

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
DECEMBER 16, 2021
8:00 P.M.

A Regular Meeting of the Mayor and Council of the Borough of Allendale will be held in-person on December 16, 2021 beginning at 8:00pm in the Mayor & Council Chambers of the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

I. CALL TO ORDER

- A. Open Public Meetings Act Announcement
- B. Salute to Flag

II. ROLL CALL

III. PRESENTATION

- A. Proclamation – George Scherb, Chief of Police

IV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

Audience members wishing to speak will have a three (3) minute time limit to address the governing body on agenda items only. Large groups are asked to have a spokesperson represent them.

V. ORDINANCE FOR SECOND READING AND PUBLIC HEARING

The following ordinance published herewith was first read by title only on December 2, 2021 and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE 21-13 – AN ORDINANCE GRANTING CONSENT AND PERMISSION TO SUEZ WATER – NEW JERSEY, INC. TO FURNISH WATER TREATMENT, STORAGE AND CONVEYANCE SERVICE IN THE BOROUGH OF ALLENDALE, NEW JERSEY
(AMENDED)

VI. CONSENT AGENDA

Matters listed below are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.

- A. **21-271**/Authorize 2021 Budget Transfers
- B. **21-272**/Cancel Unexpended General Capital Ordinance Balances
- C. **21-273**/Appoint Radio Police Dispatcher, PT, Hourly – Michael Schell
- D. **21-274**/Approve December 16, 2021 Bill List
- E. **21-275**/Approve Updated Personnel Policies & Procedures Manual/Employee Handbook
- A. **21-276**/Approve Shared Services 2022 Municipal Court Agreement – Borough of Ho-Ho-Kus
- F. **21-277**/Schedule 2021 Sine Die and 2022 Reorganization Meeting
- G. **21-278**/Cancel Old Outstanding Checks
- H. **21-279**/Authorize Bergen County Community Development Block Grant FY22 Grant Application – ADA Compliant Bathrooms – Allendale Firehouse

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. COMMITTEE REPORTS AND COMMENTS

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
DECEMBER 16, 2021
8:00 P.M.

X. STAFF REPORTS

XI. PUBLIC COMMENTS

Audience members wishing to speak will have a three (3) minute time limit to address the governing body. Large groups are asked to have a spokesperson represent them.

XII. ADJOURNMENT

Bulletin Board
Borough Website

*****AGENDA AND AGENDA ITEMS SUBJECT TO CHANGE*****

For members of the public wishing to join the meeting via Zoom, please take the following steps:

- *From a computer, tablet or smartphone, enter the website:
<https://zoom.us/j/93073495686?pwd=b1A1cG5VS1djRk55MGxjakd4blBHQT09>*
- *From a phone, dial (929) 205-6099, then enter Access Code: 930 7349 5686 and Passcode: 534192.
***Alternate phone numbers to dial: (301) 715-8592; (312) 626-6799;
(346) 248-7799; (669) 900-6833 or (253) 215-8782*

BOROUGH OF ALLENDALE

Ordinance No. 21-13

AN ORDINANCE GRANTING CONSENT AND PERMISSION TO SUEZ WATER - NEW JERSEY, INC. TO FURNISH WATER TREATMENT, STORAGE AND CONVEYANCE SERVICE IN THE BOROUGH OF ALLENDALE, NEW JERSEY

WHEREAS, the Borough of Allendale, County of Bergen and State of New Jersey (the “Borough”), hereby grants consent and permission to Suez Water New Jersey, Inc. (“Suez”), a New Jersey Corporation to furnish potable water service within the Borough; and

WHEREAS, Suez is in the process of acquiring the water system (the “System”) currently owned and operated by the Borough, which has been approved by the voters of the Borough on November 2, 2021, pursuant to N.J.S.A. 40:62-5; and

WHEREAS, the Borough is desirous of having Suez acquire the Systems; and

WHEREAS, Suez is a regulated public utility corporation of the State of New Jersey presently seeking the municipal consent of the Borough to permit Suez to provide water treatment, storage and conveyance service through the System; and

WHEREAS, Suez has requested the consent of the Borough as required by N.J.S.A. 48:19-17 and 48:19-20, as amended, to lay its pipes beneath and restore such public roads, streets and places as it may deem necessary for its corporate purposes, free from all charges to be made for said privilege (except that fees for road opening permits shall be paid), provided that all said pipes installed after the date of this ordinance shall be laid at least three feet (3’) below the surface and shall not in any way unnecessarily obstruct or interfere with the public travel or cause or permit other than temporary damage to public or private property; and

WHEREAS, it is deemed to be in the best interests of the citizens of the Borough to provide this consent;

WHEREAS, the Mayor and Council of the Borough have concluded that granting of said consent shall enhance the health, safety and welfare of the citizens of the Borough.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH AS FOLLOWS:

Section 1. That exclusive and perpetual consent and permission to furnish water conveyance to the Borough and all residents, businesses and government buildings therein is hereby given and granted to Suez, its successors and assigns, subject to the permission by the Board of Public Utilities of the State of New Jersey.

Section 2. That exclusive consent and permission is given to Suez, its successors and assigns, under the provisions of N.J.S.A. 48:19-17 and N.J.S.A. 48:19-20, as amended, without charge therefore, (except fees for road opening permits which shall be paid) as the same may be

required in order to permit Suez to own and operate the System, add to, extend, replace, operate and maintain said System in the public property described herein in order to provide said wastewater conveyance service. This shall include permission to lay pipes beneath the public roads, streets, public property and public places.

Section 3. That a certified copy of this Ordinance, upon final passage, shall be sent to Suez, the New Jersey Department of Environmental Protection and the Board of Public Utilities of the State of New Jersey.

Section 4. That the consent granted herein shall be subject to Suez complying with all applicable laws of the Borough and/or the State of New Jersey including, but not limited to, any and all applicable statutes and administrative agency rules and/or regulations and contingent upon the Borough and Suez executing the *Agreement of Sale Between the Borough of Allendale and Suez Water New Jersey, Inc, as the same may be amended from time to time*.

Section 5. The Mayor and the Clerk of the Borough are authorized to execute the documents and agreements necessary to effectuate this municipal consent.

Section 5. Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

Section 6. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

BE IT FURTHER ORDAINED, that if any portion of this Ordinance shall be declared invalid as a matter of law, such declaration shall not affect the remainder of said Ordinance; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon passage and publication.

Michelle Ryan, Borough Clerk

Ari Bernstein, Mayor

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-271

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

AUTHORIZATION OF 2021 BUDGET TRANSFERS

WHEREAS, Budget Transfers are permitted during the last two months of the current year and the first three months of the following year;

NOW THEREFORE, BE IT RESOLVED, by the Mayor & Council of the Borough of Allendale that the following transfers be made between the following 2021 Budget Appropriations:

DEPARTMENT	ACCOUNT	FROM	TO
CURRENT FUND			
Snow Removal, O.E.	1-01-26-292-160	\$10,000	
Streets & Roads, S&W	1-01-26-290-012	\$5,000	
Buildings & Grounds, O.E.	1-01-26-310-063		\$15,000
Total Transfers		\$15,000	\$15,000

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-272

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

**AUTHORIZATION TO CANCEL UNEXPENDED
GENERAL CAPITAL ORDINANCE BALANCES**

WHEREAS, certain unexpended ordinance appropriation balances remain open in the General Capital fund, and

WHEREAS, the capital projects have been completed.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Allendale, County of Bergen, New Jersey that the following ordinance appropriation balances in the General Capital Fund be cancelled of record to deferred charges unfunded.

Ordinance	Description	Allocated to Deferred Charges Unfunded
16-04 H	DPW Garage Doors	\$9,563.70
17-05 E	Tennis Court Rehab	\$16,239.71
18-09 G	DPW Equipment	\$9,749.71
19-06 E	Crestwood Park/Band Shell	\$155.50
Total		\$35,708.62

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-273

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

**APPOINTMENT OF RADIO POLICE DISPATCHER, P/T, HOURLY –
MICHAEL SCHELL**

WHEREAS, a need exists to hire a Radio Police Dispatcher, P/T, Hourly on a per diem basis; and

WHEREAS, Michael Schell is qualified for the position, having previously served as a Radio Police Dispatcher, Full-Time; and

WHEREAS, the Allendale Police Department has recommended his hire.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Michael Schell be hired for the Radio Police Dispatcher, P/T, Hourly position in the Allendale Police Department on a per diem basis at the rate of \$18.00/hour effective May 3, 2021.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-274

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

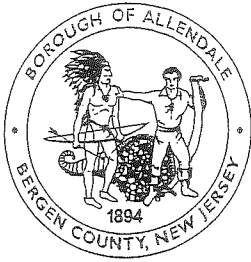
APPROVAL OF DECEMBER 16, 2021 LIST OF BILLS

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 December 16, 2021 in the amounts of:

Current Fund	\$1,638,993.01
Payroll Account	\$201,660.74
General Capital	\$43,619.90
Animal Fund	\$0.00
Grant Fund	\$0.00
COAH/Housing Trust	\$0.00
Improvement & Beautification	\$0.00
Unemployment Fund	\$0.00
Trust Fund	\$8,694.50
Water Operating	\$129,619.42
Water Capital	\$0.00
Total	\$2,022,587.57

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk



Borough of Allendale

500 WEST CRESCENT AVENUE
ALLENDALE, NEW JERSEY 07401

OFFICE OF TAX COLLECTOR
OFFICE OF CHIEF FINANCIAL OFFICER

TEL: 201-818-4400 EXT 205
FAX 201-818-0193

I, M. Alissa Mayer, Chief Financial Officer of the Borough of Allendale,
having reviewed the bill list for the Borough, do hereby certify that funds
are available in the accounts so designated.

Certified December 16, 2021

M. Alissa Mayer
M. Alissa Mayer, CMFO
Chief Financial Officer

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-275

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

**ADOPTION OF UPDATED PERSONNEL POLICIES &
PROCEDURES MANUAL/EMPLOYEE HANDBOOK**

WHEREAS, it is the policy of the Borough of Allendale to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Mayor and Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale that the Personnel Policies and Procedures Manual is hereby adopted; and

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough of Allendale officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough of Allendale employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council.

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-275

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Allendale shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the Administration, Finance and HR Committee and all managerial/supervisory personnel are responsible for these employment practices. The Administrative Officer and the Municipal/Labor Attorney shall assist the Administration, Finance and HR Committee in the implementation of the policies and procedures in the manual.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-276

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

**APPROVAL OF INTERLOCAL COURT AGREEMENT & AUTHORIZATION
FOR MAYOR TO SIGN 2022 INTERLOCAL SERVICE AGREEMENT –
BOROUGH OF HO-HO-KUS**

WHEREAS, there is a need for a Municipal Court Administrator in the Borough of Allendale; and

WHEREAS, N.J.S.A. 40:8-A-1 et seq., the Interlocal Services Act, authorizes agreements between municipalities for the provision of services by one to the other; and

WHEREAS, N.J.S.A. 2B-12-1c authorizes two or more municipalities to provide jointly for supplies and employees for their municipal courts without establishing a joint municipal court; and

WHEREAS, the Borough of Allendale seeks the services of a Municipal Court Administrator through the Municipal Court of Ho-Ho-Kus as set forth in the Interlocal Service Agreement; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds will be available in the 2022 budget for this contract as set forth in the Interlocal Service Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, approve the Interlocal Service Agreement for Municipal Court Administrator services effective January 1, 2022 through December 31, 2022 in an amount not to exceed **\$52,100.00**; and

BE IT FURTHER RESOLVED that the Mayor and Acting Municipal Clerk be and are hereby authorized to sign said contract.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-277

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

SCHEDULE 2021 SINE DIE MEETING & 2022 REORGANIZATION MEETING

BE IT RESOLVED that the 2021 Sine Die Meeting will be scheduled Thursday, January 3, 2022 at 7:00 p.m. in Council Chambers of the Municipal Building located at 500 West Crescent Avenue, Allendale, NJ 07401.

BE IT RESOLVED that the 2022 Reorganization Meeting will be scheduled Thursday, January 3, 2022 at 7:30 p.m. in Council Chambers of the Municipal Building located at 500 West Crescent Avenue, Allendale, NJ 07401.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to The Record, Star Ledger, and Ridgewood News, as well as be posted on the Borough Hall Bulletin Board and Borough Website.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-278

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

CANCELLATION OF OLD OUTSTANDING CHECKS

WHEREAS, the Chief Financial Officer has requested the cancellation of outstanding checks which are at least 6 months old; and

WHEREAS, the Chief Financial Officer has advised that the following outstanding checks from the Payroll and Current Fund Accounts are at least 6 months old:

Date	Number	Amount	Payee
PAYROLL			
8/28/2020	12448	\$55.07	Sydney Weiner
9/11/2020	12510	\$168.74	Jeremy Unanue
CURRENT FUND			
10/22/2020	8817	\$877.73	Aikaz Makarovskiy

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 cancellation of the checks listed above.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk

**RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ**

DATE: 12/16/2021

RESOLUTION# 21-279

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
O'Connell						
O'Toole						
Sasso						
Strauch						
Wilczynski						
Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

**RESOLUTION TO APPLY FOR A BERGEN COUNTY COMMUNITY
DEVELOPMENT BLOCK GRANT FOR THE FY22 GRANT CYCLE**

WHEREAS, a FY22 Bergen County Community Development Block Grant (CDBG) totaling approximately \$75,000 has been proposed by the Mayor and Council of the Borough of Allendale for ADA compliant bathrooms at its Firehouse located at 1 Erie Plaza within the Borough of Allendale, and;

WHEREAS, the proposed scope of work is eligible due to its aim to eliminate physical barriers to access and improve ADA conditions at a public facility that is used as a polling location; and

WHEREAS, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body; and

WHEREAS, the aforesaid project is in the best interest of the people of the Borough of Allendale; and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid Community Development funds.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Allendale hereby confirms endorsement of the aforesaid project; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be sent to the Bergen County Division of Community Development (Robert G. Esposito, Director; Bergen County Division of Community Development; One Bergen County Plaza, 4th Floor; Hackensack, NJ 07601) so that implementation of the aforesaid project may be expedited.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on December 16, 2021.

Michelle Ryan
Acting Municipal Clerk