



**BOROUGH OF ALLENDALE**  
**MAYOR AND COUNCIL**  
**RE-ORGANIZATION MEETING**  
**AGENDA & MATERIALS**

**MONDAY,**  
**JANUARY 5, 2026**  
**7:00 P.M.**

AGENDA  
BOROUGH OF ALLENDALE  
MAYOR AND COUNCIL  
2026 REORGANIZATION MEETING  
JANUARY 5, 2026 AT 7:00 P.M.

[\*\*MEETING LINK: JOIN LIVE\*\*](#)  
Meeting ID: 270 364 207 997 5  
Passcode: Jj2rs6oN

A Reorganization Meeting of the Mayor and Council of the Borough of Allendale will be held in-person on January 6, 2025 beginning at 7:00 pm in the Mayor & Council Chambers of the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

**I. CALL TO ORDER**

- A. Open Public Meetings Act Announcement
- B. Salute to Flag

**II. SWEARING IN OF ELECTED OFFICIALS**

- A. Matthew J. O'Toole, Councilman—Sworn in by Mayor Amy Wilczynski
- B. Tyler E. Yaccarino, Councilman—Sworn in by Mayor Amy Wilczynski

**III. ROLL CALL OF THE 2026 GOVERNING BODY**

**IV. AGENDA REVIEW**

**V. PUBLIC COMMENT ON AGENDA ITEMS ONLY**

**VI. RESOLUTIONS**

[\*\*RES 26-01:\*\*](#) Order of Voting.

[\*\*RES 26-02:\*\*](#) Election of Council President.

[\*\*RES 26-03:\*\*](#) Time and Place of Mayor and Council Meetings for 2025.

[\*\*RES 26-04:\*\*](#) Borough Holidays.

[\*\*RES 26-05:\*\*](#) Appointment of Borough Professionals.

[\*\*RES 26-06:\*\*](#) Confirm Standing Committees

[\*\*RES 26-07:\*\*](#) Appointment of Standing Committees.

[\*\*RES 26-08:\*\*](#) Appointment of Fire Chief.

[\*\*RES 26-09:\*\*](#) Appointment of Fire Official.

**VII. SWEARING IN OF FIRE DEPARTMENT OFFICERS**

<b>FIRE DEPARTMENT</b>	
Fire Chief:	Greg Andersen
Assistant Chief:	Chris Rago
1 <sup>st</sup> Captain:	John Mycek, Jr.
2 <sup>nd</sup> Captain:	Chris Peluso
1 <sup>st</sup> Lieutenant:	Dana Mycek
2 <sup>nd</sup> Lieutenant:	Open until May '26
Fire Official:	Kevin Todd

**VIII. SWEARING IN OF AMBULANCE CORPS OFFICERS** (to be held on January 9, 2026)

<u>AMBULANCE CORPS</u>	
Chief:	Daryl D'Amore-Bottaro
Asst. Chief:	Debra Higbie
1 <sup>st</sup> Lieutenant:	Beth Fylstra
2 <sup>nd</sup> Lieutenant:	Michael Pini
3 <sup>rd</sup> Lieutenant:	José Diaz-Hernandez
President:	Denis Murphy
Vice President:	Patricia Murphy
Recording Sec:	Karen Clark
Correspond Sec.:	Linda Morgan
Treasurer:	Ralph Fylstra

**IX. MAYOR'S APPOINTMENTS**

<u>LAND USE BOARD</u>		<u>TERM EXPIRES</u>
Land Use Board Class IV – four-year term	Chairman Michael Sirico	12/31/2029
Land Use Board Class IV – four-year term	Vice Chairman John Dalo	12/31/2029
Land Use Board Class IV – four (4 years)	Joseph Conte	12/31/2026
Land Use Board Class IV – three-year term	Gregg Butler	12/31/2028
Land Use Board Alt. No. 1 - two (2) years	Ryan Ensenat	12/31/2026
Land Use Board Alt. No. 2 – two (2) years	Chas Johnson	12/31/2027
Land Use Board Class II – one (1) year	Andrew Agugliaro	12/31/2026
Land Use Board Council Class III – one (1) year	Tyler Yaccarino	12/31/2026
<u>LIBRARY BOARD OF TRUSTEES</u>		
Library Board Superintendent Representative	TBD by Barcadeone	N/A
Borough Liaison to Library – one (1) year		12/31/2026
Library Board President	Catherine Shaw	12/31/2030
Library Board Secretary	Lauren Shub	12/31/2030
Trustee	Melissa Duncan	12/31/2030
Trustee (fill unexpired term)	Pete Cammisa	12/31/2027

<u>ALLENDALE SPORTS ALLIANCE</u>		
Board Member	Philip Cicchetti	12/31/2026
Board Member	Richard LeBlancq	12/31/2026
Board Member	Chris Homan	12/31/2026
Board Member	Tim Roy	12/31/2026
Board Member	George Mamunes	12/31/2026
<u>BOROUGH HISTORIAN</u>	Fred Litt	12/31/2026

**X. INTRODUCTION OF ORDINANCE(S)**

**ORDINANCE 26-01:** AN ORDINANCE TO AMEND CHAPTER 53 OF THE CODE OF THE BOROUGH OF ALLENDALE, "OFFICERS AND EMPLOYEES", TO FIX THE SALARIES, WAGES AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE BOROUGH OF ALLENDALE FOR THE YEAR 2026.

## XI. CONSENT AGENDA

Matters listed below are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.

- [RES 26-10:](#) Appointment of Fire Inspectors.
- [RES 26-11:](#) Council Appointments – Various Boards.
- [RES 26-12:](#) Appointment of Assessment and Tax Search Officers.
- [RES 26-13:](#) Appointment of PACO Officer, Personnel Officer.
- [RES 26-14:](#) Approval of Waiver of 2026 Red Barn Application Fees.
- [RES 26-15:](#) Appointment of Fund Commissioners of the Bergen County Municipal JIF.
- [RES 26-16:](#) Claims Account – Withdrawal of Borough Funds.
- [RES 26-17:](#) ADA Compliance Officer.
- [RES 26-18:](#) Adoption of By Laws.
- [RES 26-19:](#) Official Newspaper.
- [RES 26-20:](#) Official Depositories.
- [RES 26-21:](#) Payroll Account.
- [RES 26-22:](#) Authorization of Payments between Meeting Dates.
- [RES 26-23:](#) Adoption of Cash Management Plan.
- [RES 26-24:](#) Authorization for Telephone Transfer and Electronic Transfer of Funds.
- [RES 26-25:](#) Authorization of Petty Cash Funds.
- [RES 26-26:](#) Approval of Interest on Delinquent Taxes.
- [RES 26-27:](#) Authorization to Conduct Tax Sale.
- [RES 26-28:](#) Approval of fee for returned checks.
- [RES 26-29:](#) Authorization for continued compensation for borough employees.
- [RES 26-30:](#) Waiver of Insurance for Non-Profit Organizations.
- [RES 26-31:](#) Approval of coverage of Quasi-Public Entities by JIF.
- [RES 26-32:](#) Appointment of Police Chaplain.
- [RES 26-33:](#) Reappointment of Zoning Officer.
- [RES 26-34:](#) Reappointment of Property Maintenance Officer.
- [RES 26-35:](#) Appointment of continuing disclosure agent/independent registered municipal advisor.
- [RES 26-36:](#) Appointment of Deputy Emergency Management Coordinator.
- [RES 26-37:](#) Appointment of the Borough's Emergency Telephone System Coordinator.
- [RES 26-38:](#) Appointment of Affordable Housing Representative.
- [RES 26-39:](#) Appointment of Police Physician.
- [RES 26-40:](#) Authorize cancellation of property tax refunds/delinquent amounts of less than \$10.00.
- [RES 26-41:](#) Appointment of Emergency Management Director.
- [RES 26-42:](#) Authorize 50% discount on red barn application fees for Former/Current elected officials.

[RES 26-43:](#) Crestwood Lake Donations for Family Membership Donation.

[RES 26-44:](#) Establish 2026 Fees for Crestwood Lake Season and Red Barn Rentals.

[RES 26-45:](#) Approval of Workplace Alcohol/Drug Testing Contract 2026–Valley Medical Group.

[RES 26-46:](#) Designation of Acting Municipal Court Administrator.

[RES 26-47:](#) Appointment of Court Professionals.

[RES 26-48:](#) Memorializing The Green Team.

[RES 26-49:](#) Appointment of Crew Chiefs for the Department of Public Works.

[RES 26-50:](#) Appoint Hoplite 5G Wireless Communications Consultant.

[RES 26-51:](#) Adoption of Volunteer Tuition Credit Program.

[RES 26-52:](#) Notice of Tort Claim Form.

[RES 26-53:](#) Authorizing the usage of contracts with certain approved state contract vendors.

[RES 26-54:](#) Approval of 2026 Temporary Budget.

[RES 26-55:](#) Bergen County Law Enforcement Mutual Aid & Rapid Deployment force Resolution.

[RES 26-56:](#) Approval of 2026 Interlocal Service Agreement NWBRHC – Well Baby Clinic.

[RES 26-57:](#) Approval of awarding contract to Ricova, Inc. D/B/A Recycle City for recyclables delivery services.

[RES 26-58:](#) Approval of 2026 Public Health Shared Services Agreement – Bergen County Department of Department of Health Services.

[RES 26-59:](#) Appointment of Licensed Sewer Operators – NWBCUA.

[RES 26-60:](#) Approval of Shared Service Agreement – NWBCUA for as-needed sanitary sewer cleaning.

[RES 26-61:](#) Approval of Shared Service Agreement-NWBCUA for TV Inspection.

[RES 26-62:](#) Designating acting clerks for 2026 in absence of municipal clerk.

[RES 26-63:](#) Vital Statistics Services – NWBRHC.

[RES 26-64:](#) Vital Statistics Services – NWBRHC Appointments.

[RES 26-65:](#) Establish 2026 Rental Fees for the Allendale Community Center.

[RES 26-66:](#) Appointing Lead Paint Inspector.

[RES 26-67:](#) Award Contract for As Needed Snow Plowing & Removal Services – Borough Roadways, January 2026 through March 2026 and November 2026 through December 2026.

[RES 26-68:](#) Appointment of Recycling Coordinator.

[RES 26-69:](#) Authorizing a Shared Service Agreement with the Borough of Ho-Ho-Kus for the provisions of Chief Financial Officer Services.

[RES 26-70:](#) Non-Contractual Salary Resolution.

[RES 26-71:](#) Resolution to enter into an agreement with West Bergen Mental Healthcare for the Employee Assistance Program for 2026.

**XII. ADMINISTRATION**

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

**XIII. UNFINISHED BUSINESS****XIV. NEW BUSINESS****XV. PUBLIC COMMENTS ON ANY MATTER**

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

**XVI. ADJOURNMENT**

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Additional items may be added to this agenda. Final action may be taken on all matters listed or added to this agenda. This agenda was prepared as of 01/02/2026 with all available information as of this date.

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

**ORDINANCE # 26-01**

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

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

<b>TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Borough Administrator	20,000	87,000
Chief Financial Officer	65,000	172,000
Qualified Purchasing Agent	3,000	6,000
Municipal Clerk	60,000	95,000
Deputy Municipal Clerk	48,000	68,000
Department of Public Works Superintendent	110,000	123,000
Tax Collector	63,000	80,000
Tax Assessor, Part-time	30,000	57,000
Director of Communications	5,000	10,000
Board of Health Secretary	2,500	4,000
Certified Recycling Professional	1,500	3,000
Construction Code Official	25,000	98,000
CCO Inspector	4,000	8,000
Electrical Sub Code Official, Part-time	12,000	28,000
Building Sub Code Official	13,000	17,500
Plumbing Sub Code Official, Part-time	12,000	31,000
Zoning Official	13,000	17,500
Property Maintenance Official	38,000	49,000
Fire Sub Code Official, Part-time	10,000	20,000
Fire Prevention Official, Part-time	3,800	21,000
Fire Inspectors, Hourly	14.00	22.00
Lead Paint Inspector	500	1,000
Bookkeeper	50,000	65,000
Administrative Assistant	35,000	55,000
Administrative Assistant, Part-time/hourly	16.00	23.00

Land Use Administrative Assistant	58,000	65,000
Summer Interns, Hourly	14.00	17.00
Crestwood Lake Staff – Seasonal	500	20,000
Crestwood Lake Employees – Seasonal, Hourly	12.70	19.00
Building Monitor, Hourly	15.00	17.00
Chief of Police	170,000	200,000
Police Patrolman	43,000	163,500
Sergeant	152,000	171,000
Lieutenant	156,000	176,000
Detective Lieutenant	165,000	176,000
Patrolman Detective Stipend	1,500	2,100
Municipal Magistrate	10,000	18,000
Municipal Prosecutor	4,000	8,000
Radio Police Dispatcher, Full-time	35,000	45,000
Radio Police Dispatcher, Part-time-hourly	22.00	23.00
Crossing Guards, P/T Hourly	14.00	30.00
Emergency Management Official	2,500	4,500
Laborer, DPW	40,000	90,000
Standby, DPW, Per Week	425	450
Crew Chief, DPW	7,500	12,000
Laborer, DPW, Part-time/hourly	16.00	21.00

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

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I hereby certify the above to be a true copy of an Ordinance introduced by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-01

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

APPROVAL OF ORDER OF VOTING

**BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that order of voting for the Governing Body in 2026 will be as follows:

Councilman O'Connell  
Councilman O'Toole  
Councilwoman Homan  
Councilwoman Lovisolo  
Councilman Daloisio  
Councilman Yaccarino

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-02

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**ELECTION OF COUNCIL PRESIDENT**

**BE IT RESOLVED** that \_\_\_\_\_ is hereby elected President of the Borough Council for the year 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-03

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF TIME AND PLACE OF MAYOR & COUNCIL  
MEETINGS FOR 2026**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10-4-18 et seq. took effect on January 19, 1976; and,

**WHEREAS**, the Governing Body desires to be in complete compliance with the requirements and spirit of that act.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body as follows:

1. The schedule listed below of regular meetings of this public body is hereby adopted for the year 2026;
2. A copy of the schedule shall be:
  - a. Posted and maintained through the year on the bulletin board in the Allendale Borough Hall, 500 West Crescent Avenue, Allendale, New Jersey 07401 and on the borough website.
  - b. Mailed and/or Emailed at no cost to the following newspapers: The Record, Star Ledger and the Ridgewood News.
  - c. Filed in the Office of the Borough Clerk.
  - d. Mailed to those who have requested same and have prepaid the sum of \$10.00 fixed to cover the cost of providing such notice.
  - e. Official action may be taken.

(See copy attached and made a part hereof)

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-03

**BOROUGH OF ALLENDALE  
MAYOR & COUNCIL 2026 MEETINGS**

Work Sessions will be held at 7:00 p.m. immediately followed by the Regular Session in the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401 on the following Thursdays:

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**JANUARY**

January 15, 2026

**FEBRUARY**

February 5, 2026

February 19, 2026

**MARCH**

March 12, 2026

March 26, 2026

**APRIL**

April 9, 2026

April 23, 2026

**MAY**

May 7, 2026

May 21, 2026

**JUNE**

June 11, 2026

June 25, 2026

**JULY**

July 16, 2026

**AUGUST**

August 13, 2026

**SEPTEMBER**

September 10, 2026

September 24, 2026

**OCTOBER**

October 8, 2026

October 22, 2026

**NOVEMBER**

November 12, 2026

**DECEMBER**

December 03, 2026

December 17, 2026

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-04

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

RESOLUTION APPROVING 2026 BOROUGH OF ALLENDALE HOLIDAYS

Thursday	January 1 <sup>st</sup>	New Year's Day
Monday	February 16 <sup>th</sup>	President's Day
Friday	April 3 <sup>rd</sup>	Good Friday
Monday	May 25 <sup>th</sup>	Memorial Day
Friday	June 19 <sup>th</sup>	Juneteenth
Friday	July 3 <sup>rd</sup> (observed)	Independence Day (Sat)
Monday	September 7 <sup>th</sup>	Labor Day
Monday	October 12 <sup>th</sup>	Columbus Day
Wednesday	November 11 <sup>th</sup>	Veteran's Day
Thursday	November 26 <sup>th</sup>	Thanksgiving
Friday	November 27 <sup>th</sup>	Day after Thanksgiving
Friday	December 25 <sup>th</sup>	Christmas Day

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-05

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

APPOINTMENT OF BOROUGH PROFESSIONALS

**WHEREAS**, the Borough of Allendale requires the service of professionals for the calendar year 2026; and,

**WHEREAS**, it is contemplated that the temporary and permanent budgets will contain the necessary appropriations estimated to be reasonably required for each such professional service; and,

**WHEREAS**, the professionals named herein will be required to execute a contract for the services to be rendered which shall set forth the compensation for such services therein; and,

**WHEREAS**, a Certification of availability of funds has been received from the Chief Financial Officer or that such funds will be encumbered by Purchase Order on an as-needed basis pursuant to the provisions of NJAC 5:30-5.4 et seq; and,

**WHEREAS**, in any instance where it is anticipated that the expenditure for each such professional service will exceed the sum of \$17,500 for said calendar year, the named professionals have completed, submitted and filed a Business Entity Certification Disclosure which certifies that the above named persons and/or entities have not made any reportable contributions to any political or candidate committee including (Republicans for Responsible Government, Allendale Republican Club, Allendale Democratic Club, Candidates for Allendale Municipal Government, Bergen County Democratic Organization, Bergen County Republican Organization) in the previous one (1) year, and that the contract will prohibit the above named professionals/business entities from making any reportable contributions through the term of the contract.

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-05

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale that the following appointments below be and they are hereby made for the year.

BE IT FURTHER RESOLVED that these contracts are being awarded as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the determination of value be placed on file with this Resolution.

BOROUGH PROFESSIONALS	
Animal Control	Tyco Animal Control Service
Appraisal Firm	BBG Real Estate Services
Appraisal Firm	Appraisal Systems, Inc.
Affordable Housing Consultant	Burgis Associates
Affordable Housing Special Counsel	Surenian, Edwards, Buzak & Nolan, LLC
Bond Counsel	Rogut McCarthy, LLC
Environmental Consultant	RTP Environmental Associates, Inc.
Grant Writer	Bruno Associates
Municipal Auditor	Lerch Vinci and Bliss
Municipal & Labor Attorney	Wiss Law, LLC
Planning Services	Burgis Associates
Risk Management Consultant	Eifert, French & Company
Municipal Engineer	Van Cleef Engineering- Michael Vreeland
Engineer/Special Projects	Neglia Engineering
Tax Appeal Attorney	Huntington Bailey- JoAnn Riccardi-Schuman
Engineer/Special DEP Project	Dewberry Engineers Inc.
IT Services Consultant	Coban Computers
Borough Architect	Z+ Architects, LLC
Leckington Advisors, LLC	Affordable Housing Administrative Agent Services

BE IT FURTHER RESOLVED that the compensation for the aforesaid positions to be established by the salary ordinance or the contract for such services which shall be executed by each of the professionals named herein; and,

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-05

**BE IT FURTHER RESOLVED** that the aforesaid appointments were made without competitive bidding under the provisions of N.J.SA. 40A:11-5(1)(a) which excepts from competitive bidding Professional Services rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law; and,

**BE IT FURTHER RESOLVED** that the appropriate Borough Officials be and they are hereby authorized to execute contracts with each of the professionals named herein for the services to be rendered; and,

**BE IT FURTHER RESOLVED** that the compensation to be paid for the professionals named herein shall not exceed the budget appropriation for such services unless properly ordained in accordance with law; and,

**BE IT FURTHER RESOLVED** that each of the contracts shall contain a clause of "not to exceed" the total fees without prior written approval of the Governing Body; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be filed with the Borough Clerk and made available for inspection and that a brief notice of the passage thereof be published in The Record within ten days of the passage as required by law.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-06

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

CONFIRMATION OF STANDING COMMITTEES

BE IT RESOLVED that the following Standing Committees shall be appointed by the Mayor:

Finance, Human Resources, Administration and Information Technology

Public Safety

Public Works & Public Utility

Facilities, Parks and Recreation

Land Use and Construction Code

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-07

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT TO STANDING COMMITTEES**

**BE IT RESOLVED** that the first named Council member shall act as Chair of the Committee:

**Finance, Human Resources, Administration and Information Technology**  
Councilwoman Susanne LoVisolo/ Councilwoman Liz Homan

**Public Safety**  
Councilman Matthew O'Toole/Councilman Joseph Daloisio

**Public Works & Public Utility**  
Councilman Joseph Daloisio/Councilwoman Liz Homan

**Facilities, Parks and Recreation**  
Councilman Tyler Yaccarino/Councilman Edward O'Connell

**Land Use and Construction Code**  
Councilwoman Susanne LoVisolo/Councilman Tyler Yaccarino

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-08

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF FIRE CHIEF**

**BE IT RESOLVED** that the Mayor and Borough Council do hereby confirm the election of Greg Andersen as Fire Chief for the term expiring December 31, 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-09

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF FIRE OFFICIAL**

**BE IT RESOLVED** that the following individual be and is hereby appointed by the Mayor and Council as Fire Official for the Borough of Allendale for the year ending December 31, 2026.

Fire Official – Kevin Todd

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLEDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-10

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

Carried  
 Defeated  
 Tabled  
 Approved on  
Consent Agenda

APPOINTMENT OF FIRE INSPECTORS

**BE IT RESOLVED** that the following individuals listed below are appointed by the Mayor and Council as Fire Inspectors for the Borough of Allendale for the year 2026:

- Kevin Todd #117334
- Steven Alvarez #109976
- Brian Testino #158410
- Andrew Agugliaro #132609

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-11

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**COUNCIL APPOINTMENTS – VARIOUS BOARDS**

**BE IT RESOLVED** that the following individuals are appointed to the named Board or Commission for the period specified:

**TERM EXPIRES**

**Board of Health 3-year term**

Christopher Martin, Vice President	12/31/2028
Linda Morgan, Member	12/31/2028
Robin Iversen, Member	12/31/2028

**Allendale Volunteer Goose Patrol 1-year term**

Trish Cellary	12/31/2026
Carlton Frost	12/31/2026
Jen Klemchalk Gill	12/31/2026
John Merchant	12/31/2026
Jim Strauch	12/31/2026

**Marsh Wardens 1-year term**

Mike Limatola	12/31/2026
Jim Wright	12/31/2026
Gabriele Schmitt	12/31/2026

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-12

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF ASSESSMENT AND TAX SEARCH OFFICERS**

**BE IT RESOLVED** that Linda Cervino is hereby appointed as Assessment Search Officer of the Borough of Allendale; and,

**BE IT FURTHER RESOLVED** that Gina Wittmaack is hereby appointed as Tax Search Officer of the Borough of Allendale.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-13

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF PACO OFFICER, PERSONNEL OFFICER  
AND ANTI-HARASSMENT OFFICER**

**WHEREAS**, Affirmative Action rules pursuant to P.L. 1975 C.127 (N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27) requires that municipalities designate a Public Agency Compliance Officer; and

**WHEREAS**, the Mayor and Council wish to appoint Alison Altano as Affirmative Action Public Agency Compliance Officer (PACO) for the Borough of Allendale; and

**WHEREAS**, Alison Altano is also hereby appointed Personnel Officer and Anti-Harassment officer; and,

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the State of New Jersey Affirmative Action Office.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLEDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-14

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF WAIVER OF 2026 RED BARN APPLICATION FEES**

WHEREAS, the Borough of Allendale, from time to time, permits use of public facilities, including Red Barn, for certain activities by Allendale non-profit organizations; and

WHEREAS, the Borough of Allendale recognizes the significant contributions that these organizations make to the community at large; and

WHEREAS, the Borough wishes to waive the application fees associated with the use of Red Barn by these organizations for the year 2026; and

WHEREAS, the Borough has the discretion to add/delete as see fit.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body that it does hereby agree to waive the 2026 Red Barn application fees for the following organizations:

ALEOOOP	Allendale Travel Softball
Allendale Board of Education	Allendale Volunteer Ambulance Corps
Allendale Boy Scouts/Allendale Girl Scouts	Allendale Woman's Club
Allendale CERT	Camp Acorn
Allendale Civic Association	Crestwood Cruisers
Allendale Fire Department	Friends of Lee Memorial Library
Allendale Foundation for Educational Excellence, Inc. ("AFEE")	Hemophilia Walk
Allendale Garden Club	Holiday Observers
Allendale Girl Scouts	Hope & Healing After an Addiction Death
Allendale Housing, Inc.	Northern Highlands Board of Education
Allendale PTO	Veterans of Foreign Wars—Allendale Post 10181
Allendale Recreation Commission	Highland Sports Association
Allendale/Saddle River Rotary	

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-15

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF FUND COMMISSIONERS OF  
THE BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

**BE IT RESOLVED** that Alison Altano is appointed as Fund Commissioner of the Bergen County Municipal Joint Insurance Fund for the year 2026 and

**BE IT RESOLVED** that Amy Wilczynski is appointed as the Alternate of the Bergen County Municipal Joint Insurance Fund for the year 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-16

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZATION OF CLAIMS ACCOUNT AND  
WITHDRAWAL OF BOROUGH FUNDS**

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Financial Officer is hereby authorized and directed to maintain in the official depository an account designated as the Borough of Allendale Claims Account; and,

**BE IT FURTHER RESOLVED** that all funds deposited in the account must be withdrawn by proper warrants of the Borough signed by three of the following: the Mayor, the Chief Financial Officer, the Municipal Clerk or Finance Committee Member.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-17

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF ADA COMPLIANCE OFFICER**

**BE IT RESOLVED** that Andrew Agugliaro is hereby appointed as ADA Compliance Officer for the Borough of Allendale for the year 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-18

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**ADOPTION OF BY-LAWS**

**WHEREAS**, pursuant to the Code of the Borough of Allendale, By-laws, Chapter A276 need to be adopted annually.

**NOW, THEREFORE, BE IT RESOLVED** that the By-laws recorded in the Code of the Borough of Allendale be and they are hereby adopted for the year 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLEDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-19

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**DESIGNATION OF OFFICIAL NEWSPAPERS**

**BE IT RESOLVED** that The Record and The Star Ledger be and are hereby designated as the official newspapers of the Borough of Allendale for the year 2026.

**BE IT FURTHER RESOLVED** that notice will also be sent to The Ridgewood News, posted on the Borough's official website and posted on the bulletin board in Borough Hall.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-20

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

DESIGNATION OF OFFICIAL DEPOSITORYES

**BE IT RESOLVED** that Provident Bank, Wells Fargo, Valley Bank, TD Bank, M&T Bank and New Jersey Cash Management be designated as official depositories for the Borough funds for the year 2026.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-21**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZATION OF PAYROLL ACCOUNT**

**BE IT RESOLVED** that the Chief Financial Officer be and she is hereby authorized and directed to maintain in the official depository an account designated as the Borough of Allendale Payroll Account; and,

**BE IT FURTHER RESOLVED** that all funds of the Borough deposited in the account be withdrawn by proper warrants of the Borough signed by the Chief Financial Officer.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-22**

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

Carried  
 Defeated  
 Tabled  
 Approved on  
Consent Agenda

**AUTHORIZATION OF PAYMENTS BETWEEN MEETING DATES**

**WHEREAS**, it becomes necessary at times to issue checks for certain fixed charges which are due on periodic dates, such as County Taxes, Payroll and other miscellaneous items, which dates frequently occur between Council meetings.

**NOW, THEREFORE, BE IT RESOLVED** that the proper Borough Officials be and are hereby authorized to issue and sign checks for payment when such payments become due for ratification at the next following meeting.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-23**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**ADOPTION OF 2026 CASH MANAGEMENT PLAN**

**WHEREAS**, it is in the best interest of the Borough of Allendale to earn additional revenue through the investment and prudent management of its cash receipts; and,

**WHEREAS**, P.L. 1983, Chapter 8 and P.L. 1997, Chapter 148, is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and,

**WHEREAS**, the law requires that each local unit shall adopt a cash management plan.

**NOW, THEREFORE, BE IT RESOLVED** that the following shall constitute the Cash Management Plan for the Borough of Allendale, and the Chief Financial Officer shall deposit and manage its funds pursuant to this plan.

(See attached)

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

**CASH MANAGEMENT PLAN OF THE  
BOROUGH OF ALLENDALE, COUNTY OF BERGEN,  
STATE OF NEW JERSEY**

**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain Public funds of the Borough of Allendale (the "Borough") pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough: Current Fund, General Capital Fund, Other Trust Funds, Escrow Accounts, Water Utility

**III. DESIGNATION OF OFFICIALS OF THE BOROUGH AUTHORIZED TO MAKE DEPOSITS  
AND INVESTMENTS UNDER THE PLAN**

The Chief Financial Officer of the Borough the "Designated Official" is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan. Prior to making any such Deposits or any Permitted Investments, such official of the Borough is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such official.

**IV. DESIGNATION OF DEPOSITORYES**

At least once each fiscal year at its reorganization meeting, the Governing Body shall by resolution, designate the depositories in accordance with NJS 40A:5-14. The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Provident Bank
- Wells Fargo
- Valley Bank
- TD Bank
- M&T Bank
- State of New Jersey Cash Management Fund

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the Borough referred to in this Plan may deal for the purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

- None at this time

**VI. AUTHORIZED INVESTMENTS**

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:

- (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
- (b) the custody of collateral is transferred to a third party;
- (c) the maturity of the agreement is not more than 30 days;
- (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
- (e) a master repurchase agreement providing for the custody and security of collateral is executed.

B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within the State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L.1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

For the purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

<u>Government Money Market Mutual Fund</u>	An investment company or investment trust:
--	--

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection (a) of this section and
- (c) which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940", 5 U.S.C. sec.80b-1 et seq., with experience investing in US. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.
- (d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment PoolAn investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396(C.40A:5-15.1), or any combination of the preceding, or the selection of any entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

**VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted

Investments are either received by the Borough or by a third-party custodian prior to or upon the release of the Borough's funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

### **VIII. REPORTING REQUIREMENTS**

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

### **IX. TERM OF PLAN**

This Plan shall be in effect from January 1, 2026 to December 31, 2026. Attached to this Plan is a resolution of the governing body of the Borough approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Borough, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

### **X. AUDIT**

This plan, and all matters pertaining to the implementation of it, shall be subject to the Borough's annual audit conducted pursuant to NJSA 40A:5-14.

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

DATE: 01/05/2026

**RESOLUTION# 26-24**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZATION FOR TELEPHONE TRANSFER/  
ELECTRONIC TRANSFER OF FUNDS**

**BE IT RESOLVED** that Alison Altano, Chief Financial Officer, is hereby authorized on behalf of the Borough of Allendale to effect telephone/electronic transfers of funds for renewal of notes or investments into or out of authorized Borough Accounts.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-25

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZATION OF PETTY CASH FUNDS**

**BE IT RESOLVED** that the Chief Financial Officer is hereby authorized to draw current account checks for petty cash to the following individuals in the amounts stated:

Michael Dillon (Police Department)	\$150
Alison Altano (Finance Department)	\$250
Amanda Bartoloma Richards (Mayor and Council)	\$250
Andrew Agugliaro (Department of Public Works)	\$150

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-26

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF INTEREST ON DELINQUENT TAXES**

**BE IT RESOLVED** that interest will be charged at the rate of eight (8%) per cent per annum on the first \$1,500 of all delinquent taxes, assessments and Borough charges and eighteen (18%) per cent of any amounts over \$1,500 delinquency, except that no interest will be charged on taxes for the current quarter if the said taxes are paid within the tenth calendar day following the date upon which the same became payable; and,

**BE IT FURTHER RESOLVED** that the interest rates shall revert to the percentages as aforesaid from the first day of any current quarter unless taxes for the same quarter are paid during the first ten days of such quarter; and,

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be transmitted to the Collector of Taxes forthwith.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-27

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

AUTHORIZATION TO CONDUCT TAX SALE

**BE IT RESOLVED** that the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey hereby authorizes the Tax Collector to conduct the annual tax sale for delinquent property taxes and any other municipal charges.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-28

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

APPROVAL OF FEE FOR RETURNED CHECKS

**WHEREAS, N.J.S.A. 40:5-18** provides for the imposition of a service charge to be added to any amount owing to the municipality if payment tendered on the account was tendered by a check which was returned for insufficient funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Allendale that the Chief Financial Officer is hereby authorized to impose a \$28.00 fee for all returned checks to any General Fund Account and Water Utility Account of the Municipality.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-29

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZATION FOR CONTINUED COMPENSATION  
FOR BOROUGH EMPLOYEES**

**BE IT RESOLVED** that the Chief Financial Officer be and she is authorized and directed to continue the compensation of Borough employees at previously authorized levels until such time as a resolution is adopted or as stated in a contractual agreement by the Governing Body of the Borough of Allendale setting forth the salaries of Borough employees for the year 2026.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-30

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**WAIVER OF INSURANCE FOR NON-PROFIT ORGANIZATIONS**

**WHEREAS**, the Borough of Allendale, from time to time, authorizes use of public facilities for certain non-profit organizations which do not have insurance coverage; and,

**WHEREAS**, the Borough is willing to permit use of its public facilities to such organizations provided that such use is consistent with the underwriting guidelines of the Borough's insurer.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body that it does hereby agree to waive insurance for the following not-for-profit organizations:

Republican Club  
Democratic Club  
Veterans of Foreign Wars  
Allendale Housing, Inc.  
Allendale Woman's Club

**BE IT FURTHER RESOLVED** that the waiver of insurance herein shall extend for a period of one (1) year only and must be renewed annually.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-31**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF COVERAGE OF QUASI-PUBLIC ENTITIES BY JIF**

**WHEREAS**, the Borough of Allendale is a participating member of the Bergen County Municipal Joint Insurance Fund relative to General Liability and other coverage; and

**WHEREAS**, the "Fund" has adopted certain criteria to distinguish between bona fide municipal activities and other quasi-public entities not sponsored by the municipality and therefore, not subject to coverage by the "Fund", and

**WHEREAS**, it has been determined that in order to be covered by the "Fund" an organization or activity meet the test that its function is of the type that historically municipalities have undertaken themselves or have provided with insurance coverage and/or is one which advances a bona fide local public purpose on a non-profit basis typically met by local government, the benefits of which are available to the municipality in general; and

**WHEREAS**, the Borough has asked the "Fund" to extend General Liability and non-owned Automobile Liability Coverage to the following entities:

- Class I – Allendale Firemen's Relief Association
- Class I – Allendale Volunteer Firemen's Association
- Class I – Allendale Volunteer Ambulance Corp
- Class I – Allendale Exempt Firemen's Association
- Class I – Allendale Junior Fire Association
- Class I – Allendale Community Emergency Response Team
- Class II – Allendale Volunteer Fire Department
- Class III – XYZ Senior Citizens
- Class III – Friends of the Library
- Class III – Allendale Historical Society
- Class III – Holiday Observers
- Class III- Allendale Garden Club
- Class III – Allendale Volunteer Goose Patrol
- Class III - Fell House – Concerned Citizens of Allendale
- Class III – Allendale Circle of Support
- Class IV – Allendale Recreation Commission
- Class IV – Crestwood Lake Swim Team
- Class IV – Aleoop
- Class IV – Allendale Sports Alliance

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

**DATE: 01/05/2026**

**RESOLUTION# 26-31**

**WHEREAS**, the Borough wishes to list the following sports program activities that are covered under the Allendale Recreation Committee:

Baseball – 3<sup>rd</sup> grade through 8<sup>th</sup> grade  
Basketball – Kindergarten through 12<sup>th</sup> grade  
Kickball – Kindergarten  
Soccer – Pre-K through 12<sup>th</sup> grade  
Softball – 1<sup>st</sup> grade through 8<sup>th</sup> grade  
T-Ball – 1<sup>st</sup> and 2<sup>nd</sup> grades  
Volleyball – 5<sup>th</sup> grade through 8<sup>th</sup> grade  
Fun with Fitness – 3<sup>rd</sup> grade through 8<sup>th</sup> grade

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

It is hereby certified that the above listed organizations exist within the Borough of Allendale as a bona fide charitable, educational, or recreational activity of the municipality and is, in fact an organization that supports and/or provides services to the municipality in general and as such is sponsored or subsidized directly or indirectly by the municipality.

The Borough of Allendale does hereby request that this organization described herein be named as an additional insured for General Liability and Non-owned Automobile Liability Coverage in accordance with the applicable limits and restrictions.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-32**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF POLICE CHAPLAIN**

**BE IT RESOLVED** that Reverend Raul E. Ausa of Trinity Episcopal Church, 5 George Street in Allendale, New Jersey in Allendale, New Jersey be and is hereby appointed as Police Chaplains of the Borough of Allendale for the year 2026.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-33**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**REAPPOINTMENT OF ZONING OFFICER**

**WHEREAS**, Anthony Hackett had served as Zoning Officer for the Borough of Allendale from January 1, 2025 to December 31, 2025; and

**WHEREAS**, the Borough of Allendale wishes to continue the services of a Zoning Officer; and

**NOW, THEREFORE, BE IT RESOLVED** that Anthony Hackett is hereby reappointed to the aforementioned position to be effective January 1, 2026 for a term to expire December 31, 2026.

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

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-34**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**REAPPOINTMENT OF PROPERTY MAINTENANCE OFFICER**

**WHEREAS**, Michael Limatola had served as Property Maintenance Officer for the Borough of Allendale from January 1, 2025 to December 31, 2025; and

**WHEREAS**, the Borough of Allendale wishes to continue the services of a Property Maintenance Officer; and

**NOW, THEREFORE, BE IT RESOLVED** that Michael Limatola is hereby appointed to the aforementioned position to be effective January 1, 2026 for a term to expire December 31, 2026.

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

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-35

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF CONTINUING DISCLOSURE AGENT AND  
INDEPENDENT REGISTERED MUNICIPAL ADVISOR**

**WHEREAS**, the Borough of Allendale is in need of a Continuing Disclosure Agent and Independent Registered Municipal Advisor; and

**WHEREAS**, Phoenix Advisors satisfactorily performed these services in 2025; and

**WHEREAS**, Phoenix Advisors has submitted a proposal for services in 2026;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Phoenix Advisors is hereby appointed as the Continuing Disclosure Agent and Independent Registered Municipal Advisor for the Borough of Allendale for the year 2026;

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk



## VIA ELECTRONIC MAIL

November 17, 2025

Ms. Alison Altano, Chief Financial Officer  
Allendale Borough  
500 W. Crescent Avenue  
Allendale, NJ 07401-1799

Dear Ms. Altano:

Thank you for choosing Phoenix Advisors, a division of First Security Municipal Advisors, Inc., for your Municipal Advisor and Continuing Disclosure Services. We have enclosed our annual professional services agreement, which includes our scope of services, compensation information and certain regulatory disclosures.

Phoenix Advisors' professionals will serve as a valuable resource for all services provided over the term of this agreement. We are always available to answer general questions concerning secondary market disclosure requirements, municipal market conditions and outstanding debt issues, or to prepare preliminary financing analyses and review project proposals. Should you request additional services in connection with a specific engagement not governed by this agreement, such as debt issuance or financial consulting (all as more fully described in the "Overview of Additional Services" exhibit), you will receive a separate engagement letter that includes the appropriate scope of services and compensation.

Please review the enclosed information, then sign and return the agreement to us via email ([phoenix@muniadvisors.com](mailto:phoenix@muniadvisors.com)).

If you have any questions, please do not hesitate to contact us. Thank you for the opportunity to provide these services to you!

Sincerely,

*Sherry L. Tracey*  
Sherry L. Tracey, Senior Managing Director



## AGREEMENT for Municipal Advisor and Continuing Disclosure Services

**THIS AGREEMENT** (the "Agreement"), made and entered into on January 1, 2026, by and between Allendale Borough, 500 W. Crescent Avenue, Allendale, NJ 07401-1799 (the "Client"), and Phoenix Advisors, a division of First Security Municipal Advisors, Inc., 2000 Waterview Drive - Suite 101, Hamilton, NJ 08691 ("Phoenix Advisors"),

### WITNESSETH:

**WHEREAS** Phoenix Advisors has expertise across a variety of disciplines, including but not limited to municipal advisor services, continuing disclosure, rating agency surveillance, project finance, debt management and budget/financial consulting, and being duly registered as a Municipal Advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), is qualified to perform such professional services;

**WHEREAS** the Client desires to engage Phoenix Advisors, or its successors or assigns, to perform the professional services set forth in the exhibits hereto; and

**WHEREAS** the terms and conditions under which Phoenix Advisors will provide such services to the Client are set forth herein;

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

**General.** Phoenix Advisors will perform the professional services set forth in the exhibits hereto.

**Term.** This Agreement shall have a term of one (1) year from the effective date noted above. This Agreement is subject to annual renewal and may be terminated by either the Client or Phoenix Advisors upon thirty (30) days prior written notice.

**General Compensation.** The Client agrees to the compensation schedule as set forth in the exhibits hereto. Certain services requested by the Client may be performed and billed on an hourly basis. If requested, the Client will be notified in advance if hourly fees will apply, and we shall not proceed with such work without Client's prior authorization. Hourly fees will be invoiced quarterly based on actual time spent performing the requested services. There shall be no additional charge for out-of-pocket expenses incurred by Phoenix Advisors unless specifically agreed. Should any modification of fees become appropriate, the client shall receive written notification. In the event of termination of the agreement, Phoenix Advisors reserves the right to receive payment of its fee, calculated on a pro rata basis, for all services rendered under this Agreement up to and including the date of termination.

**Professional Qualifications for Municipal Advisor Services.** Under SEC and MSRB regulations, municipal advisor professionals owe a fiduciary duty to the Client. Any person that provides advice to



municipal entities concerning the issuance of municipal securities must be registered with the SEC and the MSRB. Any Phoenix Advisors professional providing municipal advisory advice to our clients must hold a Series 50 Municipal Advisor Representative license. Phoenix Advisors professionals who supervise the provision of municipal advisory advice must hold a Series 54 Municipal Advisor Principal license. All Phoenix Advisors municipal advisor professionals hold the appropriate licenses. All licensed professionals are subject to continuing education protocols.

Neither Phoenix Advisors nor any individual representing Phoenix Advisors possesses any authority concerning any decision of the Client or any official of the Client beyond the rendition of information or advice. Phoenix Advisors does not provide legal or accounting advice. None of the services contemplated in this Agreement shall be construed as legal advice or a substitute for legal services. The Client hereby acknowledges its responsibilities concerning federal securities laws and represents its intention to comply in all respects with federal securities laws. Phoenix Advisors and the Client agree, at their own expense, to operate in full compliance with all governmental laws, regulations, and requirements applicable to the duties conducted hereunder. Phoenix Advisors and the Client will obtain and maintain in force, at its own expense, all licenses, permits, and approvals required for its performance under this Agreement and will obtain all required authorizations and approvals prior to commencement of the services.

**Disclosure of Conflicts of Interest.** The MSRB requires Phoenix Advisors to provide written disclosure to the Client about material conflicts of interest. Disclosures required by the MSRB are set forth in the exhibits hereto.

**Limitation of Liability.** Under federal regulations, Phoenix Advisors has a fiduciary duty to our clients. We utilize extensive market data when providing advice regarding a financing, and we will bring our experience and available resources to bear to achieve a successful closing of your transaction. After closing, market movement, or other changing circumstances in the marketplace over which Phoenix Advisors has no control, may occur. While neither positive nor negative market movement can be guaranteed, Phoenix Advisors shall not be held responsible for any market realities that may negatively affect your financing. By understanding and accepting these limitations, the Client is *not* waiving any of its legal rights under applicable securities laws, nor any other laws the Client may be legally prevented from waiving.

**Entire Agreement.** The Agreement and all exhibits thereto constitute the entire agreement of the parties hereto and supersede all prior or contemporaneous oral or written communications, proposals and representations with respect to its subject matter, and this Agreement, including all exhibits thereto, prevails over any conflicting or additional terms of any quote, order, acknowledgment, or similar communication between the parties during the term of this Agreement, including all exhibits thereto, unless such additional terms are consented to by both parties in writing.

**Successors and Assignees.** The Agreement shall be binding upon and inure to the benefit of the parties hereto. This Agreement may be assigned by Phoenix Advisors or the Client to any entity which acquires all, or substantially all, of Phoenix Advisors' assets and key personnel.

**Severability and Survival.** If any provision of this Agreement is held to be invalid or unenforceable for any reason whatsoever, the remaining provisions shall remain valid and unimpaired, and shall continue



in full force and effect. The covenants set forth above shall survive and shall continue to be binding notwithstanding the termination of this Agreement for any reason whatsoever.

**Applicable Law.** This Agreement shall be governed by the laws of the State of New Jersey.

**IN WITNESS WHEREOF,** The Client and Phoenix Advisors have caused this Agreement to be duly executed by their authorized representatives, as of the effective date noted above.

**Allendale Borough**

By: Alison Autone  
Authorized Signatory

**PHOENIX ADVISORS**

By: Sherry L. Tracey  
Sherry L. Tracey, Senior Managing Director



## EXHIBIT I - CONTINUING DISCLOSURE OVERVIEW OF SERVICES

Phoenix Advisors has offered comprehensive continuing disclosure services since 2014. Under SEC Rule 15c2-12 (the “Rule”), issuers of municipal debt must regularly make secondary market disclosure of financial information and other disclosable events, as described in the continuing disclosure undertakings in the Official Statements that accompany their debt issues. With the cooperation of the client, Phoenix Advisors compiles the required information, files it in a timely fashion and provides confirmation of the filing for client records to demonstrate compliance with the Rule.

- **Codify Issues That Are Subject to Continuing Disclosure**
  - Obtain and examine the Client’s Official Statements relating to its outstanding bond issues to research the requirements found in the prior undertakings.
  - Review the Client’s financial statements for information concerning debt and lease obligations and other relevant obligations.
  - Discuss with the Client its filing and/or reporting obligations.
- **Disclosure Obligation & Debt Service Schedule Setup**
  - Capture critical data concerning continuing disclosure requirements and filings, along with principal and interest debt service payments for our proprietary database.
  - Apply database functions to each outstanding financial obligation with filing requirements.
  - Provide initial report to the Client to review and confirm for accuracy.
  - On an ongoing basis, enter into our database new financial obligations of which the Client has made us aware.
- **Monitor, React and Meet Filing Deadlines**
  - Actively monitor the Client’s unique deadlines to ensure timely filing of required documents.
  - When possible, gather required documents from public sources, e.g., state and local websites.
  - Provide database-generated messages to give the Client sufficient advance notice of approaching filing deadlines.
  - Contact the Client by phone or email to pursue missing documents.
  - Monitor the evolving regulatory environment, including collaboration with the bond counsel community regarding interpretations and materiality.



- **File Financial and Operating Data**

- File Operating Data in addition to filing Audited Financial information.
- Work with the Client to assure that Operating Data reports, as filed, meet the requirements of the Client's prior undertakings.
- If necessary, prepare the required Operating Data document to be filed in accordance with the Client's prior undertakings.

- **Confirm Filings to Client Promptly**

- Forward to the client MSRB submission confirmations for disclosure filings made on EMMA.
- Record and maintain EMMA filings in our proprietary database.

- **File Documents Uniformly, Accurately and Promptly**

- Use consistent naming conventions and descriptive titles on EMMA filings to create a uniform and logical chronology.
- Associate filings with appropriate CUSIP numbers on EMMA.
- File documents on EMMA within forty-eight (48) hours of receipt.
- In concert with the Client, identify relevant documents not required to be filed under the Client's prior undertakings and file them as voluntary submissions on EMMA. These may include budgets, debt statements, unaudited financial statements and bank loans.

- **Disclosure Events and Timely Filing of Notices**

- Proactively monitor rating agency news and web sites for rating changes that affect the Client and file appropriate disclosure event notices on EMMA.
- Proactively monitor rating changes affecting bond insurers or credit enhancement programs, e.g., state school bond enhancement programs, to determine which, if any, of the Client's bonds are affected and file appropriate disclosure event notices.
- File event notices for the various disclosure events identified by the Rule on the Client's relevant financial obligations that are impacted.

- **Provide a Comprehensive Filing Report Each Year**

- Annually prepare a continuing disclosure summary report containing each issue for which there is a continuing disclosure obligation, each required filing made and each disclosure event notice filed on the Client's behalf during the reporting year.
- Include in the summary report a (5) year history of the Client's filings.
- Prior to the publication of an offering document relating to municipal securities, the Continuing Disclosure Agent, if made aware of such offering, will prepare an interim report for the Client to review for completeness and accuracy.
- The interim report will provide the basis for certain disclosures made in the offering document. The Continuing Disclosure Agent, bond counsel and other interested parties are entitled to rely upon the interim report.



- **Serve as your Liaison to DTC**

- Debt service payments must be on time, in the correct amounts and with the correct references, in order to avoid clean up administration and reporting that can unnecessarily alarm investors.
- Phoenix Advisors acts as an interface to facilitate the timely allocation and processing of funds through the complexities of DTC's rigid systems.
- Leverage our existing relationships with DTC staff to help demystify their inner workings and guide you through the complexities of dealing with your book-entry principal and interest payments.
- Provide timely reminders of your principal and interest payments through our Debt Caddie program, if applicable. Please note that at this time Debt Caddie is not yet available for private leases or loans, conduit debt issuances or Authority transactions.
- Debt Caddie provides the Client with a detailed payment reminder with itemized principal and interest amounts due (per issue and in the aggregate, if applicable), for cross-checking against your own records and the payee's.
- The Client will receive a separate reminder for each scheduled payment date throughout the contract year.

### **Client Responsibilities**

- The occurrence of a disclosure event may not be apparent to the Continuing Disclosure Agent. It is ultimately the Client's responsibility to notify the Continuing Disclosure Agent of any reportable event.
- Clients are always notified by the rating agencies when their ratings are adjusted. It is incumbent upon the Client to notify the Continuing Disclosure Agent when the Client is so notified by the rating agencies or other entities.
- It is the responsibility of the Client to review submission confirmations for accuracy and completeness and retain copies of submission confirmations in its files.
- The Client must review the annual continuing disclosure summary report and relay to the Continuing Disclosure Agent within ten (10) calendar days any error, discrepancy, omission or concern relating to the accuracy or completeness of the report. It is agreed hereby that after ten (10) calendar days, and absent notice from the Client, the report is accepted by the Client as accurate and complete.
- If this process requires collaboration with any of the Client's other retained professionals, any fees of those professionals are solely the responsibility of the Client.
- It is essential that the Client notify Phoenix Advisors within ten (10) calendar days of the occurrence of any disclosure event requiring the filing of an event notice under the Rule or the Client's prior undertakings.



The disclosure events requiring such notification include:

- i. Principal and interest payment delinquencies;
- ii. Non-payment related defaults, if material;
- iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
- iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
- v. Substitution of credit or liquidity providers, or their failure to perform;
- vi. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- vii. Modifications to rights of security holders, if material;
- viii. Bond calls, if material, and tender offers;
- ix. Defeasances;
- x. Release, substitution, or sale of property securing repayment of the securities, if material;
- xi. Rating changes;
- xii. Bankruptcy, insolvency, receivership or similar event of the obligated person;
- xiii. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
- xv. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
- xvi. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.



## EXHIBIT II - COMPENSATION

Phoenix Advisors has a fiduciary duty to put your interests first in all matters relating to our engagement. There is no separate fee or obligation related to the appointment of Phoenix Advisors as your Municipal Advisor and Continuing Disclosure Agent, other than the fees for Continuing Disclosure Services noted below. As your Municipal Advisor and Continuing Disclosure Agent, we remain available to answer general questions concerning outstanding debt issues, market conditions, ratings, DTC payments or to prepare preliminary analyses, as requested. Note that you will only be invoiced for Continuing Disclosure Services if you have a bond, lease or bank loan obligation outstanding during the contract year.

### FEES FOR CONTINUING DISCLOSURE SERVICES:

- ❖ \$1,600 base fee (for up to three (3) outstanding issues), plus \$150 for each additional outstanding obligation, if filings are required.
- ❖ \$500 per issue set-up charge, discounted to \$200 if Phoenix Advisors serves as Municipal Advisor on the transaction.
- ❖ \$250 for each Event filing we make under the SEC's Event Disclosure Rule. Phoenix Advisors will waive this fee if engaged as Municipal Advisor on a transaction that involves such Event filing.
- ❖ \$250 for each Notice of Redemption made in connection with an outstanding term bond maturity.
- ❖ All fees are accumulated and invoiced towards the end of the relevant year.

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If you request municipal advisor services for a specific engagement, such as the issuance of bonds, notes or leases, rating agency surveillance or other budget/financial consulting services, as more fully described herein, you will receive a separate engagement letter. Non-hourly compensation is **all-inclusive** – we do **not** charge for out-of-pocket expenses, fees for travel time or attendance at meetings without prior notification. Costs associated with debt issuance are customarily included in the bond authorization and would likely not be part of your current budget expenses. The details of compensation and municipal advisor services provided will be clearly delineated in the engagement letter.



## EXHIBIT III - MSRB REQUIRED DISCLOSURES

Phoenix Advisors, a division of First Security Municipal Advisors, Inc. ("Phoenix Advisors"), is a licensed municipal advisor duly registered with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). The MSRB requires municipal advisors to provide their clients with certain disclosures relating to actual or potential material conflicts under Rule G-42.

MSRB Rule G-42 requires that all municipal advisors provide disclosures of legal or disciplinary events material to the integrity of the municipal advisor's management or advisory personnel. There are no legal or disciplinary events concerning Phoenix Advisors filed on the firm's Form MA, or associated personnel's Form MA-I, filed with the SEC. The MSRB's website is [www.msrb.org](http://www.msrb.org) and the Municipal Advisor Client Brochure is at [www.msrb.org/sites/default/files/MSRB-MA-Clients-Brochure.pdf](http://www.msrb.org/sites/default/files/MSRB-MA-Clients-Brochure.pdf). SEC forms MA and MA-I are available on the SEC's EDGAR website at [www.sec.gov/edgar/searchedgar/companysearch](http://www.sec.gov/edgar/searchedgar/companysearch).

Having exercised reasonable diligence, we are aware of no material conflicts of interest that would preclude us from fulfilling our fiduciary duty on any transaction for which we are engaged. Should we become aware of any material conflict, we would immediately inform the affected parties. Phoenix Advisors makes the following disclosures in connection with our engagement:

**General Mitigation of Conflicts.** Phoenix Advisors has a fiduciary duty to our clients, which includes a duty of loyalty in performing all municipal advisor services. Accordingly, we are always ethically bound to deal honestly and in the utmost good faith with our clients, placing your interests ahead of ours at all times. We also mitigate potential conflicts by adhering to a high standard of suitability for any service rendered to our clients. Phoenix Advisors mitigates any potential conflict described below through our adherence to this fiduciary duty.

**Other Business Lines.** Phoenix Advisors offers a variety of services, including but not limited to Municipal Advisor services, fiscal/budgetary consulting, redevelopment advisory, and various post-issuance compliance services such as Continuing Disclosure Agent services. These offerings could lead to the appearance of a conflict through the cross-selling of our services; however, we clearly disclose that there is no contingency requiring a client to accept multiple services.

**Other Municipal Advisory Relationships.** Phoenix Advisors serves a broad array of other clients, such as school districts, cities and towns, fire districts, counties, and regional authorities that may, from time to time and depending on specific circumstances, have interests that compete with yours. Phoenix Advisors owes a fiduciary duty to any and all clients for whom it performs Municipal Advisory services. No other engagements or relationships would impair our ability to fulfill our regulatory duties to any client.

**Third-Party Service Providers.** From time to time, third-party service providers or vendors may host informative conferences, seminars, social events and other functions that are attended by industry participants, including Phoenix Advisors. We typically solicit competitive quotes for third-party services with or without attending any functions sponsored by vendors.



**Non-Exclusive Relationship.** Phoenix Advisors may represent, perform services for, and contract with as many additional clients, persons, or companies as we, in our sole discretion, see fit, provided those services do not pose a conflict of interest with the services we perform for our clients.

**Ongoing Disclosure.** All municipal advisors are required to provide to each client written documentation of their municipal advisor relationship. You have received a written agreement and/or engagement letter, that includes a scope of services, compensation information and disclosure of potential conflicts of interest, if any. We review each engagement to identify, mitigate or eliminate potential conflicts of interest.

**Compensation-Based Potential Conflicts.** MSRB Rule G-42 requires that all municipal advisors provide this information regarding the potential for conflicts arising from certain types of pricing.

**Fixed Plus Variable Fee Contingent Upon Completion.** Compensation includes both a fixed fee component and variable fee component, and the payment of such fees shall be contingent upon the completion of the engagement. This form of compensation may present a potential conflict of interest because, in certain circumstances, it could result in the recommendation of less time-consuming alternatives, failure to perform a thorough analysis of alternatives or a larger than necessary par amount.

**Variable Fee Contingent Upon Completion.** Compensation is based on the size of the engagement and the payment of such fees shall be contingent upon the completion of the engagement. While this form of compensation is customary in the municipal securities market, this may present a potential conflict of interest because it could create an incentive to recommend a financing that is unnecessary, disadvantageous, or includes a larger than necessary par amount.

**Fixed Fee Contingent Upon Completion.** Compensation is a fixed amount and the payment of such fees shall be contingent upon the completion of the engagement. The amount is usually based upon, among other things, the expected duration and complexity of the transaction and the scope of services to be performed. This form of compensation may present a potential conflict of interest because the transaction could require more work than originally contemplated, which could result in the recommendation of less time-consuming alternatives or failure to perform a thorough analysis of alternatives.

**Hourly Fees.** Compensation is based on the hourly fees of our personnel, with the aggregate amount equaling the number of hours worked by such personnel times an agreed-upon hourly billing rate. This form of compensation may present a potential conflict of interest because, absent an agreed upon maximum fee, there may not be a financial incentive to recommend alternatives that would result in fewer hours worked.

**If you have any questions about your relationship with Phoenix Advisors,  
call your Municipal Advisor professional at 866-291-8180**



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Note: The following overviews are not formal Scopes of Services. For a specific engagement, a more detailed Scope of Services tailored to the actual services requested will be provided.

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## EXHIBIT IV - OVERVIEW OF ADDITIONAL SERVICES

### **DEBT ISSUANCE**

At Phoenix Advisors, we believe the client deserves a complete understanding of the municipal debt issuance process. We guide you through the marketplace, addressing any questions and concerns at each juncture. There are various types of debt financing available to municipal issuers, including general obligation bonds, notes, leases, bank loans, ESIPs and State/Federal loan programs, to name a few. Our primary objectives are to develop a strategic plan that fits your needs, to coordinate the financing process, to take an active, constructive role on your behalf in the execution of the transaction, and to provide post-issuance analysis and administration. As Municipal Advisor for an issuance of debt, we perform the following:

1. Initial Planning, analysis and pre-referendum work, if applicable.
  - Provide analytical and support services for financial planning efforts, including a comprehensive review of the client's timetable and capital budget strategy.
  - Develop comprehensive tax impact analyses based on debt service payments (current and future), offsetting aid/revenue, tax base trends and project revenue constraints (i.e., energy savings, project fund investment income, new revenue streams, etc.).
  - Provide an evaluation of financing options/alternatives and structure financial models to demonstrate each option's benefits, costs and tax impacts.
  - To enhance public understanding of the financing, we assist in the preparation of marketing materials, public presentations and community information, as needed.
2. Develop a strategic plan that fits your needs.
  - Design a sound plan of finance that considers your existing financial strengths and growth patterns to ensure the success of the current and future transactions.
  - Assess the cost-benefit of available financing options, structures & concepts.
  - Recommend appropriate structure, terms, credit enhancements and timing-to-market.
  - Prepare clear and concise public presentations to State oversight boards, governing bodies, rating agencies or bond insurers.
3. Coordinate the financing process.
  - Establish a timeline identifying key events, dates, and responsibilities.
  - Manage communication and workflow transparently among the working group.



- Contribute to preparation of the Official Statement and other required offering documents consistent with market standards and satisfactory to interested parties.
- Develop rating agency strategy, researching and preparing a comprehensive rating presentation to obtain the best possible result. (See Rating Agency Expertise herein.)
- Prepare specifications, solicit and evaluate bids, and recommend the most cost-effective, qualified providers of third-party services, if necessary.

4. Execute the transaction.

- Utilize real-time market statistics and reference points to evaluate the market environment and determine suitable timing, terms, and structure.
- Coordinate public bid solicitation for competitive sales and manage the underwriter selection process for negotiated sales.
- Conduct investor outreach to educate investors and underwriters about your offering.
- Participate actively in the sale of your debt, provide live translation of events during competitive bid submissions, and dialogue strategically with underwriters if negotiated.

5. Administration, post-issuance analysis and reporting.

- Administer efficient closing – flow of funds, closing documents, debt service schedules.
- Provide options for investment of bond proceeds, if necessary.
- Produce summary report(s) and follow-up analysis.
- Monitor outstanding debt and market conditions for refunding opportunities.
- Assist with secondary market reporting requirements, if engaged. (See Continuing Disclosure herein.)

#### **DEBT MANAGEMENT, BUDGET/FISCAL CONSULTING & CAPITAL PLANNING**

Our professionals have extensive experience in debt management, budget/fiscal consulting, and capital planning. Services in this area will be tailored to your specific needs, which may include any of the following specialized tasks and services:

- Analyze existing and future obligations in the context of debt capacity, debt per capita, and amortization, including mitigation options such as restructuring and refinancing.
- Provide analytical services for financial planning efforts and assist with long-range capital budget, financing strategy and debt service projections.
- Review third-party solicitations with respect to debt refinancing, financial products, or RFP responses, and assess their viability.
- Review budget operations, including revenue shortfalls or expenditure overflows based on changes in the tax levy, other revenues, state aid, debt service and other expenditures, and quantify impacts on the taxpayers, ratepayers, and other stakeholders.
- Develop customized debt management and/or fund balance policies.



- Provide quantitative analysis relating to the defeasance of outstanding debt and/or tax impact analysis relating to the proposed issuance of new debt.
- Assistance with the investment of bond proceeds and reserve funds.
- Serving as “bidding agent” to obtain a portfolio of open market U.S. Treasury securities at a cost-effective price.

### **ENERGY SAVINGS IMPROVEMENT PROGRAMS**

Phoenix Advisors has been the leader in providing municipal advisory services on ESIP financings. Since the new ESIP law was enacted in 2009, Phoenix Advisors and its professionals have served as municipal advisor on more ESIP financings than any other New Jersey municipal advisory firm.

- Provide advice regarding renewable energy and energy efficient projects through either a lease purchase or bond financing through the Energy Savings Improvement Program.
- Evaluate competitive bids for Energy Savings Company (“ESCO”) services and/or professional engineering/energy approach towards execution of ESIP. Provide input as to the value of ESCO guarantees and their costs.
- Advise as to costs/benefits of lease purchase financing versus refunding bond financing (competitive, negotiated, private placement methods) given existing legal constraints, market conditions and credit factors.
- Review and analyze the proposed project, projected energy savings, optimal repayment schedule and project timing, and advise in final structuring decisions to ensure annual debt service levels meet preferred debt service coverage ratios and do not exceed projected energy savings and incentives.
- Solicit proposals from lessors or investment banking firms and prepare or review the various financing documents prepared in connection with the ESIP.
- Coordinate the application to the Local Finance Board and meet with the Division of Local Government Services and Board of Public Utilities staff, as needed.

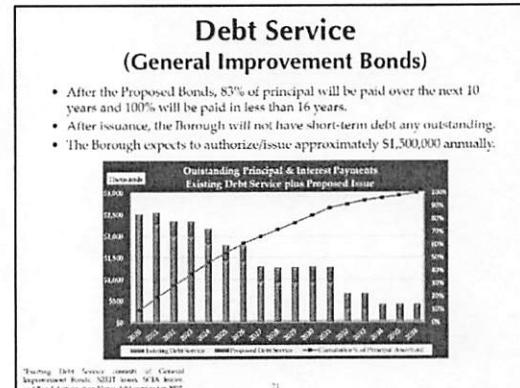


## RATING AGENCY EXPERTISE

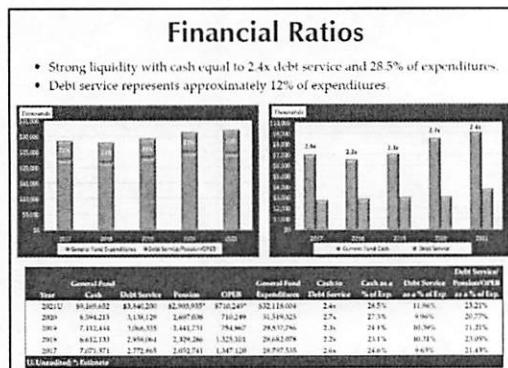
A proactive, strategic approach to interaction with rating agencies is essential to achieving a successful outcome since a strong underlying credit rating is critical to achieving the best possible financing. With this goal, Phoenix Advisors takes the lead in the rating process by recommending the appropriate rating agency (or agencies) and helps you interact with them more effectively.

Each agency uses its own proprietary evaluation methodology, which our professionals have studied and are intimately familiar with. A municipal credit rating is generally comprised of four parts:

- i. economic data and taxpayer / ratepayer base
- ii. financial performance, liquidity, and reserves
- iii. debt and liabilities
- iv. management and policies



We prepare a comprehensive presentation tailored to your unique characteristics and circumstances, emphasizing the areas on which the rating agencies are expected to focus during their review. We understand the economic, demographic and financial ratios that impact your credit rating and will help you put your best foot forward by highlighting your strengths. From local wealth/income metrics to fund balance ratios, our presentation will serve as a guide for the discussion to ensure we touch upon all the key areas.



Our professionals take the lead in discussions but give you ample opportunity to elaborate on each topic. We request a list of questions from the credit analyst in advance to avoid surprises. In addition to emphasizing your strengths, it is important to address proactively what could be perceived as limitations, giving you the ability to structure the discussion. We will work with you and the credit analyst to provide any information requiring follow-up after the presentation.

A stronger credit rating attracts broader appeal in the capital markets, which leads to more cost-effective financings. Whether for a new issue or a periodic surveillance review, Phoenix Advisors helps you to interact with the rating agencies more effectively.



## **REDEVELOPMENT ADVISORY**

Phoenix Advisors provides expert financial advice at each stage of a Redevelopment project from conception through completion to administration. Projects typically involve public-private partnerships that employ various tax abatement strategies to encourage investment, such as payments in lieu of tax (PILOTs), redevelopment area bonds (RABs), and more. As Redevelopment Advisor, we perform the following:

- Review developer proposals and financial pro formas to confirm assumptions (rents, expenses, construction costs, financing terms) are realistic and consistent with market conditions.
- Model cash flows independently to assess feasibility and the need for tax abatement.
- Compare proposed PILOT revenue projections to current and traditional taxes.
- Estimate the impact on municipal services and school costs.
- Negotiate PILOT terms with the developer and review the Financial Agreement.
- Provide a final, comprehensive report on the impact of the development, including a recommendation on the proposed PILOT terms.
- Prepare presentations to the administration, governing body, and the public, as required.
- Assist with the implementation of the PILOT, including:
  - Monitor the developer's compliance with the terms of the Financial Agreement.
  - Calculate and invoice PILOT payments based on actual, audited financials.

## **UTILITY EVALUATION AND RATE STUDY**

Phoenix Advisors provides essential financial advice to our clients in connection with rate studies, financial evaluations, feasibility analysis, potential sale valuations and/or concession agreements. The decision-making process regarding the future operation of any asset involves a number of considerations, both financial and otherwise. Our expert guidance ranges from initial financial analysis and asset valuation to public-private partnership coordination and implementation.

- Review and analyze current rate structure and impact on residents or other stakeholders.
- Review budgets and prepare pro forma financial projections in order to evaluate suitability of rate structure.
- Evaluate the financial condition and future viability of municipal assets, including analyzing various structures, alternatives and pro forma financial operations, assumptions and value.
- Review proposals for the sale/lease of municipal assets, with specific attention to financial impact, operations, costs, employees, etc. Assist in the public Request for Proposals (RFP) and Request for Bids (RFB) processes, as necessary.
- Analyze the financial impact of the transaction on the client, its taxpayers and/or ratepayers and other stakeholders. Evaluate the potential uses of projected new revenue.



- Analyze, propose, and negotiate additional financial and/or community benefits, as requested, to cater to the unique needs of the client.
- Identify and analyze any outstanding debt attributable to the assets, including the cost to defease such debt and potential costs or savings to taxpayers.
- Conduct and/or support negotiations with the private party regarding payment calculations, escalation, timing of payments, terms and other incentives. Thoroughly analyze pertinent financial aspects of financial agreements, comment and propose changes, as necessary.
- Make presentations to the governing body and administration and assist in the approval process for various local/State oversight boards, as necessary.

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-36

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

APPOINTMENT OF DEPUTY EMERGENCY MANAGEMENT COORDINATOR

**BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that John Rubino III shall serve as Deputy Emergency Management Coordinator for a one-year term through December 31, 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-37

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF THE BOROUGH'S  
EMERGENCY TELEPHONE SYSTEM COORDINATOR**

**WHEREAS**, the Borough of Allendale is required pursuant to State law and the regulations of the State Department of Treasury to appoint a coordinator for the Borough's emergency telephone 9-1-1 System; and

**WHEREAS**, the municipal coordinator of the 9-1-1 System is responsible for maintaining a plan for enhanced emergency services throughout the Borough and for developing such revisions to the plan as may be necessary for review by the Mayor and Council of the Borough; and

**WHEREAS**, the Borough is empowered by law to appoint and employ professionals, technical advisors and experts as the Borough may determine to be necessary for its efficient operation; and

**WHEREAS**, the Borough has received a written recommendation from Michael T. Dillon, Chief of Police of the Allendale Police Department, requesting the appointment of Police Officer Daniel Rosendahl as the municipal coordinator of the 9-1-1 System; and

**WHEREAS**, the Mayor and Council of the Borough are desirous of appointing Police Officer Daniel Rosendahl to serve as municipal coordinator for the 9-1-1 System in accordance with the requirements and procedures mandated under N.J.S.A. 52: 17C-1 et seq., and N.J.A.C. 17:24-5.1 et seq.,

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

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-37

1. That Police Officer Daniel Rosendahl of the Allendale Police Department is hereby appointed to serve as the municipal coordinator for the Borough's 9-1-1 System.
2. That Police Officer Daniel Rosendahl shall perform all such duties and carry out all of the responsibilities as set forth in the existing plan for enhanced emergency services throughout the Borough and in accordance with the requirements and procedures mandated under N.J.S.A. 52: 17C-1 et seq, and N.J.A.C. 17:24-5.,1 et seq.,
3. That no further action of the Borough shall be required.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-38**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF AFFORDABLE HOUSING REPRESENTATIVE –  
AMY WILCZYNSKI**

**BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Allendale, County of Bergen, State of New Jersey that Amy Wilczynski be and is hereby appointed the Affordable Housing Representative for the Borough of Allendale effective January 1, 2026 through December 31, 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-39**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF POLICE PHYSICIAN**

**BE IT RESOLVED** that the following physician is hereby designated as the Police Physician for the Borough of Allendale for the year 2026:

Seena Shekari, DO

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-40

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent  
Agenda

**AUTHORIZE THE CANCELLATION OF PROPERTY TAX REFUNDS OR  
DELINQUENT AMOUNTS OF LESS THAN \$10.00**

**WHEREAS**, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts of less than \$10.00; and

**WHEREAS**, the Governing Body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

**BE IT FINALLY RESOLVED**, that a certified copy of this resolution be forwarded to the Tax Collector and Borough Auditor.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-41

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

APPOINTMENT OF EMERGENCY MANAGEMENT DIRECTOR

**BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Michael Dillon shall serve as Emergency Management Coordinator for a one-year term through December 31, 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-42

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZE 50 PERCENT DISCOUNT ON RED BARN APPLICATION FEES FOR 2026 –  
FORMER AND CURRENT ELECTED OFFICIALS**

**WHEREAS**, the Borough of Allendale, from time to time, permits use of public facilities, including Red Barn; and

**WHEREAS**, the Borough of Allendale recognizes the significant contributions that these elected officials make to the community at large; and

**WHEREAS**, the Borough wishes to offer a 50 percent discount on the application fees associated with the use of Red Barn for former and current elected officials.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body that it does hereby agree to authorize a 50 percent discount on the application fees associated with the use of Red Barn for former and current elected officials.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-43**

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

Carried  
 Defeated  
 Tabled  
 Approved on  
Consent Agenda

**APPROVAL OF 2026 CRESTWOOD LAKE FAMILY MEMBERSHIP DONATION**

**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 donations of a family (parents and children) Crestwood Lake 2026 Season Pass to the following organizations:

- Allendale Foundation for Education Excellence (AFEE).
- Allendale Saddle River Rotary Club.
- Allendale Woman's Club.
- Northern Highlands Music and Performing Arts.
- Valley Hospital Auxiliary.
- Allendale Mural Project.

The Borough has the discretion to add or delete as they deem appropriate.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-44

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**ESTABLISH 2026 FEES FOR CRESTWOOD LAKE SEASON AND RED BARN RENTALS**

**WHEREAS**, pursuant to Chapter 203, Section 20A of the Code of the Borough of Allendale, fees for the use of recreational facilities are to be established annually by resolution of the governing body.

**NOW, THEREFORE, BE IT RESOLVED**, that the following rates be and are hereby approved for Crestwood Lake for the 2026 season:

**2026 RATES**

**CRESTWOOD MEMBERSHIP:**

	Resident Rates through May 31	Resident Rates Starting June 1	Non-Resident Rates
1 <sup>st</sup> Family Member	\$220	\$225	\$360
2 <sup>nd</sup> Family Member	\$145	\$155	\$220
Each Additional Family member	\$75	\$75	\$140
Babysitter/Caregiver	\$175	\$175	\$250
Senior Rate	\$65	\$70	\$85
Teen Membership ages 13 to 17	\$100.00	\$100.00	\$100.00 <i>For Allendale, Ho-Ho-Kus, Saddle River and Upper Saddle River only</i>
Allendale Special Needs Housing	\$60	\$60	

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-44

Early Registration discounts for resident rates shall be valid through May 31, 2026.  
Active Military and Veterans shall receive a 25% discount off all published membership rates.

Full Time Employees of the Borough of Allendale shall receive a free family membership in accordance with established eligibility requirements.

Regular employees of the Allendale Elementary School District and Northern Highlands High School District shall be charged 25% off of the applicable captioned membership rates; and

Residents of special needs housing at Crescent Commons and Orchard Commons shall be charged \$60 for membership; and

**GUEST FEES FOR RESIDENTS AND NON-RESIDENTS:**

Daily	\$10
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**UMBRELLA ANCHOR:**

Daily Fee	\$ 3
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**LIFEGUARD FEE FOR BEACH AND CAMP RENTALS:**

Cost	\$20 per hour
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**KAYAK RENTAL:**

Per Hour, Per Kayak	\$5
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**RED BARN:**

Allendale Families	\$ 350 (up to 4 hours) (\$500 after 4 hours)
Allendale Resident Sponsored	\$1,000
Allendale Based Businesses	\$1,000
Security Deposit	\$ 250
(Refundable upon satisfactory conditions after facility rental)	

RESOLUTION  
BOROUGH OF ALLEDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-44

**FIELD USE:**

Field Use 1 hour	\$ 150
Field Use 2-3 hours	\$ 300

**PLAYGROUND BEACH RENTAL:** (up to 4 hours)

Resident non Crestwood-member	\$ 500
Resident Crestwood member	\$ 350

**DAY CAMP RENTALS:**

Per Day	\$ 650
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**CRESTWOOD CRUISERS:**

Swim Team for all ages	\$ 100
Dive Team for all ages	\$ 60
Both Swim & Dive Teams for all ages	\$ 150

**BE IT FURTHER RESOLVED** that free family memberships be granted to eligible members of the Allendale Volunteer Fire Department, Allendale Volunteer Ambulance Corps, Allendale CERT, 2025 Mayor and Councilmembers and any Mayor Emeritus; and,

**BE IT FURTHER RESOLVED** that all payments shall be deemed final when remitted and that no refunds shall be provided.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-45

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF WORKPLACE ALCOHOL & DRUG TESTING CONTRACT  
VALLEY HEALTH SYSTEM, INC.**

WHEREAS, there is a continuing need for a Workplace Alcohol & Drug Testing Contract for Borough employees; and

WHEREAS, the Mayor and Council previously approved Resolution No. 25-45 authorizing a contract with Valley Health System, 1400 MacArthur Blvd - Mahwah, New Jersey, 07430, for the period January 1, 2025 through December 31, 2026; and

WHEREAS, the Borough and Valley Health System, Inc. have agreed to modify the contract term such that Resolution No. 25-45 shall terminate effective March 31, 2026; and

WHEREAS, the Valley Health System, 1400 MacArthur Blvd - Mahwah, New Jersey, 07430, has provided satisfactory service to the Borough; and

WHEREAS, Valley Health System, Inc. has submitted a new proposal for workplace alcohol and drug testing services for the period beginning April 1, 2026; and

WHEREAS, the Chief Financial Officer has certified that adequate funds have been or will be duly budgeted and appropriated to pay for the contract, said certification being attached hereto and made a part hereof;

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 contract between the Borough of Allendale and Valley Health System, Inc. for services related to workplace alcohol and drug testing in an amount not to exceed \$1,000 (or as provided in the attached contract); and

BE IT FURTHER RESOLVED that the term of this Agreement shall be for a period of one (1) year commencing on April 1, 2026 and terminating on April 1, 2027, unless terminated earlier in accordance with the terms of the Agreement; and

BE IT FURTHER RESOLVED that Resolution No. 25-45 is hereby amended to reflect a termination date of March 31, 2026; and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute said contract on behalf of the Borough.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

**From:** [Van Heest, Stephanie](#)  
**To:** [Paulson, Curtis](#); [Andrew J. Agugliaro](#); [Linda L. Cervino](#)  
**Subject:** Valley - Updates to Onsite Alcohol and Drug Testing Program  
**Date:** Wednesday, December 17, 2025 2:41:35 PM  
**Attachments:** [Drug and Alcohol Testing Agreement 2026.pdf](#)  
[Random Drug and Alcohol Employee List Template.xlsx](#)

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Good Afternoon,

Attached is your new Alcohol & Drug Testing Agreement with Valley Health System, which includes the revised pricing and services moving forward.

As part of our ongoing commitment to providing the highest level of service, we have recently completed a review of our Occupational Health Services offerings and pricing structure. After careful consideration, we have made several changes to our Onsite Alcohol and Drug Testing Program.

The most significant change is that all alcohol and drug testing will only be conducted onsite at your location. We will no longer offer testing at Valley Medical Group Primary & Walk-In Centers for pre-employment, random, return to duty, follow-up, or post-accident alcohol and drug testing starting April 1. However, DOT physicals and other physical exams will still be offered at the Valley Medical Group Primary & Walk-In Centers.

We will also be transitioning to electronic delivery of drug test results rather than mailing them. This change will allow for faster processing, reduced paper waste, and a more secure transmission of sensitive information. Our Medical Review Officer, IMT, will send the results directly to the provided email address(es), typically as a secure, password-protected attachment to ensure privacy. Results will be sent as they become available, rather than waiting until all tests from that day are complete.

In addition, we will be moving to an electronic system for updating driver lists. An Excel spreadsheet is attached for you to enter and maintain your drivers' information, allowing for easy updates as needed.

Attached is the updated Alcohol & Drug Testing Agreement, which includes the revised pricing and services moving forward. Please complete the contact information and sign and date on page 1. If you prefer, we can send the agreement via DocuSign for electronic signing. Just let us know, and we will email you a link with instructions to sign electronically. Alternatively, you can scan and email the signed agreement to Stephanie Van Heest [svanhee@valleyhealth.com](mailto:svanhee@valleyhealth.com)

In order to transition to the new program and pricing effective April 1, 2026 we will be making the change from invoicing quarterly per driver to invoicing per test at time of testing, the cost will be \$76.00 per UDS test and \$55.00 per BAT test for January thru March.

We understand that changes like these can present challenges and may raise questions, and we want to ensure a smooth transition. If you have any questions or would like to discuss these updates further, please don't hesitate to contact us.

We greatly value your continued partnership and will continue to provide the exceptional service and support you've come to expect. **The new agreement will take effect on April 1, 2026. Please sign and return the agreement along with spreadsheet with your driver list and DER contact information by February 1,**

**2026 to ensure a smooth transition. We would appreciate it if you could reply to confirm receipt of this email.**

**Thanks,**

**Curt Paulson**

**Supervisor / Account Executive**

**Occupational Health Services**

**Valley Health System, 1400 MacArthur Blvd - Mahwah, New Jersey, 07430**

**(201) 291-6390 | [cpaulso@Valleyhealth.com](mailto:cpaulso@Valleyhealth.com)**

**Stephanie Van Heest**

Occupational Health Services Specialist

Valley Health System, 1400 MacArthur Blvd - Mahwah, New Jersey, 07430

P: 201-291-6060 | [svanhee@valleyhealth.com](mailto:svanhee@valleyhealth.com)



**VALLEY HEALTH SYSTEM LEGAL NOTICE**

**ATTENTION:** This email may contain attorney-client privileged, confidential, individually identifiable health information and other information protected by federal and state privacy laws, including but not limited to HIPAA. Please do not reply to this email with any individually identifiable health information unless such return email has been encrypted or is otherwise secured. If you have received this email in error or believe you are not the intended recipient, please notify us promptly by return email or contact us at [privacyoffice@valleyhealth.com](mailto:privacyoffice@valleyhealth.com), and delete the original and retain no copies. You are hereby on notice that if you received this email by mistake, you may **NOT USE, COPY, DISCLOSE or RE-TRANSMIT** the information contained in this email or any of its attachments. Unauthorized use or disclosure of any such information may result in civil and/or criminal penalties.

**CAUTION:**

This Email originated from outside of our email domain. Do not click on links or open attachments unless you recognize the sender and know the content is safe. If unsure, do not reply to this email and call the sender directly..



## ALCOHOL AND DRUG TESTING SERVICES

**Please complete the information below.**

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Contact Person: \_\_\_\_\_

Client Phone: \_\_\_\_\_

Client Email: \_\_\_\_\_

Check this box if Client is a public entity:

Valley Health System, Inc. ("Valley") provides alcohol and drug testing services to support workplace alcohol drug testing programs and policies. In consideration of the mutual covenants and promises set forth below, the parties hereby enter into this Agreement, the terms and conditions of which shall apply from the execution date of this Agreement.

**Client and Valley agree to the Terms and Conditions appended to this Service Agreement. By signing below, the undersigned confirm that they were provided such Terms and Conditions prior to execution of this Service Agreement.**

BY CLIENT

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BY VALLEY HEALTH SYSTEM, INC.

Attn: Occupational Health  
1400 MacArthur Boulevard  
Mahwah, New Jersey 07430

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. **Services**. Valley will offer the following services ("Services") to Client upon request: (1) alcohol tests, performed using screening and evidential devices approved by the National Highway Traffic Safety Administration (NHTSA) as reflected by publication in the NHTSA Conforming Products List (CPL) by breath alcohol technicians (BATs) trained and certified by the Drug and Alcohol Testing Training Institute (DATTI) to perform such testing; (2) drug tests, performed using chain-of-custody collection, testing laboratories certified by the Department of Health and Human Services (DHHS) for such testing, and medical review officers (MROs) qualified and certified to review and report test results; and (3) DOT/FTA tests, whether DOT/FTA alcohol tests or DOT/FTA drug tests, performed in accordance with the regulatory requirements of the DOT/FTA for such testing, including all applicable procedural, personnel, and equipment requirements. Valley will make available to Client, at location(s) of Client's choosing, and at reasonable expense to Client for copying and shipping charges, all records related to alcohol and drug testing performed by Valley for Client, except records containing confidential medical information, within two business days of notification by Client of such request.

2. **Valley Facilities and Staff**. Valley will maintain facilities and personnel adequate to the performance of Services.

3. **Release of Results**. To the extent the Services include test results, Valley may release individual test or exam results to Client or its agents, to any third party for whom the tested individual provides written authorization, or to any third party to whom Valley is required to make such release pursuant to a court order or valid subpoena. Except as noted elsewhere in this Agreement, Client may release individual test results to Client or its agents, to the Federal Transit Administration or Federal or New Jersey Department of Transportation or their agents, to or any State or local officials with regulatory authority over the testing program, to any third party for whom the tested individual provides written authorization, or to any third party to whom Client is required to make such release pursuant to a court order or valid subpoena. Valley will maintain, in a secure location with controlled access, all dated records, information, and notifications, identified by individual, for specific information and records for minimum time periods according to the schedule below and as applicable related to services provided by Valley to Client: (1) FIVE YEARS: Alcohol tests > 0.02, positive drug tests, refusals to test, including alcohol form/drug custody & control form & MRO documentation as applicable, medical explanations of inability to provide specimens, calibration documentation for EBTs, and substance abuse professional evaluations & related information; (2) TWO YEARS: Supervisory training BAT and drug screen collector training/certification, logbooks for drug and alcohol testing, if used, random selection records, agreement for testing (e.g., collection, laboratory, MRO, consortium); and (3) ONE YEAR: Negative (<0.02) or canceled drug test results alcohol test results. Valley will make available to Client, at location(s) of Client's choosing, and at reasonable expense to Client for copying and shipping charges, all records related to alcohol and drug testing performed by Valley for Client, except records containing confidential medical information, within two business days of notification by Client of such request. Reporting of results to Client by PROVIDER, if applicable, will be by facsimile transmission, electronic transmission, or first-class U.S. Mail; in exceptional circumstances reporting may be by telephone. Provision of results by overnight carrier (Federal Express, Airborne, or Express Mail) can be arranged; the charge for this service will depend upon the carrier selected.

4. **Client Responsibilities**.

- a. Client will provide Valley with its most recent applicable alcohol and/or drug testing policies.
- b. Client will provide Valley with an updated drivers list, if applicable, on a quarterly basis or upon request.
- c. Client will designate a representative and an alternate to whom the Valley will report test results and discuss or report other information.

d. Client will notify Valley of any responsibilities with regard to the Client's Employee Assistance Program as it relates to alcohol and drug testing.

e. Client represents that the means of obtaining results from the Valley (including, but not limited to, electronic or computer transmission, facsimile transmission (fax), or written communication), will assure that the results and other information remain secure and confidential with distribution of or access to such information to Client officials with a business need for the information only.

f. Client authorizes Valley to request specific information or upon prior consultation with and approval by Client to order additional tests as necessary or appropriate related to tests performed for Client; Client agrees to pay for additional costs and charges related to such information requests or additional testing performed.

g. Client acknowledges that performance of necessary verification procedures may be dependent upon cooperation by Client representatives, tested individuals, and/or personal physicians and/or health care providers that may possess vital medical history information.

h. Client acknowledges that alcohol testing results of a breath-alcohol content over 0.04 or positive drug test results reported by Valley do not indicate that a tested individual is an alcoholic or a drug addict, respectively.

i. The parties understand and agree that Valley does not make any employee decisions for employer such as hiring of applicants, termination, discipline or retention of any employee or former employee and that Client has sole responsibility for all such decisions. Valley shall not be responsible for any damages resulting from acts or omissions of the Client under the Client's substance abuse policy.

5. **Term.** This Service Agreement shall commence on April 1, 2026, and shall continue for a period of one year, unless sooner terminated as provided herein ("Term"). The Agreement will automatically renew for additional term of one year unless, within 7 days of the end of the present Term, either Party gives notice that it does not intend to renew. Either Party shall have the right to terminate any of the Services of this Service Agreement, or terminate this Service Agreement in its entirety, at any time, with or without cause, upon 30 days' prior written notice to the other Party. No termination of this Service Agreement shall affect (i) any rights or liabilities that arose or accrued prior to the date of termination or (ii) any obligations that by their terms or nature must extend beyond the date of termination to be effective.

6. **Prices.** Fees for services provided by Valley to Client will be in accordance with the Fee Schedule hereby incorporated into this Agreement by attachment at Exhibit A. The price for the Services will not change unless Valley notifies Client in writing with 30 days' notice of a price change. If Client provides notice it does not agree to the new price, Valley, at its sole discretion, may continue to provide agreed upon services at the then-current price, or either party may elect, through notice to the other party, to discontinue the affected Service on the date the new schedule of fees would take effect, subject to severability provisions described elsewhere in this Service Agreement.

7. **Invoicing and Payment.** Valley or a Valley affiliate (defined to include The Valley Hospital, Inc., Valley Physician Services, Inc., and Valley Physician Services, P.C.) shall invoice Client for the Services. Client agrees to pay such invoices within thirty (30) days of receipt. Only the Services listed in this Service Agreement will be performed. Should Client request additional services, Client shall be billed at Valley's usual and customary fees for services rendered, or as otherwise agreed by the Parties. If a minimum number is noted for a particular Service, Client will be charged for the minimum if participation falls below the minimum. Past due balances of 60 days or greater are subject to a late fee of 1.5% of the past due balance. Valley shall charge a \$25 fee on all returned checks or insufficient funds.

8. **Assignment.** Neither Party shall have the right to assign this Service Agreement nor any of its rights or obligations hereunder without the prior written consent of the other Party, except that Valley may perform the Services through an affiliate such as Valley Medical Group. Any attempted or purported assignment shall be null and void and of no effect.

9. **Public Entity. If Client is a public entity and has designated itself as such on the first page of this Service Agreement, then this paragraph shall apply.** Client and Provider agree to abide by the terms of the Equal Opportunity and Affirmative Action Exhibit, appended hereto as Exhibit B.

10. **Use of Name.** Except as expressly set forth in this Service Agreement, neither party shall use the name, logo, likeness, trademarks, image or other intellectual property of the other party without the prior written consent of the other party as to each such use.

11. **Indemnification.** Each Party ("Indemnitor") will defend, indemnify and hold harmless the other Party, its affiliates, and their respective officers, directors, trustees, employees, agents, successors and permitted assigns ("Indemnitee(s)") from and against any and all claims, liabilities, costs, damages and expenses of every kind and nature (including court costs and reasonable attorneys' fees) (collectively "Claim(s)"), to the extent such Claims are attributable to the acts, omissions, or willful misconduct of, or breach of this Service Agreement for any reason by, Indemnitor, its affiliates and their respective employees, agents, contractors or subcontractors. This provision shall survive Termination.

12. **Insurance.** Valley shall obtain and maintain at its sole cost and expense during the term of this Agreement, and any renewal thereof, a comprehensive general liability policy, including professional liability, in the amount of at least \$1 million per occurrence/\$3 million in the aggregate on an occurrence basis, insuring Valley against any and all claims for bodily injury or death and property damage resulting from or arising out of any act, conduct or omission by Valley, its employees, staff and agents related to or arising out of this Agreement or the subject matter thereof. Client shall obtain and maintain at its sole cost and expense during the term of this Agreement, and any renewal thereof, a comprehensive general liability policy, in the amount of at least \$1 million per occurrence/\$3 million in the aggregate on an occurrence basis, insuring the Client against any and all claims for bodily injury or death and property damage resulting from or arising out of any act, conduct or omission by the Client, its employees, staff and agents related to or arising out of this Agreement or the subject matter hereof. All policies and coverages shall be provided on an occurrence basis. Client shall provide evidence of such coverage to Valley.

13. **Limitation of Liability.** EXCEPT WITH RESPECT TO THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF EITHER PARTY, OR MATTERS COVERED BY INSURANCE, IN NO EVENT SHALL THE CUMULATIVE LIABILITY OF EITHER PARTY FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS SERVICE AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR ANY OTHER LEGAL OR EQUITABLE THEORY, EXCEED THE TOTAL AMOUNT OF FEES OWED OR PAID BY CLIENT PURSUANT TO THIS SERVICE AGREEMENT. THIS PARAGRAPH SHALL NOT APPLY TO ANY INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT.

14. **Confidentiality.** In the performance of this Agreement, each party is likely to have contact with information of substantial value to the other, including, without limitation, information relating to scientific techniques, designs, drawings, processes, inventions, developments, equipment, prototypes, sales and customer information; and business and financial information, relating to the business, products, practices or techniques (all of the foregoing hereinafter referred to as "Confidential Information"). Each party agrees, at all times, to regard and preserve as confidential such Confidential Information, and to refrain from publishing or disclosing any part of such Confidential Information or from using it, except as expressly provided in this Agreement.

Information received from either party to this Agreement shall not be deemed Confidential Information, and the receiving party shall have no obligation with respect to such information if: (1) such information, as of the effective date of this Agreement, is part of the public domain or becomes part of the public domain through no fault of the receiving party; (2) such information was in possession of the receiving party on the effective date this Agreement, as evidenced by prior written records kept in the ordinary course of the receiving party's business, and the information had not been wrongfully acquired, directly or indirectly, from the other party; (3) such information is subsequently disclosed to the receiving party by a third party not in violation of any right of, or obligation to, the other party to this Agreement; or (4) such information is developed independently and without reference to the Confidential Information.

In the event that either party receives a request to produce Confidential Information pursuant to an order of a court of competent jurisdiction or a facially valid administrative, Congressional, state or local legislative or other subpoena, or believes that such party is otherwise required by law to disclose Confidential Information, then the party from whom disclosure is sought shall promptly notify the other party to this Agreement so that Discloser may seek a protective order or other appropriate remedy.

15. **Independent Contractor.** The parties hereby agree that their relationship is that of independent contractors and that nothing in this Service Agreement shall create or be deemed to create a partnership, principal/agent or employee relationship.

16. **Third Party Beneficiaries.** The parties agree that they do not intend to create any enforceable rights in any third parties under this Service Agreement and that there are no third-party beneficiaries to this Service Agreement.

17. **Governing Law and Dispute Resolution.** This Service Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, without regard to its conflicts of laws principles. The Parties hereby consent to the filing of an action in, and personally submit to the jurisdiction of, the state courts located in Bergen County, New Jersey, and further agree that such courts shall be exclusive courts of jurisdiction and venue for any litigation relating to this Service Agreement.

18. **Amendment and Waiver.** No consent or waiver, express or implied by any Party to the breach hereof shall be deemed or construed to be a consent or waiver to the breach hereof at any other time. No failure or delay of any Party in enforcing any remedy for default hereunder shall constitute a waiver of that Party's right to enforce such remedy. This Service Agreement may not be changed or modified except by a writing signed by all Parties.

19. **Authority to Bind.** Each Party represents and warrants that it has authority to undertake the obligations stated herein and that the persons signing this Service Agreement on behalf of such party has authority to bind such party to the obligations stated herein.

20. **Entire Agreement.** This Service Agreement and attachments hereto, all of which are hereby incorporated by reference herein, contain the entire Agreement between the parties, and supersedes any and all prior agreements, understandings or arrangements, whether oral or written. The headings set forth in this Service Agreement are inserted solely for the convenience of the parties. They shall not be used to amend, modify or expand the express language of this Service Agreement.

21. **Counterparts.** This Service Agreement may be executed in any number of counterparts, and by facsimile or electronic transmission, each of which, when executed, shall be deemed to be an original, and all of which, together, shall be deemed to be one and the same instrument, valid and binding on all parties.

22. **Binding Nature.** This Service Agreement shall be binding upon and inure to the benefit of the Parties and their successors, assigns, heirs and legal representatives.

23. **Severability.** If any provision of this Service Agreement shall be declared invalid or illegal for any reason whatsoever, then notwithstanding such invalidity or illegality, the remaining terms and provisions of this Service Agreement shall remain in full force, and effect in the same manner as if the invalid or illegal provisions had not been contained herein.

24. **Notices.** Notices required or permitted to be given under this Service Agreement shall be in writing and shall be sent by email, certified mail, return receipt requested, by hand delivery or by a nationally recognized overnight delivery service. All notices shall be sent to the addresses of the parties written on the front page of this Service Agreement, or to such other address as the parties may from time to time designate in writing, and shall be deemed given when sent, and shall be effective upon receipt or three days of mailing, whichever occurs first.

25. **Force Majeure.** Neither Party will be liable hereunder by reason of any failure or delay in the performance of its obligations under this Service Agreement on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, war, governmental action, labor conditions, earthquakes, material shortages or any other cause that is beyond the reasonable control of such party.

26. **Compliance with Laws.** In the performance of the duties under this Agreement, each party shall comply with any and all applicable local, state and federal laws, statutes, rules and regulations. The parties both recognize that federal, state, and local laws may apply to services covered herein. In particular, certain services may be performed according to regulations established and governed by the Department of Transportation / Federal Transit Administration (hereinafter referred to as DOT/FTA). Both parties agree to assure, to the best of their ability that services provided are rendered according to all applicable laws and regulations. Each Party agrees that, in performance of this Agreement, services will be provided without discrimination toward any patient, employee or other person regardless of their race, creed, color, national origin, sex, sex orientation, blindness or ethnic background. Both Parties shall comply with all requirements and provisions of the Civil Rights Act of 1964, 42 U.S.C. 2000, et seq. and of the New Jersey Law Against Discrimination. Each party agrees that it will comply in all material respects with all federal and state mandated regulations, rules, or orders applicable to privacy, security and electronic transactions, including without limitation, regulations promulgated under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as it may be amended from time to time ("HIPAA"). Furthermore, the Parties agree that should any future interpretation or modification of HIPAA or regulations, rules or orders promulgated thereunder require the modification or amendment of this Agreement, the parties shall in good faith negotiate same. Each Party represents and warrants to the other Party: that neither the Party, nor its trustees, shareholders, members, directors, officers, agents, subcontractors, employees or members of its workforce have been excluded or served a notice of exclusion or have been served with a notice of proposed exclusion, or have committed any acts which are cause for exclusion, from participation in, or had any sanctions, or civil or criminal penalties imposed under, any federal or state healthcare program, including but not limited to Medicare or Medicaid, or have been convicted, under federal or state law (including without limitation a plea of nolo contendere or participation in a first offender deferred adjudication or other arrangement whereby a judgment of conviction has been withheld), of a criminal offense related to (a) the neglect or abuse of a patient, (b) the delivery of an item or service, including the performance of management or administrative services related to the delivery of an item or service, under a federal or state healthcare program, (c) fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct in connection with the delivery of a healthcare item or service or with respect to any act or omission in any program operated by or financed in whole or in part by any federal, state or local government agency, (d) the unlawful, manufacture, distribution, prescription or dispensing of a controlled substance, or (e) interference with or obstruction of any investigation into any criminal offense described in (a) through (d) above. Each Party further agrees to notify the other Party immediately after the Party becomes aware that any of the foregoing representation and warranties may be inaccurate or may become incorrect.

## EXHIBIT A

### FEE SCHEDULE

#### **\$300.00 Annual Administrative to include:**

- Required Blind Specimen Designation.
- Required Certified MRO Services.
- Biannual Compliance Reports

Charge also includes periodic random selection of employees, (50% UDS per year, 25% BAT per year) all MRO services, Record back-up, semi-annual laboratory reports and Hot-Line number for Post Accident On-Site Services when available. (On-Site Post Accident Service fee does not include cost of drug or alcohol tests).

#### **BUNDLED PRICES FOR SERVICES**

BUNDLED PRICES for alcohol tests include both screening and confirmation tests. BUNDLED PRICES for drug tests include collection, laboratory testing, and MRO review.

CLIENT agrees to pay VALLEY \$ 98.00 per onsite DOT drug test (UDS) performed at client's location.

CLIENT agrees to pay VALLEY \$ 94.00 per onsite Non-DOT drug test (UDS) performed at client's location.

CLIENT agrees to pay VALLEY \$ 60.00 per DOT alcohol test (BAT) performed at client's location.

CLIENT agrees to pay VALLEY \$ 60.00 per Non-DOT alcohol test (BAT) performed at client's location.

CLIENT agrees to pay VALLEY \$ 150.00 per DOT physical.

CLIENT agrees to pay VALLEY \$ 250.00 per Split Sample test.

CLIENT agrees to pay VALLEY \$ 300.00 per Post Accident On- Site service if provided.

## EXHIBIT B

---

**THIS EXHIBIT A IS APPLICABLE ONLY IF CLIENT IS A PUBLIC ENTITY AND HAS DESIGNATED ITSELF AS SUCH ON THE FIRST PAGE OF THIS SERVICE AGREEMENT.**

**IF CLIENT IS NOT A PUBLIC ENTITY OR HAS NOT DESIGNATED ITSELF AS SUCH ON THE FIRST PAGE OF THIS SERVICE AGREEMENT, THEN THIS EXHIBIT A IS VOID AND INAPPLICABLE.**

---

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION EXHIBIT**

#### **NON-DISCRIMINATION**

Provider (referred to herein as "Contractor") and Client agree that, in performance of this Agreement, services will be provided without discrimination and in compliance with all requirements and provisions of the Civil Rights Act of 1964, 42 U.S.C.A. 2000, et seq., the New Jersey Law Against Discrimination, and the New Jersey Equal Employment Opportunity and Affirmative Action Rules.

During the performance of this contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Contractor will ensure that equal opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The Contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the Contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The Contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Appropriate evidence that the Contractor is operating under an existing Federally approved or sanctioned affirmative action program (such as a Letter of Federal Affirmative Action Plan Approval);
- A Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27-4; or
- An Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)), to be completed by the contract, in accordance with N.J.A.C. 17:27-4).

The Contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-46

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**DESIGNATION OF ACTING MUNICIPAL COURT ADMINISTRATOR**

**WHEREAS**, the Municipal Court of the Borough of Allendale finds it necessary to appoint a person as Acting Court Administrator, part-time, as-needed; and

**WHEREAS**, Ann Levitzski, CMCA, has the appropriate certifications and has been appointed to the position of Municipal Court Administrator in the Pascack Joint Municipal Court.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Allendale that Ann Levitzski, CMCA, be and is hereby appointed as Acting Court Administrator; and

**BE IT FURTHER RESOLVED**, as required by N.J.S.A. 2B:12-10(b), the pay rate is \$20.00 per hour, not to exceed \$2,000 annually.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

**DATE: 01/05/2026**

**RESOLUTION# 26-47**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF MUNICIPAL PROSECUTOR, ALTERNATE MUNICIPAL PROSECUTOR, PUBLIC DEFENDER AND ALTERNATE PUBLIC DEFENDER**

**WHEREAS**, the Borough of Allendale requires the professional services of a Prosecutor, Alternate Prosecutor, Public Defender and Alternate Public Defender for the calendar year 2026; and,

**WHEREAS**, it is anticipated that the expenditure for each of such professional services will not exceed the sum of \$17,500 in said calendar year and therefore, the "Pay to Play" Statute and Regulations do not apply to these appointments; and,

**WHEREAS**, the Chief Financial Officer in accordance with the Local Public Contracts Law has duly certified that adequate funds have been or will be appropriated in the 2026 temporary or permanent budget for fees reasonably required by each of such professionals in the appropriate line items in said budget(s).

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Allendale that the following appointments are hereby made:

Municipal Prosecutor: Richard Rosa, Esq., for a term of one year commencing January 1, 2026 until December 31, 2026 and until a successor is appointed and qualified pursuant to N.J.S.A. 2B:25-4a;

Alternate Prosecutor: Mark DiPisa, Esq., for a term of one year commencing January 1, 2026 until December 31, 2026;

Public Defender: Robert Metzdorf, Esq., for a term of one year commencing January 1, 2026 until December 31, 2026 and until a successor is appointed and qualified pursuant to N.J.S.A. 2B:24-4a;

Alternate Public Defender: Louis DeAngelis, Esq., for a term of one year commencing January 1, 2026 until December 31, 2026;

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-47

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are authorized to execute contracts with each of the said professionals and to take all of the steps necessary to carry this resolution into effect; and,

**BE IT FURTHER RESOLVED** that the foregoing appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "professional services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

DRAFT

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-48**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**A RESOLUTION MEMORIALIZING THE GREEN TEAM  
IN THE BOROUGH OF ALLENDALE AND OUTLINING ITS PURPOSE**

**WHEREAS**, the Mayor and Council of the Borough of Allendale recognize the importance of sustainability and environmental stewardship within the community; and

**WHEREAS**, The Green Team has been established as a volunteer group of citizens committed to the development and implementation of sustainable practices within the borough; and

**WHEREAS**, the mission of the Green Team is to advise the Mayor and Council, as well as to educate the public on sustainable policies, by identifying new opportunities for improvement through collaboration with local government, businesses, and the citizens of Allendale; and

**WHEREAS**, The Green Team is composed of local volunteers who work in an advisory capacity and are committed to creating a more sustainable and environmentally responsible community; and

**WHEREAS**, The Green Team holds monthly meetings to discuss projects, opportunities, and initiatives related to sustainability in Allendale.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, that The Green Team is hereby formally recognized as a volunteer group of citizens and the Mayor and Council express their full support for the Green Team and encourage the community's active participation in its efforts to promote sustainability, conservation, and environmental responsibility in Allendale.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

## RESOLUTION# 26-49

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

## APPOINTMENT OF CREW CHIEFS FOR THE DEPARTMENT OF PUBLIC WORKS

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the following appointments be made effective January 1, 2026 through December 31, 2026:

Dan Davis	Crew Chief #1	Annual Stipend of \$12,000.00
Drew Stefancik	Crew Chief #2	Annual Stipend of \$ 7,500.00

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

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-50**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF 5G WIRELESS COMMUNICATIONS CARRIERS AND FACILITIES  
CONSULTANT - HOPLITE COMMUNICATIONS, LLC**

**WHEREAS**, it is necessary for the Borough of Allendale (the "Municipality") to retain a consultant to provide municipal services with regard to the Municipality's communication carriers as carrier agreements and wireless communications facilities, in particular, the installation of next generation mobile networks in the public right-of-way, are beyond the scope and expertise of professionals normally utilized by the Municipality; and

**WHEREAS**, pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-53.2, application review and inspection charges shall be limited only to professional charges for review of applications, review and preparation of documents and inspections of developments under construction and review by outside consultants where an application is of a nature beyond the scope of the expertise of the professionals normally utilized by the Municipality; and

**WHEREAS**, the Municipality desires to appoint Hoplite Communications, LLC, with offices at 197 Route 18, Suite 3000, East Brunswick, NJ 08816, as a consultant to provide municipal services with regard to the Municipality's communications carriers; and

**WHEREAS**, Consultant has provided a copy of its summary of services, incorporated herein by reference; and

**WHEREAS**, Hoplite Communications will serve as Consultant, also known as "Designee", at no cost to the Municipality for the term of January 1, 2026 through December 31<sup>st</sup>, 2026; and

**WHEREAS**, all compensation paid to the consultant for services rendered to the Municipality will be paid the communications / utility carrier.

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

DATE: 01/05/2026

**RESOLUTION# 26-50**

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Allendale, County of Bergen and State of New Jersey that Hoplite Communications is hereby appointed as a Consultant to the Municipality to provide municipal services with regard to the Municipality's communication carriers as set forth in its summary of services referenced herein; and

**BE IT FURTHER RESOLVED**, that the Consultant will provide its services to the Municipality at no cost to the Municipality for the term of January 1, 2026 through December 31, 2026; and

**BE IT FURTHER RESOLVED**, that all services rendered to the Municipality will be paid by the communications / utility carrier; and

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Borough of Allendale hereby authorizes Mayor Amy Wilczynski to enter into a contract with Hoplite Communications in accordance with the terms of this resolution herein; and

**BE IT FURTHER RESOLVED**, that this resolution to appoint Consultant is made without competitive bidding in accordance with the Local Public Contracts Law, specifically N.J.S.A. 40A:11-6.1, because the value of the goods or services does not exceed the bidding threshold; and

**BE IT FURTHER RESOLVED**, that the Municipal Clerk be and she is hereby authorized and directed to forward a copy of this resolution to Peter J. Lupo, Esq. of Hoplite Communications LLC, upon its passage; and

**BE IT FURTHER RESOLVED**, that this resolution is available for public inspection in the Allendale Borough clerk's office.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-51**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**ADOPTION OF VOLUNTEER TUITION CREDIT PROGRAM**

**WHEREAS**, the Mayor and Council of the Borough of Allendale in the County of Bergen, deems it appropriate to enhance the recruitment of volunteer firefighters and emergency medical volunteers in the Borough of Allendale, and

**WHEREAS**, the State of New Jersey has enacted P.L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale in the County of Bergen that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c. 145 is herewith adopted for volunteer firefighters and emergency medical volunteers in the municipality, and

**BE IT FURTHER RESOLVED** that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P.L. 1998, c. 145, a copy of which is herewith made part of this resolution.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-52**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**RESOLUTION ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF  
NOTICES OF TORT CLAIMS AGAINST THE BOROUGH OF ALLENDALE IN  
ACCORDANCE WITH THE PROVISIONS OF THE  
NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6.**

**WHEREAS**, the New Jersey Tort Claims Act N.J.S.A. 59:8-6 provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

**WHEREAS**, the Borough of Allendale is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

**WHEREAS**, the Borough of Allendale deems it advisable, necessary, and in the public interests to adopt a Notice of Tort Claim form in the form set forth in paragraphs 1 and 2 herein.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Allendale, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Borough of Allendale; and

**BE IT FURTHER RESOLVED**, that all persons making claims against the Borough of Allendale, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1 et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirement of the New Jersey Tort Claims Act.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk



# THE BOROUGH OF ALLEDAL

---

N E W J E R S E Y

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500 WEST CRESCENT AVENUE, ALLEDAL, NJ 07401

WWW.ALLEDALENJ.GOV

## CLAIMANT INFORMATION

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

## ATTORNEY INFORMATION (If Applicable)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

File No.: \_\_\_\_\_

Send Notices to:  Claimant  Attorney

**GENERAL INSTRUCTIONS:** Pursuant to the provisions of the New Jersey Tort Claims Act, this Notice of Tort Claim form has been adopted as the official form for the filing of claims against the Borough of Allendale.

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to the:

LINDA LOUISE CERVINO  
MUNICIPAL CLERK  
BOROUGH OF ALLEDAL  
500 WEST CRESCENT AVENUE  
ALLEDAL, NJ 07401

**NOTE CAREFULLY:** Your claim will not be considered filed as required under the New Jersey Tort Claims Act until this completed form has been filed with the Borough of Allendale. Failure to provide the information requested, including such responses as “to Be Provided” or “Under Investigation” will result in the claim being treated as not being properly filed.

Timely Notices of Claim must be filed within 90 days after the incident giving rise to the claim.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate “Not Applicable.”

If you are unable to answer any questions because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies. Where a question asks that you “identify all persons,” provide the name, address and telephone number of the person.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

## **DEFINITIONS:**

**“Claimant”** shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the Township.

**“Documents”** shall refer to any written, photographic, or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

**“Person”** shall include in its meaning a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

**“Public Entity”** shall refer to the Borough of Allendale along with any agent, official, or employee of the Borough of Allendale against whom a claim is asserted by the Claimant.

**NOTE:** That the questions are divided into sections relating to the claimant, the claim, property damage, personal injury and the basis for the claim against the public entity or public employee.

If the claim involves only property damage, the portion on personal injuries need not be answered. If the claim involves no property damage, then the portion on property damage need not be answered.

## **INFORMATION ON THE CLAIMANT**

1. Provide the following information with respect to the Claimant:

- Any other name by which the claimant is known.
- Address at the time of the incident giving rise to the claim.
- Marital Status (at the time of the incident and current).
- Identify each person residing with the claimant and the relationship, if any, of the person to the Claimant.

2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, of any of the persons to the Claimant.

## ***INFORMATION ON ALL CLAIMS***

3. Provide the exact date, time and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.
4. Provide the Claimant's complete version of the events the form the basis of the claim.
5. List any and all individuals who were witnesses to or who have knowledge of the facts of the incident which gives rise to the claim. Provide the full name and address of each individual.
6. Identify all public entities or public employees (by name and position) alleged to have caused the injury or property damage and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage.
7. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition, and the manner in which you claim the condition caused the injury.
8. If you allege a dangerous condition of public property, state the specific basis on which you claim that the public entity was responsible for the condition and the specific basis and date on which you claim that the public entity was given notice of the alleged dangerous condition. **Statements such as “should have known” and “common knowledge” are insufficient.**
9. If you or any other party or witness consume any alcoholic beverages, drugs or medications within twelve hours before the incident forming the basis of the Claim, identify the person

consuming the same and for each person (a) what was consumed, (b) the quantity thereof, (c) where consumed, (d) the names and addresses of all persons present.

10. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payers. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person of your behalf, including doctors, hospitals or any person repairing damage to property.
11. If any photographs, sketches, charts, or maps were made with respect to anything which is the subject matter of the Claim, state the date thereof, the names and addresses of the persons making the maps and of the persons who have present possession thereof. Attach copies of any photographs, sketched, charts or maps.
12. If you or any of the parties to this action or any of the witnesses made any statements or admissions, set forth what was said; by whom said; the date and place where said; and in whose presence, giving names and addresses of any persons having knowledge thereof.
13. State the total amount of your claim and the basis on which you calculated the amount claimed.
14. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. Which discuss, mention or pertain to the subject matter of this claim.
15. Provide the names and addresses of all persons or entities against whom claims have been made for injuries or damages arising out of the incident forming the basis of this claim and give the basis for the claim against each.

***PROPERTY DAMAGE CLAIM***

16. If your claim is for property damage, attach a description of the property and an estimate of the cost of repair. If your claim does not involve any claim for property damage, enter "None."

**Note: If your claim is for property damage only, initial here and proceed directly to the certification section on the next to last page of this form.**

**Initials:\_\_\_\_\_**

## **PERSONAL INJURY CLAIMS**

17. Was any complaint made to the public entity or to any official or employee of the public entity. State the time and place of the complaint and the person or persons to whom the complaint was made.
  
  
  
  
  
  
18. Describe in detail the nature, extent and duration of any and all injuries.
  
  
  
  
  
  
19. Describe in detail any injury or condition claimed to be permanent.
  
  
  
  
  
  
20. If confined to any hospital, state name and address of each and the dates of admissions and discharge. Include all hospital admissions prior to and subsequent to the alleged injury and give the reason for each admission.
  
  
  
  
  
  
21. If x-rays were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d) what each disclosed, (e) where and in whose possession they now are. Include all x-rays, whether prior to or subsequent to the alleged injury forming the basis of the claim.
  
  
  
  
  
  
22. If treated by doctors, including psychiatrist or psychologist, state (a) the name and present address of each doctor, (b) the dates and places where treatments were continuing, the schedule of continuing treatments. Provide true copies of all written reports rendered to you or about you by any doctor whom you propose to have testify on your behalf.
  
  
  
  
  
  
23. If you have any physical impairment which you allege is caused by the injury forming the basis of your claim and which is affecting your ordinary movement, hearing or sight, state in detail, the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.

24. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and give the name and present address of each doctor who treated you for the condition, the period during which treatment was received and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device, which existed at the time of the injury forming the basis of the claim.

25. If any treatments, operations, or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation, or surgery, (b) the purpose thereof and the results anticipated or expected, (c) the name and address of the doctor who recommended the treatments operations or surgery, (d) the name and address of doctor who will administer or perform the same, (e) the estimated medical expenses to be incurred, (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence, (g) all other losses or expenditure anticipated as a result of the treatment, operations or surgery, (h) further if it is your intention to undergo the treatments, operation or surgery, please give an approximate date.

26. Itemize any and all expense incurred for hospital, doctors, nurses, x-rays, medicines, care and appliances and indicate which expenses were paid by any insurance coverage.

27. If employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer, (b) position held and the nature of the work performed, (c) average weekly wages for the year prior to the injury, (d) period of time lost from employment, giving dates, (e) amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, workers' compensation, disability income, social security and income continuation insurance.

28. If other loss of income, profit or earnings is claimed, state (a) total amount of loss, (b) give a complete detailed computation of the loss, (c) the nature and dates of the loss.

29. If you are claiming lost wages state (a) the date that the employment began, (b) the name and address of the employer, (c) the position held and the nature of the work performed, (d) the average weekly wages. Attach copies of pay stubs or other complete payroll record for all wages received during the year.

**DOCUMENT REQUEST:** Provide all documents identified in your answers to the above questions.

**CERTIFICATION:** I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge.

Signature of Claimant: \_\_\_\_\_

Authorization for Release of Employment Records

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_  
\_\_\_\_\_

**Re:** \_\_\_\_\_  
Employee's Name

Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Claim Number

You are hereby authorized and requested to disclose, make available and furnish to:

\_\_\_\_\_

\_\_\_\_\_

Approximate date of lost time:

\_\_\_\_\_

\_\_\_\_\_

A photocopy of this release form, bearing a photocopy of my signature shall constitute your authorization for the release of the information in accordance with the request made to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **AUTHORIZATION TO DISCLOSE HEALTH INFORMATION**

PATIENT NAME:

DATE OF BIRTH:

ADDRESS:

SOCIAL SECURITY NO.:

1. I do hereby consent and authorize the use and/or disclosure of my health information as described below.
2. The following individual or organization is authorized to make the disclosure.

	<b>Specific date(s) of treatment and/or admission:</b>
--	--

3. The type and amount of information to be used or disclosed is as follows:

MY ENTIRE MEDICAL CHART FOR ALL DATES OF SERVICE INCLUDING:

<input checked="" type="checkbox"/> Problem List	<input checked="" type="checkbox"/> Laboratory Results
<input checked="" type="checkbox"/> Medication List	<input checked="" type="checkbox"/> Consultation Reports
<input checked="" type="checkbox"/> List of Allergies	<input checked="" type="checkbox"/> X-Ray and Imaging Reports
<input checked="" type="checkbox"/> Immunization Record	<input checked="" type="checkbox"/> Personal contact with the provider of service
<input checked="" type="checkbox"/> Most recent history & physical	<input checked="" type="checkbox"/> Other: _____
<hr/> <input checked="" type="checkbox"/> Most recent discharge summary	

I understand that the information in my health record may include information related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral, psychiatric or mental health services and treatment for alcohol and drug abuse or genetic information. I authorize the release of this information.

This information may be disclosed to and used by the following individual or organization or any of the attorneys or authorized representative thereof for the purpose of legal representation, or to provide copies of my records to opposing parties in litigation, which I have commenced.

**JIF Claims, L.L.C.  
373 Kinderkamack Road  
Westwood, New Jersey 07675**

I understand I have the right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand the revocation will not apply to my insurance company when the law provides my insurer the right to contest a claim under my policy. If I fail to specify an expiration date, event or condition, this authorization will expire at the conclusion of the litigation.

I understand the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in CFR 164.524. I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosures of my health information, I can contact the HIM director or privacy officer for information.

I understand that this consent shall operate as a complete release of liability to the hospital, medical provider, and to their employees for the release of the information specified above. I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my health information. I hereby, knowingly and voluntarily, authorize the provider of medical services to disclose my health information in the matter described above.

---

Signature of Patient/Legal Representative

---

Date

---

If Signed by a Legal Representative,  
relation to patient

---

Signature of Witness

Sworn and Subscribed to before me this  
\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_.

---

\*\*\*\*\*  
\*\*\*\*\*

NOTICE OF RECIPIENT OF INFORMATION

Each disclosure made with the patient's consent may be accompanied by the written statement reproduced below. This information has been disclosed to you from records protected by Federal confidentiality rules 42 C.F.R. Part 2. The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent from the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

RESOLUTION  
BOROUGH OF ALLEDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-53

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**A RESOLUTION AUTHORIZING THE USAGE OF CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12(a) & N.J.A.C. 5:34- 7.29(c) FOR THE 2026 CALENDAR YEAR.**

**WHEREAS**, the Borough of Allendale, pursuant to N.J.S.A. 40A:11-12(a) and N.J.A.C. 5:34- 7.29(c), may by resolution and without advertising for bid proposals, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any contracts entered into on behalf of the State of New Jersey by the Division of Purchase & Property in the Department of the Treasury; and

**WHEREAS**, the Borough of Allendale has the need, on a timely basis, to purchase goods or services by utilizing New Jersey State Contract vendors; and

**WHEREAS**, the Borough of Allendale may enter into contractual agreements with the attached State Contract Vendors through this resolution and properly executed contracts/purchase orders, which shall be subject to all the conditions applicable to the current New Jersey Local Public State Contracts Law; and

**WHEREAS**, the named State Contract Vendors and their corresponding numbers may change during the timeframe indicated below and that the Chief Financial Officer is hereby authorized to make the necessary adjustments to the attached list as may be required for the Borough of Allendale to continue its routine procurement practices throughout the indicated timeframe; and

**WHEREAS**, the Borough of Allendale, New Jersey authorizes the Chief Financial Officer to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State Contracts; and

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-53

**BE IT RESOLVED**, that the Governing Body of the Borough of Allendale, pursuant to N.J.A.C. 5:30-5.5(b), establishes that no contract amount shall be charged or certified until such times as the goods or services are ordered or otherwise called for prior and by placing the order with a certification of availability of funds which shall be made by the Chief Financial Officer of the Borough of Allendale; and

**BE IT FURTHER RESOLVED** that the duration of the contracts between the Borough of Allendale and the referenced State Contract Vendors shall be for the period through December 31, 2026 or until the expiration of the specific contract, whichever shall occur first.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-53

**NEW JERSEY STATE CONTRACT VENDORS**

<u>Vendor Name</u>	<u>Vendor Address</u>	<u>State Bid#</u>	<u>Description</u>
10-75 Emergency Vehicles	14 1st Ave., Haskell, NJ 07420	#17-FLEET-00743	#T0106 Equipment and Supplies
Home Depot		#18-FLEET-00234	#M8001 Walk-in Building Supplies
Motorola Solutions		#23-FLEET-33791	Radio Communication
A-1 Towing, Inc.		#19-GNSV1-01005	(#T2171 Vehicle Towing and Roadside Services
Rachles/Michele's Oil Co.	116 Kuller Road, Clifton, NJ 07011	#19-FOOD-01099	Diesel
Rachles/Michele's Oil Co.	116 Kuller Road, Clifton, NJ 07011	#19-FLEET-00973	Reg Gas
Suburban Propane		#20-FOOD-01157	#T0108 Propane Gas
Grainger M0002		#19-FLEET-00566 #19-FLEET-00677	M0002 MRO and Industrial Supplies
AccessRec LLC	67 Sand Park Road, Ste. A, Cedar Grove, NJ 07009	#16-FLEET-00140	Crestwood Lake
Fastenal M0002		#19-FLEET-00565 #19-FLEET-00678	Custom orders facilities maintenance repair
Campbell Foundry Company		#T0148	Catch basin casting, Inlet, Manhole.
Power Place, Inc. 43039		#T2187	Parts and repair for grounds/lawn equipment
American Hose & Hydraulics 40866		#T0126	OEM & Non-OEM Maintenance repair service for light & medium duty vehicles
On-Site Fleet Service, Inc. 40817		#T0126	OEM & Non-OEM maintenance & repair serv for light & med duty vehicles
On-Site Fleet Service, Inc. 89273		#T2108	Maintenance & Repair for heavy duty vehicles, Class 5 or higher.
Cliffside Body Corp. 88268		#T0085	Snowplow parts, grader, and loader blades
Cliffside Body Corp. 40822		#T0126	OEM & Non-OEM Maintenance & repair service for light and med duty vehicles
Sunbelt Rentals, Inc. G4010		#19-GNSV2-00852	Statewide Equipment and Space Rental
Jewel Electric, LLC		#21-FOOD-01749	Electrical Supplies
FlagPoles, Inc. 40308		#T1529	Traffic signal, poles, controls, electrical equipment and LED devices.
One Call Concepts, Inc. 40171		#T2655	NJ One Call damage prevention system
National Highway Products, Inc.		#24-FLEET-55140	#T0136 Aluminum sign blanks STATEWIDE
National Highway Products, Inc.		#24-FLEET-55132	#T0121 Breakaway U-Post sign supports
Lowes Home Center, LLC		#23-FLEET-22885	#M8001 Walk-in Building Supplies
P & A Auto Parts	New Jersey State Contract		#86004
Exemplis LLC, C/O Johnson and Johnson	New Jersey State Contract	# 25-COMG-94142	

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-53

NEW JERSEY STATE CONTRACT VENDORS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>State Bid #</u>	<u>Description</u>
A0252	All Traffic Solutions	17-FLEET-00776	T0106 - Law Enforcement Firearms Equipment and Supplies
A0225	Safariland LLC / Atlantic Tactical	17-FLEET-00787	T0106 - Law Enforcement Firearms Equipment and Supplies
E0060	East Coast Emergency Lighting / Whelen	17-FLEET-00761	T0106 - Law Enforcement Firearms Equipment and Supplies
G0260	Major Police Supply/ GSA	17-FLEET-00760	T0106 - Law Enforcement Firearms Equipment and Supplies
W0204	Witmer Public Safety Group	17-FLEET-00767	T0106 - Law Enforcement Firearms Equipment and Supplies
T0183	Turn Out Fire and Safety	17-FLEET-00752	T0106 - Law Enforcement Firearms Equipment and Supplies
L0008	Lawmen Supply	17-FLEET-00740	T0106 - Law Enforcement Firearms Equipment and Supplies
A0392	Axon Enterprise	17-FLEET-00738	T0106 - Law Enforcement Firearms Equipment and Supplies
T0242	Eagle Point/ TJ Morris and Son	17-FLEET-00721	T0106 - Law Enforcement Firearms Equipment and Supplies
G0159	Gold Type Business Machines	17-FLEET-00716	T0106 - Law Enforcement Firearms Equipment and Supplies
M0253	Motorola Solutions	83909	T0109 - Radio Communication Equipment and Accessories
N0247	Northeast Communications	83898	T0109 - Radio Communication Equipment and Accessories

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

DATE: 01/05/2026

**RESOLUTION# 26-54**

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

Carried  
 Defeated  
 Tabled  
 Approved on  
Consent Agenda

**APPROVAL OF 2026 TEMPORARY BUDGET**

**WHEREAS**, Section 40A:4-19 of Revised Statutes of the Local Budget Act provides that, where any contracts, commitments or payments are to be made prior to the final adoption of the 2026 budget, temporary appropriations be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2026; and,

**WHEREAS**, said total temporary appropriations are limited to 26.25% of the total appropriations in the 2025 Budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2025 Budget in the amount of \$ 4,098,377.85.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale, County of Bergen that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

(See copy attached)

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

**BOROUGH OF ALLENDALE**

**2026 TEMPORARY BUDGET**

**ADMINISTRATION**

SALARIES & WAGES, ADMINISTRATION 25,000

OTHER EXPENSES - ADMINISTRATION 20,000

**MAYOR & COUNCIL**

OTHER EXPENSES - MAYOR & COUNCIL 3,000

**MUNICIPAL CLERK**

SALARIES & WAGES - MUNICIPAL CLERK 60,000

OTHER EXPENSES - MUNICIPAL CLERK 40,000

**FINANCE**

SALARIES & WAGES - FINANCE 65,000

OTHER EXPENSES - FINANCE 15,000

**TAX COLLECTION**

SALARIES & WAGES - TAX COLLECTION 30,000

OTHER EXPENSES - TAX COLLECTION 5,000

**TAX ASSESSMENT**

SALARIES & WAGES - TAX ASSESSMENT 20,000

OTHER EXPENSES - TAX ASSESSMENT 2,000

**LEGAL SERVICES**

OTHER EXPENSES - LEGAL 70,000

**ENGINEERING**

OTHER EXPENSES - ENGINEERING 40,000

**PLANNING AND ZONING BOARD**

SALARIES & WAGES, PLANNING & ZONING 15,000

OTHER EXPENSES, PLANNING & ZONING 4,000

**CONSTRUCTION CODE/BUILDING DEPT.**

SALARIES & WAGES, CONSTRUCTION CODE/BLDG 40,000

OTHER EXPENSES, CONSTRUCTION CODE/BLDG. 15,000

**ELECTRICAL INSPECTOR**

SALARIES & WAGES, ELECTRICAL INSPECTOR 8,000

**PLUMBING SUBCODE**

SALARY & WAGE - PLUMBING SUBCODE 8,000

**PROPERTY MAINTENANCE INSPECTOR**

SALARY & WAGE - PROPERTY MAINTENANCE 15,000

**FIRE SUBCODE**

SALARY & WAGE, FIRE SUBCODE 6,000

**INSURANCE - OTHER**

OTHER EXPENSES - INSURANCE - OTHER 80,000

**WORKERS' COMPENSATION**

**GROUP INSURANCE**

OTHER EXPENSES - GROUP INSURANCE 500,000

<b>POLICE</b>	-
SALARY & WAGE - POLICE	500,000
OTHER EXPENSES - POLICE	65,000
<b>EMERGENCY MGMT SERVICES</b>	-
SALARY & WAGE - EMERGENCY MGMT SVCS	1,500
OTHER EXPENSES - EMERGENCY MANAGEMENT	200
<b>FIRE</b>	-
OTHER EXPENSES - FIRE	10,000
<b>FIRE OFFICIAL</b>	-
SALARY & WAGE - FIRE OFFICIAL	5,000
OTHER EXPENSES - FIRE OFFICIAL	500
<b>MUNICIPAL PROSECUTOR</b>	-
SALARY & WAGE - MUNICIPAL PROSECUTOR	2,000
<b>STREETS &amp; ROADS</b>	-
SALARY & WAGE - STREETS & ROADS	180,000
OTHER EXPENSES - STREETS & ROADS	40,000
<b>SNOW REMOVAL</b>	-
OTHER EXPENSES - SNOW REMOVAL	150,000
<b>SHADE TREE</b>	-
OTHER EXPENSES - SHADE TREE	1,000
<b>GARBAGE &amp; TRASH REMOVAL</b>	-
OTHER EXPENSES - GARBAGE & TRASH REMOVAL	130,000
<b>MUNICIPAL RECYCLING</b>	-
SALARY & WAGE - MUNICIPAL RECYCLING	2,000
OTHER EXPENSES - MUNICIPAL RECYCLING	10,000
<b>BUILDINGS &amp; GROUNDS</b>	-
OTHER EXPENSES - BUILDINGS & GROUNDS	40,000
<b>BOARD OF HEALTH</b>	-
OTHER EXPENSES - BOARD OF HEALTH	10,000
<b>ANIMAL CONTROL</b>	-
OTHER EXPENSES - ANIMAL CONTROL	3,000
<b>PARKS</b>	-
OTHER EXPENSES - PARKS	5,000
<b>CRESTWOOD</b>	-
OTHER EXPENSES - CRESTWOOD	10,000
<b>ELECTRICITY</b>	-
OTHER EXPENSES - ELECTRICITY	15,000
<b>STREET LIGHTING</b>	20,000
<b>TELEPHONES</b>	-
OTHER EXPENSES - TELEPHONES	12,000
<b>GAS (NATURAL)</b>	-
OTHER EXPENSES - GAS (NATURAL)	15,000
<b>GASOLINE</b>	-
OTHER EXPENSES - GASOLINE	10,000
<b>PUBLIC EMPL RETIREMENT SYSTEM</b>	258,223

SOCIAL SECURITY	80,000
POL & FIRE RETIREMENT SYSTEM	537,263
DCRP	2,500
PUBLIC DEFENDER	-
SALARY & WAGE - PUBLIC DEFENDER	800
<b>SUB-TOTAL APPROPRIATIONS WITHIN "CAPS"</b>	<b>3,271,986</b>

**OPERATIONS OUTSIDE "CAPS"**

N W BERGEN SEWER AUTHORITY	-
OTHER EXPENSES - NW BERGEN SEWER	552,000
LIBRARY	-
OTHER EXPENSES - LIBRARY	227,603
INTERLOCAL WALDWICK WELL BABY	-
OTHER EXPENSE - WALDWICK WELL BABY	500
MUNICIPAL COURT	-
SALARY & WAGE - MUNICIPAL COURT	8,000
OTHER EXPENSES - MUNICIPAL COURT	500
<b>SUB-TOTAL APPROPRIATIONS OUTSIDE "CAPS"</b>	<b>788,603</b>
<b>TOTAL APPROPRIATIONS</b>	<b>4,060,589</b>

**APPROPRIATIONS EXCLUDED FROM TEMPORARY BUDGET**

CAPITAL IMPROVEMENT FUND	100,000
PAYMENT OF NOTE PRINCIPAL	-
PAYMENT OF NOTE INTEREST	-
PAYMENT OF BOND PRINCIPAL	-
PAYMENT OF BOND INTEREST	196,855
<b>TOTAL APPROPRIATIONS EXCLUDED FROM TEMP BUDGET</b>	<b>296,855</b>

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-55

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AUTHORIZATION TO PARTICIPATE IN BERGEN COUNTY LAW  
ENFORCEMENT MUTUAL AID & RAPID DEPLOYMENT FORCE**

**WHEREAS**, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property, for the maintenance and preservation of the public peace and order, and

**WHEREAS**, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as floods, hurricanes, earthquakes, major storms, etc., man-made causes, civil unrest, and civil disobedience such as riot, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies, and

**WHEREAS**, the Bergen County Police Chief's Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies, and

**WHEREAS**, this Plan is adopted in accordance with the provisions of N.J.S.A. 40A:14-156, N.J.S.A. 40A:14-156.1, N.J.S.A. 40A:14-156.4 and N.J.S.A. App. A:9-40.6, and

**WHEREAS**, this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of an emergency, riot or disorder, in order to protect life and property, and

**WHEREAS**, it is also recognized that the Allendale Chief of Police, in accordance with the provisions of N.J.S.A. 40A:14-118 and under the authority of the Bergen County Prosecutor, has the authority to assign officers to a Task Force, Rapid Deployment Team, or Regional SWAT Team operated in conjunction with the Bergen County Prosecutor's Office, and

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-55

**WHEREAS**, it is the desire of the Mayor and Council of the Borough of Allendale to participate in a Mutual Aid Plan and Rapid Deployment Force in accordance with the Plan as submitted by the Bergen County Police Chief's Association.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Allendale that the police Department of the Borough of Allendale under the direction of the Chief of Police, cooperate with the Bergen County Police Chief's Association to create an Interlocal Services Agreement with all municipalities in the County of Bergen in order to put into place the Mutual Aid Plan and Rapid Deployment Force, and

**BE IT FURTHER RESOLVED** that a copy of the Resolution be forwarded to the County Executive, the Board of Chosen Freeholders, the County Prosecutor, and all municipalities in the County of Bergen.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

**DRAFT**

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-56

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF 2026 INTERLOCAL SERVICE AGREEMENT  
NORTHWEST BERGEN REGIONAL HEALTH COMMISSION –WELL-BABY CLINIC**

**WHEREAS**, there is a need for Well Child Services in the Borough of Allendale; and,

**WHEREAS**, the Northwest Bergen Regional Health Commission is able to provide public health services to Allendale residents with infants and pre-school children, as mandated by the Public Health Council of the State of New Jersey; and

**WHEREAS**, the Northwest Bergen Regional Health Commission has agreed to provide Well-Baby Services for the 2026 calendar year in the amount of a \$500.00 administrative fee, payable upon execution of the contract, a \$35.00 per child per visit fee for examinations and a \$20.00 per child fee for immunizations only, to be billed each quarter directly to the municipality by Northwest Bergen Regional Health Commission; and,

**WHEREAS**, the Chief Financial Officer has certified that there will be sufficient funds available in the 2026 Budget for this contract;

**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 contract between the Borough of Allendale and the Northwest Bergen Regional Health Commission; and,

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk be and they are hereby authorized to sign said contract.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk



**Namitha Reddy, MD, MPH**  
Director / Health Officer

**Northwest Bergen Regional Health Commission**

20 West Prospect Street  
Waldwick, New Jersey 07463  
Telephone (201) 445-7217 | FAX (201) 445-4001  
info@nwbrhc.net | www.nwbrhc.org

**INTERLOCAL SERVICE AGREEMENT**

WHEREAS, N.J.S.A. 40A:8A-1, known as the “Interlocal Services Act,” authorizes agreements between local units for any services which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, Northwest Bergen Regional Health Commission and the Borough/Township of ALLENDALE along with its respective Board of Health, has determined that it is in their best interest to enter into an Interlocal Service Agreement for providing certain services to infants and pre-school children as mandated by the Public Health Council of the State of New Jersey; and

WHEREAS, this Agreement has been duly authorized by appropriate Resolutions of each municipality;

NOW, THEREFORE, the parties hereto, based upon the mutual covenants and considerations herein contained agree as follows:

1. Northwest Bergen Regional Health Commission and the Borough/Township of ALLENDALE along with its respective Board of Health and Governing bodies hereby agrees to enter into the within Agreement to provide public health services through the Well-Baby Clinic to ALLENDALE residents with infants and pre-school children.
2. Northwest Bergen Regional Health Commission shall be deemed as the lead agency for purposes of this Agreement.
3. Northwest Bergen Regional Health Commission shall provide services to include immunizations to pre-school and school age children for protection against disease in accordance with current recommendations of the New Jersey Department of Health; provide important information forms (consent forms) for individuals receiving State issued vaccine according to State directives; conferences and examinations of infants and pre-school children for comprehensive preventive health care of infants and pre-school children with particular emphasis on the medically indigent, based upon the current Department of Health Publication, “Guidelines for the Child Health Conference”. Services shall also include all those as may be required as set forth in N.J.A.C. 8:52-5.1 entitled “Recognized Public Health Activities and Minimum Standards of Performance for Local Boards of Health in New Jersey” (Title 8-Chapter 52), New Jersey Administrative Code as revised by the Public Health Council of the New Jersey State Department of Health effective January 1, 1987.



**Namitha Reddy, MD, MPH**  
Director / Health Officer

**Northwest Bergen Regional Health Commission**

20 West Prospect Street  
Waldwick, New Jersey 07463  
Telephone (201) 445-7217 | FAX (201) 445-4001  
info@nwbrhc.net | www.nwbrhc.org

4. Northwest Bergen Regional Health Commission shall provide the foregoing services in accordance with the "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey" as stipulated and mandated by State regulations as set forth in New Jersey Administrative Code, Title 8-Chapter 52, as set forth by the Public Health Council of the New Jersey State Department of Health.
5. In consideration of the services to be performed herein, the municipality shall be assessed an administrative fee of \$500.00, payable upon execution of the contract. A fee of \$35 per child for examinations, and a fee of \$20 per child for immunizations only, will be billed each quarter directly to the municipality by Northwest Bergen Regional Health Commission.
6. This Agreement shall become effective upon signing of the Interlocal Service Agreement by the municipality and the Resolutions of the respective Boards of Health. This Contract shall remain in full force and effect from date of execution until December 31, 2026.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals opposite their respective signatures.

**ATTEST:**

**MUNICIPALITY**

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**NORTHWEST BERGEN REGIONAL HEALTH COMMISSION**

**PRESIDENT**

---

**HEALTH OFFICER/SECRETARY**

---

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-57

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF AWARDING CONTRACT TO RICOVA, INC. D/B/A RECYCLE CITY FOR  
RECYCLABLES DELIVERY SERVICES**

WHEREAS, the Borough of Allendale requires services for the delivery and processing of recyclable materials generated within the Borough; and

WHEREAS, RICOVA, Inc. d/b/a Recycle City, 1 Broad Street, Clifton, New Jersey 07013, submitted a proposal which was reviewed and determined to be responsive, responsible, and in the best interest of the Borough; and

WHEREAS, the proposal submitted by RICOVA, Inc. d/b/a Recycle City provides for the following pricing structure for recyclables delivery services:

- **\$40.00 per standard ton** for Old Corrugated Containers (OCC);
- **\$10.00 per standard ton** for Mixed Paper; and
- **\$45.00 per standard ton** for Commingled Recyclables; and
- 

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available for this purpose, subject to the adoption of the municipal budget and/or availability of funds; and

WHEREAS, the award of this contract complies with all applicable statutory and regulatory requirements.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the Borough hereby awards the contract for recyclables delivery services to RICOVA, Inc. d/b/a Recycle City, 1 Broad Street, Clifton, New Jersey 07013, in accordance with their submitted proposal and at the rates set forth above.

This resolution shall take effect immediately.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk



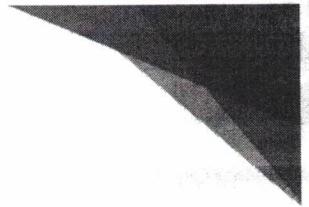
Ricova Inc.

DBA Recycle City

1 Broad Street, Clifton, NJ, 07013

Phone: 973-732-9009

Fax: 973-732-9012



Proposal 2 for the year 2026 for delivery

Below will be for

Borough of Allendale

500 W Cresent Avenue

Allendale NJ 07401

Pricing for delivery

Ricova will pay

\$40/st for occ. Price is market driven Ricova uses the RISI NY domestic high minus( \$20/st)

\$10/st for mixed paper. Price is market driven Ricova uses the RISI NY domestic high minus (\$15/st)

Ricova will Charge

(\$45/st) for comingle this charge will be for the full year.

**Peter Fanara**

Sales Manager

**T** 973 732-9009 x 10106

**C** 516 427-3202

**F** 973 732-9012

**E** [peter.fanara@ricova.com](mailto:peter.fanara@ricova.com)

1 Broad Street, Clifton, New Jersey 07013

<http://www.ricova.com>

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-58

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**CONFIRMING CONTINUATION OF TWO-YEAR PUBLIC HEALTH SHARED SERVICES  
AGREEMENT WITH THE BERGEN COUNTY DEPARTMENT OF HEALTH SERVICES  
THROUGH DECEMBER 31, 2026**

WHEREAS, by Resolution entitled "Approval of 2025 & 2026 Public Health Shared Services Agreement – Bergen County Department of Health Services," the Mayor and Council of the Borough of Allendale approved a shared services agreement with the County of Bergen for the provision of public health services; and

WHEREAS, said resolution approved a two-year agreement covering calendar years 2025 and 2026, including Public Health Infrastructure, Public Health Officer with Nursing, Health Promotion and Education, Registered Environmental Health Specialist services, and septic/well services on an as-needed basis; and

WHEREAS, the agreement provides for a total cost of \$19,476.34, not to exceed \$20,000.00, with funds certified as available in the 2025 and 2026 municipal budgets; and

WHEREAS, the Mayor and Council desire to formally confirm that the agreement approved by said resolution constitutes a two-year contract and that the contract remains in full force and effect through December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the Public Health Shared Services Agreement with the Bergen County Department of Health Services is hereby confirmed as a two-year agreement for the period January 1, 2025 through December 31, 2026; and

BE IT FURTHER RESOLVED that all terms and conditions of the original agreement and approving resolution remain unchanged and in full force and effect; and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to the Bergen County Department of Health Services upon request.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-59**

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

Carried  
 Defeated  
 Tabled  
 Approved on  
Consent Agenda

**AUTHORIZATION OF SHARED SERVICE AGREEMENT WITH  
NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY  
FOR NJ LICENSED SEWER OPERATOR SERVICES**

**WHEREAS**, the Borough of Allendale seeks to enter into an agreement with the Northwest Bergen County Utilities Authority to provide Licensed Sewer Operator Services for the period January 1, 2026 to December 31, 2026 pursuant to the terms of the Shared Service Agreement.

**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 authorized the Mayor and Municipal Clerk to sign a Shared Service Agreement offered through the Northwest Bergen County Utilities Authority (NBCUA) for sewer operator services effective January 1, 2026 until December 31, 2026.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk



**NORTHWEST BERGEN COUNTY  
UTILITIES AUTHORITY**

30 Wyckoff Avenue  
*at Authority Drive*  
P.O. Box 255  
Waldwick, NJ 07463

Tel: 201.447.2660  
Fax: 201.447.0247  
[www.nbcua.com](http://www.nbcua.com)

September 29, 2025

Ms. Linda Cervino, Clerk  
Borough of Allendale  
500 West Crescent Avenue  
Allendale, NJ 07401

Re: Shared Services Agreement, Licensed Operator

Dear Ms. Cervino,

The Shared Services Agreement between the Northwest Bergen County Utilities Authority and your municipality for licensed sewer operator services is set to expire on December 31, 2025.

To continue receiving these services, please sign the enclosed two (2) Shared Services Agreements and return back to my attention along with a copy of the Resolution authorizing the municipality to enter into the Agreement. Once fully executed, I will send back one (1) original agreement for your files.

If you have any questions, please do not hesitate to contact me.

Sincerely,

NORTHWEST BERGEN COUNTY  
UTILITIES AUTHORITY

John Danubio  
Assistant Executive Director

encl.

**SHARED SERVICES AGREEMENT**

THIS SHARED SERVICES AGREEMENT, made, and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and among:

THE BOROUGH OF ALLENDALE, a Municipal Corporation of the State of New Jersey, in the County of Bergen, hereinafter referred to as "Allendale" and the NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY, doing business at 30 Wyckoff Avenue, P.O. Box 255, Waldwick, New Jersey 07463, hereinafter referred to as "NBCUA".

WHEREAS, the State of New Jersey encourages local units to enter into agreements for the joint provision of services; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et. seq.) promotes the broad use of shared services as a technique to reduce local expenses funded by property taxpayers; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et. seq.) allows for any local unit to enter into an agreement with any other local unit or units to provide or receive any services that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, Allendale and the NBCUA have researched the feasibility of entering into an agreement under the authority of Uniform Shared Services and Consolidation Act, whereby the NBCUA would provide to Allendale the services of a licensed sewer operator, in addition to other services as outlined more specifically in Paragraph 3 of this Agreement; and

WHEREAS, Allendale has adopted Resolution # \_\_\_\_\_, which authorizes Allendale to enter into an agreement with the NBCUA, for the services as outlined in Paragraph 3.

NOW, THEREFORE, this Agreement is entered into by and among the Borough of Allendale and the NBCUA for the purpose of defining and specifying the obligations of the parties and Allendale and the NBCUA hereby agree as follows:

1. Pursuant to N.J.S.A. 40A:65-1 et. seq., both Allendale and the NBCUA shall adopt the appropriate Resolution, which will formally authorize the entering into of this Agreement between the parties.
2. The duration of this Agreement shall be for a period of one (1) year following the commencement date. The commencement date shall be January 1, 2026.
3. The NBCUA shall provide the following services to the Borough of Allendale:
  - a. The NBCUA shall act as the New Jersey Licensed Sewer Operator for the Borough of Allendale.

- b. NBCUA will respond to sanitary sewer collection emergencies 24 hours a day, seven days a week.
- c. NBCUA will coordinate all third-party repairs of the collections system.
- d. NBCUA will, when necessary, coordinate, participate and correspond to any and all NJDEP inspections and actions regarding the sanitary collection system.
- e. NBCUA will coordinate with Allendale any NJDEP Hotline calls and correspondence regarding the sanitary collection system.
- f. NBCUA, upon request, can coordinate and conduct a manhole inspection program that will involve the physical inspection of every manhole within Allendale over a three-to-five-year cycle.
- g. NBCUA, upon request, can conduct annual NJ State Certified Backflow Preventer tests on all of your backflow prevention devices.

4. In consideration for the services to be rendered by the NBCUA to Allendale, pursuant to Paragraph 3 above, Allendale shall pay to NBCUA:

a.	Four (4) equal installments of \$1,100.00 on or before March 1 <sup>st</sup> , June 1 <sup>st</sup> , September 1 <sup>st</sup> , and December 1 <sup>st</sup> of each year, for a total annual compensation of \$4,400.00.	
b.	Non-Business hours – emergency responses (per man)	\$127.75/hr.
c.	Business hours emergency/non-basic repair and catch basin maintenance (per man)	\$ 102.45/hr.
d.	Third Party Contractors for repairs and/or spare parts	\$Direct Cost
e.	Manhole Inspection Program	\$ 50.00/MH
f.	Backflow Preventer Tests	\$165.30/unit

5. The NBCUA shall provide Allendale with an invoice reflecting all time and work provided by its staff for repairs and response service during the previous month. Said invoices shall be paid by Allendale within 45 days of receipt.

6. The parties agree to be bound by this Agreement for a minimum of twelve (12) months. Starting six (6) months from the Commencement Date, either party may terminate this Agreement by giving at least six (6) months written notice to the other party.

7. Each party to this Agreement represents to the other party thereto that the Officials executing this Agreement are fully authorized and empowered to do so and to bind the parties to the terms of this Agreement, pursuant to law.

8. The parties recognize that the individuals who shall be designated as the Primary Contact Persons are, the Licensed Sewer Operator and Superintendent of the NBCUA for the NBCUA and the Manager of the Borough's Public Works Department, for Allendale. The Primary Contact individual shall be noticed on all issues of importance and shall be responsible for initiating all requests for repairs and corrective actions to be carried out by NBCUA or Allendale, as applicable.

8. The Primary Contact Persons shall jointly and cooperatively implement and complete a reporting form to memorialize and record all required and/or performed repairs, corrective actions, and responses to Allendale's collection system.
9. The NBCUA will provide a certificate of insurance designating Allendale as an additional insured, with the same limits and coverage as the NBCUA has in place with their current insurance program.
10. Allendale assumes all liability for, and agrees to indemnify and hold the NBCUA and its agents, servants, employees, guests, licensees and invitees, harmless against any and all claims, losses, damages, injuries and expenses, arising out of, resulting from, or incurred in connection with any acts or omissions by Allendale, its agents, servants or employees.
11. The effective date of this Agreement shall be January 1, 2026, and the expiration shall be December 31, 2026, unless the agreement is terminated pursuant to paragraph 6 above.
12. The NBCUA agrees to comply with all applicable federal, state, county and municipal laws, rules, and regulations.
13. The terms of this Agreement shall constitute the entire understanding between the parties and may only be amended by a written document executed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, this month, day, and year first above written.

ATTEST:

BOROUGH OF ALLENDALE

---

By: \_\_\_\_\_

MAYOR

Date: \_\_\_\_\_

ATTEST:

---

By: \_\_\_\_\_

CHAIRMAN

NORTHWEST BERGEN COUNTY  
UTILITIES AUTHORITY

Date: \_\_\_\_\_

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-60

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF CONTINUATION OF SHARED SERVICES AGREEMENT  
NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY  
AS-NEEDED SANITARY SEWER CLEANING SERVICES**

WHEREAS, the Borough of Allendale previously entered into a Shared Services Agreement with the Northwest Bergen County Utilities Authority (“NWBCUA”) for the provision of as-needed sanitary sewer jetting services; and

WHEREAS, said Agreement was approved by Resolution and provides for sanitary sewer jetting services to the Borough for the years 2025 and 2026 at a per-foot rate of seventy cents (\$0.70) for calendar year 2025 and seventy-two cents (\$0.72) for calendar year 2026; and

WHEREAS, the Mayor and Council desire to continue said services under the same terms and conditions as previously approved, through December 31, 2026, in the best interest of the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, at its Re-Organization Meeting, that the continuation of the Shared Services Agreement with the Northwest Bergen County Utilities Authority for as-needed sanitary sewer jetting services is hereby approved through December 31, 2026, under the previously authorized terms and rates; and

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to execute any necessary documents to effectuate the continuation of said Shared Services 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 January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-61**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF CONTINUATION OF SHARED SERVICES AGREEMENT  
NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY  
AS-NEEDED TV INSPECTION SERVICES**

WHEREAS, the Borough of Allendale previously entered into a Shared Services Agreement with the Northwest Bergen County Utilities Authority (“NWBCUA”) for the provision of as-needed television (TV) inspection services for the sanitary sewer system and other municipal systems; and

WHEREAS, said Agreement was approved by Resolution and provides for TV inspection services to the Borough for the years 2025 and 2026 at a per-foot rate of ninety-five cents (\$0.95) for calendar year 2025 and ninety-eight cents (\$0.98) for calendar year 2026, with a minimum daily charge of five hundred dollars (\$500) for each day of inspection; and

WHEREAS, the Mayor and Council desire to continue said services under the same terms and conditions as previously approved, through December 31, 2026, in the best interest of the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, at its Re-Organization Meeting, that the continuation of the Shared Services Agreement with the Northwest Bergen County Utilities Authority for as-needed TV inspection services is hereby approved through December 31, 2026, under the previously authorized terms and rates; and

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to execute any necessary documents to effectuate the continuation of said Shared Services 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 January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

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

DATE: 01/05/2026

**RESOLUTION# 26-62**

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**A RESOLUTION DESIGNATING AMANDA RICHARDS OR DOTTIE BLITZER,  
ADMINISTRATIVE ASSISTANTS TO THE MUNICIPAL CLERK, AS ACTING MUNICIPAL  
CLERKS DURING THE ABSENCE OF THE MUNICIPAL CLERK FOR THE YEAR 2026**

**WHEREAS**, the Municipal Clerk may need to be absent from a Mayor and Council Meeting of the Borough of Allendale for the year 2026; and,

**WHEREAS**, pursuant to N.J.S.A. 40A:9-157 the Governing Body may designate some person or persons to act in the place of such officer during this temporary absence.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Borough of Allendale hereby designates first, Amanda Richards, or if Amanda Richards is unable to attend that said meeting, then Dottie Blitzer shall act in the place of the Municipal Clerk during this temporary absence.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-63

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPROVAL OF CONTRACT FOR REGISTRAR, DEPUTY REGISTRAR AND VITAL  
STATISTICS SERVICES - NORTHWEST BERGEN REGIONAL HEALTH COMMISSION  
JANUARY 1, 2026 THROUGH DECEMBER 31, 2028**

**WHEREAS**, the Northwest Bergen Regional Health Commission has provided a proposal for Registrar, Deputy Registrar and Vital Statistics services for the term January 1, 2026 through December 31, 2028; and

**WHEREAS**, this contract shall become effective on the first day of January 2026 and terminate on December 31, 2028. It is further agreed by the parties that the Recipient shall have the right to renew this contract, upon the same terms and conditions, upon terms of compensation and scope of services agreeable to Provider and Recipient. Notwithstanding anything to the contrary herein, either party shall have the right to terminate this Agreement during the Term by giving the other party ninety (90) days' advance written notice of termination; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that a contract for Registrar, Deputy Registrar and Vital Statistics services be awarded to Northwest Bergen Regional Health Commission, located at 20 West Prospect Street, Waldwick, New Jersey 07463, for the term January 1, 2026 to December 31, 2026, in the yearly amount of \$7,938.00; for the term January 1, 2027 to December 31, 2027, in the yearly amount of \$8,136.45; for the term January 1, 2028 to December 31, 2028, in the yearly amount of \$8,339.86; and,

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to take such action as may be necessary to implement this Resolution, including the execution of an Agreement with Northwest Bergen Regional Health Commission for the above services.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

**CONTRACT FOR REGISTRAR, DEPUTY REGISTRAR AND VITAL STATISTICS SERVICES  
BETWEEN THE BOROUGH OF ALLENDALE AND NORTHWEST BERGEN REGIONAL HEALTH  
COMMISSION  
JANUARY 1, 2026 THROUGH DECEMBER 31, 2028**

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Borough of Allendale and Northwest Bergen Regional Health Commission, hereafter referred to as the Provider and the Borough of Allendale hereafter referred to as the Recipient.

WHEREAS, the Recipient desires to contract with the Provider services of a licensed Registrar, Deputy Registrar and Vital Statistics as hereinafter set forth:

NOW THEREFORE, it is understood and agreed as follows:

1. The Recipient designates the Registrar employed by the Provider as its full-time Registrar for the administration and the enforcement of Chapter 8, Registration of Vital Statistics, as stated in N.J.S.A. 26 of the New Jersey Statutes during the term of this contract.
2. The Provider shall provide services of a properly Certified Municipal Registrar to comply with the laws pursuant to the Office of Vital Statistics and Registry of the New Jersey Department of Health, as of the execution date of this contract.
3. All Vital Statistic fees collected by the Provider on behalf of the recipient will be transmitted to the Treasurer of the municipality for who such fees were collected with a monthly statement that includes all fees collected for permits and licenses, under local ordinance, during the preceding month.
4. In consideration of the faithful performance by the Provider of its agreement herein, the Recipient covenants and agrees to pay the Provider the total sum as follows
  - For the period January 01, 2026 through December 31, 2026 a sum of \$ 7938 payable in monthly instalments in the amount of \$ 662.00 rounded to the nearest dollar at the beginning of each month. This amount includes a 2.5 % cost of living adjustment, all supplies and equipment needed to conduct Vital Statistics services as stated in Chapter 8, Registration of Vital Statistics, as stated in N.J.S.A. 26 of the New Jersey Statutes.
  - For the period January 01, 2027 through December 31, 2027 a sum of \$ 8136.45 payable in monthly instalments in the amount of \$ 678.00 rounded to the nearest dollar at the beginning of each month. This amount includes a 2.5 % cost of living adjustment, all supplies and equipment needed to conduct Vital Statistics services as stated in Chapter 8, Registration of Vital Statistics, as stated in N.J.S.A. 26 of the New Jersey Statutes.

- For the period January 01, 2028 through December 31, 2028 a sum of \$ 8339.86 payable in monthly instalments in the amount of \$ 695.00 rounded to the nearest dollar at the beginning of each month. This amount includes a 2.5 % cost of living adjustment, all supplies and equipment needed to conduct Vital Statistics services as stated in Chapter 8, Registration of Vital Statistics, as stated in N.J.S.A. 26 of the New Jersey Statutes.

5. Provider agrees to hold the Recipient harmless, indemnify and defend the Recipient against any and all claims for damages and/or injury that may be made by any third party that are alleged to have resulted from any action or inaction of the Provider in the course of providing services for the Recipient in the performance of the Providers obligations and authority pursuant to this Services Agreement.

6. This contract shall become effective on the first day of January 2026 and terminate on December 31, 2028. It is further agreed by the parties that the Recipient shall have the right to renew this contract, upon the same terms and conditions, upon terms of compensation and scope of services agreeable to Provider and Recipient. Notwithstanding anything to the contrary herein, either party shall have the right to terminate this Agreement during the Term by giving the other party ninety (90) days' advance written notice of termination.

IN WITNESS WHEREOF each of party has caused its authorized officials to sign and seal this Agreement on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NORTHWEST BERGEN REGIONAL  
HEALTH COMMISSION

BOROUGH OF ALLENDALE

---

President  
Northwest Bergen Regional Health Commission

---

Representative  
Borough of Allendale

---

Secretary  
Northwest Bergen Regional Health Commission

---

Representative  
Borough of Allendale

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-64

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF REGISTRAR, DEPUTY REGISTRAR AND ALTERNATE REGISTRAR  
OF VITAL STATISTICS FOR JANUARY 1, 2026 THROUGH DECEMBER 31, 2028**

**WHEREAS**, the Borough of Allendale (Borough) contracted with Northwest Bergen Regional Health Commission (NWRHC) for Registrar and Deputy Registrar of Vital Statistics services for the term January 1, 2026 through December 31, 2028 via Resolution 26-63 on January 1, 2026; and

**WHEREAS**, this contract shall become effective on the first day of January 2026 and terminate on December 31, 2028. It is further agreed by the parties that the Recipient shall have the right to renew this contract, upon the same terms and conditions, upon terms of compensation and scope of services agreeable to Provider and Recipient. Notwithstanding anything to the contrary herein, either party shall have the right to terminate this Agreement during the Term by giving the other party ninety (90) days' advance written notice of termination.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Allendale, County of Bergen, State of New Jersey that it hereby appoints the following NWRHC employees to serve on behalf of the Borough effective January 1, 2026 through December 31, 2028:

Carmen Nist	Registrar
Corinne Woodward	Deputy Registrar
Dana White	Alternate Registrar

**BE IT FURTHER RESOLVED** that a copy of this Resolution be sent to the State of New Jersey Department of Health, Office of Vital Statistics and Registry.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-65

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**ESTABLISH 2026 RENTAL FEES FOR THE ALLENDALE COMMUNITY CENTER**

WHEREAS, pursuant to Chapter 203, Section 20A of the Code of the Borough of Allendale, fees for the use of recreational facilities are to be established annually by resolution of the governing body.

NOW, THEREFORE, BE IT RESOLVED, that the following rates be and are hereby approved for the Allendale Community Center for 2026:

**2026 PARTY/EVENT RENTAL RATES**

	Resident Rates	Non-Resident Rates
Community Room Party/Event up to 4 hours	\$350	\$500
Community Room Party/Event over 4 hours	\$500	\$650
Cleaning Fee for all rentals	\$50	\$50
Non- Refundable booking deposit	\$200	\$200
Kitchen add-on	\$100	\$100
Gym add-on	\$100	\$100

**2026 COMMUNITY ROOM RENTAL RATES FOR BUSINESSES**

**Allendale Business**

Hourly	\$25
--------	------

**Non- Allendale Business**

Hourly	\$ 50
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RESOLUTION  
BOROUGH OF ALLEDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-65

BE IT FURTHER RESOLVED that resident rate shall be granted to non-resident Northern Highlands Regional High School students;

BE IT FURTHER RESOLVED that free rental shall be granted to Allendale School Districts including school events hosted by students, eligible members of the Allendale Volunteer Fire Department, Allendale Volunteer Ambulance Corps, Allendale CERT, Allendale non-profit quasi-public entity groups, 2026 Mayor and Council members and any Mayor Emeritus; and,

BE IT FURTHER RESOLVED that all payments shall be deemed final when remitted and that no refunds shall be provided.

---

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

---

Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-66

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**A RESOLUTION APPOINTING LEAD PAINT INSPECTOR  
FOR THE BOROUGH OF ALLENDALE - KEITH DALTON**

WHEREAS, the Borough of Allendale ("Borough") has determined that it is necessary to appoint a qualified individual to serve as Lead Paint Inspector to perform duties associated with lead-based paint inspections, risk assessments, compliance oversight, and related public health and safety responsibilities; and

WHEREAS, the Borough desires to ensure compliance with applicable federal and state regulations, including but not limited to the New Jersey Lead-Safe Certification requirements and any relevant provisions of the New Jersey Administrative Code; and

WHEREAS, Keith Dalton possesses the training, experience, and credentials required to serve as Lead Paint Inspector for the Borough of Allendale; and

WHEREAS, the Mayor and Council have determined that it is in the best interest of the Borough to appoint Keith Dalton for this position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Keith Dalton is hereby appointed to the position of Lead Paint Inspector for the Borough of Allendale, effective January 1, 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-67

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**AWARD CONTRACT FOR AS NEEDED SNOW PLOWING & REMOVAL SERVICES –  
BOROUGH ROADWAYS JANUARY 2026, FEBRUARY 2026, MARCH 2026, NOVEMBER  
2026 AND DECEMBER 2026 – CONQUEST**

**WHEREAS**, sealed bids were received on December 23, 2025 for the project known as “As Needed Snow Plowing & Removal Services – Borough Roadways, January, February, March, November and December of 2026”; and

**WHEREAS**, one (1) bid was received; and

**WHEREAS**, the bid documents have been reviewed and it is determined that the bid of Conquest, 450 South River Street, Hackensack, New Jersey 07601, is in compliance as the lowest responsive bidder; and

**WHEREAS**, the Chief Financial Officer has attached hereto a Certification that adequate funds are or will be duly budgeted to pay for the contract for the above project; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body that it hereby does award a contract for “As Needed Snow Plowing & Removal Services – Borough Roadways, January 2026, February 2026, March 2026, November 2026 and December 2026” to Conquest, located at 450 S. River Street, Hackensack, New Jersey 07601 in the amount of \$285,000.00.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-68

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**APPOINTMENT OF A RECYCLING COORDINATOR – KIM OLIVIERI**

**BE IT RESOLVED** by the Governing Body that Kim Olivieri is hereby appointed as the Recycling Coordinator from January 1, 2026 through December 31, 2026.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-69

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF HO-HO-KUS FOR THE PROVISION OF CHIEF FINANCIAL OFFICER SERVICES**

WHEREAS, the Borough of Allendale (“Allendale”) and the Borough of Ho-Ho-Kus (“Ho-Ho-Kus”) are municipal corporations organized under the laws of the State of New Jersey; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (“the Act”), authorizes local units to enter into shared services agreements for the provision of services that each is empowered to provide within its own jurisdiction; and

WHEREAS, the Governing Bodies of Allendale and Ho-Ho-Kus desire to enter into a shared services agreement for the provision of Chief Financial Officer (CFO) services by Allendale to Ho-Ho-Kus in order to promote economy, efficiency, and effective municipal operations; and

WHEREAS, Allendale employs a duly certified Chief Financial Officer qualified to perform the duties set forth in N.J.S.A. 52:27BB-26 et seq., N.J.S.A. 40A:9-140.1 et seq., and applicable local ordinances; and

WHEREAS, the proposed Shared Services Agreement provides that Allendale shall act as the Provider municipality and Ho-Ho-Kus shall act as the Recipient municipality; and

WHEREAS, the Shared Services Agreement shall be effective from January 1, 2026 through December 31, 2026, and shall automatically renew on an annual basis for calendar years 2027 and 2028, unless cancelled by either municipality at the beginning of any renewal year; and

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-69

WHEREAS, under the terms of the Agreement, Ho-Ho-Kus shall compensate Allendale as follows:

- \$60,000 for calendar year 2026, payable quarterly;
- \$60,000 plus a two percent (2%) annual increase for each of calendar years 2027 and 2028, payable quarterly; and

WHEREAS, the Agreement further provides that Allendale shall retain full employer responsibility for its employee, including supervision, compensation, benefits, and labor relations matters, and shall indemnify and hold harmless the Borough of Ho-Ho-Kus in accordance with the terms of the Agreement; and

WHEREAS, the Governing Body of the Borough of Allendale finds that entering into this Shared Services Agreement is in the best interests of the Borough and its residents.

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

1. **Approval of Agreement.** The Shared Services Agreement between the Borough of Allendale and the Borough of Ho-Ho-Kus for the provision of Chief Financial Officer services, substantially in the form presented to the Governing Body, is hereby approved.
2. **Authorization to Execute.** The Mayor and Borough Clerk are hereby authorized and directed to execute the Shared Services Agreement on behalf of the Borough of Allendale, subject to review and approval as to form by the Borough Attorney.
3. **Term and Effectiveness.** The Agreement shall take effect on January 1, 2026, upon approval by the governing bodies of both municipalities and the adoption of enabling resolutions as required by law.
4. **Compliance with Law.** This Resolution and the Shared Services Agreement are adopted pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.
5. **Certified Copy.** A certified copy of this Resolution shall be forwarded to the Borough of Ho-Ho-Kus and any other parties as required.

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

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-70

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

Carried  
 Defeated  
 Tabled  
 Approved on  
 Consent Agenda

**APPROVAL OF NON-CONTRACTUAL SALARY RESOLUTION**

**Be It Resolved** that the following are the salaries for Borough non-contractual employees for the year 2026. All salaries are retroactive to January 1, 2026.

Linda Cervino, Municipal Clerk	88,773
Gina Wittmaack, Tax Collector	79,421
Angela Mattiace, Tax Assessor, Part-time	56,652
Joe Citro, Qualified Purchasing Agent	5,000
Anthony Hackett, Construction Code Official	97,864
Anthony Hackett, Building Inspector and Sub Code Official	16,311
Anthony Hackett, Zoning Officer	16,311
Vincent Lombardozzi, Electrical Inspector and Sub Code Official, Part-time	27,717
Garrett Pepe, Plumbing Inspector and Sub Code Official, Part-time	30,489
Michael Limatola, Property Maintenance Official	48,500
Keith Dalton, Lead Paint Inspector	1,000
Keith Dalton, Fire Inspector and Sub Code Official, Part-time	20,000
Kevin Todd, Fire Official, Part-time	20,700
Kevin Todd, Fire Inspector, Part-time	7,245
Steven Alvarez, Fire Inspector, Hourly	17.00/hr
Brian Testino, Fire Inspector, Hourly	17.00/hr
Andrew Agugliaro, Fire Inspector, Hourly	17.00/hr
Michael Dillon, Emergency Management Official, Part-time	4,200
Amanda Richards, Board of Health Secretary	3,105
Christopher Botta, Municipal Magistrate	17,057
Richard Rosa, Municipal Prosecutor	6,763
Kim Olivier, Recycling Coordinator	2,000
Crossing Guards, Part-time Hourly	30.00/hr
Julia Margagliotta, Director of Communications	10,000

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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 Linda Louise Cervino, RMC  
 Municipal Clerk

RESOLUTION  
BOROUGH OF ALLENDALE  
BERGEN COUNTY, NJ

DATE: 01/05/2026

RESOLUTION# 26-71

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

- Carried
- Defeated
- Tabled
- Approved on  
Consent Agenda

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH WEST BERGEN MENTAL  
HEALTHCARE FOR THE EMPLOYEE ASSISTANCE PROGRAM FOR 2026**

WHEREAS, the Borough of Allendale recognizes the importance of providing mental health support services to its employees; and

WHEREAS, West Bergen Mental Healthcare has provided an Employee Assistance Program (EAP) in the past, offering confidential counseling and support services to employees of the Borough of Allendale and their families; and

WHEREAS, the Employee Assistance Program is designed to promote employee well-being, increase productivity, and assist in the resolution of personal and work-related issues; and

WHEREAS, the agreement with West Bergen Mental Healthcare for the 2026 calendar year will continue to provide these vital services to all eligible employees of the Borough of Allendale as outlined in the Agreement; and

WHEREAS, the allocated budget for the 2026 Employee Assistance Program has been reviewed and is considered sufficient to cover the costs associated with the services to be provided by West Bergen Mental Healthcare, as outlined in the proposed agreement.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Allendale that the Borough of Allendale hereby authorizes the execution of an agreement with West Bergen Mental Healthcare for the Employee Assistance Program for the year 2026, as presented.

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I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on January 5, 2026.

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Linda Louise Cervino, RMC  
Municipal Clerk