



**BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MEETING AGENDA & MATERIALS
THURSDAY,
NOVEMBER 9, 2023
7:30 P.M.**

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
COMBINED WORK AND REGULAR SESSION
NOVEMBER 9, 2023
7:30 P.M.

A combined Work and Regular Session of the Mayor and Council of the Borough of Allendale will be held in-person on November 9, 2023 beginning at 7:30 pm in the Mayor & Council Chambers at the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

CALL TO ORDER

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

ROLL CALL

SALUTE TO FLAG

APPROVAL OF MINUTES – [October 26, 2023 Combined Work & Regular Session.](#)

AGENDA REVIEW

PUBLIC COMMENT ON AGENDA ITEMS ONLY

INTRODUCTION OF ORDINANCES

- Motion that the following ordinance be introduced and passed on first reading and setting December 7, 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 23-17](#): AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, OFFICERS AND EMPLOYEES, CHAPTER 53.
- Motion that the following ordinance be introduced and passed on first reading and setting December 7, 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 23-18](#): AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, OFFICERS AND EMPLOYEES, CHAPTER 53.

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 23-238](#): TAX OVERPAYMENTS.

[RES 23-239](#): BUDGET TRANSFERS.

[RES 23-240](#): A RESOLUTION AUTHORIZING THE BOROUGH OF ALLENDALE THROUGH THE ALLENDALE POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO ENABLE THE ALLENDALE POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT.

[RES 23-241](#): A RESOLUTION APPROVING EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE PBA

[RES 23-242](#): BILL LIST OF NOVEMBER 9, 2023.

ADMINISTRATION

- A. Council Report
- B. Mayor's Report
- C. Staff Reports

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENTS ON ANY MATTER

Those 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.

ADJOURNMENT

This agenda was prepared as of 11/09/2023 with all available information as of this date. Additional items may be added to this agenda. Final action may be taken on all matters listed or added to this agenda.

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

DATE: 11/09/2023

RESOLUTION# 23-238

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						
Lovisolo						
O'Connell						
O'Toole						
Yaccarino						
Daloisio						
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 4th Quarter of 2023 Taxes:

Block/Lot/Qual	Name	Property Location	Amount
1702/28	Grey, Daniel J & Sommerville, Brianna	50 Dale Avenue	\$8,646.38

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on November 9, 2023.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 11/09/2023

RESOLUTION# 23-239

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

- ☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

BUDGET TRANSFERS

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

NOW THEREFORE, BE IT RESOLVED, BY THE Mayor & Council of the Borough of Allendale that the following transfers be made between the following 2023 Budget Appropriations:

DEPARTMENT	ACCOUNT	FROM	TO
CURRENT FUND			
Salary and Wage Adjustment	3-01-30-411-012	40,554	
Administration S&W	3-01-20-100-011		5,000
Electrical Inspector S&W	3-01-22-196-012		5,200
Plumbing Subcode S&W	3-01-22-197-012		9,000
Fire Official S&W – Part Time	3-01-25-265-012		3,000
Fire Official S&W – Other Pay	3-01-25-265-013		2,000
Crestwood – S&W	3-01-28-371-012		16,354
Contingent	3-01-35-470-230	1,000	
Board of Health – O&E	3-01-27-330-029		1,000
Total Transfers		41,554	41,554

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on November 9, 2023.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 11/09/2023

RESOLUTION# 23-240

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

- ☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

**A RESOLUTION AUTHORIZING THE BOROUGH OF ALLENDALE THROUGH THE
ALLENDALE POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE
LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO
ENABLE THE ALLENDALE POLICE DEPARTMENT TO REQUEST AND ACQUIRE
EXCESS DEPARTMENT OF DEFENSE EQUIPMENT**

WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAS); and

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

WHEREAS, participation in the 1033 Program allows municipal and county LEAS to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response, and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 Program.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey that the Allendale Police Department is hereby authorized to enroll in the 1033 Program for the period of January 1, 2024 to December 31, 2024; and

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

DATE: 11/09/2023

RESOLUTION# 23-240

BE IT FURTHER RESOLVED that the Allendale Police Department is hereby authorized to acquire items on non-controlled property designated “DEMIL A,” which may include: office supplies, office furniture, computers, electronic equipment, generators, field packs, nonmilitary vehicles, off-road vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, excavation equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, respirators, binoculars, and any other supplies and equipment of a nonmilitary nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Allendale Police Department, without restriction; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Allendale Police Department is hereby authorized to acquire the following “DEMIL B through Q” property, if it shall become available in the period of time for which this resolution authorizes; and

BE IT FURTHER RESOLVED that the “DEMIL B through Q” controlled 3-page property list in its entirety is hereby approved and hereto attached to this resolution; and

BE IT FURTHER RESOLVED that the Allendale Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

BE IT FURTHER RESOLVED that the Allendale Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately and shall be valid to authorize requests to acquire “DEMIL A” property and “DEMIL B through Q” property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization terminating on December 31st of the current calendar year from January 1, 2024 to December 31, 2024.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on November 9, 2023.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 11/09/2023

RESOLUTION# 23-241

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

- ☐ Carried
☐ Defeated
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☐ Approved on Consent
Agenda

**A RESOLUTION APPROVING EXECUTION OF A
MEMORANDUM OF UNDERSTANDING WITH THE PBA**

WHEREAS, the Borough and the PBA are parties to a Collective Negotiations Agreement (“CNA”) for the term January 1, 2021 through December 31, 2024; and

WHEREAS, the PBA has filed a grievance appeal to the Borough regarding the interpretation of Article XIV (“Medical Insurance”) as it relates to the obligation of PBA members to make payment toward their retiree health benefits; and

WHEREAS, the Borough and the PBA, as a result of negotiations between the parties have agreed to a resolution of the matters in dispute, as more particularly set forth in a Memorandum of Understanding, the terms of which are incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale that the Memorandum of Understanding as between the Borough of Allendale and the PBA, be and hereby is **APPROVED**; and

BE IT FURTHER RESOLVED that the Mayor, 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 November 9, 2023.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 11/09/2023

RESOLUTION# 23-242

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

- ☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

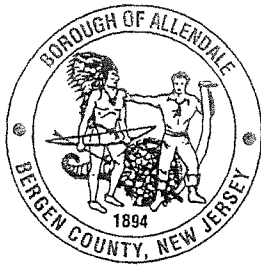
APPROVAL OF NOVEMBER 9, 2023 LIST OF BILLS

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 November 9, 2023 in the amounts of:

Bill List Numbers	NOVEMBER 9, 2023
Current Fund	\$ 4,499,545.74
Payroll Account	181,871.68
General Capital	84,717.72
Animal Fund	2.40
Grant Fund	
COAH/Housing Trust	
Improvement & Beautification	500.00
Unemployment Fund	2,783.43
Trust Fund	1,962.80
Water Operating	
Water Capital	
Total	\$ 4,771,383.77

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on November 9, 2023.

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 11/9/23

Alison Altano
Alison Altano
Chief Financial Officer

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

ORDINANCE #23-17

**AN ORDINANCE TO AMEND, SUPPLEMENT AND
REVISE THE CODE OF THE BOROUGH OF ALLENDALE,
OFFICERS AND EMPLOYEES, CHAPTER 53**

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Article XII of Chapter 53 of the Code of the Borough of Allendale entitled “Municipal Clerk/Administrative Officer” be, and hereby is, amended, supplemented and revised in its entirety to read as follows:

Chapter 53. Officers and Employees

Article XII. Municipal Clerk

§ 53-48. Office established.

There is hereby established the office of Municipal Clerk for the Borough of Allendale.

§ 53-49. Appointment and term.

The Municipal Clerk shall be appointed for a term of three years in accordance with N.J.S.A. 40A:9-133.

§ 53-50. Powers and duties of Clerk.

The Municipal Clerk shall perform the duties and functions as set forth in N.J.S.A. 40A:9-133e.

§ 53-51. Compensation.

§ 53-52. (Reserved).

The compensation for the Municipal Clerk shall be as the Borough Council from time to time provides for in the Salary Ordinance and implementing resolutions.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 53 shall remain in full force and effect as previously adopted.

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

ORDINANCE #23-17

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 introduced by the Governing Body of the Borough of Allendale on November 9, 2023.

Linda Louise Cervino, RMC
Municipal Clerk

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

ORDINANCE #23-18

**AN ORDINANCE TO AMEND, SUPPLEMENT AND
REVISE THE CODE OF THE BOROUGH OF ALLENDALE,
OFFICERS AND EMPLOYEES, CHAPTER 53**

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 53 of the Code of the Borough of Allendale be, and hereby is, amended, supplemented and revised to add Article XV, entitled Borough Administrator, which Article XV shall read as follows:

CHAPTER 53. BOROUGH PERSONNEL

ARTICLE XV. Borough Administrator

§ 53-61. Creation of office.

Pursuant to the authority of N.J.S.A. 40A:9-136 and N.J.S.A. 40A:9-137, there is hereby created the office of Borough Administrator.

§ 53-62. Appointment; term of office; compensation.

The office of Borough Administrator shall be filled by nomination by the Mayor with the advice and consent of the Council. The term of the office of Borough Administrator shall be at the pleasure of the governing body of the Borough, at a salary to be fixed annually by the Salary Ordinance.

§ 53-63. General powers and responsibilities.

The Administrator shall, under the supervision and control of the Mayor and Council, to the extent not prohibited by law:

- A. Serve as the principal administrative officer representing the Mayor and Council.
- B. Attend all meetings of the Mayor and Council as required.
- C. Represent the Borough in its relation to the federal government, state, county and other municipalities, and assert the Borough's interest in contracts, franchises and other business transactions.

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

ORDINANCE #23-18

- D. Keep the Mayor and Council informed of the financial condition of the Borough and make such reports thereon as required and annually prepare a comprehensive report on the condition of the Borough.
- E. Study the administrative and other operations of the Borough and make recommendations for plans and programs to meet the needs of the Borough.
- F. Receive and reply to inquiries concerning Borough business, and provide information and assistance in respect thereto.

§ 53-64. General administration.

The Administrator, to the extent not prohibited by law, shall:

- A. Supervise the business administration of all departments and offices, in consultation with respective committee chairmen.
- B. Maintain close liaison with department heads and advise the governing body of operations in progress.
- C. Establish and maintain sound personnel practices and maintain appropriate records of all employees.
- D. Maintain a continuing review of all department and office operations and their expenditures and report thereon to the governing body.
- E. Recommend the nature, location and extent of public improvements and coordinate the execution of same when authorized by the Mayor and Council.
- F. Implement the policy of the Mayor and Council with respect to the compiling and release of public information.
- G. Perform such other duties as may be assigned by the governing body.

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

ORDINANCE #23-18

§ 53-65. Budgeting.

The Administrator shall:

- A. Receive from each department, office or board their annual requests for appropriations and prepare the tentative budget, transmitting same with recommendations and comments to the Mayor and Council.
- B. Consult with the Mayor and Council with respect to the tentative budget, recording changes, additions and deletions thereto, and submit the tentative budget in the form required by law, together with an analysis of the various items of expenditure and revenue and such explanatory comments as may be required.
- C. By the 15th of each month, provide the Mayor and Council with a year-to-date summary of expenditures versus appropriations.

§ 53-66. Financial and accounting responsibilities.

The Administrator, to the extent not prohibited by law, shall:

- A. Supervise the collection of monies due the Borough and provide for the custody and deposit of same and monthly reports on the cash balances of the accounts.
- B. Supervise the disbursement of all Borough funds and approve all vouchers and bills before submitting same to the Mayor and Council for final approval.
- C. Analyze the cash needs of the Borough and recommend to the Finance Commissioner the prudent investment of such funds as temporarily may be in excess of the amounts needed to meet Borough obligations.

§ 53-67. Outside employment.

The Administrator shall devote full time to the interests of the Borough and shall not hold any other employment, except that nothing herein shall prevent the Administrator from being appointed to another official position in the Borough.

§ 53-68. Repealer.

All ordinances of the Borough of Allendale heretofore adopted in conflict herewith be and the same hereby are repealed.

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

ORDINANCE #23-18

§ 53-69. When effective.

This article shall take effect after final passage and publication as required by law.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 53 shall remain in full force and effect as previously adopted.

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

I hereby certify the above to be a true copy of an Ordinance introduced by the Governing Body of the Borough of Allendale on November 9, 2023.

Linda Louise Cervino, RMC
Municipal Clerk