



BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MEETING AGENDA & MATERIALS
THURSDAY,
MARCH 13, 2025
7:00 P.M.

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
COMBINED WORK AND REGULAR SESSION
MARCH 13, 2025 AT 7:00 P.M.

Mayor
Amy Wilczynski
Councilmembers
Matthew O'Toole
Liz Homan
Susanne Lovisolo
Edward O'Connell
Tyler Yaccarino
Joseph Daloisio

A combined Work and Regular Session of the Mayor and Council of the Borough of Allendale will be held in-person on March 13, 2025 beginning at 7:00 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: February 13, 2025 and February 27, 2025
Combined Worked and Regular Session meetings.

AGENDA REVIEW:

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

PRESENTATIONS:

- A. Governing Body: Review 2025 goals and strategy plan.
- B. Library Update: Nancy Clauss

INTRODUCTION OF ORDINANCES

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 25-97:](#) Approval of Tax Overpayments.
- [RES 25-98:](#) Appointment of an Hourly Part-Time Building Monitor – Caleb Glass.
- [RES 25-99:](#) Approval of Young, Russel & Lisa VS. Allendale Tax Appeal Settlement.
- [RES 25-100:](#) Authorize Agreement for Electronic Document Management & Scanning Services.
- [RES 25-101:](#) Approval for Reimbursement of Seasonal Snow Removal for Years 2024 and 2025
The Whitney Homeowners Association, Inc.
- [RES 25-102:](#) Authorizing Emergency Temporary Budget Appropriations.
- [RES 25-103:](#) Award of Contract for Grandstand Parking Lot Resurfacing Bid.
- [RES 25-104:](#) Approval of March 13, 2025 Bill List.
- [RES 25-105:](#) Resolution Approving Consent Order.

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 03/12/2025 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: 03/13/2025

RESOLUTION# 25-97

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

APPROVAL OF 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 1ST Quarter of 2025 Taxes:

Block/Lot/Qual	Name	Property Location	Amount
1102/16.02	Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	4 Stoney Ridge Rd.	\$4,272.55
1201.01/9.02	Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	153 Mac Intrye Lane	\$5,232.96

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-98

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**APPOINTMENT OF AN HOURLY PART-TIME BUILDING MONITOR –
CALEB GLASS**

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Caleb Glass be appointed as an hourly, part-time building monitor, effective March 10, 2025 at a rate of \$16.00 per hour.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-98

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**APPROVAL OF YOUNG, RUSSEL & LISA VS.
BOROUGH OF ALLENDALE TAX APPEAL SETTLEMENT**

WHEREAS, the taxpayers, Russel and Lisa Young appealed the added assessment levied on Block 1901, Lot 11 for the tax year 2024; and

WHEREAS, the subject property is located at 101 E. Orchard Street; and

WHEREAS, the Plaintiffs were represented by an Attorney in this matter;
and

WHEREAS, the Borough Tax Assessor and Borough Tax Expert have approved and recommend that the added appeal be settled as follows: the 2024 Added Assessment shall be reduced from 635,567 to \$565,533; and

WHEREAS, the Plaintiffs have agreed to take any refund due as credit to their real estate tax account; and

WHEREAS, the Assessor is of the opinion that the valuation of the subject property is consistent with true value of the property.

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

The proposed settlement for the tax appeal encaptioned Young, Russel & Lisa v. Borough of Allendale as hereinbefore set forth is approved and the Borough Tax Attorney or a member of his firm is authorized to execute all documents necessary to effectuate its terms.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-100

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**AUTHORIZE AGREEMENT FOR ELECTRONIC DOCUMENT MANAGEMENT &
SCANNING SERVICES – ACCUSCAN DIGITAL ARCHIVAL SOLUTIONS**

WHEREAS, a need exists to digitally archive government records in the Borough of Allendale; and

WHEREAS, the Borough of Allendale authorized participation in the Educational Services Commission of New Jersey Cooperative Pricing System (ESCNJ) via Resolution 17-259 on October 12, 2017; and

WHEREAS, the Borough was approved as a member of the ESCNJ Cooperative Pricing System on December 4, 2017; and

WHEREAS, the ESCNJ offers competitively-bid contracts for its members to purchase from on an as-needed basis; and

WHEREAS, Accuscan Digital Archival Solutions is an approved vendor offering electronic document management and scanning services through the ESCNJ via NJ State Approved Co-op #65MCESCCPS, RFP# ESCNJ 22/23-11 Bid Term: 07/01/2022 to 06/30/2024, extended 07/01/2024 extending through 06/03/2025; 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 an Agreement is hereby authorized for electronic document management and scanning services with Accuscan Digital Archival Solutions, 950 Mount Holly Road, Edgewater Park, New Jersey 08010 in an amount not to exceed \$15,000; 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 Accuscan Digital Archival Solutions for the above services.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-101

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**APPROVAL FOR REIMBURSEMENT OF SEASONAL SNOW REMOVAL FOR
YEARS 2024 AND 2025 PER THE MUNICIPAL SERVICE AGREEMENT OF
FEBRUARY 11, 2021 TO THE WHITNEY HOMEOWNERS ASSOCIATION, INC.**

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

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

WHEREAS, the Borough and the Association have agreed that during 2024, the amount for services was \$1,950.00 and during 2025, the amount for services was \$10,050.00, totaling \$12,000.00 due to The Whitney at Allendale.

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

NOW, THEREFORE, BE IT RESOLVED that the Borough’s Chief Financial be and hereby is authorized to make such payment to the Association in the sum of \$12,000.00.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-102

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

AUTHORIZING EMERGENCY TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, an emergent condition has arisen with respect to certain budget appropriations and no adequate provision has been made in the 2025 Temporary Budget, and N.J.S.A. 40A: 4-20 provides for the creation of emergency temporary appropriations for said purpose; and

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

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

Current Fund	
Finance – OE	2,000
Police – OE	5,000
Senior Citizens – OE	1,500
Electricity – OE	10,000
Street Lighting	17,000
Gas (Natural) – OE	20,000
Total Current Fund Appropriations	\$55,500

2. That said emergency temporary appropriation will be provided in the 2025 budget;
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-103

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**AWARD OF CONTRACT FOR GRANDSTAND PARKING LOT RESURFACING BID
– D.S. MEYER ENTERPRISES, LLC**

WHEREAS, the Governing Body of the Borough of Allendale authorized advertisement and receipt of bids for the Grandstand Parking Lot Resurfacing within the Borough of Allendale; and

WHEREAS, a total of nine (9) bids were accepted on March 4, 2025; and

WHEREAS, after review by the Borough Attorney and Borough Engineer, D.S. Meyer Enterprises, LLC, 2 North Street, Suite 2A, Waldwick, New Jersey 07463, is the lowest responsible, responsive bidder with a bid of Seventy-Four Thousand, Seven Hundred Eighty-Three Dollars and Zero Cents (\$74,783.00); and

WHEREAS, the Chief Financial Officer has attached a Certification that adequate funds have been 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 the contract for the Grandstand Parking Lot Resurfacing bid be and is hereby awarded to D.S. Meyer Enterprises, LLC, 2 North Street, Suite 2A, Waldwick, New Jersey 07463 in the amount of Seventy-Four Thousand, Seven Hundred Eighty-Three Dollars and Zero Cents (\$74,783.00); and

BE IT FURTHER RESOLVED that the Mayor and Acting Municipal Clerk are authorized to sign an agreement with D.S. Meyer Enterprises, LLC.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 03/13/2025

RESOLUTION# 25-104

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

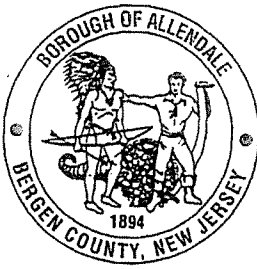
APPROVAL OF MARCH 13, 2025 LIST OF BILLS

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated March 13, 2025 in the amounts of:

Bill List Numbers	March 13, 2025
Current Fund	\$1,138,837.27
Payroll Account	361,354.24
General Capital	54,771.75
Animal Fund	
Grant Fund	
COAH/Housing Trust	3,913.00
Improvement & Beautification	
Unemployment Fund	
Trust Fund	35,822.50
Water Operating	
Water Capital	
Total \$1,594,698.76	

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 13, 2025.

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.ALLENDALE.NJ.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 3/13/25

Alison Altano
Chief Financial Officer

BILL LIST For MARCH 13, 2025

PAYROLL ACCOUNT	\$ 361,354.24
<hr/>	
<u>Borough of Allendale Payroll Fund, Bank Transfer 2/19/2025</u>	\$ 180,061.97
Salaries and Wages	\$ 165,204.52
FICA	\$ 11,834.88
DCRP	\$ 201.35
LIFE	\$ 112.00
DISABILITY	\$ 2,709.22
<u>Borough of Allendale Payroll Fund, Bank Transfer 3/5/2025</u>	\$ 181,292.27
Salaries and Wages	\$ 168,870.36
FICA	\$ 12,263.60
DCRP	\$ 158.31
TOTAL	<u>\$ 361,354.24</u>

Bill List Numbers**March 13, 2025**

Current Fund	\$	1,138,837.27
Payroll Account		361,354.24
General Capital		54,771.75
Animal Fund		
Grant Fund		
COAH/Housing Trust		3,913.00
Improvement & Beautification		
Unemployment Fund		
Trust Fund		35,822.50
Water Operating		
Water Capital		
<hr/>		
Total	\$	1,594,698.76

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

DATE: 03/13/2025

RESOLUTION# 25-105

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

Carried
 Defeated
 Tabled
 Approved on
 Consent Agenda

RESOLUTION APPROVING CONSENT ORDER

WHEREAS, Wells Fargo is the current owner of certain property known and designated as 98 Elm Street, Allendale, New Jersey (Lot 8, C0098 Block 1809); and

WHEREAS, an affordable unit has been constructed on the site that was used to address the Borough's affordable housing obligation for Round 3; and

WHEREAS, the unit fell into disrepair and Wells Fargo foreclosed on the unit; and

WHEREAS, an opportunity arose where the unit could be purchased by a non-profit entity from the Bank; brought up to code with trust fund money; and turned into a two bedroom special need unit, thereby curing the problem with a deficient unit that was part of our Round 3 plan and creating credits and rental bonuses for Round 4; and

WHEREAS, Fair Share Housing Center, Inc. was amenable to proceeding in this way and signed a Consent Order memorializing the agreement, attached hereto; and

WHEREAS, the Borough by this resolution seeks authorization to sign the Consent Order and seek Court approval of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale as follows:

1. Special Affordable Housing Counsel, Jeffrey R. Surenian, is authorized to sign the Consent Order attached hereto.
2. Special Counsel is directed to seek Court approval of same.
3. The Mayor, the Borough Administrator and the attorneys for the Borough are authorized to take any and all additional appropriate action to implement the terms of 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 March 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

SURENIAN, EDWARDS, BUZAK & NOLAN LLC

311 Broadway, Suite A
Point Pleasant Beach, NJ 08742
(732) 612-3100

By: Jeffrey R. Surenian, JRS@Surenian.com; Attorney ID: 024231983
Michael C. Borneo, MCB@Surenian.com; Attorney ID: 006101999

Attorneys for Declaratory Plaintiff, Borough of Allendale

**IN THE MATTER OF THE
APPLICATION OF THE
BOROUGH OF ALLENDALE,
COUNTY OF BERGEN, STATE OF
NEW JERSEY**

**SUPERIOR COURT OF NEW
JERSEY**

LAW DIVISION: BERGEN COUNTY

DOCKET NO.: BER-L-6162-15

CONSENT ORDER RE 98 ELM

THIS MATTER having been opened to the Court by Surenian, Edwards, Buzak & Nolan, LLC, Jeffrey R. Surenian, Esq. appearing for the Borough of Allendale (hereinafter “Allendale” or “Borough”); and the Borough seeking court approval of an agreement that would result in the acquisition of an affordable unit located at 98 Elm Street, Allendale, New Jersey 07401 (Lot 8 C0098 Block 1809) currently owned by Wells Fargo by a non-profit named Allendale Housing Inc (“AHI”); the rehabilitation of the unit to bring it up to code with trust fund money from the Borough; and the use of the unit as a two bedroom special needs unit; and the Borough having sought consent from Fair Share Housing Center to proceed in this way to cure a problem that has arisen with its Third Round Housing Element and Fair Share Plan and to secure credits and rental bonuses for Round 4; and for good cause shown;

IT IS on this _____ day of _____ 2025 ORDERED as follows:

1. Allendale Housing, Inc., a non-profit organization, may purchase the unit from Wells Fargo Bank, N.A.;
2. The Borough will spend up to \$90,000 from its Affordable Housing Trust Fund to rehabilitate the unit and convert it into two (2) special needs rental units and will update the Spending Plan accordingly;
3. If the cost to rehabilitate the unit exceeds \$90,000, the balance of rehabilitation costs shall be paid by AHI.
4. This rehabilitation and reuse of the unit shall cure any issues with the unit concerning the Borough's Third Round Housing Element and Fair Share Plan
5. The units shall be deed restricted and marketed in compliance with N.J.A.C. 5:80-26.1.
6. The units shall provide the Borough credit and eligible bonuses toward the municipal affordable housing obligations. The application of credits toward these units shall be confirmed and addressed in the updated and forthcoming Fourth Round Housing Element and Fair Share Plan.

By: _____

Honorable Gregg A. Padovano, J.S.C.

Dated: _____

The undersigned hereby consent to the form, entry and content of the within Consent Order.

SURENIAN, EDWARDS, BUZAK & NOLAN LLC
Attorney for Declaratory Plaintiff, Borough of Allendale

By: _____
Jeffrey R. Surenian, Esq.

ARIELA RUTBECK-GOLDMAN, ESQ.
Counsel for Fair Share Housing Center

By: *Ariela Rutbeck-Goldman*
Ariela Rutbeck-Goldman, Esq.