

**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

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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

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Michelle Ryan
Acting Municipal Clerk

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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

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Mayor Bernstein	---	---				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☒

APPROVAL OF DECEMBER 16, 2021 LIST OF BILLS

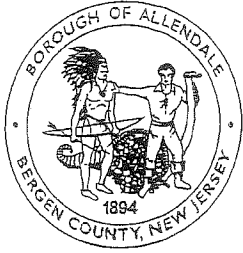
NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated December 16, 2021 in the amounts of:

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

Certification of Availability of Funds

This is to certify to the Borough of Allendale that funds for the following resolution will be made available in the 2022 Budget.

Resolution Date: December 16, 2021

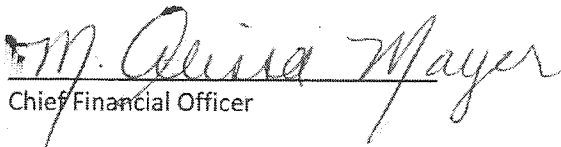
Resolution Number: 21-276

Vendor: Borough of Ho-Ho-Kus
Municipal Court
333 Warren Avenue
Ho-Ho-Kus, NJ 07423

Contract: Interlocal Service Agreement – Municipal Court

Account Number: 2-01-42-490-099

Amount: Not to exceed \$52,100


Chief Financial Officer

**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