

Mayor and Council of the Borough of Allendale  
Regular Session Meeting Minutes  
September 23, 2015

PRESENT: Mayor Elizabeth White and Council members Liz Homan, Jackie McSwiggan, Steve Sasso, Jim Strauch and Amy Wilczynski

ABSENT: Council member Ari Bernstein

ALSO PRESENT: Borough Attorney Ray Wiss  
Municipal Clerk Anne Dodd

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 September 23, 2015. The meeting was called to order at 8:03 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. Notice of this meeting by the September 3, 2015 Sunshine Notice was sent to the Record, Ridgewood News, Star Ledger and has been posted on the bulletin board in the Municipal Building and Borough website."

The Mayor led those present in a salute to the flag.

***Approval of Minutes:***

Motion by Councilwoman McSwiggan, second by Councilman Sasso, with Councilman Strauch abstaining, and all other members present voting in favor, that the Minutes of August 27, 2015 Work Session and August 27, 2015 Regular Session be removed from the table.

Motion by Councilwoman McSwiggan, second by Councilwoman Homan, with Councilman Strauch abstaining from the August 27, 2015 Work Session and Regular Session and Councilwoman Homan and Councilwoman Wilczynski abstaining from the September 10, 2015 Work Session and Regular Session, and all other members present voting in favor,

BE IT RESOLVED that the Minutes of August 27, 2015 Work Session, August 27, 2015 Regular Session, September 10, 2015 Work Session, and September 10 Regular Session are approved.

***Public Hearings for Advertised Ordinances:***

**Ordinance 15-24**

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on August 13, 2015 and posted on the bulletin board of the municipal building.

ORDINANCE 15-24 – AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, ZONING, CHAPTER 270-103(C)

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Mayor White noted that this ordinance was reviewed by the Planning Board for consistency with the Master Plan and their resolution in support of approving this ordinance was provided in the agenda packet.

Public Comments on Ordinance 15-24

No one came forward.

Motion by Councilman Strauch, second by Councilwoman McSwiggan, that Ordinance 15-24 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

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

Councilmember Bernstein:	absent	Councilmember Sasso:	aye
Councilmember Homan:	aye	Councilmember Strauch:	aye
Councilmember McSwiggan:	aye	Councilmember Wilczynski:	aye

(See Ordinance 15-24, attached and made a part hereof.)

**Ordinance 15-25**

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on September 10, 2015 and posted on the bulletin board of the municipal building.

15-25 – AN ORDINANCE TO AMEND CHAPTER 93 OF THE CODE OF THE BOROUGH OF ALLENDALE ENTITLED “DOGS”, AND, MORE PARTICULARLY, SECTION 93-2 THEREOF, ENTITLED “FEES”

Public Comments on Ordinance 15-25

No one came forward.

Motion by Councilman Strauch, second by Councilman Sasso, that Ordinance 15-25 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

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

Councilmember Bernstein:	absent	Councilmember Sasso:	aye
Councilmember Homan:	aye	Councilmember Strauch:	aye
Councilmember McSwiggan:	aye	Councilmember Wilczynski:	aye

(See Ordinance 15-25, attached and made a part hereof.)

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**Public Comment on any agenda item:**

There were no comments from the public.

**Consent Agenda**

- A. **15-269**/Approval of Bill List
- B. **15-270**/Approve Change Order No. 1 – 2014 Road Resurfacing Program – NW Bergen Cooperative Program
- C. **15-271**/Accept Resignation – Lee Memorial Library Board of Trustees
- D. **15-272**/Appoint Cathy Squasoni – Lee Memorial Library Board of Trustees
- E. **15-273**/Authorize Receipt of Bids – West Allendale Avenue (Section 5), Erie Plaza (Section 2), & Park & Ride Lot Improvements
- F. **15-274**/Accept Resignation – Acting Technical Assistant
- G. **15-275**/Hire Acting Technical Assistant
- H. **15-276**/Authorize Receipt of Bids – Ramsey Tank Repainting
- I. **15-277**/Authorize Transfer of Overpayments
- J. **15-278**/Authorize Refunds – Overpayments of Taxes
- K. **15-279**/Authorize Cancellation of 3<sup>rd</sup> & 4<sup>th</sup> Quarter Tax Payments – Veteran Exemption – Block 2101 Lot 1.1806
- L. **15-280**/Approve Tax Appeal Settlement – Kossar v. Borough of Allendale
- M. **15-281**/Authorize Police Ride Along Program
- N. **15-282**/Authorize Amendment to Municipal Shared Services Defense Agreement
- O. **15-283**/Confirm Endorsement of Community Development Project – ADA Bathroom Improvements – Crestwood Park Phase II
- P. **15-284**/Confirm Endorsement of Community Development Project – Backup Generators
- Q. **15-285**/Authorize Capital Alternatives Corporation to Submit Bergen County Community Development Block Grant Application – Backup Generators

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

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

Councilmember Bernstein:	absent	Councilmember Sasso:	aye
Councilmember Homan:	aye	Councilmember Strauch:	aye
Councilmember McSwiggan:	aye	Councilmember Wilczynski:	aye

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

**Resolution 15-269**

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 September 23, 2015 in the amounts of:

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Current Fund	\$1,248,266.90
Capital	\$12,858.39
Dog Fund	\$3.60
Improvement and Beautification	\$492.00
Recycling Trust	\$2,041.43
Trust Fund	\$4,154.01
Water Capital	\$28.35
Payroll	\$153,052.25
<b>Total</b>	<b>\$1,420,896.93</b>

**Resolution 15-270**

Change Order Number One for the 2015 Road  
Resurfacing Program NW Bergen Cooperative Program

**Whereas**, the Borough Engineer has requested that certain changes are needed in the 2014 Road Resurfacing Program NW Bergen Cooperative Program contract, and

**Whereas**, a net decrease of \$7,607.23 will result from the following items:

- Actual quantities of work measured and performed, and
- Supplemental items added to the project. and,

**Now, Therefore, Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Change Order Number One resulting in a decrease of \$7,607.23, a 2.5% decrease in the original contracted amount, be approved for the 2015 Road Resurfacing Program NW Bergen Cooperative Pricing program, resulting in a new contract amount of \$302,506.29.

**Be It Further Resolved** that Change Order Number One in the amount of \$ 7,607.23 be approved for performance by D & L Contractors, Inc., 681 Franklin Avenue, Nutley, NJ 07110.

**Resolution 15-271**

Accepting the Resignation of Ellen Routh from the  
Lee Memorial Library Board of Trustees

**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 Ellen Routh from the Lee Memorial Library Board of Trustees effective August 1, 2015.

**Resolution 15-272**

Board Appointment

**Be It Resolved** that the following individual is appointed to the Lee Memorial Library Board for the period specified:

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Library Board

Term Expires

Cathy Squasoni

12/31/2017  
(Unexpired Routh)

**Resolution 15-273**

Authorization to Advertise Bid Specifications for West Allendale Avenue (Section 5),  
Erie Plaza (Section 2) & Park & Ride Lot Improvements

**Be It Resolved** the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey does hereby authorize the Borough Clerk to advertise and thereby solicit and accept sealed bids in accordance with State law for the project West Allendale Avenue (Section 5), Erie Plaza (Section 2) & Park & Ride Lot Improvements; and,

**Be It Further Resolved** that the final bid specifications be subject to form approval by the Borough Attorney.

**Resolution 15-274**

Accepting the Resignation of Technical Assistant

**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 Julie Scutaro, Acting Technical Assistant, effective October 1, 2015.

**Resolution 15-275**

Authorization to Hire Acting Technical Assistant

**Whereas**, the Borough of Allendale has the need for a Part-Time Acting Technical Assistant in the Building Department.

**Whereas**, the Borough CFO has certified that funds are available for the salary of 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 effective September 23, 2015, Stephanie Geisler be appointed as a Part-Time Acting Technical Assistant at a salary of \$21/hour.

**Resolution 15-276**

Authorization to Advertise Bid Specifications for Ramsey Tank Repainting Project

**Be It Resolved** the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey does hereby authorize the Borough Clerk to advertise and thereby solicit and accept sealed bids in accordance with State law for the project Ramsey Tank Repainting; and,

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**Be It Further Resolved** that Dewberry Engineers, Inc. is hereby authorized to oversee the bidding process for this project.

**Be It Further Resolved** that the final bid specifications be subject to form approval by the Borough Attorney.

**Resolution 15-277**

TRANSFER OF OVERPAYMENT

BE IT RESOLVED by the Council of the Borough of Allendale that the Tax Collector is hereby authorized to transfer the following overpayments listed below from Overpayment of 2015 Taxes to Taxes Receivable for 2016:

<u>Block/ Lot</u>	<u>Name</u>	<u>Property Location</u>	<u>Amount</u>
801/31.06	Kim, Myung & Mi Kyung	6 Fox Run	\$ 63.86
908/7	Ameri, Mina	67 Talman Place	\$273.12
1404/2	Miller, Jamie & Loren	7 Newton Place	\$593.77
1405/1	Chisholm, Sharon	8 Carteret Road	\$134.91

**Resolution 15-278**

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 2015 Taxes:

<b>Block/ Lot</b>	<b>Name</b>	<b>Property Location</b>	<b>Amount</b>
910/3	Eastern Christian Children's Retreat 700 Mountain Avenue Wyckoff, NJ 07481	135 W Crescent Ave	\$2,065.64
2003/13	Sun, Hong & Zhan, Caixin	157 Franklin Tpke 157 Franklin Turnpike Allendale, NJ 07401	\$326.06

Cancellation of Taxes

WHEREAS, the applicant, Kevin L. Henry Block 2101 Lot 1.1806, applied and was approved for permanent and total disability through the Department of Veteran Affairs;

WHEREAS, the Municipal Tax Assessor had reviewed and approved the application in June 2015.

THEREFORE, BE IT RESOLVED, that the Tax Collector is hereby authorized to cancel all real estate taxes assessed to the aforesaid property for the 3<sup>rd</sup> & 4<sup>th</sup> quarters 2015 in the amount of \$7,316.11

**Approval of Tax Appeal  
Robert & Michele Kossar v. Allendale**

**WHEREAS**, the tax payers, Robert & Michele Kossar, appealed the assessment levied on the subject property for the years 2013, 2014 and 2015; and

**WHEREAS**, the subject property is located on Block 1101, Lot 4 (101 Donnybrook Drive);  
and

**WHEREAS**, the Plaintiffs were represented by counsel; and

**WHEREAS**, the Borough's expert residential appraiser inspected the property and issued a preliminary report; and

**WHEREAS**, the assessor and counsel for both parties met at an out of court conference to review comparable sales data and negotiate a proposed settlement in this matter; and

**WHEREAS**, the appraiser and the assessor have agreed to compromise the appeal on the following terms: for the tax years 2013 and 2014 the assessed value will be reduced from \$1,738,400 to \$1,500,000 and for the tax year 2015 the assessed value will be reduced from \$1,857,900 to \$1,750,000; and

**WHEREAS**, the Plaintiffs have agreed to take a credit for a portion of the refund that would be due for the tax year 2015 and there are sufficient funds available in the reserve for tax appeals account to satisfy the tax refund for the tax years 2013 and 2014; and

**WHEREAS**, the assessor is of the opinion that the valuation of the subject properties are consistent with true value of the properties.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that:

The proposed settlement for the tax appeal encaptioned Robert and Michele Kossar v. Borough of Allendale as hereinbefore set forth is approved and the Borough Tax Attorney or a member of his firm is authorized to execute all documents necessary to effectuate its terms.

**Resolution 15-281**

**Resolution Authorizing Police Ride-Along Program**

**WHEREAS**, the Allendale Police Department (“APD”) from time to time, permits certain residents of the Borough of Allendale (“Allendale”), and other community members to participate in a “Ride-Along Program” (the “Program”), by which such individuals are permitted, subject to certain conditions, to accompany members of the APD during patrol duties; and

**WHEREAS**, the Mayor and Council of the Borough of Allendale wish to formally authorize the Program by adoption of this Resolution; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale as follows:

1. The Allendale Police Department “Ride-Along Program” be and hereby is authorized under the supervision of the Chief of Police.

2. The Chief of Police is authorized to grant approval of participants in the “Ride-Along Program” subject to execution of an appropriate Ride-Along Check List, Activity Permission and Release Form, and Confidentiality Statement, and such other documents as may hereafter be authorized by Allendale or the Chief of Police.

**BE IT FURTHER RESOLVED** that the Mayor, the Borough Clerk, the Chief of Police, the Borough Attorney, and such other Borough representatives as may be appropriate, are authorized to take all appropriate actions so as to implement this Resolution.

**Resolution 15-282**

**WHEREAS**, the Borough of Allendale (the “Borough”) entered into the Municipal Shared Services Defense Agreement (“MSSDA”) for the purpose as set forth therein, which included retaining a common expert in the Declaratory Judgment action (“Litigation”) that was filed in accordance with In the Matter of the Adoption of N.J.A.C. 5:96 and 5:97 by the New Jersey Council on Affordable Housing, 221 N.J. 1 (2015) (“Decision”); and

**WHEREAS**, the MSSDA identified Dr. Robert Burchell, a distinguished professor at Rutgers University, as the expert to be retained; and

**WHEREAS**, Dr. Burchell became ill and has been unable to complete the obligations under the Research Agreement as set forth in the MSSDA; and

WHEREAS, as a result, Rutgers University has exercised its right to terminate the Research Agreement as permitted under its terms; and

**WHEREAS**, the MSSDA requires modification to allow the members to retain one or more alternative experts, consultants and/or other professionals for the Litigation; and

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**WHEREAS**, an Amendment to the MSSDA (“Amendment”) has been prepared to effectuate the modification; an

**WHEREAS**, the Borough Council of the Borough of Allendale recognizes that the Litigation requires immediate action and may require further expedited actions by its counsel determined to be necessary and appropriate; and

**WHEREAS**, the Borough Council of the Borough of Allendale has determined that it is in the best interests of the citizens of the Borough to approve the Amendment, and/or to affirm and ratify the Amendment, and to authorize the Borough’s designated counsel, Raymond R. Wiss, Esq., (hereinafter “designated counsel”) to take actions on behalf of the municipality with regard to the multiplicity of issues raised and associated with the continued implementation of the MSSDA;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Allendale, as follows:

1. The terms and conditions of the Amendment to MSSDA attached hereto are hereby approved, and/or ratified and confirmed.
2. The Mayor and Borough Clerk or Deputy Clerk, be and are hereby authorized to execute the aforesaid Amendment.
3. The Borough Council of the Borough of Allendale hereby authorizes Jeffrey R. Surenian, Esq., to execute an agreement on behalf of the Borough with Econsult Solutions, Inc. for expert services in connection with the Litigation.

The Borough Council of the Borough of Allendale hereby authorizes Jeffrey R. Surenian, Esq., to execute on behalf of the Borough with the approval of the Borough’s designated counsel such other agreement(s) as are advisable to effectuate the purposes of the MSSDA as amended.

4. The Borough Council of the Borough of Allendale further authorizes its designated counsel to approve such other changes to the MSSDA as may be necessary to effectuate its purposes, and to take action on behalf of the Borough with regard to the multiplicity of issues raised and associated with the implementation of the MSSDA provided that the action will not require the Borough to appropriate and commit any additional funding for the MSSDA.

In the event such changes and actions require the Borough to appropriate and commit any additional funding for the MSSDA, the Borough shall only be responsible for such funding if it authorizes same.

5. If additional monies are needed to effectuate the intent and purpose of the MSSDA, no such services shall be authorized by designated counsel without further action from the Borough.
6. This Resolution shall take effect immediately.

**Resolution 15-283**

**Resolution Confirming Endorsement of Community Development Projects**

WHEREAS, a Bergen County Community Development grant of \$40,000 has been proposed by The Borough of Allendale for ADA bathroom improvements for Crestwood Park Phase II in the municipality of Allendale, NJ; and

WHEREAS, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body; and

WHEREAS, the aforesaid project is in the best interest of the people of Allendale and their guests; and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid CD funds.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Allendale hereby confirms endorsement of the aforesaid project; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be sent to the Director of the Bergen County Community Development Program so that implementation of the aforesaid project may be expedited.

**Resolution 15-284**

WHEREAS, a Bergen County Community Development grant of \$46,000 has been proposed by Mayor and Council for Backup Generators in the municipality of Allendale,

WHEREAS, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body, and

WHEREAS, the aforesaid project is in the best interest of the people of Allendale, and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid CD funds.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Allendale hereby confirms endorsement of the aforesaid project, and

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BE IT FURTHER RESOLVED, that a copy of this resolution shall be sent to the Director of the Bergen County Community Development Program so that implementation of the aforesaid project may be expedited.

**Resolution 15-285**

BE IT RESOLVED by the Mayor and Council of the municipality of ALLENDALE that application is made to the Bergen County Community Development Block Grant Program for:

**Backup Generators @ Firehouse**

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).

**Proclamations**

A. Northern Highlands Regional High School 50<sup>th</sup> Anniversary

Mayor White read into the record the following proclamation honoring Northern Highlands Regional High School for its 50<sup>th</sup> Anniversary:

*50<sup>th</sup> Anniversary of Northern Highlands Regional High School*

*Whereas, this year marks the 50<sup>th</sup> Anniversary of the opening of Northern Highlands Regional High school; and*

*Whereas, for a half century, Northern Highlands has come to be known for its academic excellence, student achievement, and co-curricular performance; and*

*Whereas, for 50 years, Northern Highlands has given young students the tools that they need to succeed in college and beyond; and*

*Whereas, Northern Highlands has served generations of talented students from Allendale, Ho-Ho-Kus, Saddle River, and Upper Saddle River, through its faculty and staff who provide an invaluable network of mutual support for young people as they work towards their diplomas; and*

*Whereas, Northern Highlands offers a well-rounded and vigorous education and encourages students to meet their academic and social responsibilities, while encouraging them to develop a love of learning that will allow them to fulfill their potential both inside and outside the classroom.*

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*Now, Therefore, Be It Resolved* that the Mayor and Council of the Borough of Allendale hereby commend Northern Highlands Regional High School for both its legacy and ongoing commitment to innovation, and in recognition of this 50<sup>th</sup> Anniversary Celebration, proclaim Saturday, September 26, 2015 in the Borough of Allendale as:

*“NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DAY”*

*Dated this 23<sup>rd</sup> day of September, 2015*

B. Trinity Episcopal Church Renovation & Building Project

Mayor White read into the record the following proclamation honoring Trinity Episcopal Church for its Church Renovation & Building Project:

*Trinity Episcopal Church  
Church Renovation & Building Project Dedication Celebration*

*Whereas, two separate parishes, The Church of the Epiphany in Allendale and The Church of the Good Shepherd in Midland Park, worked together to bring two Christian communities together with the ultimate aim to continue to practice the Episcopal traditions as one unified church; and*

*Whereas, it was decided that this unified parish would worship in Allendale and Trinity Episcopal Church in Northern Bergen County was selected as the new name; and*

*Whereas, Trinity Episcopal Church was officially and formally recognized at the annual Episcopal Diocesan Convention in 2010; and*

*Whereas, in November 2009, a fire broke out in the empty Good Shepherd building, seriously damaging a good portion of the building; and*

*Whereas, parishioners rallied together to address the needs of the unified parish and decided to sell the Midland Park property, the proceeds of which, together with the proceeds from the fire insurance, were used for a renovation and addition to the Allendale property on George Street; and*

*Whereas, committees were formed and project leaders identified to begin the “Building Our Lives Together in Christ” project; and*

*Whereas, work began in 2011 with selection of Baglino Builders as the contractor, and with prayerful support of Father Michael Allen and encouraging guidance from the Bishop, the Rt. Rev Mark Beckwith, and the Diocese, the construction process has been completed.*

*Whereas, Trinity Episcopal Church in Northern Bergen County now has a large space available for use of the church, neighbors, and the community at large.*

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*Now, Therefore, Be It Resolved in recognition of the completion and dedication of the Church Renovation & Building Project, that the Mayor and Council of the Borough of Allendale proclaim Sunday, September 27, 2015 in the Borough of Allendale as:*

*“TRINITY EPISCOPAL CHURCH IN NORTHERN BERGEN COUNTY DAY”*

*Dated this 23<sup>rd</sup> day of September, 2015*

**Unfinished Business:**

There was no unfinished business

**New Business:**

There was no new business

**Council Committee Reports and Comments**

**Councilman Sasso - Public Works**

Councilman Sasso reported that the Public Works Committee met yesterday. He advised that they will be working with GovDeals to auction off items that are no longer being used. He noted that the Borough is battle ready for the snow.

**Councilwoman Wilczynski – Facilities, Parks and Recreation**

Councilwoman Wilczynski advised that Crestwood Lake had a great year as revenues were up and the water quality was excellent. She commented that she has received great feedback from the public regarding their experience at the lake as well as on the events that took place there. She advised that a meeting took place to discuss improvements that can be made for next year.

The trees on W. Maple Avenue have been trimmed. The heating system in Borough Hall will be checked on October 15, 2015. The firehouse and the Fire Chief's office will be painted utilizing services through the Bergen County Sheriff's Department.

Mayor White thanked Councilwoman Wilczynski for her dedication to Crestwood Lake. She noted that a lovely letter was received from a Wyckoff resident praising her experience at Crestwood Lake.

**Councilwoman Homan – Public Safety**

Councilwoman Homan advised that the Public Safety Committee met on September 18<sup>th</sup>. She thanked Ron Kistner and the Police Department for continuing to work together. She also thanked the Fire Department for the “Wetdown” as a great time was had by all who attended.

**Councilman Strauch - Land Use and Construction Code**

Councilman Strauch thanked Mayor White for her help in the hiring process for the new Acting Technical Assistant and commented that the Borough is very fortunate to have found Ms. Geisler. He noted that Tyler Yaccarino, who was recently appointed as a Clerk Typist, has committed to working 12 to 15 hours weekly in the Building Department. The next meeting of this committee is scheduled for October 19<sup>th</sup> at 8 a.m.

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**Councilwoman McSwiggan – Water, Sewer and Public Utilities**

Councilwoman McSwiggan reported that the Water, Sewer and Public Utilities Committee met last Wednesday. As a number of meters have not been read due to various issues such as not gaining access to the home or the meter being frozen during the winter months, they are trying to catch up with past billing. United Water has been asked to request phone numbers on their bills as it is important to have this information in case of an emergency. The committee continues to work on infrastructure improvements and billing.

**Staff Reports:**

Ray Wiss, Municipal Attorney, reviewed the items that had been approved on the agenda this evening and noted that the Ride-Along Program involved the drafting of forms and waivers to ensure that the Borough would not have liability. He advised that an item that is currently in progress is a request from Crown Castle with regard to their lease agreement for a subtenant. He explained that he has requested additional documentation as there are provisions in master lease that state that if there is increased economic rent paid, the Borough is entitled to additional remunerations. Borough Attorney Wiss further advised that he is working with Mayor White and the Borough Clerk on an OPRA request that was submitted as well as working with the Mayor on a developer's agreement. He also noted that the contract for the ADA doors has been prepared, and with one additional signature, the issue with the Fell House should be worked out.

Anne Dodd, Municipal Clerk, announced that the General Election will be taking place on Tuesday, November 3<sup>rd</sup> and the deadline to register to vote for this election is Tuesday, October 13<sup>th</sup>. Her office will be open until 9 pm for Late-Night Voter Registration on October 13<sup>th</sup>.

Councilwoman McSwiggan inquired as to the deadline for applications for a Vote by Mail Ballot. Municipal Clerk Dodd responded that the application must be received 7 days prior to the election if sent by mail but voters can submit their application in person up until 3 pm the day before the election. She further advised that the ballot must be received by close of polls on Election Day.

George Scherb, Police Chief, and Ron Kistner, Administrative Officer/Director of Operations, both reported that there has been progress in their respective departments.

**Public Comment on any issue**

No one came forward.

**Adjournment:**

There being no further business to come before the Mayor and Council, on a motion by Councilman Strauch, second by Councilman Sasso, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:29 p.m.

Respectfully submitted

Anne Dodd, RMC  
Municipal Clerk