

Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes  
November 29, 2018

PRESENT: Mayor Elizabeth White and Councilmembers Ari Bernstein, Liz Homan, Edward O'Connell, Steve Sasso, Jim Strauch and Amy Wilczynski

ABSENT: None.

ALSO PRESENT: Borough Attorney Raymond Wiss  
Municipal Clerk Anne Dodd

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, NJ on November 29, 2018. The meeting was called to order at 7:30 p.m. by Mayor Elizabeth 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.”

**Public Comment:**

No one came forward.

**Administration:**

A. Agenda Review

Mayor White reviewed the Regular Session agenda. She advised that the November 19, 2018 Regular Session Minutes are listed for approval.

Mayor White then reviewed the resolutions listed on the Consent Agenda. She highlighted Resolution #18-255 and noted that this resolution authorizes a shared service agreement with the County for plowing County roads. She explained that the Allendale DPW plows these roads and then reimbursement is sought from the County. She commented that, by doing so, County roads are cleared in a timely fashion.

With respect to Resolution #18-256, Mayor White noted that both the Public Safety and Administration, Finance and Human Resources Committees have reviewed the budget transfers authorized within this resolution.

B. Council Reports

**Councilman Strauch – Land Use and Construction Code**

Councilman Strauch reported that the next Land Use and Construction Code Committee meeting is scheduled on December 4<sup>th</sup> at 7:30 a.m.

Mayor White commented that she has received a lot of positive feedback regarding the new Construction Official as well as the Construction Office. Residents are pleased with the process, responsiveness, and thoroughness.

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

Councilwoman Homan advised that the Water, Sewer and Public Utilities Committee met on November 20<sup>th</sup> and the new Director of Production Operations for Suez attended this meeting. She noted that there was a good discussion regarding estimated readings. Michael Vreeland, Borough Engineer, will be meeting with members of the Water Department as well as representatives from Suez to move forward with the Borough's asset management. The fire hydrant flushing is almost complete. Councilwoman Homan advised that she will be meeting with Alissa Mayer, CFO, to discuss the budget as well as water rate increases for next year.

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

Councilwoman Wilczynski reported that she attended the NJ League of Municipalities Conference and attended a presentation on shared service opportunities. She commented that the Borough has done a great job exploring these opportunities with the County and school as well as surrounding municipalities. She advised that she attended a COAH hearing today with Borough Attorney Wiss. Although she noted that Mr. Wiss will provide more detail, she commented that the Borough was told that it has a great plan with only a few minor changes needed. She and Ron Kistner, Administrative Officer/Director of Operations, met with a representative for beach access mats. She advised that she has begun to write the grant to replace the current mat. She and Mr. Kistner are also working with the Holiday Observers to plan for this group's centennial next year. She thanked the DPW as the holiday decorations have displayed in front of Borough Hall and in the downtown. The Holiday Walk is scheduled on December 7<sup>th</sup>. Councilwoman Wilczynski advised that she attended a Rotary Club meeting this week during which featured a presentation on disaster boxes. The next Facilities, Parks and Recreation Committee meeting is scheduled on December 4<sup>th</sup>.

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

Councilman Bernstein advised that he met with Mr. Kistner, Councilman Sasso, the Fire Department, and Fire Official earlier this week to discuss 2019 budget requests. The Administration, Finance, and Human Resources committee met yesterday. The implementation of GovPilot is proceeding which will make the process of obtaining permits and licenses more user-friendly for residents. Accuscan is continuing to scan the Borough's records which is an ongoing process. The 2018 budget was reviewed, and as noted by Mayor White, Councilman Bernstein explained that there were some transfers needed to the Police and Fire Department as well as to a few other line items. He advised that work has begun on the 2019 budget and the committee will have another budget meeting on December 18<sup>th</sup>. There was also discussion regarding pending legislation regarding SALT and paid sick leave. The committee continues to monitor SALT, and if it becomes a realistic possibility, implementation will be explored. Councilman Bernstein noted that an analysis of the Borough Code was conducted earlier this year to determine whether any portions required updating and/or if there are any inconsistencies among the various sections. He advised that there will be follow up with the committees and Department Heads in January to see if any revisions are needed in their respective portions of the Code. The committee is also looking to implement Box by year end.

**Councilman Sasso** – Public Safety

Councilman Sasso reported that Public Safety held three separate meetings. He advised that during the hours of 6 a.m. to 6 p.m., the Allendale Volunteer Ambulance Corps responded to 100% of its

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calls. As responding to calls during the daytime is more difficult, AVAC will be reaching out to the community in an attempt to attract volunteers such as stay-at-home parents and medical professionals who can respond to calls during the daytime. The regional SWAT team, Bergen County Prosecutor's Office, and the Allendale Police Department went to Brookside School yesterday to have a discussion with faculty and staff regarding active shooter protocols. An active shooter drill will be held in April involving the Police Department, Ambulance Corps, Fire Department and CERT. Councilman Sasso reminded residents to continue to lock their vehicles and not to leave their key fobs in their vehicles to protect against theft. The digital radios have been updated.

**Councilman O'Connell – Public Works**

Councilman O'Connell commended the DPW staff for the great job that they did in handling the recent snow storm which he explained was very difficult due to the rate at which the snow fell. He noted that leaf pickup is in its 9<sup>th</sup> week and is going well. The DPW is preparing for the holidays with placing wreaths in the downtown. Councilman O'Connell noted that there is a new manger out front and the menorah will be placed out front shortly. Winterizing of the fields will begin soon and all the nets have been put away.

C. Staff Reports

Ray Wiss, Municipal Attorney, reported that he has been working with members of the governing body to move plans forward on 220 and 230 West Crescent Avenue. He commented that the Borough had a good day in court with respect to COAH, receiving conditional approval of its compliance plan. He advised that the court-appointed master was very complimentary of Allendale in her report with some critiques and the Borough has 120 days to effectuate implementation of the plan. Work has begun with respect to this task, and once complete, the Borough will be granted repose from builder's remedy lawsuits through 2025.

D. Mayor's Report

Mayor White advised that the Allendale Woman's Club will be attending the December 13<sup>th</sup> Work Session in honor of this organization's 100<sup>th</sup> anniversary.

The annual Menorah Lighting will take place at 6 p.m. on December 4<sup>th</sup> and the Holiday Walk will take place on December 7<sup>th</sup>.

Mayor White suggested honoring the Northern Highlands Girls' Soccer team on either December 13<sup>th</sup> or 27<sup>th</sup>. She requested that Councilwoman Homan reach out to the team to see which meeting they will be available to attend.

Mayor White expressed her sincere gratitude to the Public Safety team who responded to a call to her house this past weekend. She commented that they, together with Valley Hospital, did an excellent job.

Mayor White thanked Anne Dodd and her office for the great job that they did in running the General Election. She noted that it was a long day and a tough election with a fabulous voter turnout. She also thanked those who ran, particularly Mayor-Elect Bernstein and Council members Strauch and Homan, and remarked that she has complete confidence that they will all do a great job.

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C. Staff Reports (*continued*)

Anne Dodd, Municipal Clerk, reported that she has received 33 OPRA requests this month and 422 requests to date this year. She advised that although the General Election was very busy day, it went smoothly overall with a 56% voter turnout. She noted that this number does not include mail-in ballots.

E. Correspondence

Due to time constraints, this agenda item was carried to the Regular Session.

***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 8:02 p.m.

Respectfully submitted

Anne Dodd, RMC  
Municipal Clerk