

Borough of Allendale
Mayor and Council
Work Session
December 28, 2015

A Work Session of the Mayor and Council was called to order at 7:36 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.

The following individuals answered roll call: Council members Bernstein, Strauch, Wilczynski and Mayor White. Mr. Sasso arrived at 7:50 p.m. Council members Homan and McSwiggan were absent. Ms. Ryan and Mr. Wiss were also present.

Public Comments

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

Administration

Agenda Review

Ordinance 15-28 Revising Chapter 262 of the Code of the Borough of Allendale Entitled "Water"

Mayor White said a number of small changes have been proposed to this ordinance, and that those changes were previously reviewed with the Council on several occasions. She added that she hopes this ordinance will be approved on second hearing and a final vote this evening.

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

Mayor White said the Borough's Ordinance does not have a position for a full-time Deputy Municipal Clerk. The change to this ordinance will allow the Borough to pay the Deputy Clerk at a full-time rate so Ms. Ryan can be paid while she is filling in for the Municipal Clerk during her absence.

Resolution 15-343 Quick Chek Bond Release

Quick Chek was built on a small portion of the Borough of Allendale that is located on Route 17 North. This resolution allows for a release of their Surety Guaranty and Cash Guaranty in the amounts of \$67,610.00 and \$6,150.00 respectively.

Resolution 15-344 Endorsement of Allendale Senior Housing Corporation's Project to Retrofit Bathrooms through a Community Development Grant

This resolution endorses a grant proposed by Allendale Senior Housing Corporation to retrofit bathrooms in the Allendale Senior Housing Complex. The Community Development Grant is in the amount of \$40,250.

Resolution 15-345 Approval of Alcohol and Drug Testing Contract with Valley Medical Group

This resolution allows for Valley Medical Group to provide services for Borough employees related to workplace alcohol and drug testing. Their rates will remain the same in 2016 as they were in 2015.

Resolution 15-346 State Tax Board Judgment

This State Tax Board Judgment is for one resident who will be receiving a settlement due to a State Tax Board Judgment for the years 2013 and 2014.

Resolution 15-347 Budget Transfers

This will be the last resolution with regard to Budget Transfers for 2015. Budget Transfers are allowed during the last two months of the current year and the first three months of the following year.

Mayor's Report

Mayor White thanked Neil Grant, retired Municipal Clerk from Fort Lee who has been coming in to work with Ms. Ryan. His time and expertise have been a great help to both the Borough and Ms. Ryan.

The Code Books have been updated and there are extra copies available for any Council member who would like a hard copy of the book. Council members who are interested should contact Mrs. VanderWende for the copies and a binder.

On Sunday, Councilman Bernstein and Mayor White were invited to attend the exit interview for the Police Accreditation process. Mrs. White commented that it went very well and based upon what she heard, Allendale will be approved for accreditation. Councilman Bernstein added that the process was spearheaded by Sgt. Kroepke with the help of the entire department. The hearing will be held on March 10th. The accreditation is good for three years and will be followed by a recertification process. The head of the association will be coming to Allendale to present the Certificate of Accreditation.

Mayor White thanked everyone who was present including the Council, the Municipal Attorney, the Administrator, the Fire Chief, the Assistant Fire Chief and Ms. Ryan for their amazing contributions to Allendale during the past year.

Mayor White noted that one of Neil Grant's recommendations was to list Council Reports on both the Work and Regular Session Agendas in the event that there is time to do them at the Work Session, and this evening there is.

Council Reports

Administration, Finance and Human Resources

Councilman Bernstein congratulated Mayor White on a great year. He stated that being Mayor is a very involved position but that Mrs. White has handled it with grace. He added that she has such a nice

way about her and with her guidance, the Council has accomplished a lot.

Councilman Bernstein noted that since the last Council meeting all Departments have submitted their capital budgets. Although the capital budgets have not been finalized, his Committee is working on a balance between giving the departments what they want and need, as well as doing what is fiscally responsible. Councilman Bernstein said for many years the departments have been asked to do more with less, and his Committee appreciates their help in working with a finite number of dollars.

Land Use

Councilman Strauch said he wanted to echo Councilman Bernstein's sentiments about Mayor White. He noted that following Mayor Barra was difficult, but that Mayor White shines in the position. He complimented this Council on being more of a team than any Council he has worked with before.

Mr. Strauch thanked Mayor White for helping the Land Use Committee through some difficult issues. He noted that the residential housing market is in a slow but steady recovery and barring any unforeseen problems he hopes that 2016 will be a good year for the Construction Office.

Facilities, Parks and Recreation

Councilwoman Wilczynski stated that Mrs. White makes the position of Mayor look easy although it is not. Many changes have been made in the past year that worked out for the betterment of the Borough. She wished Mayor White good luck in the next three years of her term.

With regard to her Committee, Councilwoman Wilczynski said the DPW was able to install sod before the cold weather began. Also she is preparing for bids to be taken for the grants that Allendale has been awarded. With those bids in place the Borough will be ready to proceed with new projects in the spring.

Public Works

Mr. Sasso said he wanted to review some of the accomplishments made by the Department of Public Works in 2015. He stated the year began well with the hiring of Mr. Ron Kistner. He also noted:

- The Sheriff's Department brought in inmates to paint the Fire House and DPW which saved the municipality \$20,000.
- A lot of equipment at the DPW that was not being used or was out of date was sold at auction. Fifteen thousand dollars was turned back to the Borough of Allendale and in addition, space was freed up at the DPW.
- The Gold Star street signs were changed to honor Allendale's deceased war veterans. It was Mr. Sasso's idea and Mr. Kistner's design. Liam Wilczynski enabled the project to be paid for.
- There has been a large trailer at the DPW premises for years and now it's gone.

Staff Reports

Director of Operations

Mr. Kistner said there are several projects at the Lake which will be completed in 2016 including the

addition of an island around the flag pole and decking at the concession stand as well as improvements to the tennis courts and the bathrooms. Other capital improvement projects are scheduled for the downtown area.

Mr. Kistner said it has been a pleasure working with the Mayor and Council in Allendale.

Deputy Municipal Clerk

Ms. Ryan thanked the Council for hiring Neil Grant as a consultant. He has helped to guide her and he is a wonderful resource. She also thanked the Council for hiring her and said she is looking forward to the year ahead.

There will be a meeting to prepare for the January 4th Reorganization meeting. She thanked Mrs. VanderWende for all the assistance she has given her since she has been in Allendale.

Fire Chief

Chief Smith said there were fourteen fire calls during the month of November. He thanked the Mayor and Council for their help during the past year.

Mayor White thanked the Fire Chief and Assistant Fire Chief for the many hours they have put in during the past year. She stated that they have taken a great deal of time away from their families to do these jobs, but that it is greatly appreciated.

Municipal Attorney

Mr. Wiss thanked the Mayor and Council for the opportunity he was given to work with the Borough of Allendale. He said he works with a number of governing bodies but he has not seen a governing body that is more dedicated or more insightful than this one.

Correspondence

Mayor White said a letter of resignation was received from Tim Dunn who has been the Planning Board Attorney for forty-six years. She thanked him for his service to the Borough of Allendale and wished him every happiness in the future.

On a motion by Councilwoman Wilczynski, seconded by Councilman Bernstein, the Council voted to adjourn to Regular Session at 8:00 p.m.

Respectfully submitted,

Michelle Ryan
Deputy Municipal Clerk