



BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MEETING MINUTES
FOR
THURSDAY,
JUNE 26, 2025
7:00 P.M.

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
June 26, 2025 – 7:00 p.m.**

A combined Work and Regular Session Meeting of the Mayor and Council of the Borough of Allendale was held in the Municipal Building at 500 West Crescent Avenue, Allendale, New Jersey on June 26, 2025. The meeting was called to order at 7:00 pm by Mayor Amy Wilczynski.

Linda Cervino, the Municipal Clerk, read the open public meetings statement: “In compliance with the Open Public Meetings Act, the notice requirements have been satisfied. The meeting dates for the year are confirmed at the Annual Meeting, are posted on the public bulletin board in the Municipal Building and on the Borough Website, published in The Record within the first 10 days of the New Year, and copies are sent to The Ridgewood News and Star-Ledger. Notice of this meeting by the June 20, 2025, Sunshine Notice was sent to The Record, The Ridgewood News and Star Ledger and has been posted on the public bulletin board in the Municipal Building and Borough website.”

The roll call was recorded as follows:

	Present	Absent
Councilman Yaccarino	✓	
Councilman O’Toole	✓	
Councilwoman Homan	✓	
Councilwoman Lovisolo	✓	
Councilman Daloisio	✓	
Councilman O’Connell		✓
Mayor Wilczynski	✓	

A quorum was met.

The following were also present: Raymond Wiss, Esq., Borough Attorney
Linda Louise Cervino, Municipal Clerk

Mayor Amy Wilczynski led the salute to the flag.

AGENDA REVIEW:

Mayor Wilczynski reviewed the agenda which consisted of:

- Ed Sneikus, Fair Share Housing Plan; and
- Approval of Work & Regular Meeting Minutes of May 22, 2025, and June 12, 2025; and
- Second Reading and Public Hearing of Ordinance 25-10; and
- Second Reading and Public Hearing of Ordinance 25-11; and
- Second Reading and Public Hearing of Ordinance 25-12; and
- Resolution RES 25-174; and
- Consent Agenda Items 25-175 through 25-182, which included:

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RES 25-175:	Approval of Town-Wide Garage Sale For Allendale Woman's Club-10/4/25
RES 25-176:	Authorize Agreement For Professional Services Neglia Engineering Associates Streetscape & Lighting Improvements MA-2025 West Allendale Avenue Streetscape – Phase VII
RES 25-177:	A Resolution Waiving Special Events Permit Fees For Food Trucks Participating In The Family Day Fundraiser For The Lee Memorial Library, Sponsored By The Friends Of The Library, In The Borough Of Allendale
RES 25-178:	Approval of June 26, 2025, List of Bills.
RES 25-179:	Approval of Waiver of Fees For 2025 Crestwood Lake Membership, Membership Account Number #1023430.
RES 25-180:	Authorization of 2025 Crestwood Lake Salaries Supplement Three.
RES 25-181:	A Resolution To Affirm The Borough of Allendale's Civil Rights Policy With Respect To All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, And Members of The Public That Come Into Contact With Municipal Employees, Officials And Volunteers
RES 25-182:	Resolution Authorizing The Submission Of An Application For The New Jersey Department Of Transportation's FY26 Municipal Aid Program.

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

No one from the public came forward.

PRESENTATION: Re: Fair Share Housing Plan
Ed Sneikus – Presentation
Jeff Surenian, Esq. Presentation via Zoom

Mr. Surenian made an opening remark before Mr. Sneikus's presentation.

We're in the final stage of this process. We committed to a number in January. We mediated that number. We agreed on what the number would be for Round 4, and we're now at a stage where we have to file a housing element and Fair Share Plan by June 30th to meet that number. The Planning Board adopted the plan. I filed a resolution adopting the plan and I filed the plan with the program. The last step before we go into the next state of the objection period is for the borough to endorse it. So, we're here tonight for the Borough to consider endorsing a plan that the Land Use Board has already adopted. And where we go from here procedurally is 60-day objection period. Anyone who has any objections to our plan has until August 31st to object. Then we go into mediation in September. That's where we are on the grand scheme of things. So, with that, I'll turn it over to Ed Sneikus.

Mayor asked as far as the objection period is concerned, the objector, is that typically Fair Share Housing and the Builder's Association.

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Jeff said it's typically Fair Share Housing Center. I don't know if the Builder's Association, per se, will object, but if there's any builder that doesn't like his zoning they may try to elbow their way into your plan and try to point out as many faults as they can generate with your plan. Even though they are not supposed to offer up their site as the solution to the problem, they all will. That's what I would anticipate. I don't know if there's anyone that we should anticipate will try to force you to include them in your plan and rezone them, but if there's anyone, we're likely to hear about it before September 1st.

Mayor asked if we anticipate Fair Share Housing objecting to a lot of these. Is that something that you anticipate with a lot of municipalities?

Jeff said there's 440 municipalities that filed declaratory judgment actions and the vast majority of them will be filing plans by June 30th. I think they're going to have to pick who they want to pick on because as hard as they will try to pick every nit in every plan, there are limitations on what they can do. And when we all saw extensions of time to file our plans they objected. So, they know that if they have the audacity to ask for more time to object, our argument is clear evenhanded, demands that you treat them just the way you treated us.

Ed Sneikus, Burgis Associates Professional Planners.

We have prepared this housing element in Fair Share Plan to address affordable housing obligations. Just for those that may not know just as a quick introduction. This is an element of our masterplan. That's why the planning board was involved in the document and had adopted the document. As an arm of the Land Use Board, the planning board aspect of it. And that was on June 16th of 2025. That document as an element of the masterplan as Jeff had mentioned has been filed with the program. We are here tonight also to introduce or go over the document, but, yet, seeking the endorsement of the element to be filed with the program. The program is an agency of the state. And that came about as a result of the recent adjustments or amendments to the Fair Housing Act. The Fair Housing Act, the legislature, back in March of last year revised the Fair Housing Act to include this new program, got rid of COAH at the time, and now is the program that we submit our information to.

Mayor asks if the program is retired Judges.

Ed says, yes, it's part of retired Judges that are involved in this type of litigation. We have made that submission in accordance with the appropriate time frames and we're looking for the endorsement as well tonight. Just to quickly give an overview of what's in the document as a Housing Element and Fair Share Plan, as I've mentioned as part of your masterplan, it puts it into a masterplan what our plan is for the next ten years. Essentially, it's for the cycle between June 30, 2025 to June 30, 2035. That is what's called a Fourth Round. We previously had plans for all three prior rounds. Allendale has a very good track record as to addressing affordable housing; a substantial track record to address affordable housing through various programs and efforts that you have done throughout the years.

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I think that should be recognized and it's recognized in the report as well. That's something that I think the borough should be proud of. We had prior cycle amounts that people will possibly look at and hear about. We have a prior round obligation of 137, a third round obligation of 308, and now in the fourth round we have a prospective need of 200. What we have shown in the report is that we've addressed affirmatively the requirements under the Fair Housing Act for those various cycles. In the Fourth Round, which is most important right now, is that we did another evaluation as we had done in the third round of what's called a vacant land adjustment. When we go through a vacant land adjustment, we're looking at the vacant properties within the borough and then seeing whether there's any sizable properties that could be developed for housing. Not to say that we would have to zone those areas for housing. It's really just an analysis to establish what amount of vacant land you have. That allocation is required for us to look at, but, yet, we have the ability to make an adjustment to that. And we did make an adjustment in the prior round. We made an adjustment in the prior round. We made an adjustment to reduce that overall need as well.

And, so, in the prior round, we had a reduction down to 54 units that we were reduced down to in the third round. We've affirmatively addressed all 54 units in the third round and that has been done through various programs and that is outlined in the report. And those programs were all successful and established. So, therefore, we addressed affirmatively that requirement. We also, in the fourth round, though, needed to look at that same vacant land adjustment to see if there's any changed situations that we would identify that would be qualified as vacant land adjustments. And when we did so, we did not find any vacant properties, but, yet, what's also part of the analysis is that we look at potential properties that might be available in the next ten years. What we received is a request to consider a property within town for potentially additional development. It's not that we would be considering that property for affordable housing, but we would have to anticipate its possible redevelopment in the near future; possibly within the next ten years. That was the Savini Restaurant property, and we did look at that property and figure out whether or not it was sizable. It is 1.75 acres, so, therefore, it was large enough when we apply certain factors to it based upon the rules. And the rules look at a certain density that might be established on that property theoretically. It's only a theoretical analysis and not that you have to actually zone that property. There's potential to add an additional four units of affordable housing to the RDP number. And so that additional four units was something that we conservatively looked at and said we should be preparing ourselves for considering that property. And, therefore, we included in the plan, a four-unit RDP increase in the fourth round.

The way we were looking to address that four units of RDP is to review our programs. And, in fact, what coincided with this whole cycle was a purchase of a unit within an existing development that was existing affordable housing. It was a two-bedroom unit on Elm Street that was being provided for sale. We had the first right to purchase it.

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The Borough successfully captured that unit and it's going to be converted into a two-bedroom group home. And that two-bedroom group home will provide two actual credits because each bedroom provides credit towards the four units of RDP.

In addition to that, we also looked at a survey of the number of units that their deed restrictions may come to term in the next ten years. And what we realized is that we have two units, possibly more on Trotters Lane that are also existing affordable units that had 30-year deed restrictions assigned to them. What the borough has is sort of a first right of refusal to look at those properties to either purchase the property or if they are rental properties you could buy down and extend the controls. We would probably purchase the properties and use trust fund monies, but then resell them to qualified individuals that would meet the affordable housing requirements. What those two units would do and we're specifically looking at two units, would provide us with two units of family credits and that is a requirement of rules that 50 percent of your RDP, RDP being four, so therefore, two units would have to be family units under the rules. And, so, what those two units would do is meet the 50 percent family requirement. So, therefore, we're meeting all four, but in addition to that, we actually get bonus credit for the two groups home or alternative living arrangements is really what they're called technically. Those two-bedroom units we would be getting one bonus credit. And the reason why we get one bonus credit is that you're only permitted to have up to 25 percent of your overall RDP be assigned to what's called bonus credits. The overall plan proposes five actual credits towards the four units of RDP. So, we've affirmatively addressed our prospective RDP need of four units with five credits. That shows how we are affirmatively addressing that.

In addition to that, though, we do have a four-unit RDP, but the overall need of the fourth round is 200. So, therefore, we have 196 units of what's called unmet need. That moves over to a column called unmet need. That unmet need is not something that has to be completely addressed. It is an aspect of the law that says something to the effect that you're looking to apply certain mechanisms to try to capture units towards that need. What we currently have towards that need and that actually was the case for the third round, is that we have three overlay zones that exist within the borough. We have the Ramsey Golf and Country Club overlay zone. That was established in the third round. The Allendale Corporate Center overlay zone. And the church of the Guardian Angel overlay zone. Those three zones are still in effect. We feel that they're still applicable locations at this time. And that we look to also, as an effort to try to show that we're making effort to address this 196 units of unmet need, is to expand upon the Allendale Corporate Center overlay zone. And that would be expanding it for one additional lot. It's an additional five acres of area that would be added to that. So, we wouldn't, in fact, create a new zone. We would just extend the current zone that's in that area. That is the proposal and part of the plan. And it shows in, I think, a very positive effort to try to address your needs as far as affordable housing. I feel the plan is appropriate and it meets the needs, it meets the criteria associated with the rules under the Fair Housing Act.

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In that document as well what's also part of the allocation from the state is something called present need. Often, that gets confused with what's called prospective need. The prospective need is what I just talked about, the 200 units bringing it down to the four-unit RDP to 196. That is the prospective need for the next ten years. What the calculations also look at in accordance with the rules is what the potential is for existing present units within town that might need to be rehabilitated. And that's called present need. Under the present need requirement, there was a crazy number that was assigned to Allendale of 159 units and I'm not sure where that actually came from the statistical data that the state looked at. Instead, what we chose to do was a mechanism that's available to us through the rules in what's called a windshield survey. We did a windshield survey back before the January submission that we made to the Court for the initial numbers and indicated that we have what we feel is probably ten units to be addressed from a rehabilitation standpoint. And what I mean by rehabilitation would be someone that's potentially on a fixed income that may be income qualified that may have a system whether it's a critical system in their home, electrical, plumbing or heating, or let's say it's an exterior system of windows or a roofing system that needs to be replaced and they need some financial assistance to help replace those systems. What we could do and what we've done in this plan through the spending plan is to allocate monies to help fund this program. And, currently, right now, we do participate in the Bergen County Home Improvement Program, but that only applies to for sale units. But, yet, we are going to make this available for potentially some rental units in town. It would apply towards this ten-unit requirement.

So what we've made part of this document is the submission of that survey of the ten units to indicate that we feel the present need is 10, not 159. And, so, that is going to be submitted for review and we'll have to see what that outcome is.

Mayor asked when that is submitted. Ed said it's submitted along with this document. So that has been submitted to the program for review and that would address the last part of this plan.

As I've mentioned, the spending plan is a document that's appended to this document for the planning board. But, it's more important for this board to understand that that is a document that this board would control from the standpoint of spending funding from your trust fund. We currently have a trust fund that the public may not know about that we do collect funding into to help finance these sorts of programs. And we currently have a program that has been very successful in establishing certain programs, but at the same time, we've done a projection of what income might come into that program and then made allocations in the spending plan for the spending of the trust fund monies because that is required by the statute and that's why it's in the document.

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Mayor said, and this trust fund money is what helped us rehab 98 Elms Street.

Mr. Sneikus said that really summarizes the overall document for consideration.

The mayor said this whole thing with Mount Laurel started back in 1975 with the Supreme Court and, as Ed mentioned, there were these four rounds. And each round has been challenging and different. They've changed it. They've been complicated. Lots of litigation. Every governor tried to change something; some were successful, some were not. So, it's been challenging for municipalities because each municipality is different, and they don't take that into consideration. For example, a town like Saddle River adjacent to us has no infrastructure. They don't have any sewer system, and they have all of these units now who want to use our sewer system. But, it doesn't also take into consideration schools and public safety and things like that and that's what's been really challenging for a lot of municipalities. But, I feel that as Ed mentioned, Allendale has always been on the forefront. We were one of the top municipalities to get certified in the third round. We've always done our obligation. This fourth round is no different. We're not opposed to affordable housing at all. We just want to make sure it's done right. We want to make sure it's done fairly, and we want to make sure it's done without harming the character of the town. I feel like we worked very, very hard towards that.

As we've mentioned, 98 Elm Street was sold. It was sold out from under us, and we got it back. We were on top of that and if we weren't we would have lost that opportunity. And, here, we bought it for \$50,000 and we're able to rehab it and now we're getting four credits for that. That's thinking outside the box. That's being really smart. Also looking at all the deed restrictions and getting those done. So, I feel that we had a really great team with you, Ray, Jeff, Susanne. We were working on this. We assembled this team really early on. At the same time doing the masterplan and the hazard vulnerability site. So, we really analyzed every piece of property in this borough. I feel like this is a really solid plan. I think the Savini's piece adding that in was smart because the builder did come to you (Ed) and we don't want any objections. We want to make sure we're doing everything that we're supposed to do and if that builder came forward, that might look like that we weren't being as transparent as we should be.

I just want to thank you for all the work you've done. I've had this memo that I want to put out to the community to let them know what exactly is going on because it's so complicated. You did a really great job of addressing it and I think we're in good shape. Mr. Sneikus said it's been a team effort as well.

No one from the public came forward with questions.

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APPROVAL OF MINUTES: May 22, 2025 Work and Regular Session

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole		✓	✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio					✓	
Councilman O'Connell						✓

APPROVAL OF MINUTES: June 12, 2025 Work and Regular Session

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole		✓	✓			
Councilwoman Homan					✓	
Councilwoman Lovisolo			✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

“The following ordinance was first read by title only on June 12, 2025, and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE 25-10: 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 \$642,000 AND PROVIDING THAT SUCH SUM SO APPROPRIATED SHALL BE RAISED FROM THE BOROUGH’S CAPITAL IMPROVEMENT FUND AND FROM VARIOUS GRANTS.

No one from the public came forward regarding Ordinance 25-10.

The vote was recorded, and a roll call was conducted as follows:

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	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino			✓			
Councilman O'Toole			✓			
Councilwoman Homan		✓	✓			
Councilwoman Lovisolo	✓		✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓

(See Ordinance 25-10 attached and made a part hereof)

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

"The following ordinance was first read by title only on June 12, 2025, and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE 25-11: AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, VEHICLES AND TRAFFIC, CHAPTER 252-7(A)

No one from the public came forward regarding Ordinance 25-11.

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole			✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio	✓		✓			
Councilman O'Connell						✓

(See Ordinance 25-11 attached and made a part hereof)

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SECOND READING AND PUBLIC HEARING OF ORDINANCES:

“The following ordinance was first read by title only on June 12, 2025, and posted on the bulletin board of the lobby of the municipal building and borough website.

ORDINANCE 25-12: AN ORDINANCE BY THE BOROUGH OF ALLENDALE GOVERNING BODY AMENDING THE BOROUGH OF ALLENDALE CODE OF ORDINANCES TO REPEAL CHAPTER 132; TO ADOPT A NEW CHAPTER 132; TO ADOPT FLOOD HAZARD MAPS; TO DESIGNATE A FLOODPLAIN ADMINISTRATOR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

No one from the public came forward regarding Ordinance 25-12.

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole			✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo		✓	✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓

(See Ordinance 25-12 attached and made a part hereof)

RESOLUTION:

RES: 25-174: RESOLUTION OF THE MAYOR & COUNCIL OF THE BOROUGH OF ALLENDALE ENDORSING THE HOUSING ELEMENT AND FAIR SHARE PLAN ADOPTED BY THE ALLENDALE LAND USE BOARD.

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino			✓			
Councilman O'Toole			✓			
Councilwoman Homan		✓	✓			
Councilwoman Lovisolo	✓		✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓

(See Resolution 25-174 attached and made a part hereof)

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APPROVAL OF CONSENT AGENDA:

The vote was recorded, and a roll call was conducted as follows:

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino			✓		25-178	
Councilman O'Toole		✓	✓			
Councilwoman Homan	✓		✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓

(See Resolution 25-162 through 25-173 attached and made a part hereof)

PUBLIC COMMENT ON ANY MATTER:

Matt Samarco (phonetic), Scout Troop 59, Allendale, seeking to do my eagle project. My project was originally proposed by ARC. It was their idea to have all the fields around Crestwood and Brookside to be labeled not only to all the fields, but navigational signs between the fields. I have printouts of what all the signs are going to look like as well as a map of where all of them are going to be. I've been working very closely with ARC during this process.

The signs are from a manufacturer online and it's like a street sign or stop sign would be. Some of the signs are for visibility and some are going to be placed on the actual fences on the fields, on existing signs and sign posts that need to be driven in that are going to be holding signs that don't have any other signs in that spot so far. They are metal signs. The mayor asked what the colors are. Matt said white with black writing. Some of the fields are labeled, but it's not consistent because only some of them and some are not as well as on the town website. Some of them are labeled differently on the actual fields. There was an eagle project a few years ago putting up a map at the beginning of Crestwood and so it's kind of adding on to that by putting another sign. It's a QR code that has a link to this map on the Allendale site.

The governing body took a voice vote for his project. All were in favor.

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ADMINISTRATION:

Council Committee Reports

Councilman Yaccarino, Facilities, Parks and Recreation/Land Use and Construction Code Report: This week we had our Allendale Recreation Committee meeting on Tuesday attended by myself, the Mayor and Andy. It was a very productive meeting. The agenda was mostly things that we had brought to the table, putting the ARC 5K, which is going to be in October. A lot of our conversation revolved around fields, scheduling, use of fields, how the season has been going and so forth. A lot of productive dialog. We really thought outside the box on a lot of things regarding fields, maintenance, what we like to see, what's working and some more specifics with regards to the boxes that house all the equipment of each of the field. I've been working with Mike Minicucci just to think about some ideas of things we can do to improve that. One of the big things that came out of our conversation is that next week we're going to be doing a full walk through with some of the people from the ARC board. So, we're going to be visiting all the fields next week doing a full walk-through taking pictures and notes to see what we can do to improve. That's really what the goal of this is. We did the full overhaul on Field 3.

Councilman Matthew O'Toole, Public Safety Report: The Public Safety Committee met last Tuesday in what was somewhat a hybrid meeting. This was also the planning meeting for the July 4th festivities. Due to family obligation, I was not able to attend but Chief Dillon assured me that all went very well. That all plans to ensure a safe and enjoyable Fourth are coming together as usual. Apart from that, the search is on for a replacement for Officer Pete who is our SLEO at Hillside School.

Councilwoman Elizabeth Homan – Finance, Human Resources, Administration & Information Technology, Public Works & Public Utilities: I can say we are truly lucky to have Mayor Amy Wilczynski because I think about just spending all the time that you've spent with Susanne on so many of the things on Fair Share Housing. And the amount of time that our water and sewer committee has spent with Amy, Ray, Mike Vreeland on a lot of different matters is truly amazing. Thank you, Amy.

I can say that at this point as far as water, the borough is in some litigation and currently we're in the discovery phase, so we've spent a tremendous amount of time going through materials trying to ensure that we appropriately respond. The parties will all be sharing information on Monday. As far as Sewer, we also are in crosshairs of some litigation, so we've spent a lot of time together there. Thank you, Ray, for helping us through all of this. We will update everybody as there is more appropriate information to share.

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Councilwoman Susanne Lovisolo – Finance, Human Resources, Administration & IT, Land Use and Construction Code Report: The Land Use Committee which was originally scheduled for this morning has been postponed until next Wednesday morning, so I will be able to report at that point on Land Use. Finance, HR and Admin, Alison was out this week.

Councilman Joseph Daloisio, Public Works & Public Utility/ Public Safety Report: The DPW committee met yesterday morning. Right now, the DPW is hard at work preparing for the July 4th festivities, which is going to be a great day. The holiday observers are working diligently behind the scenes to have a very fun and safe day plan. The DPW is a very vital part of that with getting things prepared, cleaned and ready. I want to thank the guys for that. Currently, we are still working on Crestwood Lake to continue to keep that up to standards for the summer so everybody can enjoy the lake. Working on some various repairs, getting some pricing and contractors lined up for some different repairs that need to be performed at the DPW facility itself. We had an inspection and a couple of minor things that we have to address such a couple of leaks in the roof and minor things like that. We are still monitoring and addressing the catch basins and storm drains around the town. With the storms we have we don't have the flooding that we used to have and that's partly because of the regular cleaning of the catch basins and the storm drains. I want to thank the guys for keeping up on that stuff. Also continuing to monitor and prepare a plan to get pothole repairs. We've been busy getting Crestwood Lake open and now preparing for the Fourth of July. In the next couple of weeks or next month we'll start to get back to fill in some potholes. There are some field repairs that we need to do on some of the fields to get some of the grass. We were able to work on Fields 1 and 2. ARC was able to work on Field 3. We gave them some help with that. We're still preparing a plan to continue fields beyond. That's where we're at on the DPW committee.

Councilwoman Lovisolo added into her report a library update. Lee Memorial Library is putting the finishing touches on their summer reading programs for adults, teens and children. The theme this year is "Color Our World". The library will be doing a number of art programs for people of all ages. The library will also have their summer fling with a book event in August this year. For the fourth year, the library is offering a personal librarian service. Interested patrons can fill out a survey with their reading preferences and the library will provide personalized recommendations for books.

Councilman Edward O'Connell – Facilities, Parks & Recreation: Not present.

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
June 26, 2025 – 7:00 p.m.**

Staff Reports:

Linda Louise Cervino, Municipal Clerk, stated that the next Mayor and Council meeting of July 17th, I will be on vacation. Dottie Blitzer of the Clerk's Office will be in my place as the acting clerk.

Dottie Blitzer stated that Amanda has Ciara organizing some children's programs at the community center. They did rock painting yesterday that was pretty well attended.

Raymond Wiss, Borough Attorney, stated that we are in a litigation cycle. The last two weeks even more than typical, but I do want to echo what Councilwoman Homan said which was they spent four hours with me yesterday, another three hours with me earlier this evening and we have a Zoom meeting at 7:30 a.m. It's an unfortunate situation, but they are very important issues to the borough involving water, sewer, affordable housing. It's important that in each of these cases the borough is participating to the fullest. The effort and assistance is certainly appreciated by me. We have had a second negotiating session with the PBA. I think it's fair to say that progress is being made. An MOU is being circulated. I expect to have commentary from the PBA attorney as early as tomorrow and hope that we can put together a contract that's satisfactory to the borough and also for our police officers.

Michael Dillon, Police Chief: Not present.

MAYOR'S REPORT:

As Ray mentioned, the PBA negotiations were very successful. I think we came to some very fair improvements to the contract. I think the police are happy. They deserve what we proposed. They agreed on it. There was a lot of back and forth, but we really met midway. We are starting an educational series in the community center. We had passport services come a couple months ago. Just this week we had some ideas of how to plan a funeral and a will. Currently, there's going to be more at the gym for adults and kids. Then we have a young college student going in and doing some arts and crafts for a lot of the children. The community center is being used, which is wonderful. I'm just happy to see, especially, kids in there. The lake is finally open full time. School is out, so now we just need good weather. I hope to see everybody pop in and see our new concessionaire. Of course we have our concert series. Midlife Crisis is this Saturday. We just heard that West Orchard will hopefully open in three weeks. ARC 5K, which we are talking about is near and dear to my heart for a couple of reasons. One because I started it 15 years ago, but second, this is going to be named after a dear friend and neighbor, Sharon Moran. She was very instrumental in Allendale. All of the proceeds are going to go to Allendale organizations. One of the things that I wanted to really put out there is a dear friend of Sharon's who she grew up with is going to match dollar for dollar up to \$25,000 for every money that we raise. We have a potential banking of \$50,000.

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
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Finally, I want to thank everybody for their support with my mom's death. I really appreciate it. It was really tough on my family and myself. Having somebody, the blessing and having somebody so amazing to have it be so hard is really the beautiful thing in it. She was a great mom.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT ON ANY MATTER:

Donald McKenna, Allendale, stated that his kids recently been doing tennis camp at Brookside and they wanted to know if there was any chance of getting inflatables at Crestwood Lake. In Brookside they have slides and stuff in the center of the lake. One of the teachers happened to give the kids a book on Allendale which was pretty impressive. It had a lot of different pictures in it. I figured it was something to ask. Councilman Yaccarino asked him to send him a couple of pictures to Tom and Amy, and I can talk about it in committee and see if even it's a temporary or rental or something like that. Councilman Yaccarino said he's working with ALEOOOP to get some supplies for kayaks and things like that.

He asked Councilman O'Toole about the back entrance towards the Red Barn, when will the police be closing that this year for the Fourth of July? We tried to walk through it last year, but for safety reasons they closed it. Councilman O'Toole said about 8 p.m. Councilman Daloisio said it's because it's so close to the fireworks.

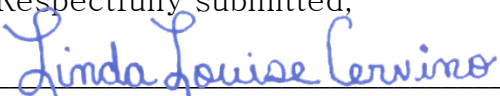
He expressed concerns about where to find out Mayor and Council meeting information on the website. Councilman Yaccarino showed him on the TV screen how to navigate the website.

Walter Widmer, 38 Hamilton, Allendale, mentioned the speaker system. He also agreed with the prior speaker about difficulties navigating the new website. Mr. Widmer asked if Ed Sneikus is employed by the Borough of Allendale. Mayor Wilczynski said he's our Professional Services, Borough Planner. We pay him for his services.

ADJOURNMENT:

There being no further business to come before the Mayor and Council, on a motion by Councilman Yaccarino, second by Councilwoman Homan and unanimously carried, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,



Linda Louise Cervino, RMC
Municipal Clerk

07/17/2025

Date Approved

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

ORDINANCE # 25-10

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 \$642,000 AND PROVIDING THAT SUCH SUM SO APPROPRIATED SHALL BE RAISED FROM THE BOROUGH'S CAPITAL IMPROVEMENT FUND AND FROM VARIOUS GRANTS.

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) undertaking of streetscape improvements to the Downtown/De Mercurio Drive (Phase 7); (B) acquisition of the following equipment for the use of the Fire Department: (i) a washer and dryer, (ii) self-contained breathing apparatus equipment, (iii) turnout gear and (iv) a storage shed; (C) dredging the 9-11 Memorial Pond; (D) rehabilitation of various athletic fields; and (E) acquisition of an SUV for the use of the Fire Code Official. Said improvements and acquisitions shall include all work, materials and appurtenances necessary and suitable therefor.

Section 2. The sum of \$642,000 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 Borough's Capital Improvement Fund and from various grants, as hereinafter provided. The sum of \$292,920 is hereby appropriated from the Borough's Capital Improvement Fund to the payment of the

cost of the improvements. The aggregate amount of \$349,080 in grants is hereby appropriated to the payment of the cost of the improvements, as follows: (A) \$304,080 from the State of New Jersey Department of Transportation for the streetscape improvements; and (B) \$45,000 from a Federal American Rescue Plan Act Firefighters Grant for the acquisition of the washer and dryer.

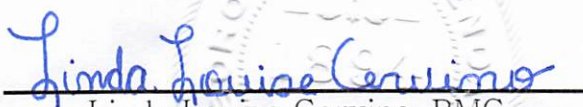
Section 3. Said improvements are lawful capital improvements of the Borough having a period of usefulness of at least five (5) years. Said improvements shall be made as general improvements, no part of the cost of which shall be assessed against property specially benefited.

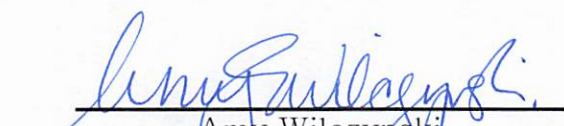
Section 4. The capital budget is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency therewith and the resolutions promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, 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.

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino			✓			
Councilman O'Toole			✓			
Councilwoman Homan		✓	✓			
Councilwoman Lovisolo	✓		✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓
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 June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk


Amy Wilczynski
Mayor

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE # 25-11

AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE
BOROUGH OF ALLENDALE, VEHICLES AND TRAFFIC, CHAPTER 252-7(A)

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 252-7(A) of the Code of the Borough of Allendale, be and hereby is amended, supplemented and revised to add the following provision to said Chapter:

§ 252-7. No parking during specific hours.

(A) It shall be unlawful to park any vehicle between the hours of 3:00 a.m. and 5:00 a.m. upon any street in the Borough of Allendale.

Upon resident request to the Allendale Police Department, the Chief of Police or his designee may temporarily waive this provision for a period not exceeding 5 days.

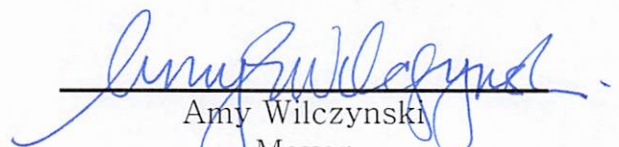
BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 252 shall remain in full force and effect as previously adopted.

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino		✓	✓			
Councilman O'Toole			✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio	✓		✓			
Councilman O'Connell						✓
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 June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk




Amy Wilczynski
Mayor

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE # 25-12

ORDINANCE FOR ADOPTION OF THE FLOODPLAIN MANAGEMENT REGULATIONS OF
THE BOROUGH OF ALLENDALE

**AN ORDINANCE BY THE BOROUGH OF ALLENDALE GOVERNING BODY AMENDING THE
BOROUGH OF ALLENDALE CODE OF ORDINANCES TO REPEAL CHAPTER 132; TO ADOPT
A NEW CHAPTER 132; TO ADOPT FLOOD HAZARD MAPS; TO DESIGNATE A FLOODPLAIN
ADMINISTRATOR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the Legislature of the State of New Jersey has, in N.J.S.A. 40:48 et seq and N.J.S.A. 40:55D et seq., conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of **Borough of Allendale** and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare, and

WHEREAS, the **Borough of Allendale** was accepted for participation in the National Flood Insurance Program on June 14, 1979 and the governing body of the Borough of Allendale desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59, 60, 65 and 70 necessary for such participation; and

WHEREAS, the **Borough of Allendale** is required, pursuant to N.J.A.C. 5:23 et seq., to administer and enforce the State building codes, and such building codes contain certain provisions that apply to the design and construction of buildings and structures in flood hazard areas; and

WHEREAS, the **Borough of Allendale** is required, pursuant to N.J.S.A. 40:49-5, to enforce zoning codes that secure safety from floods and contain certain provisions that apply to the development of lands; and

WHEREAS, the **Borough of Allendale** is required, pursuant to N.J.S.A.58:16A-57, within 12 months after the delineation of any flood hazard area, to adopt rules and regulations concerning the development and use of land in the flood fringe area which at least conform to the standards promulgated by the New Jersey Department of Environmental Protection (NJDEP).

NOW, THEREFORE, BE IT ORDAINED by the governing body of **Borough of Allendale** that the following floodplain management regulations are hereby adopted.

SECTION 1. RECITALS.

The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

SECTION 2.

These regulations specifically repeal and replace the following ordinance(s) and regulation(s): Chapter 132.

CHAPTER 132 FLOODPLAIN MANAGEMENT

ARTICLE I TITLE, SCOPE, PURPOSE AND OBJECTIVES

132.1 Title.

These regulations, in combination with the flood provisions of the Uniform Construction Code (UCC) N.J.A.C. 5:23 (hereinafter "Uniform Construction Code," consisting of the Building Code, Residential Code, Rehabilitation Subcode, and related codes, and the New Jersey Flood Hazard Area Control Act (hereinafter "FHACA"), N.J.A.C. 7:13, shall be known as the *Floodplain Management Regulations* of Borough of Allendale (hereinafter "these regulations").

132.2 Scope.

These regulations, in combination with the flood provisions of the Uniform Construction Code and FHACA shall apply to all proposed development in flood hazard areas established in these regulations.

132.3 Purposes and objectives.

The purposes and objectives of these regulations are to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific flood hazard areas through the establishment of comprehensive regulations for management of flood hazard areas, designed to:

- A. Protect human life and health.
- B. Prevent unnecessary disruption of commerce, access, and public service during times of flooding.
- C. Manage the alteration of natural floodplains, stream channels and shorelines;
- D. Manage filling, grading, dredging and other development which may increase flood damage or erosion potential.
- E. Prevent or regulate the construction of flood barriers which will divert floodwater or increase flood hazards.
- F. Contribute to improved construction techniques in the floodplain.
- G. Minimize damage to public and private facilities and utilities.
- H. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas.
- I. Minimize the need for rescue and relief efforts associated with flooding.

- J. Ensure that property owners, occupants, and potential owners are aware of property located in flood hazard areas.
- K. Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events. Meet the requirements of the National Flood Insurance Program for community participation set forth in Title 44 Code of Federal Regulations, Section 59.22.

132.4 Coordination with Building Codes.

Pursuant to the requirement established in N.J.A.C. 5:23, the Uniform Construction Code, that the Borough of Allendale administer and enforce the State building codes, the governing body of the Borough of Allendale does hereby acknowledge that the Uniform Construction Code contains certain provisions that apply to the design and construction of buildings and structures in flood hazard areas. Therefore, these regulations are intended to be administered and enforced in conjunction with the Uniform Construction Code.

132.5 Warning.

The degree of flood protection required by these regulations is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. Enforcement of these regulations does not imply that land outside the special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage.

132.6 Other laws.

The provisions of these regulations shall not be deemed to nullify any provisions of local, State, or Federal law.

132.7 Abrogation and greater restrictions.

These regulations supersede any ordinance in effect in flood hazard areas. However, these regulations are not intended to repeal or abrogate any existing ordinances including land development regulations, subdivision regulations, zoning ordinances, stormwater management regulations, or building codes. In the event of a conflict between these regulations and any other ordinance, code, or regulation, the more restrictive shall govern.

ARTICLE II DEFINITIONS

132.8 General.

The following words and terms shall, for the purposes of these regulations, have the meanings shown herein. Other terms are defined in the Uniform Construction Code N.J.A.C. 5:23 and terms are defined where used in the International Residential Code and International Building Code (rather than in the definitions section). Where terms are not defined, such terms shall have ordinarily accepted meanings such as the context implies.

132.9 Definitions

30 DAY PERIOD - The period of time prescribed by N.J.S.A. 40:49-5 in which a property owner is afforded the opportunity to correct zoning and solid waste disposal after a notice of violation pertaining to this ordinance has been issued.

100 YEAR FLOOD ELEVATION - Elevation of flooding having a 1% annual chance of being equaled or exceeded in a given year which is also referred to as the Base Flood Elevation.

500 YEAR FLOOD ELEVATION - Elevation of flooding having a 0.2% annual chance of being equaled or exceeded in a given year.

A ZONES - Areas of 'Special Flood Hazard in which the elevation of the surface water resulting from a flood that has a 1% annual chance of equaling or exceeding the Base Flood Elevation (BFE) in any given year shown on the Flood Insurance Rate Map (FIRM) zones A, AE, AH, A1-A30, AR, AR/A, AR/AE, AR/A1- A30, AR/AH, and AR/AO. When used in reference to the development of a structure in this ordinance, A Zones are not inclusive of Coastal A Zones because of the higher building code requirements for Coastal A Zones.

AH ZONES- Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are between one and three feet. Base Flood Elevations (BFEs) derived from detailed hydraulic analyses are shown in this zone.

AO ZONES - Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually sheet flow on sloping terrain) where average depths are between one and three feet.

ACCESSORY STRUCTURE - Accessory structures are also referred to as appurtenant structures. An accessory structure is a structure which is on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For example, a residential structure may have a detached garage or storage shed for garden tools as accessory structures. Other examples of accessory structures include gazebos, picnic pavilions, boathouses, small pole barns, storage sheds, and similar buildings.

AGRICULTURAL STRUCTURE - A structure used solely for agricultural purposes in which the use is exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock. Communities must require that new construction or substantial improvements of agricultural structures be elevated or floodproofed to or above the Base Flood Elevation (BFE) as any other nonresidential building. Under some circumstances it may be appropriate to wet-floodproof certain types of agricultural structures when located in wide, expansive floodplains through issuance of a variance. This should only be done for structures used for temporary storage of equipment or crops or temporary shelter for livestock and only in circumstances

where it can be demonstrated that agricultural structures can be designed in such a manner that results in minimal damage to the structure and its contents and will create no additional threats to public safety. New construction or substantial improvement of livestock confinement buildings, poultry houses, dairy operations, similar livestock operations and any structure that represents more than a minimal investment must meet the elevation or dry-floodproofing requirements of 44 CFR 60.3(c)(3).

AREA OF SHALLOW FLOODING - A designated Zone AO, AH, AR/AO or AR/AH (or VO) on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. AREA OF SPECIAL FLOOD HAZARD - see SPECIAL FLOOD HAZARD AREA

ALTERATION OF A WATERCOURSE - A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

ASCE 7 - The standard for the Minimum Design Loads for Buildings and Other Structures, referenced by the building code and developed and published by the American Society of Civil Engineers, Reston, VA. which includes but is not limited to methodology and equations necessary for determining structural and flood-related design requirements and determining the design requirements for structures that may experience a combination of loads including those from natural hazards. Flood related equations include those for determining erosion, scour, lateral, vertical, hydrostatic, hydrodynamic, buoyancy, breaking wave, and debris impact.

ASCE 24 - The standard for Flood Resistant Design and Construction, referenced by the building code and developed and published by the American Society of Civil Engineers, Reston, VA. References to ASCE 24 shall mean ASCE 24-14 or the most recent version of ASCE 24 adopted in the UCC Code [N.J.A.C. 5:23].

BASE FLOOD ELEVATION (BFE) - The water surface elevation resulting from a flood that has a 1-percent or greater chance of being equaled or exceeded in any given year, as shown on a published Flood Insurance Study (FIS), or preliminary flood elevation guidance from FEMA. May also be referred to as the "100-year flood elevation".

BASEMENT - Any area of the building having its floor subgrade (below ground level) on all sides.

BEST AVAILABLE FLOOD HAZARD DATA - The most recent available preliminary flood risk guidance FEMA has provided. The Best Available Flood Hazard Data may be depicted on but not limited to

Advisory Flood Hazard Area Maps, Work Maps, or Preliminary FIS and FIRM.

BEST AVAILABLE FLOOD HAZARD DATA AREA- The areal mapped extent associated with the most recent available preliminary flood risk guidance FEMA has provided. The Best Available Flood Hazard Data may be depicted on but not limited to Advisory Flood Hazard Area Maps, Work Maps, or Preliminary FIS and FIRM.

BEST AVAILABLE FLOOD HAZARD DATA ELEVATION - The most recent available preliminary flood elevation guidance FEMA has provided. The Best Available Flood Hazard Data may be depicted on but not limited to Advisory Flood Hazard Area Maps, Work Maps, or Preliminary FIS and FIRM.

BREAKAWAY WALLS - Any type of wall subject to flooding that is not required to provide structural support to a building or other structure and that is designed and constructed such that, below the Local Design Flood Elevation, it will collapse under specific lateral loads such that (1) it allows the free passage of floodwaters, and (2) it does not damage the structure or supporting foundation system. Certification in the V Zone Certificate of the design, plans, and specifications by a licensed design professional that these walls are in accordance with accepted standards of practice is required as part of the permit application for new and substantially improved V Zone and Coastal A Zone structures. A completed certification must be submitted at permit application.

BUILDING - Per the FHACA, "Building" means a structure enclosed with exterior walls or fire walls, erected and framed of component structural parts, designed for the housing, shelter, enclosure, and support of individuals, animals, or property of any kind. A building may have a temporary or permanent foundation. A building that is intended for regular human occupation and/or residence is considered a habitable building.

CONDITIONAL LETTER OF MAP REVISION - A Conditional Letter of Map Revision (CLOMR) is FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). The letter does not revise an effective NFIP map, it indicates whether the project, if built as proposed, would be recognized by FEMA. FEMA charges a fee for processing a CLOMR to recover the costs associated with the review that is described in the Letter of Map Change (LOMC) process. Building permits cannot be issued based on a CLOMR, because a CLOMR does not change the NFIP map.

CONDITIONAL LETTER OF MAP REVISION - FILL -- A Conditional Letter of Map Revision - Fill (CLOMR-F) is FEMA's comment on a proposed project involving the placement of fill outside of the regulatory floodway that would, upon construction, affect the hydrologic or

hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). The letter does not revise an effective NFIP map, it indicates whether the project, if built as proposed, would be recognized by FEMA. FEMA charges a fee for processing a CLOMR to recover the costs associated with the review that is described in the Letter of Map Change (LOMC) process. Building permits cannot be issued based on a CLOMR, because a CLOMR does not change the NFIP map.

CRITICAL BUILDING - Per the FHACA, "Critical Building" means that:

- a. It is essential to maintaining continuity of vital government operations and/or supporting emergency response, sheltering, and medical care functions before, during, and after a flood, such as a hospital, medical clinic, police station, fire station, emergency response center, or public shelter; or
- b. It serves large numbers of people who may be unable to leave the facility through their own efforts, thereby hindering or preventing safe evacuation of the building during a flood event, such as a school, college, dormitory, jail or detention facility, day care center, assisted living facility, or nursing home.

DEVELOPMENT - Any manmade change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of materials, mining, dredging, filling, grading, paving, excavations, drilling operations and other land-disturbing activities.

DRY FLOODPROOFING - A combination of measures that results in a non-residential structure, including the attendant utilities and equipment as described in the latest version of ASCE 24, being watertight with all elements substantially impermeable and with structural components having the capacity to resist flood loads.

ELEVATED BUILDING - A building that has no basement and that has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns. Solid perimeter foundations walls are not an acceptable means of elevating buildings in V and VE Zones.

ELEVATION CERTIFICATE - An administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support an application for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

ENCROACHMENT - The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

FEMA PUBLICATIONS - Any publication authored or referenced by FEMA related to building science, building safety, or floodplain management related to the National Flood Insurance Program. Publications shall include but are not limited to technical bulletins, desk references, and American Society of Civil Engineers Standards documents including ASCE 24.

FLOOD OR FLOODING

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
 1. The overflow of inland or tidal waters.
 2. The unusual and rapid accumulation or runoff of surface waters from any source.
 3. Mudslides (I.e. mudflows) which are proximately caused by flooding as defined in (a) (2) of this definition and are akin to a river or liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a) (1) of this definition.

FLOOD HAZARD AREA DESIGN FLOOD ELEVATION - Per the FHACA, the peak water surface elevation that will occur in a water during the flood hazard area design flood. This elevation is determined via available flood mapping adopted by the State, flood mapping published by FEMA (including effective flood mapping dated on or after January 31, 1980, or any more recent advisory, preliminary, or pending flood mapping; whichever results in higher flood elevations, wider floodway limits, greater flow rates, or indicates a change from an A zone to a V zone or coastal Azone), approximation, or calculation pursuant to the Flood Hazard Area Control Act Rules at N.J.A.C. 7:13-3.1 - 3.6 and is typically higher than FEMA's base flood elevation. A water that has a drainage area measuring less than 50 acres does not possess, and is not assigned, a flood hazard area design flood elevation.

FLOOD INSURANCE RATE MAP (FIRM) - The official map on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

FLOOD INSURANCE STUDY (FIS) - The official report in which the Federal Emergency Management Agency has provided flood profiles, as well as the Flood Insurance Rate Map(s) and the water surface elevation of the base flood.

FLOODPLAIN OR FLOOD PRONE AREA - Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

FLOODPLAIN MANAGEMENT REGULATIONS - Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term describes such State or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

FLOODPROOFING - Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

FLOODPROOFING CERTIFICATE - Certification by a licensed design professional that the design and methods of construction for floodproofing a non-residential structure are in accordance with accepted standards of practice to a proposed height above the structure's lowest adjacent grade that meets or exceeds the Local Design Flood Elevation. A completed floodproofing certificate is required at permit application.

FLOODWAY - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than 0.2 foot.

FREEBOARD - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

FUNCTIONALLY DEPENDENT USE - A use that cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities necessary for the loading or unloading of cargo or passengers, and shipbuilding and ship repair facilities. The term does not include long-term storage or related manufacturing facilities.

HABITABLE BUILDING- Pursuant to the FHACA Rules (N.J.A.C. 7:13), means a building that is intended for regular human occupation and/or residence. Examples of a habitable building include a single-family home, duplex, multi-residence building, or critical building; a commercial building such as a retail store, restaurant, office building, or gymnasium; an accessory structure that is regularly occupied, such as a garage, barn, or workshop; mobile and manufactured homes, and trailers intended for human residence, which are set on a foundation and/or connected to utilities, such as in a

mobile home park (not including campers and recreational vehicles); and any other building that is regularly occupied, such as a house of worship, community center, or meeting hall, or animal shelter that includes regular human access and occupation. Examples of a non-habitable building include a bus stop shelter, utility building, storage shed, self-storage unit, construction trailer, or an individual shelter for animals such as a doghouse or outdoor kennel.

HARDSHIP - As related to Section 132.25 of this ordinance, meaning the exceptional hardship that would result from a failure to grant the requested variance. The Borough of Allendale Land Use Board requires that the variance be exceptional, unusual, and peculiar to the property involved. Mere economic or financial hardship alone is not exceptional. Inconvenience, aesthetic considerations, physical handicaps, personal preferences, or the disapproval of one's neighbors likewise cannot, as a rule, qualify as an exceptional hardship. All of these problems can be resolved through other means without granting a variance, even if the alternative is more expensive, or requires the property owner to build elsewhere or put the parcel to a different use than originally intended.

HIGHEST ADJACENT GRADE - The highest natural elevation of the ground surface prior to construction next to the proposed or existing walls of a structure.

HISTORIC STRUCTURE - Any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a State inventory of historic places in States with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 1. By an approved State program as determined by the Secretary of the Interior; or
 2. Directly by the Secretary of the Interior in States without approved programs.

LAWFULLY EXISTING - Per the FHACA, means an existing fill, structure and/or use, which meets all Federal, State, and local laws, and which is not in violation of the FHACA because it was established:

- a. Prior to January 31, 1980; or
- b. On or after January 31, 1980, in accordance with the

requirements of the FHACA as it existed at the time the fill, structure and/or use was established.

Note: Substantially damaged properties and substantially improved properties that have not been elevated are not considered "lawfully existing" for the purposes of the NFIP. This definition is included in this ordinance to clarify the applicability of any more stringent statewide floodplain management standards required under the FHACA.

LETTER OF MAP AMENDMENT - A Letter of Map Amendment (LOMA) is an official amendment, by letter, to an effective National Flood Insurance Program (NFIP) map that is requested through the Letter of Map Change (LOMC) process. A LOMA establishes a property's location in relation to the Special Flood Hazard Area (SFHA). LOMAs are usually issued because a property has been inadvertently mapped as being in the floodplain but is actually on natural high ground above the base flood elevation. Because a LOMA officially amends the effective NFIP map, it is a public record that the community must maintain. Any LOMA should be noted on the community's master flood map and filed by panel number in an accessible location.

LETTER OF MAP CHANGE - The Letter of Map Change (LOMC) process is a service provided by FEMA for a fee that allows the public to request a change in flood zone designation in an Area of Special Flood Hazard on an Flood Insurance Rate Map (FIRM). Conditional Letters of Map Revision, Conditional Letters of Map Revision - Fill, Letters of Map Revision, Letters of Map Revision-Fill, and Letters of Map Amendment are requested through the Letter of Map Change (LOMC) process.

LETTER OF MAP REVISION - A Letter of Map Revision (LOMR) is FEMA's modification to an effective Flood Insurance Rate Map (FIRM). Letter of Map Revisions are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). The LOMR officially revises the Flood Insurance Rate Map (FIRM) and sometimes the Flood Insurance Study (FIS) report, and when appropriate, includes a description of the modifications. The LOMR is generally accompanied by an annotated copy of the affected portions of the FIRM or FIS report. Because a LOMR officially revises the effective NFIP map, it is a public record that the community must maintain. Any LOMR should be noted on the community's master flood map and filed by panel number in an accessible location.

LETTER OF MAP REVISION - FILL -- A Letter of Map Revision Based on Fill (LOMR-F) is FEMA's modification of the Special Flood Hazard Area (SFHA) shown on the Flood Insurance Rate Map (FIRM) based on the placement of fill outside the existing regulatory floodway may be initiated through the Letter of Map Change (LOMC) Process. Because a LOMR-F officially revises the effective Flood Insurance Rate Map (FIRM) map, it is a public record that the community must maintain.

Any LOMR-F should be noted on the community's master flood map and filed by panel number in an accessible location.

LICENSED DESIGN PROFESSIONAL - Licensed design professional shall refer to either a New Jersey Licensed Professional Engineer, licensed by the New Jersey State Board of Professional Engineers and Land Surveyors or a New Jersey Licensed Architect, licensed by the New Jersey State Board of Architects.

LICENSED PROFESSIONAL ENGINEER - A licensed professional engineer shall refer to individuals licensed by the New Jersey State Board of Professional Engineers and Land Surveyors.

LOCAL DESIGN FLOOD ELEVATION (LDFE) - The elevation reflective of the most recent available preliminary flood elevation guidance FEMA has provided as depicted on but not limited to Advisory Flood Hazard Area Maps, Work Maps, or Preliminary FIS and FIRM which is also inclusive of freeboard specified by the New Jersey Flood Hazard Area Control Act and Uniform Construction Codes and any additional freeboard specified in a community's ordinance. In no circumstances shall a project's LDFE be lower than a permit-specified Flood Hazard Area Design Flood Elevation or a valid NJDEP Flood Hazard Area Verification Letter plus the freeboard as required in ASCE 24 and the effective FEMA Base Flood Elevation.

LOWEST ADJACENT GRADE - The lowest point of ground, patio, or sidewalk slab immediately next a structure, except in AO Zones where it is the natural grade elevation.

LOWEST FLOOR - In A Zones, the lowest floor is the top surface of the lowest floor of the lowest enclosed area (including basement). In V Zones and coastal A Zones, the bottom of the lowest horizontal structural member of a building is the lowest floor. An unfinished or flood resistant enclosure, usable solely for the parking of vehicles, building access or storage in an area other than a basement is not considered a building's lowest floor provided that such enclosure is not built so as to render the structure in violation of other applicable non-elevation design requirements of these regulations.

MANUFACTURED HOME - A structure that is transportable in one or more sections, eight (8) feet or more in width and greater than four hundred (400) square feet, built on a permanent chassis, designed for use with or without a permanent foundation when attached to the required utilities, and constructed to the Federal Manufactured Home Construction and Safety Standards and rules and regulations promulgated by the U.S. Department of Housing and Urban Development. The term also includes mobile homes, park trailers, travel trailers and similar transportable structures that are placed on a site for 180 consecutive days or longer.

MANUFACTURED HOME PARK OR SUBDIVISION - A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for

rent or sale.

MARKET VALUE - The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in these regulations, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value shall be determined by one of the following methods (1) Actual Cash Value (replacement cost depreciated for age and quality of construction), (2) tax assessment value adjusted to approximate market value by a factor provided by the tax assessor's office, or (3) established by a qualified independent appraiser.

NEW CONSTRUCTION - Structures for which the start of construction commenced on or after the effective date of the first floodplain regulation adopted by a community; includes any subsequent improvements to such structures. New construction includes work determined to be a substantial improvement.

NON-RESIDENTIAL - Pursuant to ASCE 24, any building or structure or portion thereof that is not classified as residential.

ORDINARY MAINTENANCE AND MINOR WORK - This term refers to types of work excluded from construction permitting under N.J.A.C. 5:23 in the March 5, 2018 New Jersey Register. Some of these types of work must be considered in determinations of substantial improvement and substantial damage in regulated floodplains under 44 CFR 59.1. These types of work include but are not limited to replacements of roofing, siding, interior finishes, kitchen cabinets, plumbing fixtures and piping, HVAC and air conditioning equipment, exhaust fans, built in appliances, electrical wiring, etc. Improvements necessary to correct existing violations of State or local health, sanitation, or code enforcement officials which are the minimum necessary to assure safe living conditions and improvements of historic structures as discussed in 44 CFR 59.1 shall not be included in the determination of ordinary maintenance and minor work.

RECREATIONAL VEHICLE - A vehicle that is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled or permanently towable by a light-duty truck, and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

RESIDENTIAL - Pursuant to the ASCE 24:

- a. Buildings and structures and portions thereof where people live or that are used for sleeping purposes on a transient or non-transient basis;

- b. Structures including but not limited to one- and two-family dwellings, townhouses, condominiums, multi-family dwellings, apartments, congregate residences, boarding houses, lodging houses, rooming houses, hotels, motels, apartment buildings, convents, monasteries, dormitories, fraternity houses, sorority houses, vacation time-share properties; and
- c. institutional facilities where people are cared for or live on a 24-hour basis in a supervised environment, including but not limited to board and care facilities, assisted living facilities, halfway houses, group homes, congregate care facilities, social rehabilitation facilities, alcohol and drug centers, convalescent facilities, hospitals, nursing homes, mental hospitals, detoxification facilities, prisons, jails, reformatories, detention centers, correctional centers, and prerelease centers.

SOLID WASTE DISPOSAL - "Solid Waste Disposal" shall mean the storage, treatment, utilization, processing or final disposition of solid waste as described in N.J.A.C. 7:26-1.6 or the storage of unsecured materials as described in N.J.A.C. 7:13-2.3 for a period of greater than 6 months as specified in N.J.A.C. 7:26 which have been discharged, deposited, injected, dumped, spilled, leaked, or placed into any land or water such that such solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

SPECIAL FLOOD HAZARD AREA - The greater of the following: (1) Land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year, shown on the FIRM as Zone V, VE, V1-3-, A, AO, A1-30, AE, A99, or AH; (2) Land and the space above that land, which lies below the peak water surface elevation of the flood hazard area design flood for a particular water, as determined using the methods set forth in the New Jersey Flood Hazard Area Control Act in N.J.A.C. 7:13; (3) Riparian Buffers as determined in the New Jersey Flood Hazard Area Control Act in N.J.A.C. 7:13. Also referred to as the AREA OF SPECIAL FLOOD HAZARD.

START OF CONSTRUCTION - The Start of Construction is as follows:

- a. For other than new construction or substantial improvements, under the Coastal Barrier Resources Act (CBRA), this is the date the building permit was issued, provided that the actual start of construction, repair, rehabilitation, addition, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a building on site, such as the pouring of a slab or footing, the installation of piles, the construction of columns or any work beyond the stage of excavation; or the placement of a manufactured (mobile) home on a foundation. For a substantial improvement, actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the

building.

- b. For the purposes of determining whether proposed construction must meet new requirements when National Flood Insurance Program (NFIP) maps are issued or revised and Base Flood Elevation's (BFEs) increase or zones change, the Start of Construction includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation.

Permanent construction does not include land preparation, such as clearing, grading, and filling, nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. Such development must also be permitted and must meet new requirements when National Flood Insurance Program (NFIP) maps are issued or revised and Base Flood Elevation's (BFEs) increase or zones change.

For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

For determining if new construction and substantial improvements within the Coastal Barrier Resources System (CBRS) can obtain flood insurance, a different definition applies.

STRUCTURE - A walled and roofed building, a manufactured home, or a gas or liquid storage tank that is principally above ground.

SUBSTANTIAL DAMAGE - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT - Any reconstruction, rehabilitation, addition, or other improvement of a structure taking place, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed.. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of State or local health, sanitary or safety code specifications which have been identified by the local code enforcement officer and which are the minimum necessary to assure safe living conditions; or
- b. Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure."

UTILITY AND MISCELLANEOUS GROUP U BUILDINGS AND STRUCTURES - Buildings and structures of an accessory character and miscellaneous structures not classified in any special occupancy, as described in ASCE 24.

VARIANCE - A grant of relief from the requirements of this Section which permits construction in a manner otherwise prohibited by this Section where specific enforcement would result in unnecessary hardship.

VIOLATION - A development that is not fully compliant with these regulations or the flood provisions of the building code. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

WATER SURFACE ELEVATION - the height, in relation to the North American Vertical Datum (NAVD) of 1988, (or other datum, where specified) of floods of various magnitudes and frequencies in the flood plains of coastal or riverine areas.

WATERCOURSE. A river, creek, stream, channel, or other topographic feature in, on, through, or over which water flows at least periodically.

WET FLOODPROOFING - Floodproofing method that relies on the use of flood damage resistant materials and construction techniques in areas of a structure that are below the Local Design Flood Elevation by intentionally allowing them to flood. The application of wet floodproofing as a flood protection technique under the National Flood Insurance Program (NFIP) is limited to enclosures below elevated residential and non-residential structures and to accessory and agricultural structures that have been issued variances by the community.

ARTICLE III GENERAL PROVISIONS

132.10 General.

These regulations, in conjunction with the Uniform Construction Code, provide minimum requirements for development located in flood hazard areas, including the subdivision of land and other developments; site improvements and installation of utilities; placement and

replacement of manufactured homes; placement of recreational vehicles; new construction and alterations, repair, reconstruction, rehabilitation or additions of existing buildings and structures; substantial improvement of existing buildings and structures, including repair of substantial damage; installation of tanks; temporary structures and temporary or permanent storage; utility and miscellaneous Group U buildings and structures; and certain building work exempt from permit under the Uniform Construction Code; and other buildings and development activities.

132.11 Ordinary Building Maintenance and Minor Work.

Improvements defined as ordinary building maintenance and minor work projects by the Uniform Construction Code including non-structural replacement-in-kind of windows, doors, cabinets, plumbing fixtures, decks, walls, partitions, new flooring materials, roofing, etc. shall be evaluated by the Floodplain Administrator through the floodplain development permit to ensure compliance with the Substantial Damage and Substantial Improvement Section 132.14N of this ordinance.

132.12 Establishment of Flood Hazard Areas.

The Borough of Allendale was accepted for participation in the National Flood Insurance Program on June 14, 1979.

The National Flood Insurance Program (NFIP) floodplain management regulations encourage that all Federal, State, and Local regulations that are more stringent than the minimum NFIP standards take precedence in permitting decisions. The FHACA requires that the effective Flood Insurance Rate Map, most recent preliminary FEMA mapping and flood studies, and Department delineations be compared to determine the most restrictive mapping. The FHACA also regulates unstudied flood hazard areas in watersheds measuring 50 acres or greater in size and most riparian zones in New Jersey. Because of these higher standards, the regulated flood hazard area in New Jersey may be more expansive and more restrictive than the FEMA Special Flood Hazard Area. Maps and studies that establish flood hazard areas are on file at the Borough of Allendale Municipal Building, 500 West Crescent Avenue, Allendale, NJ 07401.

The following sources identify flood hazard areas in this jurisdiction and must be considered when determining the Best Available Flood Hazard Data Area:

- A. Effective Flood Insurance Study. Special Flood Hazard Areas (SFHAs) identified by the Federal Emergency Management Agency in a scientific and engineering report entitled Flood Insurance Study Bergen County, New Jersey (All Jurisdictions) dated August 28, 2019 and the accompanying Flood Insurance Rate Maps (FIRM) identified in Table 132.12(1) whose top level document (index map) effective date is August 28, 2019 are hereby adopted by reference.

Table 132.12(A)

Map Panel #	Effective Date	Suffix
34003C0067	August 28, 2019	H
34003C0069	August 28, 2019	J
34003C0086	August 28, 2019	J
34003C0088	August 28, 2019	J

- B. Federal Best Available Information. Borough of Allendale shall utilize Federal flood information as listed in the table below that provides more detailed hazard information, higher flood elevations, larger flood hazard areas, and results in more restrictive regulations. This information may include but is not limited to preliminary flood elevation guidance from FEMA (such as Advisory Flood Hazard Area Maps, Work Maps or Preliminary FIS and FIRM). Additional Federal Best Available studies issued after the date of this ordinance must also be considered. These studies are listed on FEMA's Map Service Center. This information shall be used for floodplain regulation purposes only.

Table 132.12(B)

Map Panel #	Preliminary Date
None as of the date of this ordinance	

- C. Other Best Available Data. Borough of Allendale shall utilize high water elevations from flood events, groundwater flooding areas, studies by federal or state agencies, or other information deemed appropriate by the Borough of Allendale. Other "best available information" may not be used which results in less restrictive flood elevations, design standards, or smaller flood hazard areas than the sources described in the Sections 132.12A & B above. This information shall be used for floodplain regulation purposes only.
- D. State Regulated Flood Hazard Areas. For State regulated waters, the NJ Department of Environmental Protection (NJDEP) identifies the flood hazard area as the land, and the space above that land, which lies below the "Flood Hazard Area Control Act Design Flood Elevation", as defined in Section 132.9, and as described in the New Jersey Flood Hazard Area Control Act at N.J.A.C. 7:13. A FHACA flood hazard area exists along every regulated water that has a drainage area of 50 acres or greater. Such area may extend beyond the boundaries of the Special Flood Hazard Areas (SFHAs) as identified by FEMA. The following is a list of New Jersey State studied waters in this community under the FHACA, and their respective map identification numbers.

Table 132.12(3 List of State Studied Waters

Name of Studied Water	File Name	Map Number
Ramsey Bk	AB000024	D-6
Valentine Bk Trib #2	AB000025	D-5
Valentine Bk	AB000029	C-7
Valentine Bk	AB000030	C-6
Valentine Bk	AB000038p	38P

132.13 Establishing the Local Design Flood Elevation (LDFE).

The Local Design Flood Elevation (LDFE) is established in the flood hazard areas determined in Section 132.12, above, using the best available flood hazard data sources, and the Flood Hazard Area Control Act minimum Statewide elevation requirements for lowest floors in A, Coastal A, and V zones, ASCE 24 requirements for critical facilities as specified by the building code, plus additional freeboard as specified by this ordinance.

- A. At a minimum, the Local Design Flood Elevation shall be as follows:
1. For a delineated watercourse, the elevation associated with the Best Available Flood Hazard Data Area determined in Section 132.12, above plus one foot or as described by N.J.A.C. 7:13 of freeboard; or
 2. For any undelineated watercourse (where mapping or studies described in 132.12 (1) and (2) above are not available) that has a contributory drainage area of 50 acres or more, the applicants must provide one of the following to determine the Local Design Flood Elevation:
 - a. A copy of an unexpired NJDEP Flood Hazard Area Verification plus one foot of freeboard and any additional freeboard as required by ASCE 24; or
 - b. A determination of the Flood Hazard Area Design Flood Elevation using Method 5 or Method 6 (as described in N.J.A.C. 7:13) plus one foot of freeboard and any additional freeboard as required by ASCE 24. Any determination using these methods must be sealed and submitted according to Section 132.21-22.
 3. AO Zones - For Zone AO areas on the municipality's FIRM (or on preliminary flood elevation guidance from FEMA), the Local Design Flood Elevation is determined from the FIRM panel as the highest adjacent grade plus the depth number specified plus one foot of freeboard. If no depth number is specified, the Local Design Flood Elevation is three (3) feet above the highest adjacent grade.
 4. Class IV Critical Facilities - For any proposed development of new and substantially improved Flood Design Class IV Critical Facilities, the Local Design Flood Elevation must be the higher of the 0.2% annual chance (500 year) flood elevation or the Flood Hazard Area Design Flood Elevation with an additional 2 feet of freeboard in accordance with ASCE 24.
 5. Class III Critical Facilities - For proposed development of new and substantially improved Flood Design Class III

Critical Facilities in coastal high hazard areas, the Local Design Flood Elevation must be the higher of the 0.2% annual chance (500 year) flood elevation or the Flood Hazard Area Design Flood Elevation with an additional 1 foot of freeboard in accordance with ASCE 24.

ARTICLE IV ADMINISTRATION

132.14 Floodplain Administrator

- A. Designation. The Construction Code Official is designated the Floodplain Administrator. The Floodplain Administrator shall have the authority to delegate performance of certain duties to other employees.
- B. General. The Floodplain Administrator is authorized and directed to administer the provisions of these regulations. The Floodplain Administrator shall have the authority to render interpretations of these regulations consistent with the intent and purpose of these regulations and to establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be consistent with the intent and purpose of these regulations and the flood provisions of the building code and shall not have the effect of waiving specific requirements without the granting of a variance pursuant to Section 132.25 of these regulations.
- C. Coordination. The Floodplain Administrator shall coordinate with the Construction Official to administer and enforce the flood provisions of the Uniform Construction Code.
- D. Duties. The duties of the Floodplain Administrator shall include but are not limited to:
 - 1. Review all permit applications to determine whether proposed development is located in flood hazard areas established in Section 132.12 of these regulations.
 - 2. Require development in flood hazard areas to be reasonably safe from flooding and to be designed and constructed with methods, practices and materials that minimize flood damage.
 - 3. Interpret flood hazard area boundaries and provide available flood elevation and flood hazard information.
 - 4. Determine whether additional flood hazard data shall be obtained or developed.
 - 5. Review required certifications and documentation specified by these regulations and the building code to determine that such certifications and documentations are complete.
 - 6. Establish, in coordination with the Construction Official, written procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to Section 132.14N of these regulations.

7. Coordinate with the Construction Official and others to identify and investigate damaged buildings located in flood hazard areas and inform owners of the requirement to obtain permits for repairs.
 8. Review requests submitted to the Construction Official seeking approval to modify the strict application of the flood load and flood resistant construction requirements of the Uniform Construction code to determine whether such requests require consideration as a variance pursuant to Section 132.25 of these regulations.
 9. Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps when the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available.
 10. Require applicants who propose alteration of a watercourse to notify adjacent jurisdictions and the NJDEP Bureau of Flood Engineering, and to submit copies of such notifications to the Federal Emergency Management Agency (FEMA).
 11. Inspect development in accordance with Section 132.24 of these regulations and inspect flood hazard areas to determine if development is undertaken without issuance of permits.
 12. Prepare comments and recommendations for consideration when applicants seek variances in accordance with Section 132.25 of these regulations.
 13. Cite violations in accordance with Section 108 of these regulations.
 14. Notify the Federal Emergency Management Agency when the corporate boundaries of Borough of Allendale have been modified.
 15. Permit Ordinary Maintenance and Minor Work in the regulated areas discussed in Section 132.11.
- E. Use of changed technical data. The Floodplain Administrator and the applicant shall not use changed flood hazard area boundaries or base flood elevations for proposed buildings or developments unless the Floodplain Administrator or applicant has applied for a Conditional Letter of Map Revision (CLOMR) to the Flood Insurance Rate Map (FIRM) revision and has received the approval of the Federal Emergency Management Agency. A revision of the effective FIRM does not remove the related feature(s) on a flood hazard area delineation that has been promulgated by the NJDEP. A separate application must be made to the State pursuant to N.J.A.C. 7:13 for revision of a flood hazard design flood elevation, flood hazard area limit, floodway limit, and/or other related feature.
- F. Other permits. It shall be the responsibility of the Floodplain

Administrator to assure that approval of a proposed development shall not be given until proof that necessary permits have been granted by Federal or State agencies having jurisdiction over such development, including section 404 of the Clean Water Act. In the event of conflicting permit requirements, the Floodplain Administrator must ensure that the most restrictive floodplain management standards are reflected in permit approvals.

- G. Determination of Local Design Flood Elevations. If design flood elevations are not specified, the Floodplain Administrator is authorized to require the applicant to:
1. Obtain, review, and reasonably utilize data available from a Federal, State, or other source, or
 2. Determine the design flood elevation in accordance with accepted hydrologic and hydraulic engineering techniques. Such analyses shall be performed and sealed by a licensed professional engineer. Studies, analyses, and computations shall be submitted in sufficient detail to allow review and approval by the Floodplain Administrator. The accuracy of data submitted for such determination shall be the responsibility of the applicant.

It shall be the responsibility of the Floodplain Administrator to verify that the applicant's proposed Best Available Flood Hazard Data Area and the Local Design Flood Elevation in any development permit accurately applies the best available flood hazard data and methodologies for determining flood hazard areas and design elevations described in Section 132.12 and Section 132.13 respectively. This information shall be provided to the Construction Official and documented according to Section 132.140.

- H. Requirement to submit new technical data. Base Flood Elevations may increase or decrease resulting from natural changes (e.g. erosion, accretion, channel migration, subsidence, uplift) or man-made physical changes (e.g. dredging, filling, excavation) affecting flooding conditions. As soon as practicable, but not later than six months after the date of a man-made change or when information about a natural change becomes available, the Floodplain Administrator shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Title 44 Code of Federal Regulations Section 65.3. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.
- I. Activities in riverine flood hazard areas. In riverine flood hazard areas where design flood elevations are specified but floodways have not been designated, the Floodplain Administrator shall not permit any new construction, substantial improvement or other development, including the

placement of fill, unless the applicant submits an engineering analysis prepared by a licensed professional engineer that demonstrates that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachment, will not increase the design flood elevation more than 0.2 feet at any point within the community.

- J. Floodway encroachment. Prior to issuing a permit for any floodway encroachment, including fill, new construction, substantial improvements and other development or land-disturbing-activity, the Floodplain Administrator shall require submission of a certification prepared by a licensed professional engineer, along with supporting technical data, that demonstrates that such development will not cause any increase in the base flood level.
 - 1. Floodway revisions. A floodway encroachment that increases the level of the base flood is authorized if the applicant has applied for a Conditional Letter of Map Revision (CLOMR) to the Flood Insurance Rate Map (FIRM) and has received the approval of FEMA.
- K. Watercourse alteration. Prior to issuing a permit for any alteration or relocation of any watercourse, the Floodplain Administrator shall require the applicant to provide notification of the proposal to the appropriate authorities of all adjacent government jurisdictions, as well as the NJDEP Bureau of Flood Engineering and the Division of Land Resource Protection. A copy of the notification shall be maintained in the permit records and submitted to FEMA.
 - 1. Engineering analysis. The Floodplain Administrator shall require submission of an engineering analysis prepared by a licensed professional engineer, demonstrating that the flood-carrying capacity of the altered or relocated portion of the watercourse will be maintained, neither increased nor decreased. Such watercourses shall be maintained in a manner that preserves the channel's flood-carrying capacity.
- L. Alterations in coastal areas. The excavation or alteration of sand dunes is governed by the New Jersey Coastal Zone Management (CZM) rules, N.J.A.C. 7:7. Prior to issuing a flood damage prevention permit for any alteration of sand dunes in coastal high hazard areas and Coastal A Zones, the Floodplain Administrator shall require that a New Jersey CZM permit be obtained and included in the flood damage prevention permit application. The applicant shall also provide documentation of any engineering analysis, prepared by a licensed professional engineer, that demonstrates that the proposed alteration will not increase the potential for flood damage.
- M. Development in riparian zones All development in Riparian Zones as described in N.J.A.C. 7:13 is prohibited by this ordinance

unless the applicant has received an individual or general permit or has complied with the requirements of a permit by rule or permit by certification from NJDEP Division of Land Resource Protection prior to application for a floodplain development permit and the project is compliant with all other Floodplain Development provisions of this ordinance. The width of the riparian zone can range between 50 and 300 feet and is determined by the attributes of the waterbody and designated in the New Jersey Surface Water Quality Standards N.J.A.C. 7:9B. The portion of the riparian zone located outside of a regulated water is measured landward from the top of bank. Applicants can request a verification of the riparian zone limits or a permit applicability determination to determine State permit requirements under N.J.A.C. 7:13 from the NJDEP Division of Land Resource Protection.

- N. Substantial improvement and substantial damage determinations. When buildings and structures are damaged due to any cause including but not limited to man-made, structural, electrical, mechanical, or natural hazard events, or are determined to be unsafe as described in N.J.A.C. 5:23; and for applications for building permits to improve buildings and structures, including alterations, movement, repair, additions, rehabilitations, renovations, ordinary maintenance and minor work, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Construction Official, shall:
1. Estimate the market value, or require the applicant to obtain a professional appraisal prepared by a qualified independent appraiser, of the market value of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.
 2. Determine and include the costs of all ordinary maintenance and minor work, as discussed in Section 132.11, performed in the floodplain regulated by this ordinance in addition to the costs of those improvements regulated by the Construction Official in substantial damage and substantial improvement calculations.
 3. Compare the cost to perform the improvement, the cost to repair the damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, where applicable, to the market value of the building or structure.
 4. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage.
 5. Notify the applicant in writing when it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the building code

is required and notify the applicant when it is determined that work does not constitute substantial improvement or repair of substantial damage. The Floodplain Administrator shall also provide all letters documenting substantial damage and compliance with flood resistant construction requirements of the building code to the NJDEP Bureau of Flood Engineering.

- O. Department records. In addition to the requirements of the building code and these regulations, and regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of these regulations and the flood provisions of the Uniform Construction Code, including Flood Insurance Studies, Flood Insurance Rate Maps; documents from FEMA that amend or revise FIRMS; NJDEP delineations, records of issuance of permits and denial of permits; records of ordinary maintenance and minor work, determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required certifications and documentation specified by the Uniform Construction Code and these regulations including as-built Elevation Certificates; notifications to adjacent communities, FEMA, and the State related to alterations of watercourses; assurance that the flood carrying capacity of altered waterways will be maintained; documentation related to variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to these regulations and the flood resistant provisions of the Uniform Construction Code. The Floodplain Administrator shall also record the required elevation, determination method, and base flood elevation source used to determine the Local Design Flood Elevation in the floodplain development permit.
- P. Liability. The Floodplain Administrator and any employee charged with the enforcement of these regulations, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by these regulations or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of these regulations shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Floodplain Administrator and any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of these regulations.

ARTICLE V PERMITS

132.15 Permits Required.

Any person, owner or authorized agent who intends to conduct any development in a flood hazard area shall first make application to the Floodplain Administrator and shall obtain the required permit. Depending on the nature and extent of proposed development that includes a building or structure, the Floodplain Administrator may determine that a floodplain development permit or approval is required in addition to a building permit.

132.16 Application for permit.

The applicant shall file an application in writing on a form furnished by the Floodplain Administrator. Such application shall:

- A. Identify and describe the development to be covered by the permit.
- B. Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
- C. Indicate the use and occupancy for which the proposed development is intended.
- D. Be accompanied by a site plan and construction documents as specified in Section 132.20-23 of these regulations, grading and filling plans and other information deemed appropriate by the Floodplain Administrator.
- E. State the valuation of the proposed work, including the valuation of ordinary maintenance and minor work.
- F. Be signed by the applicant or the applicant's authorized agent.

132.17 Validity of permit.

The issuance of a permit under these regulations or the Uniform Construction Code shall not be construed to be a permit for, or approval of, any violation of this appendix or any other ordinance of the jurisdiction. The issuance of a permit based on submitted documents and information shall not prevent the Floodplain Administrator from requiring the correction of errors. The Floodplain Administrator is authorized to prevent occupancy or use of a structure or site which is in violation of these regulations or other ordinances of this jurisdiction.

132.18 Expiration.

A permit shall become invalid when the proposed development is not commenced within 180 days after its issuance, or when the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions shall be requested in writing and justifiable cause demonstrated. The Floodplain Administrator is

authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each.

132.19 Suspension or revocation.

The Floodplain Administrator is authorized to suspend or revoke a permit issued under these regulations wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or code of this jurisdiction.

132.20 Information for development in flood hazard areas.

- A. The site plan or construction documents for any development subject to the requirements of these regulations shall be drawn to scale and shall include, as applicable to the proposed development:
- B. Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations when necessary for review of the proposed development. For buildings that are located in more than one flood hazard area, the elevation and provisions associated with the most restrictive flood hazard area shall apply.
- C. Where base flood elevations or floodway data are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with Section 132.21.
- D. Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in accordance with Section 132.21C of these regulations.
- E. Location of the proposed activity and proposed structures, and locations of existing buildings and structures; in coastal high hazard areas and Coastal A zones, new buildings shall be located landward of the reach of mean high tide.
- F. Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
- G. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose. The applicant shall provide an engineering certification confirming that the proposal meets the flood storage displacement limitations of N.J.A.C. 7:13.
- H. Extent of any proposed alteration of sand dunes.
- I. Existing and proposed alignment of any proposed alteration of a

watercourse.

- J. Floodproofing certifications, V Zone and Breakaway Wall Certifications, Operations and Maintenance Plans, Warning and Evacuation Plans and other documentation required pursuant to FEMA publications.

The Floodplain Administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by these regulations but that are not required to be prepared by a registered design professional when it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance.

132.21 Information in flood hazard areas without base flood elevations (approximate Zone A).

Where flood hazard areas are delineated on the effective or preliminary FIRM and base flood elevation data have not been provided, the applicant shall consult with the Floodplain Administrator to determine whether to:

- A. Use the Approximation Method (Method 5) described in N.J.A.C. 7:13 in conjunction with Appendix 1 of the FHACA to determine the required flood elevation.
- B. Obtain, review, and reasonably utilize data available from a Federal, State or other source when those data are deemed acceptable to the Floodplain Administrator to reasonably reflect flooding conditions.
- C. Determine the base flood elevation in accordance with accepted hydrologic and hydraulic engineering techniques according to Method 6 as described in N.J.A.C. 7:13. Such analyses shall be performed and sealed by a licensed professional engineer.

Studies, analyses, and computations shall be submitted in sufficient detail to allow review and approval by the Floodplain Administrator prior to floodplain development permit issuance. The accuracy of data submitted for such determination shall be the responsibility of the applicant. Where the data are to be used to support a Letter of Map Change (LOMC) from FEMA, the applicant shall be responsible for satisfying the submittal requirements and pay the processing fees.

132.22 Analyses and certifications by a Licensed Professional Engineer.

As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this section, the applicant shall have the following analyses signed and sealed by a licensed professional engineer for submission with the site plan and construction documents:

- A. For development activities proposed to be located in a

regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in Section 132.23 of these regulations and shall submit the Conditional Letter of Map Revision, if issued by FEMA, with the site plan and construction documents.

- B. For development activities proposed to be located in a riverine flood hazard area where base flood elevations are included in the FIS or FIRM but floodways have not been designated, hydrologic and hydraulic analyses that demonstrate that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments will not increase the base flood elevation more than 0.2 feet at any point within the jurisdiction. This requirement does not apply in isolated flood hazard areas not connected to a riverine flood hazard area or in flood hazard areas identified as Zone AO or Zone AH.
- C. For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained, neither increasing nor decreasing the channel's flood-carrying capacity. The applicant shall submit the analysis to FEMA as specified in Section 132.23 of these regulations. The applicant shall notify the chief executive officer of all affected adjacent jurisdictions, the NJDEP's Bureau of Flood Engineering and the Division of Land Resource Protection; and shall provide documentation of such notifications.
- D. For activities that propose to alter sand dunes in coastal high hazard areas (Zone V) and Coastal A Zones, an engineering analysis that demonstrates that the proposed alteration will not increase the potential for flood damage and documentation of the issuance of a New Jersey Coastal Zone Management permit under N.J.A.C. 7:7.
- E. For analyses performed using Methods 5 and 6 (as described in N.J.A.C. 7:13) in flood hazard zones without base flood elevations (approximate A zones).

132.23 Submission of additional data.

When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change (LOMC) from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown

on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

132.24 Inspections

- A. General. Development for which a permit is required shall be subject to inspection. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of these regulations or the building code. Inspections presuming to give authority to violate or cancel the provisions of these regulations or the building code or other ordinances shall not be valid.
- B. Inspections of development. The Floodplain Administrator shall inspect all development in flood hazard areas authorized by issuance of permits under these regulations. The Floodplain Administrator shall inspect flood hazard areas from time to time to determine if development is undertaken without issuance of a permit.
- C. Buildings and structures. The Construction Official shall make or cause to be made, inspections for buildings and structures in flood hazard areas authorized by permit in accordance with the Uniform Construction Code, N.J.A.C. 5:23.
 - 1. Lowest floor elevation. Upon placement of the lowest floor, including the basement, and prior to further vertical construction, certification of the elevation required in Section 132.32 shall be submitted to the Construction Official on an Elevation Certificate.
 - 2. Lowest horizontal structural member. In V zones and Coastal A zones, upon placement of the lowest floor, including the basement, and prior to further vertical construction, certification of the elevation required in Section 132.32 shall be submitted to the Construction Official on an Elevation Certificate.
 - 3. Installation of attendant utilities (electrical, heating, ventilating, air-conditioning, and other service equipment) and sanitary facilities elevated as discussed in Section 132.32.
 - 4. Final inspection. Prior to the final inspection, certification of the elevation required in Section 132.32 shall be submitted to the Construction Official on an Elevation Certificate.
- D. Manufactured homes. The Floodplain Administrator shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of these regulations and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted hardshipped on an Elevation

Certificate to the Floodplain Administrator prior to the final inspection.

ARTICLE VI VARIANCES

132.25 Variances

- A. General. The Land Use Board shall hear and decide requests for variances. The Land Use Board shall base its determination on technical justifications submitted by applicants, the considerations for issuance in Section 132.25, the conditions of issuance set forth in Section 132.25, and the comments and recommendations of the Floodplain Administrator and, as applicable, the Construction Official. The Land Use Board has the right to attach such conditions to variances as it deems necessary to further the purposes and objectives of these regulations.
- B. Historic structures. A variance to the substantial improvement requirements of this ordinance is authorized provided that the repair or rehabilitation of a historic structure is completed according to N.J.A.C. 5:23-6.33, Section 1612 of the International Building Code and R322 of the International Residential Code, the repair or rehabilitation will not preclude the structure's continued designation as a historic structure, the structure meets the definition of the historic structure as described by this ordinance, and the variance is the minimum necessary to preserve the historic character and design of the structure.
- C. Functionally dependent uses. A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use provided the variance is the minimum necessary to allow the construction or substantial improvement, and that all due consideration has been given to use of methods and materials that minimize flood damage during the base flood and create no additional threats to public safety.
- D. Restrictions in floodways. A variance shall not be issued for any proposed development in a floodway when any increase in flood levels would result during the base flood discharge, as evidenced by the applicable analysis and certification required in Section 132.22 of these regulations.
- E. Considerations. In reviewing requests for variances, all technical evaluations, all relevant factors, all other portions of these regulations, and the following shall be considered:
 - 1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage.
 - 2. The danger to life and property due to flooding or erosion damage.
 - 3. The susceptibility of the proposed development, including

contents, to flood damage and the effect of such damage on current and future owners.

4. The importance of the services provided by the proposed development to the community.
5. The availability of alternate locations for the proposed development that are not subject to flooding or erosion and the necessity of a waterfront location, where applicable.
6. The compatibility of the proposed development with existing and anticipated development.
7. The relationship of the proposed development to the comprehensive plan and floodplain management program for that area.
8. The safety of access to the property in times of flood for ordinary and emergency vehicles.
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwater and the effects of wave action, where applicable, expected at the site.
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets, and bridges.

F. Conditions for issuance. Variances shall only be issued upon:

1. Submission by the applicant of a showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site limit compliance with any provision of these regulations or renders the elevation standards of the building code inappropriate.
2. A determination that failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable.
3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.
4. A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Notification to the applicant in writing over the signature of the Floodplain Administrator that the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage, and that such construction below the base flood level increases risks to life and property

ARTICLE VII VIOLATIONS

132.26 Violations.

- A. Any development in any flood hazard area that is being performed without an issued permit or that is in conflict with an issued permit shall be deemed a violation. A building or structure without the documentation of elevation of the lowest floor, the lowest horizontal structural member if in a V or Coastal A Zone, other required design certifications, or other evidence of compliance required by the building code is presumed to be a violation until such time as that documentation is provided.
- B. Authority. The Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of property involved, to the owner's agent, or to the person or persons doing the work for development that is not within the scope of the Uniform Construction Code, but is regulated by these regulations and that is determined to be a violation.
- C. Solid Waste Disposal in a Flood Hazard Area. Any person who has unlawfully disposed of solid waste in a floodway or floodplain who fails to comply with this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$2500 or up to a maximum penalty by a fine not exceeding \$10,000 under N.J.S.A. 40:49-5.
- D. Unlawful continuance. Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by N.J.S.A. 40:49-5 as appropriate.
- E. Review Period to Correct Violations. A 30-day period shall be given to the property owner as an opportunity to cure or abate the condition. The property owner shall also be afforded an opportunity for a hearing before the court for an independent determination concerning the violation. Subsequent to the expiration of the 30-day period, a fine greater than \$1,250.00 may be imposed if a court has not determined otherwise or, upon reinspection of the property, it is determined that the abatement has not been substantially completed.
- F. Violations and Penalties for Noncompliance. No structure or land shall hereafter be constructed, re-located to, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a violation under N.J.S.A. 40:49-5. Any person who violates this ordinance or fails to comply with any of its requirements shall be subject to one (1) or more of the

following: a fine of not more than \$1250, imprisonment for a term not exceeding ninety(90) days or a period of community service not exceeding 90 days.

Each day in which a violation of an ordinance exists shall be considered to be a separate and distinct violation subject to the imposition of a separate penalty for each day of the violation as the Court may determine except that the owner will be afforded the opportunity to cure or abate the condition during a 30 day period and shall be afforded the opportunity for a hearing before the court for an independent determination concerning the violation. Subsequent to the expiration of the 30 day period, a fine greater than \$1250 may be imposed if the court has not determined otherwise, or if upon reinspection of the property, it is determined that the abatement has not been substantially completed.

Any person who is convicted of violating an ordinance within one year of the date of a previous violation of the same ordinance and who was fined for the previous violation, shall be sentenced by a court to an additional fine as a repeat offender. The additional fine imposed by the court upon a person for a repeated offense shall not be less than the minimum or exceed the maximum fine fixed for a violation of the ordinance, but shall be calculated separately from the fine imposed for the violation of the ordinance.

ARTICLE VIII PROVISIONS FOR FLOOD HAZARD REDUCTION

132.27 Subdivisions and Other Developments

- A. General. Any subdivision proposal, including proposals for manufactured home parks and subdivisions, or other proposed new development in a flood hazard area shall be reviewed to assure that:
 - 1. All such proposals are consistent with the need to minimize flood damage.
 - 2. All public utilities and facilities, such as sewer, gas, electric and water systems are located and constructed to minimize or eliminate flood damage.
 - 3. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwater around and away from structures.
- B. Subdivision requirements. Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:
 - 1. The flood hazard area, including floodways, coastal high hazard areas, and Coastal A Zones, and base flood elevations, as appropriate, shall be delineated on tentative subdivision plats.
 - 2. Residential building lots shall be provided with adequate buildable area outside the floodway.
 - 3. The design criteria for utilities and facilities set forth

in these regulations and appropriate codes shall be met.

132.28 Site Improvements

- A. Encroachment in floodways. Development, land disturbing activity, and encroachments in floodways shall not be authorized unless it has been demonstrated through hydrologic and hydraulic analyses required in accordance with Section 132.22 of these regulations, that the proposed encroachment will not result in any increase in the base flood level during occurrence of the base flood discharge. If Section 132.22 is satisfied, proposed elevation, addition, or reconstruction of a lawfully existing structure within a floodway shall also be in accordance with Section 132.322 of this ordinance and the floodway requirements of N.J.A.C. 7:13.
- B. Prohibited in floodways. The following are prohibited activities:
 - 1. The storage of unsecured materials is prohibited within a floodway pursuant to N.J.A.C. 7:13.
 - 2. Fill and new structures are prohibited in floodways per N.J.A.C. 7:13.
- C. Sewer facilities. All new and replaced sanitary sewer facilities, private sewage treatment plants (including all pumping stations and collector systems) and on-site waste disposal systems shall be designed in accordance with the New Jersey septic system regulations contained in N.J.A.C. 14A and N.J.A.C. 7:9A, the UCC Plumbing Subcode (N.J.A.C. 5:23) and Chapter 7, ASCE 24, to minimize or eliminate infiltration of floodwater into the facilities and discharge from the facilities into flood waters, or impairment of the facilities and systems.
- D. Water facilities. All new and replacement water facilities shall be designed in accordance with the New Jersey Safe Drinking Water Act (N.J.A.C. 7:10) and the provisions of Chapter 7 ASCE 24, to minimize or eliminate infiltration of floodwater into the systems.
- E. Storm drainage. Storm drainage shall be designed to convey the flow of surface waters to minimize or eliminate damage to persons or property.
- F. Streets and sidewalks. Streets and sidewalks shall be designed to minimize potential for increasing or aggravating flood levels.
- G. Limitations on placement of fill. Subject to the limitations of these regulations, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwater, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, when intended to support buildings and

structures (Zone A only), fill shall comply with the requirements of the UCC (N.J.A.C. 5:23). Proposed fill and encroachments in flood hazard areas shall comply with the flood storage displacement limitations of N.J.A.C. 7:13.

- H. Hazardous Materials. The placement or storage of any containers holding hazardous substances in a flood hazard area is prohibited unless the provisions of N.J.A.C. 7:13 which cover the placement of hazardous substances and solid waste is met.

132.29 Manufactured Homes

- A. General. All manufactured homes installed in flood hazard areas shall be installed pursuant to the Nationally Preemptive Manufactured Home Construction and Safety Standards Program (24 CFR 3280).
- B. Elevation. All new, relocated, and replacement manufactured homes to be placed or substantially improved in a flood hazard area shall be elevated such that the bottom of the frame is elevated to or above the elevation specified in Section 132.32.
- C. Foundations. All new, relocated, and replacement manufactured homes, including substantial improvement of existing manufactured homes, shall be placed on foundations as specified by the manufacturer only if the manufacturer's installation instructions specify that the home has been designed for flood-resistant considerations and provides the conditions of applicability for velocities, depths, or wave action as required by 24 CFR Part 3285-302. The Floodplain Administrator is authorized to determine whether the design meets or exceeds the performance necessary based upon the proposed site location conditions as a precondition of issuing a flood damage prevention permit. If the Floodplain Administrator determines that the home's performance standards will not withstand the flood loads in the proposed location, the applicant must propose a design certified by a New Jersey licensed design professional and in accordance with 24 CFR 3285.301 (c) and (d) which conforms with ASCE 24, the accepted standard of engineering practice for flood resistant design and construction.
- D. Anchoring. All new, relocated, and replacement manufactured homes to be placed or substantially improved in a flood hazard area shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
- E. Enclosures. Fully enclosed areas below elevated manufactured homes shall comply with the requirements of Section 132.32.

F. Protection of mechanical equipment and outside appliances. Mechanical equipment and outside appliances shall be elevated to or above the elevation of the bottom of the frame required in Section 132.32 of these regulations.

1. Exception. Where such equipment and appliances are designed and installed to prevent water from entering or accumulating within their components and the systems are constructed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding up to the elevation required by Section 132.32, the systems and equipment shall be permitted to be located below that elevation. Electrical wiring systems shall be permitted below the design flood elevation provided they conform to the provisions of NFPA 70 (National Electric Code).

132.30 Recreational Vehicles

- A. Placement prohibited. The placement of recreational vehicles shall not be authorized in coastal high hazard areas and in floodways.
- B. Temporary placement. Recreational vehicles in flood hazard areas shall be fully licensed and ready for highway use and shall be placed on a site for less than 180 consecutive days.
- C. Permanent placement. Recreational vehicles that are not fully licensed and ready for highway use, or that are to be placed on a site for more than 180 consecutive days, shall meet the requirements of Section 132.32 for habitable buildings and Section 132.29.

132.31 Tanks

- A. Underground and above-ground tanks shall be designed, constructed, installed, and anchored in accordance with ASCE 24 and N.J.A.C. 7:13.

132.32 Other Development and Building Work

- A. General requirements for other development and building work. All development and building work, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in these regulations or the Uniform Construction Code (N.J.A.C. 5:23), shall:
 1. Be located and constructed to minimize flood damage;
 2. Meet the limitations of Section 132.22 of this ordinance when located in a regulated floodway;
 3. Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic and hydrodynamic loads, including the effects of buoyancy, during the conditions of flooding up to the Local Design Flood Elevation determined according to Section 132.13;
 4. Be constructed of flood damage-resistant materials as described in ASCE 24 Chapter 5;

5. Have mechanical, plumbing, and electrical systems above the Local Design Flood Elevation determined according to Section 132.13 or meet the requirements of ASCE 24 Chapter 7 which requires that attendant utilities are located above the Local Design Flood Elevation unless the attendant utilities and equipment are:
 - a. Specifically allowed below the Local Design Flood Elevation; and
 - b. Designed, constructed, and installed to prevent floodwaters, including any backflow through the system from entering or accumulating within the components.
6. Not exceed the flood storage displacement limitations in fluvial flood hazard areas in accordance with N.J.A.C. 7:13; and
7. Not exceed the impacts to frequency or depth of offsite flooding as required by N.J.A.C. 7:13 in floodways.

B. Requirements for Habitable Buildings and Structures

1. Construction and Elevation in A Zones not including Coastal A Zones.
 - a. No portion of a building is located within a V Zone.
 - b. No portion of a building is located within a Coastal A Zone, unless a licensed design professional certifies that the building's foundation is designed in accordance with ASCE 24, Chapter 4.
 - c. All new construction and substantial improvement of any habitable building (as defined in Section 132.9) located in flood hazard areas shall have the lowest floor, including basement, together with the attendant utilities (including all electrical, heating, ventilating, air-conditioning and other service equipment) and sanitary facilities, elevated to or above the Local Design Flood Elevation as determined in Section 132.13, be in conformance with ASCE Chapter 7, and be confirmed by an Elevation Certificate.
 - d. All new construction and substantial improvements of non-residential structures shall:
 - (i) Have the lowest floor, including basement, together with the attendant utilities (including all electrical, heating, ventilating, air-conditioning and other service equipment) and sanitary facilities, elevated to or above the Local Design Flood Elevation as determined in Section 132.13, be in conformance with ASCE Chapter 7, and be confirmed by an Elevation Certificate; or
 - (ii) Together with the attendant utility and sanitary facilities, be designed so that below the Local Design Flood Elevation, the structure: Meets the requirements of ASCE 24 Chapters 2 and 7; and Is constructed according

to the design plans and specifications provided at permit application and signed by a licensed design professional, is certified by that individual in a Floodproofing Certificate, and is confirmed by an Elevation Certificate.

- e. All new construction and substantial improvements with fully enclosed areas below the lowest floor shall be used solely for parking of vehicles, building access, or storage in an area other than a basement and which are subject to flooding. Enclosures shall:
- (i) For habitable structures, be situated at or above the adjoining exterior grade along at least one entire exterior wall, in order to provide positive drainage of the enclosed area in accordance with N.J.A.C. 7:13; enclosures (including crawlspaces and basements) which are below grade on all sides are prohibited;
 - (ii) Be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters unless the structure is non-residential and the requirements of 801.2.1(d)ii are met;
 - (iii) Be constructed to meet the requirements of ASCE 24 Chapter 2;
 - (iv) Have openings documented on an Elevation Certificate; and
 - (v) Have documentation that a deed restriction has been obtained for the lot if the enclosure is greater than six feet in height. This deed restriction shall be recorded in the Office of the County Clerk or the Registrar of Deeds and Mortgages in which the building is located, shall conform to the requirements in N.J.A.C.7:13, and shall be recorded within 90 days of receiving a Flood Hazard Area Control Act permit or prior to the start of any site disturbance (including pre-construction earth movement, removal of vegetation and structures, or construction of the project), whichever is sooner. Deed restrictions must explain and disclose that:
 - [1] The enclosure is likely to be inundated by floodwaters which may result in damage and/or inconvenience.
 - [2] The depth of flooding that the enclosure would experience to the Flood Hazard Area Design Flood Elevation;
 - [3] The deed restriction prohibits habitation of the enclosure and explains that converting the enclosure into a habitable area may subject the property

owner to enforcement;

- C. Garages and accessory storage structures. Garages and accessory storage structures shall be designed and constructed in accordance with the Uniform Construction Code.
- D. Fences in floodways that have the potential to block the passage of floodwater, such as stockade fences and wire mesh fences, shall meet the requirements of Section 132.22 of these regulations. Pursuant to N.J.A.C. 7:13, any fence located in a floodway shall have sufficiently large openings so as not to catch debris during a flood and thereby obstruct floodwaters, such as barbed-wire, split-rail, or strand fence. A fence with little or no open area, such as a chain link, lattice, or picket fence, does not meet this requirement. Foundations for fences greater than 6 feet in height must conform with the Uniform Construction Code. Fences for pool enclosures having openings not in conformance with this section but in conformance with the Uniform Construction Code to limit climbing require a variance as described in Section 132.25 of this ordinance.
- E. Retaining walls, sidewalks, and driveways. Retaining walls, sidewalks and driveways that involve placement of fill in floodways shall meet the requirements of Section 132.22 of these regulations and N.J.A.C. 7:13.
- F. Swimming pools. Swimming pools shall be designed and constructed in accordance with the Uniform Construction Code. Above-ground swimming pools and below-ground swimming pools that involve placement of fill in floodways shall also meet the requirements of Section 132.22 of these regulations. Above-ground swimming pools are prohibited in floodways by N.J.A.C. 7:13.
- G. Roads and watercourse crossings.
 - 1. For any railroad, roadway, or parking area proposed in a flood hazard area, the travel surface shall be constructed at least one foot above the Flood Hazard Area Design Elevation in accordance with N.J.A.C. 7:13.
 - 2. Roads and watercourse crossings that encroach into regulated floodways or riverine waterways with base flood elevations where floodways have not been designated, including roads, bridges, culverts, low- water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, shall meet the requirements of Section 132.22 of these regulations.
- H. Temporary structures. Temporary structures shall be erected for a period of less than 180 days. Temporary structures shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the base flood. Fully enclosed temporary structures shall have flood openings that are in

accordance with ASCE 24 to allow for the automatic entry and exit of flood waters.

- I. Temporary storage. Temporary storage includes storage of goods and materials for a period of less than 180 days. Stored materials shall not include hazardous materials.
- J. Floodway encroachment. Temporary structures and temporary storage in floodways shall meet the requirements of Section 132.22 of these regulations.
- K. Utility and Miscellaneous Group U. In accordance with Section 312 of the International Building Code, Utility and Miscellaneous Group U includes buildings and structures that are accessory in character and miscellaneous structures not classified in any specific occupancy in the Building Code, including, but not limited to, agricultural buildings, aircraft hangars (accessory to a one- or two-family residence), barns, carports, communication equipment structures (gross floor area less than 1,500 sq. ft.), fences more than 6 feet (1829 mm) high, grain silos (accessory to a residential occupancy), livestock shelters, private garages, retaining walls, sheds, stables, tanks and towers.
 - 1. Flood loads. Utility and miscellaneous Group U buildings and structures, including substantial improvement of such buildings and structures, shall be anchored to prevent flotation, collapse or lateral movement resulting from flood loads, including the effects of buoyancy, during conditions up to the Local Design Flood Elevation as determined in Section 132.13.
 - 2. Elevation. Utility and miscellaneous Group U buildings and structures, including substantial improvement of such buildings and structures, shall be elevated such that the lowest floor, including basement, is elevated to or above the Local Design Flood Elevation as determined in Section 132.13 and in accordance with ASCE 24. Utility lines shall be designed and elevated in accordance with N.J.A.C. 7:13.
 - 3. Enclosures below base flood elevation. Fully enclosed areas below the design flood elevation shall be constructed in accordance with Section 132.32 and with ASCE 24 for new construction and substantial improvements. Existing enclosures such as a basement or crawlspace having a floor that is below grade along all adjoining exterior walls shall be abandoned, filled-in, and/or otherwise modified to conform with the requirements of N.J.A.C. 7:13 when the project has been determined to be a substantial improvement by the Floodplain Administrator.
 - 4. Flood-damage resistant materials. Flood-damage-resistant materials shall be used below the Local Design Flood Elevation determined in Section 132.13.
 - 5. Protection of mechanical, plumbing, and electrical

systems. Mechanical, plumbing, and electrical systems, equipment and components, heating, ventilation, air conditioning, plumbing fixtures, duct systems, and other service equipment, shall be elevated to or above the Local Design Flood Elevation determined in Section 132.13.

- a. Exception: Electrical systems, equipment and components, and heating, ventilating, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment shall be permitted to be located below the Local Design Flood Elevation provided that they are designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the Local Design Flood Elevation in compliance with the flood-resistant construction requirements of ASCE 24. Electrical wiring systems shall be permitted to be located below the Local Design Flood Elevation provided they conform to the provisions of NFPA 70 (National Electric Code).

SECTION 3 SEVERABILITY


Where any section, subsection, sentence, clause, or phrase of these regulations is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof, other than the part so declared.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect immediately.

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole			✓			
Councilwoman Homan			✓			
Councilwoman Lovisolo		✓	✓			
Councilman Daloisio			✓			
Councilman O'Connell						✓
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 June 26, 2025.


Linda Louise Cervino
Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Amy Wilczynski
Mayor

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

DATE: 06/26/2025

RESOLUTION# 25-174

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

☒ Carried
☐ Defeated
☐ Tabled
☐ Approved on
Consent Agenda

**RESOLUTION OF THE MAYOR & COUNCIL OF THE BOROUGH OF
ALLENDALE ENDORSING THE HOUSING ELEMENT AND FAIR
SHARE PLAN ADOPTED BY THE ALLENDALE LAND USE BOARD**

WHEREAS, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the 1985 New Jersey Fair Housing Act; and

WHEREAS, for ease in reference, this resolution shall refer to the Fair Housing Act as amended as "FHA II"; and

WHEREAS, FHA II established a procedure by which municipalities can secure approval of a Housing Element and Fair Share Plan ("HEFSP") and secure immunity in the process; and

WHEREAS, that procedure contemplated that municipalities would adopt a resolution by January 31, 2025 committing to a fair share number and filing a declaratory relief action within 48 hours from adoption of the resolution and then filing a HEFSP by June 30, 2025 and filing that plan within 48 hours with the Affordable Housing Dispute Resolution Program (the "Program"); and

WHEREAS, by taking these actions, a municipality could secure and maintain immunity from all exclusionary zoning suits inclusive of builder's remedy suits; and

WHEREAS, in accordance with this statutory procedure, the Borough adopted a binding resolution on January 23, 2025 and filed a declaratory relief action within 48 hours from adoption of the resolution; and

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

DATE: 06/26/2025

RESOLUTION# 25-174

WHEREAS, the Borough's affordable housing planning consultant, Edward Snieckus P.P., A.I.C.P, LLA of Burgis Associates, Inc has prepared a HEFSP to address the Borough's affordable housing obligations under FHA II; and

WHEREAS, the Allendale Borough Land Use Board adopted a HEFSP prepared by Mr. Snieckus on June 16, 2025, which is incorporated by reference; and

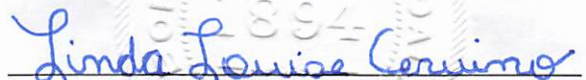
WHEREAS, in accordance with the procedure established by FHA II, the Borough's affordable housing counsel filed the duly adopted HEFSP with the Program created by FHA II within 48 hours from adoption; and

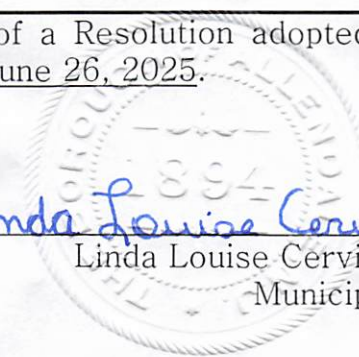
WHEREAS, the Borough Mayor & Council now wishes to endorse the Housing Element and Fair Share Plan adopted by the Allendale Land Use Board and seek approval of the HEFSP by the Program and Court.

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

1. The Borough Mayor & Council hereby endorses the Fourth Round HEFSP previously adopted by the Allendale Land Use Board and attached hereto.
2. The Borough Mayor & Council hereby directs the Borough's Affordable Housing Counsel to (a) file this resolution with the Program, along with any additional documents the professionals deem necessary or desirable; and (b) seek a Compliance Certification from the Program or Vicinage area judge as may be appropriate formally approving the Plan.
3. The Borough reserves the right to further amend the HEFSP attached hereto, should that be necessary.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk



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

DATE: 06/26/2025

RESOLUTION# 25-175

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on
Consent Agenda

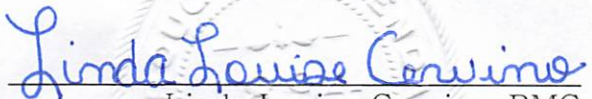
**APPROVAL OF TOWN-WIDE GARAGE SALE FOR
ALLENDALE WOMAN'S CLUB
OCTOBER 4, 2025**


BE IT RESOLVED that the Annual Town Wide Garage Sale to be held on Saturday, October 4, 2025, with a rain date of Sunday, October 5, 2025, by the Allendale Woman's Club is hereby approved; and

BE IT FURTHER RESOLVED that no individual garage sale licenses be issued for the dates of the Allendale Town Wide Garage Sale; and

BE IT FURTHER RESOLVED that the Allendale Women's Club will comply with the Borough's requirements for a hold harmless agreement.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk



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

DATE: 06/26/2025

RESOLUTION# 25-176

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 PROFESSIONAL SERVICES NEGLIA
ENGINEERING ASSOCIATES STREETSCAPE & LIGHTING IMPROVEMENTS
MA-2025 WEST ALLENDALE AVENUE STREETSCAPE – PHASE VII**

WHEREAS, the Borough requires surveying and engineering services for Streetscape & Lighting Improvements, MA-2025 West Allendale Avenue Streetscape Phase VII, uncompleted Portion of De Mercurio Drive, Maple Street, and Portion of Myrtle Avenue in the Borough of Allendale, Bergen County, New Jersey; and

WHEREAS, Neglia Engineering Associates has submitted a proposal for such services dated June 9, 2025; and

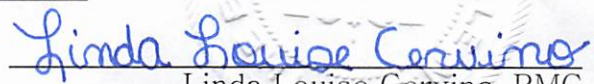
WHEREAS, Neglia Engineering Associates is duly qualified and is available to perform such services; and

WHEREAS, the Chief Financial Officer has attached hereto a Certification pursuant to N.J.A.C. 5:30-5.4 that adequate funds will be available to pay for the Contract.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body that it does hereby award a Contract to Neglia Engineering Associates, 34 Park Avenue, Lyndhurst, New Jersey 07071 for a lump sum basis in the amount of \$19,900.00 representing Phase I – Professional Engineering & Surveying Services and on a material basis for \$500.00 for Phase II – Reimbursable Expenses (see Conditions and Exclusions in attached agreement); and

BE IT FURTHER RESOLVED, that the Mayor is authorized to sign the proposal or an appropriate agreement to reflect these 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 June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

DATE: June 9, 2025

TO: Mayor & Council
Borough of Allendale
500 W. Crescent Avenue, Allendale, New Jersey 07401

CC: Alison Altano, Administrative Officer, Chief Financial Officer (alisonaltano@Allendalenj.gov)

FROM: David Juzmeski, P.E., P.P., Principal

RE: Streetscape and Lighting Improvements
MA-2025- West Allendale Avenue Streetscape – Phase VII
Uncompleted Portion De Mercurio Drive, Maple Street, and Portion of Myrtle Avenue
Borough of Allendale, Bergen County, New Jersey

The Neglia Group has received the following request to provide Surveying and Engineering Services for the above referenced project.

Description of Services

See attached Scope of Services.

Requested By: Borough of Allendale

This agreement, when approved by the **Borough of Allendale** will be completed as follows:

1. On a lump sum basis for a cost of **Nineteen Thousand Nine Dollars and Zero Cents (\$19,900.00)** representing Phase I - Professional Engineering & Surveying Services.
2. On a **material basis** for a cost of **Five Hundred Dollars (\$500.00)** for Phase II - Reimbursable Expenses (See Conditions and Exclusions).

This document constitutes an agreement for services that will be provided subject to the attached Standard Terms and Conditions. Please sign and date this agreement and return to our office to serve as our notice to proceed or provide a resolution of approval which accepts the terms of this proposal.

I. BACKGROUND

The Neglia Group understands that the Borough of Allendale proposes to continue their streetscape improvements on West Allendale Avenue utilizing Municipal Aid Grants obtained from the NJDOT in 2025. The Borough proposes to reconstruct the entire streetscape including the complete removal and replacement of conduit, wiring, foundations, pull boxes, poles, light fixtures, and plant brackets. The proposed improvements

LYNDHURST

34 Park Avenue
PO Box 426
Lyndhurst, NJ 07071
p. 201.939.8805 f. 201.939.0846

MOUNTAINSIDE

200 Central Avenue
Suite 102
Mountainside, NJ 07092
p. 201.939.8805 f. 732.943.7249

will include the full removal and replacement of existing streetscape pavers and curbing up to the storefronts. **The Borough received a grant in the amount of \$304,080.00 for MA22-Phase VII.**

II. SCOPE OF SERVICES AND BUDGET

Phase I – Surveying & Engineering Services:

A. Partial Topographic Survey

We will prepare an on-ground partial topographic survey within the right-of-way limits of De Mercurio Drive, Myrtle Avenue (up to Central Avenue), and Maple Street (at parking lots), in the Borough of Allendale, Bergen County, New Jersey. This survey will include obtaining and showing physical features between the curbline and the right-of-way, on both sides of the roadway. This scope excludes features within the roadway limits.

This scope will include location of building facades, door openings (with floor elevations), steps, walks, paved areas, curbs, utility structures, parking meters, trees, landscape areas, etc. This survey will include one-foot contours and spot elevations as needed to define high points, low points, etc.

B. Utility Information

Any accessible aboveground utilities including manholes, catch basins, inlets and/or valve locations will be shown within the limits described above. Underground information is excluded from this scope.

C. General Information

Neglia shall prepare these surveys in accordance with the rules and regulations of the New Jersey State Board of Professional Engineers and Land Surveyors (NJAC 13:40-5.1). Horizontal datum will be based on New Jersey Plane Coordinate System North American Datum (NAD) 1983. Elevations will be based on North American Vertical Datum (NAVD) 1988.

D. Engineering Design

The Neglia Group will perform the following engineering design services as they relate to the above streetscape improvements:

1. Design ADA Compliant Ramps;
2. Prepare a Detailed Streetscape Layout Incorporating Storefront Impacts;
3. Prepare Streetscape Construction Details for all Proposed Improvements;
4. **No Tree Grates will be Proposed** (as previously requested by the Borough);
5. **No Tree Removal will be Included within the Bid Documents** (Trees to be Removed by the Borough as previously confirmed by the Borough);
6. Zelkova Trees to be Included in Streetscape Design or other Non-Berry producing White Flowering Tree;
7. **Grey ADA Detectable Warning Surfaces in lieu of Standard Red;**
8. Provide trash receptacles with Cover (Not the Dome Style) – **Dumor Model 438 or 474;**
9. **3-Color Blended Herringbone Pavers;**

10. Prepare a Phasing Plan (Base Bid w/ Alternates), based upon available funding;

11. Prepare a Final Estimate of the Construction Costs.

Phase II – Reimbursable Expenses:

Reimbursable expenses will be required for this project. They include but are not limited to reproductions for public bidding, municipal and regulatory review submittals, express mailings, mileage, and courier service. We have provided an estimated budget for reimbursable expenses for this project which are inclusive to the anticipated grand total project budget as illustrated on page one of this proposal. If additional reimbursable expenses are required, we will invoice the Borough on an as needed basis without further authorization required.

III. DELIVERABLES

Deliverable associated with the design phase of the project will include a submission of signed / sealed construction documents to the Borough of Allendale and the NJDOT prior to bid.

IV. ANTICIPATED TIME FRAME

The Neglia Group is prepared to begin upon receipt of a signed copy of this agreement and the General Conditions. The design plans will be completed in approximately **3-4 weeks** from the receipt of the signed copy and authorization of this proposal.

V. PAYMENTS AND COST OF SERVICES

Invoices will be submitted to your attention on a monthly basis to monitor the progress of the project.

VI. CONDITIONS AND EXCLUSIONS

This proposal does not include any other site / civil design aspects other than those design items mentioned above. It assumes that off-site utility work / design will not be required for the project and that off-site utilities have sufficient capacity. The proposal does not include any survey and off-site survey, wetland delineation and wetland surveying services, construction stakeout or construction management service, as-built survey work and / or subdivision plat preparation unless otherwise included within the Scope of Services section of this proposal.

This proposal does not include the structural design of retaining walls, bridges, culverts, or any other proposed modified structure not mentioned within the scope unless specifically mentioned above. It also does not include irrigation design and plans unless specifically mentioned above.

This proposal does not include a geotechnical engineering studies / services which include but is not limited to soil borings, test pits and percolation tests, phase one audit, environmental impact statement or assessment, threatened and endangered species studies, flood studies, foundation design, professional planning services, Phase I and Phase II environmental investigations / studies, archeological studies, buoyancy calculations, visual impact assessment, underground garage structure design, environmental remediation, mitigation, UST remediation, asbestos removal, septic system design, holding tank design, pump station design, or other environmental concerns. This proposal does not include air quality studies or glare and noise studies. This proposal does not include any permitting other than those permits mentioned above. In addition, this proposal does not include fire flow test and / or study, any traffic / transportation studies, planning studies and / or

testimony, and NJDOT permitting unless otherwise mentioned within the Scope of Services section of this proposal. Meeting time is portal to portal. The proposal has been prepared assuming that your project attorney will prepare all applications excluding those listed above.

Any deviation from the scope of work outlined in this proposal once the detailed engineering work has commenced will be immediately brought to your attention and a separate budget will be provided to you. In addition, revisions to the plans based on input received from public agencies, officials, adjacent property owners, your office, etc. through the course of the project are unforeseen and the extent is outside of our control. Revisions are also generated from input by the project team and possibly your construction manager. For this reason, revisions will not be completed unless a change order contract is reviewed and approved. In addition, Neglia cannot guarantee the approval of any submitted application or package to review agencies or municipal boards.

Reimbursable expenses will be required for this project. They include but are not limited to reproductions for the municipal and regulatory review submittals, express mailings, mileage, and courier service. We have not provided a budget for reimbursable expenses for this project. For this reason, they are in addition to the lump sum illustrated on page one of this proposal. We will invoice your office on an as needed basis without further authorization required. Should any sub-consultants be required for this project, Neglia will invoice your office at cost plus ten percent. The ten percent cost adjustment has been provided as a maintenance, overhead, and profit fee for the hired sub-consultant. Please be aware that detailed invoices for reimbursable expenses will not be provided but are available if request. All filing, review, processing, and application fees will be provided by your office.

NEA shall assume no liability for the existence of any hazardous or toxic material (chemical or waste) or any other type of environmental hazard or pollution associated with Client's property or operation, or for any release or discharge or such material which may occur during the performance of the Scope of Work. It is understood that in performing the Scope of Work NEA neither creates nor contributes to the creation of hazardous or toxic material (chemical or waste) or any other type of environmental hazard or pollution.

VII. GENERAL TERMS AND CONDITIONS

ARTICLE I - METHOD OF CHARGING AND PAYMENT CONDITIONS: Compensation for the engineering and related Services ("Services") to be provided by the Neglia Group ("Neglia") shall be based on the Schedule of Fees and Charges identified in the Proposal. Neglia periodically shall submit invoices to the Client. Client shall pay each invoice within thirty (30) days of the date of the invoice. However, if Client objects to all or any portion of any invoice, Client shall so notify Neglia in writing of the same within fifteen (15) days from date of invoice, give reasons for the objection, and pay that portion of invoice not in dispute. Client shall pay an additional charge of one and one-half percent (1 1/2%) of the amount of the invoice per month for any payment received by Neglia more than thirty (30) days from the date of invoice. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. The additional charge shall not apply to any disputed portion of any invoice resolved in favor of Client. In the event of a legal action brought by Neglia against Client for invoice amounts not paid, Attorneys' Fees, Court Costs, and other related expense shall be paid to the prevailing party by the other party.

ARTICLE II - PROFESSIONAL RESPONSIBILITY: Neglia represents that Services shall be performed, within the limits prescribed by Client, in accordance with the 'Scope of Services' contained in the Proposal and in a manner consistent with that level of care and skill ordinarily exercised by other comparable professional engineering firms under similar

circumstances at the time the Services are performed. No other representations to Client, expressed or implied, and no warranty or guarantee is included or intended, hereunder, or in any report, opinion, document, or otherwise.

ARTICLE III - LIMITATIONS OF LIABILITY: The liability of Neglia, its employees, agents, and subcontractors (hereinafter for purposes of this Article III referred to collectively as "Neglia"), for Client's claims of loss, injury, death, damage or expense, including, without limitation, Client's claims of contribution and indemnification with respect to third party claims relating to the Services or to obligations imposed, hereunder, (hereinafter, "Client's Claims") shall not exceed the aggregate: (1) the total sum of Neglia's fee or \$ 50,000.00, whichever is greater, for Client's Claims arising out of professional negligence, including errors, omissions or other professional acts, and including unintentional breach of contract; or (2) the total sum of \$ 250,000 for Client's Claims arising out of negligence, or other causes for which Neglia has any legal liability, other than as described in (1) above.

In no event shall either Neglia or Client be liable for consequential or indirect damages, including, without limitation, loss of use or loss of profits, incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

ARTICLE IV - INDEMNIFICATION: If any claim is brought against Neglia, its employees, agents or subcontractors (hereinafter for purpose of this Article IV referred to collectively as "Neglia") and/or Client by a third party, relating in any way to the Services, the contribution and indemnification rights and obligations of Neglia and Client, subject to the limitations of liability under Article III above, shall be determined as follows: (1) if any negligence, breach of contract, or willful misconduct of Neglia caused any damage, injury or loss claimed by the third party, then Neglia and Client shall each indemnify the other against any loss of judgment on a comparative responsibility basis under comparative negligence principles (Client responsibility to include that of its agents, employees and other contractors); and (2) unless Neglia was guilty of negligence, breach of contract, or willful misconduct which in whole or in part caused damage, injury or loss asserted in the third party claim, Client shall indemnify Neglia against the claim, liability, loss, legal fees, consulting fees and other costs of defense reasonably incurred.

ARTICLE V - INSURANCE: Neglia agrees to maintain (1) Statutory Workers' Compensation; and (2) Comprehensive General and Automobile Insurance Coverage in the sum of not less than \$ 1,000,000.

ARTICLE VI - FORCE MAJEURE: Neither party shall hold the other responsible for damages or delays in performance caused by force majeure, acts of God, or other events beyond the control of the other party or that could not have been reasonably foreseen and prevented. For this purpose, such acts or events shall include, but not be limited to, unusual weather affecting performance of the Services, floods, epidemics, war, riots, strikes, lockouts, or other industrial disturbances, protest demonstrations, unanticipated site conditions, and inability, with reasonable diligence, to supply personnel, equipment or material for the Services. Should such acts or events occur, both parties shall use their best efforts to overcome the difficulties and to resume as soon as reasonably possible the normal pursuit of the Services.

ARTICLE VII - TERMINATION AND SUSPENSION OF WORK: The obligation to provide further Services under this Agreement may be terminated by either party upon fourteen (14) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of termination, Neglia shall be paid for all services rendered up to and including the date of termination. The parties agree that Neglia may elect to suspend providing services under this Agreement if payment of any invoice is not made within

thirty (30) days of the date of the invoice as provided in Article I. In the event that the termination was initiated by the Client, Client agrees to pay Neglia an additional ten percent (10%) of the total fee earned by Neglia.

ARTICLE VIII - REUSE OF DOCUMENTS: All documents, including Drawings and Specifications prepared by Neglia pursuant to this Agreement, are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse, without written verification of adaptation by Neglia for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Neglia; and Client shall indemnify and hold harmless Neglia from all claims, damages, losses and expenses including Attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle Neglia to further compensation at rates to be agreed upon by Client and Neglia.

ARTICLE IX - CONTROLLING LAW: Any element of this Agreement later held to violate a law or regulation, or whose insurability cannot be confirmed by design professional, shall be deemed void, and all remaining provisions shall continue in force. However, client and design professional will in good faith attempt to replace any such voided element with one that is enforceable and/or insurable, and which comes as close as possible to expressing the intent of the original provision.

ARTICLE X - SUCCESSORS AND ASSIGNS: Client and Neglia each bind themselves and their Partners, Successors, Executors, Administrators, Assigns, and Legal Representatives to the other party to this Agreement and to the Partners, Successors, Executors, Administrators, Assigns, and Legal Representatives of such other party in respect to all covenants, agreements, and obligations of this Agreement. Neither Client nor Neglia shall assign, sublet, or transfer any rights under, or interest in, this Agreement without the written consent of the other party, except as set forth below. Unless specifically stated to the contrary, in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Neglia from employing such independent consultants, associates, and subcontractors, as it may deem appropriate, to assist in its performance of services, hereunder. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client and Neglia.

ARTICLE XI - ARBITRATION: All claims, counterclaims, disputes and other matters in question between the parties, hereto arising out of or relating to this Agreement or the breach thereof, will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate and any other agreement or consent to arbitrate entered into will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event may the demand for arbitration be made after institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

All demands for arbitration and all answering statements thereto, which include any monetary claim, must contain a statement that the total sum or value in controversy as alleged by the party making such demand or answering statement is not more than \$ 200,000.00 (exclusive of interest and costs.) The arbitrators will not have jurisdiction, power or authority to consider, or make findings (except in denial of their own jurisdiction) concerning any claim, counterclaim, dispute or other matter in question where the amount in controversy thereof is more than \$ 200,000.00

(exclusive of interest and costs) or to render a monetary award in response thereto against any party which totals more than \$ 200,000.00 (exclusive of interest and costs.)

No arbitration arising out of, or relating to, this Agreement, may include, by consolidation, joinder, or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal, and judgment may be entered upon it in any court having jurisdiction thereof.

GENERAL TERMS

1. Client agrees to assist the Neglia Group (Neglia), by placing to Neglia disposal, all available information pertinent to the Project including previous reports, maps, deeds, surveys, easement descriptions and any other data relative to design or construction of the Project.
2. Client will arrange for access to and make all provisions for Neglia to enter upon public and private property, as required for Neglia to perform services.
3. Client shall be responsible for such legal services as Client may require or Neglia may reasonably request with regard to legal issues pertaining to the Project.
4. In any dispute involving the accuracy of surveying services, Neglia will have no liability to anyone if referenced points set by NEA have not been preserved. Neglia field notes will govern in any dispute.
5. Client understands that Neglia cannot, and does not, assure favorable action or timely action by any governmental entity.
6. Client agrees that any work not specifically included in this proposal or work beyond the scope of this proposal will be classified as extra work. If additional services are required from Neglia by the Client, fees for such services will be incurred on the basis of either time and material or on terms that the parties mutually agree upon. Neglia will provide the client with an estimate of the amount anticipated for the extra, prior to commencing any extra work.
7. Suspension of work on this project in excess of 60 days (if directed by Client) will cause Neglia to sustain unexpected costs to resume work. Client agrees that additional compensation, as agreed by the parties, will be paid to Neglia before such work resumes. The fee for uncompleted portions of the work is subject to re-negotiation after a suspension period of 120 days.
8. The individual(s) executing this contract, if acting on behalf of a municipality, municipal authority, corporation, or funding agency, represent that they have the authority to do so.
9. This proposal is good for sixty (60) days from the submission date.
10. This proposal is subject to a six (6%) percent annual inflation adjustment every January 1st.

The person signing below has read and understood all of the provisions of this agreement and represents and warrants that they are authorized to sign this agreement on behalf of **Borough of Allendale**. Please sign one copy of this proposal and return same to this office.

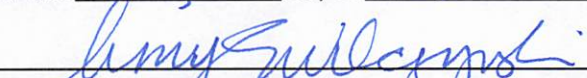
Thank you for affording us the opportunity to be of service. We look forward to working with you on this project. Please call if there are any questions, or if we can be of further assistance.

Very truly yours,
Neglia Group

David Juzmeski, P.E., P.P.
Principal

Attachments: Year 2025 Municipal Rates

Accepted this 25 day of June 2025

By: 

Title: Mayor

**NEGLIA GROUP
2025 MUNICIPAL
HOURLY BILLING RATES**

PRINCIPAL	\$230.00
SENIOR ENGINEER / SENIOR MANAGER/SR. PROF. PLANNER	\$215.00
PROFESSIONAL ENGINEER / PROJECT MANAGER	\$205.00
SENIOR DESIGN ENGINEER	\$200.00
DESIGN ENGINEER/ENVIRONMENTAL SCIENTIST	\$190.00
ENGINEERING ASSISTANT	\$120.00
PROFESSIONAL PLANNER	\$215.00
PROFESSIONAL LANDSCAPE ARCHITECT	\$200.00
LANDSCAPE DESIGN	\$160.00
COMPUTER AIDED DESIGNER	\$160.00
CONSTRUCTION MANAGER	\$190.00
RESIDENT ENGINEER	\$205.00
TECHNICAL OBSERVER	\$160.00
PROFESSIONAL SURVEYOR / PROJECT MANAGER	\$205.00
SURVEY PROJECT MANAGER	\$190.00
3 MAN SURVEY CREW	\$305.00
2 MAN SURVEY CREW	\$260.00
1 MAN SURVEY CREW (GPS AND EQUIPMENT)	\$225.00
CERTIFIED WETLAND DELINEATOR	\$215.00
LICENSED COLLECTION SYSTEM OPERATOR	\$205.00
DRONE PILOT AND VISUAL OBSERVER	\$270.00
DRONE EDITOR	\$190.00
GIS MANAGER	\$200.00
GIS SPECIALIST	\$180.00
GIS TECHNICIAN	\$125.00
REIMBURSABLE EXPENSES	
PAPER PRINTS (All Sizes)	\$ 4.75/sheet
MYLARS	\$35.00/sheet
COLOR PRINTS	\$80.00/sheet
PHOTOCOPIES (Black & White)	\$.33/page
PHOTOCOPIES (Color)	\$.50/page
MILEAGE (Federal Standard Mileage Rate)	\$.67/mile
SUB-CONSULTANTS	10% administrative fee

Notes:

1. Expert testimony for deposition or trial is billed at 1½ standard billing rate.
2. Labor billings include miscellaneous direct costs such as telephone calls, faxes, copying and postage. No charges are levied for use of computers, plotters, or CAD systems.
3. After hour and Holiday Call Outs
 - a. 7:00pm to 5:00am – 1.5 times the hourly rate and a 4 hour minimum
 - b. Holidays – 2 times the hourly rate and a 4 hour minimum
4. Reimbursable expenses are subject to change annually based on industry fluctuation.

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

DATE: 06/26/2025

RESOLUTION# 25-177

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on
Consent Agenda

A RESOLUTION WAIVING SPECIAL EVENTS PERMIT FEES FOR FOOD TRUCKS PARTICIPATING IN THE FAMILY DAY FUNDRAISER FOR THE LEE MEMORIAL LIBRARY, SPONSORED BY THE FRIENDS OF THE LIBRARY, IN THE BOROUGH OF ALLENDALE

WHEREAS, the Lee Memorial Library is a vital community resource in the Borough of Allendale, providing access to educational materials, cultural programs, and public services to residents of all ages; and

WHEREAS, the Lee Memorial Library Family Day fundraiser is an important event that helps raise essential funds to support the library's operations, programs, and future initiatives; and

WHEREAS, food trucks have been invited to participate in the fundraiser, offering diverse food options to event attendees and enhancing the overall experience; and

WHEREAS, the governing body of the Borough of Allendale recognizes the value of the fundraiser and the need to support the library's efforts to engage the community and raise funds; and

WHEREAS, waiving the Special Event Permit fees for food trucks participating in the Family Day fundraiser will help maximize the funds raised for the Lee Memorial Library, ensuring more resources are available for library programs and services;

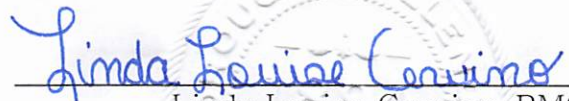
RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 06/26/2025


RESOLUTION# 25-177

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Allendale that the Special Event Permit fee of \$50.00 each for Catlike Reflexes, Traveling Tom's Coffee Truck, 1950's Originals, CG Pizza, The Ice Cream Lady food trucks participating in the Lee Memorial Library Family Day fundraiser held at Red Barn/Crestwood, scheduled for September 13, 2025, from 10:00 a.m. to 2:00 p.m., are hereby waived.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.



Linda Louise Cervino, RMC
Municipal Clerk



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

DATE: 06/26/2025

RESOLUTION# 25-178

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

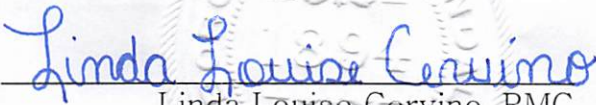
☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on
Consent Agenda

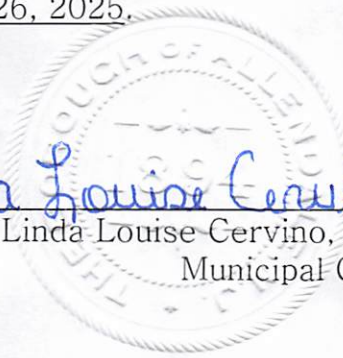
APPROVAL OF JUNE 26, 2025 LIST OF BILLS

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 June 26, 2025 in the amounts of:

Bill List Numbers	June 26, 2025
Current Fund	\$ 1,611,185.99
Payroll Account	200,548.79
General Capital	6,900.19
Animal Fund	
Grant Fund	
COAH/Housing Trust	45,000.00
Improvement & Beautification	
Unemployment Fund	
Trust Fund	6,351.06
Water Operating	
Water Capital	
Total	\$ 1,869,986.03

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk



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

DATE: 06/26/2025

RESOLUTION# 25-179

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 WAIVER OF FEES FOR 2025 CRESTWOOD LAKE MEMBERSHIP
MEMBERSHIP ACCOUNT NUMBER #1023430**

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 waives the fee for a Family Membership at Crestwood Lake for the 2025 Season to the following family for financial hardship reasons:

1. Crestwood Membership Account Number: #1023430

Family Resident Rate: \$550.00

Discount: \$550.00

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk



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

DATE: 06/26/2025

RESOLUTION# 25-180

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on
Consent Agenda

**AUTHORIZATION OF 2025 CRESTWOOD LAKE SALARIES
SUPPLEMENT THREE**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the above salaries are hereby approved for the Crestwood Lake Swim Club 2025 Season.

TITLE	EFFECTIVE DATE	NAME	RATE OF PAY
Sub-Guard	June 28, 2025	Kira Morris	\$15.50 per hour
Sub-Guard	June 28, 2025	Annabelle MacLaren	\$15.50 per hour
Sub-Guard	June 28, 2025	Kira Morris	\$15.50 per hour
Sub-Guard	June 28, 2025	Donovan Schwabik	\$15.50 per hour
Sub-Guard	June 28, 2025	Suhani Sharma	\$15.50 per hour
Sub-Guard	June 28, 2025	Nicolette Carcara	\$15.50 per hour
Sub-Guard	June 28, 2025	Ava Zjawinski	\$15.50 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 June 26, 2025.


Linda Louise Cervino
Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 06/26/2025

RESOLUTION# 25-181

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on
Consent Agenda

A RESOLUTION TO AFFIRM THE BOROUGH OF ALLENDALE'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Borough of Allendale, County of Bergen, State of New Jersey, to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Borough of Allendale has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the governing body of the Borough of Allendale that:

Section 1: No official, employee, appointee or volunteer of the Borough of Allendale by whatever title known, or any entity that is in any way a part of the Borough of Allendale shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Allendale's business or using the facilities or property of the Borough of Allendale.

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

DATE: 06/26/2025

RESOLUTION# 25-181

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Allendale to provide services that otherwise could be performed by the Borough of Allendale.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Borough Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Allendale as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Borough Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Allendale. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Allendale's web site.

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 06/26/2025

RESOLUTION# 25-181

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Borough of Allendale in order for the public to be made aware of this policy and the Borough of Allendale's commitment to the implementation and enforcement of this policy.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 06/26/2025

RESOLUTION# 25-182

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on
Consent Agenda

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR
THE NEW JERSEY DEPARTMENT OF TRANSPORTATION'S FY26 MUNICIPAL
AID PROGRAM**

WHEREAS, the New Jersey Department of Transportation has funds available for road projects through its FY26 Municipal Aid Program; and

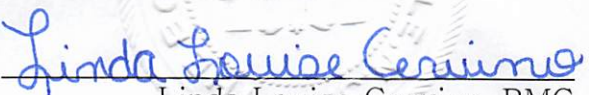
WHEREAS, this application would provide funding for improvements along Cedar Drive and Oakwood Road in the Borough of Allendale; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Allendale formally approve the grant application for the above-stated project.

BE IT FURTHER RESOLVED, that the Mayor, Borough Administrator, and Borough Clerk are hereby authorized to submit an electronic grant application identified as "MA-2026-Cedar Drive and Oakwood Road-00490" to the New Jersey Department of Transportation on behalf of the Borough of Allendale.

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Allendale, and that their signature constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on June 26, 2025.


Linda Louise Cervino, RMC
Municipal Clerk