



**BOROUGH OF ALLENDALE  
MAYOR AND COUNCIL  
REGULAR SESSION  
MEETING AGENDA MATERIALS**

**APRIL 13, 2023  
8:00 P.M.**

**AGENDA**  
**BOROUGH OF ALLENDALE**  
**MAYOR AND COUNCIL**  
**REGULAR SESSION – APRIL 13, 2023**  
**8:00 P.M.**

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A Regular Meeting of the Mayor and Council of the Borough of Allendale will be held in-person on April 13, 2023 beginning at 8:00 pm in the Mayor & Council Chambers of the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

**I. CALL TO ORDER**

- A. Open Public Meetings Act Announcement
- B. Roll Call

**II. SALUTE TO FLAG**

**III. APPROVAL OF MINUTES**

- [March 23, 2023 Work](#) & [Regular Session Minutes](#)

**IV. SECOND READING AND PUBLIC HEARING ORDINANCES**

The following ordinance published herewith was first read by title only on March 23, 2023 and posted on the bulletin board of the lobby of the municipal building and borough website.

**ORDINANCE 23-07:** 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 2023.

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**V. RESOLUTIONS**

**RES 23-118:** Approval of Time and Place of Mayor & Council Meetings for 2023 – Time Amended.

**VI. INTRODUCTION OF ORDINANCES**

Motion that the following ordinance be introduced and passed on first reading and setting May 11, 2023 at 7:30 p.m. or as soon thereafter as the matter can be heard as the date and time, and the Council Chambers of the Allendale Municipal Building as the place for a hearing on said ordinance.

**ORDINANCE 23-08:** CALENDAR YEAR 2023 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14).

**AGENDA**  
**BOROUGH OF ALLENDALE**  
**MAYOR AND COUNCIL**  
**REGULAR SESSION – APRIL 13, 2023**  
**8:00 P.M.**

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**VII. 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.

- RES 23-119:** Authorize Emergency 2023 Temporary Budget Appropriations.
- RES 23-120:** Appointment of Electrical Sub-Code Official – Vincent Lombardozzi.
- RES 23-121:** Approval for Reimbursement of Seasonal Snow Removal for Years 2021 and 2022 per the Municipal Service Agreement of February 11, 2021 to The Whitney Homeowners Association, Inc.
- RES 23-122:** Adoption of Updated Personnel Policies & Procedures Manual/Employee Handbook.
- RES 23-123:** Authorization to release funds from the Allendale Housing Trust Fund in the amount of \$200,000.00 towards construction of new senior units at Cebak Court.
- RES 23-124:** Approval of 2023 Non-Union Salary Resolution.
- RES 23-125:** Approval of 2023 United Public Service Employees Union (UPSEU).
- RES 23-126:** Appointment of Assistant Fire Chief.
- RES 23-127:** Approval of April 13, 2023 Bill List.
- RES 23-128:** Approval of Settlement.

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- A. RES 23-129:** Introduce 2023 Municipal Budget.

**X. COMMITTEE REPORTS AND COMMENTS**

**XI. STAFF REPORTS**

**AGENDA**  
**BOROUGH OF ALLENDALE**  
**MAYOR AND COUNCIL**  
**REGULAR SESSION – APRIL 13, 2023**  
**8:00 P.M.**

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**XII. PUBLIC COMMENTS**

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

**XIII. ADJOURNMENT**

DRAFT

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Additional items may be added to this agenda. Final action may be taken on all matters listed or added to this agenda. This agenda was prepared as of 04/12/2023 with all available information as of this date.

**BOROUGH OF ALLENDALE  
COUNTY OF BERGEN  
STATE OF NEW JERSEY**

**ORDINANCE #23-07**

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 2023.

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, 2023.

<b>TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Municipal Clerk	\$60,000	\$97,000
Deputy Municipal Clerk	48,000	68,000
Administrative Officer	5,000	40,000
Director of Communications	40,000	55,000
Summer Interns, Hourly	14.00	17.00
Chief Financial Officer	65,000	118,500
Tax Collector	63,000	71,000
Tax Assessor, Part-time	30,000	52,500
Qualified Purchasing Agent	3,000	6,000
Director of Operations	80,000	165,000
Clean Communities Coordinator/Certified Recycling	1,500	3,000
Crestwood Lake Staff – Seasonal	500	20,000
Crestwood Lake Employees – Seasonal, Hourly	12.70	19.00
Water Collector	5,000	20,000
Construction Code Official	25,000	95,000
CCO Inspector	4,000	6,000
Electrical Sub Code Official, Part-time	12,000	16,000
Building Sub Code Official	13,000	17,500
Plumbing Sub Code Official, Part-time	12,000	16,500
Zoning Official	13,000	17,500
Property Maintenance Official	38,000	45,000
Fire Sub Code Official, Part-time	10,000	13,500
Fire Prevention Official, Part-time	3,800	5,500
Fire Inspectors, Hourly	14.00	21.00
Fire Administrator	3,000	6,000
Chief of Police	165,000	195,000
Municipal Magistrate	10,000	16,000
Municipal Prosecutor	4,000	8,000

**BOROUGH OF ALLENDALE  
COUNTY OF BERGEN  
STATE OF NEW JERSEY**

**ORDINANCE #23-07**

Crossing Guards, P/T Hourly	14.00	20.00
Emergency Management Official	2,500	5,000
Laborer, DPW	45,000	85,000
Standby, DPW, Per Week	425	425
Crew Chief, DPW	3,000	12,500
Laborer, DPW, Part-time/hourly	16.00	21.00
Administrative Assistant	35,000	48,000
Administrative Assistant, Part-time/hourly	16.00	23.00
Clerk Typist, Part-time/hourly	14.00	20.00
Land Use Administrative Assistant	58,000	65,000
Bookkeeper	50,000	65,000
DPW File Clerk, Part-time/hourly	14.00	22.27
Building Department Technical Assistant, Part-	16.00	30.00
Radio Police Dispatcher, Full-time	35,000	43,000
Radio Police Dispatcher, Part-time-hourly	16.00	21.00

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
Lovisolo						
O'Connell						
O'Toole						
Yaccarino						
Daloisio						
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 April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

\_\_\_\_\_  
Amy Wilczynski  
Mayor

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

**DATE: 04/13/2023**

**RESOLUTION# 23-118**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPROVAL OF TIME AND PLACE OF MAYOR & COUNCIL  
MEETINGS FOR 2023 – TIME AMENDED**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10-4-18 et seq. took effect on January 19, 1976; and,

**WHEREAS**, the Governing Body desires to be in complete compliance with the requirements and spirit of that act.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body as follows:

1. The schedule listed below of regular meetings of this public body is hereby adopted as amended for the remaining year of 2023;
2. A copy of the schedule shall be:
  - a. Posted and maintained through the year on the bulletin board in the Allendale Borough Hall, 500 West Crescent Avenue, Allendale, New Jersey 07401
  - b. Mailed and/or Emailed at no cost to the following newspapers: The Record, Star Ledger and the Ridgewood News
  - c. Filed in the Office of the Borough Clerk
  - d. Mailed to those who have requested same and have prepaid the sum of \$10.00 fixed to cover the cost of providing such notice
  - e. Official action may be taken.

(See copy attached and made a part hereof)

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-118**

**BOROUGH OF ALLENDALE  
MAYOR & COUNCIL 2023 MEETINGS – TIME AMENDED**

Work Sessions will be held at 7:30 p.m. with the Regular Sessions immediately following at the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401 on the following Thursdays:

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**\*JANUARY**

January 19, 2023

**\*FEBRUARY**

February 9, 2023  
February 23, 2023

**\*MARCH**

March 9, 2023  
March 23, 2023

**\*APRIL**

April 13, 2023  
April 27, 2023

**MAY**

May 11, 2023  
May 25, 2023

**JUNE**

June 15, 2023  
June 29, 2023

**JULY**

July 20, 2023

**AUGUST**

August 17, 2023

**SEPTEMBER**

September 7, 2023  
September 21, 2023

**OCTOBER**

October 12, 2023  
October 26, 2023

**NOVEMBER**

November 16, 2023

**DECEMBER**

December 7, 2023  
December 21, 2023

\*Indicates in the past, Regular Sessions started at 8:00 p.m.

**BOROUGH OF ALLENDALE  
COUNTY OF BERGEN  
STATE OF NEW JERSEY**

**ORDINANCE #23-08**

**CALENDAR YEAR 2023**

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% or the cost of living adjustment, whichever is less, unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, the cost of living adjustment for calendar year 2023 budget is calculated at 2.5% pursuant to N.J.S.A. 40A:4-45.2; and

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Mayor and Council of the Borough of Allendale in the County of Bergen finds it advisable and necessary to increase its CY 2023 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Mayor and Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$103,549 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS**, the Mayor and Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**BOROUGH OF ALLENDALE  
COUNTY OF BERGEN  
STATE OF NEW JERSEY**

**ORDINANCE #23-08**

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Council of the Borough of Allendale in the County of Bergen, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2023 budget year, the final appropriations of the Borough of Allendale shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by up to 3.5%, amounting to \$362,421, and that the CY 2023 municipal budget for the Borough of Allendale be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

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

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I hereby certify the above to be a true copy of an Ordinance introduced by the Governing Body of the Borough of Allendale on April 13, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-119**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisololo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**AUTHORIZATION OF EMERGENCY  
2023 TEMPORARY BUDGET APPROPRIATIONS**

**WHEREAS**, an emergent condition has arisen with respect to certain budget appropriations and no adequate provision has been made in the 2023 Temporary Budget, and N.J.S.A. 40A: 4-20 provides for the creation of emergency temporary appropriations for said purpose; and

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale that in accordance with the provisions of N.J.S.A. 40A: 4-20;

1. An emergency temporary appropriation be and the same is hereby made in the total amount of:

<b>Current Fund</b>	
Administration - S&W	5,000
Administration - OE	15,000
Mayor and Council - OE	2,000
Municipal Clerk - OE	20,000
Finance - S&W	15,000
Finance - O&E	2,000
Tax Collection - S&W	5,000
Tax Assessment - S&W	3,000
Tax Collection - OE	1,000
Engineering - OE	40,000
Legal Services	30,000
Land Use Board - S&W	5,000
Land Use Board - OE	2,000
Construction Code - S&W	10,000
Construction Code - OE	10,000
Electrical Inspector - S&W	2,000
Plumbing Subcode - S&W	2,000

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

**DATE: 04/13/2023**

**RESOLUTION# 23-119**

Property Maintenance – S&W	4,000
Fire Subcode – S&W	1,000
Insurance – Other	75,000
Group Insurance	250,000
Workers Compensation	45,000
Police – S&W	200,000
Police – OE	30,000
Emergency Mgt Services – S&W	500
Emergency Mgt Services – OE	1,000
Fire Prevention – OE	3,000
Municipal Prosecutor – S&W	1,000
Streets and Roads – S&W	50,000
Streets and Roads – OE	30,000
Garbage and Trash Removal – OE	25,000
Board of Health – OE	1,000
Animal Control – OE	500
Parks – OE	10,000
Senior Citizens – OE	2,000
Library – OE	32,000
Telephone – OE	10,000
Street Lighting	10,000
Sewer – OE	2,500
NW Bergen Sewer Authority	25,000
Social Security	14,000
Municipal Court – S&W	2,000
Municipal Court – OE	1,000
Public Defender – OE	500
<b>Total Current Fund Appropriations</b>	<b>\$995,000</b>

2. That said emergency temporary appropriation will be provided in the 2023 budget;
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-120**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPOINTMENT OF ELECTRICAL SUB-CODE OFFICIAL**

**WHEREAS**, there currently exists a vacancy in the Office of Electrical Sub-Code Official for the Borough of Allendale;

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body that it does hereby appoint Vincent Lombardozzi as Electrical Sub-Code Official on a part time basis for an average of six (6) hours per week with an hourly rate of \$50.00; and

**BE IT FURTHER RESOLVED**, that the appointment is effective March 28, 2023 for a four (4) year term until March 28, 2027.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-121**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPROVAL FOR REIMBURSEMENT OF SEASONAL SNOW REMOVAL FOR  
YEARS 2021 AND 2022 PER THE MUNICIPAL SERVICE AGREEMENT OF  
FEBRUARY 11, 2021 TO THE WHITNEY HOMEOWNERS ASSOCIATION, INC.**

**WHEREAS**, The Whitney Homeowners Association, Inc. (the "Association"), a not for profit corporation of the State of New Jersey, is responsible for the administration and management of the common areas and facilities at the residential development located within the Borough of Allendale (the "Borough") known as The Whitney (hereinafter referred to as the "Development"); and

**WHEREAS**, in accordance with New Jersey's Municipal Services Act (hereinafter referred to as the "**Act**"), L.1989, C. 299 (*N.J.S.A. 40:67-23.1 et seq.*), the Borough is required either to perform certain specified services on roads and streets in the Development, which is a qualified private community, or to reimburse the Association to the extent specified in that statute for the actual costs to the Association of providing said specified services; and

**WHEREAS**, the Borough and the Association have agreed that during the 2020-2021 Winter Season, the amount for services was \$15,970.00, during the 2021-2022 Winter Season, the amount for services was \$11,900.00, totaling \$27,870.00 due to The Whitney at Allendale.

**WHEREAS**, the Borough's Chief Financial Officer has affirmed that the Borough has sufficient available funds for the foregoing payment for Prior Municipal Services; and

**NOW, THEREFORE, BE IT RESOLVED** that the Borough's Chief Financial be and hereby is authorized to make such payment to the Association in the sum of \$27,870.00.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

# BOROUGH OF ALLENDALE

CHIEF FINANCIAL OFFICER  
500 WEST CRESCENT AVENUE  
ALLENDALE, NJ 07401

## PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, CORRESPONDENCE, ETC.

No. 23-00460

Pg 1

SHIP TO

BOROUGH OF ALLENDALE  
500 WEST CRESCENT AVENUE  
ALLENDALE, NJ 07401

VENDOR

VENDOR #: T0240

The Whitney at Allendale  
Homeowners Association  
328 Changebridge Rd  
Pine Brook, NJ 07058

ORDER DATE: 03/22/23

REQUISITION NO:

DELIVERY DATE:

STATE CONTRACT:

F.O.B. TERMS:

VENDOR MUST FILE BUSINESS REGISTRATION CERTIFICATE  
AND W-9 WITH FINANCE OFFICE BEFORE PAYMENT WILL BE  
PROCESSED.

THIS ORDER IS TAX EXEMPT PER N.J.S.A. 54:32B-9(a)(1) TAX EXEMPT #69-0220362

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	2020-2021 Snow Removal Snow removal reimbursement for 2020-2021 winter season as per Municipal Agreement Schedule B	T-14-55-920-015 Storm Recovery	15,970.0000	15,970.00
1.00	2021-2022 Snow Removal Snow removal reimbursement for 2021-2022 winter season as per Municipal Agreement Schedule B	2-01-26-292-029 Contractual - Outside	11,000.0000	11,000.00
1.00	2021-2022 Snow Removal Snow removal reimbursement for 2021-2022 winter season as per Municipal Agreement Schedule B	T-14-55-920-015 Storm Recovery	900.0000	900.00
			TOTAL	27,870.00

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW. THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING

VENDOR: THIS VOUCHER SHALL BE SIGNED AND RETURNED TO THE SHIP TO DEPARTMENT (ATTACHED)

THIS PURCHASE ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS AND CONDITIONS STATED HEREIN, SET FORTH ON THE REVERSE SIDE HEREOF AND ANY SUPPLEMENTARY OR  
ADDITIONAL TERMS AND CONDITIONS ANNEXED HERETO OR INCORPORATED HEREIN BY REFERENCE, ANY ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS PROPOSED BY SELLER ARE  
OBJECTED TO AND HEREBY REJECTED

### CLAIMANT'S CERTIFICATION

I do solemnly declare and certify under the penalties of the law that the within bill  
is correct in all its particulars; that the articles have been furnished or services  
rendered as stated therein; that no bonus has been given or received by any  
person or persons within the knowledge of this claimant in connection with the  
above claim; that the amount therein stated is justly due and owing; and that the  
amount charged is a reasonable one.

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

TAX I.D. NO. OR SOCIAL SECURITY NO.

### MUNICIPAL CERTIFICATION

I, hereby certify that the claim specified herein is for articles  
received, personal services actually rendered or amounts  
expended for the Borough of Allendale, and that the articles  
received, personal services actually rendered or accounts  
expended for the Borough of Allendale, N.J. were in accordance  
with the specifications and amounts appearing on the purchase  
requisition.

DEPARTMENT HEAD

DATE

CHIEF FINANCIAL OFFICER

DATE

### COUNCIL APPROVALS

### PURCHASING AGENT

DATE PAID

CHECK NO.

**VENDOR - SIGN AT X AND RETURN FOR PAYMENT WITH INVOICE**

*The Whitney HOA, Inc.*  
*Allendale, NJ*

Please review the enclosed and provide our office with the payment voucher outlining the reimbursements the Association is to receive from the municipality for the expenses for these seasons.

Thank you and should you have any questions or concerns related to this information, please do not hesitate to contact me directly at [lstigman@homesteadmgmt.org](mailto:lstigman@homesteadmgmt.org) or via phone at my office 973-797-1444 ex. 215.

Sincerely,

Leigha Stigman  
Regional Director  
Homestead Management Services Inc.

cc. Caroline Record  
Raymond R. Wiss, Esq.

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*Professionally Managed By:*

Homestead Management Services, Inc • 328 Changebridge Road • P.O. Box 644 • Pine Brook, NJ 07058  
Voice: (973) 797-1444 • Fax: (973) 797-1499

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

**DATE: 04/13/2023**

**RESOLUTION# 23-122**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisollo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

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.

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

**DATE: 04/13/2023**

**RESOLUTION# 23-122**

**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.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-123**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**AUTHORIZATION TO RELEASE FUNDS FROM THE ALLENDALE HOUSING TRUST  
FUND IN THE AMOUNT OF \$200,000.00 TOWARDS CONSTRUCTION OF NEW  
SENIOR UNITS AT CEBAK COURT**

**WHEREAS**, Allendale Housing, Inc., (AHI) together with Allendale Urban Renewal, LLC (AUR) and Allendale Senior Housing Corp., (ASHC) have taken over ownership and management of affordable senior housing on Cebak Court; and

**WHEREAS**, there is an increasing need for affordable senior housing; and

**WHEREAS**, it is the intention of Allendale Housing, Inc., (AHI) to add four (4) new senior units at Cebak court and have already retained an Architect, Engineer and General Contractor, which preliminary site plan designs estimate a cost of approximately \$1 million to build the new units; and

**WHEREAS**, Allendale Housing, Inc., (AHI), is requesting that Mayor and Council of the Borough of Allendale, County of Bergen, release funds in the amount of \$200,000.00 from the Trust Fund towards construction of the new senior units at Cebak Court; and

**WHEREAS**, the Chief Financial Officer has attached hereto a certification that adequate funds have been or will be duly budgeted and appropriated for the release of funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Allendale, Bergen County, authorizes release of funds in the amount of \$200,000.00 from the Trust Fund towards the construction of the new senior units at Cebak Court.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

From: Amy Wilczynski  
Sent: Monday, April 3, 2023 9:16 PM  
To: Alison Altano  
Cc: Linda L. Cervino; Ron Kistner; Ed Snieckus  
Subject: FW: Message from "RNP00267390C434"  
Attachments: 202303241039.pdf

Hi all,

Attached is a letter from AHI requesting release of funds from the housing trust fund to build additional senior housing. I spoke with Ed about this and the funding is appropriate and allowed in this circumstance.

@linda- can you put this on this or next agenda as a resolution. There is not rush as they are still in planning phase.

Best Regards,  
Amy E. Wilczynski  
Mayor, Borough of Allendale  
Mobile 201-819-7727  
Web [www.AllendaleNJ.gov](http://www.AllendaleNJ.gov)

-----Original Message-----

From: [savin@allendalenj.gov](mailto:savin@allendalenj.gov) <[savin@allendalenj.gov](mailto:savin@allendalenj.gov)>  
Sent: Friday, March 24, 2023 10:40 AM  
To: Amy Wilczynski <[amywilczynski@Allendalenj.gov](mailto:amywilczynski@Allendalenj.gov)>  
Subject: Message from "RNP00267390C434"

This E-mail was sent from "RNP00267390C434" (MP 4002).

Scan Date: 03.24.2023 10:39:37 (-0400)  
Queries to: [savin@allendalenj.gov](mailto:savin@allendalenj.gov)

#### CAUTION:

This Email originated from outside of our email domain. Do not click on links or open attachments unless you recognize the sender and know the content is safe. If unsure, do not reply to this email and call the sender directly.



Allendale Housing Inc.  
Special Needs Housing  
400 Crescent Commons Court  
Allendale NJ 07401

March 23, 2023

TO: ALLENDALE MAYOR AND COUNCIL

FROM: VINCE BARRA, PRESIDENT

RE: New senior housing units

As you know, Allendale Housing, Inc. (AHI) together with Allendale Urban Renewal, LLC (AUR) and Allendale Senior Housing Corp. (ASHC) have taken over ownership and management of affordable senior housing on Cebak Court.

We all are aware of the ever increasing need for affordable senior housing. Presently there are 154 seniors on the housing waiting list! It is the intention of our organizations to add four (4) new senior units at Cebak Court. We have already retained an Architect, Engineer and General Contractor. Preliminary site plan designs estimate a cost of approximately \$1 million to build the new units. It is our goal to obtain a Mortgage from a local bank and have had preliminary discussions with Lakeland Bank.

It would be helpful if funds from the Allendale Housing Trust Fund be allocated to this project. We understand that the Trust Fund is now in excess of \$450,000 and that these new units would qualify for monies from the Trust Fund account.

Therefore, we respectfully request that Mayor and Council consider the utilization of \$200,000 from the Trust Fund toward construction of the new senior units at Cebak Court.

Respectfully,

  
Vince Barra, President

Allendale Housing Inc., Allendale Urban Renewal, LLC and Allendale Senior Housing Corp.

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

DATE: 04/13/2023

RESOLUTION# 23-124

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPROVAL OF 2023 NON-UNION  
SALARY RESOLUTION**

**BE IT RESOLVED** that the following are the salaries for Borough employees for the year 2023. All salaries are retroactive to January 1, 2023.

Linda Cervino, Municipal Clerk	\$ 81,640
John Gil, IV, Director of Communications	50,000
Alison Altano, Temporary Chief Financial Officer	118,500
M. Alissa Mayer, Chief Financial Officer	112,892
M. Alissa Mayer, Water Collector	5,943
Gina Wittmaack, Tax Collector	70,720
Angela Mattiace, Tax Assessor, Part-time	52,100
Joe Citro, Qualified Purchasing Agent	5,000
Ron Kistner, Director of Operations	163,031
Ron Kistner, Administrative Officer	5,000
Kerri Niosi, Clean Communities Coordinator/Certified Recycling Professional	2,000
Anthony Hackett, Construction Code Official, Part-time (Through 3/3/23)	61,353
Anthony Hackett, Construction Code Official, Full-time (Effective 3/6/23)	90,000
Anthony Hackett, Building Sub Code Official, Part-time (Through 3/3/23)	1,992
Anthony Hackett, Building Sub Code Official, Full-time (Effective 3/6/23)	15,000
Anthony Hackett, Zoning Officer (Through 3/3/23)	5,274
Anthony Hackett, Zoning Officer (Effective 3/6/23)	15,000
Michael Dalessio, Electrical Sub Code Official, Part-time	14,468
Fred W. Depken, CCO Inspector, Part-time Salary	5,855
David Nizborski, Plumbing Sub Code Official, Part-time	12,543
Michael Limatola, Property Maintenance Official, Part-time Hrly (Through 3/30/23)	23.42
Michael Limatola, Property Maintenance Official, Full-time (Effective 4/1/23)	41,357
Robert Connell, Fire Sub Code Official, Part-time	13,045
Kevin Todd, Fire Official, Part-time	5,204
Kevin Todd, Fire Inspector, Hourly	20.94
James Schultz, Fire Inspector, Hourly	17.19
Steven Alvarez, Fire Inspector, Hourly	16.86
Brian Testino, Fire Inspector, Hourly	16.86

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

**DATE: 04/13/2023**

**RESOLUTION# 23-124**

Michael Dillon, Chief of Police	166,400
Michael Dillon, Emergency Management Official, Part-time Salary	3,788
Michael Dillon, Fire Administrator	6,000
Harry Norton, Municipal Magistrate	15,972
Richard Rosa, Municipal Prosecutor	6,100
Crossing Guards, Part-time Hourly	20.00

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-125**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPROVAL OF 2023 UNITED PUBLIC SERVICE EMPLOYEES UNION (UPSEU)  
SALARY RESOLUTION**

**Be It Resolved** that the following are the salaries for Borough employees for the year 2023. All salaries are retroactive to January 1, 2023.

Carol Savoy, Bookkeeper	\$ 55,074
Linda Garafalo, Land Use Administrative Assistant (Through 3/30/23)	47,347
Linda Garafalo, Land Use Administrative Assistant (Effective 4/1/23)	62,357
Lisa Crescente, Administrative Assistant, Police	43,672
Linda McLaughlin, Administrative Assistant, Clerks Office	40,851
Kerri Niosi, Administrative Assistant, DPW & Clerks Office	39,321
Amanda Richards, Administrative Assistant Clerks Office	43,956
Chris Rago, Radio Police Dispatcher, Full-time	39,321
Michael LoPrinzi, Radio Police Dispatcher, Full-time	38,301
Nicholes Biondi, Radio Police Dispatcher, Part-time Hourly	18.73
Michael Schell, Radio Police Dispatcher, Part-time Hourly	18.73
Peggy Timony, Radio Police Dispatcher, Part-time Hourly	20.81
Tiffany Thomas, Radio Police Dispatcher, Part-time Hourly	18.36

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

\_\_\_\_\_  
Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-126**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisollo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPOINTMENT OF ASSISTANT FIRE CHIEF**

**BE IT RESOLVED** that the Mayor and Borough Council do hereby confirm the appointment of the following individual for the term expiring December 31, 2023:

Gregory Andersen

Assistant Fire Chief

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 04/13/2023**

**RESOLUTION# 23-127**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**APPROVAL OF APRIL 13, 2023 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 April 13, 2023 in the amounts of:

**Bill List Numbers**

**APRIL 13, 2023**

Current Fund	\$ 1,025,107.02
Payroll Account	395,928.14
General Capital	182,881.81
Animal Fund	
Grant Fund	
COAH/Housing Trust	11,428.75
Improvement & Beautification	
Unemployment Fund	
Trust Fund	6,653.00
Water Operating	
Water Capital	

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<b>Total</b>	<b>\$ 1,621,998.72</b>
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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk



# THE BOROUGH OF ALLENDALE

N E W J E R S E Y

500 WEST CRESCENT AVENUE, ALLENDALE, NJ 07401

WWW.ALLENDALENJ.GOV

OFFICE OF TAX COLLECTOR  
OFFICE OF CHIEF FINANCIAL OFFICER

201-818-4400 EXT 205

I, Alison Altano, 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 April 10, 2023

Alison Altano

Alison Altano  
Chief Financial Officer

## BILL LIST For APRIL 13, 2023

<b>CURRENT ACCOUNT</b>	<b>\$</b>	<b>265.00</b>
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**Manual Check**

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Check# 12628 - County of Rockland	\$	265.00
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<b>PAYROLL ACCOUNT</b>	<b>\$</b>	<b>395,928.14</b>
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<b>Borough of Allendale Payroll Fund, Bank Transfer 3/22/2023</b>	<b>\$</b>	<b>202,896.95</b>
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Salaries and Wages	\$	186,001.06
FICA	\$	13,595.50
DCRP	\$	320.74
LIFE	\$	115.10
DISABILITY	\$	2,864.55

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<b>Borough of Allendale Payroll Fund, Bank Transfer 4/4/2023</b>	<b>\$</b>	<b>193,031.19</b>
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Salaries and Wages	\$	179,423.80
FICA	\$	13,269.71
DCRP	\$	337.68

<b>TOTAL</b>	<b>\$</b>	<b>396,193.14</b>
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**RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ**

**DATE: 04/13/2023**

**RESOLUTION# 23-129**

Council	Motion	Second	Yes	No	Abstain	Absent
<b>Homan</b>						
<b>Lovisolo</b>						
<b>O'Connell</b>						
<b>O'Toole</b>						
<b>Yaccarino</b>						
<b>Daloisio</b>						
<b>Mayor Wilczynski</b>	-----	-----				

Carried ☐ Defeated ☐ Tabled ☐

Approved on Consent Agenda ☐

**INTRODUCTION OF 2023 MUNICIPAL BUDGET**

**BE IT RESOLVED**, that the following statement of revenues and appropriations attached hereto constitute the local Budget of the Borough of Allendale, Bergen County, New Jersey for the year 2023.

**BE IT FURTHER RESOLVED**, that the said budget be published in the Record in the issue of April 19, 2023 and that a hearing on the Budget will be held at the Municipal Building, 500 West Crescent Ave on May 11, 2023 at 7:30 PM or as soon thereafter as the matter may be reached.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on April 13, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk