



**BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MEETING MINUTES
FOR
THURSDAY,
SEPTEMBER 18, 2025
7:00 P.M.**

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 18, 2025 – 7:00 p.m.**

A combined Work and Regular Session Meeting of the Mayor and Council of the Borough of Allendale was held in the Municipal Building at 500 West Crescent Avenue, Allendale, New Jersey on September 4, 2025. The meeting was called to order at 7:00 pm by Mayor Amy Wilczynski.

Linda Louise Cervino, 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 September 16, 2025, Sunshine Notice was sent to The Record, The Ridgewood News and Star Ledger and has been posted on the public bulletin board in the Municipal Building and Borough website.”

The roll call was recorded as follows:

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

A quorum was met.

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

Mayor Amy Wilczynski led the salute to the flag.

PRESENTATION: Honoring the Red-Shouldered Hawk as the Borough’s Official “Honorary Bird”.

**HONORING THE RED-SHOULDERED HAWK AS
THE BOROUGH’S OFFICIAL “HONORARY BIRD”**

WHEREAS, the Borough of Allendale values its natural environment, including the Celery Farm Nature Preserve, and recognizes the importance of native wildlife in enhancing ecological education and conservation awareness; and

WHEREAS, the Red-shouldered Hawk (*Buteo lineatus*) is one of the most beautiful and striking hawks known for its distinctive reddish coloring and soaring flight; and

WHEREAS, the Red-shouldered Hawk is an ecologically important bird of prey native to New Jersey, it plays a vital role in local ecosystems and is considered endangered when nesting; and

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 18, 2025 – 7:00 p.m.**

WHEREAS, these majestic raptors are a **regular presence at the Celery Farm**, Allendale’s treasured nature preserve, where they can often be seen hunting and calling from the trees; and

WHEREAS, these hawks can also be heard all over town, captivating both seasoned birders and casual visitors; and

WHEREAS, these hawks live in Allendale year-round and have successfully nested in many locations in town for more than two decades, including this year; and

WHEREAS, recognizing the Red-shouldered Hawk as Allendale’s “Official Honorary Bird” would raise public awareness about the importance of wildlife habitat preservation and reinforce the Borough’s commitment to environmental stewardship.

NOW, THEREFORE, BE IT RESOLVED, I Amy Wilczynski, Mayor of Allendale as well as the Council of the Borough of Allendale, hereby designate The Red-shouldered Hawk (*Buteo lineatus*) as the **Honorary Bird of the Borough of Allendale**, in recognition of its ecological significance, symbolic beauty, and frequent presence at the Celery Farm Nature Preserve.

Photos were taken.

APPROVAL OF MINUTES: August 14, 2025

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

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

APPROVAL OF MINUTES: September 4, 2025

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

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

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 18, 2025 – 7:00 p.m.**

AGENDA REVIEW:

Mayor Wilczynski reviewed the agenda which consisted of:

- Consent Agenda Items #25-211 through #25-218, which included:

- RES 25-211: Authorizing Cancellation of Remaining Balance on 2020 Neglia Engineering Contract.
- RES 25-212: Approval of Ural, Arda & Cagla VS. Borough of Allendale Tax Appeal Settlement.
- RES 25-213: Approval To Submit an Award Extension Request For LA-2024 Allendale Borough Renovation to Memorial Park Walkways Phase 1 02 To The New Jersey Department of Transportation.
- RES 25-214: Approving Per Diem Mutual Aid Agreement for Water Emergency Standbys.
- RES 25-215: Approval of Review and Certification of Annual Report of Audit for the FY ending 12/31/2024.
- RES 25-216: Approval of Corrective Action Plan – Report of Audit for Fiscal Year Ending 12/31/2024.
- RES 25-217: Approval of September 18, 2025 List of Bills.

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

Walter Widmer, 38 Hamilton Street, Allendale, asked to explain Resolution 25-213. Mayor Wilczynski stated that Paterson recently had some issues with their water pressure because they had a watermain break. Allendale recognized the importance of mutual aid agreements. We want to make sure we have a resolution put in place that we are able to do standby for water emergencies. It ensures health and safety for the welfare of residents in neighboring communities. Councilwoman Homan stated that if a surrounding town has a watermain break and they can't use their fire hydrants there's an ability to bring water for any fire emergencies. Councilman Daloisio said there's a rate that they reimburse us.

No one else from the public came forward for public comment on agenda items only.

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 18, 2025 – 7:00 p.m.**

APPROVAL OF CONSENT AGENDA:

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

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

(See Resolution 25-211 through 25-218 attached and made a part hereof)

ADMINISTRATION:

Council Committee Reports

Councilman Yaccarino, Facilities, Parks and Recreation/Land Use and Construction Code Report: Last night I attended the Allendale Recreation Commission meeting, and it was a very gaging dialogue. The meeting lasted two hours and many different topics were covered. I look forward to meeting with them again in October.

Councilman Matthew O'Toole, Public Safety Report: The Public Safety Committee has a meeting date of October 6th. It is important to remind everyone that the police department at this time of year, especially with schools being in, is targeting their traffic enforcement and safety initiative which is going to take into consideration things like traffic enforcement for speeding, failing to yield to pedestrians, distracted driving and especially e-bike, e-scooters and all those things.

We have the Gary Letezia Memorial Blood Drive next Thursday at the Community Center from 1 p.m. to 7 p.m. There is a significant blood shortage. AB&G is offering a pint for a pint, meaning, a pint of beer or a glass of wine or soda for a pint of blood.

Councilpresident Elizabeth Homan – Finance, Human Resources, Administration & Information Technology, Public Works & Public Utilities Reports: I don't have any water and sewer updates, which doesn't mean that we're not active, but, things are pretty much the way they've been. We'll provide an update at the next meeting.

I want to remind people that we have the ARC memorial run in memory of Sharon Moran. I hope people are looking forward to participating and donating and being sponsors.

Councilman Joseph Daloisio, Public Works & Public Utility/ Public Safety Report: The DPW committee is meeting tomorrow. We had the pleasure of attending the 9-11 memorial ceremony last week. I want to thank the DPW for the initial prep of the Red Barn and the Memorial area as well as the set up to allow everybody to be able to sit and have a nice vigil. The downtown area was restriped the other night. Andy Agugliaro was there with the police with his DPW truck to help block traffic to make sure the workers were safe.

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 18, 2025 – 7:00 p.m.**

The Department of Public Works is completing seasonal closeout procedures, including winterizing the lake and performing routine field maintenance. We've also begun our autumn decorations; the plantings downtown and the wonderful corn stalks. I'll have more to report at our next meeting.

Councilman Edward O'Connell – Facilities, Parks & Recreation Report: Councilman O'Connell stated that has nothing to report.

Councilwoman Susanne Lovisolo – Finance, Human Resources, Administration & IT, Land Use and Construction Code Report: Councilwoman Lovisolo was not present.

Staff Reports:

Linda Louise Cervino, Municipal Clerk's Report: Linda's Report: Dottie from the clerk's office will have a table this Saturday at the Allendale Festival Day. She will have Leaf Bags available for residents as well as Voter Registration Application, Mail in Ballot Applications and recycling schedules. She's also doing fall mask decorating, glitter tattoos, and people will have the opportunity to decorate a Community Fall banner that will be finished at the Community Center Open House event on October 24th.

Also, ballots have been mailed out to voters with active vote by mail requests for the November 4th General Election. Last night to register to vote is Tuesday, October 14th. The clerk's office will be open until 9 p.m. for voter registration as well as anything else you may need from the clerk's office.

Timothy Wiss, Borough Attorney's Report: The last time I was here we were talking about budgets. One of the creative ways that Allendale keeps their taxes low is obviously with cell phone towers. We are working on additional revenue sources. We'll hopefully get another bid to bring in some additional money to Allendale. At the last round, we had real positive results. Several folks are now on our tower that were not there before, and we are going to continue that. With any luck, we'll get a bid out shortly and have some additional revenue for everyone.

MAYOR'S REPORT:

Fair Share Housing: We spent about four hours today working with our team and just reading all the documents. We have to put in our response to their objection. 400 municipalities did receive a challenge. We are going to review that very carefully and we want to submit that, so we were working on that all day today.

Alison and I also met with our JIF insurance agent. We're always looking for ways to save money. Healthcare has been on the rise. I think it was 24 increase last year on top of another 12 to 14 the year before. Anticipated this year is over 35 percent. There is some opportunity potentially to save money without going to a private insurer. We did look into that as well. We will reveal that once we make some final decisions.

**Mayor and Council of the Borough of Allendale
Combined Work and Regular Session Meeting Minutes
September 18, 2025 – 7:00 p.m.**

We do have Allendale Day this Saturday. It's going to be a great day in Allendale as well as a beautiful day. We're going to have a ribbon cutting for the mural. That's very exciting. All the kids in town who worked on it, hopefully, will be there. We invited them as well as some of the teachers. Allendale has a booth and there will be a booth for the ARC 5K. We are about \$9,000 from our goal so if we can raise another \$9,000 that will be matched dollar for dollar. That is named in memory of a wonderful Allendale sole, Sharon Moran.

Tomorrow morning, I am going to have a department head meeting. This is a meeting that I started when I first became mayor. Once a month we have all the department heads in to just have a conversation about what's working, what could work better, in every department so we can have a cross-aisle collaboration and help each other out.

We had our 9-11 ceremony. Thank you to the DPW. As Councilman Daloisio mentioned, it did look beautiful as well as our downtown for Allendale Day. I had the opportunity, before the evening, to meet Jerry Goodman's 7th & 8th grade classes. We talked about what our memorial was and what it was all about. We reviewed the timeline. A lot of them had stories, so it was nice to talk to the young kids, and I got to be teacher for a day.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT ON ANY MATTER:

Walter Widmer, 38 Hamilton Street, Allendale observed PSE&G on Crescent Ave digging up the road. I was watching them, and I asked them what was going on. They had a public relations person there, which is fascinating. He answered most of my questions. One of them that I didn't get an answer from was why it is necessary for the PSE&G to dig up the road to replace the gas lines in the houses.

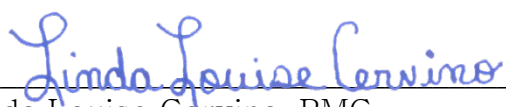
Mayor Wilczynski stated that she believes there was a problem there a couple years ago with some type of a gas leak in that corner. I'm not sure of the details, but I don't think they would be doing it if they didn't have to. Councilwoman Homan said it's not a town-wide initiative. Maybe that house had been a problem that had been identified.

No one else from the public came forward for public comment on any matter.

ADJOURNMENT:

There being no further business to come before the Mayor and Council, on a motion by Councilman Yaccarino, second by Councilman O'Toole and unanimously carried, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,



Linda Louise Cervino, RMC
Municipal Clerk

10/09/2025

Date Approved

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/18/2025

RESOLUTION# 25-211

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

AUTHORIZING CANCELLATION OF REMAINING BALANCE ON
2020 NEGLIA ENGINEERING CONTRACT

WHEREAS, the Borough of Allendale entered into a contract with Neglia Engineering Associates for professional services on July 23, 2020 via Resolution Number 20-186; and

WHEREAS, the work associated with said contract has been fully completed and verified by the appropriate Borough officials; and

WHEREAS, there remains an unexpended balance of \$9,310.03 on this contract; and

WHEREAS, it is the recommendation of the Borough's professionals and administration that this remaining balance be released and cancelled, as the work has been satisfactorily completed and no further services remain under this contract.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Allendale, that the remaining contract balance of \$9,310.03 on the 2020 Neglia Engineering Associates contract is hereby cancelled; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer is authorized and directed to release said funds and make all necessary adjustments to the Borough's financial records to reflect this cancellation.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.


Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/18/2025

RESOLUTION# 25-212

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

APPROVAL OF URAL, ARDA & CAGLA VS.
BOROUGH OF ALLENDALE TAX APPEAL SETTLEMENT

WHEREAS, the taxpayers, Arda & Cagla Ural appealed the assessment levied on Block 2004, Lot 13 for the tax years 2022, 2023, 2024 & 2025; and

WHEREAS, the subject property is located at 19 Waibel Drive; and

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

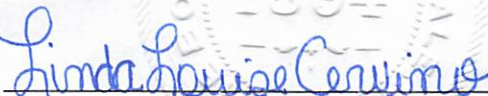
WHEREAS, the Borough Tax Assessor and Borough Tax Expert have approved and recommend that the appeals be settled as follows: the appeals for 2023, 2024 & 2025 shall be withdrawn and the Assessed Value for the 2022 tax year shall be reduced from \$1,171,800 to \$1,100,000; and

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

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

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

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.



Linda Louise Cervino, RMC
Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/18/2025

RESOLUTION# 25-213

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda


APPROVAL TO SUBMIT AN AWARD EXTENSION REQUEST FOR
LA-2024 ALLENDALE BOROUGH RENOVATION TO
MEMORIAL PARK WALKWAYS PHASE 1 02
TO THE NEW JERSEY DEPARTMENT OF TRANSPORTATION

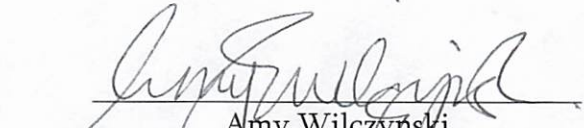
NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Allendale formally approves the request for a Six (6) month award extension for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk, or those authorized on their behalf, are to submit a formal request for a Six (6) month award extension for the above referenced project to the New Jersey Department of Transportation.

BE IT FURTHER RESOLVED that the Mayor, Amy Wilczynski, and the Municipal Clerk, Linda Louise Cervino, are hereby authorized to sign the Six (6) month award extension request on behalf of the Borough of Allendale and that their signature constitutes acceptance of the terms and conditions of the grant agreement.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.


Linda Louise Cervino, RMC
Municipal Clerk


Amy Wilczynski
Mayor

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

DATE: 09/18/2025

RESOLUTION# 25-214

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

**APPROVING PER DIEM MUTUAL AID AGREEMENT
FOR WATER EMERGENCY STANDBYS**

WHEREAS, the Borough of Allendale recognizes the importance of mutual aid agreements in providing essential emergency services and in ensuring the health, safety, and welfare of its residents and neighboring communities; and

WHEREAS, the City of Paterson, through the Passaic County Fire Coordinator and the New Jersey Division of Fire Safety, has requested that the Allendale Fire Department provide standby services for non-fire water emergencies through the use of appropriate water tender apparatus and personnel; and

WHEREAS, the Borough of Allendale has been presented with a Per Diem Mutual Aid Agreement for Water Emergency Standbys, dated August 11, 2025, which sets forth the terms and conditions under which the Allendale Fire Department may provide such services, including FEMA-approved compensation rates for apparatus and personnel; and

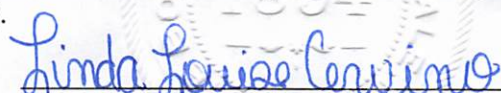
WHEREAS, the Mayor and Council of the Borough of Allendale have reviewed the terms of said Agreement and find it to be in the best interests of the Borough and consistent with its mutual aid responsibilities.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the Per Diem Mutual Aid Agreement for Water Emergency Standbys, dated August 11, 2025, is hereby approved; and

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized to execute said Agreement on behalf of the Borough of Allendale; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution, together with the executed Agreement, shall be placed on file in the office of the Municipal Clerk.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.



Linda Louise Cervino, RMC
Municipal Clerk

**PER DIEM MUTUAL AID AGREEMENT
FOR WATER EMERGENCY STANDBYS**

THIS AGREEMENT made on this 11th day of August, upon notice and request for mutual aid for a non-fire water emergency with the request being made by Passaic Co M.A. Coordinator, to the State of New Jersey Division of Fire Safety and to the Passaic County Fire Coordinator, then a request to provide for the Allendale Fire Department to provide mutual aid Water Tender standby services for a water emergency to the City of Paterson and Passaic County having advised that it has appropriate water tender apparatus and personnel available to provide the aforesaid standby request.

In accordance with the rate for compensation for such services for apparatus and personnel have been approved by FEMA as follows:

- a) Truck, Fire, Support Water Tender 300 GPM/4,000 + gallons S1
\$116.10 per hour (FEMA Code 8687)
- b) Truck, Fire, Support Water Tender 200 GPM, 2,500 + gallons S2
\$104.95 per hour (FEMA Code 8688)
- c) Truck, Fire Support Water Tender S3
\$79.00 per hour (FEMA Code 8689)
- d) Truck, Fire Engine 1000 GPM/300 Gal.
\$141.96 per hour (FEMA Code 8681)

Accordingly, the requesting agency, the City of Paterson shall compensate the agency to provide mutual aid standby water tender or fire engine at consistent with the schedule above, per the number of hours for the standby services.

Further, in accordance with the FEMA Administratively Determined (AD) Pay Plan for Emergency Workers the following rates of pay, per diem, shall be paid by the City of Paterson, to the governing body or standby at the following rates:

AD-1 (For Fire Officers)	\$32.64 per hour
AD-F (Firefighters)	\$24.16 per hour

Following the incident response the responding agency Allendale Fire Department shall submit for payment directly through the City of Paterson for payment which shall be made by the City of Paterson directly to the normal accounts receivable for the

Borough of Allendale, who shall be responsible for submitting adequate documentation and invoices for said service.

The County of Passaic Fire Coordinator's Office, while facilitating the request of the Division of Fire Safety, on behalf of the City of Paterson, shall not be deemed as responsible for any costs herein as this agreement is between the requesting city and the department facilitating aid.

CH #940
Responsible Officer of Responding Agency

Date: 8 / 28 / 2025

[Signature]
Governing Body Representative of Responding Agency

Date: 9 / 22 / 2025

Authorized Representative of Requesting Agency

Date: ____ / ____ / ____

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

DATE: 09/18/2025

RESOLUTION# 25-215

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

**REVIEW AND CERTIFICATION OF ANNUAL REPORT OF AUDIT FOR THE FISCAL
YEAR ENDING DECEMBER 31, 2024**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and,

WHEREAS, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-334; and,

WHEREAS, the Local Finance Board has promulgated NJAC 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and,

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to NJAC 5:30-6.5; and,

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/18/2025

RESOLUTION# 25-215

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and,

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Allendale, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.


Linda Louise Cervino, RMC
Municipal Clerk



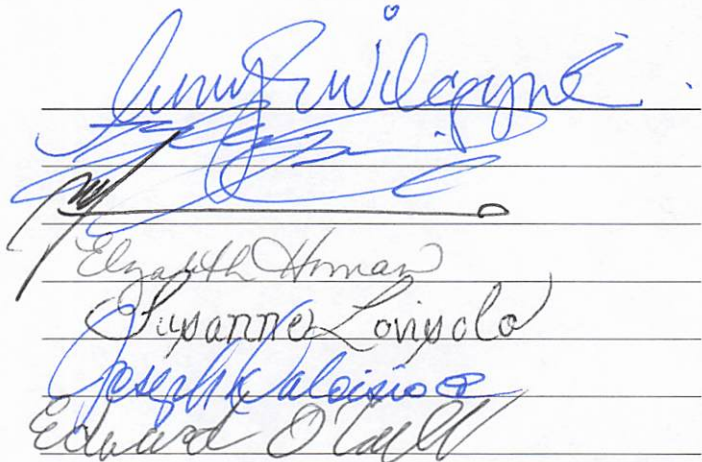
CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT
GROUP AFFIDAVIT FORM
NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY
COUNTY OF BERGEN
BOROUGH OF ALLENDALE

We, members of the governing body of the Borough of Allendale of, in the County of Bergen, being duly sworn according to law, upon our oath depose and say:

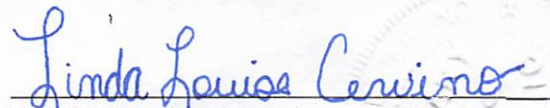
1. We are duly elected members of the Mayor and Council of the Borough of Allendale in the county of Bergen;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2024;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

Mayor Amy Wilczynski
Councilman Tyler Yaccarino
Councilman Matthew O'Toole
Councilwoman Elizabeth Homan
Councilwoman Susanne Lovisolo
Councilman Joseph Daloisio
Councilman Edward O'Connell



Sworn to and subscribed before me this 18th day of September 2025.

LINDA LOUISE CERVINO
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES August 24, 2030


Linda Louise Cervino, RMC
Municipal Clerk of Borough of Allendale
Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

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

DATE: 09/18/2025

RESOLUTION# 25-216

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

**APPROVAL OF CORRECTIVE ACTION PLAN –
REPORT OF AUDIT FOR FISCAL YEAR ENDING DECEMBER 31, 2024**

WHEREAS, the Division of Local Government Services requires the Chief Financial Officer to file a “Corrective Action Plan” outlining the actions to be taken relative to the findings and recommendations in the annual audit report; and

WHEREAS, the “Corrective Action Plan” shall be prepared by the Chief Financial Officer with the assistance of the departments affected by the audit finding and recommendations, and

WHEREAS, the Governing Body is required by resolution, to approve said “Corrective Action Plan” and shall be placed on file and made available for public inspection in the Office of the Municipal Clerk.

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Allendale hereby approves the “Corrective Action Plan” for the fiscal year 2024 Audit Report submitted 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 September 18, 2025.


Linda Louise Cervino, RMC
— Municipal Clerk



BOROUGH OF ALLENDALE, NJ

CORRECTIVE ACTION PLAN REPORT

2024 AUDIT – YEAR ENDED DECEMBER 31, 2024

Finding/Condition No. 1

Audit indicated that several purchase orders were not encumbered or approved during the correct calendar year within the Department of Public Works.

Recommendation

Purchase orders be created and approved prior to the ordering of goods for the DPW department. In addition, monthly recurring expenditures for garbage and recycling collection be encumbered in a timely manner.

Explanation and
Corrective Action

Procedures have been implemented to enforce accounts payable guidelines, requiring all purchase orders to be approved by the Chief Financial Officer to ensure compliance with New Jersey Local Public Contracts Law and to confirm necessary funds are available prior to any purchases being made.

Implementation Date

February 1, 2025

Finding/Condition No. 2

Audit indicated a capital contract that was awarded prior to committing the full amount of funds by capital ordinance.

Recommendation

Capital contracts be awarded only after sufficient appropriations are made available.

Explanation and
Corrective Action

Capital funds will be made available, and appropriations will be secured prior to the bidding process and awarding of any projects.

Implementation Date

September 5, 2025

Finding/Condition No. 3

Audit indicated vehicles and equipment were purchased by the DPW through national cooperative purchasing contracts that did not adhere to the proper state law requirements.

Recommendation

The Borough adhere to all purchasing requirements contained in the New Jersey Local Public Contracts Law when acquiring vehicles and Division of Local Government Services Local Finance Notices when utilizing national cooperative purchasing contracts.

Explanation and
Corrective Action

New procedures have been put in place to ensure that all awarded purchases of vehicles and equipment are supported by proper documentation to verify their validity when presented to the Chief Financial Officer for approval. National cooperative contract purchasing will be utilized in accordance with New Jersey Local Public Contracts Law.

Implementation Date

September 5, 2025

Finding/Condition No. 4*

Audit indicated that tickets assigned to Police Officers are not being recalled when they are more than the six (6) month age limit.

Recommendation

With respect to the municipal court, tickets assigned in excess of the six (6) months in age which have not been issued be recalled.

Explanation and
Corrective Action

The Chief of Police will ensure that all unused tickets exceeding six (6) months in age be recalled by the assigned Police Officers.

Implementation Date

September 5, 2025

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/18/2025

RESOLUTION# 25-217

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

APPROVAL OF SEPTEMBER 18, 2025 LIST OF BILLS

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated September 18, 2025 in the amounts of:

Bill List Numbers	September 18, 2025
Current Fund	\$ 1,733,593.62
Payroll Account	297,586.83
General Capital	114,013.00
Animal Fund	
Grant Fund	
COAH/Housing Trust	3,072.00
Improvement & Beautification	275.00
Trust Fund	1,728.65
Unemployment Fund	524.56
Water Operating	
Water Capital	
Total	\$ 2,150,793.66

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.


Linda Louise Cervino, RMC
Municipal Clerk

Bill List Numbers	September 18, 2025	
Current Fund	\$	1,733,593.62
Payroll Account		297,586.83
General Capital		114,013.00
Animal Fund		
Grant Fund		
COAH/Housing Trust		3,072.00
Improvement & Beautification		275.00
Trust Fund		1,728.65
Unemployment Fund		524.56
Water Operating		
Water Capital		
<hr/>		
Total	\$	2,150,793.66



THE BOROUGH OF ALLENDALE

N E W J E R S E Y

500 WEST CRESCENT AVENUE, ALLENDALE, NJ 07401
WWW.ALLENDALENJ.GOV

OFFICE OF TAX COLLECTOR
OFFICE OF CHIEF FINANCIAL OFFICER

201-818-4400 EXT 205

I, Alison Altano, Chief Financial Officer of the Borough of Allendale, having reviewed the bill list for the Borough, do hereby certify that funds are available in the accounts so designated.

Certified 9/18/2025

Alison Altano
Alison Altano
Chief Financial Officer

BILL LIST For SEPTEMBER 18, 2025

PAYROLL ACCOUNT	\$	297,586.83
<u>Borough of Allendale Payroll Fund, Bank Transfer 9/3/2025</u>	\$	6,136.50
Cruisers Stipend	\$	5,700.00
FICA	\$	436.50
<u>Borough of Allendale Payroll Fund, Bank Transfer 9/3/2025</u>	\$	291,450.33
Salaries and Wages	\$	271,295.90
FICA	\$	20,108.90
DCRP	\$	45.53
TOTAL	\$	297,586.83

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 09/18/2025

RESOLUTION# 25-218

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

☐ Carried
☐ Defeated
☐ Tabled
☒ Approved on Consent
Agenda

APPROVAL OF COUNTY BOARD JUDGMENT

BE IT RESOLVED by the Council of the Borough of Allendale that the Tax Collector is hereby authorized to issue the following overpayment check due to County Board Judgment for the tax year 2025.

Block/Lot	Name	Property Location	Amount
2500/1	Verizon c/o Duff & Phelps Verizon New Jersey Inc. Attn: Christopher W Zorzi One Verizon Way Basking Ridge, NJ 07920	Various	\$1054.50

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on September 18, 2025.


Linda Louise Cervino, RMC
Municipal Clerk

