

**Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes – 7:30 p.m.  
October 13, 2022**

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A Work Session Meeting of the Mayor and Council of the Borough of Allendale was held in the Municipal Building at 500 West Crescent Avenue, Allendale, New Jersey on October 13, 2022. The meeting was called to order at 7:30 pm by Mayor Bernstein who welcomed everyone who is joining the meeting in the audience and on Zoom Webinar. He reminded the public to mute their devices so as not to distract from the business of the meeting. Mayor Bernstein advised the public that they would have one opportunity during this meeting for public comment and he will advise you at the appropriate time.

Mayor Bernstein 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 and on the Borough Website, 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 October 5, 2022 Sunshine Notice was sent to The Record, The Ridgewood News and Star Ledger and has been posted on the public bulletin board in the Municipal Building and Borough website."

**ROLL CALL:**

PRESENT: Councilmembers Liz Homan, Susanne Lovisolo, Ed O'Connell, Matthew O'Toole, Steve Sasso and Amy Wilczynski, and Mayor Bernstein

ABSENT: None.

ALSO PRESENT: Raymond Wiss, Borough Attorney  
Linda Louise Cervino, Municipal Clerk  
Ron Kistner, Director of Operations/Administrative Officer  
Michael Dillon, Chief of Police  
John Gil, Director of Communications  
Tyler Yaccarino, Webmaster and IT

**PUBLIC COMMENT:**

**Mark Savastano, 22 Vreeland Place, Allendale**, stated I had given something to Amy and passed along to the other councilmembers in regard to a request to have an EPS Styrofoam collection in the borough. I did have a conversation with Susanne about this and her concern was whether it was going to be any cost to the borough. I assured her that it would not. This is run entirely by Bergen Hub volunteers from Sustainable Jersey. In the past, we have rented a 20-foot box truck and filled it up with the material that the residents bring. I am hopeful. We have a meeting coming up with Tracey Zort (phonetic) and they are going to be providing us funds to purchase the densifier that I have been chasing for two and a half years.

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My request is that we have it by the holidays so that post holiday collection would be possible. The date that I was hoping was Saturday, January 7, 2023. The hours would be 9 a.m. to 1 p.m. Typically, what we've done in the past is the first hour is strictly for residents of the municipality and then after that Bergen county residents can bring material. What I would be requesting is a location, perhaps, the Borough Hall parking lot or the proposed construction site. Councilwoman Wilczynski said Crestwood Lake is also an opportunity, but I think there's better visibility here at the borough hall. Mayor Bernstein said I would be in favor of doing it here. Councilwoman Wilczynski said she agrees, but would cars be able to move around the truck. Mr. Savastano said, yes, the densifier fits inside a small trailer. It's similar to a landscaper's trailer. It's no larger than that. If we don't have the densifier then it would just be packed into a truck; loose material and I would take it to a site in Haskell. Mayor Bernstein asked how many people are involved in the process. Mr. Savastano said there's usually between 10 to 15 volunteers and they come through the Bergen Hub. We also ask for volunteers in the borough that would be willing to help us out. It has never been an issue to have volunteers and process the materials.

Police Chief Dillon suggested that we put the operation as far in the parking lot to prevent backup on West Crescent Avenue. Mr. Savastano said we would have it behind the building. In the past, we've set up cones so that we can direct the traffic very easily and everybody is cooperative. During COVID we were doing it without having anybody get out of their vehicle at all. It's a well-run operation and we're all very well-versed in making sure that the operation goes smoothly. Everything is packed up and gone leaving no mess.

Ron Kistner said we have two guys in the recycling center and I'll have them pass through to check in with Mark and make sure everything is okay. Attorney Ray Wiss asked Mr. Savastano if, in the past, if there was a separate Certificate of Insurance or a look to see if it was covered by the borough policy. Mr. Savastano will find out. Attorney Wiss said we need to find out if our insurance wants us to be secondary with certificate of insurance from the sponsor of the event because I'm assuming that, ultimately, we'll want to adopt a resolution approving this. We may need to fill in some of the details you're giving tonight in terms of the actual date and find out when they run these events at other places in the past, how do they handle the insurance and we can advise our insurer of that and we can figure out where to go.

Mr. Savastano asked Ron in reference to the purchase of this unit that's pending, any type of equipment that is owned by the county and shared amongst municipalities, if you could talk about that possibility. If the county is the ultimate purchaser of this unit, the money is there but we haven't figured out how we're going to buy it yet. If you can help me out with how to present that with an example to say we know this is being done so we would like to do this with this piece of equipment.

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**ADMINISTRATION:**

*Agenda Review:*

Mayor Bernstein reviewed the Regular Session Agenda consisting of 11 resolutions on the Consent Agenda.

No comments from the audience or councilmembers regarding the Agenda Review.

*Council Reports:*

**Councilman O’Connell – Public Works**

For DPW, they have been preparing for the 2022 auction. The municipal paving is done. The downtown streetscape project is progressing nicely. Patching of holes is ongoing and they’ve already used six tons of asphalt.

**Councilman Sasso – Facilities, Parks and Recreation**

We got reimbursed \$75,000 for Phase II of the playground. Phase III is the 2020 grant. We got some money left there so we’re going to put that in there to get reimbursed for the 2020 stuff. Councilwoman Wilczynski said we’ve been very successful with the Bergen County grants. They’ve been very good with our recreation department.

Councilpresident Wilczynski and I already talked about this, but I read in the paper about something that’s happening in Ramsey where the residents are adopting a drain. What that means is that you sign up and you take care of the storm drain that’s in front of your house or two doors down. I contacted Ramsey and they gave me some other contacts to talk about how it works. We’re just floating the idea. It might be a nice idea in Allendale to do that.

We had the peace pole project. Eagle Scout Porus raised money and he put up these peace poles at Crestwood. It’s a nice place to go and meditate. He raised a good amount of money. When he was all done he had a balance left over. The idea is that the balance goes back to the sponsor. The sponsor will be the Borough of Allendale. We have a \$350 check made out to the Borough of Allendale.

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

The VPU provided its approval on September 28<sup>th</sup>. Now what’s left is engineering and easements and things like that that we have to finish up as well as some of the legal operations. It’s a wonderful step forward for the water sale and hopefully we will be able to close in November. Attorney Wiss said the contract right now has a 45-day provision so September 28<sup>th</sup> the clock basically says we’re supposed to close 45 days after that. Thank you to Ray Wiss, Mike Vreeland and Ron Kistner who had been working together to get those steps going forward. The Phase 1 water restrictions are back so we’ve been able to move back from Phase II to Phase 1, which just as a reminder that even house numbers can water on Tuesday, Thursday, Saturday and odd house numbers on Wednesday, Friday, Sunday. Monday is a recharge day, so no water on Monday is permitted.

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You can power wash your house or clean your driveway. I know people had emailed me during this time and I'm very grateful to the Allendale residents for being supportive during what was definitely a very dry time.

As far as the sewers, we are talking with both Ramsey and Saddle River. Saddle River and Allendale we are going to be looking to split the cost of lining a large stretch of piping, which will hopefully help taking on water from the outside because we do have a lot of water that's coming in and making our sewer numbers much higher than what ideally we would have them. This will be a step in the right direction.

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

The borough is still navigating through legal documents. For 220, we are meeting with the lawyers tomorrow and hopefully we will get through the last few documents. This is for 220, which is the front building. Once that closes there will be 70 units that will be built as well as the municipal community center in the front of the building. Last year we closed on 230. We received 10.2 million for that which paid down the acquisition debt. 230 is now operational. There are renters in there. We are receiving revenue from the PILOT (payment in lieu of taxes). Once we do close on 220, we're going to receive \$3,050,000.00 for the total acquisition cost of \$13,250,000.00. Part of this money is going to be put towards the new community center. We also applied for a federal grant for the community center and we did get news that it has made it through the first round. If we get this grant it will be a significant impact on the cost of the project. After we go through all of this paperwork and after we go through the closing, then we go to bid. By law, we have to pick the lowest bidder. Then we will start our part of the building. This entire project has been acquired and will be built without any additional tax dollars.

We also put in a grant, an HDSRF grant for some of the work that we did with the remediation on 230. We put that grant in about two years ago and it has finally come up. The resolution was on our council meeting this evening. Once I get all that paperwork together we will submit that and that will be a nice bump at the end of the year.

I met with the XYZ club this month with Tyler Yaccarino. We had a really great time and opened it up and answered all their questions. We're going to be starting our senior goody bag program soon. I'd like to congratulate Dave Baez as our new fire chief.

Mayor Bernstein said it is on the consent agenda filling in the balance of the term. Just as Amy said, we thank you for your willingness to serve and for all that you do for the fire department.

**Councilman O'Toole – Law & Public Safety**

The Public Safety Committee met last week for our monthly meeting. They reiterated the need for members who are available to respond during the day. Staffing the rig during the daytime hours becomes somewhat of a challenge. Chief Dillon and I had a couple conversations about how we can best navigate that moving forward.

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Also present at the meeting was Assistant Fire Chief Baez regarding a few things happening in the fire department. With the departure of Chief Policht, Dave is ascending to the chief position from assistant chief. His appointment is part of the consent agenda this evening. A big thank you to Dave for stepping up. The department is going through a little bit of a tumultuous time right now and Dave is the right guy to lead the department through all of this. Congratulations and thank you, Dave.

We're just over two weeks from Halloween. On the consent agenda is the curfew for this year. Based on Chief Dillon's recommendations, the curfew will go into effect one hour later, beginning at 9:00 p.m. on both goosey night and Halloween night.

The new school resource officer has been handling minor calls for service within the schools. The police station technology and facility upgrades are currently taking place. Our FEMA claim for tropical storm IDA is officially closed out and most of the reimbursements have been received. EMS calls to date, 592; fire department calls, 196; and police department calls for service and record entries, 12,842.

**Councilwoman Lovisolo – Land Use and Construction Code**

The Land Use committee will be meeting next Wednesday morning, which is the day of our Land Use board meeting. I'll have more to report at our next council meeting. Until then I just want to thank Ron Kistner and Mike Vreeland because there's a lot of things that come their way and they've been very involved with this whole water closing. Their time is very much focused on that and yet they still have to answer questions and take the concerns of our citizens and find a way to balance all of that. Thank you to John Gil for always getting our stuff in the newsletter.

*Mayor's Report:*

Mayor Bernstein stated fourth quarter taxes are due November 1<sup>st</sup> with a grace period through November 10<sup>th</sup>.

*Staff Reports:*

**Raymond Wiss, Borough Attorney**, stated as Councilwoman Homan mentioned with the VPU approval on September 28<sup>th</sup>, the 45-day clock is running. Most of the matters that the attorneys are involved usually meet one or two times a week, but now we are up to one or two a day. Most of the issues really involve easements. We have an older system so on a historic basis some of the utility easements are not on record so the attorneys have to prepare those. There are other cases where the utility ran over borough property so there was no need for an easement since we were both the utility and the property owner. Now that we're conveying the system, we have to create easements. Most of the attorney work is involving that or encroachments where maybe over a utility easement where somebody built a shed and we're trying to address those types of situations.



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With respect to 220, as Councilwoman Wilczynski mentioned, particularly Tom Bouregy, of my office has been working with Amy Wilczynski and our special counsel because that's in a very formative stage and everything is proceeding on that. Also regarding the Ramsey and Saddle River sewer agreements, I think one of our tasks is going to be to recreate these historic documents which are not capable of being scanned or edited as such, but we'll get on the stick on that.

**Linda Louise Cervino, Municipal Clerk**, stated that October 18<sup>th</sup> is the last day to register to vote for the General Elections to be held on Tuesday, November 8<sup>th</sup>. The Municipal Clerk's Office in the municipal building here will be open until 9 p.m. on October 18<sup>th</sup> for the purpose of voter registration only. If you will not be around on Election Day there are nine early voting locations available from October 29<sup>th</sup> through November 6<sup>th</sup>, Monday through Saturday from 10 a.m. to 8 p.m. and Sunday from 10 a.m. to 6 p.m. If you have any questions regarding elections please contact the municipal clerk's office at the borough hall. The municipal clerk's office will have a booth at Fall Fest. We will have free COVID test kits, informational material, leaf bags and chatskies.

**John Gil, Director of Communications**, stated that he's working with the police department on their website. I'll be there present at the booth this Saturday. The newsletter went out today. I hope everyone enjoys it.

**Tyler Yaccarino, Borough Webmaster & IT** said tomorrow morning I will be finalizing our server migration. Saturday is going to be a busy day in town. In the morning it's going to be the holiday observer poster painting at the Red Barn. Following that at 10:00 a.m. we're going to have a Fell House barn sale. At one o'clock West Allendale will be closing for the Fall Fest from 2 to 4. We have about 35 vendors signed up. With the holiday poster painting being that morning we're going to have the natural progression of families from the Red Barn to find their posters downtown. We're going to have vendors, live music and pumpkin painting for the kids. Saturday evening is the Northern Highlands Marching Band competition.

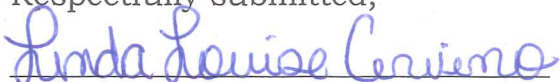
**Ron Kistner, Director of Operations**, said there is nothing to report.

**Mike Dillon, Chief of Police**, thanked the Public Safety Committee, Mr. Kistner and Mr. Wiss for collaborating with me on police-related matters. I participated in walk to school day yesterday. I'll have a booth at Fall Fest on Saturday. I'm judging the PTO pumpkin carving contest on October 23<sup>rd</sup> and coffee with a cop tentatively scheduled for November 4<sup>th</sup>. More details to follow.

**ADJOURNMENT:**

There being no further business to come before the Mayor and Council, on a motion by Councilwoman Homan, second by Councilman O'Toole and unanimously carried, the work meeting was adjourned at 7:57 p.m.

Respectfully submitted,

  
Linda Louise Cervino, RMC  
Municipal Clerk

12/01/2022  
Date Approved