

Mayor and Council of the Borough of Allendale  
Reorganization Meeting Minutes  
January 5, 2017

PRESENT: Mayor Elizabeth White and Councilmembers Ari Bernstein, Liz Homan, Jackie McSwiggan, Steve Sasso, Jim Strauch (arrived at 7:41 p.m.) and Amy Wilczynski

ABSENT: None

ALSO PRESENT: Borough Attorney Ray Wiss  
Municipal Clerk Anne Dodd

The annual Reorganization 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 January 5, 2017. The meeting was called to order at 7:33 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."

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

***Swearing In of Elected Officials:***

Mayor White commented that they have the huge honor of swearing in Councilmembers Bernstein and Sasso. She thanked both of their families for allowing them to take so much time away to ensure that Allendale is running so beautifully. She also thanked Councilmembers Bernstein and Sasso for being so committed and conscientious, noting that they serve for the betterment of Allendale rather than for their own personal agendas.

State Assemblyman Kevin Rooney administered the Oath of Office to Council-Elect Bernstein who was joined by his wife, Linda, and daughter, Lauren.

Mayor White administered the Oath of Office to Council-Elect Sasso who was joined by his wife, Rosa.

***Public Comment:***

No one came forward.

***Resolutions***

**17-01/Order of Voting**

Motion by Councilman Bernstein, second by Council, that Resolution #17-01 be approved.

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

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Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	absent
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-01**

**Order of Voting**

**Be It Resolved** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that order of voting for the governing body in 2017 will be as follows:

Councilman Bernstein  
Councilwoman Homan  
Councilwoman McSwiggan  
Councilman Sasso  
Councilman Strauch  
Councilwoman Wilczynski

**17-02/Election of Council President**

Motion by Councilwoman Wilczynski, second by Councilman Bernstein, that Resolution #17-02 be approved.

Councilwoman Wilczynski expressed her opinion that Councilwoman McSwiggan has worked tirelessly on the Water Committee and commented that she will make a great right-hand to the Mayor.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	absent
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-02**

**Election of Council President**

**Be It Resolved** that Jackie McSwiggan is hereby elected President of the Borough Council for the year 2017.

**17-03/Time and Place of Mayor and Council Meetings for 2017**

Motion by Councilman Sasso, second by Councilman Bernstein, that Resolution #17-03 be approved.

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

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Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-03**

**Time & Place of Mayor and Council Meetings for 2017**

**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 2017;
2. A copy of the schedule shall be:
  - a. Posted and maintained through the year on the 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 Borough 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.

**Mayor and Council  
Calendar for 2017**

***Work Sessions will be held at 7:30 p.m. followed by the Regular Sessions at 8:00 p.m.***

January	Reorganization Meeting	Thursday, January 5 (7:30 p.m.) Thursday, January 12 Thursday, January 26
February		Thursday, February 9 Thursday, February 16
March		Thursday, March 9 Thursday, March 23
April		Thursday, April 6 Thursday, April 27
May		Thursday, May 11 Thursday, May 25
June		Thursday, June 15 Thursday, June 29

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July	Thursday, July 13 Thursday, July 27
August	Thursday, August 10 Thursday, August 24
September	Thursday, September 14 Thursday, September 28
October	Thursday, October 12 Thursday, October 26
November	Thursday, November 16 Thursday, November 30
December	Thursday, December 14 Thursday, December 28

**17-04/Appointment of Borough Professionals**

Motion by Councilman Bernstein, second by Councilwoman McSwiggan, that Resolution #17-04 be approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-04**

**Appointment of Borough Professionals**

**Whereas**, the Borough of Allendale requires the service of professionals for the calendar year 2017; 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

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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, Wielkocz, Cerullo & Cuva, P.A.
Planner	Burgis Associates
Risk Management Consultant	Chadler Solutions
Municipal Engineer	Michael Vreeland of the firm
	Guerin & Vreeland Engineering
Tax Appeal Attorney	JoAnn Riccardi of the firm
	Edward Rogan and Associates, LLC

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 excepts 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.

**17-05/Standing Committees**

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Motion by Councilwoman McSwiggan, second by Councilwoman Homan, that Resolution #17-05 be approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-05**

**Standing Committees**

**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

**17-06/Appointments to Standing Committees**

Motion by Councilman Strauch, second by Councilman Bernstein, that Resolution #17-06 be approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-06**

**Appointments to Standing Committees**

**Be It Resolved** that the first named Council member shall act as Chair of the Committee:

Administration, Finance and Human Resources  
Councilman Bernstein and Councilwoman Wilczynski

Water, Sewer and Public Utilities  
Councilwoman McSwiggan and Councilman Bernstein

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Public Works  
Councilman Strauch and Councilwoman Homan

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 Sasso

**17-07/Election of Planning Board Representative**

Motion by Councilwoman Wilczynski, second by Councilwoman McSwiggan, that Resolution #17-07 be approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-07**

**Election of Planning Board Representative**

**Be It Resolved** that Steve Sasso is hereby elected as the Council's representative to the Planning Board for the year 2017.

**17-08/Appointment of Fire Chief and Asst. Fire Chief**

Motion by Councilwoman Homan, second by Councilman Sasso, that Resolution #17-08 be approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Resolution 17-08**

**Appointment of Fire Chief and Assistant Fire Chief**

**Be It Resolved** that the Mayor and Borough Council do hereby confirm the election of the following individuals for the term expiring December 31, 2017:

Ryan Shute	Fire Chief
John Rubino	Assistant Fire Chief

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**Swearing In of Fire Department Officers**

Mayor White requested that each of the officers announce the number of years that they have volunteered with the Allendale Fire Department.

- Ryan Shute, Chief – 15 years
- John Rubino, Assistant Chief – 11 years
- Thomas Smith, 1<sup>st</sup> Captain – 13 years
- Richard Shinnick, 2<sup>nd</sup> Captain – 9 years

Mayor White administered the Oath of Office to the 2017 Officers of the Allendale Fire Department.

**Swearing In of Ambulance Corps Officers**

Mayor White requested that each of the officers announce the number of years that they have volunteered with the Allendale Volunteer Ambulance Corps.

- Daryl D’Amore-Bottaro, Captain – 23 years
- Brian Davis, 2<sup>nd</sup> Lieutenant – 5 ½ years
- Linda Newton, 3<sup>rd</sup> Lieutenant – 6 months
- Richard J. Savino, President – 23 years
- Vincenzo A. Bottaro, Vice President – 9 years
- Linda Morgan, Recording Sec. – 40 years

Mayor White administered the Oath of Office to the 2017 Officers of the Allendale Volunteer Ambulance Corps.

Mayor White noted that all of the volunteers help the residents when they are at their worst and do so with respect and dignity. She remarked that she and the governing body members are grateful to them for their service.

**Mayor’s Appointments**

Mayor White announced that she will be making the following appointments:

Planning Board

- George Scherb (Class II, 1 year) 12/31/2017
- Joseph Daloisio (Class IV, 4 year) 12/31/2020
- Matt O’Toole (Class IV, unexpired Sirico) 12/31/2018

Library Board of Trustees

- Christopher Martin (5 year) 12/31/2021
- Melissa Duncan – Superintendent Representative

**Introduction of Ordinances**

Motion by Councilman Bernstein that the following ordinance be introduced and passed on first reading and setting January 26, 2017 at 8:00 p.m. or as soon thereafter as the as the matter can be heard as the date and time and the Council Chambers of the Allendale Municipal Building as the place for a hearing on said ordinance. Second by Councilwoman Wilczynski.

The Municipal Clerk read the title of the ordinance into the record:

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ORDINANCE 17-01 – 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 2017.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

**Consent Agenda**

- A. **17-09**/Council Appointments –Various Boards
- B. **17-10**/Appointment of PACO Officer, Personnel Officer and Anti-Sexual Harassment Officer
- C. **17-11**/Appointment of Police Physician
- D. **17-12**/Appointment of Assessment and Tax Search Officers
- E. **17-13**/Appointment of Fund Commissioner
- F. **17-14**/Appointment of Fire Official
- G. **17-15**/Appointment of Fire Inspectors
- H. **17-16**/Claims Account/Withdrawal of Borough Funds
- I. **17-17**/ADA Compliance Officer
- J. **17-18**/Adoption of By-Laws
- K. **17-19**/Official Newspapers
- L. **17-20**/Withdrawal of Water Utility Funds
- M. **17-21**/Official Depositories
- N. **17-22**/Payroll Account
- O. **17-23**/Payments Between Meeting Dates
- P. **17-24**/Cash Management Plan
- Q. **17-25**/Authorization for Telephone/Electronic Transfer of Funds
- R. **17-26**/Petty Cash Funds
- S. **17-27**/Interest on Delinquent Taxes
- T. **17-28**/Authorization to Conduct Tax Sale
- U. **17-29**/Fee for Returned Checks
- V. **17-30**/Continued Compensation for Borough Employees
- W. **17-31**/Insurance for Non-Profit Organizations
- X. **17-32**/Coverage of Quasi-Public Entities by JIF
- Y. **17-33**/Appointment of Police Chaplain
- Z. **17-34**/Appointment of Zoning Officer
- AA. **17-35**/Appointment of Property Maintenance Officer
- BB. **17-36**/Volunteer Tuition Credit Program
- CC. **17-37**/Appointment of Administrative Officer
- DD. **17-38**/Appointment of Allendale Housing, Inc. Board of Trustees
- EE. **17-39**/Appointment of Qualified Purchasing Agent
- FF. **17-40**/Appointments to Allendale Senior Housing Board of Trustees
- GG. **17-41**/Appointment of Crestwood Lake Director
- HH. **17-42**/Donation of Crestwood Lake Pass
- II. **17-43**/Appointment of Water Collector

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- JJ. **17-44**/Appointment of Licensed Water Operator
- KK. **17-45**/Appointment of Part-Time CCO Inspector
- LL. **17-46**/Appointment of Director of Operations
- MM. **17-47**/Appointment of Deputy Municipal Clerk
- NN. **17-48**/Appointment of Crew Chiefs for the DPW
- OO. **17-49**/Appointment of Court Officials
- PP. **17-50**/Appointment of Electrical Sub-Code Official
- QQ. **17-51**/Approval of 2017 Temporary Budget
- RR. **17-52**/Appointment of Official Towing Companies
- SS. **17-53**/Approval of Agreement with West Bergen Mental HealthCare
- TT. **17-54**/Approve 2017 Salaries – Police Department Employees
- UU. **17-55**/Approve 2017 Salaries – Teamsters Local 11 Employees
- VV. **17-56**/Approve 2017 Salaries – UPSEU Employees
- WW. **17-57**/Appointment of Continuing Disclosure Agent and Independent Registered Municipal Advisor
- XX. **17-58**/Approve Shared Service Agreement – Sanitary Sewer Services
- YY. **17-59**/Approve Shared Service Agreement – Sanitary Sewer Cleaning
- ZZ. **17-60**/Consent to Execution of Order of Provisional Authorization & Designation of Acting Municipal Court Administrator

Motion by Councilman Sasso, second by Councilwoman McSwiggan, that the Consent Agenda be approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilwoman McSwiggan:	aye	Councilwoman Wilczynski:	aye

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

**Resolution 17-09**

**Council Appointments**

**Be It Resolved** that the following individuals are appointed to the named Board or Commission for the period specified:

<b>NAME AND BOARD OR COMMISSION</b>	<b>TERM EXPIRES</b>
<b><u>Zoning Board of Adjustment</u></b>	
Shirley Chamberlain	12/31/2020
Daniel Manning	12/31/2020
Michael Sirico	12/31/2020
Edward Redling, Alternate No. 2	12/31/2018
<b><u>Board of Health</u></b>	
Robin Iverson	12/31/2019
Christopher Martin	12/31/2019

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Linda Morgan 12/31/2019

**Allendale Volunteer Goose Patrol**

Trish Celery 12/31/2017  
Carlton Frost 12/31/2017  
Jen Klemchalk Gill 12/31/2017  
Delfina Harvey 12/31/2017  
John Merchant 12/31/2017

**Marsh Wardens**

Mike Limatola 12/31/2017  
Jim Wright 12/31/2017

**Sports Alliance**

Peter Borzilleri 12/31/2017  
Bridget Egan 12/31/2017  
John Hottinger 12/31/2017  
Rich LeBlanq 12/31/2017  
Jim Mulanaphy 12/31/2017

**Resolution 17-10**

**Appointment of PACO Officer, Personnel Officer  
And Anti-Sexual Harassment Officer**

**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 2017; and,

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

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

**Resolution 17-11**

**Appointment of Police Physician**

**Be It Resolved** that the following physician is hereby designated as the Police Physician for the Borough of Allendale for the year 2017:

Jerald Hershman, M.D.

**Resolution 17-12**

**Appointment of Assessment and Tax Search Officers**

**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.

**Resolution 17-13**

**Appointment of Fund Commissioner**

**Be It Resolved** that the following individual is appointed as Fund Commissioner of the Bergen County Municipal Joint Insurance Fund for the year 2017:

Fund Commissioner Ronald Kistner

**Be It Further Resolved** that Elizabeth White is appointed as the Alternate of the Bergen County Municipal Joint Insurance Fund for the year 2017.

**Resolution 17-14**

**Appointment of Fire Official**

**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 2017.

Fire Official – Ernest W. Cassidy. Jr.

**Resolution 17-15**

**Appointment of Fire Inspectors**

**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 2017:

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

**Resolution 17-16**

**Claims Account and Withdrawal of Borough Funds**

**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 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.

**Resolution 17-17**

**Appointment of ADA Compliance Officer**

**Be It Resolved** that Ron Kistner is hereby appointed as ADA Compliance Officer for the Borough of Allendale for the year 2017.

**Resolution 17-18**

**Adoption of By Laws**

**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 2017.

**Resolution 17-19**

**Designation of Official Newspapers**

**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 2017.

**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 bulletin board in Borough Hall.

**Resolution 17-20**

**Withdrawal of Water Utility Funds**

**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 17-22.

**Resolution 17-21**

**Official Depositories**

**Be It Resolved** that Lakeland Bank, M&T Bank, J.P. Morgan Chase Bank, Bank of America, and New Jersey Cash Management be designated as official depositories for the Borough funds for the year 2017.

**Resolution 17-22**

**Payroll Account**

**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.

**Resolution 17-23**

**Payments Between Meeting Dates**

**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.

**Resolution 17-24**

**Cash Management Plan**

**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 this plan.

Cash Management Plan  
Borough of Allendale  
YEAR 2017

**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 NJSA 40A:5-14. This law requires that each local unit shall adopt a Cash Management Plan.

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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 NJSA 40A:5-14.

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

Lakeland Bank, M&T Bank, JP Morgan Chase, 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 NJSA 40A:5-14.

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

1. The Chief Financial Officer 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 NJSA 40A:5-15.1. The Borough of Allendale is currently receiving the best investment rates at Lakeland Bank and with Certificates of Deposits.

**Records and Reports**

1. The Chief Financial Officer shall report all investments in accordance with NJSA 40A:5-15.2.
2. At a minimum, the Chief Financial Officer shall:
  - a. Keep a record of all investments.

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- 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 NJSA 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 17-25**

**Authorization for Telephone Transfer/Electronic Transfer of Funds**

**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.

**Resolution 17-26**

**Petty Cash Funds**

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

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

**Resolution 17-27**

**Interest on Delinquent Taxes**

**Be It Resolved** that interest will be charged at the rate of eight (8%) per cent per annum on the first \$1,500 of all delinquent taxes, assessments and Borough charges and eighteen (18%) per cent 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 It 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.

**Resolution 17-28**

**Authorization to Conduct Tax Sale**

**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.

**Resolution 17-29**

**Fee for Returned Checks**

**Whereas**, NJSA 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.

**Resolution 17-30**

**Continued Compensation for Borough Employees**

**Be It Resolved** that the Chief Financial Officer be and she is authorized and directed to continue the compensation of Borough employees at 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 2017.

**Resolution 17-31**

**Insurance for Non-profit Organizations**

**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

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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.

**Resolution 17-32**

**Coverage of Quasi-Public Entities by JIF**

**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” an 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 III – Allendale Volunteer Goose Patrol
- Class IV – Allendale Recreation Committee
- Class IV – Crestwood Lake Swim Team
- Class IV – Aleoop
- Class IV – Allendale Sports Alliance
- Class IV – Fell House – Concerned Citizens of Allendale

**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 a bona fide charitable, educational, or recreational activity of the municipality and is, in fact an organization that supports and/or provides services to the municipality in general and as such is sponsored or subsidized directly or indirectly by the municipality.

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

**Resolution 17-33**

**Appointment of Police Chaplain**

**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 2017.

**Resolution 17-34**

**Appointment of Zoning Officer**

**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, 2017 for a term to expire December 31, 2017.

**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.

**Resolution 17-35**

**Appointment of Property Maintenance Officer**

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

**Now, Therefore, Be It Resolved** that Michael Limatola is hereby appointed to the aforementioned position to be effective January 1, 2017 for a term to expire December 31, 2017.

**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.

**Resolution 17-36**

**Volunteer Tuition Credit Program**

**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

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**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.

**Resolution 17-37**

**Appointment of Administrative Officer**

**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, 2017 to December 31, 2017; and,

**Be It Further Resolved** that the annual salary for the position of Administrative Officer shall be commensurate with the 2017 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.

**Resolution 17-38**

**Appointment of Board of Trustees  
Allendale Housing, Inc.**

**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, 2017.

**Resolution 17-39**

**Appointment of Qualified Purchasing Agent**

**Be It Resolved** by the Governing Body that Joseph Citro is hereby appointed as Qualified Purchasing Agent effective until December 31, 2017 at an annual compensation of \$3,500.00.

**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.

**Resolution 17-40**

**Appointments to Allendale Senior Housing Board of Trustees**

**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, 2017
Ari Bernstein	Allendale Senior Housing	December 31, 2017

**Resolution 17-41**

**Appointment of Crestwood Lake Director**

**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 Tom Viscardi as the Lake Director for Crestwood Lake for the 2017 swim season.

**Resolution 17-42**

**Donation of Crestwood Lake Season Pass  
To Allendale Foundation for Educational Excellence**

**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 2017 Season Pass to the Allendale Foundation for Educational Excellence.

**Resolution 17-43**

**Appointment of Water Collector**

**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, 2017 for a term to expire December 31, 2017.

**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.

**Resolution 17-44**

**Appointment of Licensed Water Operator  
of the Sewer Department**

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

**Resolution 17-45**

**Authorization to Hire and Appointment of Part-Time CCO Inspector**

**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 2017; and

**Be it Further Resolved** that the annual salary be \$5,100.

**Resolution 17-46**

**Appointment of Director of Operations**

**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, 2017 until December 31, 2017.

**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.

**Resolution 17-47**

**Appointment of Deputy Municipal Clerk**

**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.

**Now, Therefore, Be It Resolved** that Michelle Ryan is hereby appointed to the position of Deputy Municipal Clerk effective January 1, 2017 for a term to expire December 31, 2017.

**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.

**Resolution 17-48**

**Appointment of Crew Chiefs  
for the Department of Public Works**

**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, 2017.

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**Be It Further Resolved** that the foregoing appointment and accompanying compensation be made effective as of January 1, 2017, and expire on December 31, 2017.

**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.

**Resolution 17-49**

**Appointment of Court Officials**

**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 2017; 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 2017 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 Prosecutor: Richard Rosa, Esq., for a term of one year commencing January 1, 2017 until December 31, 2017 and until a successor is appointed and qualified pursuant to NJSA 2B:25-4a;

Alternate Prosecutor: John Guerin, Esq., for a term of one year commencing January 1, 2017 until December 31, 2017;

Public Defender: Robert Metzdorf, Esq., for a term of one year commencing January 1, 2017 until December 31, 2017 and until a successor is appointed and qualified pursuant to NJSA 2B:24-4a;

Alternate Public Defender: Matthew Miller, Esq., for a term of one year commencing January 1, 2017 until December 31, 2017;

**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.

**Resolution 17-50**

Appointment of Electrical Inspector

**Be It Resolved** by the Mayor and Council of the Borough of Allendale, that it does hereby reappoint Michael J. Dalessio as Electrical Sub-Code Official effective January 1, 2017, for six hours a week at an annual salary of \$13,104.

**Resolution 17-51**

**Approval of 2017 Temporary Budget**

**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 2017 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 2017; and,

**Whereas**, the total appropriations in the 2016 Budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

General	\$11,320,500.00
Water Utility	\$ 1,395,325.00

**Whereas**, 26.25 percent of the total appropriations in the 2016 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2016 Budget is as follows:

General	\$ 2,971,631.00
Water Utility	\$ 366,273.00

**Now, Therefore, Be It Resolved** by the Mayor and Borough 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.

**Resolution 17-52**

**Appointment of Official Towing Companies**

**Whereas**, pursuant to Chapter 240 of the Code of the Borough of Allendale dealing with regulation and enforcement of towing, road service and storage of vehicles in the Borough of Allendale, various applications have been made to obtain a license for inclusion on the official list of towing companies in the Borough; and,

**Whereas**, the applications have been reviewed by the Chief of Police who has provided a report to the Municipal Clerk recommending approval by the Governing Body of the applications of certain applicants; and,

**Whereas**, the Borough Council of the Borough of Allendale has reviewed the matter and finds just cause to take action.

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**Now, Therefore, Be It Resolved** that the following applications be hereby approved to be included on the official list of towing companies for the Borough of Allendale effective January 5, 2017: A-1 Auto Body, All Points Towing, Allendale Towing, Big Tows, CitiWide Towing, NAR Towing, Ramsey Auto Body, Rondale Towing, Venusti Auto Body; and,

**Be It Further Resolved** that approval shall be granted to the aforesaid towing companies effective January 5, 2017 through December 31, 2019, in accordance with the terms of Chapter 240; and,

**Be It Further Resolved** that said approvals remain in effect provided that said approved towing companies are in continued compliance with the terms of Chapter 240; and,

**Be It Further Resolved** that the Municipal Clerk, upon payment of the appropriate fee, is authorized to issue a certificate of approval to the aforesaid towing companies.

**Resolution 17-53**

**Approval to Authorize Mayor and Municipal Clerk to Sign 2017  
West Bergen Mental Health Care Agreement**

**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 be and are hereby authorized to sign said agreement.

**Resolution 17-54**

**POLICE SALARY RESOLUTION**

**Be It Resolved** that the following are the salaries for Borough employees for the year 2017. All salaries are retroactive to January 1, 2017.

Kevin Azevedo, Police Officer (1/1/17 - 1/17/17)	\$63,713
Kevin Azevedo, Police Officer (1/18/17 - 12/31/17)	\$74,017
Michael Dillon, Police Officer (1/1/17 - 3/12/17)	\$130,674
Michael Dillon, Police Officer (3/13/17 - 12/31/17)	\$133,187
Michael Dillon, Detective	\$1,500
Todd Griffith, Sergeant	\$147,007
Jamie Hillgardner, Police Officer (1/1/17-1/17/17)	\$63,713

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Jamie Hillgardner, Police Officer (1/18/17-12/31/17)	\$74,017
Sean Hubbard, Police Officer	\$133,187
William Kroepke, Sergeant	\$147,007
Scott Kuenzel, Police Officer	\$133,187
Terry Lawler, Sergeant	\$147,007
John Mattaice, Sergeant	\$147,007
Vincent Rizzo, Police Officer	\$93,351
Dan Rosendahl, Police Officer (1/1/17 - 7/15/17)	\$74,017
Dan Rosendahl, Police Officer (7/16/16-12/31/16)	\$83,684
Paul Stettner, Police Officer (1/1/17 - 8/2/17)	\$135,700
Paul Stettner, Police Officer (8/3/17 - 12/31/17)	\$138,213
Victor Bartoloma, Police Officer (1/1/17 - 1/29/17)	\$54,142
Victor Bartoloma, Police Officer (1/30/17 - 12/31/17)	\$63,713
Alex Helmer, Police Officer (1/1/17 - 7/21/17)	\$35,000
Alex Helmer, Police Officer (7/22/17 - 12/31/17)	\$44,571

**Resolution 17-55**

**TEAMSTERS SALARY RESOLUTION**

**Be It Resolved** that the following are the salaries for Borough employees for the year 2017. All salaries are retroactive to January 1, 2017.

Steve Cameron, DPW Laborer	\$58,516
Dan Davis, DPW Laborer	\$58,516
Dan Davis, Crew Chief	\$3,000
Ray Frazier, DPW Laborer	\$58,516
Richard McDowell, DPW Laborer	\$58,516
Jim Moritz, DPW Laborer	\$58,516
John Pasquino, DPW Laborer	\$46,371
John Pasquino, Crew Chief	\$3,000
Dan Richards, DPW Laborer, Mechanic	\$58,516
Dan Richards, Crew Chief	\$3,000
Layne Simon, DPW Laborer	\$66,244
Layne Simon, Water Projects Coordinator	\$2,000
Lonnie Simon, DPW Laborer	\$55,203
Doug Lagoda, DPW Laborer, Part-time Hourly	\$15.30
Morgan Herndon, DPW laborer, Part-time Hourly	\$15.30
Standby, Weekly	\$275

**Resolution 17-56**

**SALARY RESOLUTION**

**Be It Resolved** that the following are the salaries for Borough employees for the year 2017. All salaries are retroactive to January 1, 2017.

Jean Manus, Board of Health/Registrar/Tax Assessor Clerk	\$48,038
Alice Palmer, Bookkeeper	\$60,887

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Nancy Donnelly, Tax/Finance Clerk	\$53,079
Diana Bradley, Administrative Secretary, Police	\$36,414
Michael, Schell, Radio Police Dispatcher, Full-time	\$35,000
Anthony Iacovo, Radio Police Dispatcher, Full-time	\$35,808
Shafeq Zariff, Radio Police Dispatcher, Full-time	\$35,000
Ryan Berger, Radio Police Dispatcher, Full-time	\$35,000
Melissa Daly, Technical Assistant to Borough Engineer, P/T Hourly	\$26.53
Stephanie Geisler, Building Department Technical Assistant, P/T Hourly	\$25.50
Diane Vander Wende, Administrative Assistant, P/T Hourly	\$19.77
Tyler Yaccarino, Clerk Typist, P/T Hourly	\$15.30
Tyler Yaccarino, Webmaster	\$1,500
Tatiana Marquis, DPW Clerk, P/T Hourly	\$19.77

**Resolution 17-57**

**Appointment of Continuing Disclosure Agent and  
Independent Registered Municipal Advisor**

**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 2016; and

**Whereas**, Phoenix Advisors, LLC has submitted a proposal for services in 2017;

**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 2017;

**Resolution 17-58**

**WHEREAS**, the Borough is in need of a NJ Licensed Collection System Operator and certain sanitary sewer services; and

**WHEREAS**, Northwest Bergen County Utilities Authority (NBCUA), has submitted a shared services proposal for such services dated December 12, 2016, which the Water, Sewer, and Public Utilities Committee finds acceptable and which has been recommended to the Governing Body; and

**WHEREAS**, NBCUA is duly qualified and is available to perform such services; and

**WHEREAS**, the Chief Financial Officer has attached hereto a Certification that adequate funds are or will be duly budgeted to pay for this agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body that it does hereby authorize the Mayor and Municipal Clerk to sign the Shared Services Proposal or an appropriate agreement to reflect these services for 2017.

**Approval of Shared Service Agreement with the NorthWest Bergen  
County Utilities Authority for Sanitary Sewer Cleaning**

**Whereas**, the Borough of Allendale seeks to enter into an Interlocal Agreement with the Northwest Bergen County Utilities Authority whereby provide sanitary sewer jetting services on an as needed basis to the Municipality for the years 2017 and 2018; the Municipality will pay to the NWBCUA a per foot price of forty-eight cents (\$0.51) in 2017 and a per foot price of fifty- cents (\$0.52) in the year 2018, and

**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 authorizes the Mayor and Municipal Clerk to sign a Shared Service Agreement offered through the NorthWest Bergen County Utilities Authority (NBCUA) for sanitary sewer jetting services effective January 1, 2017 until December 31, 2018.

**CONSENT & AGREEMENT  
TO THE EXECUTION OF AN ORDER OF PROVISIONAL AUTHORIZATION AND DESIGNATION  
OF AN ACTING MUNICIPAL COURT ADMINISTRATOR BETWEEN THE MUNICIPALITY OF  
ALLENDALE AND THE MUNICIPALITY OF UPPER SADDLE RIVER**

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**WHEREAS**, pursuant to N.J.S.A. 2B:12-10 the Municipality of Upper Saddle River and the Municipality of Allendale are required to provide for a Municipal Court Administrator; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1 et. Seq., any municipality of the State of New Jersey may contract with any other municipality or municipalities to share services that any party to the agreement is empowered to provide within its own jurisdiction; and

**WHEREAS**, in accordance with N.J.S.A. 2B:12-1(c) the Municipality of Upper Saddle River and the Municipality of Allendale consent and agree to share the professional services of the Municipal Court Administrator on a provisional basis to undertake the duties of the absent Municipal Court Administrator during scheduled and/or scheduled leaves, within the two respective municipalities; and

**WHEREAS**, as required by N.J.S.A. 2B:12-10(b), the pay rate is \$20 per hour or \$2,000 annually.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Allendale that the Municipality of Allendale and the Municipality of Upper Saddle River consent to the agreement attached hereto and incorporated herein by reference.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk be and are hereby authorized to sign said agreement.

***Unfinished Business:***

There was no unfinished business.

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***New Business:***

There was no new business.

***Council Committee Reports and Comments***

**Councilman Strauch** – Public Works

Councilman Strauch thanked Mayor White for reappointing him as Chair of the Public Works Committee. He advised that they will be meeting next Wednesday at 9 a.m.

**Councilwoman Homan** - Public Safety

Councilwoman Homan expressed that she is thrilled to continue as Chair of the Public Safety Committee and advised that their first meeting is scheduled on Friday, January 20<sup>th</sup>. She thanked all of the volunteers who serve the Borough.

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

Councilwoman Wilczynski congratulated Councilmembers Sasso and Bernstein on their reelection, noting that they both work tirelessly for Allendale. She also thanked all of the volunteers who serve the Borough. She commented that she is thrilled to continue as Chair of the Facilities, Parks and Recreation Committee as she is looking forward to making Crestwood Lake and the Borough parks and facilities beautiful.

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

Councilwoman McSwiggan expressed that she is happy to be reappointed as Chair of the Water, Sewer and Public Utilities Committee. She thanked the governing body members for nominating her to be Council President. She noted that her committee has a lot planned for the upcoming year, advising that tonight they entered into two shared service agreements with the Northwest Bergen Utilities Authority. She reminded everyone to be mindful of water usage as we are still experiencing drought conditions.

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

Councilman Sasso commented that he is excited to stay on as Chair of the Land Use and Construction Code Committee and is looking forward to serving on the Public Safety Committee. He advised that the Land Use and Construction Code Committee will be meeting tomorrow morning at 8 a.m.

**Councilman Bernstein** – Administration, Finance and Human Resources

Councilman Bernstein reported that the Administration, Finance and Human Resources Committee met yesterday. He commended the CFO, Alissa Mayer, for the wonderful job that she has done with the 2016 budget. He advised that they are beginning to tackle the 2017 budget and will be reaching out to the Financial Advisory Committee in the near future. He noted that the acquisition of the property located at 220 and 230 W. Crescent Avenue will present a challenge but stated that he is up to facing that challenge.

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In terms of his reelection, he commented that he was humbled by the support that he and Councilman Sasso received. He stated that it has been his honor and privilege to serve and he looks forward to continuing to serve. He noted that there are no Republicans or Democrats on the dais but, instead, everyone is looking to do what is in the best interest of Allendale. He thanked Mayor White for her leadership and guidance, noting that she has handled challenges with dignity and grace.

***Staff Reports:***

Ray Wiss, Municipal Attorney, congratulated Councilmembers Bernstein and Sasso and thanked the governing body for his reappointment.

Anne Dodd, Municipal Clerk, advised that she has no report.

Mayor White thanked Borough Clerk Dodd for her work over the past month putting tonight's agenda together. She also thanked Ron Kistner, Administrative Officer/Director of Operations, Michelle Ryan, Deputy Clerk, and Tyler Yaccarino, Administrative Assistant, for their role in tonight's meeting.

Ron Kistner, Administrative Officer/Director of Operations, wished everyone a happy, healthy New Year.

***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 8:03 p.m.

Respectfully submitted,

Anne Dodd, RMC  
Municipal Clerk