BOROUGH OF ALLENDALE

MAYOR AND COUNCIL

MEETING MINUTES

FOR

THURSDAY,

SEPTEMBER 4, 2025

7:00 P.M.

Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 4, 2025 – 7:00 p.m.

A combined Work and 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, New Jersey on September 4, 2025. The meeting was called to order at 7:00 pm by Mayor Amy Wilczynski.

Linda Louise Cervino, 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 and on the Borough Website, 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 September 2, 2025, 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 roll call was recorded as follows:

	Present	Absent
Councilman Yaccarino	✓	
Councilman O'Toole	✓	
Councilwoman Homan	✓	
Councilwoman Lovisolo	✓	
Councilman Daloisio		✓
Councilman O'Connell	✓	
Mayor Wilczynski	✓	

A quorum was met.

The following were also present: Raymond Wiss, Esq., Borough Attorney
Linda Louise Cervino, Municipal Clerk

Mayor Amy Wilczynski led the salute to the flag.

PRESENTATION: Proclamation Honoring the life and service of Charles, "Charley" Kolasa. Charley's family and friends were present. Pictures were taken.

PROCLAMATION HONORING THE LIFE AND SERVICE OF CHARLES "CHARLEY" KOLASA

WHEREAS, the Borough of Allendale recognizes the loss of Charles "Charley" Kolasa, who passed away on July 27, 2025; and

WHEREAS, Charley began working at Central Garage in 1981, a business which later became Allendale Auto Repair, and through dedication, skill, and commitment, he became its owner in 2001; and

WHEREAS, for over four decades, Charley was more than a master at diagnosing and repairing cars, he was a trusted friend, a caring neighbor, and the ultimate "people person," whose warmth and empathy made his shop a cornerstone of the Allendale community; and

WHEREAS, through his work, Charley built lasting relationships with customers, many of whom became friends, and his dedication to his craft and community earned him the deep respect and affection of all who knew him; and

WHEREAS, upon his retirement in 2022, Charley often shared how much he missed not only the work itself but the camaraderie, laughter, and connections with the people of Allendale that defined his career; and

WHEREAS, the outpouring of love and heartfelt memories shared following his passing is a testament to the countless lives he touched;

NOW, THEREFORE, BE IT PROCLAIMED, that I, Amy Wilczynski Mayor of the Borough of Allendale, on behalf of the Borough Council and all our residents, do hereby honor the memory of Charles "Charley" Kolasa for his decades of service, friendship, and devotion to our community, and express our deepest condolences to his family, friends, and all who mourn his loss.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Borough of Allendale to be affixed on September 4, 2025.

AGENDA REVIEW:

Mayor Wilczynski reviewed the agenda which consisted of:

- Second Reading and Public Hearing of Ordinances #25-14, #25-15 and #25-16.
- Consent Agenda Items #25-202 through #25-210, which included:

RES 25-202:	Adoption of Updated Personnel Policies & Procedures Manual and Employee Handbook.
RES 25-203:	Approval of 2025/2026 Agreement concerning the hiring and placement of two Class III Special Law Enforcement Officers for the Allendale School District.
RES 25-204:	Resolution authorizing hiring of a Special Law Enforcement Officer (SLEO III) – Craig Simko.
RES 25-205:	Approval of Payment No. 4 and Final for NJ MA-22 & MA-23 Allendale Streetscape Project Phase V & VI – A.A. Berms LLC.
RES 25-206:	RESOLUTION AUTHORIZING CHANGE ORDER Nº 1 & FINAL FOR Reduction of Unused Quantities for Streetscape.
RES 25-207:	Authorization of 2025 Crestwood Lake Salaries Supplement Six.
RES 25-208:	Approval of September 4, 2025, List of Bills.
RES 25-209:	Tax Overpayments.
RES 25-210:	Authorizing the execution of a contract with Leckington Advisors LLC to provide Affordable Housing Administrative Agent Services.

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

Walter Widmer, 38 Hamilton Street, Allendale, asked if the Mayor could explain the fence ordinance. Mayor Wilczynski stated our current fencing ordinance allowed us to go to the property line up to six feet. We didn't have anything in the front, and we didn't really want people to put big barricades around the front of their house, so we added some language to talk about the front yard fencing. In addition to that, we added deer netting, so it's not fencing, it's netting. We just put some parameters around what we wanted because we didn't want people putting up orange fencing, so we made sure that it was a certain gauge. We gave some parameters around what height you're allowed and where you can actually do it from the property line. It can only be on the sides and the back. It cannot be in the front. A permit is needed to put up a fence and we are also asking for samples of the netting that our building inspector will look at to make sure it's the correct gauge.

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on August 14, 2025, and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE #25-14: AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, ZONING, CHAPTER 270-31, FENCES.

No one came forward from the public on Ordinance #25-14.

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole			✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo	✓		✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			

(See Ordinance 25-14 attached and made a part hereof)

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on August 14, 2025, and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE #25-15: 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 2025.

No one came forward from the public on Ordinance #25-15.

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole	✓		✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			

(See Ordinance #25-15 attached and made a part hereof)

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on August 14, 2025, and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE #25-16: AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 123, "FILMING" OF THE CODE OF THE BOROUGH OF ALLENDALE.

Public Comment on Ordinance #25-16: Walter Widmer, 38 Hamilton Street, asked if the Mayor would briefly explain Ordinance #25-16. Mayor Wilczynski said we just had a commercial come and film here in Allendale. When crew come into film in Allendale they bring lots of trucks, they require police, and each one of them has something different. This one wanted to use Crestwood Lake and also our downtown. We have specific fees that if they need police they have to pay a certain amount or if they require extra admin work we have certain fees for that. This ordinance establishes some structure around some of the filming.

No one else came forward from the public on Ordinance #25-16.

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole			✓			
Councilwoman Homan		✓	✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			

(See Ordinance #25-16 attached and made a part hereof)

APPROVAL OF CONSENT AGENDA:

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole			✓			
Councilwoman Homan	✓		✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			

(See Resolution 25-202 through 25-210 attached and made a part hereof)

ADMINISTRATION:

Council Committee Reports

Councilman Edward O'Connell – Facilities, Parks & Recreation Report: Nothing to report.

Councilman Yaccarino, Facilities, Parks and Recreation/Land Use and Construction Code Report: We've certainly fielded a lot of meetings this week regarding our fields. As you know, we've discussed at a variety of meetings that the Mayor and Council, facilities committee and DPW are committed to restoring and protecting our recreation fields in a series of meetings with the Allendale Recreation Commission, The Allendale Sports Alliance along with key sports leaders in our community. We have identified a realistic order as to the fields that need our attention, and we've done a grading system as to how we'd like to attack those. We are very close to proceeding and executing our plan. We are just in the process of fine-tuning some quotes. Crestwood Lake ended on Monday. Overall, I would say it was a great season. We had the new concession stand. We will have our end of season meeting soon.

Councilman Matthew O'Toole, Public Safety Report: The Public Safety Committee has not met since our last council meeting but, per usual, there's always something going on. You may have seen the information disseminated today by the police department regarding a trespasser at Northern Highlands. Thankfully, this individual was apparently not intending anything nefarious, but still a reminder we must stay vigilant. Thankfully, our officers were able to swiftly handle the situation. School is back in session, so it's a great time for the police department to implement a traffic enforcement safety initiative. It's an all encompassing effort to protect the safety of our students, pedestrians and everyone who utilizes our roadways.

Some of the components of the initiative are replacement of faded traffic signs and trimming of trees and branches around those signs. We'll get some new striping around town. Data driven enforcement utilizing some of the speed signs that record speeds throughout town, the radar trailer. So, it's really a very robust and all-encompassing initiative that the police department is undertaken to keep everyone safe.

Finally, we are hosting the Gary Letizio Memorial Blood Drive again this month, September 25th at the Community Center from 1 p.m. to 7 p.m. Again, AB&G is partnering with us and offering a pint for a pint. A glass of wine, not a pint of wine.

Mayor Wilczynski stated, I think it's very important, the initiative that Allendale Police are taking with safety and it's not just the cars. I think people have to be vigilant and mindful too and I think a lot of people just assume that because you put your foot in the crosswalk that the cars are going to stop. People are very busy and they're not very mindful drivers. It's really a multi-prong approach because it's a problem everywhere, not just Allendale. By doing all these small little things, we're hoping that we are going to make an impact. But, I think the biggest impact comes from the people, the drivers and the pedestrians.

Councilman O'Toole stated the growing issue e-bikes/scooters. People driving those have to be very careful. They are a vehicle and some need to be licensed.

Councilpresident Elizabeth Homan – Finance, Human Resources, Administration & Information Technology, Public Works & Public Utilities Reports: In Water and Sewer there continues to be a lot of meetings with our legal team. Ray has been very busy coordinating conversations with a lot of people, and our team continues to make sure we do the best for Allendale.

Councilwoman Susanne Lovisolo – Finance, Human Resources, Administration & IT, Land Use and Construction Code Report: The Land Use Committee will be meeting in two weeks. We haven't met since last month. You all have the packet of the 2024 audit that has been completed. Allendale looks very good. There were a few minimum recommendations made, and our CFO is putting together a list of corrective actions for the minimum recommendations that were made.

I met with the mayor this morning about finetuning the usage of our community center with ARC picking back up again. We thank our pickleball director, Brenda, and Amanda in the clerk's office for all the work they do in getting everything scheduled in there. It's a popular venue these days for many things and we are very happy that we have two very competent people who are helping coordinate it. I look forward to coffee with the mayor and council Saturday morning.

Mayor Wilczynski said Allendale has never opened a community center and just getting it open and trying to coordinate programs that our community has. There is a great need for a community center because there's really nowhere for anybody to go. I think we've done a great job and kudos to Amanda Richards. We are going to have another Open House to reintroduce the community center.

Councilman Joseph Daloisio, Public Works & Public Utility/ Public Safety Report: Councilman Daloisio was not present.

Staff Reports:

Linda Louise Cervino, Municipal Clerk's Report: Nothing to report.

Raymond Wiss, Borough Attorney's Report: I've been working with our committees. The litigation process has been very active. By way of an update, tomorrow the appeal in the Avalon matter will be filed. We've been working on issues involving sewer flow from Saddle River, both the previously approved project and a request by them to expand the flow from a project that's to be built. We have the litigation involving certain residents that is ongoing with respect to the discovery process by the PBA side that we circulated today with the draft contract. I hope that maybe by the next Mayor and Council meeting we can have that approved. And then working with or monitoring the happenings on affordable housing as they relate to the litigation matters that I referred to before.

MAYOR'S REPORT:

Mayor Wilczynski stated we did get our challenge from Fair Share Housing. We also received another challenge from a developer, Avalon Bay. These challenges are basically telling us that our plan needs to be amended somehow. We were not the only ones who had this challenge. There are also 400 other municipalities. If you remember, there are a lot of articles in the paper where people were bragging that they took their 200 units and brought them down to 4, and we were very careful not to do that, and this was the very reason why. They really want us to look at every piece of land in Allendale and develop it for high density housing. There's really no other way to say it. They want us to account for 200 affordable units in our fourth round. This does not even include the unmet need in the first, second and third round. You have this thing called realistic development potential as the realistic development potential in your town. We don't have a lot of realistic development potential areas. So, then you have what's called your unmet need, so your unmet need has to basically make up for all of the other units. And since there have never been a lot of areas that can be developed on, it hasn't been touched. It's building up and up and we are meeting with our team of lawyers on a regular basis to try to figure this out. Everybody's town is unique. Everybody has unique challenges in their town. It's unfortunate that none of that is being taken into consideration. To be continued. I'm trying to keep the public updated.

It's a very complicated process. There's a lot of facets to it. We are going to have another town hall, and I think we're going to just focus on that and try to educate people as much as we can.

We have our 9-11 ceremony coming up. 9-11 is a wonderful and beautiful ceremony that we do and take very seriously in this town. We will be having that ceremony on 9/11. It's always on 9/11 at 7 p.m. The speaker is going to be Mayor Emeritus Vince Barra and myself this year. We started this speaker series about ten years ago and we've had a lot of amazing speakers come and speak about their experience with 9-11. We've had a forensic dentist come that was identifying remains long after 9-11. We've had someone who was a photographer for the New York Post, and we had other people that were in buildings, and they all had stories about how they recovered. Mayor Barra and I are going to talk about how the memorial came to be and how it was created. It's the 24th anniversary. We have a new singer this year, an Allendale resident, Allen Fox. We also have a trumpet player, Matt.

We also have coffee with the Mayor at Morning Bloom Saturday from 9 a.m. to 11 a.m. They can come and look at the progress of the new mural and come in a relaxed beautiful setting and talk about whatever they want to talk about. We also have festival day on September 20th. That's always a fun day in Allendale. We will be doing the ribbon cutting of the mural that day. The Borough of Allendale will also have a booth.

The ARC 5K run is up and running. We are still trying to get sponsors. We had a very generous donor that's donating dollar for dollar up to $25,000. We are about halfway to our goal.

I've also started this series called Allendale Superstars with Intern Aleena Siddiqui. What we're doing is interviewing very short bit-size videos of people in Allendale that make Allendale special.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Councilwoman Homan stated we did get a copy of the approval for the permits for Veolia to put in the permanent treatment in New Street for the wells. The permit runs through 2030, but their goal will be to be online well before that. I think that's a real step in the right direction and, again, supports the decision that the residents of Allendale made in voting to sell the system to Veolia. Again, as we saw other towns with aging water systems have significant challenges. And that's not to say we will not have challenges, but we would not be able to respond to those challenges in the way that Veolia can.

Mayor Wilczynski thanked all Allendale residents and everybody here who donated water. I met the mayor of North Haledon. They were so appreciative. I also just met a resident of North Haledon. They were out of water for eight days. Now they are in boil advisory for weeks. They absolutely needed that water and still need it.

PUBLIC COMMENT ON ANY MATTER:

No one from the public came forward for public comment on any matter.

ADJOURNMENT:

There being no further business to come before the Mayor and Council, on a motion by Councilwoman Homan, second by Councilwoman Lovisolo and unanimously carried, the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

09/18/2025
Date Approved

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE # 25-14

AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, ZONING, CHAPTER 270-31, FENCES

Ch 270-31 FENCES

A. FENCING for Residential Homes

Permit Requirements

1. Before any fence may be erected, altered or reconstructed, an application for a zoning permit must be made to the Building Dept online on the Boroughs website.

2. The application shall include a plot plan showing the location of the fence, a description of the type of fence including any decorative features to be erected and the height of the fence, the adjacent street or streets to the property and include a general indication of the topographic conditions where the fence is to be constructed. The application must be accompanied by a fee according to Borough ordinance.

Specifications:

a) Fences shall be permitted in front, side and rear yards with height requirements listed below in section f (measurements).

b) In the event that both sides of a fence are not identical, the finished or preferred side shall be required to face the street and/or abutting properties, as applicable. The finished or preferred side shall be that side which best conceals the fence posts, rails, and other supporting parts and/or which is painted, stained or otherwise treated when only one such side is so treated.

c) The following fences and fencing materials are specifically prohibited in any location: barbed-wire fences, razor -wire fences, canvas cloth, electrified/charged fences and fences that may cause a danger or hazard to the public.

d) Corner properties are subject to Allendale police department review and approval

e) Opaque fences to a height of not more than eight feet may be permitted on exterior lot lines, solely for the purpose of meeting the light trespass requirements of § 270-32.1.
[Added 3-2-2017[1]]

f) Measurements

Front Yard: Fencing within 15 feet of lot lines may be erected to a height of not more than 5 feet. Beyond 15 feet from the lot line, fences can be erected to a height of not exceeding 6 feet. These fences must be open and not opaque.

Rear and Side Yard: Fencing in rear and side yards may be erected to a height not to exceed 6 feet

Exceptions to these limits may be granted by the appropriate board upon notice and finding of hardship. *Farms will be exempt*

B. DEER FENCING

Open fencing designed for the purpose of repelling or preventing the travel or entry of deer may be installed in **rear and side yards only**, as those terms are defined below. The control of deer by the construction of deer fencing shall be subject to the following regulations:

- An application for a zoning permit must be made to the Building Dept online on the Boroughs website.
- The application shall include a plot plan showing the location of the fence, a sample of the proposed fencing and the height of the fence.
- The application must be accompanied by a fee according to Borough ordinance.

a. Deer fencing is a square mesh or hexagonal mesh fence with a mesh size of approximately eight square inches or less used to protect gardens, vegetation, and yards from deer or other wildlife. Permitted deer fences shall only be constructed of a black polypropylene material or a metal core covered by a black polypropylene material only.

b. Deer fencing is permitted on rear and side yards only and is permitted on property lot lines.

c. No deer fence shall be erected, constructed or installed which is over eight feet in height.

d. Deer fencing may not be attached to trees and must be securely supported by posts or attached to existing fencing and shall be installed in accordance with manufacturing specifications.

e. Deer fencing must be safely staked or secured at ground level and may not have caps or rails or other decorative or non-fencing material at its top edge.

f. Deer fencing that is visible from the street must be accompanied by adjacent landscaping.

g. Deer fencing shall be maintained in good condition and be subject to periodic inspection by our Property Maintenance Officer to assure that it has not deteriorated, come loose or otherwise become a visual or safety nuisance or hazard.

h. Enforcement and penalties for violations shall be in accordance with the Borough Code

Exceptions to these limits may be granted by the appropriate board upon notice and finding of hardship. *Farms will be exempt*

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole			✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo	✓		✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			
Mayor Wilczynski	-----	-----				

I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Mayor

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE # 25-15

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 2025.

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, effective January 1, 2025.

TITLE	MINIMUM	MAXIMUM
Borough Administrator	20,000	75,000
Chief Financial Officer	65,000	135,000
Qualified Purchasing Agent	3,000	6,000
Municipal Clerk	60,000	97,000
Deputy Municipal Clerk	48,000	68,000
Department of Public Works Superintendent	110,000	120,000
Tax Collector	63,000	78,000
Tax Assessor, Part-time	30,000	55,000
Director of Communications	5,000	15,000
Board of Health Secretary	2,500	4,000
Certified Recycling Professional	1,500	3,000
Construction Code Official	25,000	95,000
CCO Inspector	4,000	7,000
Electrical Sub Code Official, Part-time	12,000	28,000
Building Sub Code Official	13,000	17,500
Plumbing Sub Code Official, Part-time	12,000	30,000
Zoning Official	13,000	17,500
Property Maintenance Official	38,000	45,000
Fire Sub Code Official, Part-time	10,000	17,000
Fire Prevention Official, Part-time	3,800	20,000
Fire Inspectors, Hourly	14.00	22.00
Bookkeeper	50,000	65,000
Administrative Assistant	35,000	53,000
Administrative Assistant, Part-time/hourly	16.00	23.00
Land Use Administrative Assistant	58,000	65,000
Summer Interns, Hourly	14.00	17.00

Crestwood Lake Staff – Seasonal	500	20,000
Crestwood Lake Employees – Seasonal, Hourly	12.70	19.00
Building Monitor, Hourly	15.00	17.00
Chief of Police	170,000	200,000
Police Patrolman	43,000	160,000
Sergeant	152,000	165,000
Lieutenant	156,000	170,000
Detective Lieutenant	165,000	170,000
Patrolman Detective Stipend	1,500	1,800
Municipal Magistrate	10,000	18,000
Municipal Prosecutor	4,000	8,000
Radio Police Dispatcher, Full-time	35,000	45,000
Radio Police Dispatcher, Part-time-hourly	16.00	22.00
Crossing Guards, P/T Hourly	14.00	30.00
Emergency Management Official	2,500	4,500
Laborer, DPW	40,000	90,000
Standby, DPW, Per Week	425	450
Crew Chief, DPW	3,000	5,000
Laborer, DPW, Part-time/hourly	16.00	21.00

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole	✓		✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			
Mayor Wilczynski	-----	-----				

I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Mayor

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE # 25-16

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 123, "FILMING" OF THE CODE OF THE BOROUGH OF ALLENDALE

123-1. Definitions.
As used in this chapter, the following terms shall have the meanings indicated:

FILMING — The taking of still or motion pictures, either on film, videotape, or similar recording medium, for commercial or educational purposes intended for viewing on video receivers, television or in theaters or for institutional use. The provisions of this chapter shall not be deemed to include the "filming" of news stories within the municipality.

MAJOR MOTION PICTURE/TELEVISION SERIES — Any film which is financed and/or distributed by a major motion picture studio, including but not limited to the following:

A. Universal Pictures.
B. Warner Brothers, including New Line Cinema, Castle Rock Cinema, Village Road Show and Bel-Aire.
C. Paramount, including MTV films and Nickelodeon Movie.
D. 20th Century Fox, including Fox Searchlight.
E. Sony/Columbia.
F. Disney/Miramax.
G. MGM — United Artists.
H Dreamworks.
I. Any major streaming service, such as Netflix, Hulu, or Amazon Prime Video
J. Any film for which the budget is at least $5,000,000.
K. Recurrent weekly television series programming.

PUBLIC LANDS — Any and every public street, highway, sidewalk, square, public park, playground or any other public place within the Borough which is within the jurisdiction and control of the Borough of Allendale.

123-2. Permits.

A. No person or organization shall film or permit filming on public or on private property where such filming involves the use of public property for the operation, placement or temporary storage of vehicles or equipment utilized in such filming, including, but not limited to, any temporary structure, barricade or device intended to restrict or block off pedestrian or vehicular traffic, without first having obtained a permit from the office of the Municipal Clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates. Said permit must be readily available for inspection by Borough officials at all times at the site of filming.

B. Permits shall be obtained in the office of the Borough Clerk during normal business hours. Applications for such permits shall be in a form approved by the Municipal Clerk and shall be accompanied by a permit fee in the amount established herein.

C. One permit shall be required for each location.

D. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Borough Clerk may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provisions of this chapter. No additional fee shall be paid for this permit.

123-3. Rules and regulations.

A. No permit will be issued by the Municipal Clerk unless applied for prior to five days before the requested shooting date; provided, however, that the Borough Clerk may waive the five-day period if, in his/her judgment, the applicant has obtained all related approvals and adjacent property owners or tenants do not need to be notified.

B. No permit shall be issued for filming upon public lands within the Borough of Allendale unless the applicant for such permit:

(1) Provides proof of insurance coverage for bodily injury for any one person in the amount of $1,000,000, for any aggregate occurrence in the amount of $3,000,000 and for property damage for each occurrence in the aggregate amount of $500,000. The Borough of Allendale shall be named as an additional insured on the policy and a certificate of insurance shall be delivered to the Borough at the time that the permit is issued.

(2) Agrees in writing to indemnify and save harmless the Borough of Allendale from any and all liability or damages resulting from the use of such public lands.

(3) Posts a cash or maintenance bond of $1,000 in favor of the Borough and protecting and insuring that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment, and that due observation of all Borough ordinances, laws and regulations will be followed. If no claim is made upon the bond, the bond shall be returned to the permittee within 30 days of the completion of the filming.

(4) The hiring of an off-duty police officer for the times indicated on the permit at the discretion of the Police chief and Public Safety Committee.

C. The holder of a permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Borough Police Department with respect thereto.

D. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit to the extent possible any interference with normal public activity on such public lands.

E. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris and rubbish during filming and shall be responsible for removing all equipment, debris and other rubbish from the filming location upon the completion of filming or the expiration of the permit, whichever comes first.

F. Filming shall be permitted only Monday through Friday between the hours of 8:00 a.m. and 7:00 p.m. or sundown, whichever is earlier, provided that all requests for night scenes shall be approved in the permit to be granted in accordance with these regulations when not in conflict with the Borough of Allendale's noise ordinance or state laws, i.e. Blue Law. The setup, production and breakdown required by all filming shall be included in the hours as set forth herein.

G. Where the applicant's production activity, by reason of location or otherwise, will directly involve and/or effect any businesses, merchants or residents, these parties shall be given written notice of the filming at least three days prior to the requested shooting date and be informed, and any objections may be filed with the Municipal Clerk, said objections to form a part of applicant's application and be considered in the review of the same. Proof of service of notification to adjacent owners shall be submitted to the Municipal Clerk within two days of the requested shooting date.

H. The Borough reserves the right to require one or more on-site patrolmen in situations where the proposed production may impede the proper flow of traffic; the cost of said patrolmen to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.

I. The Municipal Clerk may authorize a waiver of any of the requirements or limitations of this chapter and may authorize filming on other public property not defined as "public lands" and may authorize filming other than during the hours herein described or may waive any other limitation or requirement of this chapter whenever he determines that strict compliance with such limitations will pose an unreasonable burden upon the applicant and that such a permit may be issued without endangering the public's health, safety and welfare.

J. Copies of the approved permit will be sent to the Police and Fire Departments before filming takes place and to the New Jersey Film Commission. The applicant shall notify the Fire Department and the Police Department 24 hours before filming takes place and permit the Fire Department and the Police Department to inspect the site and the equipment to be used. The applicant shall comply with all fire and safety instructions issued by the Fire Department and the Police Department.

123-4. Fees.

The schedule of fees for the issuance of permits authorized herein are as follows:

A. Basic filming permit: $500. Where an applicant requests an expedited processing of the permit application, the basic filming fee shall be $600.

B. Daily filming fee in addition to the basic filming permit: $750 per day.

C. Daily filming fee payable for major motion picture: $2,500 per day.

D. Filming permit for nonprofit applicants filming for educational purposes, including student films, (no daily rate required): $50 (requires proof of 501c3).

E. Use of Public Buildings $500.

F. Use of Park or Beach $500.

G. Filming on private property: $100 Basic Permit Fee. No daily filming fee will be imposed.

123-5. Exemptions.

The provisions of this chapter shall not apply to the filming of news stories within the Borough of Allendale.

123-6. Violations and penalties.

Where the owner of the premises is not the applicant for a permit required by this chapter, both the owner and the applicant shall each be liable for violations hereof. Any person, firm, or corporation violating this chapter or these rules and regulations, upon conviction thereof, shall be punished by a fine not exceeding $2,000 per day or by imprisonment for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

This Ordinance shall take effect after passage and publication in the manner provided by law.

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole			✓			
Councilwoman Homan		✓	✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			
Mayor Wilczynski	-----	-----				

I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Mayor

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-202

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

ADOPTION OF UPDATED PERSONNEL POLICIES & PROCEDURES MANUAL AND 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; and

WHEREAS, the Employee Handbook of the Borough of Allendale serves as a purpose to acquaint employees with his/her employment for the Borough of Allendale (the "Employer").

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

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-202

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.

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 September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-203

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

APPROVAL OF 2025/2026 AGREEMENT CONCERNING THE HIRING AND PLACEMENT OF TWO CLASS III SPECIAL LAW ENFORCEMENT OFFICERS FOR THE ALLENDALE SCHOOL DISTRICT

WHEREAS, the Mayor and Council of the Borough of Allendale (the "Borough") has determined that it is in the best interests of Allendale, The Allendale School District (the "District") Board of Education (the "Board"), and the community at large, to provide for the appointment of two (2) Class III Special Law Enforcement Officers ("SLEO") at the Allendale School District for the 2025/2026 school year; and

WHEREAS, the Public Safety Committee on behalf of Allendale and representatives on behalf of the Board have agreed upon terms for appointment of (two) SLEO for the 2025/2026 school year and wish to memorialize same; and

WHEREAS, Board has advised Allendale that it has sufficient funding to provide for the establishment of such positions in accordance with the written agreement referenced herein, subject to subsequent authorization and appointment by Allendale; and

WHEREAS, Allendale, by adoption of this Resolution, authorizes the approval of said agreement, subject to written agreement and appointment resolution by Board regarding same as well as review and approval by the Borough Attorney.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Allendale that it authorizes and approves a contract with the Allendale School District Board of Education for two (2) Class III Special Law Enforcement Officers at the Allendale School District for the 2025/2026 school year, subject to written agreement and appointment resolution by Board regarding same as well as review by the Borough Attorney; and

BE IT FURTHER RESOLVED that the Mayor, the Municipal Clerk, the Chief Financial Officer and the Borough Attorney are authorized to take all appropriate actions so as to implement this Resolution.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

AGREEMENT

CONCERNING THE HIRING AND PLACEMENT OF SPECIAL LAW ENFORCEMENT OFFICER III IN

THE ALLENDALE SCHOOL DISTRICT

BY AND BETWEEN

THE BOROUGH OF ALLENDALE

AND

THE ALLENDALE SCHOOL DISTRICT

WHEREAS, the State of New Jersey has created a new class of Special Police Officers known as Special Police Officer III (SLEO III) specifically and solely for the purpose of school security as outlined in N.J.S.A. 40A:14-146.10, 40A:14-146.11, 40A:14-146.14, and 40A:14-146.16, and other appropriate provisions of New Jersey law; and

WHEREAS, the Borough of Allendale (the "Borough") and the Allendale School District (the "District") Board of Education (the "Board") agree that having security personnel that are Special Police Officers who are specifically trained for school security is a best practice for the safety and security of the students and staff at Brookside and Hillside Schools; and

WHEREAS, the Borough and the Board agree that school security is of the utmost importance to create a safe learning environment for students.

NOW, THEREFORE, IT IS AGREED by and between the Borough and the District that the Borough, through the Allendale Police Department (the "Police Department"), shall hire, subject to the terms of this Agreement ("Agreement"), and make available two (2) SLEO III to the Allendale School District, as specified under the following terms and conditions:

1) Rate of pay. The rate of pay paid by the Borough for the SLEO III shall be $39.25 per hour. Such rate of pay shall be reimbursed by the District to the Borough, along with all other costs, as set forth in Paragraph 3 below.

2) Classification of SLEO III. The SLEO III shall be classified as an hourly part-time, "at will" employee of the Borough, who is not entitled to pension, health or other benefits from either the Borough or the District. Such officer shall serve at the pleasure of the Borough, and nothing herein is intended to create any contractual right to employment by a SLEO III. Nothing herein is intended to, nor shall it, create any employment relationship between the District and the SLEO III.

In the event that the Borough is required by law to provide any such benefits, as outlined above, such costs shall be reimbursed by the District to the Borough as set forth under Paragraph 3 below.

3) Reimbursement/Payment requirements.

a. The District agrees to reimburse the Borough for all costs related to the Borough's hiring, training, outfitting and employment of the SLEO III, which shall include, but is not limited to the following: i. Wages and associated payroll costs for the hours worked by the SLEO III;

ii. All costs associated with the hiring and equipping of the SLEO III including uniforms, bulletproof vests, Police Department issued equipment, training hours and any other additional costs associated with the employment, training and outfitting of the SLEO III.

iii. All pre-employment and post-employment medical and physiological examination costs.

iv. Any mandated police training courses, costs associated with attending the same, costs for in house police training mandated by the Attorney General Guidelines, costs of qualifying ammunition, and the costs of any required classes mandated by the Police Training Commission.

b. The SLEO III assigned to the Allendale School District will turn over time cards signed by the school designee to the Allendale Police Department for processing on a bi-monthly basis.

c. The Borough shall bill the District for wages and associated payroll costs set forth herein on a semiannual basis in July and January. For the School year 2025-2026, the Borough shall waive the right to any reimbursement of administrative oversight fees.

d. The District shall reimburse the Borough for all other allowable costs set forth herein as incurred and billed to be paid within thirty (30) days of receipt of a completed invoice from the Borough.

4) Vetting of officers. The vetting process for the SLEO III hired by the Borough and assigned to the Allendale School District will be agreed upon by both the Borough and the District prior to appointment of the SLEO III. The Chief of Police shall confer with the District Superintendent during the hiring process. No special law enforcement officer shall be appointed if he/she is not deemed acceptable by the District Superintendent. The Borough will appoint special law enforcement officers sufficient to perform the duties and responsibilities permitted by and in accordance with law. The SLEO III assigned to the Allendale School District shall be under the supervision and direction of the Chief of Police. In the event that the District Superintendent determines that the SLEO III hired by the Borough and assigned to the Allendale School District is not performing the duties to the satisfaction of the Superintendent, or engages in misconduct, the Borough, upon written notice from the Superintendent to the Borough, agrees to institute appropriate procedures to effectuate discipline, which can include up to termination of the SLEO III for cause.

5) Policies and procedures. The SLEO III shall be subject to the Rules and Regulations of the Police Department. The Police Department will consult with the District Superintendent regarding any additional policies and procedures governing the use of the SLEO III, but the Borough shall maintain, in its sole discretion, the sole authority as to the adoption of such policies.

6) Assignment and duties. Assignment and daily duties at the Allendale School District will be determined by the District Superintendent or his/her designee in accordance with the established Police Department Policies and Procedures and State Law, and in accordance with the terms of this Agreement. The SLEO III shall only serve during school hours, while school is in session, or such events when the school is occupied by students, subject to any required training days.

7) Training. Police training for the SLEO III will be scheduled and administered by the Police Department consistent with current policy. All training shall be conducted in consultation with the District to ensure school security is not compromised.

8) Uniforms and equipment. The SLEO III will be armed with Police Department service weapons and shall wear uniforms with SLEO III patches as required by State Law. Use of any department issued service weapon shall only be used in accordance with N.J.S.A.40A:14-146.14.

9) Insurance. The Borough will name the District an additional insured on its insurance policy with respect to the performance of the SLEO III's work in the District, and will provide the District with proof of having named the District as an additional insured.

10) Term of agreement. This Agreement shall be deemed effective as of the start of the 2025-2026 School Year and shall remain in effect until the end of the 2025-2026 School Year. However, nothing herein shall be deemed to exclude from reimbursement under Paragraph 3 any training days ordered by the Borough's Chief of Police. This Agreement may be revoked prior to its expiration, by either the District or the Borough, upon thirty (30) days' written notice.

11) Modifications in Writing. Modifications or the waiver of any provisions of this Agreement shall in no event be effective unless the same shall be in writing and signed by the parties hereto, and then such modification or waiver shall be effective only in the specific instance and for the specific purpose for which given.

12) Failure to Exercise Rights. Neither any failure nor any delay on the part of either party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise thereof preclude any other or further exercise of any other right, power or privilege.

13) Assignment. There shall be no assignment of this Agreement by any party hereto.

14) Captions. The section headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of the Agreement.

15) Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

16) Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

17) Reservation. Except as otherwise expressly set forth in this Agreement, the Borough and the District reserve all of their respective rights and powers under Federal Law and the laws of the State of New Jersey.

18) Entire Agreement. This Agreement and its provisions constitutes the entire understanding and agreement of the parties regarding all matters covered herein, and any prior discussions, representations, understandings and agreements are hereby superseded by this Agreement. The parties agree to be bound hereby and acknowledge that there are no representations, warranties, covenants, or undertakings other than those expressly set forth herein.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the day and year first above written.

WITNESS

Linda Louise Cervino

Linda Louise Cervino

Borough Clerk

Date 9/4/2025

BOROUGH OF ALLENDALE

Amy E. Wilczynski

Mayor

WITNESS

_____

Maria Engeleit

Business Administrator

Date _____

ALLENDALE SCHOOL DISTRICT

_____

Michael J. Barcadepone, Ed. D.

Superintendent

Allendale Board of Education

100 Brookside Avenue
Allendale, New Jersey 07401
Phone 201-327-2020
Fax 201-825-6553

On motion by Mr. Fliegel and seconded by Mrs. Gundersen and carried by roll call vote, the Board approved the following resolution:

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the 2025-2026 agreement with the Borough of Allendale for the Special Law Enforcement Officers (SLEO, Class III).

CERTIFICATION

I, Maria L. Engeleit, Board Secretary of The Board of Education of the Borough of Allendale, in the County of Bergen, New Jersey, HEREBY CERTIFY that the above extract is a true copy of a RESOLUTION unanimously passed at a meeting of the Board of Education held on August 27, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Board of Education this 3rd day of September 2025.

Maria L. Engeleit
Board Secretary

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-204

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

RESOLUTION AUTHORIZING HIRING OF A SPECIAL LAW ENFORCEMENT OFFICER (SLEO III) – CRAIG SIMKO

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, upon recommendation of the Chief of Police and Public Safety Committee, that effective September 1, 2025, Craig Simko is hereby appointed as Class III Special Law Enforcement Officers (SLEO III) of the Allendale Police Department, assigned to the Allendale School District (the "District") at the salary of $39.25 per hour.

BE IT FURTHER RESOLVED that the Borough of Allendale is to be reimbursed by the District for all costs related to the Borough's hiring, training, outfitting and employment of SLEO III Craig Simko, subject to a written agreement in accordance with Resolution #25-203 on September 4, 2025.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 08/04/2025

RESOLUTION# 25-205

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

APPROVAL OF PAYMENT NO. 4 AND FINAL FOR NJ MA-22 & MA-23
ALLENDALE STREETSCAPE PROJECT PHASE V & VI - A.A. BERMS LLC

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, Bergen County, New Jersey that the contract for the MA 22-23 Allendale Streetscape Project - Phases V & VI (NJDOT Funded) is currently in construction by A.A. Berms LLC, PO Box 180, Belleville, New Jersey 07109 in accordance with the Plans and Specifications, as directed by the Project Engineer. The said construction is hereby accepted for Payment No. 4 and Final in the amount of Thirty-One Thousand Five Hundred Twenty-Eight Dollars and Thirty Cents ($31,528.30) is hereby approved.

This Resolution to take effect immediately.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-206

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

RESOLUTION AUTHORIZING CHANGE ORDER Nº 1 & FINAL FOR
Reduction of Unused Quantities for Streetscape

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, Bergen County, New Jersey upon the recommendation of the Borough Capital Improvements Engineer that the Change Order for the Contract listed below be and is hereby approved.

TITLE OF JOB: NJ MA-22 & MA-23 West Allendale Streetscape Project-Phase V & VI

CONTRACTOR: A.A. Berms, LLC, P.O. Box 180, Bellville, NJ 07109

CHANGE ORDER No.: 1 & Final

AMOUNT OF CHANGE THIS RESOLUTION: $18,523.57 Decrease: -3.02%

This Resolution to take effect upon certification of this Resolution by the Borough Treasurer that sufficient funds are available.

I hereby certify that funds are available Alison Altano
Alison Altano, CFO

DATED: 9/4/2025 APPROVED: Amy Wilczynski
Amy Wilczynski, MAYOR

ATTEST: Linda L. Cervino
Linda L. Cervino, BOROUGH CLERK

I, Linda L. Cervino, hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-207

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

AUTHORIZATION OF 2025 CRESTWOOD LAKE SALARIES
SUPPLEMENT SIX

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the above salaries are hereby approved for the Crestwood Lake Swim Club 2025 Season.

TITLE	EFFECTIVE DATE	NAME	RATE OF PAY
Sub-Gate	August 26, 2025	Rachel Shulman	$14.75 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 September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-208

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

APPROVAL OF SEPTEMBER 4, 2025 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 September 4, 2025 in the amounts of:

Bill List Numbers	**September 4, 2025**	
Current Fund	$	1,239,423.95
Payroll Account		415,066.63
General Capital		61,869.65
Animal Fund		
Grant Fund		
COAH/Housing Trust		2,931.95
Improvement & Beautification		4,280.01
Trust Fund		13,021.67
Unemployment Fund		
Water Operating		
Water Capital		
Total	**$**	**1,736,593.86**

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-209

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	_____	_____				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

TAX OVERPAYMENTS

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 3rd Quarter of 2025 Taxes:

Block/Lot/Qual	Name	Property Location	Amount
104/26	Steven & Rosa Sasso c/o Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	30 Cedar Drive	$4,769.29
801.01/53	David You & Yukiko Watarai c/o Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	7 Green Way	$5,830.24
905/7	Elizabeth Salome c/o Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	89 Myrtle Ave	$2,521.91
909/2	Thomas & Sydney Grueter c/o Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	128 W Crescent Ave	$17.58
1809/14/C0010	Peter & Ramona Ricciardi c/o Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	10 Allison Ct.	$3,046.20

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-210

Council	Motion	Second	Yes	No	Abstain	Absent
Yaccarino		✓	✓			
O'Toole			✓			
Homan	✓		✓			
Lovisolo			✓			
Daloisio						✓
O'Connell			✓			
Mayor Wilczynski	-----	-----				

☐Carried
☐Defeated
☐Tabled
☒Approved on Consent Agenda

AUTHORIZING THE EXECUTION OF A CONTRACT WITH LECKINGTON ADVISORS LLC TO PROVIDE AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES

WHEREAS, the Borough of Allendale ("Borough") is required to comply with the Fair Housing Act and the regulations of the New Jersey Council on Affordable Housing, including the designation of an Administrative Agent to administer and oversee affordable housing units in accordance with the Uniform Housing Affordability Controls (UHAC); and

WHEREAS, the Borough of Allendale has identified the need to retain a qualified Administrative Agent to assist with the oversight, monitoring, and compliance of affordable housing units within the Borough, including services related to technical assistance, review of documents, monitoring of compliance, policy review, and coordination with the Municipal Housing Liaison; and

WHEREAS, Leckington Advisors LLC, with offices located in Trenton, New Jersey, has submitted a proposal dated August 15, 2025, to provide such professional services at the rate of $185 per hour, not to exceed $15,000 annually, plus reimbursable expenses as outlined therein; and

WHEREAS, Leckington Advisors LLC is a Certified Administrative Agent in the State of New Jersey and possesses the necessary qualifications, knowledge, and experience to provide the Borough with these specialized services; and

WHEREAS, the Borough Council finds it to be in the best interest of the Borough of Allendale to enter into a contract with Leckington Advisors LLC to provide Affordable Housing Administrative Agent services;

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/04/2025

RESOLUTION# 25-210

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that:

1. The Mayor and Borough Clerk are hereby authorized to execute a contract with Leckington Advisors LLC to serve as one of the Borough's Affordable Housing Administrative Agents pursuant to the terms and conditions set forth in the proposal dated August 15, 2025.
2. Compensation for services shall be at the hourly rate of $185 per hour, not to exceed $15,000 annually, plus approved reimbursable expenses, as provided in the proposal.
3. The specific affordable housing properties and projects to be administered by Leckington Advisors LLC shall be designated by the Borough as needed during the term of the agreement.
4. This Resolution shall take effect immediately upon adoption according to law.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 4, 2025.

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

105 Cadwalader Drive
Trenton, NJ 08618
www.LeckingtonAdvisors.com

September 12, 2025

Ms. Linda Cervino, RMC
Borough Clerk
Borough of Allendale
500 West Crescent Avenue
Allendale, NJ 07401

Re: Transmittal of Executed Agreement and Pay-to-Play Documentation

Dear Ms. Cervino:

Enclosed please find the fully executed agreement between the Borough of Allendale and Leckington Advisors, LLC, together with the required pay-to-play compliance documentation. Kindly confirm receipt at your convenience.

I appreciate the Borough's confidence in our services and look forward to working with you and the governing body in our role as Administrative Agent.

Warmest Regards,

Marc Leckington
President
marc@leckingtonadvisors.com

Enclosure

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

AGREEMENT FOR PROFESSIONAL SERVICES
AFFORDABLE HOUSING ADMINISTRATIVE AGENT

This Agreement made this 4th day of September, 2025, by and between:

THE BOROUGH OF ALLENDALE, a municipal corporation of the State of New Jersey, located at 500 West Crescent Avenue, Allendale, New Jersey 07401 (hereinafter the "Borough"),

and

LECKINGTON ADVISORS LLC, with offices located at 105 Cadwalader Drive Trenton, New Jersey 08618 (hereinafter the "Consultant").

WITNESSETH:

WHEREAS, the Borough requires the services of a qualified Affordable Housing Administrative Agent to assist with the oversight, monitoring, and compliance of affordable housing units within the Borough in accordance with the Uniform Housing Affordability Controls (UHAC) and applicable law; and

WHEREAS, Leckington Advisors LLC has submitted a proposal dated August 15, 2025, to provide such services and has represented that it possesses the necessary qualifications and experience to perform said services; and

WHEREAS, the Borough, by Resolution adopted on September 4, 2025, authorized the execution of this Agreement;

NOW, THEREFORE, the parties agree as follows:

1. **Scope of Services**

   Leckington Advisors LLC shall perform Affordable Housing Administrative Agent services as outlined in its proposal dated August 15, 2025, including but not limited to:

   - Technical assistance and compliance oversight;
   - Review of documents, marketing plans, and pricing schedules;
   - Monitoring of Administrative Agents engaged by developers;
   - Advising on policies, procedures, and ordinances;

- Assisting the Municipal Housing Liaison with required annual monitoring reports;
- Other related services as reasonably requested by the Borough.

The specific affordable housing properties and projects to be administered under this Agreement shall be designated by the Borough during the contract term.

2. **Compensation**

The Borough shall compensate Consultant at a rate of **$185.00 per hour**, billed in quarter-hour increments, not to exceed **$15,000 annually**, plus approved reimbursable expenses (e.g., postage, printing, copying), in accordance with the proposal. Consultant shall submit itemized invoices monthly.

3. **Term**

This Agreement shall commence on September 4, 2025, and continue until December 31, 2025, unless sooner terminated by either party upon thirty (30) days written notice.

4. **Independent Contractor**

Leckington Advisors LLC shall perform services as an independent contractor and not as an employee or agent of the Borough.

5. **Compliance with Law**

Consultant shall comply with all applicable federal, state, and local laws, regulations, and requirements in the performance of services under this Agreement.

6. **Insurance**

Consultant shall maintain professional liability insurance and any other insurance required by law, and shall provide certificates of insurance to the Borough upon request.

7. **Indemnification**

Consultant agrees to indemnify, defend, and hold harmless the Borough, its officers, employees, and agents from any and all claims, liabilities, damages, or expenses arising out of Consultant's performance of services under this Agreement, except to the extent caused by the Borough's sole negligence.

8. **Entire Agreement**

This Agreement, together with the proposal dated August 15, 2025, constitutes the entire understanding between the parties and may only be amended in writing, signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written.

BOROUGH OF ALLENDALE

By: _____
Mayor Amy Wilczynski

Attest: _____
Linda Cervino, Borough Clerk

LECKINGTON ADVISORS LLC

By: _____
Marc Leckington, President

Date: 9.11.25