

Borough of Allendale  
Mayor and Council  
Work Session  
November 23, 2015

A Work Session of the Mayor and Council was called to order at 7:32 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, McSwiggan, Sasso, Strauch, Wilczynski and Mayor White. Councilwoman Homan was 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 15-27 Regarding Required Control of Dogs; Running at Large**

Councilwoman Wilczynski said there was a problem last summer with dog feces in Crestwood Park. The police couldn't enforce this issue because the goose patrol dogs are allowed to be off leash. The change to this ordinance will subject owners of dogs not on a leash or wearing a goose patrol vest to a \$250 fine.

Mayor White said this issue was also discussed at the Public Safety Committee meeting. Detective Dillon will put a sign out to advise people that dogs must be on leash before the ticketing campaign begins.

**Resolution 15-323 Authorize Additional Hours – Michael Dalessio**

Michael Dalessio, the Electrical Inspector, has gotten a little backed up on inspections due to the large number of permits being issued by the Construction Code Office. This resolution authorizes him to work an additional twenty hours until the end of the year.

**Resolution 15-324 Award of Bid for Articulated Wheel Loader to Gamka Sales Co., Inc.**

This resolution authorizes the purchase of an Articulated Wheel Loader which Mayor White stated will be of great assistance to the Department of Public Works when they need to move snow.

**Resolution 15-325 Cancellation of Outstanding Checks**

Mayor White said there are a number of checks that were issued by the Municipality but were never

cash. This resolution will cancel those checks so they can be taken off the books.

### **Resolution 15-326 Authorize Budget Transfers**

Budget Transfers are allowed during the last two months of the current year and the first three months of the following year. This resolution authorizes two such transfers.

### **Resolution 15-327 Change Order Number Two – 2015 Road Resurfacing Program**

This resolution is for a \$25 increase to the 2015 Road Resurfacing Program SW Bergen Cooperative Contract. The contract is with D&L Contractors of Nutley, New Jersey.

#### *Mayor's Report*

Mayor White said the Council members have been invited to attend the annual Ambulance Corps Disco Ball at Seasons on January 2<sup>nd</sup>. She asked them to check their calendars and let the Corps know about their availability to attend the event.

Businesses on Boroline Road have been invited to attend an 8:30 a.m. meeting on December 3<sup>rd</sup> to discuss a grant that was received by the municipality for improvements to Boroline Road. Mayor White said that the businesses will be made aware of when the road will be closed for this four day milling and paving project. After the meeting, a design plan will be submitted to the state for approval.

A group of representatives from Allendale went to the New Jersey League of Municipalities convention last week. Mayor White stated that attendees were able to go to conference sessions and meet with vendors. She commented that it is an important event both for education and the opportunity to network.

#### *Water Committee Discussion on Changes to Chapter 262 – Water Ordinance*

Councilwoman McSwiggan said the Water Committee has worked diligently with Mrs. Mayer, Mr. Kistner and Mr. Simon to review the entire Water Ordinance in light of Allendale's relationship with United Water, now Suez. Included in their review was an examination of fees including those of Allendale's Special Needs Housing.

The ordinance will be introduced at the next Council meeting, but a quick review will be given tonight of some of the changes that are proposed.

Throughout the ordinance, terminology was updated to reflect the current job titles. Also deposits were increased from \$300 to \$500 for the application process and approvals from the Borough Engineer.

A proposed change to the ordinance will allow United Water to represent Allendale in order to collect fees on the Municipality's behalf.

Fee structures were updated in some cases so that Allendale can charge their customers what the municipality is being charged by United Water. The annual fees were also increased for fire standby service.

Language was included that will allow the Borough to pass on the charge for unmetered water to the business or entity using such unmetered water. The charge to the user will also include a twenty percent service fee to cover administrative fees.

Each of the units at Orchard Commons has its own water meter and the residents are charged the minimum amount each quarter of \$44.25. At Crescent Commons there is only one meter per building. This change will allow each unit at Crescent Commons to be charged the minimum fee plus an additional \$12.50 utility charge. Allendale Housing, Inc., the organization that owns the property will pay this fee for the residents.

Councilwoman McSwiggan said there have been instances of owners not paying their water bills when they sell their houses. This proposed change to the ordinance will have the responsibility of an unpaid water bill stay with the property rather than with the previous owner. Previously if a water bill wasn't paid during the closing transactions, United Water was left with an unpaid bill that the Borough became responsible for.

Councilman Bernstein asked if there will be a lien on the property if a bill isn't paid when a house is sold. Councilwoman McSwiggan said in these instances the water bill isn't paid by the seller, it will become the responsibility of the new owner.

Mayor White noted that once this ordinance is passed, they will contact real estate agents who work with Allendale properties so they are aware of this change.

Councilwoman McSwiggan said there will also be new meter testing fees. These fees will occur when a resident requests that their meter be tested because they don't believe it is working accurately. If the meter is tested and found to be working inaccurately there will not be a charge, but if the meter is found to be working correctly a fee will be assessed.

Previously residents were notified of water restrictions by the newspapers and by mail. The language in the ordinance will be changed so that notifications can be made to residents through Allendale's website, the Borough's emergency notification systems and notices posted in Borough Hall.

Councilwoman McSwiggan said new language has also been added to the ordinance with regard to enforcement.

She concluded by saying that the ordinance will be introduced at the next meeting and passed before the end of the year.

### *Committee Reports*

Mayor White said because there was extra time in the Work Session, she would ask the Council members to begin their Committee Reports at this time.

### Public Works

Councilman Sasso did not have a report

### Facilities, Parks and Receptions

Councilwoman Wilczynski said there are a number of springtime grants that she will begin preparing for. They include the improvements to the tennis courts, landscaping projects, bathrooms and library doors. She hopes to have everything in place so these projects can be ready to proceed in April.

### Land Use

Councilman Strauch said he is working with the Construction Code Office to wrap up any lingering projects. No date has been set for the December Land Use Committee meeting at this time.

### Administration, Finance and Human Resources

Councilman Bernstein said all Council members should be meeting with their Department Heads and capital budget sheets should be turned in to Mrs. Mayer and the Council by the end of the month. The first meeting on the capital budget will be on December 15<sup>th</sup>.

### Water and Sewer

Councilwoman McSwiggan said her Committee is meeting tomorrow. They are close to concluding the terms on the bulk water contract. They are making good progress on a few outstanding items with United Water as well as several internal items. In response to a question from Councilman Strauch, Councilwoman McSwiggan said Allendale is in its third year of working with United Water.

### Municipal Attorney

Mr. Wiss said he will give his report in Executive Session.

### Fire Chief

Chief Smith said there were sixteen fire calls in the month of October. Elections were held this month and in the coming year, Chris Stricker will be the new Fire Chief and Tom Smith will be Assistant Chief.

### CFO

Mrs. Mayer said there will be a tax sale on December 8<sup>th</sup>. At this time there are two properties for the sale.

### Director of Operations

Mr. Kistner said the DPW has been putting up the holiday decorations.

Mayor White noted that the Menorah Lighting will be on December 8<sup>th</sup> and the Holiday Walk will be December 4<sup>th</sup>.

On a motion by Councilman Bernstein, seconded by Councilwoman Wilczynski, the Council voted unanimously to adjourn to Regular Session at 7:59 p.m.

Respectfully submitted,

Michelle Ryan  
Deputy Municipal Clerk