

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MAY 14, 2020
8:00 P.M.

A Regular meeting of the Mayor and Council of the Borough of Allendale will be held on May 14, 2020 beginning at 8:00pm via a video and teleconferencing meeting on GoToMeeting due to the State of Emergency.

The public can join the meeting by taking the following steps:

- **From a computer, tablet or smartphone**, enter the website <https://global.gotomeeting.com/join/578046997>
- **From a phone**, dial [1 \(872\) 240-3212](tel:18722403212) and then enter Access Code: [578-046-997](tel:578046997)
- **From a video-conferencing room or system**
Dial in or type: [67.217.95.2](tel:67217952) or inroomlink.goto.com
Meeting ID: [578-046-997](tel:578046997)
Or dial directly: [578046997@67.217.95.2](tel:578046997@67.217.95.2) or [67.217.95.2###578046997](tel:67.217.95.2###578046997)

Anyone from the public who does not have GoToMeeting may install the app prior to the start of the meeting at <https://global.gotomeeting.com/install/578046997>

The public is asked to please mute their phones until such time that the public comment portions are held so as not to distract from the business of the meeting.

- I. CALL TO ORDER
 - A. Open Public Meetings Act Announcement
 - B. Salute to Flag
- II. ROLL CALL
- III. APPROVAL OF MINUTES

April 30, 2020 Work Session
April 30, 2020 Regular Session
- IV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

Audience members wishing to speak will have a five (5) minute time limit to address the governing body on agenda items only. Large groups are asked to have a spokesperson represent them.

- V. ORDINANCES FOR SECOND READING AND PUBLIC HEARING

The following ordinances published herewith were first read by title only on April 30, 2020 and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE 20-09 – 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 2020.

- VII. RESOLUTIONS
 - A. 2020 Municipal Budget
 1. **20-128**/Self-Examination of 2020 Municipal Budget
 2. **20-129**/Read Budget by Title Only

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MAY 14, 2020
8:00 P.M.

3. Public Comments on Adoption of 2020 Local Municipal Budget
4. **20-130**/Adopt 2020 Local Municipal Budget

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. **20-131**/Approve Bill List
- B. **20-132**/Approve 2020 Salaries – Teamsters Local No. 11 Employees
- C. **20-133**/Appoint Hourly Seasonal Intern – Kaitlyn Callaghan
- D. **20-134**/Authorize Cancellation of Unexpended General Capital Ordinance Balances
- E. **20-135**/Authorize Tax Collector to Prepare and Mail Estimated Tax Bills

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. COMMITTEE REPORTS AND COMMENTS

X. STAFF REPORTS

XI. PUBLIC COMMENTS

Audience members wishing to speak will have a five (5) minute time limit to address the governing body. Large groups are asked to have a spokesperson represent them.

XIV. ADJOURNMENT

Bulletin Board
Borough Website

BOROUGH OF ALLENDALE
SALARY ORDINANCE – 2020
ORDINANCE 20-09

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 2020.

BE IT ORDAINED, by the Governing Body of the Borough of Allendale that the salaries of the following officers and employees of the Borough of Allendale shall be paid bi-weekly and fixed in the amounts as set forth below:

TITLE	MINIMUM	MAXIMUM
Laborer, DPW	\$50,000	\$85,000
Standby, DPW, Per Week	\$350	\$425

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

DATE: 05/14/2020

RESOLUTION# 20-128

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

SELF-EXAMINATION OF 2020 MUNICIPAL BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Allendale has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2020 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Allendale that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

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

DATE: 05/14/2020

RESOLUTION# 20-128

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Municipal Clerk

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

DATE: 05/14/2020

RESOLUTION# 20-128

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and N.J.A.C. 5:30-7.

It is further certified that the municipality has met the eligibility requirements of N.J.A.C. 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with N.J.A.C. 5:30-7.6.

Dated: _____

By: _____
M. Alissa Mayer, Chief Financial Officer

This certification form and resolution of the governing body executing such certification should be annexed to the adopted budget (N.J.A.C. 5:30-7.6(e))

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

DATE: 05/14/2020

RESOLUTION# 20-129

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

MUNICIPAL BUDGET TO BE READ BY TITLE ONLY

WHEREAS, the Budget, as advertised, shall be read in full, or it may be read by title, if the following conditions have been met:

1. At least one week prior to the date of the hearing, a complete copy of the approved budget shall be made available to each person requesting the same, and
2. The governing body shall, by resolution passed by not less than a majority of the full membership, determine that the budget shall be read by title only.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that the aforementioned conditions have been met, and the 2020 Municipal Budget may be read by title only.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Municipal Clerk

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

DATE: 05/14/2020

RESOLUTION# 20-130

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

ADOPT 2020 LOCAL MUNICIPAL BUDGET

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of \$9,441,094.00 for Municipal Purposes, \$84,213.00 for Open Space Trust Fund Levy and \$596,959.00 for Minimum Library Levy.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Borough Clerk

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

DATE: 05/14/2020

RESOLUTION# 20-131

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

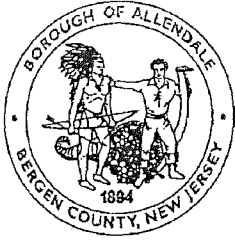
APPROVAL OF LIST OF BILLS

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 May 14, 2020 in the amounts of:

Bill List Numbers	May 14, 2020
Current Fund	\$1,297,268.75
Payroll Account	\$217,748.32
General Capital	\$280.00
Animal Fund	\$0.00
Grant Fund	\$179.00
COAH/Housing Trust	\$0.00
Improvement & Beautification	\$0.00
Unemployment Fund	\$0.00
Trust Fund	\$0.00
Water Operating	\$0.00
Water Capital	\$10,034.50
Total	\$1,525,510.57

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

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 May 14, 2020

M. Alissa Mayer

M. Alissa Mayer, CMFO
Chief Financial Officer

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

DATE: 05/14/2020

RESOLUTION# 20-132

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

TEAMSTERS SALARY RESOLUTION

BE IT RESOLVED that the following are the salaries for Borough employees for the year 2020. All salaries are retroactive to January 1, 2020.

Steve Cameron, DPW Laborer	\$62,965
Dan Davis, DPW Laborer	\$62,965
Ray Frazier, DPW Laborer	\$62,965
Richard McDowell, DPW Laborer, Crew Chief	\$68,579
Jim Moritz, DPW Laborer	\$62,965
John Pasquino, DPW Laborer	\$50,076
Dan Richards, DPW Laborer, Mechanic, Crew Chief	\$75,205
Layne Simon, DPW Laborer, Crew Chief	\$76,777
Lonnie Simon, DPW Laborer	\$59,450
Standby, Weekly	\$350

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Municipal Clerk

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

DATE: 05/14/2020

RESOLUTION# 20-133

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

APPOINTMENT OF AN HOURLY SEASONAL INTERN – KAITLYN CALLAGHAN

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Kaitlyn Callaghan be appointed as an hourly, part-time, seasonal intern effective May 18, 2020 at a rate of \$15.00 per hour.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Municipal Clerk

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

DATE: 05/14/2020

RESOLUTION# 20-134

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

**AUTHORIZE CANCELLATION OF 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, and

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

ORD	DESCRIPTION	Unexpended Improvement Authorization Balance	ALLOCATION		
			Grants Receivable	Reserve For Debt Service	Deferred Charges Unfunded
13-15	W. ALLENDALE/IVERS	4,703.67		4,703.67	
14-03 C	PUMPER FIRE ENGINE/W EQUIPMENT	561.18		561.18	
15-04 B	W. ALLENDALE/ERIE PLAZA	14,223.31	5,738.00	8,485.31	
15-04 C	PAVING BOROLINE ROAD	7,730.09	138.00	7,592.09	
15-04 J	SCBA EQUIPMENT	2.66		2.66	
15-04 L	BUCKET ATTACHMENT/4WD VEHICLE	107.24		107.24	
16-04 B	W. ALLENDALE/W. MAPLE	18,711.51	6,883.00		11,828.51
16-04 D	VEHICLE/VAN	160.83			160.83
16-04 E	HANDICAPPED ACCESS/ADA BATHROOMS	2,787.64			2,787.64
16-04 J	FIRE HOSE	7.24			7.24
17-05 E	ADA BATHROOMS	40,000.00	25,600.00		14,400.00
17-05 F	TURNOUT GEAR	8.92			8.92
18-09 E	CRESTWOOD/ALLENDALE PARK IMPROVEMENT	256.32			256.32
18-09 H	PICK-UP TRUCK	569.44			569.44
18-09 I	FILING CABINETS	1,200.00			1,200.00
19-06 L	UPGRADE EMAIL SERVER	10,000.00			10,000.00
		101,030.05	38,359.00	21,452.15	41,218.90

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Municipal Clerk

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

DATE: 05/14/2020

RESOLUTION# 20-135

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

**RESOLUTION AUTHORIZING THE BOROUGH OF ALLENDALE TAX
COLLECTOR TO PREPARE AND MAIL ESTIMATED TAX
BILLS IN ACCORDANCE WITH P.L. 1994, C.72**

WHEREAS, due to the County Board of Taxation unable to certify a tax rate due to various issues at the state level and the Municipal Tax Collector will be unable to mail the tax bills on a timely basis, it has become necessary to issue estimated tax bills for the 3rd Quarter of 2020 and;

WHEREAS, the Municipal Tax Collector in consultation with the Municipal Chief Financial Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and they have signed a certification showing the tax levies for the previous year, the tax rates and the range of permitted estimated levies;

NOW, THEREFORE BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF ALLENDALE, IN THE COUNTY OF BERGEN AND STATE OF NEW JERSEY ON 14 TH DAY OF MAY 2020 AS FOLLOWS:

1. The Borough of Allendale Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Borough for the third installment of 2020 taxes. The Tax Collector shall proceed and take such actions as necessary.
2. The entire estimated levy for 2020 is hereby set at \$ 40,581,576.00 for an estimated tax rate of \$2.409.
3. In accordance with law the third installment of 2020 shall not be subject to interest until the later of August 10, 2020. Any payment received after August 10, 2020 shall have interest calculated from August 1, 2020.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on May 14, 2020.

Michelle Ryan
Acting Municipal Clerk

BOROUGH OF ALLENDALE, N.J.

CALCULATION OF PROPOSED 2020 ESTIMATED TAX RATE

BASIS OF PROPOSED TAX LEVY AND TAX RATE

2020 MUNICIPAL BUDGET - ACTUAL LEVY
 2020 LIBRARY BUDGET - ACTUAL LEVY
 2020 LOCAL SCHOOL BUDGET - ACTUAL LEVY
 2020 BERGEN COUNTY BUDGET - ESTIMATED LEVY
 2020 BERGEN COUNTY OPEN SPACE BUDGET - ESTIMATED LEVY
 2020 MUNICIPAL OPEN SPACE - ESTIMATED LEVY

ACTUAL 2019 TAX LEVY AND RATE

2019 NET VALUE TAXABLE	1,691,131,200	
	<u>LEVY</u>	<u>TAX RATE</u>
MUNICIPAL	9,138,145.00	0.540
LIBRARY	590,874.00	0.035
LOCAL SCHOOL	16,097,574.00	0.952
REGIONAL SCHOOL	9,515,374.00	0.563
COUNTY	4,114,021.70	0.244
COUNTY OPEN SPACE	177,591.52	0.010
MUNICIPAL OPEN SPACE	<u>84,556.00</u>	<u>0.005</u>
TOTALS	39,718,136.22	2.349

**2020 ESTIMATED RANGE FOR TAX LEVY
(PERCENTAGE OF 2019 LEVY)**

		<u>95.00%</u>	<u>105.00%</u>
MUNICIPAL	8,681,237.75	9,595,052.25	
LIBRARY	561,330.30	620,417.70	
LOCAL SCHOOL	15,292,695.30	16,902,452.70	
REGIONAL SCHOOL	9,039,605.30	9,991,142.70	
COUNTY	3,908,320.62	4,319,722.79	
COUNTY OPEN SPACE	168,711.94	186,471.10	
MUNICIPAL OPEN SPACE	<u>80,328.20</u>	<u>88,783.80</u>	
TOTALS	37,732,229.41	41,704,043.03	

2020 ESTIMATED TAX RATE

2020 NET VALUE TAXABLE 1,684,255,000

AMOUNT TO BE RAISED BY TAXATION:

TAX RATE:

MUNICIPAL	9,441,094.00	0.561 (UTILIZE ACTUAL LEVY)
LIBRARY	596,959.00	0.035 (UTILIZE ACTUAL LEVY)
LOCAL SCHOOL	16,255,052.00	0.965 (UTILIZE ACTUAL LEVY)
REGIONAL SCHOOL	9,826,813.00	0.583 (UTILIZE ACTUAL LEVY)
COUNTY	4,196,302.00	0.249 (UTILIZE ESTIMATED LEVY)
COUNTY OPEN SPACE	181,143.00	0.011 (UTILIZE ESTIMATED LEVY)
MUNICIPAL OPEN SPACE	<u>84,213.00</u>	<u>0.005 (UTILIZE ACTUAL LEVY)</u>
TOTALS	40,581,576.00	2.409

CERTIFIED BY: _____

M. Allissa Mayer
 Chief Financial Officer

CERTIFIED BY: _____

Harold E. Laufeld III
Harold E. Laufeld, II
 Tax Collector