors, LLC is hereby appointed as the Continuing

Disclosure Agent and Independent Registered Municipal Advisor for the Borough of Allendale for the year 2016.

On roll call, all Council members voted in favor.

### *Committee Reports*

#### Public Safety

Councilwoman Homan said that Sgt. Bill Kroepke led the Allendale Police Department in achieving departmental accreditation. She congratulated Chief Scherb and his entire department for this accomplishment.

Councilwoman Homan added that there is a great YouTube Video of Sgt. Todd Griffith discussing cross walk safety. Allendale now has downtown crosswalks that will enable enforcement with regard to motorists stopping at crosswalks. His message also warns pedestrians to exercise caution when they are in a crosswalk.

#### Water and Sewer Committee

Councilwoman McSwiggan said her Committee met today. They reviewed upcoming capital projects for Water and Sewer infrastructure which includes the renovation of the Ramsey water tank, work on the Fairhaven booster pump and the replacement of lines in the streets. They will be meeting again tomorrow with representatives of United Water to continue discussions with regard to Allendale's bulk water contract. Councilwoman McSwiggan said she has a great team on the Water Committee this year and although the Borough's infrastructure needs improvement, she believes the residents will be pleased with the progress they will see in the coming year.

#### Land Use

Councilman Sasso said he has enjoyed the past years of being the Chair of the Public Works Committee and is pleased he will remain as Co-chair on that Committee. He stated he is looking forward to being the Chair of the Land Use Committee.

#### Administration, Finance and Human Resources

Councilman Bernstein offered his congratulations to Councilman Strauch and Councilwoman Homan on their re-election and their willingness to serve the Borough of Allendale. He looks forward to working with the entire Council again this year. He concluded by saying the main focus of his Committee in the next four months will be the 2016 Budget, and he will keep the Council and the town informed on its progress.

#### Facilities, Parks and Recreation

Councilwoman Wilczynski added her congratulations to Councilwoman Homan and Councilman Strauch. She also thanked the volunteers in the audience who serve this community. She is in the

process of working on several grants for the Spring to improve Crestwood Lake including ADA bathrooms for the Red Barn and refurbished tennis courts.

### Public Works

Councilman Strauch thanked the individuals in the audience who volunteer their time to help the town. He said he is pleased to be back as Chair of the Public Works Committee where he started as Chair twelve years ago. He thanked Councilman Sasso for leaving the Public Works Committee so well organized and said he believes Councilman Sasso will do an excellent job heading the Land Use Committee. Councilman Strauch will meet with the DPW in the next few days to set up a schedule for future meetings.

### *Staff Reports*

### Municipal Attorney

Mr. Wiss thanked the Governing Body for his reappointment and said he is looking forward to working with them in the coming year.

### Administrator/Director of Operations

Mr. Kistner did not have a report this evening.

### Police Chief

Chief Scherb did not have a report this evening.

### Deputy Municipal Clerk

Mayor White thanked Ms. Ryan for filling in for the Municipal Clerk who is away on medical leave. She put together the Reorganization packet for this evening which was a huge undertaking. In addition, this evening is also her birthday. She and the Council wished Ms. Ryan a happy birthday and thanked her for the hours and hours of work she spent putting the Reorganization packet together.

### *Public Comments*

The meeting was opened to the public for comments. There were none.

On a motion by Councilman Bernstein, seconded by Councilwoman McSwiggan the Council voted unanimously to adjourn at 8:34 p.m.

Respectfully submitted,

Michelle Ryan  
Deputy Municipal Clerk