

Mayor and Council of the Borough of Allendale
Special Regular Session Meeting Minutes
March 12, 2018

PRESENT: Mayor Elizabeth White and Council members Ari Bernstein, Liz Homan, Steve Sasso, and Jim Strauch

ABSENT: Council members Edward O'Connell and Amy Wilczynski

ALSO PRESENT: Municipal Clerk Anne Dodd

A Regular Session Meeting of the Mayor and Council of the Borough of Allendale was held in the Municipal Building at 500 West Crescent Avenue, Allendale, NJ on March 12, 2018. The meeting was called to order at 8:05 a.m. by Mayor White who asked that the Municipal Clerk read the open public meetings statement: "In compliance with the Open Public Meetings Act, the notice requirements have been satisfied. The meeting dates for the year are confirmed at the Annual Meeting, are posted on the public bulletin board in the Municipal Building, published in the Record within the first 10 days of the New Year, and copies are sent to the Ridgewood News and Star Ledger. Notice of this meeting by the March 9, 2018 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."

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

Mayor White explained that the regularly scheduled Work Session and Regular Session on March 8th had to be canceled due to a power outage. She noted that the main purpose for holding this special meeting is to introduce the ordinance and adopt the Consent Agenda that had been listed on last week's agenda.

Approval of Minutes:

Motion by Councilman Strauch, second by Councilman Bernstein, that the Minutes of February 15, 2018 Closed Executive Session (not to be released,) February 15, 2018 Work Session and February 15, 2018 Regular Session are approved.

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilman O'Connell:	absent	Councilwoman Wilczynski:	absent

Public Comment

No one came forward.

Introduction of Ordinances:

Mayor White explained that this ordinance will implement a 3% increase in water rates. As the water utility is self-sustaining, Mayor White advised that it is necessary to increase rates to offset decreased usage and provide sufficient funds for emergency repairs due to the number water main breaks that have occurred. She noted that this increase will result in an average increase of \$7 per household per quarter.

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Ordinances 18-08

Motion by Councilwoman Homan that the following ordinance be introduced and passed on first reading and setting March 22, 2018 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 Councilman Bernstein.

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

ORDINANCE 18-08 – AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, WATER CHARGES, CHAPTER 262-11

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

Councilman Bernstein:	aye	Councilman Sasso:	aye
Councilwoman Homan:	aye	Councilman Strauch:	aye
Councilman O’Connell:	absent	Councilwoman Wilczynski:	absent

Consent Agenda

- A. **18-85**/Approval of Bill List
- B. **18-86**/Approve Donation – Crestwood Lake Season Pass – Allendale Woman’s Club 2018 Fashion Show
- C. **18-87**/Authorize Refund – Water Overpayment – Greimel
- D. **18-88**/Award Contract – 2018 Janitorial Services – Guy’s Maintenance, Inc.
- E. **18-89**/Award Contract – Monthly Street Sweeping Services – Northeast Sweeping, LLC
- F. **18-90**/Authorize Agreement – 2018 Commercial Ground Maintenance – High Mountain Landscaping, Inc.
- G. **18-91**/Authorize Agreement – 2018 Turf Program – TruGreen Commercial
- H. **18-92**/Waive Soil Movement & Performance Guarantee Fees – Block 506 Lot 4.07 & 4.08
- I. **18-93**/Authorize Release of Maintenance Surety Bond – Quick Chek
- J. **18-94**/Authorize Refunds – Overpayment of 2017 Taxes – Various Properties
- K. **18-95**/Establish Policy for Refund of 2018 Prepaid Property Taxes
- L. **18-96**/Authorize Change Order No. 1 – 2015 Municipal Aid Program
- M. **18-97**/Authorize Emergency Temporary Appropriations
- N. **18-98**/Award Contract – Electronic Document Management & Scanning Services – Accuscan

Motion by Councilman Strauch, second by Councilman Sasso, 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
Councilman O’Connell:	absent	Councilwoman Wilczynski:	absent

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

Resolution 18-85

List of Bills

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated March 12, 2018 in the amounts of:

Current Fund	\$2,281,606.91
Payroll Account	\$386,862.03
General Capital	\$10,792.16
Animal Fund	\$48.00
Grant Fund	\$0.00
COAH/Housing Trust	\$7,658.87
Improvement & Beautification	\$0.00
Unemployment Fund	\$0.00
Trust Fund	\$637.50
Water Operating	\$0.00
Water Capital	\$262,275.11
Total	\$2,949,880.58

Resolution 18-86

Donation of Crestwood Lake Season Pass
To Allendale Woman's Club 2018 Fashion Show

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 2018 Season Pass to the Allendale Woman's Club for the 2018 Fashion Show on April 24, 2018.

Resolution 18-87

Water Overpayment

BE IT RESOLVED by the Council of the Borough of Allendale that the Water Collector is hereby authorized to issue the following refund check for an overpayment on the account listed below and charge same to Water Rents for 2018:

Account Number	Name	Amount
3117124753472	Chris Greimel	\$668.70

Resolution 18-88

**Award of Janitorial Services Contract
to Guy's Maintenance, Inc.**

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Whereas, the Borough finds the need to contract certain janitorial services; and,

Whereas, a Request for Quotes for 2018 Janitorial Services was sought by the Borough's Director of Operations on February 9, 2018; and

Whereas, the deadline to submit quotations and pricing was February 21, 2018 at 12 noon; and

Whereas, Guy's Maintenance Co., Inc. and Urucorp Maintenance and Contractors, Inc. were responsive; and

Whereas, the proposal by Guy's Maintenance Co., Inc. was deemed to be the lowest responsive, responsible proposal; and

Whereas, the Chief Financial Officer has attached hereto a certification that adequate funds have been or will be duly budgeted and appropriated to pay for the contract.

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that a contract for standard Janitorial Services be awarded to Guy's Maintenance Co., Inc. located at 49 Cherokee Avenue, Allendale, NJ 07401 for the term January 1, 2018 to December 31, 2018, in the amount of \$2,400.00 per month for a total yearly amount of \$28,800.00; and

Be It Further Resolved that the Borough also wishes to contract with Guy's Maintenance Co., Inc. for specialty services on an as-needed basis, not to exceed \$2,500 in total, for the term January 1, 2018 to December 31, 2018, in accordance with the pricing contained in their proposal.

Be It Further Resolved that this contract shall commence as of January 1, 2018 and conclude on December 31, 2018.

Be It Further Resolved that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to take such action as may be necessary to implement this Resolution, including the execution of an Agreement with Guy's Maintenance Co. for the above services.

Resolution 18-89

**Award of Street Sweeping Services Contract
to Northeast Sweeping LLC**

Whereas, the Borough finds the need to contract street sweeping services; and,

Whereas, a Request for Quotes for Monthly Sweeping Services was sought by the Borough's Director of Operations on February 1, 2018; and

Whereas, the deadline to submit the quotations and pricing was February 16, 2018 at 12 noon; and

Whereas, Northeast Sweeping LLC and East Coast Industrial Services, Inc. were responsive; and

Whereas, the proposal by Northeast Sweeping LLC was deemed to be the lowest responsive, responsible proposal; and

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Whereas, the Chief Financial Officer has attached hereto a certification that adequate funds have been or will be duly budgeted and appropriated to pay for the contract.

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that a contract for street sweeping services be awarded to Northeast Sweeping LLC located at 204 Walnut Street, Nutley, New Jersey 07110 for the term March 1, 2018 to December 31, 2018, in the amount of \$1,450.00 per month for a total amount of \$14,500.00 for the contract term; and

Be It Further Resolved that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to take such action as may be necessary to implement this Resolution, including the execution of an Agreement with Northeast Sweeping LLC for the above services.

Resolution 18-90

Approval of Agreement for 2018 Commercial Ground Maintenance

Whereas, there is a need for landscaping services for the 2018 Commercial Ground Maintenance Program; and

Whereas, an agreement was authorized via Resolution 17-123 with High Mountain Landscaping, Inc. for the 2017 Commercial Ground Maintenance Program; and

Whereas, the Borough of Allendale wishes to extend the contract for a period of one year; and

Whereas, the Chief Financial Officer has attached hereto a certification that adequate funds have been or will be duly budgeted and appropriated to pay for the contract.

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that an Agreement is hereby authorized for landscaping services for the 2018 Commercial Ground Maintenance with High Mountain Landscaping, 101 Ballentine Drive, North Haledon, New Jersey 07508 in the amount of \$34,345.00; and

Be It Further Resolved that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to such action as may be necessary to implement this Resolution, including the execution of an Agreement with High Mountain Landscaping for the above services.

Resolution 18-91

Authorize Agreement for 2018 Turf Program

Whereas, there is a need for landscaping services for the 2018 Turf Program; and

Whereas, an agreement was authorized via Resolution #16-125 with TruGreen Commercial for the 2016 Turf Program; and

Whereas, the Borough of Allendale wishes to extend the contract for a period of one year; and

Whereas, the Chief Financial Officer has attached hereto a certification that adequate funds have been or will be duly budgeted and appropriated to pay for the contract.

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Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that an Agreement is hereby authorized for landscaping services for the 2018 Turf Program with TruGreen Commercial, 118 Route 17 North, Upper Saddle River, New Jersey 07458 in the amount of \$13,410.00; and

Be It Further Resolved that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to take such action as may be necessary to implement this Resolution, including the execution of an Agreement with TruGreen Commercial for the above services.

Resolution 18-92

Waiver of Building Permit Fees
for BC UW Madeline Housing Partners

WHEREAS, BC UW Madeline Housing Partners has applied for a building permit to construct veteran housing at its property located at Block 506, Lot 4.07 and 4.08 on the Tax Map of the Borough of Allendale; and

WHEREAS, due to the status and use of the property as veteran housing, the Land Use Committee has recommended that the fees for soil movement and the performance guarantee be waived; and

WHEREAS, the Governing Body has reviewed the recommendation and concurs.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that the soil movement fees and performance guarantee relating to the proposed construction at BC UW Madeline Housing Partners site are hereby waived.

Resolution 18-93

Release of Maintenance Surety Bond – Quick Chek

Whereas, Quick Chek, with an address at 36 Route 17 North, Block 602, Lot 1 in the Borough of Allendale, County of Bergen, State of New Jersey issued a Maintenance Surety Bond on December 8, 2015 in the amount of \$14,500 as a condition to release the Performance Guaranty Bond posted previously for the construction of a Quick Chek located at the above-referenced address; and

Whereas, the Maintenance Surety Bond reached its expiration date on December 7, 2017; and

Whereas, Quick Chek has requested the return of the original Maintenance Surety Bond accompanied by a letter from the Borough of Allendale confirming the release of said bond; and

Whereas, the Borough Engineer's Office, after review of the file and onsite visits, has no objections to the release and return of said Maintenance Surety Bond as per correspondence dated December 8, 2017;

Whereas, the Governing Body has reviewed the Engineer's recommendation and concurs with same;

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Now, Therefore, Be It Resolved by the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey, hereby approves the release of the Maintenance Surety Bond issued by Quick Chek, 36 Route 17 North, Block 602, Lot 1 in the Borough of Allendale, County of Bergen, State of New Jersey; and

Be It Further Resolved that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to take such action as may be necessary to implement this Resolution.

Resolution 18-94

OVERPAYMENT

BE IT RESOLVED by the Council of the Borough of Allendale that the Tax Collector is hereby authorized to issue the following checks on the properties listed below and charge same to Overpayment of 2017 Taxes:

Block/ Lot	Name	Property Location	Amount
801.01/48	Pellecchia, Ralph & Saray 9 Pine Road Allendale, NJ 07401	9 Pine Road	\$932.14
911/11	Gramsch, Glenn 74 Pittis Avenue Allendale, NJ 07401	74 Pittis Avenue	\$34.04
1003/3	Appelgren, Paul & Donna 24 W Maple Avenue Allendale, NJ 07401	24 W Maple Avenue	\$11.94
1705/11	Schaub, Michael & Jennifer 110 Mallinson Street Allendale, NJ 07401	110 Mallinson Street	\$806.90
2101/1.401	Sang, Jingfeng 401 Whitney Lane Allendale, NJ 07401	401 Whitney Lane	\$831.56
TOTAL			\$2,616.58

Resolution 18-95

WHEREAS, as a result of the change in the recent Federal tax laws applicable to the elimination of property tax payments as itemized deductions available to individuals filing personal tax returns beginning in 2018, a significant number of Borough property owners elected to prepay their 2018 property taxes for the 1st half and in some cases, the 2nd half with the anticipation that such payments will be allowable deductions on their 2017 personal tax returns, and, as a result of subsequent IRS guidance on the deductibility of such prepaid 2018 property taxes, there have been instances where taxpayers are seeking refunds of payments made toward the 2nd half of their 2018 property taxes. As

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a result, the Division of Local Government Services (the "Division") has promulgated guidance after consultation with the Attorney General's Office by issuing Local Finance Notice 2018-04 to municipalities as to how to address various issues that have (or will) arise due to this deluge of prepayments.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, Borough of Allendale:

1. That a policy be adopted to authorize the Tax Collector to refund 2018 2nd half taxes, not billed, when requested by the taxpayer, and,

In the event a mortgage company makes payment on a quarter already paid by the property owner, the refund be issued to the mortgage company.

Resolution 18-96

Change Order Number One – 2015 Municipal Aid Program
West Allendale Avenue (Section 6) & West Maple Avenue Improvements

Whereas, the Borough Engineer has requested that certain changes are needed in the 2015 Municipal Aid Program contract; and

Whereas, a net decrease of \$18,711.51 will result from the actual quantities of work measured and performed; and

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Change Order Number One resulting in a decrease of \$18,511.51, a 12.27% decrease in the original contracted amount, be approved for the 2015 Municipal Aid Program, resulting in a new contract amount of \$133,819.95.

Be It Further Resolved that Change Order Number One in the decreased amount of \$18,711.51 be approved for performance by American Asphalt and Milling Service, LLC, 96 Midland Avenue, Kearny, NJ 07032.

Resolution 18-97

Authorizing Emergency Temporary Budget Appropriations

WHEREAS, an emergent condition has arisen with respect to certain budget appropriations and no adequate provision has been made in the 2018 Temporary Budget, and N.J.S.A. 40A: 4-20 provides for the creation of emergency temporary appropriations for said purpose; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale that in accordance with the provisions of N.J.S.A. 40A: 4-20;

1. An emergency temporary appropriation be and the same is hereby made in the total amount of:

Current Fund	
Administration, S&W	\$13,500
Administration, O.E.	10,000

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Mayor & Council, O.E.	1,000
Municipal Clerk, S&W	10,000
Finance, S&W	10,000
Tax Collection, O.E.	1,000
Tax Assessment, S&W	2,000
Legal, O.E.	20,000
Engineering, O.E.	5,000
Planning/Zoning Board, S&W	6,000
Construction, S&W	2,000
Electrical Inspector, S&W	1,500
Plumbing Subcode, S&W	1,500
Property Maintenance, S&W	500
Fire Subcode, S&W	2,200
Worker's Comp, O.E.	42,000
Group Insurance, O.E.	60,000
Police, S&W	275,000
Police, O.E.	15,000
Fire Department, O.E.	15,000
Emergency Management, S&W	600
Fire Official, S&W	600
Radio Equipment Maintenance, O.E.	500
Municipal Prosecutor, S&W	600
Streets & Roads, S&W	100,000
Streets & Roads, O.E.	3,000
Snow Removal, O.E.	20,000
Shade Tree, O.E.	3,000
Garbage & Trash Removal, O.E.	45,000
Municipal Recycling, O.E.	5,500
Buildings & Grounds, O.E.	5,000
Animal Control, O.E.	500
Parks, O.E.	5,000
Crestwood, O.E.	7,500
Electricity, O.E.	10,000
Street Lighting, O.E.	5,000
Telephones, O.E.	5,000
Gas (Natural), O.E.	8,000
Sewer. O.E.	1,000
Gasoline, O.E.	10,000
Social Security	25,000
DCRP, O.E.	2,000
Municipal Court, S&W	1,500
TOTAL OPERATING FUND	\$757.500
Water Utility Fund	
S&W	\$2,000
Other Expenses	\$60,000
Water Purchase	50,000

TOTAL WATER UTILITY	\$112,000
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2. That said emergency temporary appropriation will be provided in the 2018 budget;
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

Resolution 18-98

Authorize Agreement for Electronic Document Management & Scanning Services – Accuscan Digital Archival Solutions

Whereas, a need exists to digitally archive government records in the Borough of Allendale; and

Whereas, the Borough of Allendale authorized participation in the Educational Services Commission of New Jersey Cooperative Pricing System (ESCNJ) via Resolution 17-259 on October 12, 2017; and

Whereas, the Borough was approved as a member of the ESCNJ Cooperative Pricing System on December 4, 2017; and

Whereas, the ESCNJ offers competitively-bid contracts for its members to purchase from on an as-needed basis; and

Whereas, Accuscan Digital Archival Solutions is an approved vendor offering electronic document management and scanning services through the ESCNJ via NJ State Approved Co-op #65MCESCCPS, RFP# ESCNJ 16/17-48 Bid Term: 07/01/2017 to 06/30/2020; and

Whereas, the Chief Financial Officer has attached hereto a certification that adequate funds have been or will be duly budgeted and appropriated to pay for the contract.

Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that an Agreement is hereby authorized for electronic document management and scanning services with Accuscan Digital Archival Solutions, 299 Farnum Street, Edgewater Park, New Jersey 08010 in an amount not to exceed \$15,000; and

Be It Further Resolved that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to take such action as may be necessary to implement this Resolution, including the execution of an Agreement with Accuscan Digital Archival Solutions for the above services.

Mayor White commented on the difficulties that residents have had to endure over the past few weeks and thanked them. She noted that there are approximately 11 homes still without power and a final storm release will put out in the near future. She thanked Ron Kistner, Administrative Officer/Director of Operations, for leading the charge all weekend as well as Allendale's emergency services for the outstanding job that they have done.

Councilwoman Homan thanked Mayor White for all of her efforts, particularly for disseminating information to the residents.

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Councilman Bernstein commented that when Allendale is at its darkest, the community shines its brightest. He noted that the OEM team, Mayor White, and Mr. Kistner all stepped up during this storm and did an amazing job.

Adjournment:

There being no further business to come before the Mayor and Council, on a motion by Councilman Strauch, second by Councilwoman Homan, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:14 a.m.

Respectfully submitted,

Anne Dodd, RMC
Municipal Clerk