

**AGENDA**  
**BOROUGH OF ALLENDALE**  
**MAYOR AND COUNCIL**  
**REGULAR SESSION – FEBRUARY 23, 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 February 23, 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. PUBLIC COMMENT ON AGENDA ITEMS ONLY**

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

**IV. APPROVAL OF MINUTES**

- January 19, 2023 Work & Regular Session Minutes
- January 19, 2023 Closed Session Minutes
- February 9, 2023 Work & Regular Session Minutes

**V. SECOND READING AND PUBLIC HEARING ORDINANCE**

The following ordinance published herewith was first read by title only on February 9, 2023 and posted on the bulletin board of the lobby of the municipal building and borough website.

**ORDINANCE 23-02:**

AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE CHAPTER 26, 26-31(d), OF THE BOROUGH CODE OF THE BOROUGH OF ALLENDALE

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**VI. RESOLUTION**

**RESOLUTION 23-95:**

Resolution of the Borough of Allendale, in the County of Bergen, New Jersey, authorizing the Economic Defeasance and Refunding of Various Borough Bonds and Notes from the Proceeds of the sale of the Water Utility, authorizing the Execution of an Escrow Deposit Agreement and Providing for other matters in connection therewith.

**VII. INTRODUCTION OF ORDINANCE**

Motion that the following ordinance be introduced and passed on first reading and setting March 9, 2023 at 8:00 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 23-03:**

AN ORDINANCE TO AMEND AND REVISE CHAPTER 262 OF THE BOROUGH CODE OF THE BOROUGH OF ALLENDALE ENTITLED “WATER”

Motion that the following ordinance be introduced and passed on first reading and setting March 9, 2023 at 8:00 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 23-04:**

AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE CHAPTER 26, ENTITLED “ESTABLISHMENT; COMPOSITION; TABLE OF ORGANIZATION; CHIEF OF POLICE; DIRECTOR OF PUBLIC SAFETY; VACANCIES AND DUTIES” OF THE BOROUGH CODE OF THE BOROUGH OF ALLENDALE

**VIII. 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 23-96:** Approval of 2023 Crestwood Lake Family Membership Donation-Allendale Woman’s Club.

**RES 23-97:** A Resolution to Fill Land Use Board Vacancy.

**RES 23-98:** Approval of Revised Contract–GovPilot, LLC–Add Business Registration Module.

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[RES 23-99](#): Award Contract – 2023 Commercial Grounds Maintenance Agreement – High Mountain Landscaping, Inc.

[RES 23-100](#): Award of 2023 Janitorial Services Contract-Guy's Maintenance Co., Inc.

[RES 23-101](#): Approval of Change in Custodian of Petty Cash–Finance Department Fund – Alison Altano.

[RES 23-102](#): Tax Overpayments.

[RES 23-103](#): Approval of February 23, 2023 List of Bills.

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

**XI. COMMITTEE REPORTS AND COMMENTS**

**XII. STAFF REPORTS**

**XIII. 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.

**XIV. ADJOURNMENT**

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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 02/22/2023 with all available information as of this date.

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

**ORDINANCE #23-02**

**AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE  
CHAPTER 26, 26-31(d), OF THE BOROUGH CODE OF  
THE BOROUGH OF ALLENDALE**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 26, of the Code of the Borough of Allendale be, and hereby is, amended, supplemented and revised to read as follows:

**§ 26-31, Article III 26-31**

D. Rates of compensations; administrative fee; payment for services. Rates of compensation for contracting the services of off-duty law enforcement officers shall be based on a rate equal to that of time and 1/2 of the contractual hourly rate for the individual officer being compensated. An additional fee of 25% of the rate as calculated above is hereby established to cover administrative costs, overhead, and out-of-pocket expenses of the Borough. Payment for the use of any motor vehicle of the Police Department in connection with the services of off-duty law enforcement officers of the Allendale Police Department authorized in this § 26-31 shall be \$125 per day, or any part of a day, provided, however, that the Chief of Police shall have the authority to waive such fee for the use of a police vehicle if, in his or her discretion, the use of a police vehicle shall not result in any material wear and tear of such vehicle.  
[Amended 12-17-2020]

Traffic and/or Police Services shall be based on a minimum flat rate of \$85.00 per hour, or the police officer's overtime rate, whichever is greater. There is a four (4) hour minimum requirement for each officer for every detail. There is a minimum of three hours cancellation notice without penalty. In the event cancellation is made less than three hours prior to starting time, the officer(s) will be compensated for four (4) hours at the established rate. There shall be an administrative fee of 25% of the total amount of hourly charges, totaling \$106.25 per hour minimally. Overtime coverage for either school district, Church event, or borough-sponsored events are exempt from this ordinance.

**BE IT FURTHER ORDAINED** that, except as modified herein, all other provisions of Chapter 26 shall remain in full force and effect as previously adopted.

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 February 23, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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Amy Wilczynski  
Mayor

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

**DATE: 02/23/2023**

**RESOLUTION# 23-95**

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 ☐

RESOLUTION OF THE BOROUGH OF ALLENDALE, IN THE  
COUNTY OF BERGEN, NEW JERSEY, AUTHORIZING THE  
ECONOMIC DEFEASANCE AND REFUNDING OF VARIOUS  
BOROUGH BONDS AND NOTES FROM THE PROCEEDS OF  
THE SALE OF THE WATER UTILITY, AUTHORIZING THE  
EXECUTION OF AN ESCROW DEPOSIT AGREEMENT AND  
PROVIDING FOR OTHER MATTERS IN CONNECTION  
THEREWITH

WHEREAS, the Borough of Allendale, in the County of Bergen,  
New Jersey (the "Borough") has heretofore sold its water utility  
(the "Water Utility"), which was financed with the proceeds of  
bond anticipation notes and bonds issued by the Borough; and

WHEREAS, in accordance with N.J.S.A. 40:62-6, the Borough is  
required to use a portion of the proceeds of the sale of the Water  
Utility (the "Sale Proceeds") to retire the Borough's outstanding  
bond anticipation notes and bonds; NOW, THEREFORE,

BE IT RESOLVED by the Borough Council of the Borough of  
Allendale, in the County of Bergen, New Jersey, as follows:

Section 1. The Borough is hereby authorized to use a portion  
of the Sale Proceeds to economically defease and refund the

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following outstanding bond anticipation notes and bonds issued by the Borough (collectively, the "Refunded Debt"): (1) all of the \$4,122,277 Bond Anticipation Notes dated April 22, 2022, and maturing April 21, 2023 (the "April 2022 Refunded Notes"); (2) all of the \$4,944,284 Bond Anticipation Notes (consisting of \$4,675,478 General Bond Anticipation Notes and \$268,806 Water Utility Bond Anticipation Notes), dated September 23, 2022, and maturing March 23, 2023 (the "September 2022 Refunded Notes"); (3) \$706,000 of the \$946,000 Water Utility Bonds, dated February 15, 2010, and maturing from 2024 to 2026 (the "2010 Refunded Bonds"); (4) \$120,000 of the \$2,620,000 Water Utility Refunding Bonds (Series 2012), dated November 20, 2012, and maturing in 2023 (the "2012 Refunded Bonds"); (5) \$1,860,000 of the \$4,655,000 bonds dated May 1, 2015, consisting of (a) \$1,275,000 General Improvement Bonds maturing from 2023 to 2025 (the "2015 Refunded General Improvement Bonds") and (b) \$585,000 Water Utility Bonds maturing from 2023 to 2030 (the "2015 Refunded Water Utility Bonds", and together with the 2015 Refunded General Improvement Bonds, the "2015 Refunded Bonds"); and (6) \$715,000 of the \$985,000 General Improvement Bonds, dated January 23, 2020, and maturing from 2024 to 2028 (the "2020 Refunded Bonds"). The specific maturities and principal amounts of each series of the Refunded Debt and the

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amount of the Sale Proceeds to be deposited with Manufacturers and Traders Trust Company, Iselin, New Jersey (the "Escrow Agent") to refund the Refunded Debt shall be as set forth in the Escrow Deposit Agreement to be dated the date of deposit of the sale proceeds, by and between the Borough and the Escrow Agent (the "Escrow Deposit Agreement"). The Borough Council hereby specifically and irrevocably elects to economically defease and escrow to maturity, redemption or tender date the Refunded Debt. Further, the Borough specifically and irrevocably elects to (i) redeem on April 21, 2023 the 2010 Refunded Debt maturing on or after February 15, 2024, at a redemption price of 100% of the principal amount thereof, plus accrued interest to the date of redemption and (ii) pay on the tender date of March 20, 2023 (the "Tender Date") the 2020 Refunded Bonds maturing on or after January 15, 2024 at a tender price of 100% of the principal amount thereof, plus accrued interest to the tender date (the "Tender Price").

Section 2. The Escrow Deposit Agreement, in substantially the form submitted to the Borough, is hereby approved.

Section 3. The Mayor is hereby authorized to execute the Escrow Deposit Agreement, in substantially the form thereof presented to the Borough, with such changes, variations, omissions and insertions as the Mayor shall approve. The execution thereof

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by the Mayor shall constitute conclusive evidence of such approval. The Mayor, the Chief Financial Officer and the Borough Clerk are hereby authorized and directed to execute and deliver such other documents and to take such other action as they determine to be necessary or appropriate in order to effectuate the refunding of the Refunded Debt, including, without limitation, the execution and delivery of any closing documents and certificates and any agreements concerning the investment of funds to be used to pay the Refunded Debt. The Borough Council hereby ratifies and approves any action taken or to be taken by the Borough bond counsel or financial advisor in connection with the refunding of the Refunded Debt, including, without limitation, obtaining the consent of TD Bank, N.A., the holder of the 2020 Refunded Bonds, to tender the 2020 Refunded Bonds for payment of the Tender Price on the Tender Date.

Section 4. This resolution shall take effect immediately upon its adoption.

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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 February 23, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk



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

**ORDINANCE #23-03**

**AN ORDINANCE TO AMEND AND REVISE CHAPTER 262 OF THE BOROUGH CODE  
OF THE BOROUGH OF ALLENDALE ENTITLED "WATER"**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 262, Water, of the Code of the Borough of Allendale, be and hereby is amended and revised in its entirety to read as follows:

**Article I. Storm Sewers**

**§ 262-1. Diversion of water into storm sewers.**

After the effective date of this article, no person shall cause or permit the connection of any pipe or conduit or cause the development or diversion of any brook, ditch or other waterway to any storm sewer, catch basin or other appurtenances thereof or cause the diversion of any rain- or surface water by pipe or other conduit to the public roads and streets within the Borough of Allendale, except in conformance with the regulations herein contained.

**§ 262-2. Permit required; application and sketch.**

**A.** Prior to the doing of any act or acts described in § **262-1** hereof, the owner, tenant or occupant or contractor thereof shall make application to the Borough Engineer/Engineering Department for a permit. The application for said permit shall be in writing.

**B.** A deposit in the amount of \$500 shall be established as an escrow account to defray the costs to the Borough of Allendale for the services of the Borough Engineer in review of the application, inspection of the work to be done and written approval of the same at the completion of the work. If the funds are depleted prior to completion of the project, the applicant shall deposit additional escrow funds to cover the remainder of the work. Upon completion, any balance remaining will be returned to the applicant upon request, in writing, to the Engineering Department.

**C.** The application shall state the name of the applicant and be signed by him and shall describe the property or properties upon which the improvement recited in § **262-1** hereof is intended to be located, by reference to lot and block of the assessment map and by reference to public streets.

**D.** The application shall state the proposed date of commencement and completion of said improvement, and the permit, if issued, shall be limited to a time interval appearing thereon, not exceeding that recited in the application.

**E.** The application shall describe the type of material intended to be used and the name and address of the contractor, if other than the applicant.

**F.** The application shall be accompanied by a written sketch, accurately sealed, showing reference points and showing the location and extent of the sanitary sewage disposal system on the property and that of the nearest adjacent property if the intended improvement shall be located within 40

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COUNTY OF BERGEN  
STATE OF NEW JERSEY**

**ORDINANCE #23-03**

feet thereof, as well as invert elevations of proposed improvement and point of connection as well as the proposed location of the improvement. The plan as set forth in said sketch shall locate said improvement not closer than 20 feet to any part of any sanitary sewage system. Any underground pipe connecting to an underground sewer shall be provided with a six-inch-diameter lamp hole at the property line. Top of lamp hole shall be flush with finished grade and be suitably closed.

**§ 262-3. Inspection of connections; certified prints.**

All piping and connections to sewers must be inspected by the Borough Engineer or his designated agent before being covered. On completion of the work, the applicant must give the Engineering Department two certified prints of the work performed as installed.

**§ 262-4. Correction of unsafe and unsanitary conditions.**

Upon the finding that an unsafe or unsanitary condition exists as the result of discharge of effluent and upon notification, in writing, by the Chief of Police, Superintendent of Public Works, Borough Engineer or Sanitary Inspector, the owner of property shall correct such condition or stop the discharge within 24 hours.

**§ 262-5. Subdivisions.**

The minimum requirements hereinabove set forth shall be applicable to subdivisions, though the procedure herein required shall not apply thereto.

**§ 262-6. Issuance of permit; definitions.**

**A.** The permit herein provided shall be issued by the Construction Code Office only upon approval, in writing, by the Borough Engineer of the application and sketch, which approval shall be granted or denied by the Borough Engineer within 10 days after delivery of the same.

**B.** Definitions. As used in this article, the following terms shall have the meanings indicated:

**APPLICANT or PERSON**

Includes any natural person, corporation or partnership.

**Article II. Water Supply**

**§ 262-7. Lien for unpaid charges.**

The owner of the property on which water service is furnished shall be liable for the payment of water service related charges, incurred prior to November 30, 2022, in accordance with the laws of the State of New Jersey, be a lien on the premises until paid and satisfied, irrespective of whether or not the unpaid charges were incurred prior to, or during, such owner's period of ownership, and, in case of nonpayment thereof, the premises may be sold to pay and satisfy the same in the manner provided by law.

**BOROUGH OF ALLENDALE  
COUNTY OF BERGEN  
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**§ 262-8. Curtailment of water usage during periods of shortage.**

**A.** If it shall appear that for any reason the water supply system is or may be unable to furnish sufficient water for all uses and if, as a result, the Borough shall determine that a condition exists that constitutes an emergency requiring the conservation of water for the protection of public health and safety, the Borough, to conserve water, may by resolution prohibit, partially prohibit or limit to certain hours and/or certain areas of the Borough the use of water for the sprinkling or watering of lawns, trees, gardens, flowers, shrubbery or similar plant life, the use of water for the washing of cars, buildings, sidewalks and other structures or things and for any other nonessential, nonsanitary purposes.

**B.** In the event of the existence of any condition covered by § **262-23A** and if the condition is of such a nature that action cannot be delayed until a regular or special meeting of the Mayor and Council can be convened, the Mayor or, in case of his absence or illness, the President of the Council shall have the power to take any action which could be taken by the Borough pursuant to § **262-23A**. Any prohibition, partial prohibition or limitation so imposed by the Mayor or by the Council President shall have the same force and effect as action by the full Borough Council and shall remain in effect until modified or annulled by the Borough Council at a duly convened regular or special meeting.

**C.** Notice of any prohibition or limitation of the use of water imposed by this section shall be given:

**(1)** By publishing the same on the Borough of Allendale website;

**(2)** By activating the Borough's emergency notification system; or

**(3)** By posting notices in Borough Hall.

**(4)** Where time does not permit the use of the methods described in Subsection **C(1)**, **(2)** or **(3)**, by any other method which, under the circumstances, will notify as many customers as possible.

**§ 262-9. General regulations.**

**A.** No person, corporation, firm, company, consumer or property owner or agent thereof shall keep, within 50 feet of any part of the water supply system, any explosives, acids or other substances likely to injure or damage the system or any part thereof.

**B.** No person, corporation, firm, company, consumer or property owner or agent thereof, except an agent or employee of the Borough, shall enter upon any property owned or controlled by the Borough of Allendale and used by the Borough in connection with the water supply system; nor shall any person tear down, break, destroy or tamper with any of the structures, machinery, mains, valves or any other part or portion of the water supply system.

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

**ORDINANCE #23-03**

**C.** Any person wishing to install an underground water sprinkling system for lawns, shrubs or other vegetation on any property shall, prior to installation, apply for a permit therefor to the Allendale plumbing subcode office. If such installation, partially or otherwise, shall be made in the public easement (right-of-way easement, sewer, water or other types of municipal easements), the application shall so note. All such installations in public easements are subject to removal by the Borough in the event that the public easement area shall be required for other authorized public purposes and installations or to maintain existing public installations such as, but not by way of limitation, water service lines, sewer lines, drainage pipes and like installations. In the event of such removal by the Borough, the cost of removal shall be charged against the property owner. The restoration of surface conditions shall be optional with the Borough, and, if completed by the Borough, the cost of such restoration shall also be charged against the property owner unless otherwise provided by law or prior separate easement agreement.

**§ 262-10. Filling of pools.**

No person, firm or corporation shall fill a pool having a capacity of more than 10,000 gallons with water from the public water supply system unless he or it shall have obtained a permit therefor from the Borough. The Borough Council may by resolution adopt regulations for the issuance of such permits and for the filling of pools by persons holding such permits in order to prevent the imposition of excessive demand upon the water system. No person, firm or corporation shall fill a pool between October 1 and March 31 in any year.

**§ 262-11. Private wells.**

No person, firm or corporation shall drill, sink, dig or otherwise create a well, nor shall any existing but unused well be placed in operation, unless notice thereof has first been given to the Borough, together with such information with respect thereto as the Borough may require.

**§ 262-12. Violations and penalties.**

For each and every violation of any provision of this article, the consumer, owner, firm, company, contractor or other persons interested as agents or employees or any other persons who commit, permit, allow, take part or assist in any violation of this article, who fail to comply with any requirements of this article or who shall maintain any building or premises or uses on land where a violation of this article shall exist shall, for each and every violation, be punished as provided in § **1-18** of Chapter **1**, General Provisions. Each and every day that such violation continues shall be considered a separate and specific violation of this article.

**§ 262-13. Effective date.**

This article shall take effect immediately, and upon publication as required by law.

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

**ORDINANCE #23-03**

**§ 262-14. Enforcement.**

This chapter shall be enforced by the Police Department, Borough Engineer and other Code Officials of or contracted by the Borough of Allendale.

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 February 23, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**ORDINANCE #23-04**

**AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE  
CHAPTER 26, ENTITLED “ESTABLISHMENT; COMPOSITION; TABLE OF  
ORGANIZATION; CHIEF OF POLICE; DIRECTOR OF PUBLIC SAFETY; VACANCIES AND  
DUTIES” OF THE BOROUGH CODE OF  
THE BOROUGH OF ALLENDALE**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 26, entitled “Establishment; composition; table of organization; Chief of Police; Director of Public Safety; vacancies and duties.”, of the Code of the Borough of Allendale be, and hereby is, amended, supplemented and revised in its entirety to read as follows:

§ 26-21 Establishment; composition; table of organization; Chief of Police; Director of Public Safety; vacancies and duties.

- A. The Police Department of the Borough of Allendale is hereby established and shall consist of the following personnel to be appointed to these positions by the Borough Council in accordance with § 26-22: not more than one Chief of Police or one Director of Public Safety, as the case may be; up to four sergeants; up to one detective; up to twelve patrol officers; and four Class Three Special Law Enforcement Officer (SLEO III) who are retired regular police officers and who may, from time to time, be appointed and shall serve at the pleasure of the governing body for a term not to exceed one year, which officers shall not be members of the regular police force but shall nevertheless be under the control and supervision of the Chief of Police for use solely as school security officers as detailed in N.J.S.A. 40A:14-146.10 et seq., as necessary.

**BE IT FURTHER ORDAINED** that, except as modified herein, all other provisions of Chapter 26 shall remain in full force and effect as previously adopted.

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 February 23, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 02/23/2023**

**RESOLUTION# 23-96**

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 CRESTWOOD LAKE FAMILY MEMBERSHIP  
DONATION - ALLENDALE WOMAN'S CLUB**

**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 donation of a family (parents and children) Crestwood Lake 2023 Season Pass to the Allendale Woman's Club.

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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 February 23, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 02/23/2023**

**RESOLUTION# 23-97**

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 ☐

**A RESOLUTION TO FILL LAND USE BOARD VACANCY**

**WHEREAS**, the Borough of Allendale has a vacancy on the Land Use Board for an Alternate No. 1, two-year term expiring December 31, 2024; and

**NOW, THEREFORE, BE IT RESOLVED**, that Gregg Butler will fill that vacancy on the Land Use Board and serve as an Alternate No. 2, for a two-year term expiring December 31, 2024.

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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 February 23, 2023.

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Linda Louise Cervino, RMC  
Municipal Clerk



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

**DATE: 02/23/2023**

**RESOLUTION# 23-98**

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 REVISED CONTRACT – GOVPILOT, LLC – ADD BUSINESS  
REGISTRATION MODULE**

**WHEREAS**, the Governing Body of the Borough of Allendale, in the County of Bergen and State of New Jersey, approved and authorized an agreement between GOVPILOT, LLC and the Borough of Allendale on January 20, 2022 for a municipal management software system for the term January 1, 2022 through December 31, 2024 for a yearly amount of \$41,400.00; and

**WHEREAS**, the Borough of Allendale, in the County of Bergen and State of New Jersey, wishes to add a Business Registration Module for an additional amount of \$2,500.00 annually; and

**BE IT RESOLVED** by the Governing Body of the Borough of Allendale, in the County of Bergen and State of New Jersey, that it does hereby approve and authorize a revised agreement between GOVPILOT, LLC and the Borough of Allendale, in the form attached hereto, for a municipal management software system for the term January 1, 2022 through December 31, 2024 in a yearly amount of \$43,900.00; and

**BE IT FURTHER RESOLVED** that the Chief Financial Officer has certified that adequate funds have been or will be appropriated in the 2023 temporary or permanent budgets; and

**BE IT FURTHER RESOLVED** that the Director of Operations and Clerk are authorized to execute same on behalf of the Borough of Allendale and take all such action as to implement this Resolution.

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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 February 23, 2023.

---

Linda Louise Cervino, RMC  
Municipal Clerk

# Subscription Service Order

Prepared for:

Allendale Borough, NJ

Sales Representative

Matthew Yostpille

[matthew@govpilot.com](mailto:matthew@govpilot.com)

Proposal Valid Through 2/28/2023



## Overview of Services

GovPilot is a cloud-based government management platform developed exclusively for local government. We unify fragmented data and communication between employees, department heads and their administrators, resulting in an environment in which information flows freely and subject matter knowledge can be obtained within seconds. With a clear view of how well a department is operating, administrators, and department heads alike can make more educated decisions on the best course of action.

Leveraging Best Government Practices (BGP) from subject matter experts, GovPilot has developed a catalog of over 120 standard template modules as well as 3 premium services. GovPilot regularly checks the pulse of local governments and incorporates their feedback into the product, benefiting all of our customers!

GovPilot accommodates unlimited users, which allows governments to manage and share critical data throughout their organization, at no additional cost. This information can be shared 24/7 from the office, the field, or the employee's home.

Wherever the Community,  
Whatever the Problem,  
GovPilot offers a Solution.





# Benefits of GovPilot

## Employee & Elected Officials Benefit

---

- Customizable Dashboards to see the data that's important to you
- Remove communication and data silos
- Cut-down on call volume, walk-ins and other distractions
- Learn one platform, replace single-purpose software systems, IT doesn't need to support 10+ systems
- Drastically improve productivity through automated modules

## Constituent Benefits

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- Convenience of E- Commerce functionality – submit application and pay online
- Communicate concerns via Mobile App
- Access information and data via website, eliminating need to submit OPRA

## Unlimited Users

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- All employees and Elected Officials are eligible for login credentials

## Preloaded Data

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- Assessment Records, Parcel Boundaries
- Foreclosure Filings

All tax, parcel boundaries, and foreclosure data is uploaded upon execution of contract from GovPilot, any updates thereafter need to be proactively provided to GovPilot from the customer. Accuracy of this information is the responsibility of the customer.

## Cloud Based

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- Access, manage and edit data from the office and in the field
- No scaling limitations, local server installation, burdensome maintenance costs or time-consuming software updates
- Data updates occur in real time, enabling office-based employees to collaborate with colleagues in the field via mobile device

## Fields & Forms

---

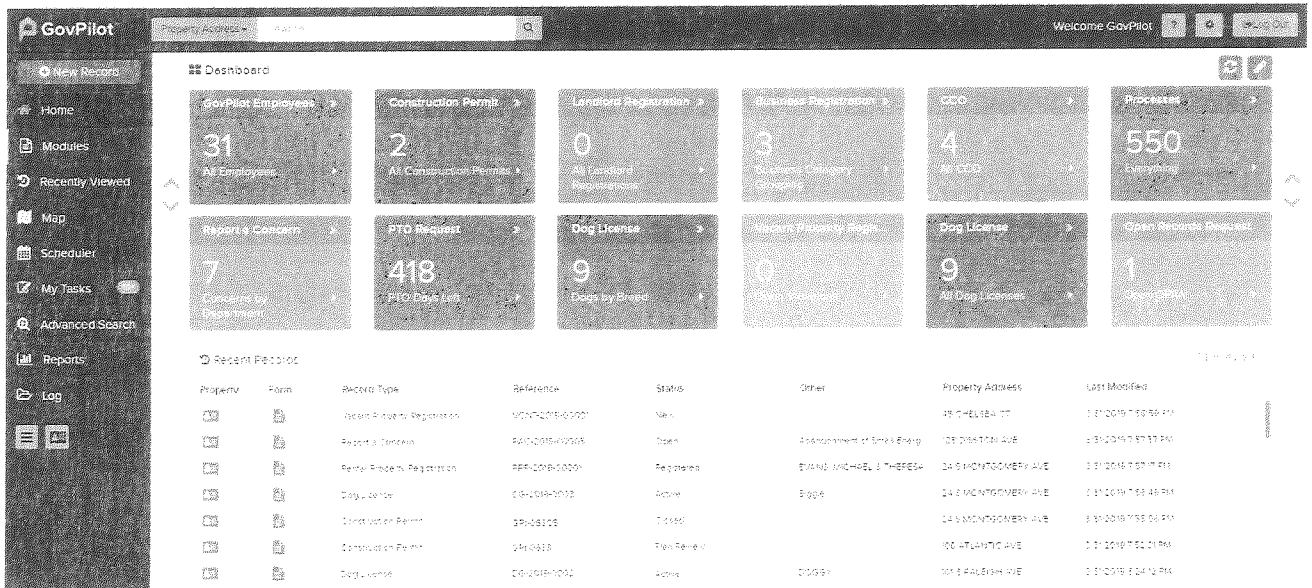
- GovPilot works closely with assigned divisions and departments to modify the platform based on your unique needs
- Deploy flexible modules and forms integrated with pre-loaded data
- User-friendly, drag-and-drop interface
- Merge and log external data, attach documents, calendars, files and notes to individual property records with ease

# GovPilot's Templated Modules Consist of 5 Main Components



## Dashboard

Whether you are a typist, department head, city manager or elected official, GovPilot's dashboard allows you to retrieve the answers you need, quickly. The dashboard is customizable, allowing users to create shortcuts to their data, called "tiles". These tiles are doorways to filtered and sorted data sets. When clicked, each tile opens a different view. Arrange and add an unlimited number of tiles with unparalleled ease.



## Property Profile

The cornerstone of our platform, this feature links all property-related data to a single property profile. See all building permits, violations and licenses associated with a property. Attach and take notes within the profile as well.

GovPilot

Property Address: 24 S MONTGOMERY AVE ATLANTIC CITY NJ 08401

Welcome GovPilot

Property Profile

24 S MONTGOMERY AVE  
ATLANTIC CITY NJ 08401

Units: 1

RESI-1 TO 4 FAM  
ATLANTIC COUNTY

BLOCK 1: 213  
LOT 1: 9

Tax Assessment Information



Property AVM

View in Map

Tax Map

View Records

Documents

All Records (3)

Table with 7 columns: Form, Record Type, Subsequence, Status, Other, Last Modified, and a dropdown menu.

Construction Permit (1)

Doc License (1)

Rental Property Registration (1)

Tax Assessment Information

OWNER COMPLETE NAME: JAMES MICHAEL J THOMPSON

CITY VALUE: 206725.40

ASSESSMENT BUILDING: 3186.306.00

ASSESSMENT LAND: 3264100.00

ASSESSMENT TOTAL: 3295760.00

TAXES: 312.664.00

TAX YEAR: 2019

YEAR BUILT: 1924

LAST SALE DATE: 01-22-1997

LAST SALE PRICE: 1160000.00

BLOCK 1: 213

LOT 1: 9

BUILDING DESCRIPTION: 425

PROPERTY & MAILING ADDRESS SAME: 1

PROPERTY MAILING ADDRESS (LAND DESCRIPTION): 24 S MONTGOMERY AVE ATLANTIC CITY NJ 08401

LOT SIZE: 10.00

LOT DEPTH: 75

LOT WIDTH: 10

PROPERTY AREA(ACRE): 0.074

BUILDING AREA(SQ FT): 778

TOTAL UNITS: 1

PROPERTY ADDRESS: 24 S MONTGOMERY AVE

MULTIPLE UNITS: 1

SALE DOCUMENT: 161600000

ZONING: R1



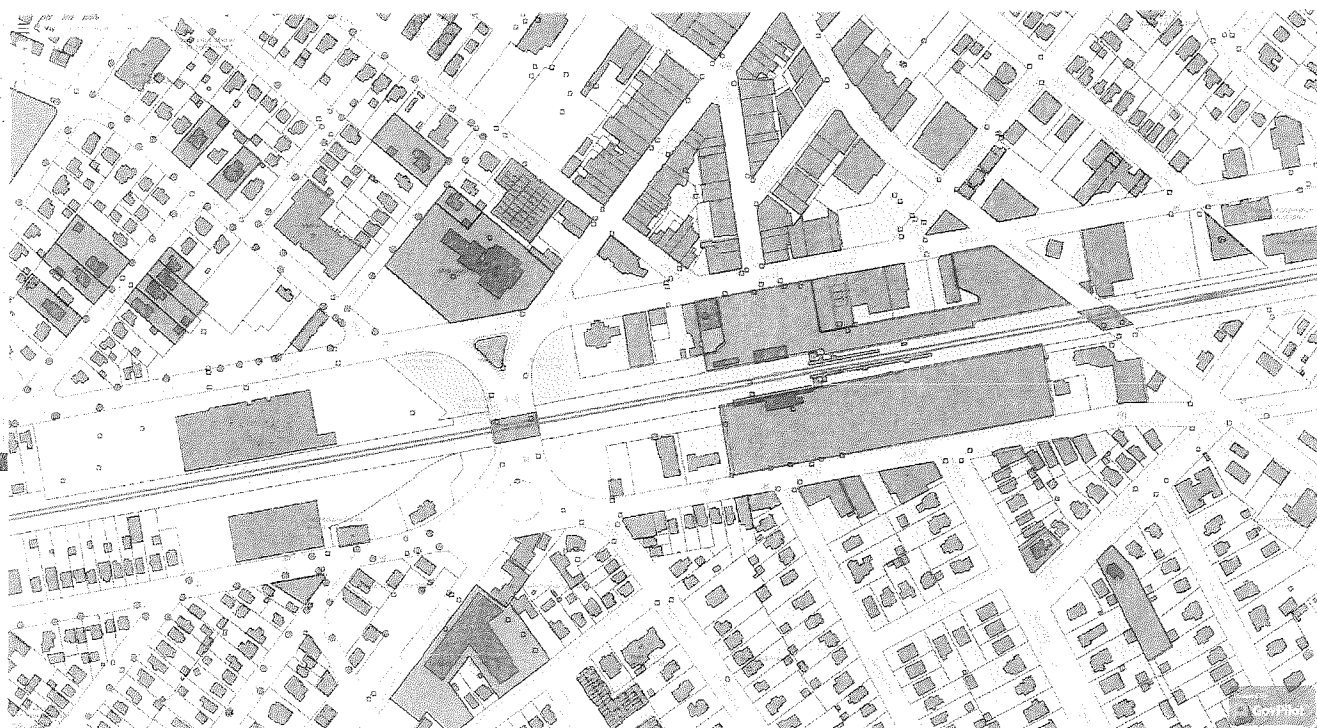
GovPilot's digital forms can significantly reduce the time your staff spends on data entry. Form data is routed directly into the GovPilot system, eliminating the redundant process of a government employee transferring constituent information from a PDF to the database. Constituents access, complete and submit digital forms through your government website. Form logic blocks submission until all required fields have been populated, which guarantees that your departments receive properly completed forms, every time.



GovPilot's workflow engine reads data, calendar and user activity as triggers to automate the completion of a multitude of tasks, including the processing of public requests, licenses, applications, e-commerce transactions and internal administrative functions. Automated alerts notify employees of changes in project status and streamline post-submission correspondence with applicants. Workflows improve operational efficiency while promoting transparency and accountability among employees and departments.



A picture is worth a thousand words. From cave paintings to emojis, graphic depiction is an integral part of how humans communicate and make sense of the world. When trying to identify patterns and otherwise understand your data—which could include thousands or even millions of variables—the ability to visualize that data is essential. GovPilot's user-friendly map grants ALL government employees the ability to harness the power of a geographic information system (GIS).





# Service Order

**Customer Name:** Allendale Borough, NJ

**Billing Address:** 500 West Crescent Avenue

**City, State, Zip:** Allendale, NJ 07401

**Billing  
Contact**

**Billing  
Phone**

**Billing  
Email**

**Project Manager (person running onboarding on  
behalf of the customer)**

**Name**

Linda L. Cervino

**Email**

Lcervino@allendalenj.gov

**Title**

Clerk

**Phone**

(201) 818-4400

**Webmaster**

**Full Name**

**Email**

**Phone**

**Vendor** GovPilot LLC

**City, State, Zip** Manasquan, NJ 08736

**Pricing Valid Through:** 2/28/2023

**Bill Date** 1/1/2023

**Address** 204 E. Main St

**Vendor  
Contact** Matthew Yostpille

**Term:** 2 Years

**Effective Date** 1/1/2023

## Annual Subscription

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Package Level	Annual Subscription Fee
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Enterprise	\$66,660
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Module Name	Module Owner	Data Import	Flow Chart
Business Registration	Amanda Richards	No	<a href="https://lucid.app/lucidchart/ee0e4fe3-83ac-41e8-88dc-d69afde78d7c/edit?invitationId=inv_72c6d1be-ea01-43e3-8e80-4a8ffbaea3d0">https://lucid.app/lucidchart/ee0e4fe3-83ac-41e8-88dc-d69afde78d7c/edit?invitationId=inv_72c6d1be-ea01-43e3-8e80-4a8ffbaea3d0</a>
*New Module Being Purchased			
Alarm Information	Michael Dillon	No	
Block Party	Lisa Crescente	No	
Cat License	Amanda Richards	No	
CCO	Anthony Hackett	No	
Compost Permit	Amanda Richards	No	
Construction UCC	Anthony Hackett	No	
Contractor Registration	Amanda Richards	No	
Dog License	Amanda Richards	No	
Drive/Apron Permit	Anthony Hackett	No	
Dumpster Permit	Amanda Richards	No	
Fence Permit	Anthony Hackett	No	
Field & Facility Use	Amanda Richards	No	
OPRA	Amanda Richards	No	
Garage & Yard Sale	Amanda Richards	No	
No Knock	Amanda Richards	No	

Report a concern	Amanda Richards	No
Shed Application	Linda Garofalo	No
Soil Movement	Amanda Richards	No
Temp. Sign/Banner Permit	Amanda Richards	No
Train Station Parking Permit	Lisa Cresente	No
Tree Removal Permit	Amanda Richards	No
Zoning Permit	Anthony Hackett	No

Name	Price	QTY	Subtotal
Business Registration	\$2,500.00	1	\$2,500.00
Enterprise Package	\$66,660.00	1	\$66,660.00
		Subtotal	<b>\$69,160.00</b>
		Discount	<b>-\$25,260.00</b>
		Tax	<b>\$0.00</b>
		<b>Total</b>	<b>\$43,900.00</b>

\*This Contract Supersedes all previous agreements.

TERMS: Pricing is based on an annual subscription fee which includes an unlimited number of user licenses, initial onboarding, and unlimited support. Payment is due upon execution of this agreement. Onboarding will not commence until payment has been received. This subscription will automatically renew annually upon the effective date, as set forth above, unless either party has provided a notice of termination to the other at least thirty (30) days prior to such renewal date. Payment is due upon renewal. Failure to make payment within ten (10) days of renewal, or any other payment due date, will result in a notice of default. Failure to make payment within ten (10) days of notice of default will result in shut off of all Customer access to systems/modules and services. Service under the Agreement will not be restored until payment has been received. GovPilot does not waive any rights or remedies provided under the terms of this Agreement in the event of default. The Master Subscription Agreement between Client and PropertyPilot, LLC d/b/a GovPilot (the "MSA"), as it may be amended from time to time pursuant to the MSA, the onboarding, and implementation process, and the onboarding statement of work are incorporated by reference in this Subscription Service Order ("Service Order") all of which collectively, comprise the "Agreement." Capitalized terms not defined in this Service Order have the meaning given them in the MSA.

The person signing below represents that he or she is authorized to sign this Service Order on behalf of Client and that Client accepts this Service Order subject to the terms in the MSA. Signatory represents that all appropriate resolutions from the governing body, if appropriate, have been obtained to authorize execution of this Contract.

GovPilot's liability to the Customer for actual, direct damages resulting from GovPilot's performance hereunder and for any and all third party claims to the extent arising from GovPilot's negligence, willful misconduct, or violation of law in fulfilling its obligations herein, shall be limited in the aggregate to the total amount of fees actually paid or payable by the Customer to GovPilot under this Agreement for the year previous to the incident which gave cause for such liability

GovPilot shall retain ownership rights to (1) all of its intellectual property, including any derivatives, modifications and enhancements thereto, (2) Confidential Information of GovPilot, and (3) any tools or scripting applications used, developed or created by GovPilot or its third party licensors during the performance of this Agreement.

**Propertypilot, LLC dba GovPilot**

**Allendale Borough, NJ**

**Signature:** *James Delmonico*

**Signature:**

**Name:** James Delmonico

**Name:** Ron Kistner

**Title:** Chief Operating Officer

**Title:** City Manager

**Date:** 01 / 23 / 2023

**Date:**



# On-boarding and Implementation Process

Our on-boarding team is here to help you implement & launch GovPilot.

## 1. Kick-off Call

Your Account Manager & Onboarding Project Manager will coordinate a call with you to learn about how you will be leveraging GovPilot to gain further transparency into your day to day processes.

## 2. Variable Validation

To get started on your new GovPilot deployment, we need to confirm the information you've provided us during the sales process. This will also be a great opportunity for us to collect any additional information to ensure a successful on-boarding experience.

## 3. Variable Implementation\*\*

During this time, our On-boarding team will be building out the modules you signed for. While this process typically takes 45-60 Days, there are times we need additional clarification. Please be sure to respond to any inquiries in a timely fashion so we can ensure a timely delivery of your services.

## 4. Team Training

We'll provide a one-time, 1 hour live web training, per module and Q&A focused on your end-user team members. We'll deliver the training using your modules so that the users know exactly how to work with GovPilot.

We'll also provide access to our premier knowledge-base so your team can get the answers to their questions instantly!

\*\*Variable Validation is subject to the terms stated within the On-Boarding Statement of Work



# On-boarding Statement of Work

## Objectives

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The objective of GovPilot's on-boarding engagement is to collect and implement the necessary information to configure the purchased Modules and their corresponding template variables. This engagement also includes the training of the software in accordance to the pricing table of this document.

## Scope of Work

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Work will include the modification of variables as specified on the **Service Order** under **Initial Templated Modules Selected from the GovPilot Catalog** on a per module basis with a maximum of 12 hours of configuration per module. While the variables we will modify differ on a per module basis, variables are generally inclusive but not limited to the following.

- Fees
- Licenses
- Permits
- Ordinances
- Pick-list Fields
- Employees
- Workflow Routing

Any additional work requested beyond the specified variables and the 12 hour time limit on a per module basis would be charged a professional services rate of **\$150/hour** pending customer approval.

## Deliverables

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GovPilot will deliver the following deliverables as part of your on-boarding:

- Selected Templated Modules from the GovPilot Catalog stated on the **Service Order** under **Initial Modules Selected** with fully implemented variables as provided by the Customer
- Live web training of the modules

## Tasks and Responsibilities

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Our ability to provide a successful on-boarding experience for our customers is a shared effort. It is crucial that all parties provide timely responses to any inquiries pertaining to the On-boarding.

Task	Responsibility
Provide Variable Gathering Tool(s) for completion	GovPilot
Completion of the Variable Gathering Tool	Allendale Borough, NJ
Host Review of Collected Variables with Customer	GovPilot
Responses to any additional follow ups for clarification of provided variable data	Allendale Borough, NJ
Delivery of Completed Modules	GovPilot
Host and Attendance of Training	Allendale Borough, NJ
Provide Live Web Training to Customer	GovPilot

### Timeline for Completion of Work

Upon receipt and review of complete set of variable information collected from the customer, GovPilot's anticipated deployment time of a module is 45-60 days. GovPilot assumes a 24-48 hour response time from the customer upon any requests for clarification. Failure to respond in a timely response will result in a delay of your module deployment.

### Data Import Restrictions

Please note that data will be imported **AS IS**. **All Data Imports for all modules are subject to a fee, no matter what contract package you are purchasing.** Any errors included in the data set will be compiled and provided back to the customer for correction. It is the responsibility of the customer to correct the data and resubmit it to GovPilot should they want it included in their data set. It is the customers responsibility to obtain their legacy data, GovPilot will not be communicating with third party software vendors on behalf of the customer nor obtaining access to third party software.

GovPilot will perform a maximum of two data imports per module. This requires the customer to provide data to GovPilot on two separate occasions. The first data import will be to validate and test the legacy data to ensure quality and accuracy during the onboarding process. The second and final data import will be performed the business day before the module is due to launch. In the event the customer is bringing on legacy data after the module has launched the time and date of the second data import will be coordinated between GovPilot and the customer.

In the event the customer is providing the legacy data the business day the module is set to launch, GovPilot must receive the data at 3pm on the day prior to launch. Failure to provide data no later than 3pm EST will result in a rescheduling of your module launch date.

In the event the customer is negligent in not providing all data, or provides incorrect data, pertaining to a module resulting in more than 2 data imports, the customer will be charged \$250/hour for any subsequent time spent reimporting data after the second data import. In the event the customer requests more than two data imports they will be charged \$250/hour for any subsequent time spent after the second data import.

Such errors may include, but are not limited to:

- Incorrect data type for the field
  - E.g., Email addresses in phone number fields / symbols in text and or number fields
- **For importing of data that is property related.** If there is no existing block and lot or parcel ID to link the record to, those records will not be imported.
  - The client can update those unique parcel identifiers and provide back to GovPilot should they wish to have those records in the system.

**Credit Card Vendor Integration** - GovPilot is currently integrated with 11 credit card vendors. There is no additional charge to configure your modules to take credit card payment for any of the 11 listed. If you would like an integration with a vendor not on the list, there will be an additional cost of \$250/hour in order to perform that integration. GovPilot also reserves the right to refuse integration based on documentation provided by the third party credit card vendor, or length of time in order to complete the integration.

1. Authorize.net
2. Municipay
3. Xpress BillPay
4. Network Merchants Inc (NMI)
5. Heartland
6. Payeezy
7. Elavon
8. The Satellite.Biz
9. Value Payment Systems
10. FIS Global
11. CardX





# Minimum & Recommended System Specifications

The following system specifications for desktop PCs & Laptops:

## Minimum Specifications

- OS: Windows 10 32/64-bit.
- CPU: Intel Core i3.
- RAM: 8GB RAM.
- Monitor: 19-inch.
- Network: Broadband Internet connection 50mbps with Latency <10ms.
- Browser: Any supported browser (see supported browser list).

## Recommended Specifications

- OS: Windows 10 64-bit or Windows 11 64-bit.
- CPU: Intel Core i5 or more.
- RAM: 16GB RAM or more.
- Monitor: 24-inch or more (preferred wide screen).
- Network: Broadband Internet connection 100mbps with Latency <10ms.
- Browser: Any supported browser (see supported browser list).

Minimum Specifications for Mobile tablets:

- OS: Latest stable version update
- CPU: 1GHz or more
- RAM: 4GB RAM.
- Monitor: 10-inch or more
- Network: Wi-fi or Cellular 4G or more.
- Browser: Any mobile browser (see supported browser list).

Browser	Desktop/Mobile Devices
MICROSOFT® INTERNET EXPLORER®	Not Supported
MICROSOFT® EDGE (NON-CHROMIUM)	Not Supported
MICROSOFT® EDGE CHROMIUM	Latest stable browser version supported
GOOGLE CHROME™	Latest stable browser version supported
MOZILLA® FIREFOX®	Latest stable browser version supported
APPLE® SAFARI®	Latest stable browser version supported

TIP: For optimum performance, we recommend that users devices adopt the Google Chrome™ or Microsoft® EDGE browser and machines with 8 GB of RAM, 64-bit OS, 21-inch monitor and minimum 50mbps network bandwidth.

Note that 32-bit systems are subject to memory limitations. To take full advantage of the added RAM, use 64-bit versions of both the OS and the browser.

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

**DATE: 02/23/2023**

**RESOLUTION# 23-99**

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 ☐

**AWARD CONTRACT – 2023 COMMERCIAL GROUNDS MAINTENANCE  
AGREEMENT – HIGH MOUNTAIN LANDSCAPING, INC.**

**WHEREAS**, there is a need for landscaping services for the 2023 Commercial Ground Maintenance Program; and

**WHEREAS**, quotations and pricing were sought by the Borough's Director of Operations on February 9, 2023 with responses due by noon on February 21, 2023; and

**WHEREAS**, High Mountain Landscaping was the only responsive bidder; and

**WHEREAS**, the Chief Financial Officer has advised that funding will be available in the 2023 Municipal Budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that an Agreement for landscaping services for the 2023 Commercial Ground Maintenance with High Mountain Landscaping, Inc., 101 Ballentine Drive, North Haledon, New Jersey 07508 be entered into in the amount of \$34,345.00; and

**BE IT FURTHER RESOLVED** that the records for the solicitation of quotes be kept on file along with the award of contract in the Municipal Clerk's office; and

**BE IT FURTHER RESOLVED** that the Director of Operations, Municipal Clerk and Chief Financial Officer are hereby authorized to take all such action 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 February 23, 2023.

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

**Borough of Allendale  
500 W. Crescent Ave  
Allendale, NJ 07401**

**2023 Commercial Grounds Maintenance RFP**

**General Scope of Work:** Borough owned properties: Borough Hall/Library, 500 West Crescent Avenue; The Allendale Fire Department, 1 Erie Plaza; The Allendale Police Department/Ambulance Corps, 290 Franklin Turnpike; and Parks commonly known as Memorial Park and Orchard Common Park. The Borough intends to enter into an agreement with a qualified licensed Contractor to undertake the below described grounds maintenance.

**Spring Clean-up Services:** Complete lawn/bed clean-up, edging, weeding and pruning, as needed.

**Cost per location:**

1. Orchard Park \$ 750.00
2. Boro Hall/Library \$ 625.00
3. Fire Department \$ 225.00
4. Police Department \$ 375.00
5. Memorial Park \$ 525.00

\*All clean-ups must be completed by Friday, 04/15/2023

**Lawn Maintenance:** Weekly lawn cutting/weeding/edging around all beds and weed control on patio and walks.

**Cost per location:**

1. Orchard Park \$ 4,100.00
2. Boro Hall/Library \$ 4,100.00
3. Fire Department \$ 1,300.00
4. Police Department \$ 1,500.00
5. Memorial Park \$ 2,000.00

**Shrub Pruning & Trimming/Bed Maintenance:** Late summer/early fall shrub pruning. Maintenance of bed by round-up or weeding.

**Cost per location:**

1. Orchard Park \$ 575.00
2. Boro Hall/Library \$ 575.00

3. Fire Department \$1125.00
4. Police Department \$250.00
5. Memorial Park \$250.00

\*All clean-ups must be completed by Friday, 09/01/2023

**Fall Clean-up Services:** Mid-October through mid-December. Leaves cleaned up total of 3 times and finish pruning. Indicate when pruning work was done on invoice.

**Cost per location:**

1. Orchard Park \$1,700.00
2. Boro Hall/Library \$795.00
3. Fire Department \$425.00
4. Police Department \$425.00
5. Memorial Park \$675.00

**Mulch:** Install and Supply mulch at following locations.

**Cost per location:**

1. Orchard Park (125 yards) \$4,750.00
2. Boro Hall/Library (50 yards) \$2,250.00
3. Fire Department (50 yards) \$2,250.00
4. Police Department (50 yards) \$2,250.00
5. Memorial Park (50 yards) \$2,250.00

\*325 Total yards of mulch. To be completed by Friday, 05/19/2023

**Bid Receipt:**

All proposals are due back via email to [info@allendalenj.gov](mailto:info@allendalenj.gov) or mail or hand-delivery in a sealed envelope to Allendale Municipal Building, 500 West Crescent Avenue, Allendale, NJ 07401 by 10 a.m. on Tuesday, February 21, 2023. Outside of sealed envelope should be marked "2023 Commercial Grounds Maintenance RFP". If you are the lowest bidder, you will need to furnish a valid New Jersey Business Registration Certificate, a signed Form W-9, a Certificate of Insurance with the Borough named as the Certificate Holder and an Additional Insured by Friday, March 31, 2023. Start date is Monday, April 1, 2023.

**Contract Requirements:**

- Contract period: April 4, 2023 (or later notice-to-proceed) through December 31, 2023. The Borough reserves the right to extend the contract for a second year (2024).



- Services to be billed monthly over 9 months, April-December
- The Borough reserves the right to terminate the contract if any part of the agreement is not met.

**Price Proposal (to be in force for contact period):**

Contractor: High Mountain Landscaping  
 Address: 101 Ballentine Drive  
North Haledon, NJ  
 Telephone #: (973) 390-6776 Email address: Highmountain1993@gmail.com  
 Fax #: \_\_\_\_\_

Signature of Contractor:

[Signature] Title Owner Date 2-19-2023

Any questions or comments please contact:

Borough of Allendale  
 Ron Kistner, Director of Operations  
 Telephone # 201-818-4400 ext. 200  
 Email: [info@allendalenj.gov](mailto:info@allendalenj.gov)

Total Cost of Contracted Services: \$34,345.00

**OPTION FOR TWO-YEAR CONTRACT:**

I am X or I am not \_\_\_\_\_ submitting this bid for consideration of a one-year extension at the above stated rates beyond December 31, 2023 and extending the period through but not later than December 31, 2024.

Signature of Contractor:

[Signature] Title OWNER Date 2-19-2023

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

**DATE: 02/23/2023**

**RESOLUTION# 23-100**

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 ☐

**AWARD OF 2023 JANITORIAL SERVICES CONTRACT -  
GUY'S MAINTENANCE CO., INC.**

**WHEREAS**, the Borough finds the need to contract certain janitorial services; and,

**WHEREAS**, a Request for Quotes for 2023 Janitorial Services was sought by the Borough's Director of Operations on February 9, 2023 with a deadline to submit quotations and pricing by February 21, 2023 at 11:00 a.m.; and

**WHEREAS**, one proposal was received from Guy's Maintenance Co., Inc; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that a contract for standard Janitorial Services be awarded to Guy's Maintenance Co., Inc. located at 49 Cherokee Avenue, Allendale, NJ 07401 for the term March 1, 2023 to December 31, 2023, in the amount of \$2,600.00 per month; and

**BE IT FURTHER RESOLVED** that Guy's Maintenance Co., Inc. has also submitted his quote for consideration of a one-year extension at the same rate beyond the December 31, 2023, but not later than December 31, 2024; and

**BE IT FURTHER RESOLVED** that the Borough also wishes to contract with Guy's Maintenance Co., Inc. for specialty services and COVID-19 additional cleaning/sanitizing on an as-needed basis, not to exceed \$850.00 in total, for the term March 1, 2023 to December 31, 2023, in accordance with the pricing contained in their proposal; and

**BE IT FURTHER RESOLVED** that the Mayor, Borough Clerk and Borough Attorney are hereby authorized to take such action as may be necessary to implement this Resolution, including the execution of an Agreement with Guy's Maintenance Co. for the above services.

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

**DATE: 02/23/2023**

**RESOLUTION# 23-100**

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on February 23, 2023.

DRAFT

Linda Louise Cervino, RMC  
Municipal Clerk

Borough of Allendale, Bergen County, NJ  
REQUEST FOR QUOTES - 2023 JANITORIAL SERVICES

March 1, 2023

GENERAL INSTRUCTIONS AND REQUIREMENTS

Quote Rejections

The Borough reserves the right to reject any and all quotes that are found to be inconsistent with the specifications.

Award

All quotes submitted will be binding on the bidder for 60 days from the receipt of quotes.

Subcontracts

The Borough shall recognize only the bidder for the proper execution of the contract and all work performed under this contract in accordance with these specifications. No subcontractor shall perform any work without prior written notification to, and approved, by the Borough. Approval of a subcontractor by the Borough in no way relieves the contractor from full responsibility for fulfilling all conditions of the contract.

Form of Contract

The entire quote specification document shall be incorporated into and become part of the contractual agreement that will be entered into by the successful bidder and the Borough of Allendale. The Borough of Allendale will furnish the form of contract to be entered into with the successful bidder.

Receipt of Quote

Quotes will be received only before and at the time and place specified.

**Responses due at or before 11 a.m. on Tuesday, February 21th, 2023.**



### Quote Form

The quote must be addressed to the Borough of Allendale, 500 West Crescent Avenue, Allendale NJ 07401 in a sealed envelope, plainly marked **"Quote for Janitorial Service Contract for the Borough of Allendale, New Jersey, March 1, 2023 to December 31, 2023"**.

### Technical Questions

All technical questions should be directed to Mr. Ron Kistner, Administrative Officer & Director of Operations c/o Allendale Public Works at 201 818-4410.

### Business Registration Act

All contractors must comply with and provide a Business Registration Certificate to comply with the provisions of P.L. 2004 C. 57 (N.J.S.A. 53:32-44) for Bidder and Subcontractor of any tier.

### Obligation of Bidders

At the time of the receipt of quotes, each bidder will be conclusively presumed to have read and be thoroughly familiar with the Specifications, including any addenda and interpretations issued. The failure or omission of any bidder to receive or examine the Contract Specifications and any addenda thereto or interpretations thereof shall in no way relieve the bidder from any obligation in respect of its quote.

### Insurance

The successful bidder must comply with all insurance requirements in the Specifications prior to commencement of work, the Contractor shall provide and maintain in full force and effect during the term of the Contract, or any extension thereof, insurance coverages as follows:

1. Workers Compensation – coverage A to be statutory. Coverage B, Employer's Liability to be not less than \$500,000 each claim and annual aggregate.
2. Commercial General Liability – Limits to be not less than 1,000,000 combined single limit each occurrence, including Completed Operations/Products Liability with General Annual Aggregate of not less the \$2,000,000. for each project or location. Standard Broad Form Hold Harmless Agreement to be included in all Contracts. The Borough of

Allendale to be included as an additional insured in each policy and such insurance to be primary.

3. Business Auto – Limits to be not less than \$1,000,000. each occurrence. Policy to cover “Any Auto” of Contractor (including Excess Liability for employees’ use of their own vehicles on behalf of Contractor).
4. Umbrella Liability – Limits to be not less than \$2,000,000. Each occurrence and annual aggregate in excess of primary limits shown above.
5. Dishonesty – Contractor must provide coverage for dishonesty of employees, specifically covering dishonesty of employees as respects to loss caused by such employees to the Borough or to property of the Borough and its employees. Form to be standard Blanket dishonesty bond in limit of \$250,000. each loss, regardless of number of employees involved. Bond to be endorsed to provide third party coverage per above.

All coverages shall be in a form and with insurers acceptable to the Borough.

Successful bidder shall ensure that insurance policies are endorsed to provide at least thirty (30) days’ written notice to the Borough prior to any material change or cancellation of coverage.

The successful bidder, prior to commencing the contract, shall submit a Certificate of Insurance to the Borough evidencing compliance with the above requirements. The Certificate of Insurance shall be in a form satisfactory to the Borough.

### **Indemnification**

The successful bidder shall indemnify, defend, save and hold the Borough and their officers, officials and employees, and each of them, harmless from and against any damage, liability, costs and attorney’s fees arising out of or resulting from directly or indirectly the performance or non-performance of the contract.

### **Assignment**

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the Borough of Allendale.

### Scope of Contract

The scope of this Contract shall include janitorial services for the "Technical Specifications for Office Cleaning for the Borough of Allendale, NJ", March 1, 2023 – December 31, 2023.

### Term of Contract

The term of Contract shall be March 1, 2023 – December 31, 2023.

I am ☒ or I am not ☐ submitting this bid for consideration of a one-year extension at the same rate beyond December 31<sup>st</sup>, 2023 and for a period through but not later than December 31<sup>st</sup>, 2024.

### Qualifications of Bidders

1. Each bidder must demonstrate to the satisfaction of the Borough, that the bidder is thoroughly qualified and experienced in janitorial services for buildings equivalent to the size and functions of the Borough Buildings.
2. Each bidder may furnish, with their bid, the names of at least five other municipalities or businesses for whom they are currently providing contract janitorial services or have provided contract janitorial services over the last four years. The Borough reserves the right to use these references on his/her current or past contract performance in making its award determination.

### Employees/Other Requirements

1. The Contractor shall employ a sufficient number of employees to comply with the minimum janitorial service requirements.
2. All employees of the Contractor shall be over eighteen (18) years of age and shall be of good moral character.
3. The Contractor shall submit a list of all employees working in the Municipal Buildings to the Borough. All employees and officers of the Contractor shall be subject to a background check by the Borough of Allendale Police Department. The Borough reserves the right to deny access to the buildings for any employee having a criminal record.

4. Employees shall be uniformed in such a manner as to clearly identify them as employees of the Contractor and display a photographic ID card at all times when he/she is working. At a minimum, employees shall wear a distinctive shirt/tee shirt bearing the name or logo of the Contractor. Employees shall wear neat and clean apparel suitable for conducting janitorial services.
5. The Contractor's employees shall exercise proper deportment while working in the Borough's buildings. Public meetings shall not be disrupted by cleaning crews. Employees shall not engage in loud or raucous behavior at any time.
6. The Borough's Director of Operations or Administrative Officer has the right to require the Contractor to dismiss any employee deemed incompetent, careless, insubordinate or otherwise objectionable or any personnel whose actions are deemed to be contrary to the best interests of the Borough.
7. The Contractor shall be responsible to ensure that employees do not disturb papers on desks, open desk drawers or cabinets or use telephones. The Contractor will require employees to comply with all directions of the Director of Operations.
8. The Contractor shall turn off all lights in unoccupied areas after performing janitorial tasks. The Contractor shall also report all irregularities and faulty equipment such as plumbing leaks, electrical problems, etc.
9. The Contractor shall have a foreman/supervisor monitor the performance of the janitorial staff on a weekly basis.
10. Each employee of the Contractor must be on the actual payroll of the Contractor and must be covered by Workers Compensation Insurance as required herein.
11. Bidders must submit completed Pay to Play paperwork (forms attached).

### Termination for Default

The Contractor's right to perform this contract may be terminated by the Borough in the event services are not performed as called for in the contract. Thereafter, the Borough may have the service performed by others and the Contractor shall be liable for all costs to the Borough in advertising and rebidding the contract inclusive of reasonable and necessary legal fees.

### Termination for Convenience

If the Borough elects to terminate this contract, written notice will be given at least thirty (30) days in advance of the effective date. The Contractor will be paid for all labor provided as of termination date. No consideration will be given for the loss of anticipated revenue on the cancelled portion of the contract.

### Oral Instructions

Neither the Borough nor their authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.

### Time and Days of Cleaning Operations

1. The janitorial services shall be performed on those days set forth in the Technical Specifications, attached hereto, excluding the list of holidays set forth in Schedule A, attached unless otherwise noted.
2. The Contractor's schedule for janitorial service operations shall be limited from 9:00 a.m. to 3:00 p.m. except at the Municipal Building and Lee Memorial Library. The Contractor shall complete all work at the Municipal Building by 8:00 a.m. and the Lee Memorial Library by 10:00 a.m. At no time shall the Contractor clean during the break and lunch period at the Department of Public Works.

### Supplies Provided by the Borough

The Borough shall supply toilet paper, hand towels (C-fold), roll towels and hand soap. The Contractor shall supply all other janitorial supplies, equipment and materials necessary to perform the work and maintain the buildings in accordance with the janitorial routines, as set forth herein. All cleaning products and solutions must be "Green" and documentation must be provided to show such. Any

products used that require a "Material Safety Data Sheet" (MSDS) must be provided to the Borough at no charge and delivered to the Director of Operations. Should the Borough determine that there is a product it would like used, the Borough reserves the right to require the Contractor to use the cleaning product provided that is generally safe and does not require any extraordinary handling.

TECHNICAL SPECIFICATIONS FOR OFFICE CLEANING  
FOR

THE BOROUGH OF ALLENDALE, NJ  
March 1, 2023 – December 31, 2023

**PART A**

ALLENDALE MUNICIPAL BUILDING AND LEE MEMORIAL PUBLIC LIBRARY  
500 WEST CRESCENT AVENUE  
ALLENDALE, NJ 07401

The work below is to be done, excluding Borough holidays.

**Five Times Per Week:**

- All trash to be emptied and placed in dumpsters, with liners being replaced as needed.
- Bathrooms to be thoroughly cleaned, with paper and soap products being replaced as needed.
  - a) Spot clean partitions and walls.
  - b) Clean and disinfect wash basins, toilets, urinals and floors with a germicidal solution. **Deodorize and sanitize all restrooms.**
- All floors to be swept, vacuumed and mopped with spot cleaning being done as needed. (includes stairs and landings).
- Interior Loft room windows in the Library and all glass doors to be cleaned (inside/outside).
- Elevator and doors to be cleaned (inside/outside). Remove fingerprints/smudges inside cab. Use polish when necessary.
- Kitchen areas to be thoroughly cleaned.
- Clean and sanitize drinking fountain.
- Bottles, cans and papers that are recyclable shall be placed in appropriate containers.

**Three Times Per Week:** (M-W-F)

- Complete dusting of Allendale Municipal Building and Lee Memorial Public Library.

**Two Times Per Week:** (T-F)

- Dust and clean all desk tops

**One Time Per Week:** (F)

- Buffing of all VCT floors

**Quarterly:**

- Wipe down all leather and vinyl furniture.
- Vacuuming of all fabric furniture, including modular partitions.

**Non-Routine Work:**

The following non-routine work shall be performed as needed and as approved by the Director of Operations as extra work. The Contractor shall insert the price for each item below, however the prices shall not be used in determining the low bidder.

- Shampoo all carpeted areas .....\$ 825.00
- Strip refinish all VCT (vinyl tile floors).....\$ 556.00
- Emergency cleaning (average hourly rate).....\$ 25.00 per hour.
- Wash and clean all interior/exterior windows.....\$ 525.00

**Part B**

Allendale Police Headquarters  
290 Franklin Turnpike  
Allendale, NJ 07401

The following routines shall be performed Monday through Friday including holidays.

All office and reception areas including dispatcher area, corridors, conference and/or interview rooms, copy and record rooms, and all similar areas. The work includes the following:

**Five Times Per Week:**

- Empty all waste receptacles and remove trash from building and place in dumpster, replacing liners as needed.
- Clean and sanitize drinking fountain.
- Clean elevator doors inside and out of cab. Remove fingerprints/smudges inside cab. Use polish when necessary.
- Floors (carpet, VCT, vinyl composite resilient tile, vinyl stair treads and landings and ceramic tiles)
  - a. Sweep and damp mop all ceramic, VCT and ceramic tile floors.
  - b. Vacuum and spot clean all carpeted areas.
- Kitchen, break room and coffee areas:
  - a. Clean all counter tops and/or tables. In some areas this may include file cabinet surfaces.
  - b. Thoroughly clean all sinks and microwave ovens including the inside of each oven.
- Remove trash/garbage and damp wipe/clean trash receptacles for all offices and the kitchen, break room and coffee areas.
- Bottles, cans and papers that are recyclable shall be placed in appropriate containers. This is collected by the Department of Public Works.



- Restrooms:
  - a. Clean and polish all metal and mirrors.
  - b. Clean dispensers and fixtures; restock all paper supplies and soap.
  - c. Spot clean partitions and walls.
  - d. Clean and disinfect wash basins, toilets, urinals and floors with a germicidal solution.  
Deodorize and sanitize all restrooms.
  - e. Remove trash.

**Three Times Per Week: (M-W-F)**

- Spot clean doors, door frames, elevator trim, light switches, walls and return all furniture to original locations. Remove fingerprints/smudges from all vertical surfaces including all glass partitions, doors, walls, windows, mirrors, etc.

**Two Times Per Week: (T-Thur)**

- Dust and clean all fixtures and furniture including cabinets, credenzas, counter tops and window ledges.

**Weekly:**

The following routines shall be performed weekly (including holidays)

- Spray buff all VCT floors.
- Sweep and damp mop all vinyl stair areas and lower level concrete floor areas.
- Police all vacant floor areas including areas in attic adjacent to mechanical equipment.
- Spray an anti-bacteria solution into men's locker room carpet. Wipe down locker doors, seating areas and exterior storage drawer panel.
- Clean and sweep each jail cell as required. Include toilet and sink unit. Use damp mop if required.
- Clean floor sink and polish faucet in sally port.
- Clean and sanitize eyewash station in sally port.

**Monthly:**

- Thoroughly clean elevator including light fixtures and door tracks.
- Perform high dusting including all light fixtures.
- Remove and hose down exterior walk off mats at main entrance to building and at police entrance. Clean recessed mat area.
- Thoroughly clean janitor's closets, including slop sink, shelves and fittings.

The following routines shall be performed as needed (minimum every 6 months)

- Polish all fixtures and furniture.
- Wipe down all leather and vinyl furniture.
- Vacuum all fabric furniture including modular work station partitions.
- Clean sally port areas and adjacent garage including janitorial floor sink.
- Vacuum all concrete floor areas.

### Non-Routines:

The following non-routines shall be performed as needed and as approved by the Director of Operations as extra work. The Contractor shall insert the price for each item below, however the price shall not be used in determining the low bidder.

- Shampoo all carpeted areas.....\$ N/C
- Strip and refinish all VCT (vinyl composite tile) floors.....\$ 575.00
- Emergency cleaning (average hourly rate).....\$ 25.00 per hour
- Wash and clean all interior/exterior windows.....\$ N/C

Police Department activities shall not be disrupted by cleaning crews. Contractor employees shall not play radios, tape players or any other music devices while in the Police Department Building, unless specifically authorized by the Chief of Police.

**Part C**  
**Department of Public Works**  
**101 New Street**  
**AND**  
**ANNEX**  
**100 New Street**  
**Allendale, NJ 07401**

### Tuesday and Friday Routines:

The following routines shall be performed **Tuesdays and Fridays** between 7:30am and 11:00am or 1:00pm and 2:45pm and shall pertain to the administrative areas including support areas such as bathrooms and locker rooms of each building as described below. The work shall include the following:

- All office areas, corridors, hallways, kitchen/lunch room, locker and bathrooms and other similar areas.
  - a. Dust and clean all furniture including desks, cabinets, credenzas, and window ledges.
  - b. Spot clean doors, door frames, light switches, walls and if necessary, return all furniture to original locations. Remove fingerprints/smudges from all vertical surfaces including glass partitions, doors, walls, windows, mirrors, etc.
  - c. Empty all waste receptacles and remove all trash from building and place in dumpster.
- Floors (VCT, Quarry tile and ceramic tile)
  - a. Sweep and damp mop all VCT, quarry and ceramic tile floors. The Contractor shall use clean mops, clean water and disinfectant.
- Kitchen/Lunch room
  - a. Wipe down and clean all counter tops, chairs and tables. Thoroughly clean sink and microwave oven including the inside of the oven.

Note: Remove trash/garbage and dump; wipe trash receptacles in all offices, kitchen, locker and bathroom.

Bottles, cans, and paper that are recyclable shall be placed in appropriate containers and collected by the Department of Public Works.

- Locker and Bathrooms
  - a. Clean and polish all metal, faucets, fittings and mirrors.
  - b. Wipe down hand towels, soap and toilet tissue dispensers and fixtures; restock all paper and supplies and soap.
  - c. Spot clean partitions and walls.
  - d. Clean and disinfect sinks, toilets and toilet seats, urinals and bathroom floors with a germicidal solution. Deodorize all restrooms.
  - e. Remove trash and place in dumpster.

#### Weekly Routines:

The following routines shall be performed weekly (Tuesdays).

- Spray an anti-bacteria solution onto the men's locker room floor. Wipe down locker doors and seating area.
- Clean and sanitize eyewash station in DPW garage area.
- Vacuum all carpeted areas (Fridays).

#### Monthly Routines:

- Spray buff all VCT (resilient tile) floors.
- Machine scrub floors and thoroughly clean shower and ceramic wall tiles in bathrooms.
- Dust and wipe down all employee lockers. Apply thin coat of metal polish.

#### Quarterly Routines:

- Perform high dusting including all light fixtures.
- Thoroughly clean janitor's closet, including slop sink, shelves and sinks with fittings.

The following routines shall be performed as needed (minimum every 6 months)

- Polish all fixtures and furniture.
- Thoroughly clean all vinyl/polypropylene furniture. Thorough cleaning shall include wiping legs of chairs, table bases, etc.
- Vacuum all concrete floor areas.
- Clean light fixture lenses.

**Non-Routines:**

The following non-routines shall be performed as needed and as approved by the Director of Operations as extra work. The contractor shall insert the price for each item below, however the price shall not be used in determining the low bidder.

- Shampoo all carpeted areas.....\$ 225.00
- Strip and refinish (vinyl tile) floors.....\$ 250.00
- Emergency cleaning (average hourly rate).....\$ 25.00 per hour
- Wash and clean all interior/exterior windows.....\$ 185.00

March 1, 2023 – DECEMBER 31, 2023

THE PRICE FOR ALL THE ABOVE SERVICES (PARTS A, B AND C) IS

\$ 2,600.00 PER MONTH, OR A TOTAL OF

\$ 26,000 FOR THE YEAR.

**OPTION ONE:**

During the COVID-19 declared public health emergency, the Borough of Allendale may seek to have additional cleaning/sanitizing including but not limited to all handles, knobs, light switches, tables, chairs and other frequently touched surfaces in all areas such as offices, kitchens, bathrooms and other common areas at the Allendale Borough Hall, Allendale Police Department and Allendale Department of Public Works as well as the Mayor & Council Chambers in the Allendale Borough Hall. This optional work would be performed on three days per work week, on an as-needed basis as deemed necessary by the Borough of Allendale, with dates and times to be determined.

- As-Needed Weekly Sanitizing of Borough Hall, Police Station and DPW.....\$ 850.00



# STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** GUY'S MAINTENANCE CO., INC.

**Trade Name:**

**Address:** 49 CHEROKEE AVE  
ALLENDALE, NJ 07401-1304

**Certificate Number:** 0563376

**Effective Date:** August 09, 1990

**Date of Issuance:** February 19, 2023

**For Office Use Only:**

20230219131212117



GUYSM-1

OP ID: DO

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Great Harbor Insurance Service Formerly GIA 299 Market Street, Suite 145 Saddle Brook, NJ 07663		201-794-7200		<b>CONTACT NAME:</b>		<b>PHONE (A/C, No, Ext):</b> 201-794-7200		<b>FAX (A/C, No):</b> 201-291-9800	
				<b>E-MAIL ADDRESS:</b>					
				<b>INSURER(S) AFFORDING COVERAGE</b>				<b>NAIC #</b>	
				<b>INSURER A:</b> Excelsior Ins. Co.				11045	
				<b>INSURER B:</b> Indiana Insurance Company				22659	
				<b>INSURER C:</b> Netherlands Ins. Co.				24171	
				<b>INSURER D:</b>					
				<b>INSURER E:</b>					
				<b>INSURER F:</b>					

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BKA58487405	05/01/2022	04/27/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAS58487405	05/01/2022	04/27/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			USO58487405	05/01/2022	04/27/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWS58487405	04/27/2022	04/27/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If required by a written contract, agreement or permit the Certificate Holder is included as an Additional Insured for General Liability subject to policy terms and conditions.

## CERTIFICATE HOLDER

BOROALE

Borough of Allendale  
500 West Crescent Avenue  
Allendale, NJ 07401

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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

**DATE: 01/19/2023**

**RESOLUTION# 23-101**

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 CHANGE IN CUSTODIAN OF PETTY CASH –  
FINANCE DEPARTMENT FUND – ALISON ALTANO**

**WHEREAS**, Alissa Mayer was custodian of the Finance Department Petty Cash Fund, and,

**WHEREAS**, in accordance with N.J.S.A. 40:5-21, the Borough of Allendale is changing custodians to Alison Altano; and

**WHEREAS**, Alison Altano is bonded in the amount of \$1,000,000 by virtue of a surety bond.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, New Jersey, hereby authorizes such action and two copies of the resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on February 23, 2023.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 02/23/2023**

**RESOLUTION# 23-102**

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 ☐

**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 2<sup>nd</sup> Quarter of 2023 Taxes:

**Block/Lot/Qual Name  
Amount**

**Property Location**

1304/39	Michelle Smigel	4 Butternut Road	\$1680.00
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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 February 23, 2023.

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



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

**DATE: 02/23/2023**

**RESOLUTION# 23-103**

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 FEBRUARY 23, 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 February 23, 2023 in the amounts of:

**Bill List Numbers**

**February 23, 2023**

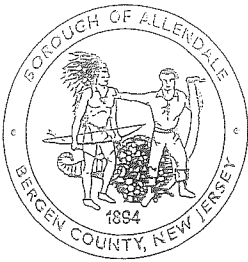
Current Fund	\$1,740,592.86
Payroll Account	\$184,085.28
General Capital	\$31,672.50
Animal Fund	
Grant Fund	
COAH/Housing Trust	
Improvement & Beautification	
Unemployment Fund	\$2,139.44
Trust Fund	
Water Operating	\$149,247.79
Water Capital	\$0.00

**Total**

**\$2,107,737.87**

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on February 23, 2023.

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



## Borough of Allendale

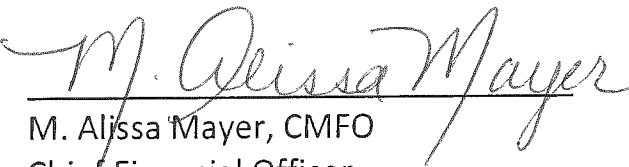
500 WEST CRESCENT AVENUE  
ALLENDALE, NEW JERSEY 07401

OFFICE OF TAX COLLECTOR  
OFFICE OF CHIEF FINANCIAL OFFICER

TEL: 201-818-4400 EXT 205  
FAX 201-818-0193

I, M. Alissa Mayer, Chief Financial Officer of the Borough of Allendale,  
having reviewed the bill list for the Borough, do hereby certify that funds  
are available in the accounts so designated.

Certified Feb. 23, 2023

  
M. Alissa Mayer, CMFO  
Chief Financial Officer