

**Mayor and Council of the Borough of Allendale  
Work Session Meeting Minutes – 7:30 p.m.  
February 23, 2023**

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A Work Session Meeting of the Mayor and Council of the Borough of Allendale was held in the Municipal Building at 500 West Crescent Avenue, Allendale, New Jersey on February 23, 2023. The meeting was called to order at 7:30 pm by Mayor Wilczynski who welcomed everyone who is joining the meeting in the audience and on Zoom Webinar.

Mayor Wilczynski asked that the Municipal Clerk read the open public meetings statement: “In compliance with the Open Public Meetings Act, the notice requirements have been satisfied. The meeting dates for the year are confirmed at the Annual Meeting, are posted on the public bulletin board in the Municipal Building and on the Borough Website, published in The Record within the first 10 days of the New Year, and copies are sent to The Ridgewood News and Star-Ledger. Notice of this meeting by the February 13, 2023 Sunshine Notice was sent to The Record, The Ridgewood News and Star Ledger and has been posted on the public bulletin board in the Municipal Building and Borough website.”

**ROLL CALL:**

PRESENT: Councilmembers Liz Homan, Susanne Lovisolo, Ed O’Connell, Matthew O’Toole, Tyler Yaccarino, Joseph Daloisio and Mayor Amy Wilczynski.

ABSENT: None.

ALSO PRESENT: Raymond Wiss, Borough Attorney  
Ron Kistner, Director of Operations/Administrative Officer  
Linda Louise Cervino, Municipal Clerk  
John Gil, Director of Communications

**PUBLIC COMMENT:**

No one from the public came forward.

**ADMINISTRATION:**

*Agenda Review:*

Mayor Wilczynski reviewed the Regular Session Agenda which consisted of approval of minutes, a Second Reading and Public Hearing of Ordinance 23-02. Councilman O’Toole stated that it is an amendment that will bring our officers more in line with what other departments are making for outside overtime. There’s also a small provision in there for the borough to charge an administrative fee and it does not apply to any borough jobs or nonprofits. Mayor Wilczynski stated we also have Resolution 23-95, a Resolution authorizing the economic defeasance and refunding of Borough funds regarding the Allendale sale of the water department. Councilwoman Homan stated several things drove us to start considering what we should do with the water system; that being the emergence of these PFAS contaminants that have been prevalent across the country. Upon research, it was clearly illustrated that this would be an incredibly expensive process to be able to manage that as well as incredibly technical, so it made sense to sell the water system to ensure that our residents had safe water at their taps for the future.

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Along with that, we did have the foresight to really put together a great bidding process and we benefited economically from the sale. One of their requirements of selling the system is that funds will be earmarked to pay off any debt that Allendale has accumulated and we will do so at the earliest opportunity for each of the financial bonds. This is the first one that we will be able to pay off. Thank you to everybody for your support; both the Mayor and Council as well as the community. Mayor Wilczynski stated to Councilwoman Homan we appreciate all the work you did on it.

Also on the agenda is Introduction to Ordinance 23-03 is amending our Borough code. Councilwoman Homan said that since we've sold the water system, the ordinances that had to do with things that now Veolia will be managing, those need to be removed from our borough code, but the notable thing to say that will remain in the borough code is that Allendale will have the opportunity to be able to ensure that should there be need for water restrictions due to environmental factors, that Allendale can and should put that into place as needed. Mayor Wilczynski said Ordinance 23-04 to amend and revise Chapter 26, which is the Organization of our police department is on the agenda. Chief of Police, Mike Dillon, stated that that ordinance codifies our composition of our department and since we had hired some additional staff, both on a police officer level and also as a special law enforcement that's in our schools and completely reimbursed by the Board of Education, we're just bringing that ordinance up to speed to accurately reflect the current composition.

Mayor Wilczynski stated, next, we have our Consent Agenda, which are routine items. We are having another fundraiser, the Allendale Woman's Club. We're donating a Crestwood Lake membership. We have a revised contract for GovPilot, which is the software system that we use for many of our activities in the administrative office, so this is just another addition to that. We have some contracts that we're awarding for our janitorial services as well as our ground maintenance. We also have our list of bills, which the finance committee has reviewed. The mayor has also reviewed them.

There is no unfinished business.

There is no new business.

*Council Reports:*

**Councilman O'Connell – Department of Public Works**

Councilman O'Connell stated a floor was installed at the clerk's office. We did several catch basins that had structural issues and were rebuilt throughout the community. Several areas of fence along West Crescent in front of Crestwood Lake was repaired. Under the direction of Rich, the preparation of Crestwood Lake has begun.

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**Councilman Joseph Daloisio – Land Use Board**

The Land Use Committee met on Thursday, February 9, 2023. It was our second meeting as chair. The committee discussed a couple of the code issues that we had talked about at the first meeting about reviewing language and seeing if there's any changes, suggestions or additions. We tabled the tree and the sign ordinance review and we looked at the ancillary structure to add the wording for sheds. Anthony Hackett had agreed to give me some suggested language to put into the code. I have not gotten that yet. We discussed a few property maintenance issues around town that Mike Limatola and Ron Kistner will address with the property owners. I did begin working on the applicant packet that I discussed at the last meeting for the applicants who are going to be coming before the Land Use Board. We had a Land Use Board meeting last week and I got some good suggestions from one of the applicant's counsels on his way out, so I am in the process of reviewing that and putting that together and I hope to have something next month.

**Councilwoman Lovisolo – Finance, Human Resources and Administration**

Councilwoman Lovisolo stated Finance, Human Resources and Administration Committee are currently working on our budget and we're up to Version Number 6 of our review process. Our former CFO, Alissa Mayer, has been working closely with our new CFO, Alison Altano, and it's been a really positive and seamless transition so far. In Allendale, with Gina and Carol and now Alison in our Finance and Tax Collection office in the Borough Hall, we really do have a quality team. We are still awaiting some final capital numbers from some of the departments, but we have our Finance Advisory Committee meeting comprised of Allendale residents on Monday, February 27, 2023, to get their first look at the budget and I'm looking forward to my first meeting at that.

I am the council liaison to Allendale's Green Team. Their next meeting will be Tuesday, March 7, 2023 and our mayor will be joining us for part of that meeting. Saturday, April 22, 2023 is a tentative date for our Allendale Environmental Day. Last year, we had a Styrofoam collection, an electronics collection, a clothing collection at the John Fell House; we sold some composting bins and rain barrels, so we're looking forward to another great town event this year. I am also on the Library Board with the mayor and we had a very comprehensive meeting about a week ago. I'm looking forward to working with that dedicated group of board members.

The library does have some things coming up so I want to quickly go through those. The library offers programs daily for all ages, including meditation, yoga, crafting session, nature lectures, cooking workshops and more. Last year, over 9,000 Allendale residents participated in 602 programs at the library with an average cost of only \$0.95 cents per participant. Coming up, Bergen County's history has shaped not only the metropolitan area, but our nation itself. Authors Bob Nesoff and Arthur Cohn will be at the library on March 23, 2023 to discuss their new book, "A History Lover's Guide to Bergen County," a fascinating look at area historic sites and the stories behind them.

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Every Saturday in March the Allendale Ambulance Corp in partnership with the library invites residents, ages 16 and older, to a free one-hour CPR class. Residents will receive expert instruction and hands-on practice on the lifesaving skill of adult/child hands only CPR. Dazzling Historic Mansions and Gardens is a visual tour. They're notable estates and horticultural winners with an easy driving distance of Allendale and will be presented by Art History instructor and New Jersey Council for the Humanities lecture Barbara Ferrante on March 30, 2023. Farm Chicks is a touring educational and recreational petting zoo program for young people and it will bring many lively animals on site for four unique programs throughout the month of March on Critter Care and the responsibilities of pet ownership. The library will celebrate Read Across America on March 2, 2023 with a Dr. Seuss celebration reading party for youngsters and their adult companions. In about ten days, every household in Allendale will receive through the mail a guide to the products, services, and professionals of Lee Memorial Library including details of how many new offerings are available to all cardholders, so please keep an eye on your mailbox. This will be your monthly reminder to go get your library card if you've not already done so.

**Councilwoman Homan – Water, Sewer and Public Utilities**

We talked already about water already and the progress there. Our legal team is working continuously with Veolia to execute the transfers appropriately of all the land and the easements that we need in order to have the final escrow monies deposited with us. On a completely separate note, I was not at the last council meeting because I was at the high school. It was pasta mania at the high school for the sports association, but also at that time, the upper Saddle River/Allendale Alliance had a table there, so I had the opportunity to work that table. We are going to have a water meeting scheduled for this coming Friday, March 3, 2023, at 4 p.m.

**Councilman O'Toole – Law & Public Safety**

Councilman O'Toole stated that the next Public Safety Committee meeting is going to be March 7, 2023. We're already filling up the agenda. Apart from our regular agenda items, we're going to be discussing some traffic hot spots around town. Our new parking app is just about ready to go live. We will be utilizing an app instead of the parking meters in the transit lot. Chief Dillon has been working on that. The next steps are going to be some signage and lining of the ground. The anticipated start date of our new SLEO is March 3, 2023. Our two police officer recruits are doing very well in the academy. We're using new technology to identify speed areas in town where there's a problem. The Police Department is working closely with school districts and local private schools to improve security measures. Finally, the Office of Emergency Management had reimbursement applications for both tropical storms Ida as well as COVID. These two disaster declarations resulted in \$141,172.21 in reimbursements to the borough. Mayor Wilczynski thanked Director Kistner and Chief Dillon.

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**Councilman Yaccarino – Facilities, Parks and Recreation**

Councilman Yaccarino stated we had our last facilities meeting last Thursday. It looks like we're going to continue with the third Thursday of the month going forward. Amy, Ron and I met at Crestwood earlier this week to meet with two vendors. One to look at refurbishing our tennis court and some improvements to the area around the band shell as well as some other things we may look to spruce up later this year. As we've mentioned prior, Crestwood season, we're starting to begin that. We saw Richie out there getting the docks ready, so that's a work in progress so far. We had the new kitchen floor installed downstairs this past Monday in the Clerk's Office. We're also continuing to look at a new informational sign for outside. I just started to get some quotes for that for us to consider. Some other things we're looking at is some access control improvements and other minor interior renovations to Borough Hall. As the mayor mentioned, we have the janitorial services contract and also the commercial landscaping contract to approve from the bids. Our next meeting will be March 16, 2023.

*Mayor's Report:*

Again, the New Jersey Anchor Program, homeowners with certain income restrictions, can get a New Jersey tax rebate for up to \$1,500. The application is on our website and the deadline is February 28, 2023. 220 West Crescent was completely demolished so now the contractors are busy getting their permits and they will soon commence the footings, which will be part of our building because we have a zero lot line, which means our buildings are touching so some of our footings will be put in as well. We will have updates on the building of 220 regularly, so we'll be up there and we'll make sure we give everybody weekly updates. We're looking forward to building a community center and Hampshire will be building their 70 units behind it.

Starting March 13<sup>th</sup>, our compost badges go on sale. Councilman Yaccarino, Councilman Daloisio, Director Kistner and I went to a municipal class. It's always good to brush up on some of the new laws. It was a packed house and it was an all-day meeting, but we did get a couple new tips and things that we will be implementing. Other than that, I have been going to a lot of meetings. They are all great and I really enjoy going to them. The library board meeting was great. We did visit Crestwood Lake and we're starting with the preparations.

*Staff Reports:*

**Linda Louise Cervino, Municipal Clerk**, stated that yesterday morning, Kerri Niosi of the Clerk's office put in her resignation and her last day will be March 8, 2023. That will leave the clerk's office short staffed until we find a replacement. The Bergen County Municipal Clerks had a meeting today and also tomorrow to go over election materials for the upcoming Primary election. I will be attending that meeting tomorrow. Registration for Compost permit go on sale March 13<sup>th</sup> and the compost facility opens April 2<sup>nd</sup>. Crestwood Lake Registration only opens April 17<sup>th</sup>. To date the clerk's office processed and licensed roughly 249 Dogs and 17 cats for the Borough of Allendale.

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The clerk's office will have a late night on April 27th until 7 p.m. to accommodate our residents in processing Crestwood Lake Registration and other licenses/permits given out from the Clerk's Office. John Gil will advertise on the website and/or the newsletter for that.

Other than that, on a personal note, this Saturday, I will be, again, participating in the Polar Bear Plunge in Seaside for the New Jersey Special Olympics. Special Olympics New Jersey is a not-for-profit organization that provides sports training and athletic competition to children and adults with intellectual disabilities statewide. It's a great fundraiser and this is one event I love being a part of as I have been volunteering my time as a basketball coach for Special Olympics for about six years.

**John Gil, Director of Communications**, stated he has nothing to report.

**Ron Kistner, Director of Operations/Administrative Officer**, stated Property Maintenance Michael Limatola, the mayor and myself met with representatives of the Azarian Group last week to discuss the condition of the ACME shopping center. We made some suggestions and since he hasn't addressed those suggestions it will now turn into a notice of violation. Unfortunately, we did have another departure in our borough employment staff. Construction Code official Anthony Hackett has moved on. I want to thank him. He was professional. He did a good job with the community. I am interviewing a replacement for Anthony on Sunday and I'm looking forward to that. We do have coverage. I've worked some arrangements out with some very confident plumbing and subcode officials in the neighboring communities so we are covered. We had an incident the other day at the ACME shopping center and one of those inspectors did show up and covered it. I'm meeting Anthony and our borough engineer, Mike Vreeland, at 7:30 a.m. for our other meeting to finalize some stuff including some of the larger projects, permits, where we stand with that. I had an excellent lunch meeting with some of the executive board members of the Allendale Recreation committee. A very enthusiastic and very competent group. We worked very well with them. We are planning to renovate the ballfields in the middle of March if it doesn't snow. We're also going to have a seminar for the coaches on how to maintain the fields. I did place a \$4,000 order for paint. Prices really jumped up on this paint. You'll see a couple public service contractors on West Allendale today. That's the bare steel replacement project.

**Michael Dillion, Police Chief**, stated that he continues to address some facility issues with Ron Kistner. I'm working with the public safety committee preparing a fiscally responsible capital budget; addressing supply chain issues and inflation with police vehicles and vehicle parts. There is truly a shortage of fleet vehicles. I was on the phone today with a dealership in Texas and I finally located a car that we were looking for in Niagara Falls, New York. Working with the new CFO to secure some purchasing rules for that. I've been assisting the fire chief but continue to work closely with a variety of issues and tasks. I submitted one grant application for fire equipment and working on another grant for improvement and retention. This is in addition to a grant that we were awarded, \$22,000 for firefighter protective equipment.

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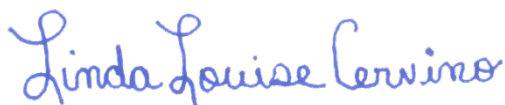
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**Raymond Wiss, Borough Attorney**, stated the water utility sale is in a different phase than it was before. We have regularly scheduled meetings with the Veolia's counsel and then we also have regular scheduled meetings with our special counsel, Ryan Scerbo, our engineer, Mike Vreeland, and Ron Kistner and I. We are finally getting to a point and we had to do a little pushing, frankly, with Veolia because we need their survey work done before we can record the easements and, therefore, get the balance of the escrow returned to us. I think we, finally, got them to a stage where they are underway in the field. Because of the age of the system, there are multiple instances where we know there is a water utility infrastructure there, but it has not been marked out or has not been surveyed so we need Veolia to go out in the field and do that first. Then we can prepare the instrument to record the easement so that we can get a further release of money. That's an ongoing, but I think, finally, in a more active stage. I have been working with Chief Dillon and the clerk's office on OPRA requests. Also, with the chief on some departmental matters, including some of the ordinances that are on tonight's agenda. With Linda, on ordinances and resolutions. With Ron on some Land Use and property maintenance matters. As I reported, last time we thought that we would probably have the Allendale Senior Housing transaction concluded by the end of this month, but we're going to have to move it into March.

**ADJOURNMENT:**

There being no further business to come before the Mayor and Council, on a motion by Councilwoman Homan, second by Councilman Daloisio and unanimously carried, the work meeting was adjourned at 7:57 p.m.

Respectfully submitted,



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Linda Louise Cervino, RMC  
Municipal Clerk

03/09/2023  
Date Approved