



**BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
REGULAR MEETING
AGENDA & MATERIALS
THURSDAY,
MARCH 12, 2026
7:00 P.M.**

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
COMBINED WORK AND REGULAR SESSION
MARCH 12, 2026 AT 7:00 P.M.

[MEETING LINK: JOIN LIVE](#)

Meeting ID: 270 364 207 997 5

Passcode: Jj2rs6oN

**This agenda was prepared as of 03/11/2026 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.

A combined Work and Regular Session of the Mayor and Council of the Borough of Allendale will be held in-person on March 12, 2026, 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 5, 2026 and February 19, 2026.

AGENDA REVIEW:

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

PUBLIC HEARING AND SECOND READING OF ORDINANCE(S):

ORDINANCE 26-06: AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, PROPERTY MAINTENANCE, CHAPTER 199-12(N) ARTICLE V MAINTENANCE STANDARDS.

ORDINANCE 26-07: N ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, CHAPTER 233, ARTICLE V SNOW AND ICE REMOVAL.

INTRODUCTION OF ORDINANCE(S):

ORDINANCE 26-08: AN ORDINANCE TO AMEND CHAPTER 53 OF THE CODE OF THE BOROUGH OF ALLENDALE, "OFFICERS AND EMPLOYEES", TO FIX THE SALARIES, WAGES AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE BOROUGH OF ALLENDALE FOR THE YEAR 2026.

ORDINANCE 26-09: CAPITAL ORDINANCE OF THE BOROUGH OF ALLENDALE, IN THE COUNTY OF BERGEN, NEW JERSEY AUTHORIZING VARIOUS PUBLIC IMPROVEMENTS AND ACQUISITIONS IN, BY AND FOR THE BOROUGH, APPROPRIATING THEREFOR THE SUM OF \$349,000 AND PROVIDING THAT SUCH SUM SO APPROPRIATED SHALL BE RAISED FROM THE CAPITAL IMPROVEMENT FUND OF THE BOROUGH.

ORDINANCE 26-10: AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, CHAPTER 199, PROPERTY MAINTENANCE, ARTICLE V, MAINTENANCE STANDARDS.

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.

<u>RES 26-105:</u>	RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENT.
<u>RES 26-106:</u>	RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF ALLENDALE AND THE BOROUGH OF RAMSEY FOR THE PROVISION OF PUBLIC SAFETY DISPATCH SERVICES.
<u>RES 26-107:</u>	APPROVAL OF WAIVER OF 2026 COMPOST PERMIT FEE – ALLENDALE GARDEN CLUB.
<u>RES 26-108:</u>	RESOLUTION AUTHORIZING AN AGREEMENT WITH FLOW ASSESSMENT SERVICES, LLC FOR SEWER SYSTEM SMOKE TESTING SERVICES.
<u>RES 26-109:</u>	AUTHORIZING EMERGENCY TEMPORARY BUDGET APPROPRIATIONS.
<u>RES 26-110:</u>	APPROVAL OF MARCH 12, 2026 LIST OF BILLS.
<u>RES 26-111:</u>	APPOINTMENT OF BUILDING DEPARTMENT/LAND USE BOARD ADMINISTRATIVE ASSISTANT.

ADMINISTRATION:

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

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:

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

ORDINANCE #26-06

**AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE
BOROUGH OF ALLENDALE, PROPERTY MAINTENANCE, CHAPTER 199-12(N)
ARTICLE V MAINTENANCE STANDARDS**

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 199-12(N) Article V Maintenance Standards of the Code of the Borough of Allendale, be and hereby is amended, supplemented and revised in its entirety to read as follows:

N. All fire hydrants shall have a minimum of a three-foot radius clearance from any plantings, snow, mailboxes and fencing, and there shall be no obstructions from the front of the hydrant to the street or right-of-way. Clearance of snow must be accomplished within 48 hours after the snow event ends.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 199 shall remain in full force and effect as previously adopted.

Council	Motion	Second	Yes	No	Abstain	Absent
O'Connell						
O'Toole						
Lovisolo						
Homan						
Daloisio						
Yaccarino						
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 March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Mayor

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

ORDINANCE #26-07

**AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE
BOROUGH OF ALLENDALE, CHAPTER 233, ARTICLE V SNOW AND ICE REMOVAL**

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 233-27 Article V Snow and Ice Removal, of the Code of the Borough of Allendale, be and hereby is amended in its entirety to read as follows:

§ 233-27 Duty of owners or tenants.

The owner of any premises abutting on any public sidewalk in the Borough shall remove all snow and ice from the portion of the sidewalk abutting his or her premises. The owners of premises used for business, commercial or industrial purposes shall, in addition, remove all snow and ice from parking lots, walkways and other areas used by their customers or employees. Ice which is so frozen as to make removal impractical shall either be treated with rock salt or other chemicals which will thaw it sufficiently to permit removal or be thoroughly covered with sand, ashes or cinders. Removal or covering shall be accomplished within 48 hours after the snow or ice event ends.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 233 shall remain in full force and effect as previously adopted.

Council	Motion	Second	Yes	No	Abstain	Absent
O'Connell						
O'Toole						
Lovisollo						
Homan						
Daloisio						
Yaccarino						
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 March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Mayor

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

ORDINANCE #26-08

AN ORDINANCE TO AMEND CHAPTER 53 OF THE CODE OF THE BOROUGH OF ALLENDALE, "OFFICERS AND EMPLOYEES", TO FIX THE SALARIES, WAGES AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE BOROUGH OF ALLENDALE FOR THE YEAR 2026.

BE IT ORDAINED, by the Governing Body of the Borough of Allendale that the salaries of the following officers and employees of the Borough of Allendale shall be paid bi-weekly and fixed in the amounts as set forth below, effective January 1, 2026.

TITLE	MINIMUM	MAXIMUM
Borough Administrator	20,000	87,000
Chief Financial Officer	65,000	172,000
Qualified Purchasing Agent	3,000	6,000
Municipal Clerk	60,000	95,000
Deputy Municipal Clerk	48,000	68,000
Department of Public Works Superintendent	110,000	123,000
Tax Collector	63,000	80,000
Tax Assessor, Part-time	30,000	57,000
Director of Communications	5,000	10,000
Board of Health Secretary	2,500	4,000
Certified Recycling Professional	1,500	3,000
Construction Code Official	25,000	98,000
CCO Inspector	4,000	8,000
Electrical Sub Code Official, Part-time	12,000	28,000
Building Sub Code Official	13,000	17,500
Plumbing Sub Code Official, Per Diem Hourly	40.00	50.00
Plumbing Sub Code Official, Part-time	12,000	31,000
Zoning Official	13,000	17,500
Property Maintenance Official	38,000	49,000
Fire Sub Code Official, Part-time	10,000	20,000
Fire Prevention Official, Part-time	3,800	21,000
Fire Inspectors, Hourly	14.00	22.00
Lead Paint Inspector	500	1,000
Bookkeeper	50,000	65,000
Administrative Assistant	35,000	55,000
Administrative Assistant, Part-time/hourly	16.00	23.00
Land Use Administrative Assistant	58,000	65,000
Summer Interns, Hourly	14.00	17.00
Crestwood Lake Staff – Seasonal	500	20,000
Crestwood Lake Employees – Seasonal, Hourly	12.70	19.00
Building Monitor, Hourly	15.00	17.00
Chief of Police	170,000	200,000
Police Patrolman	43,000	163,500
Sergeant	152,000	171,000

Lieutenant	156,000	176,000
Detective Lieutenant	165,000	176,000
Patrolman Detective Stipend	1,500	2,100
Confidential Police Records Clerk – Part-time/hourly	20.00	22.00
Municipal Magistrate	10,000	18,000
Municipal Prosecutor	4,000	8,000
Radio Police Dispatcher, Full-time	35,000	45,000
Radio Police Dispatcher, Part-time-hourly	22.00	23.00
Crossing Guards, P/T Hourly	14.00	30.00
Emergency Management Official	2,500	4,500
Laborer, DPW	40,000	90,000
Standby, DPW, Per Week	425	450
Crew Chief, DPW	7,500	12,000
Laborer, DPW, Part-time/hourly	16.00	21.00

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

I hereby certify the above to be a true copy of an Ordinance introduced by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

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

ORDINANCE #26-09

CAPITAL ORDINANCE OF THE BOROUGH OF ALLENDALE, IN THE COUNTY OF BERGEN, NEW JERSEY AUTHORIZING VARIOUS PUBLIC IMPROVEMENTS AND ACQUISITIONS IN, BY AND FOR THE BOROUGH, APPROPRIATING THEREFOR THE SUM OF \$349,000 AND PROVIDING THAT SUCH SUM SO APPROPRIATED SHALL BE RAISED FROM THE CAPITAL IMPROVEMENT FUND OF THE BOROUGH.

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

Section 1. The Borough of Allendale, in the County of Bergen, New Jersey (the "Borough") is hereby authorized to make the following public improvements and acquisitions in, by and for the Borough: (A) acquisition of the following equipment and vehicles for the use of the Police Department: (i) an alcotest machine and (ii) SUVs; (B) implementation of a records management system for Borough documents for the use of various Borough departments, offices and agencies; (C) undertaking of the following park and recreation improvements: (i) grading the parking lot at Crestwood Lake, (ii) tree planting at the NJ Transit parking lot, (iii) rehabilitation of various athletic fields and (iv) replacement of batting cages at various locations; (D) installation of a community messaging sign at Borough Hall; and (E) installation of a flag pole at Orchard Commons. Said improvements and acquisitions shall include all work, materials and appurtenances necessary and suitable therefor.

Section 2. The sum of \$349,000 is hereby appropriated to the payment of the cost of the improvements and acquisitions authorized and described in Section 1 hereof (hereinafter referred to as the "improvements"). Said appropriation shall be raised from the Capital Improvement Fund of the Borough. The sum of \$349,000 is hereby appropriated from the Capital Improvement Fund of the Borough to the payment of the cost of the improvements.

Section 3. Said improvements are lawful capital improvements of the Borough having a period of usefulness of at least five (5) years. Said improvements shall be made as general improvements, no part of the cost of which shall be assessed against property specially benefited.

Section 4. The capital budget is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency therewith and the resolutions promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, is on file with the Borough Clerk and is available for public inspection.

Section 5. This ordinance shall take effect at the time and in the manner provided by law.

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

I hereby certify the above to be a true copy of an Ordinance introduced by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

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

ORDINANCE #26-10

**AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE
BOROUGH OF ALLENDALE, CHAPTER 199, PROPERTY MAINTENANCE, ARTICLE V,
MAINTENANCE STANDARDS**

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 199-14 (B) of the Code of the Borough of Allendale, be and hereby is amended, supplemented and revised to the following provision to said Chapter:

§ 199-14. Exterior structure.

The exterior of all structures shall comply with the following standards:

- B. All exterior surfaces, including but not limited to window frames, doors, doorframes, cornices, porches, awnings, and trim shall be maintained in good condition. Mold and peeling, flaking and chipped paint shall be eliminated and surfaces repaired.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 199 shall remain in full force and effect as previously adopted.

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

I hereby certify the above to be a true copy of an Ordinance introduced by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-105

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENT

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 2026 Taxes:

Block/Lot/Qual	Name	Property Location	Amount
1809/14/C0010	Peter & Ramona Ricciardi c/o Corelogic Centralized Refunds 3001 Hackberry Rd. Irving, TX 75063-0156	10 Allison Ct	\$3,035.36

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-106

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF ALLENDALE AND THE BOROUGH OF RAMSEY FOR THE PROVISION OF PUBLIC SAFETY DISPATCH SERVICES

WHEREAS, the Borough of Allendale currently provides public safety dispatch services and has determined that participation in a shared services program will promote efficiency and cost savings; and

WHEREAS, the Borough of Ramsey, through its Police Department, operates a Local Dispatch Center capable of providing public safety dispatch services twenty-four (24) hours per day, seven (7) days per week; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes municipalities to enter into shared services agreements to reduce expenses funded by property taxpayers; and

WHEREAS, the Borough of Allendale and the Borough of Ramsey have negotiated a Shared Services Agreement for the provision of Public Safety Dispatch Services for a term commencing March 16, 2026 and terminating December 31, 2030; and

WHEREAS, pursuant to the Agreement, Ramsey shall provide public safety dispatch services to Allendale in exchange for an annual service fee beginning at \$205,834 for the partial year 2026 (reflecting a \$260,000 annualized amount), with subsequent annual payments subject to a three percent (3%) increase as set forth in the Agreement; and

WHEREAS, the Agreement provides for quarterly payments and outlines the respective responsibilities of each municipality regarding equipment, infrastructure, indemnification, insurance, and termination; and

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-106

WHEREAS, the Mayor and Council have reviewed the Agreement and determined that it is in the best interests of the Borough of Allendale and its residents to enter into same.

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

1. The Mayor is hereby authorized to execute, and the Borough Clerk to attest, a Shared Services Agreement between the Borough of Allendale and the Borough of Ramsey for the provision of Public Safety Dispatch Services for the period March 16, 2026 through December 31, 2030, in substantially the form presented to the Mayor and Council.
2. The Chief Financial Officer is hereby authorized to make quarterly payments in accordance with the payment schedule set forth in the Agreement, subject to annual budget appropriations.
3. The appropriate Borough officials, employees, and professionals are hereby authorized to take any and all actions necessary to effectuate the terms of the Agreement.
4. This Resolution shall take effect immediately upon adoption according to law.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-107

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**APPROVAL OF WAIVER OF 2026 COMPOST PERMIT FEE –
ALLENDALE GARDEN CLUB**

WHEREAS, compost permits are available for purchase each year by the residents of the Borough of Allendale for access to and use of the Allendale Compost Facility; and

WHEREAS, the compost permit fee is \$30 for the 2026 season; and

WHEREAS, the Borough of Allendale recognizes the significant contributions that the Allendale Garden Club makes to the community at large through their beautification and maintenance of borough-owned garden areas; and

WHEREAS, the Borough wishes to provide a 2026 compost permit, without fee, to the Allendale Garden Club, a quasi-borough entity, for disposal of garden refuse generated from their work at borough-owned garden areas.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body that it does hereby approve the waiver of the 2026 compost permit fee for the Allendale Garden Club, a quasi-borough entity; and

BE IT FURTHER RESOLVED that Eleanor Sorensen, President, be and is hereby authorized as the custodian of 2026 Compost Permit No. 2 on behalf of the Allendale Garden Club, a quasi-borough entity.

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 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-108

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**RESOLUTION AUTHORIZING AN AGREEMENT WITH FLOW ASSESSMENT SERVICES,
LLC FOR SEWER SYSTEM SMOKE TESTING SERVICES**

WHEREAS, the Borough of Allendale has determined the need to conduct sewer system evaluation work for the purpose of identifying infiltration and inflow within select portions of the Borough's sanitary sewer system; and

WHEREAS, the Borough has received a proposal dated February 24, 2026 from Flow Assessment Services, LLC to perform sewer system smoke testing services, including pre-smoke testing meetings, public notifications, field testing of approximately 20,500 linear feet of sanitary sewer, reporting, and related documentation; and

WHEREAS, the total estimated cost of said services is Fourteen Thousand Dollars (\$14,000.00), based upon an estimated four (4) days of field work at a unit cost of \$3,500.00 per day, with final compensation to be based upon actual quantities performed; and

WHEREAS, the agreement provides for progress billing with payment due within thirty (30) days of invoice submission; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available for this purpose; and

WHEREAS, this contract is being awarded in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as a professional or specialized service and/or pursuant to the applicable statutory provisions governing such contracts.

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-108

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

1. The Mayor and Borough Clerk are hereby authorized to execute an agreement with Flow Assessment Services, LLC for sewer system smoke testing services in accordance with the proposal dated February 24, 2026, in an amount not to exceed \$14,000.00, subject to adjustment based upon actual quantities as set forth in the proposal.
2. The Borough Administrator and/or Superintendent of Public Works are hereby authorized to coordinate the scheduling and performance of the work described therein.
3. Payment shall be made upon submission of properly executed vouchers in accordance with the agreement and subject to certification by the appropriate Borough officials.
4. A copy of the agreement shall be kept on file in the office of the Borough Clerk.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption according to law.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk



PROPOSAL FOR SEWER SYSTEM SMOKE TESTING
Allendale Borough, NJ
REVISED February 24, 2026

Borough of Allendale
101 New St
Allendale, NJ 07401
Attn: Andrew Agugliaro, CPWM, Superintendent

I. PURPOSE

The Borough of Allendale (herein called “Client”) has requested from Flow Assessment Services, LLC (herein called “Subconsultant”) a proposal for specialized services in The Borough of Allendale, NJ. This document represents Subconsultant’s proposal to perform the requested services and includes the following:

1. A listing of the services to be provided;
2. A detailed description of the scope of services to be provided;
3. A list of Client responsibilities;
4. A list of mutual agreements between the two parties;
5. An estimated time of performance of the requested services; and
6. A fee schedule for the requested services.

II. SCOPE OF PROFESSIONAL SERVICES TO BE PROVIDED

The specific services to be performed by the Subconsultant shall include the following:

- A. The study area consists of select portions of Allendale sanitary sewer system. The system will be investigated for the purpose of identifying infiltration and inflow.
- B. The Scope of Specialized Services shall include the following items and estimated work quantities.

Item #	Description of Tasks	Estimated Quantity
1	Pre-Smoke Testing Meeting, Notifications, Smoke Testing, & Reporting of Estimated 20,500 LF	4 Days

C. SMOKE TEST PROCEDURES

Smoke testing will be conducted in predominantly separated sanitary sewer systems using the single blower technique.

Smoke testing will be conducted during the periods of low groundwater and with sufficient time having elapsed from a previous rain event. No testing will be conducted if the ground is frozen. Prior to initiating smoke testing, police and fire officials will be notified. Homeowner notification will also be conducted prior to initiating smoke testing.

Defect location will be performed during smoke testing, with digital photographs of the defect(s) and sketches of defect location created. Further, a written description of the defect (catch basin, roof drain, etc.) will be noted which will include estimated drainage areas as well as runoff coefficients, if applicable.

D. COMMUNITY COORDINATION/COMMUNICATION

Prior to initiating the smoke testing program, Flow Assessment Services crew leaders will meet with local public safety authorities (Police & Fire) to discuss the proposed program and establish a communication protocol to be followed. At a minimum “Daily Location Reports” (DLR’s) will be provided to all interested parties sent via fax or email. The DLR will contain the date of scheduled work as well as location selected for testing.

Flow Assessment Services will also provide to the public authorities a flyer with answers to frequently asked questions by the public. This will further aid safety dispatchers and public works personnel in dealing with customer questions.

PUBLIC NOTIFICATION

Residents/Occupants will be notified of upcoming smoke testing in their neighborhoods by the distribution of a flyer. Each house/building will be identified in advance and be provided with a “Smoke Test Notice” or “Sewer Work Notice” at least 24-72 hours prior to any testing (weather, holidays, and weekends may shift test periods beyond the 24-72 hours timeframe).

E. REPORTS – The smoke testing reports will consist of the following:

TABLE 1 – SUMMARY OF FINDINGS

This table will identify the line section tested, dates of the test, street location, observations/defect identification, manhole to manhole line footages and drainage area/runoff coefficient of any defects identified. This table is also provided in digital format.

SMOKE TESTING LOG

This section of the report will include all the above information found in Table 1 but will also include a photo and sketch of the defects observed. This log is also provided in digital format.

TABLE 2 – SUSPECTED INFLOW SOURCES

Often during smoke testing, potential sources are identified but did not exhibit any smoke during the test (etc. roof drains that enter the ground or foundation). This table will identify and list each “Suspect” source by address/location and a description of the suspect source. This table is also provided in digital format.

APPENDICES 1 & 2

Contain individual photos and sketches provided in the smoke test log. These are provided in both hard and digital formats.

- F. Summary reports will be delivered in electronic format. Additional hard copies of the reports are available for an additional fee.

III. CLIENT RESPONSIBILITIES

The Client shall provide the following at no additional cost to the Subconsultant:

- A. Furnish copies of the necessary plot maps of all sewers to be studied. The sewer lines and manholes should be clearly marked and labeled with a numbered reference system.
- B. Make any revisions to the sewer maps in the study area based on correction data collected during the fieldwork.
- C. Assist in coordination with local Police/Fire and Municipal Authorities for pre-smoke testing informational meeting.
- D. Make arrangements to provide traffic control as required by local public safety authorities.
- E. Make arrangements to provide access to and exposure for entry those manholes within the study area which are buried, covered or otherwise not readily accessible.
- F. Provide free and legal access to all sites of work, including acquisition of any and all permits required for performance of work.
- G. Assure the prompt clearance of major blockages or obstructions in the sewer system, if any, should such clearance be required for performance of the work.
- H. Provide the shutdown of certain pump stations, upon prior request, should it become necessary for the satisfactory performance of the work.
- I. In the absence of any of the assurances indicated above, give Subconsultant release from responsibility for the performance of the affected portions of the work under this Agreement.

IV. MUTUAL AGREEMENTS

- A. Subconsultant shall not be held liable to the Client if delayed or prevented from performing the work as specified herein through any cause beyond the control of Subconsultant and not caused by his own fault or negligence, including acts of God, or the public enemy, weather conditions; acts of government, including changes in state and/or federal requirements governing sewer system evaluation surveys after the effective date of this contract; fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes. Subconsultant shall advise the Client, in writing, of any such delays.
- B. Subconsultant is an equal opportunity employer.
- C. Subconsultant agrees to carry (1) Comprehensive Public Liability, Property Damage, Personal Injury and Independent Contractors – not less than \$1,000,000 per accident. (2) Automobile Liability, Bodily Injury, Property Damage – not less than \$500,000 per person

\$1,000,000 per occurrence. (3) Workman's Compensation Insurance covering any liability of the Consultant during the course of the services performed and as described herein.

- D. The provisions of the Agreement may be revised upon written notice by either party, and the written acceptance of the revisions by both parties to this Agreement.
- E. Subconsultant shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the Client.
- F. The Subconsultant shall provide a standard health and safety plan for the project at no additional cost. Should the requirements of the client require a more detailed or client specific plan, fees for this additional work will be negotiated.

V. TIME OF PERFORMANCE

Subconsultant anticipates initiating fieldwork no sooner than TBD with all such fieldwork to be completed by TBD. All data will be provided to the Client within thirty (30) days of completion of each field task.

This proposal is valid until July 31, 2026.

VI. FEES

The Fees to be paid to Subconsultant shall be determined by application of the appropriate Unit Prices listed below to the actual quantities of each respective work item performed.

Item #	Description of Task	Estimated Quantity	Unit Cost	Total Cost
1	Pre-Smoke Testing Meeting, Notifications, Smoke Testing, & Reporting of Estimated 20,500 LF	4 Days	\$3,500.00	\$14,000.00
TOTAL				\$14,000.00*

*Cost estimates and unit prices are based on Client provided estimated linear footage. If actual linear footage is significantly different, price adjustments may be needed.

Extensions or additions to the project will be invoiced at unit rates provided above.

VII. METHOD OF PAYMENT

The Method of Payment for Professional Services outlined above shall be in the form of progress invoices to be submitted to the Client for the items above as the fieldwork is completed. Such invoices are due and payable within thirty (30) days.

Regards,
Flow Assessment Services, LLC



Lucas Chapman
Mid-Atlantic Regional Manager

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in Their behalf respectively by their proper officers or officials thereunto duly authorized by their respective governing bodies on this the _____ day _____ 20____.

(Borough of Allendale)

By: _____

Print Name: _____

Title: _____



By: _____

Print Name: _____

Title: _____

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-109

Council	Motion	Second	Yes	No	Abstain	Absent
O'Connell						
O'Toole						
Lovisolio						
Homan						
Daloisio						
Yaccarino						
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 2026 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	
Administration – OE	1,000
Tax Collection – OE	2,000
Land Use Board – OE	1,000
Group Insurance – OE	185,000
Snow Removal – OE	20,000
Sewer – OE	1,600
Gasoline – OE	10,000
Electricity – OE	15,000
Telephones – OE	4,000
Gas (Natural) – OE	15,000
Total Current Fund Appropriations	\$254,600

2. That said emergency temporary appropriation will be provided in the 2026 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 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-110

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

- Carried
- Defeated
- Tabled
- Approved on Consent Agenda

APPROVAL OF MARCH 12, 2026, 2026 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 12, 2026, in the amounts of:

Bill List Numbers	March 12, 2026
Current Fund	\$ 1,228,374.02
Payroll Account	402,554.27
General Capital	27,619.41
Animal Fund	27.60
Grant Fund	
COAH/Housing Trust	5,093.74
Improvement & Beautification	
Unemployment Fund	
Trust Fund	8,008.02
Water Operating	
Water Capital	
Total	\$ 1,671,677.06

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 12, 2026.

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 3/12/26

Alison Altano
Alison Altano
Chief Financial Officer

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-111

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**APPOINTMENT OF BUILDING DEPARTMENT/
LAND USE BOARD ADMINISTRATIVE ASSISTANT**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Joann Catalfumo be appointed full time as the Building Department/Land Use Board Administrative Assistant effective March 23, 2026, with an annual salary of \$59,000.00; and

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

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 12, 2026.

Linda Louise Cervino, RMC
Municipal Clerk