

**Mayor and Council of the Borough of Allendale
Regular Meeting of Mayor and Council – February 5, 2026**

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 February 5, 2026. The meeting was called to order at 7:00 pm by Councilpresident Susanne Lovisolo.

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.

The roll call was recorded as follows:

COUNCIL	PRESENT	ABSENT
Councilman O’Connell	✓	
Councilman O’Toole	✓	
Councilwoman Lovisolo	✓	
Councilwoman Homan		✓
Councilman Daloisio	✓	
Councilman Yaccarino	✓	
Mayor Wilczynski		✓

The quorum was met.

Council President Susanne Lovisolo presided over the meeting in the absence of the Mayor.

Also present were the following: Raymond Wiss, Borough Attorney; Linda Louise Cervino, Municipal Clerk; and Michael Dillon, Police Chief.

Councilpresident Susanne Lovisolo led the salute to the flag.

APPROVAL OF JANUARY 15, 2026, MEETING MINUTES:

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

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

(Minutes attached and made a part hereof)

AGENDA REVIEW:

Councilpresident Susanne Lovisolo reviewed the Ordinances on the agenda which consisted of a second reading of Ordinance 26-01 and Introduction of Ordinances 26-02, 26-03, 26-04 and 26-05.

**Mayor and Council of the Borough of Allendale
Regular Meeting of Mayor and Council – February 5, 2026**

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

The Municipal Clerk read into the record:

The following ordinance published herewith was first read by title only on January 5, 2026, and posted on the bulletin board of the lobby of the municipal building and borough website.

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.

No one came forward from the public on Ordinance 26-01.

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

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

(See Ordinance 26-01 attached and made a part hereof)

INTRODUCTION OF ORDINANCES:

The Municipal Clerk read the title of the ordinance into the record:

ORDINANCE 26-02: AN ORDINANCE OF THE BOROUGH OF ALLENDALE, IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, REQUIRING LEAD-BASED PAINT INSPECTIONS OF CERTAIN RENTAL DWELLING UNITS AND ESTABLISHING PROCEDURES, EXCEPTIONS, FEES, AND PENALTIES IN ACCORDANCE WITH STATE LAW.

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

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

(See Ordinance 26-02 attached and made a part hereof)

**Mayor and Council of the Borough of Allendale
Regular Meeting of Mayor and Council – February 5, 2026**

The Municipal Clerk read into the record the following: "Ordinance 26-02 has been introduced upon first reading and will be published in the Sunday, February 8, 2026, edition of the Record. It will be taken up for further consideration and final passage at the meeting of the Mayor and Council on February 19, 2026, at 7:00 pm or soon thereafter."

INTRODUCTION OF ORDINANCES:

The Municipal Clerk read the title of the ordinance into the record:

ORDINANCE 26-03: AN ORDINANCE AMENDING CHAPTER 120, "FEES," ARTICLE I, "PUBLIC RECORDS AND FEES," SECTION 7 OF THE CODE OF THE BOROUGH OF ALLENDALE.

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

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

(See Ordinance 26-03 attached and made a part hereof)

The Municipal Clerk read into the record the following: "Ordinance 26-03 has been introduced upon first reading and will be published in the Sunday, February 8, 2026, edition of the Record. It will be taken up for further consideration and final passage at the meeting of the Mayor and Council on February 19, 2026, at 7:00 pm or soon thereafter."

Chief Dillon stated the following: I would like to thank Alison Altano for her hard work on this ordinance. Recently the amount of OPRA (Open Public Records Act) for body worn camera footage has increased significantly. Many of these requests take hours and sometimes days to redact. Having a set procedure for collecting fees for services rendered is absolutely the right plan of action. Alison Altano has crafted a fair process with balances and need for public transparency and the flagrant manipulation of an otherwise important law governing governmental records.

INTRODUCTION OF ORDINANCES:

The Municipal Clerk read the title of the ordinance into the record:

ORDINANCE 26-04: AN ORDINANCE IMPLEMENTING THE BOROUGH'S FOURTH ROUND HOUSING PLAN ELEMENT AND FAIR SHARE PLAN CONSISTENT WITH THE TERMS OF A MEDIATION AGREEMENT REACHED BETWEEN THE BOROUGH OF ALLENDALE AND THE FAIR SHARE HOUSING CENTER IN ACCORDANCE WITH THE NEW JERSEY FAIR HOUSING ACT AND RELEVANT REGULATIONS AND POLICIES AND TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, CHAPTER 275 "ZONING" TO AMEND THE FOLLOWING PARTICULARS OF THE ALLENDALE CORPORATE CENTER OVERLAY ZONE (MFRO-3).

**Mayor and Council of the Borough of Allendale
Regular Meeting of Mayor and Council – February 5, 2026**

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

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

(See Ordinance 26-04 attached and made a part hereof)

The Municipal Clerk read into the record the following: “Ordinance 26-04 has been introduced upon first reading and will be published in the Monday, February 9, 2026, edition of the Record. It will be taken up for further consideration and final passage at the meeting of the Mayor and Council on February 19, 2026, at 7:00 pm or soon thereafter.”

Borough Attorney, Raymond Wiss, stated, as you recall on December 31st, we had reached an agreement on our Fourth Round Housing Plan, which was approved, and avoided ongoing litigation and procured a 10-year hiatus from Builders Revenue lawsuits. One of the things that was part of our plan was to amend the existing overlay zoning at the Allendale Corporate Center. So, Resolution 26-04 is the implementation of that part of the agreement on our Fair Share settlement. Resolution 26-05 is part of the ongoing process. It’s a 10-year process. The Fair Share Housing rules and regulations are updated and changed. This is to bring into conformity with the new development regulations in sections of our ordinances.

INTRODUCTION OF ORDINANCES:

The Municipal Clerk read the title of the ordinance into the record:

ORDINANCE 26-05: AN ORDINANCE IMPLEMENTING THE BOROUGH’S FOURTH ROUND HOUSING PLAN ELEMENT AND FAIR SHARE PLAN CONSISTENT WITH THE TERMS OF A MEDIATION AGREEMENT REACHED BETWEEN THE BOROUGH OF ALLENDALE AND THE FAIR SHARE HOUSING CENTER IN ACCORDANCE WITH THE NEW JERSEY FAIR HOUSING ACT AND RELEVANT REGULATIONS AND POLICIES AND TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, CHAPTER 81 “AFFORDABLE HOUSING” TO AMEND THE FOLLOWING PARTICULARS OF THE CHAPTER.

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

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

(See Ordinance 26-05 attached and made a part hereof)

**Mayor and Council of the Borough of Allendale
Regular Meeting of Mayor and Council – February 5, 2026**

The Municipal Clerk read into the record the following: “Ordinance 26-05 has been introduced upon first reading and will be published in the Monday, February 9, 2026, edition of the Record. It will be taken up for further consideration and final passage at the meeting of the Mayor and Council on February 19, 2026, at 7:00 pm or soon thereafter.”

Councilpresident Lovisolo thanked the Municipal Clerk for getting Ordinances 26-04 and 26-05 on this agenda due to deadlines. Councilpresident Lovisolo also thanked Borough Attorney, Raymond Wiss, for all his work on this.

CONSENT AGENDA

RES 26-91:	Re-appointment of Tax Collector.
RES 26-92:	Authorizing the approval of a quotation for the installation of an Audiovisual system at the Allendale Community Center through SHI International Corp.
RES 26-93:	Appointment of Hourly Part-time Building Monitor.
RES 26-94:	Authorizing Emergency Temporary Budget Appropriations.
RES 26-95:	Approval of February 5, 2026, List of Bills.
RES 26-96:	Authorize to solicit to bid – Crestwood Lake Concession Stand.

No one from the public came forward with questions or comments on Consent Agenda items.

APPROVAL OF CONSENT AGENDA:

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

	Motion	Second	Yes	No	Abstain	Absent
Councilman O’Connell			✓			
Councilman O’Toole	✓		✓			
Councilwoman Lovisolo			✓			
Councilwoman Homan						✓
Councilman Daloisio		✓	✓			
Councilman Yaccarino			✓		26-95	

For the record, Councilman Yaccarino abstained Resolution 26-95 and said yes to the remainder of items on the Consent Agenda.

(See Resolutions 26-91 through 26-96 attached and made a part hereof)

ADMINISTRATION

Council Committee Reports

Councilman Edward O’Connell, Facilities, Parks and Recreation Report: Councilman Edward O’Connell stated that we are still trying to get the girl scouts bird houses in the trees. The 16 inches of snow stopped the last one. One of the girl scout leaders had surgery on her knee so we are trying again for Sunday.

Mayor and Council of the Borough of Allendale Regular Meeting of Mayor and Council – February 5, 2026

Councilpresident Lovisolo stated that there are some boy scouts that are interested in doing some project with the Green Team.

Councilman Matthew O'Toole, Public Safety Committee Report: Councilman O'Toole stated that the Public Safety Committee has not had a meeting since our last council meeting. We're trying to put together a date that works for everybody.

We had promotional exams which some of our men and women sat for. We're looking to do interviews probably in the next couple of weeks for sergeant and lieutenant positions. APD has been assisting with the storm operations. DPW did an amazing job. As far as the OPRA fees, the Ordinance that we just put into place is about a three to one ratio of time. It takes about three hours to go through and redact one hour of video. It's a huge strain on resources at the police department. What's going to happen is there's a new fee schedules put into place and an estimate will be provided to the requester. Once they approve that, they will give us a 50 percent deposit and then we will do the redacting and get their request to them.

Councilman O'Toole wished our AVAC Chief, Daryl, a happy birthday. Councilpresident Lovisolo wished a happy early birthday to our mayor whose birthday is tomorrow.

Councilman Joseph Daloisio, Public Works & Public Utility/ Public Safety Report: Councilman Daloisio stated that regarding the DPW committee, we did meet after the last council meeting. We elected two new crew chiefs, Dan Davis and Drew Stefancik, so we met with them. We went over responsibilities for the DPW and the town and made sure that everything is efficient and that safety concerns get addressed and resident issues get addressed. They are very motivated. We're very excited to see how things are going to continue to go with them. We did have a big snowstorm. The DPW was very busy working with our contractor to make sure the roads look open and safe. I know there was a lot of snow and temperatures have never gone down so it's not melting. It was a challenge to get the roads wide enough. A lot of our side streets are narrow. I just want to emphasize to residents if you're going to park on the street, please be mindful of the narrowness of the road. If there's somebody else on the other side of the street parked, just try to be mindful that you still have to have people drive around you. Also, in reference to the snow, I just want to remind residents that you should not be throwing snow in the street by using a snowblower, plow or shovel. Try to keep your snow on your grass or wherever you can put it. Don't throw it in the street. It makes things more difficult and more dangerous for everybody else and it's against the town's ordinance.

I want to thank Chief Dillon and our wonderful police department for assisting the DPW the night in opening up the main street road. That was a conversation that the mayor emphasized to make sure that parking was available. Our superintendent, Andy, and Chief Dillon, had a good conversation and with assistance they were able to do that relatively quickly. We had a meeting today to go over this snowstorm because we haven't had a snowstorm like this in a long time and we discussed what went well and what didn't go well. For the most part everything went well. We had some good suggestions, good conversations and some changes and modifications.

I do want to mention Christmas tree pickups. I know our west side was scheduled to be picked up right around the first snowstorm and then we had the big snowstorm. I know there are still trees out there that are probably buried now. I just want to remind residents that the DPW will come and get those at some point. Just notify the DPW and someone will come get it.

Mayor and Council of the Borough of Allendale Regular Meeting of Mayor and Council – February 5, 2026

Councilpresident Lovisolo stated that at Jim Wright's presentation the other day at the community center there was a resident who commended us on how great our streets were compared to neighboring towns. It was really good to hear.

Councilman Yaccarino, Facilities, Parks and Recreation/Land Use and Construction Code Report: Councilman Yaccarino stated that we were going to have an Allendale Sports Alliance meeting next week, however, that conflicted with the Land Use Board meeting on the same night. As we get into the budget, last year we appropriated \$25,000, which all went toward field improvements and other items for recreation program and other items were funded by the 5K. The Allendale Recreation Commission also helped with that. We're going to look to continue that this year. This year we do have a new field maintenance contract which was enacted at a prior meeting. We're looking forward to rolling that out as well. As you mentioned earlier we do have a solicitation of proposals for the concessionaire at the second year of the concession stand. This year we already have three or four folks who may possibly be interested.

Councilwoman Susanne Lovisolo – Finance, Human Resources, Administration & IT, Land Use and Construction Code Report: Councilpresident Lovisolo stated for Land Use there's a lot going on. We had our first meeting of the year on January 27th. We reviewed individual property issues, some code language in need of updating and some other things brought to our attention. For instance, the snowstorm and people still being unaware they need to clear their sidewalks and keep their fire hydrants on their property also clear. Concerns did come up from some of our senior residents and something we've been thinking about as well about what to do when you have seniors who have a hard time clearing the sidewalk in front of their places. The borough does not do that, but we do think we can start looking into scouts setting up a program or some other volunteer groups who may be able to be reached out to assist them in that capacity. Our finance committee will meet next week to continue budget discussions.

Our Green Team is doing their Styrofoam collection on February 21st from 10 a.m. to 12 p.m. at borough hall. Thank you to the Green Team for that again. You can bring electronics currently to our DPW. We do have a big dumpster there for that.

250th celebrations are moving with. I want to thank our Borough Clerk, Linda Cervino, for all her help. The Holiday Observers are doing a big celebration as Crestwood in September, and the borough is helping to coordinate the array leading into Crestwood that same day. We're asking all local organizations to join in the parade. Linda is setting up a Google Form to fill out for participants.

Staff Reports:

Linda Louise Cervino, Municipal Clerk's Report. Linda Cervino has nothing to report from the Clerk's Office; however, she is excited to help with the 250th celebration parade.

Michael Dillon, Police Chief's Report: Police Chief Michael Dillon thanked T.J. Wiss who did a fantastic job on the OPRA ordinance.

Raymond Wiss, Borough Attorney's Report: Attorney Ray Wiss stated, in addition to typical operational matters, we worked with the chief on the OPRA matters with T.J. Wiss doing that. Working with the chief on some other things such as promotions. I would say that the last two weeks since our last meeting have been really extraordinarily busy. Water utility, we have ongoing discussions with Veolia. We had another conference this morning at nine o'clock with their attorneys. We are transitioning to the permanent PFAS treatment center. So, there's a lot of issues involved, ground leases and related items. But that's all in the best interest of the community to have that facility up and running.

Mayor and Council of the Borough of Allendale Regular Meeting of Mayor and Council – February 5, 2026

I had a meeting this afternoon with our borough engineer and our DPW superintendent on Green Acres. We're in the midst of working with Green Acres and it's part of our transaction with Veolia. We have a \$90,000 payment due to the borough from Veolia once that's resolved. So, we are working with the Green Acres, but both Mike and Andy today were very helpful in putting another piece of the puzzle together.

On the sewer side, we've got the implementation of the Avalon Project. As we reported it is part of our fair share settlement. A project we're calling Michaels 2, which is 100 percent inclusionary project in Saddle River on the border. And we'll begin an assessment on behalf of the borough of the impact of the Toll Brother's project in Saddle River. There are two of them. One is adjacent to the previously improved Michael's site, and the other one is referred to as the Rosie O'Donnell house. Toll Brothers is asking us to evaluate whether we can accommodate their capacity. And, as recalled, as part of our Fair Share settlement, we reached an agreement to accommodate Avalon's capacity, but that came with a nice feature of a \$500,000 paid to the borough. We will, with our engineers, evaluate the Toll project and then we will have some discussions with Toll as to whether we can proceed in that matter or not.

The third area is affordable housing. December 31st we approved the settlement, but we now have to adopt the implemented ordinances which include some zoning changes over on Bordertown Road and redoing of our code to make it consistent with the new regulations. Those were the two ordinances on the agenda for this evening. They will now go to the Land Use Board next week and then we will rebound back to the borough for final approval at the next meeting.

MAYOR'S REPORT:

Council President Susanne Lovisolo read the mayor's report.

We are currently deep in the fair share housing finalization process. Tonight, two ordinances were introduced with additional ordinances and resolutions to follow. There are many moving pieces, and we are coordinating everything under a very tight deadline. We continue to work through remaining items requested by fair share housing to ensure completion of our plan. Next week, the Land Use Board will review the plan as it requires amendments to our master plan and the expansion of our overlay zone. This involves a series of coordinated steps, and we appreciate everyone working diligently to move the process forward. A special thank you to our professionals, attorneys Jeff Surenian and Ray Wiss and our planner, Ed Sneikus, for their guidance, expertise and coordination throughout the event.

Planning is well underway for America 250 as the borough prepares to help celebrate America's semiquincentennial. We are assembling a team to help lead and coordinate the parade. I am putting that out there for my council here, who are also members of the holiday observers. Anyone who wants to help spearhead this would be great. Which will culminate in the Big Holiday Observer's celebration on September 19th. More details to come as plans develop.

We recently held our regular Community Center meeting with Amanda Richards. It's wonderful to see the facility being of use every single night. This much needed space has quickly become a hub of activity, and it's great to see our community enjoying it.

Council president Suzanne Lobosolo and the mayor met with Congressman Josh Gottheimer last week to discuss initiatives in New Jersey that, ultimately, affect Allendale. We have a meeting set up later this month with his chief of staff to discuss potential grant opportunities for the borough.

Mayor and Council of the Borough of Allendale
Regular Meeting of Mayor and Council – February 5, 2026

Budget discussions are ongoing with the goal of adoption in March. We will continue to keep residents informed as the process moves forward.

Councilman Daloisio stated, before we move to the public comment, I did forget to mention one thing in my DPW report. We had three water main breaks in the last two weeks. If I was Councilwoman Homan, I would be saying thank God we sold the water. Attorney Raymond Wiss stated I spoke to the chief of police in Montvale, and I believe they were up to seven water main breaks. Whether it's three or seven, if it was the borough paying the price tag for all of that, it would be quite a number. Councilman Daloisio thanked the DPW and the Police Department for assisting Veolia in the repairs.

UNFINISHED BUSINESS/NEW BUSINESS: There was no unfinished business or new business.

PUBLIC COMMENTS ON ANY MATTER: Mark Savastano, 22 Vreeland Place, Allendale, commented about the ordinance regarding the shoveling of the hydrants. I think it would be a good idea if we made all the residents aware that the hydrants have to be shoveled out and help the homeowner who has one in front of their home because sometimes it is quite a lot of snow because of the angle of the street. I'm sure most people don't give it a second thought. Councilman Daloisio said when we send out the blasts about different things it does state to make sure the hydrants are dug out. We can emphasize that at the DPW meeting.

Mark Savastano of The Green Team gave his report and stated the following:

We had another successful year of diverting non-mandated materials from the trash stream.

Our monthly EPS "Styrofoam" collections remain very popular and productive. Thank you to the mayor and council for negotiating the agreement with Ridgewood allowing Green Team members to deliver material. Our most recent event was held in the snow under a tent. We collect the 3rd Saturday of every month, and the next collection will be Saturday February 21.

We have expanded the events to include reusable bags and food donations collected for Center for Food Action in Mahwah, for which we received a letter of thanks for the significant quantity of bags provided. We filled two cars with all the bags. They use them for the people who come to shop there. We have also been collecting coats and warm clothing for Mayor Emeritus Vince Barra which he distributes to the homeless in Paterson.

We maintain our partnership with Rohsler's Allendale Nursery. Bruce hosted our 2nd Annual Pumpkin and Mum Composting collection this year and at this event, we also kicked off our 2nd Annual Holiday Lights Collection which ended Saturday January 31. Both collections were very well received by the residents. Both of those collections are well received by the residents.

We continue to develop an active relationship with high school students and scouts, several of which I have introduced here, including Isabelle Zrebiec, who created the "Pick It UP" litter cleanup project is an example.

Also Maya Chhadra who is an active member and attends our meetings. She attends Bergen Science Academy. Lastly, we have heard from Eagle Scout Candidate, Yash Korgaonkor, who would like to base his project on a sustainability initiative for the borough.

Mayor and Council of the Borough of Allendale Regular Meeting of Mayor and Council – February 5, 2026

I am seeking to expand the materials that we collect to include PE foam which residents mistakenly bring to our EPS collections. This foam is the same as plastic bags. I spoke today with a Trex representative who is working with me to establish a program. He asked me to have a conversation with me on Saturday, and I'll keep you all informed of what he would like to do.

Residents often bring this soft foam (Mark brought in an example) to our collection. It's not the same material as Styrofoam. I've been in contact with Trex to begin a program where we could collect that as well and keep it out of the waste stream. There's a significant quantity that the residents bring and I hate throwing it in the garbage. That looks like it may come to fruition.

I have also spoken with East Jordan Plastics, a recycling company in Michigan which has a nationwide program to collect and recycle plastic plant containers. I would like to partner with local nurseries to allow returns and keep this material out of landfills.

Skip the Stuff and Food Compost legislation was signed into law. Through my work with Sustainable Jersey's Bergen Hub where I am chairman of the Single Use Plastic Committee and Food Waste Committee, we are working to inform the public of the goals and benefits of the legislation which seeks to reduce plastic waste and divert compostable material from landfills.

Thank you to the Mayor, to all of the council members, especially our council liaison Susanne Lovisolo, the DPW and the support staff here at borough hall for your efforts on behalf of the Green Team as we continue to raise our Sustainability profile. As I mentioned in an email to Mayor Wilczynski, our small borough continues to make an outsized contribution to every collection effort in which we participate.

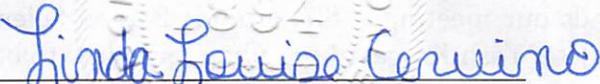
One of the things I brought up at a recent meeting was the possibility of including poinsettias and wreaths to be collected as long as the wreaths were disassembled. I grabbed one from the street that the neighbor had thrown out to see exactly what it would take. I thought that it might be a great scout project if at the end of the season they disassemble the wreaths by taking the wire and decorations off and then we can compost the remaining items.

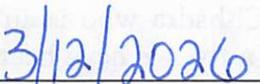
Councilman Daloisio asked Mr. Savastano if there was ever talk about possibly at one of your events maybe taking used motor oil. I know the county does it a few times a year, but for residents that actually change their oil. Mr. Savastano said I brought it to Sunoco Station in Mahwah. They take it there. We would have a difficult time handling the material, but we certainly can provide residents with information about where to bring it. Councilman Daloisio suggested putting it in one of his newsletters. Mr. Savastano said gas stations are bound by law to accept it if you bring it to them.

ADJOURNMENT:

There being no further business to come before the Mayor and Council, on a motion by Councilman Daloisio, second by Councilman Yaccarino and unanimously carried, the work meeting was adjourned at 7:41 p.m.

Respectfully submitted,


Linda Louise Cervino, RMC
Municipal Clerk


Date Approved

**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.

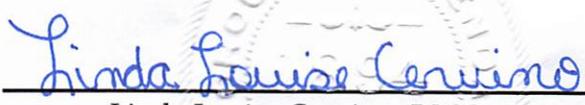
BE IT ORDAINED, by the Governing Body of the Borough of Allendale that the salaries of the following officers and employees of the Borough of Allendale shall be paid bi-weekly and fixed in the amounts as set forth below, effective January 1, 2026.

TITLE	MINIMUM	MAXIMUM
Borough Administrator	20,000	87,000
Chief Financial Officer	65,000	172,000
Qualified Purchasing Agent	3,000	6,000
Municipal Clerk	60,000	95,000
Deputy Municipal Clerk	48,000	68,000
Department of Public Works Superintendent	110,000	123,000
Tax Collector	63,000	80,000
Tax Assessor, Part-time	30,000	57,000
Director of Communications	5,000	10,000
Board of Health Secretary	2,500	4,000
Certified Recycling Professional	1,500	3,000
Construction Code Official	25,000	98,000
CCO Inspector	4,000	8,000
Electrical Sub Code Official, Part-time	12,000	28,000
Building Sub Code Official	13,000	17,500
Plumbing Sub Code Official, 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	-----	-----				

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


 Linda Louise Cervino, RMC
 Municipal Clerk


 Amy Wilczynski
 Mayor

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

ORDINANCE # 26-02

AN ORDINANCE OF THE BOROUGH OF ALLENDALE, IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, REQUIRING LEAD-BASED PAINT INSPECTIONS OF CERTAIN RENTAL DWELLING UNITS AND ESTABLISHING PROCEDURES, EXCEPTIONS, FEES, AND PENALTIES IN ACCORDANCE WITH STATE LAW

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

SECTION 1. Purpose and Authority.

This Ordinance is adopted pursuant to P.L. 2021, c. 182 and N.J.S.A. 52:27D-437.1 et seq., to protect public health by requiring inspections of certain rental dwelling units for lead-based paint hazards.

SECTION 2. Required Initial Inspection.

The owner, landlord, and/or agent of every single-family, two-family, and/or multiple dwelling unit offered for rental within the Borough of Allendale shall be required to obtain an inspection of the unit for lead-based paint hazards within two (2) years of July 2, 2022, or upon tenant turnover, whichever is earlier.

SECTION 3. Required Recurring Inspection.

After the initial inspection required herein, the owner, landlord, and/or agent of such dwelling unit offered for rental shall be required to obtain an inspection of the unit for lead-based paint hazards every three (3) years, or upon tenant turnover, whichever is earlier, except that an inspection upon tenant turnover shall not be required if the owner possesses a valid lead-safe certification.

SECTION 4. Standards.

Inspections for lead-based paint hazards in rental dwelling units shall be governed by the standards set forth in N.J.S.A. 52:27D-437.1 et seq. and N.J.S.A. 55:13A-1 et seq., as may be amended from time to time.

SECTION 5. Exceptions.

A dwelling unit shall not be subject to inspection or evaluation for the presence of lead-based paint hazards, or the fees for such inspection or evaluation, if the unit:

- A. Has been certified to be free of lead-based paint;
- B. Was constructed during or after 1978;
- C. Is in a multiple dwelling registered with the Department of Community Affairs for at least ten (10) years and has no outstanding lead violations from the most recent cyclical inspection;
- D. Is a single-family or two-family seasonal rental rented for less than six (6) months per year by tenants without consecutive lease renewals; or
- E. Has a valid lead-safe certification issued pursuant to N.J.S.A. 52:27D-437.16(d).

SECTION 6. Remediation.

If lead-based paint hazards are identified, the owner of the dwelling unit shall remediate the hazards through abatement or lead-based paint hazard control mechanisms in accordance with N.J.S.A. 52:27D-437.16(d). Upon completion of remediation, an additional inspection shall be conducted by a municipal official or other individual appointed by the Borough, or by the owner's private certified lead inspector, to certify that the hazard no longer exists.

SECTION 7. Certification as Lead Safe.

If no lead-based paint hazards are identified, the dwelling unit shall be certified as lead safe on a form prescribed by the Department of Community Affairs. Such certification shall be valid for two (2) years and shall be filed with the Borough official or appointed designee responsible for maintaining records related to this Ordinance. The Borough shall maintain up-to-date information on inspection schedules, inspection results, tenant turnover, and all lead-safe and lead-free certifications.

SECTION 8. Proof of Certification Required.

In accordance with N.J.S.A. 52:27D-437.16(e), property owners shall:

- A. Provide evidence of a valid lead-safe certification and the most recent tenant turnover to the Borough at the time of any required inspection;
- B. Provide evidence of a valid lead-safe certification to new tenants at the time of tenant turnover and affix a copy of such certification as an exhibit to the tenant's lease; and
- C. Maintain records of lead-safe certifications, including the names of tenants if the inspection was conducted during a period of tenancy.

SECTION 9. Fees.

- A. A fee in the amount established by resolution of the Mayor and Council shall be paid for each lead-based paint inspection per unit, except where the owner directly hires a private lead evaluation contractor certified by the Department of Community Affairs.
- B. A filing fee, as established by resolution, shall be required for the filing of a lead-safe or lead-free certification.
- C. In a common interest community, any inspection fee shall be the responsibility of the unit owner unless the association is the owner of the unit.

SECTION 10. Violations and Penalties.

Any person who violates the provisions of this Ordinance shall be subject to the penalties set forth in N.J.S.A. 52:27D-437.19. Property owners shall be afforded thirty (30) days to cure a violation. Failure to cure may result in penalties not to exceed \$1,000 per week until compliance is achieved.

SECTION 11. Severability.

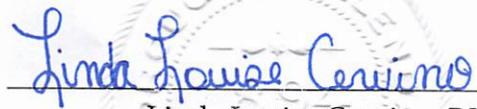
If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional, such decision shall not affect the remaining portions of this Ordinance.

SECTION 12. Effective Date.

This Ordinance shall take effect upon final passage and publication according to law.

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

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


 Linda Louise Gervino, RMC
 Municipal Clerk



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

ORDINANCE #26-03

AN ORDINANCE AMENDING CHAPTER 120, "FEES," ARTICLE I, "PUBLIC RECORDS AND FEES," SECTION 7 OF THE CODE OF THE BOROUGH OF ALLENDALE

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the code of the Borough of Allendale is hereby amended as follows to add/modify the following sections only:

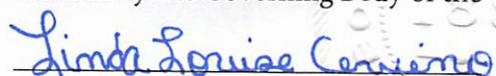
§ 120-7 "Procedures and Fees for Purchasing Copies of Public Records"

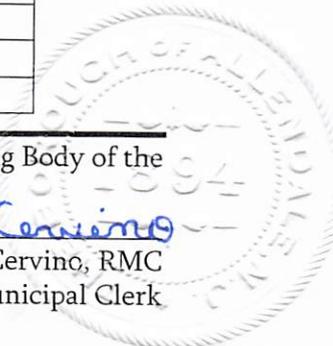
- (G). Camera footage: When body-worn camera/police vehicle camera footage is requested from the Borough of Allendale Police Department, the footage requires review for possible redaction.
- (1) For every one hour of camera footage requested, it is determined that three hours were required to review the footage for redaction purposes.
 - (2) Requests of camera footage will be charged a fee of \$30 per hour of review for redaction purposes.
 - (3) Camera footage review fees shall be billable in 15-minute increments or part thereof.
 - (4) Requests of body-worn/vehicle camera footage with run-times of 30 minutes or less shall be provided free of charge; the fee for redaction shall begin in the second half hour run-time. Requests which include more than one video shall be calculated in the aggregate and the fee for redaction shall begin in the second hour, and calculation shall be performed from the lowest runtime to the highest.
 - (5) Prior to reviewing and production of recorded camera footage, the requester shall be provided with the cost for production of the footage. In order for the review and production to proceed, the requester shall provide the Borough Police with a deposit in the amount of 50% of the cost.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 120 remain in full force and effect as previously adopted.

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

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


 Linda Louise Cervino, RMC
 Municipal Clerk



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

ORDINANCE #26-04

AN ORDINANCE IMPLEMENTING THE BOROUGH’S FOURTH ROUND HOUSING PLAN ELEMENT AND FAIR SHARE PLAN CONSISTENT WITH THE TERMS OF A MEDIATION AGREEMENT REACHED BETWEEN THE BOROUGH OF ALLENDALE AND THE FAIR SHARE HOUSING CENTER IN ACCORDANCE WITH THE NEW JERSEY FAIR HOUSING ACT AND RELEVANT REGULATIONS AND POLICIES AND TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, CHAPTER 275 “ZONING” TO AMEND THE FOLLOWING PARTICULARS OF THE ALLENDALE CORPORATE CENTER OVERLAY ZONE (MFRO-3).

WHEREAS, the Borough of Allendale (the “Borough” or “Allendale”) having filed a declaratory judgment action pursuant to N.J.S.A. 52:27D-301 et. seq. (the “Fair Housing Act”) on January 15, 2025; and

WHEREAS, the Court entered an order on May 5, 2025 setting the Borough’s Fourth Round fair share obligations as a Present Need of 159 units and a Prospective Need of 200 units, and ordering the Borough to file a Housing Element and Fair Share Plan (“HEFSP”) by June 30, 2025; and

WHEREAS, the Borough having filed its HEFSP on June 17, 2025 (“Adopted HEFSP”); and

WHEREAS, Fair Share Housing Center (“FSHC”) and AvalonBay having filed challenges to the Borough’s application for approval of its Housing Element and Fair Share Plan; and

WHEREAS, the dispute resolution program (“Program”) created by the Fair Housing Act having appointed Judge Toskos as the program judge and Christine Cofone as the adjudicator to help mediate the disputes; and

WHEREAS, mediation culminated in a Mediation Agreement with FSHC and with Avalon Bay withdrawing its objection; and

WHEREAS, the Borough is committing to fulfilling its agreement with FSHC and implementing its Housing Element and Fair Share Plan as amended.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Allendale, County of Bergen, and State of New Jersey that Chapter 270 Zoning of the Zoning Ordinance of the Borough of Allendale is and shall be amended in the following particulars only:

Section 1. Section 275-5 Zone Map is hereby amended to include a new lot within the MFRO-3 overlay zone. More specifically, the following property shall retain their existing district designation but shall also be subject to the overlay district by their inclusion within the MFRO-3 overlay district:

Block 702, Lot 15.

Section 2. Section 270-198 MFRO-3 Allendale Corporate Center Overlay Zone shall be amended and is hereby adopted with following particulars only:

A. Maximum density. The maximum density of housing units shall be 26 units per acre.

Section 3

All Ordinances of the Borough of Allendale which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 4

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 5

This Ordinance shall take effect immediately upon final passage, approval and publication as required by law.

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

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

Linda Louise Cervino
 Linda Louise Cervino, RMC
 Municipal Clerk

ATTEST:

Linda Louise Cervino
 Linda Louise Cervino, Borough Clerk

BOROUGH OF ALLENDALE
 COUNTY OF BERGEN
 STATE OF NEW JERSEY

By: *Amy Wilczynski*
 Amy Wilczynski, Mayor

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

ORDINANCE #26-05

AN ORDINANCE IMPLEMENTING THE BOROUGH'S FOURTH ROUND HOUSING PLAN ELEMENT AND FAIR SHARE PLAN CONSISTENT WITH THE TERMS OF A MEDIATION AGREEMENT REACHED BETWEEN THE BOROUGH OF ALLENDALE AND THE FAIR SHARE HOUSING CENTER IN ACCORDANCE WITH THE NEW JERSEY FAIR HOUSING ACT AND RELEVANT REGULATIONS AND POLICIES AND TO AMEND, SUPPLEMENT AND REVISE THE CODE OF THE BOROUGH OF ALLENDALE, CHAPTER 81 "AFFORDABLE HOUSING" TO AMEND THE FOLLOWING PARTICULARS OF THE CHAPTER.

WHEREAS, the Borough of Allendale (the "Borough" or "Allendale") having filed a declaratory judgment action pursuant to N.J.S.A. 52:27D-301 et. seq. (the "Fair Housing Act") on January 15, 2025; and

WHEREAS, the Court entered an order on May 5, 2025 setting the Borough's Fourth Round fair share obligations as a Present Need of 159 units and a Prospective Need of 200 units, and ordering the Borough to file a Housing Element and Fair Share Plan ("HEFSP") by June 30, 2025; and

WHEREAS, the Borough having filed its HEFSP on June 17, 2025 ("Adopted HEFSP"); and

WHEREAS, Fair Share Housing Center ("FSHC") and AvalonBay having filed challenges to the Borough's application for approval of its Housing Element and Fair Share Plan; and

WHEREAS, the dispute resolution program ("Program") created by the Fair Housing Act having appointed Judge Toskos as the program judge and Christine Cofone as the adjudicator to help mediate the disputes; and

WHEREAS, mediation culminated in a Mediation Agreement with FSHC and with Avalon Bay withdrawing its objection; and

WHEREAS, the Borough is committing to fulfilling its agreement with FSHC and implementing its Housing Element and Fair Share Plan as amended.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Allendale, County of Bergen, and State of New Jersey that Chapter 270 Zoning of the Zoning Ordinance of the Borough of Allendale is and shall be amended in its entirety with the following:

Section 1.

**ARTICLE I
General Purposes and Procedures**

§ 81-1. Affordable housing obligation.

- A. This section of the Code sets forth regulations regarding the very low-, low- and moderate-income housing units in Borough of Allendale consistent with the provisions outlined in P.L 2024, Chapter 2, including the amended Fair Housing Act (“FHA”) at N.J.S.A. 52:27D-301 et seq., as well as the Department of Community Affairs, Division of Local Planning Services (“LPS”) at N.J.A.C. 5:99 et seq., statutorily upheld existing regulations of the now-defunct Council on Affordable Housing (“COAH”) at N.J.A.C. 5:93 and 5:97, the Uniform Housing Affordability Controls (“UHAC”) at N.J.A.C. 5:80-26.1 et seq., and as reflected in the adopted municipal Fourth Round Housing Element and Fair Share Plan (“HEFSP”).
- B. This Ordinance is intended to ensure that very low-, low- and moderate-income units (“affordable units”) are created with controls on affordability over time and that very low-, low- and moderate-income households shall occupy these units pursuant to statutory requirements. This Ordinance shall apply to all inclusionary developments, individual affordable units, and 100% affordable housing developments except where inconsistent with applicable law. Low-Income Housing Tax Credit financed developments shall adhere to the provisions set forth below in item 5.c. below.
- C. The Borough of Allendale Land Use Board has adopted a HEFSP pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq. The Fair Share Plan describes the ways the municipality shall address its fair share of very low-, low- and moderate-income housing as approved by the Superior Court and documented in the Housing Element.
- D. This Ordinance implements and incorporates the relevant provisions of the HEFSP and addresses the requirements of P.L 2024, Chapter 2, the FHA, N.J.A.C. 5:99, NJ Supreme Court upheld COAH regulations at N.J.A.C. 5:93 and 5:97, and UHAC at N.J.A.C. 5:80-26.1, as may be amended and supplemented.
- E. Applicability
 - (1) The provisions of this Ordinance shall apply to all affordable housing developments and affordable housing units that currently exist and that are proposed to be created pursuant to the municipality’s most recently adopted HEFSP.
 - (2) This Ordinance shall apply to all developments that contain very low-, low- and moderate-income housing units included in the Municipal HEFSP, including any unanticipated future developments that will provide very low-, low- and moderate-income housing units.

- (3) Projects receiving federal Low Income Housing Tax Credit financing and are proposed for credit shall comply with the low/moderate split and bedroom distribution requirements, maximum initial rents and sales prices requirements, affirmative fair marketing requirements of UHAC at N.J.A.C. 5:80-26.16 and the length of the affordability controls applicable to such projects shall be not less than a 30-year compliance period plus, pursuant to the current Low Income Housing Tax Credit program, a 15-year extended-use period, for a total of not less than 45 years.

F. Monitoring and Reporting Requirements

- (1) The municipality shall comply with the following monitoring and reporting requirements regarding the status of the implementation of its court-approved Housing Element and Fair Share Plan:
 - (a) The municipality shall provide electronic monitoring data with the Department pursuant to P.L. 2024, Chapter 2 and N.J.A.C. 5:99 through the Affordable Housing Monitoring System (AHMS). All monitoring information required to be made public by the FHA shall be available to the public on the Department's website at <https://www.nj.gov/dca/dlps/hss/MuniStatusReporting.shtml>.
 - (b) On or before February 15 of each year, the municipality shall provide annual reporting of its municipal Affordable Housing Trust Fund activity to the Department on the AHMS portal. The reporting shall include an accounting of all municipal Affordable Housing Trust Fund activity, including the sources and amounts of funds collected and the amounts and purposes for which any funds have been expended, for the previous year from January 1st to December 31st.
 - (c) On or before February 15 of each year, the annual reporting of the status of all affordable housing activity shall be provided to the Department on the AHMS portal, for the previous year from January 1st to December 31st.

§ 81-2. Definitions.

As used herein the following terms shall have the following meanings:

“Accessory apartments” means a residential dwelling unit that provides complete independent living facilities with a private entrance for one or more persons, consisting of provisions for living, sleeping, eating, sanitation, and cooking, including a stove and refrigerator, and is located within a proposed preexisting primary dwelling, within an existing or proposed structure that is an accessory to a dwelling on the same lot, constructed in whole or part as an extension to a proposed or existing primary dwelling, or constructed as a separate detached structure on the same lot as the existing or proposed primary dwelling. Accessory apartments are also referred to as “accessory dwelling units”.

“Act” means the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq.

“Adaptable” means constructed in compliance with the technical design standards of the barrier free subcode adopted by the Commissioner of Community Affairs pursuant to the “State Uniform Construction Code Act,” P.L.1975, c. 217 (C.52:27D-119 et seq.) and in accordance with the provisions of section 5 of P.L.2005, c. 350 (C.52:27D-123.15).

“Administrative agent” means the entity approved by the Division responsible for the administration of affordable units, in accordance with N.J.A.C. 5:99-7, and UHAC at N.J.A.C. 5:80-26.15.

“Affirmative marketing” means a regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.16.

“Affirmative Marketing Plan” means the municipally adopted plan of strategies from which the administrative agent will choose to implement as part of the Affirmative Marketing requirements.

“Affirmative Marketing Process” or “Program” means the actual undertaking of Affirmative Marketing activities in furtherance of each project with very low- low- and moderate-income units.

“Affordability assistance” means the use of funds to render housing units more affordable to low- and moderate-income households and includes, but is not limited to, down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowner’s association or condominium fees and special assessments, common maintenance expenses, and assistance with emergency repairs and rehabilitation to bring deed-restricted units up to code, pursuant to N.J.A.C. 5:99-2.5.

“Affordability average” means an average of the percentage of regional median income at which restricted units in an affordable development are affordable to low- and moderate-income households.

“Affordable” means, in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth at N.J.A.C. 5:80-26.7 and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth at N.J.A.C. 5:80-26.13.

“Affordable housing development” means a development included in a municipality’s housing element and fair share plan, and includes, but is not limited to, an inclusionary development, a municipally sponsored affordable housing project, or a 100 percent affordable development. This includes developments with affordable units on-site, off-site, or provided as a payment in-lieu of construction only if such a payment-in-lieu option has been previously approved by the Program or Superior Court as part of the HEFSP.

“Affordable Housing Dispute Resolution Program” or “the Program” refers to the dispute resolution program established pursuant to N.J.S.A. 52:27D-313.2.

“Affordable Housing Monitoring System” or “AHMS” means the Department’s cloud-based software application, which shall be the central repository for municipalities to use for reporting detailed information regarding affordable housing developments, affordable housing unit completions, and the collection and expenditures of funds deposited into the municipal affordable housing trust fund.

“Affordable Housing Trust Fund” or “AHTF” means that non-lapsing, revolving trust fund established in DCA pursuant to N.J.S.A. 52:27D-320 and N.J.A.C. 5:43 to be the repository of all State funds appropriated for affordable housing purposes. All references to the “Neighborhood Preservation Nonlapsing Revolving Fund” and “Balanced Housing” mean the AHTF.

“Affordable unit” means a housing unit proposed or developed pursuant to the Act, including units created with municipal affordable housing trust funds.

“Age-restricted housing” means a housing unit that is designed to meet the needs of, and is exclusively for, an age-restricted segment of the population such that: 1. All the residents of the development where the unit is situated are 62 years or older; 2. At least 80 percent of the units are occupied by one person that is 55 years or older; or 3. The development has been designated by the Secretary of HUD as “housing for older persons” as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

“Agency” means the New Jersey Housing and Mortgage Finance Agency established by P.L.1983, c. 530 (C.55:14K-1 et seq.).

“Assisted living residence” means a facility licensed by the New Jersey Department of Health to provide apartment-style housing and congregate dining and to ensure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor. Apartment units must offer, at a minimum, one unfurnished room, a private bathroom, a kitchenette, and a lockable door on the unit entrance.

“Barrier-free escrow” means the holding of funds collected to adapt affordable unit entrances to be accessible in accordance with N.J.S.A. 52:27D-311a et seq. Such funds shall be held in a municipal affordable housing trust fund pursuant to N.J.A.C. 5:99-2.6.

“Builder’s remedy” means court-imposed site-specific relief for a litigant who seeks to build affordable housing for which the court requires a municipality to utilize zoning techniques, such as mandatory set-asides or density bonuses, including techniques which provide for

the economic viability of a residential development by including housing that is not for low- and moderate-income households.

“Certified household” means a household that has been certified by an administrative agent as a very-low-income household, a low-income household, or a moderate-income household.

“CHOICE” means the no-longer-active Choices in Homeownership Incentives for Everyone Program, as it was authorized by the Agency.

“COAH” or the “Council” means the Council on Affordable Housing established in, but not of, DCA pursuant to the Act and that was abolished effective March 20, 2024, pursuant to section 3 at P.L. 2024, c. 2 (N.J.S.A. 52:27D-304.1).

“Commissioner” means the Commissioner of the Department of Community Affairs.

“Compliance certification” means the certification obtained by a municipality pursuant to section 3 of P.L.2024, c. 2 (C.52:27D-304.1), that protects the municipality from exclusionary zoning litigation during the current round of present and prospective need and through July 1 of the year the next round begins, which is also known as a “judgment of compliance” or “judgment of repose.” The term “compliance certification” shall include a judgment of repose granted in an action filed pursuant to section 13 of P.L.1985, c. 222 (C.52:27D-313).

“Construction” means new construction and additions, but does not include alterations, reconstruction, renovations, conversion, relocation, or repairs, as those terms are defined in the State Uniform Construction Code promulgated pursuant to the State Uniform Construction Code Act, P.L. 1975, c. 217(N.J.S.A. 52:27D-119 et seq.).

“County-level housing judge” means a judge appointed pursuant to section 5 at P.L. 2024, c. 2, to resolve disputes over the compliance of municipal fair share affordable housing obligations and municipal Fair Share plans and housing elements with the Act.

“DCA” and “Department” mean the State of New Jersey Department of Community Affairs.

“Deficient housing unit” means a housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load bearing structural systems.

“Department” means the New Jersey Department of Community Affairs.

“Developer” means the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

“Development” means the division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or other structure, or of any mining, excavation, or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

“Development fee” means money paid by a developer for the improvement of residential and non-residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and 40:55D-8.1 through 40:55D-8.7 and N.J.A.C. 5:99-3.

“Dispute Resolution Program” means the Affordable Housing Dispute Resolution Program, established pursuant to section 5 at P.L. 2024, c. 2 (N.J.S.A. 52:27D-313.2).

“Division” means the Division of Local Planning Services within the Department of Community Affairs.

“Emergent opportunity” means a circumstance that has arisen whereby affordable housing will be able to be produced through a delivery mechanism not originally contemplated by or included in a fair share plan that has been the subject of a compliance certification.

“Equalized assessed value” or “EAV” means the assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 at P.L. 1973, c. 123 (N.J.S.A. 54:1-35a, 54:1-35b, and 54:1-35c). Estimates at the time of building permit may be obtained by the tax assessor using construction cost estimates. Final EAV shall be determined at project completion by the municipal assessor.

“Equity share amount” means the product of the price differential and the equity share, with the equity share being the whole number of years that have elapsed since the last non-exempt sale of a restricted ownership unit, divided by 100, except that the equity share may not be less than five percent and may not exceed 30 percent.

“Exit sale” means the first authorized non-exempt sale of a restricted unit following the end of the control period, which sale terminates the affordability controls on the unit.

“Exclusionary zoning litigation” means litigation challenging the fair share plan, housing element, ordinances, or resolutions that implement the fair share plan or housing element of a municipality based on alleged noncompliance with the Act or the Mount Laurel

doctrine, which litigation shall include, but shall not be limited to, litigation seeking a builder's remedy.

"Extension of expiring controls" means extending the deed restriction period on units where the controls on the deed restriction imposed at the closing of the first purchaser of the affordable unit will expire in the current round of a housing obligation, so that the total years of a deed restriction is at least 60 years.

"Fair share obligation" means the total of the present need and prospective need, including prior rounds, as determined by the Affordable Housing Dispute Resolution Program, or a court of competent jurisdiction.

"Fair share plan" means the plan or proposal, with accompanying ordinances and resolutions, by which a municipality proposes to satisfy its constitutional obligation to create a realistic opportunity to meet its fair share of low- and moderate-income housing needs of its region and which details the affirmative measures the municipality proposes to undertake to achieve its fair share of low- and moderate-income housing, as provided in the municipal housing element, and which addresses the development regulations necessary to implement the housing element, including, but not limited to, inclusionary requirements and development fees, and the elimination of unnecessary housing cost-generating features from the municipal land use ordinances and regulations.

"FHA" means the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq.

"Green Building Strategies" means the strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

"HMFA" or "the Agency" means the New Jersey Housing and Mortgage Finance Agency established pursuant to P.L. 1983, c. 530 (N.J.S.A. 55:14K-1 et seq.).

"Household income" means a household's gross annual income calculated in a manner consistent with the determination of annual income pursuant to section 8 of the United States Housing Act of 1937 (Section 8), not in accordance with the determination of gross income for Federal income tax liability.

"Housing element" means the portion of a municipality's master plan adopted in accordance with the Municipal Land Use Law (MLUL) at N.J.S.A. 40:55D-28.b(3) and the Act consisting of reports, statements proposals, maps, diagrams, and text designed to meet the municipality's fair share of its region's present and prospective housing needs, particularly with regard to low- and moderate-income housing, which shall include the

municipal present and prospective obligation for affordable housing, determined pursuant to subsection f. at N.J.S.A. 52:27D-304.1.

“Housing region” means a geographic area established pursuant to N.J.S.A. 52:27D-304.2b.

“Inclusionary development” means a residential housing development in which a substantial percentage of the housing units are provided for a reasonable income range of low- and moderate- income households.

“Judgment of compliance” or “judgment for repose” means a determination issued by the Superior Court approving a municipality’s housing element and fair share plan to satisfy its affordable housing obligation for a particular 10-year round.

“Low-income household” means a household with a household income equal to 50 percent or less of the regional median income.

“Low-income unit” means a restricted unit that is affordable to a low-income household.

“Major system” means the primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement or load bearing structural systems.

“Mixed use development” means any development that includes both a non-residential development component and a residential development component, and shall include developments for which: (1) there is a common developer for both the residential development component and the non-residential development component, provided that for purposes of this definition, multiple persons and entities maybe considered a common developer if there is a contractual relationship among them obligating each entity to develop at least a portion of the residential or non-residential development, or both, or otherwise to contribute resources to the development; and (2) the residential and non-residential developments are located on the same lot or adjoining lots, including, but not limited to, lots separated by a street, a river, or another geographical feature.

“Moderate-income household” means a household with a household income in excess of 50 percent but less than 80 percent of the regional median income.

“Moderate-income unit” means a restricted unit that is affordable to a moderate-income household.

“MONI” means the no-longer-active Market Oriented Neighborhood Investment Program, as it was authorized by the Agency.

“Municipal housing liaison” or “MHL” means an appointed municipal employee who is, pursuant to N.J.A.C. 5:99-6, responsible for oversight and/or administration of the affordable units created within the municipality.

“Municipal affordable housing trust fund” means a separate, interest-bearing account held by a municipality for the deposit of development fees, payments in lieu of constructing affordable units on sites zoned for affordable housing previously approved prior to March 20, 2024 (per P.L. 2024, c.2), barrier-free escrow funds, recapture funds, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, enforcement fines, unexpended RCA funds remaining from a completed RCA project, application fees, and any other funds collected by the municipality in connection with its affordable housing programs, which shall be used to address municipal low- and moderate-income housing obligations within the time frames established by the Legislature and this chapter.

“Municipal development fee ordinance” means an ordinance adopted by the governing body of a municipality that authorizes the collection of development fees.

“New construction” means the creation of a new housing unit under regulation by a code enforcement official regardless of the means by which the unit is created. Newly constructed units are evidenced by the issuance of a certificate of occupancy and may include new residences created through additions and alterations, adaptive reuse, subdivision, or conversion of existing space, and moving a structure from one location to another.

“New Jersey Affordable Housing Trust Fund” means an account established pursuant to N.J.S.A. 52:27D-320.

“New Jersey Housing Resource Center” or “Housing Resource Center” means the online affordable housing listing portal, or its successor, overseen by the Agency pursuant to N.J.S.A. 52:27D-321.3 et seq.

“95/5 restriction” means a deed restriction governing a restricted ownership unit that is part of a housing element that received substantive certification from COAH pursuant to N.J.A.C. 5:93, as it was in effect at the time of the receipt of substantive certification, before October 1, 2001, or any other deed restriction governing a restricted ownership unit with a seller repayment option requiring 95 percent of the price differential to be paid to the municipality or an instrument of the municipality at the closing of a sale at market price.

“Non-exempt sale” means any sale or transfer of ownership of a restricted unit to one’s self or to another individual other than the transfer of ownership between spouses or civil union partners; the transfer of ownership between former spouses or civil union partners

ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary; and the transfer of ownership by court order.

"Nonprofit" means an organization granted nonprofit status in accordance with section 501(c)(3) of the Internal Revenue Code.

"Non-residential development" means:

Any building or structure, or portion thereof, including, but not limited to, any appurtenant improvements, which is designated to a use group other than a residential use group according to the State Uniform Construction Code, N.J.A.C. 5:23, promulgated to effectuate the State uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., including any subsequent amendments or revisions thereto;

Hotels, motels, vacation timeshares, and child-care facilities; and

The entirety of all continuing care facilities within a continuing care retirement community which is subject to the Continuing Care Retirement Community Regulation and Financial Disclosure Act, N.J.S.A.52:27D-330 et seq.

"Non-residential development fee" means the fee authorized to be imposed pursuant to N.J.S.A. 40:55D-8.1 through 40:55D-8.7.

"Order for repose" means the protection a municipality has from exclusionary zoning litigation including a builder's remedy lawsuit for a period of time from the entry of a judgment of compliance by the Superior Court. A judgment of compliance often results in an order for repose.

"Payment in lieu of constructing affordable units" means the prior approval of the payment of funds to the municipality by a developer when affordable units are were not produced on a site zoned for an inclusionary development.

"Prospective need" means a projection of housing needs based on development and growth which is reasonably likely to occur in a region or a municipality, as the case may be, as a result of actual determination of public and private entities. Prospective need shall be determined by the methodology set forth pursuant to sections 6 and 7 of P.L.2024, c. 2 (C.52:27D-304.2 and C.52:27D-304.3) for the fourth round and all future rounds of housing obligations.

"Qualified Urban Aid Municipality" means a municipality that meets the criteria established pursuant to N.J.S.A. 52:27D-304.3.c(1).

“Person with a disability” means a person with a physical disability, infirmity, malformation, or disfigurement which is caused by bodily injury, birth defect, aging, or illness including epilepsy and other seizure disorders, and which shall include, but not be limited to, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impairment, the inability to speak or a speech impairment, or physical reliance on a service animal, wheelchair, or other remedial appliance or device.

“Price differential” means the difference between the controlled sale price of a restricted unit and the contract price at the exit sale of the unit, determined as of the date of a proposed contract of sale for the unit. If there is no proposed contract of sale, the price differential is the difference between the controlled sale price of a restricted unit and the appraised value of the unit as if it were not subject to UHAC, determined as of the date of the appraisal. If the controlled sale price exceeds the contract price or, in the absence of a contract price, the appraised value, the price differential is zero dollars.

“Prior round unit” means a housing unit that addresses a municipality’s fair share obligation from a round prior to the fourth round of affordable housing obligations, including any unit that: (1) received substantive certification from COAH; (2) is part of a third-round settlement agreement or judgment of compliance approved by a court of competent jurisdiction, inclusive of units created pursuant to a zoning designation adopted as part of the settlement agreement or judgment of compliance to create a realistic opportunity for development; (3) is subject to a grant agreement or other contract with either the State or a political subdivision thereof entered into prior to July 1, 2025, pursuant to either item (1) or (2) above; or (4) otherwise addresses a municipality’s fair share obligation from a round prior to the fourth round of affordable housing obligations. A unit created after the enactment of P.L. 2024, c. 2 (N.J.S.A. 52:27D-304.1) on March 20, 2024, is not a prior round unit unless: (1) it is created pursuant to a prior round development plan or zoning designation that received COAH or court approval on or before the cutoff date of June 30, 2025, or the date that the municipality adopts the implementing ordinances and resolutions for the fourth round of affordable housing obligations, whichever occurs sooner; and (2) its siting and creation are consistent with the form of the prior round development plan or zoning designation in effect as of the cutoff date, without any amendment or variance.

“Program” means the Affordable Housing Dispute Resolution Program, established pursuant to section 5 of P.L.2024, c. 2 (C.52:27D-313.2).

“Random selection process” means a lottery process by which currently income-eligible applicant-households are selected, at random, for placement in affordable housing units such that no preference is given to one applicant over another, except in the case of a

veterans' preference where such an agreement exists; for purposes of matching household income and size with an appropriately priced and sized affordable unit; or another purpose allowed pursuant to N.J.A.C. 5:80-26.7(k)3. This definition excludes any practices that would allow affordable housing units to be leased or sold on a first-come, first-served basis.

"RCA administrator" means an appointed municipal employee who is responsible for oversight and/or administration of affordable units and associated revenues and expenditures within the municipality that were funded through regional contribution agreements.

"RCA project plan" means a past application, submitted by a receiving municipality in an RCA, delineating the manner in which the receiving municipality intended to create or rehabilitate low- and moderate-income housing.

"Receiving municipality" means, for the purposes of an RCA, a municipality that contractually agreed to assume a portion of another municipality's fair share obligation.

"Reconstruction" means any project where the extent and nature of the work is such that the work area cannot be occupied while the work is in progress and where a new certificate of occupancy is required before the work area can be reoccupied, pursuant to the Rehabilitation Subcode of the uniform Construction Code, N.J.A.C. 5:23-6. Reconstruction shall not include projects comprised only of floor finish replacement, painting or wallpapering, or the replacement of equipment or furnishings. Asbestos hazard abatement and lead hazard abatement projects shall not be classified as reconstruction solely because occupancy of the work area is not permitted.

"Recreational facilities and community centers" means any indoor or outdoor buildings, spaces, structures, or improvements intended for active or passive recreation, including, but not limited to, ballfields, meeting halls, and classrooms, accommodating either organized or informal activity.

"Regional contribution agreement" or "RCA" means a contractual agreement, pursuant to the Act, into which two municipalities voluntarily entered into and was approved by COAH and/or Superior Court prior to July 18, 2008, to transfer a portion of a municipality's affordable housing obligation to another municipality within its housing region.

"Regional median income" means the median income by household size for an applicable housing region, as calculated annually in accordance with N.J.A.C. 5:80-26.3.

"Rehabilitation" means the repair, renovation, alteration, or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

“Rent” means the gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. With respect to units in assisted living residences, rent does not include charges for food and services.

“Residential development fee” means money paid by a developer for the improvement of residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and N.J.A.C. 5:99-3.2.

“Restricted unit” means a dwelling unit, whether a rental unit or ownership unit, that is subject to the affordability controls of this subchapter but does not include a market-rate unit that was financed pursuant to UHORP, MONI, or CHOICE.

“Spending plan” means a method of allocating funds contained in an affordable housing trust fund account, which includes, but is not limited to, development fees collected and to be collected pursuant to an approved municipal development fee ordinance, or pursuant to N.J.S.A. 52:27D-329.1 et seq., for the purpose of meeting the housing needs of low- and moderate-income individuals.

“State Development and Redevelopment Plan” or “State Plan” means the plan prepared pursuant to sections 1 through 12 of the “State Planning Act,” P.L.1985, c. 398 (C.52:18A-196 et al.), designed to represent a balance of development and conservation objectives best suited to meet the needs of the State, and for the purpose of coordinating planning activities and establishing Statewide planning objectives in the areas of land use, housing, economic development, transportation, natural resource conservation, agriculture and farmland retention, recreation, urban and suburban redevelopment, historic preservation, public facilities and services, and intergovernmental coordination pursuant to subsection f. of section 5 of P.L.1985, c. 398 (C.52:18A-200).

“Supportive housing household” means a very low-, low- or moderate-income household certified as income eligible by an administrative agent in accordance with N.J.A.C. 5:80-26.14, in which at least one member is an individual who requires supportive services to maintain housing stability and independent living and who is part of a population identified by federal or state statute, regulation, or program guidance as eligible for supportive or special needs housing. Such populations include, but are not limited to: persons with intellectual or developmental disabilities, persons with serious mental illness, person with head injuries (as defined in Section 2 of P.L. 1977), persons with physical disabilities or chronic health conditions, persons who are homeless as defined by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 578, survivors of domestic violence, youth aging out of foster care, and other special needs populations recognized under programs administered by the U.S. Department of Housing and Urban

Development, the Low-Income Housing Tax Credit Program, the McKinney–Vento Act, or the New Jersey Department of Human Services. A supportive housing household may include family members, unrelated individuals, or live-in aides, provided that the household meets the income eligibility requirements of this subchapter, except that in the case of unrelated individuals not operating as a family unit, income eligibility shall be tested on an individual basis rather than in the aggregate; the unit is leased or sold subject to the affordability controls established herein; and the supportive services available to the household are designed to promote housing stability, independent living, and community integration. The determination of whether unrelated individuals are operating as a family unit shall be made based on the applicant’s self-identification of household members on the affordable housing application.

“Supportive housing sponsoring program” means grant or loan program which provided financial assistance to the development of the unit.

“Supportive housing unit” means a restricted rental unit, as defined by N.J.S.A. 34:1B-21.24, that is affordable to very low-, low- or moderate-income households and is reserved for occupancy by a supportive housing household. Supportive housing units are also referred to as permanent supportive housing units.

“Transitional housing” means temporary housing that: (1) includes, but is not limited to, single-room occupancy housing or shared living and supportive living arrangements; (2) provides access to on-site or off-site supportive services for very low-income households who have recently been homeless or lack stable housing; (3) is licensed by the department; and (4) allows households to remain for a minimum of six months.

“Treasurer” means the Treasurer of the State of New Jersey.

“UHAC” means the Uniform Housing Affordability Controls set forth at N.J.A.C. 5:80-26.

“UHORP” means the Agency’s Urban Homeownership Recovery Program, as it was authorized by the Agency Board.

“Unit type” means type of dwelling unit with various building standards including but not limited to single-family detached, single-family attached/townhouse, stacked townhouse (attached building containing 2 units each with separate entrances), duplex (detached building containing 2 units each with separate entrances), triplex (3 units each with separate entrance), quadplex (4 units each with separate entrance), multifamily / flat (2 or more units with a shared entrance). Inclusion of a garage, or not, shall not define the unit type.

“Very-low-income household” means a household with a household income less than or equal to 30 percent of the regional median income.

“Very-low-income housing” means housing affordable according to the Federal Department of Housing and Urban Development or other recognized standards for home ownership and rental costs and occupied or reserved for occupancy by households with a gross household income equal to 30 percent or less of the median gross household income for households of the same size within the housing region in which the housing is located.

“Very-low-income unit” means a restricted unit that is affordable to a very-low-income household.

“Veteran” means a veteran as defined at N.J.S.A. 54:4-8.10.

“Veterans’ preference” means the agreement between a municipality and a developer or residential development owner that allows for low- to moderate-income veterans to be given preference for up to 50 percent of rental units in relevant projects, as provided for at N.J.S.A. 52:27D-311.j.

“Weatherization” means building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors and is considered a major system for rehabilitation.

§ 81-3. Borough-wide mandatory set-aside.

- A. A development, other than single-family detached, providing a minimum of five new housing units created through any municipal rezoning or Zoning Board action, use or density variance, redevelopment plan, or rehabilitation plan that provides for densities at or above six units per acre, is required to include an affordable housing set-aside of 20%.
- B. Any affordable units generated through such mandatory set-aside shall be subject to all other provisions of this ordinance.
- C. All such affordable units shall be governed by this ordinance the controls on affordability, including bedroom distribution, and affirmatively marketed to the housing region in conformance with UHAC at N.J.A.C. 5:80-26.1 et seq., any successor regulation, and all other applicable laws.
- D. No subdivision shall be permitted or approved for the purpose of avoiding compliance with this requirement. Developers cannot, for example, subdivide a project into two lots and then make each of them a number of units just below the threshold.
- E. The mandatory set-aside requirements of this section do not give any developer the right to any rezoning, variance or other relief, or establish any obligation on the part of the

municipality to grant such rezoning, variance or other relief.

- F. This municipality-wide mandatory set-aside requirement does not apply to any sites or specific zones otherwise identified in the HEFSP, for which density and set-aside requirements shall be governed by the specific standards as set forth therein.
- G. In the event that the inclusionary set-aside of 20% of the total number of residential units does not result in a full integer, the set-aside shall round up to ensure that at least 20 percent of the units are affordable.

§ 81-4. New Construction.

A. New Construction (per N.J.A.C. 5:93 as may be updated per various sections in N.J.A.C. 5:97 and N.J.S.A. 52:27D-301 et seq.). Per the definition of “New Construction,” this section governs the creation of new affordable housing units regardless of the means by which the units are created. Newly constructed units may include new residences constructed or created through other means.

- (1) The following requirements shall apply to all new or planned developments that contain very low-, low- and moderate-income housing units. To the extent possible, details related to the adherence to the requirements below shall be outlined in the resolution granting municipal subdivision or site plan approval of the project to assist municipal representatives, developers and Administrative Agents.
- (2) Completion Schedule (previously known as phasing). Final site plan or subdivision approval shall be contingent upon the affordable housing development meeting the following completion schedule for very low-, low- and moderate-income units whether developed in a single-phase development, or in a multi-phase development:

Maximum Percentage of Market-Rate Units Issued a Temporary or Final Certificate of Occupancy	Minimum Percentage of Affordable Units Issued a Temporary or Final Certificate of Occupancy
25+1	10
50	50
75	75
90	100

(3) Design. The following design requirements apply to affordable housing developments, excluding prior round units.

(a) Design of 100 percent affordable developments:

- [1] Restricted units must meet the minimum square footage required for the number of inhabitants for which the unit is marketed and the minimum

square footage required for each bedroom, as set forth in the Neighborhood Preservation Balanced Housing rules at N.J.A.C. 5:43-2.4.

- [2] Each bedroom in each restricted unit must have at least one window.
 - [3] Restricted units must include adequate air conditioning and heating.
- (b) Design of developments comprising market-rate rental units and restricted rental units. The following does not apply to prior round units, unless stated otherwise.
- [1] Restricted units must use the same building materials and architectural design elements (for example, plumbing, insulation, or siding) as market-rate units of the same unit type (for example, flat or townhome) within the same development, except that restricted units and market-rate units may use different interior finishes. This shall apply to prior round units.
 - [2] Restricted units and market-rate units within the same affordable development must be sited such that restricted units are not concentrated in less desirable locations.
 - [3] Restricted units may not be physically clustered so as to segregate restricted and market-rate units within the same development or within the same building, but must be interspersed throughout the development, except that age-restricted and supportive housing units may be physically clustered if the clustering facilitates the provision of on-site medical services or on-site social services. Prior round affordable units shall be integrated with market rate units to the extent feasible.
 - [4] Residents of restricted units must be offered the same access to communal amenities as residents of market-rate units within the same affordable development. Examples of communal amenities include, but are not limited to, community pools, fitness and recreation centers, playgrounds, common rooms and outdoor spaces, and building entrances and exits. This shall apply to prior round units.
 - [5] Restricted units must include adequate air conditioning and heating and must use the same type of cooling and heating sources as market-rate units of the same unit type. This shall apply to prior round units.
 - [6] Each bedroom in each restricted unit must have at least one window.
 - [7] Restricted units must be of the same unit type as market-rate units within the same building.
 - [8] Restricted units and bedrooms must be no less than 90 percent of the minimum size prescribed by the Neighborhood Preservation Balanced Housing rules at N.J.A.C. 5:43-2.4.

(c) Design of developments containing for-sale units, including those with a mix of rental and for-sale units. Restricted rental units shall meet the requirements of section b above. Restricted sale units shall comply with the below:

- [1] Restricted units must use the same building standards as market-rate units of the same unit type (for example, flat, townhome, or single-family home), except that restricted units and market-rate units may use different interior finishes. This shall apply to prior round units.
- [2] Restricted units may be clustered, provided that the buildings or housing product types containing the restricted units are integrated throughout the development and are not concentrated in an undesirable location or in undesirable locations. Prior round affordable units shall be integrated with market rate units to the extent feasible.
- [3] Restricted units may be of different unit housing product types than market-rate units, provided that there is a restricted option available for each market rate housing type. Developments containing market-rate duplexes, townhomes, and/or single-family homes shall offer restricted housing options that also include duplexes, townhomes, and/or single-family homes. Penthouses and higher priced end townhouses may be exempt from this requirement. The proper ratio for restricted to market-rate unit type shall be subject to municipal ordinance or, if not specified, shall be determined at the time of site plan approval.
- [4] Restricted units must meet the minimum square footage required for the number of inhabitants for which the unit is marketed and the minimum square footage required for each bedroom, as set forth in the Neighborhood Preservation Balanced Housing rules at N.J.A.C. 5:43-2.4.
- [5] Penthouse and end units may be reserved for market-rate sale, provided that the overall number, value, and distribution of affordable units across the development is not negatively impacted by such reservation(s).
- [6] Residents of restricted units must be offered the same access to communal amenities as residents of market-rate units within the same affordable development. Examples of communal amenities include, but are not limited to, community pools, fitness and recreation centers, playgrounds, common rooms and outdoor spaces, and building entrances and exits. This shall apply to prior round units.
- [7] Each bedroom in each restricted unit must have at least one window; and
- [8] Restricted units must include adequate air conditioning and heating.

B. Utilities.

- (1) Affordable units shall utilize the same type of cooling and heating source as market-rate units within the affordable housing development.

- (2) Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance in accordance with N.J.AC 5:80-26.13(e).

C. Low/moderate split and bedroom distribution.

- (1) Affordable units shall be divided equally between low- and moderate-income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low-income unit.
- (2) In each affordable housing development, at least 50% of the restricted units within each bedroom distribution rounded down to the nearest whole number shall be very low- or low-income units.
- (3) Within rental developments, of the total number of affordable rental units, at least 13%, rounded up to the nearest whole number, shall be affordable to very low-income households. The very low-income units shall be distributed between each bedroom count as proportionally as possible, to the nearest whole unit, to the total number of restricted units within each bedroom count, and counted as part of the required number of low-income units within the development.
- (4) Affordable housing developments that are not age-restricted or supportive housing shall be structured such that:
 - (a) At a minimum, the number of bedrooms within the restricted units equals twice the number of restricted units;
 - (b) Two-bedroom and/or three-bedroom units compose at least 50 percent of all restricted units;
 - (c) The combined number of efficiency and one-bedroom units shall be no greater than 20%, rounded up, of the total number of low- and moderate-income units.
 - (d) At least 30% of all low- and moderate-income units, rounded down shall be two-bedroom units.
 - (e) At least 20% of all low- and moderate-income units, rounded down shall be three-bedroom units.
 - (f) The remaining units may be allocated among two- and three- bedroom units at the discretion of the developer.
- (5) Affordable housing developments that are age-restricted or supportive housing, except those supportive housing units whose sponsoring program determines the unit arrangements, shall be structured such that, at a minimum, the number of bedrooms shall equal the number of age-restricted or supportive housing low- and moderate-income units within the inclusionary development. Supportive housing units whose sponsoring program determines the unit arrangement shall comply with all requirements of the sponsoring program, the standard may be met by having all one-bedroom units or by having a two-bedroom unit for each efficiency

unit. In affordable housing developments with 20 or more restricted units that are age-restricted or supportive housing, two-bedroom units must comprise at least 5% of those restricted units.

D. Accessibility requirements.

- (1) Any new construction shall be adaptable; however, elevators shall not be required in any building or within any dwelling unit for the purpose of compliance with this section. In buildings without elevator service, only ground floor dwelling units shall be required to be constructed to conform with the technical design standards of the barrier free subcode. "Ground floor" means the first floor with a dwelling unit or portion of a dwelling unit, regardless of whether that floor is at grade. A building may have more than one ground floor.
- (2) Notwithstanding the exemption for townhouse dwelling units in the barrier free subcode, the first floor of all townhouse dwelling units and of all other multifloor dwelling units that are attached to at least one other dwelling unit shall be subject to the technical design standards of the barrier free subcode and shall include the following features:
 - (a) An adaptable toilet and bathing facility on the first floor;
 - (b) An adaptable kitchen on the first floor;
 - (c) An interior accessible route of travel however an interior accessible route of travel shall not be required between stories;
 - (d) An adaptable room that can be used as a bedroom, with a door, or the casing for the installation of a door that is compliant with the Barrier Free Subcode, on the first floor;
 - (e) If not all of the foregoing requirements in b.i. through b.iv. can be satisfied, then an interior accessible route of travel shall be provided between stories within an individual unit; and
 - (f) An accessible entranceway as set forth in P.L. 2005, c. 350 (N.J.S.A. 52:27D-311a et seq.) and the Barrier Free Subcode, N.J.A.C. 5:23-7, or evidence that the municipality has collected funds from the developer sufficient to make 10% of the adaptable entrances in the development accessible:
 - [1] Where a unit has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling unit, an accessible entrance shall be installed.
 - [2] To this end, the builder of restricted units shall deposit funds within the Affordable Housing Trust Fund sufficient to install accessible entrances in 10% of the affordable units that have been constructed with adaptable entrances.

- [3] The funds deposited shall be expended for the sole purpose of making the adaptable entrance of an affordable unit accessible when requested to do so by a person with a disability who occupies or intends to occupy the unit and requires an accessible entrance.
 - [4] The developer of the restricted units shall submit to the Construction Official a design plan and cost estimate for the conversion from adaptable to accessible entrances.
 - [5] Once the Construction Official has determined that the design plan to convert the unit entrances from adaptable to accessible meets the requirements of the Barrier Free Subcode, N.J.A.C. 5:23-7, and that the cost estimate of such conversion is reasonable, payment shall be made to the Affordable Housing Trust Fund and earmarked appropriately.
- (g) Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that it is “site-impracticable” to meet the requirements. If full compliance with this section would be site impracticable, compliance with this section for any portion of the dwelling shall be required to the extent that it is not site impracticable. Determinations of site impracticability shall comply with the Barrier Free Subcode at N.J.A.C. 5:23-7.

§ 81-5. Affordable Housing Programs.

- A. Pursuant to amended UHAC regulations at N.J.A.C. 5:80-26.1 et seq. and, in addition, pursuant to P.L. 2024, c.2 and specifically to the amended FHA at N.J.S.A. 52:27D-311.m, “All parties shall be entitled to rely upon regulations on municipal credits, adjustments, and compliance mechanisms adopted by the Council on Affordable Housing unless those regulations are contradicted by statute, including but not limited to P.L. 2024, c.2, or binding court decisions.” The following are many of the main provisions of the COAH regulations at either N.J.A.C. 5:93 or 5:97 that have been upheld by the NJ Supreme Court. Municipalities should consult the cited full COAH regulations when preparing the HEFSP for required documentation, etc. Additional compliance details may also be included in the specific municipal program manual.
- B. Rehabilitation Programs (per N.J.A.C. 5:93-5.2 with updated provisions herein per N.J.A.C. 5:97-6.2 related to credit towards a municipal present need obligation).
 - (1) The rehabilitation program shall be designed to renovate deficient housing units occupied or intended to be occupied by very low-, low- and moderate-income households such that, after rehabilitation, these units will comply with the New Jersey State Housing Code pursuant to N.J.A.C. 5:28-1.1 et seq or the Rehabilitation Subcode, N.J.A.C. 5:23-6 to the extent applicable.
 - (2) Both ownership and rental units shall be eligible for rehabilitation funds.
 - (3) All rehabilitated units shall remain affordable to very low-, low- and moderate-income households for a period of 10 years (the control period). For owner-

occupied units, the control period shall be enforced with a mortgage and note and for renter-occupied units the control period will be enforced with a deed restriction.

- (4) The municipality shall dedicate a minimum average hard cost of \$10,000 for each unit to be rehabilitated through this program and in addition shall dedicate associated rehabilitation program soft costs such as case management, inspection fees and work write-ups.
 - (5) The municipality shall designate, subject to the approval of the Department, one or more Administrative Agents to administer the rehabilitation program in accordance with P.L 2024, Chapter 2. The Administrative Agent(s) shall provide rehabilitation manuals for ownership and rental rehabilitation programs. Manuals shall be adopted by resolution of the governing body. Both rehabilitation manuals shall be available for public inspection in the Office of the Municipal Clerk and on the municipal affordable housing web page.
 - (6) Households determined to be very low-, low-, or moderate-income may participate in a rehabilitation program. Rehabilitated units shall be exempt from the very low-income requirements, low/mod split, and bedroom distribution requirements of UHAC, but shall be administered in accordance with the following:
 - (a) If a unit is vacant at the time of rehabilitation, or if a rehabilitated unit becomes vacant and is re-rented before the expiration of the affordability controls, the deed restriction shall require that the unit be rented to a low- or moderate-income household at an affordable rent.
 - (b) If a rental unit is occupied by a tenant at the time rehabilitation is completed, the rent charged after rehabilitation shall not exceed the lesser of the tenant's current rent or the maximum rent permitted under UHAC.
 - (c) Rents in rehabilitated units may increase annually based on the standards in UHAC.
 - (7) At the time of application, applicant households and/or tenant households shall be subject to income eligibility determinations in accordance with UHAC.
- C. Market to Affordable program (per N.J.A.C. 5:97-6.9).
- (1) The market to affordable program permits the purchase or subsidization of unrestricted units through a mortgage write-down provided to an income-certified buyer or through a sale or rental as a low- or moderate-income unit to an income-eligible household. The market to affordable program may produce both low- and moderate-income units.
 - (2) At the time they are offered for sale or rental, eligible units may be new, pre-owned or vacant.

- (3) The units shall be certified to be in sound condition as a result of an inspection performed by a licensed building inspector.
- (4) A minimum subsidy of \$25,000 per moderate-income unit and/or \$30,000 per low-income unit shall be provided, with additional subsidy depending on the market prices or rents in a municipality.
- (5) The units shall comply with UHAC with the following exceptions:
 - (a) Bedroom distribution (N.J.A.C. 5:80-26.4).
 - (b) Low/moderate income split (N.J.A.C. 5:80-26.4).
- (6) Affordability average (N.J.A.C. 5:80-26.4); however:
 - (a) The maximum rent for a moderate-income unit shall be affordable to households earning no more than 60 percent of median income and the maximum rent for a low-income unit shall be affordable to households earning no more than 44 percent of median income; and
 - (b) The maximum sales price for a moderate-income unit shall be affordable to households earning no more than 70 percent of median income and the maximum sales price for a low-income unit shall be affordable to households earning no more than 40 percent of median income.

D. Assisted Living Residence (per N.J.A.C. 5:97-6.11).

- (1) An assisted living residence is a facility licensed by the New Jersey Department of Health to provide apartment-style housing and congregate dining and to assure that assisted living services are available. All or a designated number of apartments in the facility shall be restricted to low- and moderate-income households.
- (2) The unit of credit shall be the apartment. However, a two-bedroom apartment shall be eligible for two units of credit if it is restricted to two unrelated individuals.
- (3) A recipient of a Medicaid waiver shall automatically qualify as a low- or moderate-income household.
- (4) Assisted living units are considered age-restricted housing in a HEFSP and shall be included with the maximum number of units that may be age-restricted.
- (5) Low- and moderate-income residents cannot be charged any upfront fees.
- (6) The units shall comply with UHAC with the following exceptions:
 - (a) Affirmative marketing (N.J.A.C. 5:80-26.16); provided that the units are restricted to recipients of Medicaid waivers;
 - (b) The deed restriction may be on the facility, rather than individual apartments or rooms;

- (c) Low/moderate income split and affordability average (N.J.A.C. 5:80-26.4); only if all of the affordable units are affordable to households at a maximum of 60 percent of median income; and
 - (7) Tenant income eligibility (N.J.A.C. 5:80-26.14); up to 80 percent of an applicant's gross income may be used for rent, food and services based on occupancy type and the affordable unit must receive the same basic services as required by the Agency's underwriting guidelines and financing policies. The cost of non-housing related services shall not exceed one and two-thirds times the rent established for each unit.
- E. Supportive Housing and Group Homes (per N.J.A.C. 5:97-6.10).
- (1) The following provisions shall apply to group homes, residential health care facilities, and supportive shared living housing:
 - (a) Units are subject to Affirmative Marketing requirements, household certification, and administrative agent oversight; and may, with the approval of the municipal housing liaison and the administrative agent, be leased either by the bedroom or to a single household in the case of multi-bedroom configurations, provided such arrangement is consistent with the Federal Fair Housing Act (Title VIII of the Civil Rights Act of 1968).
 - (b) Units may, with the approval of the administrative agent, be subject to a master lease by an approved supportive housing operator, provided that all subleases are to be certified supportive housing households and remain fully subject to the affordability controls of this subchapter. Rents for supportive housing units shall not exceed the rent standards established and published by the New Jersey Department of Human Services.
 - (c) The unit of credit shall be the bedroom. However, the unit of credit shall be the unit if occupied by a single person or household.
 - (d) Housing that is age-restricted shall be included with the maximum number of units that may be age-restricted pursuant to the Act.
 - (e) Occupancy shall not be restricted to youth under 18 years of age.
 - (f) In affordable developments with 20 or more restricted units that are supportive housing, two-bedroom units must compose at least five percent of those restricted units.
 - (g) The bedrooms and/or units shall comply with UHAC with the following exceptions:
 - [1] Affirmative marketing; however, group homes, residential health care facilities, permanent supportive housing, and supportive shared living housing shall be affirmatively marketed to broadest possible population of qualified individuals with special needs in accordance with a plan approved by the sponsoring program;

[2] Affordability average and bedroom distribution (N.J.A.C. 5:80-26.4).

- (h) With the exception of units established with capital funding through a 20-year operating contract with the Department of Human Services, Division of Developmental Disabilities, group homes, residential health care facilities, supportive shared living housing and permanent supportive housing shall have the appropriate controls on affordability in accordance with the Act. In the event that a supportive housing provider is unable to record or execute a long-term deed restriction, the units shall be subject to annual recertification by the Municipal Housing Liaison to confirm continued occupancy and compliance with this Section.
- (i) Objective standards shall be applied in the selection of tenants for supportive housing units and shall be designed to ensure that individuals are not excluded in an arbitrary or capricious manner.
- (j) The following documentation shall be submitted by the sponsor to the municipality prior to marketing the completed units or facility:
 - [1] An Affirmative Marketing Plan in accordance with D1 above; and
 - [2] If applicable, proof that the supportive and/or special needs housing is regulated by the New Jersey Department of Health and Senior Services, the New Jersey Department of Human Services or another State agency in accordance with the requirements of this section, which includes validation of the number of bedrooms or units in which low- or moderate-income occupants reside.
- (k) The sponsor/owner shall complete annual monitoring as directed by the MHL.

F. Regional Income Limits.

- (1) Administrative agents shall use the current regional income limits for the purpose of pricing affordable units and determining income eligibility of households.
- (2) Regional income limits are based on regional median income, which is established by a regional weighted average of the “median family incomes” published by HUD. The procedure for computing the regional median income is detailed in N.J.A.C. 5:80-26.3.
- (3) Updated regional income limits are effective as of the effective date of the regional Section 8 income limits for the year, as published by HUD, or 45 days after HUD publishes the regional Section 8 income limits for the year, whichever comes later. The new income limits may not be less than those of the previous year.

G. Maximum Initial Rents And Sales Prices.

- (1) In establishing rents and sales prices of affordable housing units, the Administrative Agent shall follow the procedures set forth in UHAC N.J.A.C. 5:80-26.4.

- (2) The average rent for all restricted units within each affordable housing development shall be affordable to households earning no more than 52 percent of regional median income.
- (3) The maximum rent for restricted rental units within each affordable housing development shall be affordable to households earning no more than 60% of regional median income.
- (4) The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low-income and moderate-income units, provided that at least 13% of all low- and moderate-income rental units shall be affordable to households earning no more than 30% of median income. These very low-income units shall be part of the low-income requirement and very-low-income units should be distributed between each bedroom count as proportionally as possible, to the nearest whole unit, to the total number of restricted units within each bedroom count.
- (5) The maximum sales price of restricted ownership units within each affordable housing development shall be affordable to households earning no more than 70% of median income, and each affordable housing development must achieve an affordability average that does not exceed 55% for all restricted ownership units. In achieving this affordability average, moderate-income ownership units must be available for at least three different prices for each bedroom type, and low-income ownership units must be available for at least two different prices for each bedroom type when the number of low- and moderate-income units permits.
- (6) The master deeds and declarations of covenants and restrictions for affordable developments may not distinguish between restricted units and market-rate units in the calculation of and condominium or homeowner association fees and special assessments to be paid by low- and moderate-income purchasers and those to be paid by market-rate purchasers. Notwithstanding the foregoing sentence, condominium units subject to a municipal ordinance adopted before December 20, 2004, which ordinance provides for condominium or homeowner association fees and/or assessments different from those provided for in this subsection are governed by the ordinance.
- (7) In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted family units, the following standards shall be met:
 - (a) A studio or efficiency unit shall be affordable to a one-person household;
 - (b) A one-bedroom unit shall be affordable to a one and one-half person household;
 - (c) A two-bedroom unit shall be affordable to a three-person household;
 - (d) A three-bedroom unit shall be affordable to a four and one-half person household; and

- (e) A four-bedroom unit shall be affordable to a six-person household.
- (8) In determining the initial rents and sales prices for compliance with the affordability average requirements for restricted units in assisted living facilities and age-restricted and special needs and supportive housing developments, the following standards shall be met:
- (a) A studio or efficiency unit shall be affordable to a one-person household;
 - (b) A one-bedroom unit shall be affordable to a one and one-half person household;
and
 - (c) A two-bedroom unit shall be affordable to a two-person household or to two one-person households. Where pricing is based on two one-person households, the developer shall provide a list of units so priced to the Municipal Housing Liaison and the Administrative Agent.
- (9) The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to 95 percent of the purchase price and the FreddieMac 30-Year Fixed Rate-Mortgage rate of interest), property taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed 30 percent of the eligible monthly income of the appropriate size household as determined pursuant to N.J.A.C. 5:80-26.7, as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.4, as may be amended and supplemented.
- (10) The initial rent for a restricted rental unit shall be calculated so that the total monthly housing expense, including an allowance for tenant-paid utilities, does not exceed 30 percent of the gross monthly income of a household of the appropriate size whose income is targeted to the applicable percentage of median income for the unit, as determined pursuant to N.J.A.C. 5:80-26.3, as may be amended and supplemented. The rent shall also comply with the average affordability requirement of N.J.A.C. 5:80-26.4, as may be amended and supplemented. The initial rent for a restricted rental unit shall be calculated so the eligible monthly housing expenses/income, including an allowance for tenant-paid utilities does not exceed 30 percent of gross income of and the appropriate household size as determined pursuant to N.J.A.C. 5:80-26.3, as may be amended and supplemented.
- (11) At the anniversary date of the tenancy of the certified household occupying a restricted rental unit, following proper notice provided to the occupant household pursuant to N.J.S.A. 2A:18-61.1.f, the rent may be increased to an amount commensurate with the annual percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U), specifically U.S. Bureau of Labor Statistics Series CUUR0100SAH, titled "Housing in Northeast urban, all urban consumers, not seasonally adjusted." Rent increases for units constructed pursuant to Low-Income

Housing Tax Credit regulations shall be indexed pursuant to the regulations governing Low-Income Housing Tax Credits.

§ 81-6. Extension of Controls.

The Fair Housing Act permits credit for extension of controls and UHAC establishes standards for this mechanism

Extension of Controls Program (for ownership units per UHAC at N.J.A.C. 5:80-26.6(h) through (k) and (m); and for rental units N.J.A.C. 5:80-26.12(h) through (k)).

- (1) An extension of affordability controls program is established to maintain and extend the affordability of deed restricted units scheduled to come out of their affordability control period, UHAC, including the following:
 - (a) The affordable unit meets the criteria for prior cycle (April 1, 1980 - December 15, 1986) or post December 15, 1986 credits.
 - (b) The affordability controls for the unit measured from the date that the initial certified household takes title, are scheduled to expire in the current round; or in the next round of housing obligations if the municipal election to extend controls is made no earlier than one year before the end of the current round;
 - (c) The municipality shall obtain a continuing certificate of occupancy or a certified statement from the municipal building inspector stating that the restricted unit meets all code standards.
 - (d) If a unit requires repair and/or rehabilitation work in order to receive a continuing certificate of occupancy or certified statement from the municipal building inspector, the municipality shall fund and complete the work.
 - (e) The municipality shall adhere to the process for extending controls pursuant to UHAC for extending ownership units and rental units, either inclusionary or 100% affordable developments.
 - (f) The deed restriction for the extended control period shall be filed with the County Clerk.

81-7 Condominium and homeowners' association fees.

- A. For any affordable housing unit that is part of a condominium association and/or homeowners' association, the master deed shall reflect that the association fee assessed for each affordable housing unit shall be established at 100% of the market rate fee.

ARTICLE II

Affordable Unit Controls and Requirements

§ 81-10. Purpose.

- A. For any affordable housing unit that is part of a condominium association and/or

homeowners' association, the master deed shall reflect that the association fee assessed for each affordable housing unit shall be established at 100% of the market rate fee.

§ 81-11. Affirmative Marketing.

- A. The municipality shall adopt, by resolution, an Affirmative Marketing Plan, subject to approval of the Superior Court, compliant with N.J.A.C. 5:80-26.16, as may be amended and supplemented.
- B. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age, or number of children, to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The Affirmative Marketing Plan is intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward Housing Region 1 comprising Bergen, Hudson, Passaic and Sussex Counties and is required to be followed throughout the period of deed restriction.
- C. The Affirmative Marketing Plan provides the following preferences, provided that units that remain unoccupied after these preferences are exhausted may be offered to households without regard to these preferences.
 - (1) Where the municipality has entered into an agreement with a developer or residential development owner to provide a preference for very-low-, low-, and moderate-income veterans who served in time of war or other emergency, pursuant to N.J.S.A. 52:27D-311.j, there shall be a preference for veterans for up to 50 percent of the restricted rental units in a particular project.
 - (2) There shall be a regional preference for all households that live and/or work in Housing Region 1.
 - (3) Subordinate to the regional preference, there shall be a preference for households that live and/or work in New Jersey.
- D. The municipality has the ultimate responsibility for adopting the Affirmative Marketing Plan and for the proper administration of the Affirmative Marketing Process, including the marketing of initial sales and rentals and resales and re-rentals. The Administrative Agent designated by the municipality shall implement the Affirmative Marketing Process to ensure the Affirmative Marketing of all affordable units, with the exception of affordable programs that are exempt from Affirmative Marketing as noted herein.
- E. The Affirmative Marketing Process shall describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Process, the Administrative Agent shall consider the use of language translations where

appropriate.

- F. Applications for affordable housing or notices thereof, if offered online, shall be available in several locations, including, at a minimum, the County Administration Building and/or the County Library for each county within the housing region; the municipal administration building and municipal library in the municipality in which the units are located; and the developer's rental or sales office. The developer shall mail applications to prospective applicants upon request and shall make applications available through a secure online website address.
- G. In addition to other Affirmative Marketing strategies, the Administrative Agent shall provide specific notice of the availability of affordable housing units on the New Jersey Housing Resource Center website. Any other entities, including developers or persons or companies retained to implement the Affirmative Marketing Process, shall comply with this paragraph.
- H. In implementing the Affirmative Marketing Process, the Administrative Agent shall provide a list of counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
- I. The Affirmative Marketing Process for available affordable units shall begin at least four months (120 days) prior to the expected date of occupancy.
- J. The cost to affirmatively market the affordable units shall be the responsibility of the developer, sponsor or owner, with the exception of Affirmative Marketing for resales.

§ 81-12. Selection of Occupants of Affordable Housing Units.

- A. The Administrative Agent shall use a random selection process to select occupants of very low-, low- and moderate-income housing.
- B. A pool of interested households will be maintained in accordance with the provisions of N.J.A.C. 5:80-26.16.

§ 81-13. Occupancy Standards.

- A. In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the Administrative Agent shall strive to:
- B. Ensure each bedroom is occupied by at least one person, except for age-restricted and supportive and special needs housing units;
- C. Provide a bedroom for every two adult occupants;
- D. With regard to occupants under the age of 18, accommodate the household's requested arrangement, except that such arrangement may not result in more than two occupants under the age of 18 occupying any bedroom; and
- E. Avoid placing a one-person household into a unit with more than one bedroom.

§ 81-14. Control Periods for Restricted Ownership Units and Enforcement Mechanisms.

- A. Control periods for restricted ownership units shall be in accordance with N.J.A.C. 5:80- 26.6, as may be amended and supplemented, and each restricted ownership unit shall remain subject to the controls on affordability for a period of at least 30 years subject to the requirements of N.J.A.C. 5:80-26.6, as may be amended and supplemented.
- B. Rehabilitated housing units that are improved to code standards shall be subject to affordability controls for a period of not less than 10 years (crediting towards present need only).
- C. The affordability control period for a restricted ownership unit shall commence on the date the initial certified household takes title to the unit. For all transactions going forward, the date of commencement shall be identified in the deed restriction.
- D. If existing affordability controls are being extended, the extended control period for a restricted ownership unit commences on the effective date of the extension, which is the end of the original control period.
- E. After the end of any control period, the restricted ownership unit remains subject to the affordability controls set forth in this subchapter until the owner gives notice of their intent to make an exit sale, at which point:
 - (1) If the municipality exercises the right to extend the affordability controls on the unit, no exit sale occurs and a new control period commences; or
 - (2) If the municipality does not exercise the right to extend the affordability controls on the unit, the affordability controls terminate following the exit sale.
 - (3) Notwithstanding the foregoing, nothing herein is intended to eliminate the right of a municipality with a 95/5 deed to allow the unit to be sold at fair market value and to capture 95 percent of the differential for affordable housing.
- F. Prior to the issuance of any building permit for the construction/rehabilitation of restricted ownership units, the developer/owner and the municipality shall record a preliminary instrument provided by the Administrative Agent.
- G. Prior to the issuance of the initial certificate of occupancy for a restricted ownership unit and upon each successive sale during the period of restricted ownership, the Administrative Agent shall determine the restricted price for the unit and shall also determine the nonrestricted, fair market value of the unit based on either an appraisal or the unit's equalized assessed value without the restrictions in place.
- H. At the time of the initial sale of the unit and upon each successive price-restricted sale, the initial purchaser shall execute and deliver to the Administrative Agent a recapture note obliging the purchaser, as well as the purchaser's heirs, successors, and assigns, to repay, upon the first non-exempt sale after the unit's release from the restrictions set forth in this Ordinance, an amount equal to the difference between the unit's non-

restricted fair market value and its restricted price, and the recapture note shall be secured by a recapture lien evidenced by a duly recorded mortgage on the unit.

- I. The affordability controls set forth in this Ordinance shall remain in effect despite the entry and enforcement of any judgment of foreclosure with respect to price-restricted ownership units.

§ 81-15. Price Restrictions for Restricted Ownership Units and Resale Prices.

- A. Price restrictions for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.7, as may be amended and supplemented, including:
 - (1) The initial purchase price and affordability percentage for a restricted ownership unit shall be set by the Administrative Agent.
 - (2) The Administrative Agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the standards set forth in N.J.A.C 5:80-26.7.
 - (a) If the resale occurs prior to the one-year anniversary of the date on which title to the unit was transferred to a certified household, the maximum resale price for a is the most recent non-exempt purchase price.
 - (b) If the resale occurs on or after such anniversary date, the maximum resale price is the most recent non-exempt purchase price increased to reflect the cumulative annual percentage increases to the regional median income, effective as of the same date as the regional median income calculated pursuant to N.J.A.C. 5:80-26.3
 - (3) The owners of restricted ownership units may apply to the Administrative Agent to increase the maximum sales price for the unit on the basis of anticipated capital improvements. Eligible capital improvements shall be:
 - (a) those that render the unit suitable for a larger household or the addition of a bathroom.
 - (b) The maximum resale price may be further increased by an amount up to the cumulative dollar value of approved capital improvements made after the last non-exempt sale for improvements and/or upgrades to the unit, excluding capital improvements paid for by the entity favored on the recapture note and recapture lien described at N.J.A.C. 5:80-26.6(d);
 - (4) No increase for capital improvements is permitted if the maximum resale price prior to adjusting for capital improvements already exceeds whatever initial purchase price the unit would have if it were being offered for purchase for the first time at the initial affordability percentage. All adjustments for capital improvements are subject to 10-year, straight-line depreciation.
- B. Upon the resale of a restricted ownership unit, all items of property that are permanently affixed to the unit or were included when the unit was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting)

shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the Administrative Agent at the time of the signing of the agreement to purchase but shall be separate and apart from any contract of sale for the underlying real estate. The purchase of central air conditioning installed subsequent to the initial sale of the unit and not included in the base price may be made a condition of the unit resale provided the price of the air conditioning equipment, which shall be subject to 10-year, straight-line depreciation, has been approved by the Administrative Agent. Unless otherwise approved by the Administrative Agent, the purchase of any property other than central air conditioning shall not be made a condition of the unit resale. The seller and the purchaser must personally certify at the time of closing that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at the time of or as a condition of resale.

§ 81-16. Buyer Income Eligibility.

- A. Buyer income eligibility for restricted ownership units shall be established pursuant to N.J.A.C. 5:80-26.17, as may be amended and supplemented, such that very low-income ownership units shall be reserved for occupancy by households with a gross household income less than or equal to 30% of median income, low-income ownership units shall be reserved for occupancy by households with a gross household income less than or equal to 50% of median income and moderate-income ownership units shall be reserved for occupancy by households with a gross household income less than 80% of median income.
- B. Notwithstanding the foregoing, the Administrative Agent may, upon approval by the municipality, and subject to the Division's approval, permit a moderate-income purchaser to buy a low-income unit if and only if the Administrative Agent can demonstrate that there is an insufficient number of eligible low-income purchasers in the housing region to permit prompt occupancy of the unit and all other reasonable efforts to attract a low-income purchaser, including pricing and financing incentives, have failed. Any such low-income unit that is sold to a moderate-income household shall retain the required pricing and pricing restrictions for a low-income unit. Similarly, the administrative agent may permit low-income purchasers to buy very-low-income units in housing markets where, as determined by the Division, units are reserved for very-low-income purchasers, but there is an insufficient number of very-low-income purchasers to permit prompt occupancy of the units. In such instances, the purchased unit must be maintained as a very-low-income unit and sold at a very-low-income price point such that on the next resale the unit will still be affordable to very-low-income households and able to be purchased by a very-low-income household. A very-low-income unit that is seeking bonus credit pursuant to N.J.S.A. 52:27D-311.k(9) must first be advertised exclusively as a very-low-income unit according to the Affirmative Marketing requirements at N.J.A.C. 5:80-26.16, then advertised as a very-low-income or low-income unit for at least 30 additional days prior to referring any

low-income household to the unit.

- C. A certified household that purchases a restricted ownership unit must occupy it as the certified household's principal residence and shall not lease the unit; provided, however, that the Administrative Agent may permit the owner of a restricted ownership unit, upon application and a showing of hardship, to lease the restricted unit to another certified household for a period not to exceed one year.
- D. The Administrative Agent shall certify a household as eligible for a restricted ownership unit when the household is a low-income household or a moderate-income household, as applicable to the unit, and the estimated monthly housing cost for the particular unit (including principal, interest, property taxes, homeowner and private mortgage insurance and condominium or homeowner association fees, as applicable) does not exceed 35 percent of the household's eligible monthly income; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:
 - (1) The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for housing expenses, and the proposed housing expenses will reduce its housing costs;
 - (2) The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for housing expenses in the past and has proven its ability to pay; or
 - (3) The household is currently in substandard or overcrowded living conditions;
 - (4) The household documents the existence of assets, within the asset limitation otherwise applicable, with which the household proposes to supplement the rent payments.

§ 81-17. Limitations on Indebtedness Secured by Ownership Unit; Subordination.

- A. Prior to incurring any indebtedness to be secured by a restricted ownership unit, the owner shall apply to the Administrative Agent for a determination in writing that the proposed indebtedness complies with the provisions of this Section, and the Administrative Agent shall issue such determination prior to the owner incurring such indebtedness.
- B. With the exception of original purchase money mortgages, neither an owner nor a lender shall at any time during the control period cause or permit the total indebtedness secured by a restricted ownership unit to exceed 95% of the maximum allowable resale price of that unit, as such price is determined by the Administrative Agent in accordance with N.J.A.C. 5:80-26.7(c).
- C. Control Periods for Restricted Rental Units.
 - (1) Control periods for units that meet the definition of prior round units shall be pursuant to the 2001 UHAC rules originally adopted October 1, 2001, 33 N.J.R.

3432, and amended December 20, 2004, 36 N.J.R. 5713 and shall remain subject to the requirements of this ordinance for a period of at least 30 years as applicable unless otherwise indicated.

- (2) Other than for prior round units, control periods for restricted rental units shall be in accordance with N.J.A.C. 5:80-26.12, as may be amended and supplemented, and each restricted rental unit shall remain subject to the requirements of this Ordinance for a period of at least 40 years. Restricted rental units created as part of developments receiving 9% Low-Income Housing Tax Credits must comply with a control period of not less than a 30-year compliance period plus a 15-year extended use period for a total of 45 years.
- (3) The affordability control period for a restricted rental unit shall commence on the first date that a unit is issued a certificate of occupancy following the execution of the deed restriction or, if affordability controls are being extended, on the effective date of the extension, which is the end of the original control period.
- (4) Rehabilitated renter-occupied housing units that are improved to code standards shall be subject to affordability controls for a period of not less than 10 years.
- (5) Prior to the issuance of any building permit for the construction/rehabilitation of restricted rental units, the developer/owner and the municipality shall record a preliminary instrument provided by the Administrative Agent.
- (6) Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property. The deed restriction shall be recorded by the developer with the county records office, and provided as filed and recorded, to the Administrative Agent within 30 days of the receipt of a certificate of occupancy.
- (7) A restricted rental unit shall remain subject to the affordability controls of this Ordinance despite the occurrence of any of the following events:
 - (a) Sublease or assignment of the lease of the unit;
 - (b) Sale or other voluntary transfer of the ownership of the unit;
 - (c) The entry and enforcement of any judgment of foreclosure on the property containing the unit; or
 - (d) The end of the control period, until the occupant household vacates the unit, or is certified as over-income and the controls are released in accordance with UHAC.

§ 81-18. Rent Restrictions for Rental Units; Leases and Fees.

- A. The initial rent for a restricted rental unit shall be set by the Administrative Agent.
- B. A written lease shall be required for all restricted rental units, except for units in an assisted living residence, and tenants shall be responsible for security deposits and the

full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental unit shall be retained on file by the Administrative Agent.

- C. No additional fees, operating costs, or charges shall be added to the approved rent (except, in the case of units in an assisted living residence, to cover the customary charges for food and services) without the express written approval of the Administrative Agent.
 - (1) Operating costs, for the purposes of this section, include certificate of occupancy fees, move-in fees, move-out fees, mandatory internet fees, mandatory cable fees, mandatory utility submetering fees, and for developments with more than one and a half off-street parking spaces per unit, parking fees for one parking space per household.
- D. Any fee structure that would remove or limit affordable unit occupant access to any amenities or services that are required or included for market-rate unit occupants is prohibited. Application fees (including the charge for any credit check) shall not exceed 5% of the monthly rent of the applicable restricted unit to be applied to the costs of administering the controls applicable to the unit as set forth in this Ordinance.
- E. Fees for unit-specific, non-communal items that are charged to market-rate unit tenants on an optional basis, such as pet fees for tenants with pets, storage spaces, bicycle-share programs, or one-time rentals of party or media rooms, may also be charged to affordable unit tenants, if applicable.
- F. Pet fees may not exceed \$30.00 per month and associated one-time payments for optional fees pertaining to pets, such as a pet cleaning fee, are prohibited.
- G. Fees charged to affordable unit tenants for other optional, unit-specific, non-communal items shall not exceed the amounts charged to market-rate tenants.
- H. For any prior round rental unit leased before December 20, 2024, elements of the existing fee structure that are consistent with prior rules, but inconsistent with 5:80-26.13(c)1, may continue until the occupant household's current lease term expires or that occupant household vacates the unit, whichever occurs later.

§ 81-19. Tenant Income Eligibility.

- A. Tenant income eligibility shall be determined pursuant to N.J.A.C. 5:80-26.14, as may be amended and supplemented, and shall be determined as follows:
 - (1) Very low-income rental units shall be reserved for households with a gross household income less than or equal to 30% of the regional median income by household size.
 - (2) Low-income rental units shall be reserved for households with a gross household income less than or equal to 50% of the regional median income by household size.

- (3) Moderate-income rental units shall be reserved for households with a gross household income less than 80% of the regional median income by household size.
- B. The Administrative Agent shall certify a household as eligible for a restricted rental unit when the household is a very low-income, low-income or moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35% (40% for age-restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.17, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:
- (1) The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;
 - (2) The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
 - (3) The household is currently in substandard or overcrowded living conditions;
 - (4) The household documents the existence of assets with which the household proposes to supplement the rent payments; or
 - (5) The household documents reliable anticipated third-party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the owner of the unit.
- C. The applicant shall file documentation sufficient to establish the existence of any of the circumstances in 2.a. through 2.e. above with the Administrative Agent, who shall counsel the household on budgeting.

ARTICLE III

Administration

§ 81-20. Municipal Housing Liaison.

- A. The Municipal Housing Liaison shall be approved by municipal resolution.
- B. The Municipal Housing Liaison shall be approved by the Division, or is in the process of getting approval, and fully or conditionally meets the requirements for qualifications, including initial and periodic training as set forth in N.J.A.C. 5:99-1 et seq.
- C. The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program, including the following responsibilities, which may not be contracted out to the Administrative Agent:
 - (1) Serving as the primary point of contact for all inquiries from the Affordable Housing Dispute Resolution Program, the State, affordable housing providers, administrative

agents and interested households.

- (2) The oversight of the Affirmative Marketing Plan and affordability controls.
- (3) When applicable, overseeing and monitoring any contracting Administrative Agent.
- (4) Overseeing the monitoring of the status of all restricted units listed in the Fair Share Plan.
- (5) Verifying, certifying and providing annual information within AHMS at such time and in such form as required by the Division.
- (6) Coordinating meetings with affordable housing providers and administrative agents, as needed.
- (7) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by the Division.
- (8) Overseeing the recording of a preliminary instrument in the form set forth at N.J.A.C. 5:80-26.1 for each affordable housing development.
- (9) Coordinating with the Administrative Agent, municipal attorney and municipal Construction Code Official to ensure that permits are not issued unless the document required in C.8. above has been duly recorded.
- (10) Listing on the municipal website contact information for the MHL and Administrative Agents.

§ 81-21. Administrative Agent.

- A. All municipalities that have created or will create affordable housing programs and/or affordable units shall designate or approve, for each project within its HEFSP, an administrative agent to administer the affordable housing program and/or affordable housing units in accordance with the requirements of the FHA, NJAC 5:99-1 et seq. and UHAC.
- B. The fees for administrative agents shall be paid as follows:
 - (1) Administrative agent fees related to rental units shall be paid by the developer/owner.
 - (2) Administrative agent fees related to initial sale of units shall be paid by the developer.
 - (3) Administrative agent fees related to resales shall be paid by the seller of the affordable home.
 - (4) Administrative agent fees related to ongoing administration and enforcement shall be paid by the municipality.
- C. An Operating Manual for each affordable housing program shall be provided by the Administrative Agent(s). The Operating Manual(s) shall be available for public

inspection in the Office of the Clerk and in the office(s) of the Administrative Agent(s). Operating manuals shall be adopted by resolution of the Governing Body.

- D. Subject to the role of the Administrative Agent(s), the duties and responsibilities as are set forth in N.J.A.C. 5:99-7 and which are described in full detail in the Operating Manual, including those set forth in UHAC, include:
- (1) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by the Division;
 - (2) Affirmative marketing:
 - (a) Conducting an outreach process to affirmatively market affordable housing units in accordance with the Affirmative Marketing Plan of the municipality and the provisions of N.J.A.C. 5:80-26.16.
 - (b) Providing counseling, or contracting to provide counseling services, to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements; and landlord/tenant law.
 - (3) Household certification.
 - (a) Soliciting, scheduling, conducting and following up on interviews with interested households.
 - (b) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
 - (c) Providing written notification to each applicant as to the determination of eligibility or non-eligibility within 5 days of the determination thereof.
 - (d) Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in the Appendices J and K of N.J.A.C. 5:80-26.1 et seq.
 - (e) Creating and maintaining a referral list of eligible applicant households living in the housing region, and eligible applicant households with members working in the housing region, where the units are located.
 - (f) Employing a random selection process as provided in the Affirmative Marketing Plan when referring households for certification to affordable units.
- E. Affordability controls.
- (1) Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for the recording at the time of conveyance of title of each restricted unit.
 - (2) Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and filed properly with the County Register of Deeds or County Clerk's office after the termination of the affordability controls for each restricted unit in accordance with UHAC.

- (3) Communicating with lenders and the Municipal Housing Liaison regarding foreclosures.
- (4) Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.11.

F. Records retention.

- (1) Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded recapture mortgage, and note, as appropriate.
- (2) Records received, retained, retrieved, or transmitted in furtherance of crediting affordable units of a municipality constitute public records of the municipality as defined by N.J.S.A. 47:3-16, and are legal property of the municipality.

G. Resales and re-rentals.

- (1) Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or re-rental.
- (2) Instituting and maintaining an effective means of communicating information to very low-, low-, or moderate-income households regarding the availability of restricted units for resale or re-rental.

H. Processing requests from unit owners.

- (1) Reviewing and approving requests from owners of restricted units who wish to refinance or take out home equity loans during the term of their ownership to determine that the amount of indebtedness to be incurred will not violate the terms of this ordinance.
- (2) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the depreciated cost of central air conditioning systems.
- (3) Notifying the municipality of an owner's intent to sell a restricted unit.
- (4) Making determinations on requests by owners of restricted units for hardship waivers.

I. Enforcement.

- (1) Securing annually from the municipality a list of all affordable ownership units for which property tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
- (2) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement

of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;

- (3) Sending annual mailings to all owners of affordable dwelling units reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.19(d)4;
 - (4) Establishing a program for diverting unlawful rent payments to the municipal Affordable Housing Trust Fund; and
 - (5) Creating and publishing a written operating manual for each affordable housing program administered by the Administrative Agent setting forth procedures for administering the affordability controls.
- J. The Administrative Agent(s) shall, as delegated by the municipality, have the authority to take all actions necessary and appropriate to carry out its/their responsibilities, herein.
- K. Responsibilities of The Owner of a development containing affordable units.
- (1) The owner of all developments containing affordable units subject to this subchapter or the assigned management company thereof shall provide to the administrative agent:
 - (a) Site plan, architectural plan, or other plan that identifies the location of each affordable unit, if subject to the site plan approval, settlement agreement, or other applicable document regulating the location of affordable units. The administrative agent shall determine the location of affordable units if not set forth in the site plan approval, settlement agreement, or other applicable document.
 - (b) The total number of units in the project and the number of affordable units.
 - (c) The breakdown of the affordable units by or identification of affordable unit locations by bedroom count and income level, including street addresses / unit numbers, if subject to the site plan approval, settlement agreement, or other applicable document regulating the breakdown of affordable units. The administrative agent shall determine the bedroom and income distribution if not set forth in the site plan approval, settlement agreement, or other applicable document.
 - (d) Floor plans of all affordable units, including complete and accurate identification of all rooms and the dimensions thereof.
 - (e) A projected construction schedule.
 - (f) The location of any common areas and elevators.
 - (g) The name of the person who will be responsible for official contact with the administrative agent for the duration of the project, which must be updated if

the contact changes.

- (2) In addition to A above, the owner of rental developments containing affordable rental units subject to this subchapter or the assigned management company thereof shall:
 - (a) Send to all current tenants in all restricted rental units an annual mailing containing a notice as to the maximum permitted rent and a reminder of the requirement that the unit must remain their principal place of residence, which is defined as residing in the unit at least 260 days out of each calendar year, together with the telephone number, mailing address, and email address of the administrative agent to whom complaints of excess rent can be issued.
 - (b) Provide to the administrative agent a description of any applicable fees.
 - (c) Provide to the administrative agent a description of the types of utilities and which utilities will be included in the rent.
 - (d) Agree and ensure that the utility configuration established at the start of the rent-up process not be altered at any time throughout the restricted period.
 - (e) Provide to the administrative agent a proposed form of lease for any rental units.
 - (f) Ensure that the tenant selection criteria for the applicants for affordable units not be more restrictive than the tenant selection criteria for applicants for non-restricted units.
 - (g) Strive to maintain the continued occupancy of the affordable units during the entire restricted period.
- (3) In addition to A, above, the owner of affordable for-sale developments containing affordable for-sale units subject to this subchapter or the assigned management company thereof shall provide the administrative agent:
 - (a) Proposed pricing for all units, including any purchaser options and add-on items.
 - (b) Condominium or homeowner association fees and any other applicable fees.
 - (c) Estimated real property taxes.
 - (d) Sewer, water, trash disposal, and any other utility assessments.
 - (e) Flood insurance requirement, if applicable.
 - (f) The State-approved planned real estate development public offering statement and/or master deed, where applicable, as well as the full build-out budget.

§ 81-22. Enforcement of Affordable Housing Regulations.

- A. Upon the occurrence of a breach of any of the regulations governing the affordable unit by an owner, developer or tenant, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, municipal fines,

a requirement for household recertification, acceleration of all sums due under a mortgage, recouplement of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.

B. After providing written notice of a violation to an owner, developer or tenant of an affordable unit and advising the owner, developer or tenant of the penalties for such violations, the municipality may take the following action against the owner, developer or tenant for any violation that remains uncured for a period of 60 days after service of the written notice:

(1) The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation, or violations, of the regulations governing the affordable housing unit. If the owner, developer or tenant is found by the Court to have violated any provision of the regulations governing affordable housing units the owner, developer or tenant shall be subject to one or more of the following penalties, at the discretion of the Court:

(a) A fine of not more than \$500/day or imprisonment for a period not to exceed 90 days, or both, unless otherwise specified below, provided that each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not a continuation of the initial offense;

(b) In the case of an owner who has rented his or her low- or moderate-income unit in violation of the regulations governing affordable housing units, payment into the municipal Affordable Housing Trust Fund of the gross amount of rent illegally collected;

(c) In the case of an owner who has rented his or her affordable unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the Court.

C. The municipality shall have the authority to levy fines against the owner of the development for instances of noncompliance with NJHRC advertising requirements (N.J.S.A. 52:27D-321.6.e.(2)), following written notice to the owner. The fine for the first offense of noncompliance shall be \$5,000, the fine for the second offense of noncompliance shall be \$10,000, and the fine for each subsequent offense of noncompliance shall be \$15,000.

D. The municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the owner's equity or other interest in the unit, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a judgment of default of the first purchase money mortgage and shall constitute a lien against the low- or moderate-income unit.

(1) Such judgment shall be enforceable, at the option of the municipality, by means of

an execution sale by the Sheriff, at which time the affordable unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality , including attorney's fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.

- (2) The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien and any prior liens upon the low- or moderate-income unit. The excess, if any, shall be applied to reimburse the municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the municipality in full as aforesaid, the violating owner shall be personally responsible for the full extent of such deficiency, in addition to any and all costs incurred by the municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus shall be placed in escrow by the municipality for the owner and shall be held in such escrow for a maximum period of two years or until such earlier time as the owner shall make a claim with the municipality for such. Failure of the owner to claim such balance within the two year period shall automatically result in a forfeiture of such balance to the municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the owner or forfeited to the municipality.
- (3) Foreclosure due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as they apply to the low- and moderate-income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing unit. The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.
- (4) If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the affordable unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the affordable unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess that would have been realized from an actual sale as previously described.
- (5) Failure of the low- or moderate-income unit to be either sold at the Sheriff's sale or

acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser that may be referred to the owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low- or moderate-income unit as permitted by the regulations governing affordable housing units.

- (6) The affordable unit owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the owner.
- E. It is the responsibility of the municipal housing liaison and the administrative agent(s) to ensure that affordable housing units are administered properly. All affordable units must be occupied within a reasonable amount of time and be re-leased within a reasonable amount of time upon the vacating of the unit by a tenant. If an administrative agent or municipal housing liaison becomes aware of or suspects that a developer, landlord, or property manager has not complied with these regulations, it shall report this activity to the Division. The Division must notify the developer, landlord, or property manager, in writing, of any violation of these regulations and provide a 30-day cure period. If, after the 30-day cure period, the developer, landlord, or property manager remains in violation of any terms of this subchapter, including by keeping a unit vacant, the developer, landlord, or property manager may be fined up to the amount required to construct a comparable affordable unit of the same size and the deed-restricted control period will be extended for the length of the time the unit was out of compliance, in addition to the remedies provided for in this section. For the purposes of this subsection, a reasonable amount of time shall presumptively be 60 days, unless a longer period of time is required due to demonstrable market conditions and/or failure of the municipal housing liaison or the administrative agent to refer a certified tenant.
- F. Banks and other lending institutions are prohibited from issuing any loan secured by owner occupied real property subject to the affordability controls set forth in this subchapter if such loan would be in excess of amounts permitted by the restriction documents recorded in the deed or mortgage book in the county in which the property is located. Any loan issued in violation of this subsection is void as against public policy.
- G. The Agency and the Department hereby reserve, for themselves and for each administrative agent appointed pursuant to this subchapter, all of the rights and remedies available at law and in equity for the enforcement of this subchapter, including, but not limited to, fines, evictions, and foreclosures as approved by a county-level housing judge.
- H. Appeals
- (1) Appeals from all decisions of an administrative agent appointed pursuant to this subchapter must be filed, in writing, with the municipal housing liaison. A decision by the municipal housing liaison may be appealed to the Division. A written

decision of the Division Director upholding, modifying, or reversing an administrative agent's decision is a final administrative action.

ARTICLE IV

Development Fees

§ 81-23. Purpose.

- A. This section establishes standards for the collection, maintenance, and expenditure of development fees that are consistent with the amended Fair Housing Act (P.L.2024, c.2), N.J.A.C. 5:99, and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7). Fees collected pursuant to this Ordinance shall be used for the sole purpose of providing very low-, low- and moderate-income housing in accordance with a Court-approved Spending Plan.

§ 81-24. Basic Requirements

- A. The municipality previously adopted a development fee ordinance, which established the Municipal Affordable Housing Trust Fund.
- B. The municipality shall not spend development fees until the court has approved a plan for spending such fees. Approval of a Round 3 Spending Plan shall suffice to satisfy this requirement until such time as a Round 4 Spending Plan or subsequent amendments is/are approved.

§ 81-25. Residential Development Fees

A. Imposed fees

- (1) Residential developers, except for developers of the types of development specifically exempted below, shall pay a fee of 1.5% of the equalized assessed value for residential development, provided no increased density is permitted. Development fees shall also be imposed and collected when an additional dwelling unit is added to an existing residential structure; in such cases, the fee shall be calculated based on the increase in the equalized assessed value of the property due to the additional dwelling unit.
- (2) When an increase in residential density is permitted pursuant to a "d" variance granted under N.J.S.A. 40:55D-70d(5), developers shall be required to pay a "bonus" development fee of 6.0% of the equalized assessed value for each additional unit that may be realized, except that this provision shall not be applicable to a development that will include affordable housing. If the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal 1.5% of the equalized assessed value on the first two units; and the specified higher percentage of 6% of the equalized assessed value for the two additional units, provided zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

B. Eligible exactions, ineligible exactions and exemptions for residential development

- (1) Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and developments where the developer has made an eligible payment in lieu of on-site construction of affordable units, if permitted by ordinance, or by agreement with the municipality and if approved by a municipality.
- (2) Developments that have received preliminary or final site plan approval prior to the adoption of this ordinance and any preceding ordinance permitting the collection of development fees shall be exempt from the payment of development fees, unless the developer seeks a substantial change in the original approval. Where a site plan approval does not apply, the issuance of a zoning and/or building permit shall be synonymous with preliminary or final site plan approval for the purpose of determining the right to an exemption. In all cases, the applicable fee percentage shall be determined based upon the development fee ordinance in effect on the date that the construction permit is issued.
- (3) Development fees shall be imposed and collected when an existing structure undergoes a change to a more intense use, is demolished and replaced, or is expanded, if the expansion is not otherwise exempt from the development fee requirement. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure.
- (4) No development fee shall be collected for the demolition and replacement of a residential building resulting from a fire or natural disaster.

§ 81-26. Non-Residential Development Fees

A. Imposition of fees

- (1) Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall pay a fee equal to 2.5% of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.
- (2) Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall also pay a fee equal to 2.5% of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.

- (3) Development fees shall be imposed and collected when an existing non-residential structure is demolished and replaced. The development fee of 2.5% shall be calculated on the difference between the equalized assessed value of the pre-existing land and improvements and the equalized assessed value of the newly improved structure; i.e., land and improvements; and such calculation shall be made at the time a final certificate of occupancy is issued. If the calculation required under this section results in a negative number, the non-residential development fee shall be zero.
- B. Eligible exactions, ineligible exactions and exemptions for non-residential development
- (1) The non-residential portion of a mixed-use inclusionary or market-rate development shall be subject to a 2.5% development fee, unless otherwise exempted below.
- (2) The 2.5% fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within existing footprint, reconstruction, renovations and repairs.
- C. Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to the Statewide Non-Residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 8.7), as specified in Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption." Any exemption claimed by a developer shall be substantiated by that developer.
- D. A developer of a non-residential development exempted from the non-residential development fee pursuant to the Statewide Non-Residential Development Fee Act shall be subject to the fee at such time as the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final certificate of occupancy of the non-residential development, whichever is later.
- E. If a property that was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this section within 45 days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the municipality as a lien against the real property of the owner.
- F. Notwithstanding anything to the contrary, if there are any inconsistencies between these regulations and the Statewide Non-residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 40:55D-8.7), the Act controls.

§ 81-27. Collection Procedures

- A. Upon the granting of a preliminary, final or other applicable approval for a development, the applicable approving authority shall direct its staff to notify the construction official responsible for the issuance of a building permit.
- B. For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF, "State of New Jersey Non-Residential Development Certification/Exemption," to be completed by the developer as per the instructions provided in the Form N-RDF. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided on Form N-RDF. The tax assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.
- C. The construction official responsible for the issuance of a building permit shall notify the tax assessor of the issuance of the first construction permit for a development that is subject to a development fee.
- D. Within 90 days of receipt of that notice, the tax assessor shall provide an estimate, based on the plans filed, of the equalized assessed value of the development.
- E. The construction official responsible for the issuance of a final certificate of occupancy shall notify the tax assessor of any and all requests for the scheduling of a final inspection on property that is subject to a development fee.
- F. Within 10 business days of a request for the scheduling of a final inspection, the tax assessor shall confirm or modify the previously estimated equalized assessed value of the improvements associated with the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
- G. Should the municipality fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in Subsection b. of section 37 of P.L.2008, c.46 (N.J.S.A. 40:55D-8.6).
- H. Fifty percent (50%) of the development fee shall be collected at the time of issuance of the construction permit. The remaining portion shall be collected at the time of issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at the time of issuance of the construction permit and that determined at the time of issuance of certificate of occupancy.

§ 81-28. Appeal of development fees

- A. A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by that board, collected fees shall be placed in an interest-bearing escrow account by the municipality. Appeals from a determination of the board may be made to the Tax Court in accordance

with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

- B. A developer may challenge non-residential development fees imposed by filing a challenge with the director of the Division of Taxation. Pending a review and determination by the director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest-bearing escrow account by the municipality. Appeals from a determination of the director may be made to the Tax Court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

§ 81-29. Affordable Housing Trust Fund

- A. A separate, interest-bearing Municipal Affordable Housing Trust Fund shall be maintained by the chief financial officer of the municipality for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls.
- B. The following additional funds shall be deposited in the Municipal Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:
 - A. Payments in lieu of on-site construction of an affordable unit, where previously permitted by ordinance or by agreement with the municipality and if approved by a municipality prior to the statutory elimination of payments in-lieu on March 20, 2024 per P.L.2024, c.2;
 - B. Funds contributed by developers to make 10% of the adaptable entrances in a townhouse or other multistory attached dwelling unit development accessible;
 - C. Rental income from municipally operated units;
 - D. Repayments from affordable housing program loans;
 - E. Recapture funds;
 - F. Proceeds from the sale of affordable units; and
 - G. Any other funds collected in connection with the municipal affordable housing program including but not limited to interest earned on fund deposits.
- C. The municipality shall provide the Division with written authorization, in the form of a tri-party escrow agreement(s) between the municipality, the Division and the financial institution in which the municipal affordable housing trust fund has been established to permit the Division to direct the disbursement of the funds as provided for in N.J.A.C. 5:99-2.1 et seq.

- D. Occurrence of any of the following deficiencies may result in the Division requiring the forfeiture of all or a portion of the funds in the municipal Affordable Housing Trust Fund:
- A. Failure to meet deadlines for information required by the Division in its review of a development fee ordinance;
 - B. Failure to commit or expend development fees within four years of the date of collection in accordance with N.J.A.C. 5:99-5.5;
 - C. Failure to comply with the requirements of the Non-Residential Development Fee Act and N.J.A.C. 5:99-3;
 - D. Failure to submit accurate monitoring reports pursuant to this subchapter within the time limits imposed by the Act, this chapter, and/or the Division;
 - E. Expenditure of funds on activities not approved by the Superior Court or otherwise permitted by law;
 - F. Revocation of compliance certification or a judgment of compliance and repose;
 - G. Failure of a municipal housing liaison or administrative agent to comply with the requirements set forth at N.J.A.C. 5:99-6, 7, and 8;
 - H. Other good cause demonstrating that municipal affordable housing funds are not being used for an approved purpose.
- E. All interest accrued in the housing trust fund shall only be used on eligible affordable housing purposes approved by the Court.

§ 81-30. Use of Funds

- A. The expenditure of all funds shall conform to a Spending Plan approved by Superior Court. Funds deposited in the municipal Affordable Housing Trust Fund may be used for any activity approved by the Court to address the fair share obligation and may be set up as a grant or revolving loan program. Such activities include, but are not limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls; housing rehabilitation; new construction of affordable housing units and related costs; accessory apartments; a market-to-affordable program; conversion of existing non-residential buildings to create new affordable units; green building strategies designed to be cost-saving and in accordance with accepted national or state standards; purchase of land for affordable housing; improvement of land to be used for affordable housing; extensions or improvements of roads and infrastructure to affordable housing sites; financial assistance designed to increase affordability; administration necessary for implementation of the Housing Element and Fair Share Plan; and/or any other activity permitted by Superior Court and specified in the approved Spending Plan.
- B. Funds shall not be expended to reimburse the municipality or activities that occurred prior to the authorization of a municipality to collect development fees.

- C. At least a portion of all development fees collected and interest earned shall be used to provide affordability assistance to very low-, low- and moderate-income households in affordable units included in the municipal Fair Share Plan. A portion of the development fees which provide affordability assistance shall be used to provide affordability assistance to very low-income households.
 - A. Affordability assistance programs may include down payment assistance, security deposit assistance, low-interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, infrastructure assistance, and assistance with emergency repairs. The specific programs to be used for affordability assistance shall be identified and described within the Spending Plan.
 - B. Affordability assistance for very low income households may include producing very low-income units or buying down the cost of low- or moderate-income units in the municipal Fair Share Plan to make them affordable to households earning 30% or less of median income.
- D. No more than 20% of all affordable housing trust funds, exclusive of those collected to fund an RCA prior to July 17, 2008, shall be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultants' fees necessary to develop or implement a new construction program, prepare and implement a Housing Element and Fair Share Plan, administer an Affirmative Marketing Program and for compliance with the Superior Court and the Program including the costs to the municipality of resolving a challenge.

§ 81-31. Monitoring

- A. On or before February 15 of each year, the municipality shall provide annual electronic data reporting of trust fund activity for the previous year from January 1st to December 31st through the AHMS Reporting System. This reporting shall include an accounting of all Municipal Affordable Housing Trust Fund activity, including the sources and amounts of all funds collected and the amounts and purposes for which any funds have been expended. Such reporting shall include an accounting of development fees collected from residential and non-residential developers, previously eligible payments in lieu of constructing affordable units on site (if permitted by ordinance or by agreement with the municipality prior to the March 20, 2024 statutory elimination per P.L. 2024, c.4), funds from the sale of units with extinguished controls, barrier-free escrow funds, rental income from municipally-owned affordable housing units, repayments from affordable housing program loans, interest and any other funds collected in connection with municipal housing programs, as well as an accounting of the expenditures of revenues and implementation of the Spending Plan approved by the Court.

§ 81-32. Ongoing Collection of Fees

- A. The ability to impose, collect and expend development fees shall continue so long as the municipality retains authorization from the Court in the form of Compliance Certification or the good faith effort to obtain it.
- B. If the municipality fails to renew its ability to impose and collect development fees prior to the expiration of its Judgment of Compliance, it may be subject to forfeiture of any or all funds remaining within its Affordable Housing Trust Fund. Any funds so forfeited shall be deposited into the New Jersey Affordable Housing Trust Fund established pursuant to section 20 of P.L.1985, c.222 (C. 52:27D-320).

§ 81-33. Emergent Affordable Housing Opportunities.

- A. Requests to expend affordable housing trust funds on emergent affordable housing opportunities not included in the municipal fair share plan shall be made to the Division and shall be in the form of a governing body resolution. Any request shall be consistent with N.J.A.C. 5:99-4.1.

ARTICLE V

Waivers

A waiver may be granted of any provision of this ordinance if it would advance the interests of low- and moderate-income households or if strict compliance would cause an unreasonable result.

Section 2

All Ordinances of the Borough of Allendale which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 3

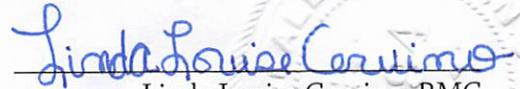
If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 4

This Ordinance shall take effect immediately upon final passage, approval and publication as required by law.

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

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

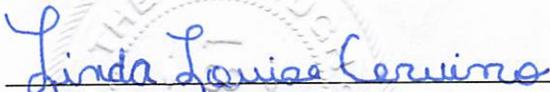


Linda Louise Cervino, RMC
Municipal Clerk



ATTEST:

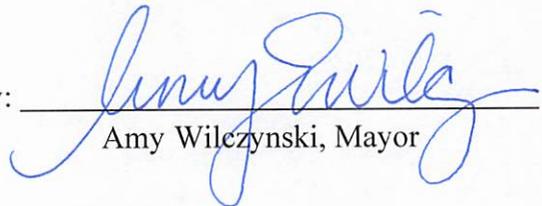
BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY



Linda Louise Cervino, Borough Clerk



By:



Amy Wilczynski, Mayor

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 02/05/2026

RESOLUTION# 26-91

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**RESOLUTION APPOINTING GINA WITTMACK AS TAX COLLECTOR
FOR A TERM COMMENCING JANUARY 1, 2026**

WHEREAS, Gina Wittmaack has duly and satisfactorily served as Tax Collector of the Borough of Allendale for the term beginning January 1, 2022 and ending December 31, 2025; and

WHEREAS, Gina Wittmaack possesses all qualifications, certifications, and experience required under Title 54 of the New Jersey Statutes to serve as Tax Collector; and

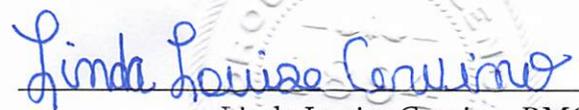
WHEREAS, pursuant to N.J.S.A. 54:9-1 et seq., the Tax Collector is appointed to a four-year statutory term; and

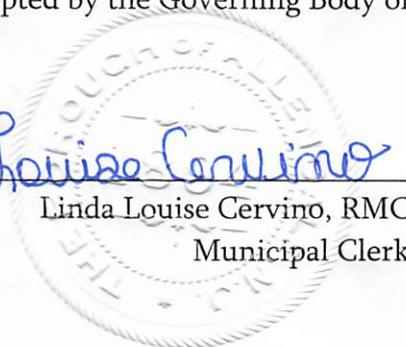
WHEREAS, the Governing Body desires to reappoint Gina Wittmaack to the position of Tax Collector for a new four-year term, which appointment is not made for the purpose of filling a vacancy;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Gina Wittmaack is hereby appointed as Tax Collector of the Borough of Allendale for a four-year term commencing January 1, 2026 and expiring December 31, 2029; and

BE IT FURTHER RESOLVED that the Municipal Clerk, Chief Financial Officer, and Borough Attorney are hereby authorized to take all actions necessary to effectuate 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 February 5, 2026.


 Linda Louise Cervino, RMC
 Municipal Clerk



RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 02/05/2026

RESOLUTION# 26-92

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

- Carried
- Defeated
- Tabled
- Approved on Consent Agenda

AUTHORIZING THE APPROVAL OF A QUOTATION FOR THE INSTALLATION OF AN AUDIOVISUAL SYSTEM AT THE ALLENDALE COMMUNITY CENTER THROUGH SHI INTERNATIONAL CORP.

WHEREAS, the Borough of Allendale has identified the need to install an audiovisual system at the Allendale Community Center; and

WHEREAS, SHI International Corp. is an approved vendor under the New Jersey Cooperative Purchasing Alliance, Contract #CK04, Subcontract #24-38; and

WHEREAS, pursuant to N.J.S.A. 40A:11-12, the Borough may purchase goods and services through cooperative purchasing agreements without the need for public bidding; and

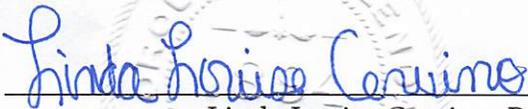
WHEREAS, SHI International Corp. has submitted a quotation for the installation of an audiovisual system at the Allendale Community Center in the amount of \$49,287.42; and

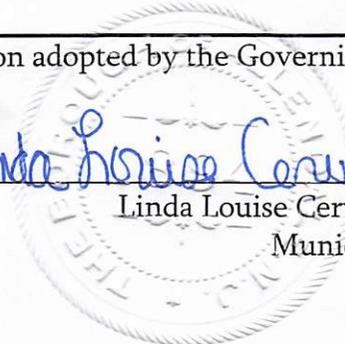
WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that the quotation submitted by SHI International Corp., through the New Jersey Cooperative Purchasing Alliance, Contract #CK04, Subcontract #24-38, in the amount of \$49,287.42, for the installation of an audiovisual system at the Allendale Community Center, is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor, Borough Clerk, and all other appropriate officials are hereby authorized to execute any and all documents necessary to effectuate 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 February 5, 2026.


 Linda Louise Cervino, RMC
 Municipal Clerk





Pricing Proposal
Quotation #: 26961351
Created On: 12/11/2025
Valid Until: 1/10/2026

NJ-Borough of Allendale

**Inside Account
Executive**

Andrew Agugliaro
101 New Street
Department of Public Works
Allendale, NJ 07401
United States
Phone: (201) 818-4400 ext. 501
Fax:
Email: AndrewAgugliaro@Allendalenj.gov

Andrew Mehring
300 Davidson Ave
Somerset, NJ 08873
Phone: 732-584-4476
Fax:
Email: andrew_mehring@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Meeting Room Divisible Presentation Space CSAV Systems LLC - Part#: NPN-CSAVS-25565 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Note: Includes exclusive CSAV 3-Year Parts and Labor Warranty; PAYMENT TERMS: 40% Initial, 40% at Start and 20% at Completion	1	\$49,287.42	\$49,287.42
		Total	\$49,287.42

Additional Comments

Note: The New Jersey Cooperative Purchasing Alliance is a Service of the County of Bergen, County Executive James J. Tedesco III and the Board of Commissioners

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 02/05/2026

RESOLUTION# 26-93

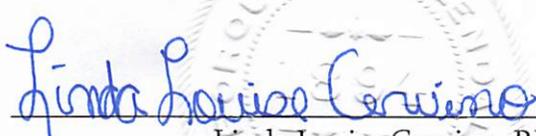
Council	Motion	Second	Yes	No	Abstain	Absent
O'Connell			✓			
O'Toole	✓		✓			
Lovisolio			✓			
Homan						✓
Daloisio		✓	✓			
Yaccarino			✓			
Mayor Wilczynski	-----	-----				

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

APPOINTMENT OF HOURLY PART-TIME BUILDING MONITOR

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that Robert Bergin be appointed as a hourly part-time building monitor, effective February 3, 2026, at a rate of \$16.00 per hour.

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


 Linda Louise Gervino, RMC
 Municipal Clerk



RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 02/05/2026

RESOLUTION# 26-94

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

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

AUTHORIZING EMERGENCY TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, an emergent condition has arisen with respect to certain budget appropriations and no adequate provision has been made in the 2026 Temporary Budget, and N.J.S.A. 40A: 4-20 provides for the creation of emergency temporary appropriations for said purpose; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale that in accordance with the provisions of N.J.S.A. 40A: 4-20;

1. An emergency temporary appropriation be and the same is hereby made in the total amount of:

Current Fund	
Sewer – OE	2,000
Community Center – SW	6,000
Insurance - OE	10,000
Group Insurance – OE	50,000
Snow Removal – OE	40,000
N W Bergen Sewer Authority – OE	5,000
Total Current Fund Appropriations	\$426,000

2. That said emergency temporary appropriation will be provided in the 2026 budget;
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

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


 Linda Louise Gervino, RMC
 Municipal Clerk

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 02/05/2026

RESOLUTION# 26-95

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

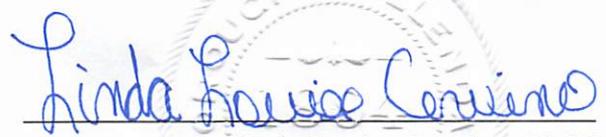
- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

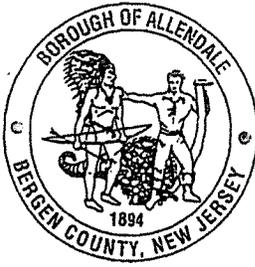
APPROVAL OF FEBRUARY 5, 2026 LIST OF BILLS

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated February 5, 2026 in the amounts of:

Bill List Numbers	February 5, 2026
Current Fund	\$ 3,515,995.32
Payroll Account	206,061.01
General Capital	5,882.07
Animal Fund	
Grant Fund	90.12
COAH/Housing Trust	12,477.60
Improvement & Beautification	
Unemployment Fund	500.00
Trust Fund	12,406.09
Water Operating	
Water Capital	
<hr/>	
Total	\$ 3,753,412.21

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


 Linda Louise Cervino, RMC
 Municipal Clerk



THE BOROUGH OF ALLENDALE

N E W J E R S E Y

500 WEST CRESCENT AVENUE, ALLENDALE, NJ 07401

WWW.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 2/2/26

Alison Altano

Alison Altano
Chief Financial Officer

BILL LIST For FEBRUARY 5, 2026

PAYROLL ACCOUNT	\$	206,061.01
<hr/>		
<u>Borough of Allendale Payroll Fund, Bank Transfer 1/7/2026</u>	\$	206,061.01
Salaries & Wages	\$	189,314.76
FICA	\$	13,747.38
DCRP	\$	197.91
LIFE	\$	111.60
DISABILITY	\$	2,689.36
<hr/>		
<u>Borough of Allendale Payroll Fund, Bank Transfer 1/21/2026</u>	\$	187,521.41
Salaries & Wages	\$	172,023.95
FICA	\$	12,258.77
DCRP	\$	142.01
LIFE	\$	114.70
DISABILITY	\$	2,981.98
 TOTAL	 \$	 206,061.01
<hr/>		

Bill List Numbers**February 5, 2026**

Current Fund	\$	3,515,995.32
Payroll Account		206,061.01
General Capital		5,882.07
Animal Fund		
Grant Fund		90.12
COAH/Housing Trust		12,477.60
Improvement & Beautification		
Unemployment Fund		500.00
Trust Fund		12,406.09
Water Operating		
Water Capital		
<hr/>		
Total	\$	3,753,412.21

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: LAND USE BOARD						
5-01-21-180-027 V0087	Professional Services VAN CLEEF ENGINEERING ASSOC	26-00144	ENGINEERING INVOICES DEC 2025	320.00	0.00	
Department Total: LAND USE BOARD				320.00		
CAFR Total:				320.00		
Department: CONSTRUCTION CODE/BUILDING DEPT.						
5-01-22-195-063 A0385	Miscellaneous AMAZON CAPITAL SERVICES	26-00164	SUPPLIES	665.68	0.00	
Department Total: CONSTRUCTION CODE/BUILDING DEPT.				665.68		
CAFR Total:				665.68		
Department: GROUP INSURANCE						
5-01-23-220-228 G0276	Dental GENTE	25-02019	DENTAL COBRA ADMIN FEE 12/2025	50.00	0.00	
5-01-23-220-231 M0037	Health Benefits - Reimbursements MURPHY, DENNIS	26-00050	MEDICARE REIMBURSEMENT 2025	2,220.00	0.00	
Department Total: GROUP INSURANCE				2,270.00		
CAFR Total:				2,270.00		
Department: POLICE						
5-01-25-240-043 A0385	Clothing AMAZON CAPITAL SERVICES	25-02125	Clothing allowance - Naumov	180.79	0.00	
G0002	GALLS, LLC	25-02136	Clothing allowance - Rubino	685.03	0.00	
A0385	AMAZON CAPITAL SERVICES	25-02141	Clothing allowance - Rubino	133.80	0.00	
				<u>999.62</u>		
5-01-25-240-061 T0258	Information Technology TRANSUNION RISK & ALTERNATIVE	26-00150	Online searches December 2025	110.00	0.00	
5-01-25-240-063 A0061	Miscellaneous A T & T CORP	26-00115	cellular tracking	295.00	0.00	
5-01-25-240-102 U0037	Vehicle Repairs URBAN AUTO SPA II	26-00088	Car wash service	18.00	0.00	
5-01-25-240-118 N0021	Police Examination Expenses N.J. STATE ASSOC OF CHIEFS OF	25-01674	Promotional Exams Sgt and LT	5,500.00	0.00	
H1079	HACKENSACK MERIDIAN WORKS	26-00116	Medical exams - Guard, Officer	850.00	0.00	
				<u>6,350.00</u>		
Department Total: POLICE				7,772.62		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: FIRE						
5-01-25-255-053 C0271	Equipment Maintainence COBAN COMPUTER SOLUTIONS, LLC	26-00152	FD IT Managed Services	444.00	0.00	
5-01-25-255-058 S0027	Equipment Purchases STATE LINE FIRE & SAFETY INC.	26-00067	Tool/Equipment Mounting Parts	442.85	0.00	
5-01-25-255-101 P0284	Equipment Repairs PRO STOCK AUTOMOTIVE WAREHOUSE	25-02113	Various parts for FD and PD	78.46	0.00	
5-01-25-255-192 T0247	Cell Phone T-MOBILE USA, INC.	26-00068	Apparatus Tablets Cell Service	112.12	0.00	
N0031	VERIZON WIRELESS	26-00069	FD cell phone service charges	<u>163.68</u>	0.00	
				275.80		
	Department Total: FIRE			1,241.11		
	CAFR Total:			9,013.73		
Department: STREETS & ROADS						
5-01-26-290-053 P0284	Equipment Maintenance PRO STOCK AUTOMOTIVE WAREHOUSE	26-00082	11/21/25 DPW AIR COMP REPAIR	175.80	0.00	
5-01-26-290-063 C0271	Miscellaneous COBAN COMPUTER SOLUTIONS, LLC	25-02131	Computer & WiFi for DPW	3,229.91	0.00	
	Department Total: STREETS & ROADS			3,405.71		
Department: GARBAGE & TRASH REMOVAL						
5-01-26-305-085 S0266	Disposal Fees SUBURBAN DISPOSAL INC	26-00058	DISPOSAL FEE- DECEMBER 2025	20,423.97	0.00	
	Department Total: GARBAGE & TRASH REMOVAL			20,423.97		
Department: MUNICIPAL RECYCLING						
5-01-26-306-029 R0254	Scavenger ROCKLAND COUNTY SOLID WASTE	26-00109	12/31/25 RECYCLING DISPOSAL	1,092.44	0.00	
	Department Total: MUNICIPAL RECYCLING			1,092.44		
Department: BUILDINGS & GROUNDS						
5-01-26-310-024 D0154	Building Maintenance DAVIS CARBURETOR & ELECTRIC	26-00123	SERVICE GENERATORS- 6 MONTH	230.72	0.00	
5-01-26-310-036 A0385	Supplies AMAZON CAPITAL SERVICES	25-02028	DPW Building Items	856.32	0.00	
5-01-26-310-063 A0385	Miscellaneous AMAZON CAPITAL SERVICES	25-02093	DPW Office Furniture	827.91	0.00	

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
5-01-26-310-063	Miscellaneous		Continued			
P0284	PRO STOCK AUTOMOTIVE WAREHOUSE	26-00086	R-3 REPAIR	447.63	0.00	
00047	ONE CALL CONCEPTS	26-00089	MARK OUTS- DECEMBER 2025	205.20	0.00	
A0419	AGUGLIARO, ANDREW	26-00113	DPW Staff Meal Reimbursement	99.17	0.00	
V0103	VRC COMPANIES, LLC	26-00117	12/31/25 PD-CONFIDENTIAL SHRED	74.25	0.00	
T0243	TULPEHOCKEN SPRING WATER LLC	26-00121	12/25 MONTHLY WATER DELIVERY	143.40	0.00	
H0018	HORIZON TERMITE & PEST	26-00128	10/25 11/25 12/25 PEST SERV	<u>438.87</u>	0.00	
				2,236.43		
5-01-26-310-100	Building Repairs					
E0137	EPM REMODELING	26-00066	ALISON -OFFICE REPAIRS	1,800.00	0.00	
G0281	GENERATION III INC	26-00090	Library HVAC & Water Issue	<u>1,730.00</u>	0.00	
				3,530.00		
	Department Total: BUILDINGS & GROUNDS			6,853.47		
	CAFR Total:			31,775.59		
Department: PARKS						
5-01-28-370-063	Miscellaneous					
U0066	UNITED SITE SERVICES INC	26-00126	12/31/25 PORTABLE TOILETS	65.63	0.00	
	Department Total: PARKS			65.63		
Department: CRESTWOOD						
5-01-28-371-063	Miscellaneous					
U0066	UNITED SITE SERVICES INC	26-00126	12/31/25 PORTABLE TOILETS	196.89	0.00	
	Department Total: CRESTWOOD			196.89		
	CAFR Total:			262.52		
Department: ELECTRICITY						
5-01-31-430-078	Buildings & Grounds					
R0027	ROCKLAND ELECTRIC COMPANY	26-00105	CURRENT ELECTRIC CHARGES	382.79	0.00	
	Department Total: ELECTRICITY			382.79		
Department: STREET LIGHTING						
5-01-31-435-000	STREET LIGHTING					
R0027	ROCKLAND ELECTRIC COMPANY	26-00105	CURRENT ELECTRIC CHARGES	8,919.60	0.00	
A0207	ALLENDALE BROOK ESTATES	26-00142	STREET LIGHTING REIMBURSEMENT	<u>796.12</u>	0.00	
				9,715.72		
	Department Total: STREET LIGHTING			9,715.72		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: TELEPHONES						
5-01-31-440-190 N0009 VERIZON	Telephone	26-00169	PHONES PD/FD DEC & JAN	3,401.72	0.00	
Department Total: TELEPHONES				3,401.72		
Department: SEWER						
5-01-31-455-027 V0087 VAN CLEEF	Engineering	26-00144	ENGINEERING ASSOC ENGINEERING INVOICES DEC 2025	472.00	0.00	
Department Total: SEWER				472.00		
Department: GASOLINE						
5-01-31-460-080 R0165 RACHLES/MICHELE'S OIL CO.	Gasoline	26-00071	12/23/25 REG GAS DELIVERY	3,967.52	0.00	
Department Total: GASOLINE				3,967.52		
CAFR Total:				17,939.75		
Department: INTERLOCAL HO-HO-KUS COURT						
5-01-42-490-099 H0013 HO-HO-KUS, BOROUGH OF	Miscellaneous	26-00140	SHARED SERVICES 4TH QTR 2025	11,684.77	0.00	
Department Total: INTERLOCAL HO-HO-KUS COURT				11,684.77		
CAFR Total:				11,684.77		
Department: TAX OVERPAYMENTS						
5-01-55-608-000 C0349 CARCARA, SALVATORE & JENNIFER	TAX OVERPAYMENTS	26-00101	2025 CBJ Added Assessment	2,541.72	0.00	
Department Total: TAX OVERPAYMENTS				2,541.72		
CAFR Total:				2,541.72		
Fund Total:				116,597.92		
Year Total:				116,597.92		
Department: ADMINISTRATION						
6-01-20-100-036 A0385 AMAZON CAPITAL SERVICES	Supplies	26-00001	supplies	31.83	0.00	
A0385 AMAZON CAPITAL SERVICES		26-00053	supplies	41.16	0.00	
A0385 AMAZON CAPITAL SERVICES		26-00054	time clock and storage	37.00	0.00	
				<u>109.99</u>		
6-01-20-100-042 00061 OPTIMUM	Dues/Memberships/Subscriptions	26-00168	CABLE BORO/DPW/PD/CRESTWOOD	657.63	0.00	

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-20-100-063	Miscellaneous					
A0385	AMAZON CAPITAL SERVICES	26-00052	SUPPLIES	42.87	0.00	
B0349	BRUNO ASSOCIATES, INC.	26-00138	GRANT WRITING JAN 2026	<u>2,325.00</u>	0.00	
				2,367.87		
	Department Total: ADMINISTRATION			3,135.49		
Department: MAYOR & COUNCIL						
6-01-20-110-063	Miscellaneous					
A0385	AMAZON CAPITAL SERVICES	26-00051	250th ANNIVERSARY PINS	54.98	0.00	
	Department Total: MAYOR & COUNCIL			54.98		
Department: FINANCE						
6-01-20-130-036	Supplies					
A0385	AMAZON CAPITAL SERVICES	26-00053	supplies	82.85	0.00	
SAVOY	SAVOY, CAROL	26-00165	REIMBURSE 1099 SUPPLIES	<u>126.96</u>	0.00	
				209.81		
6-01-20-130-053	Equipment Maintenance					
E0002	EDMUNDS GOVTECH	26-00044	2026 Software Maint & Hsosting	6,254.31	0.00	
6-01-20-130-098	Payroll Charges					
I0092	INFINISOURCE, INC.	26-00149	PR 1/9, 1/23, 1095s w-2s	701.86	0.00	
	Department Total: FINANCE			7,165.98		
Department: TAX COLLECTION						
6-01-20-145-042	Dues/Subscriptions/Memberships					
T0260	TCTA OF BERGEN COUNTY	26-00155	TCTAofBergen County 2026 Dues	75.00	0.00	
6-01-20-145-053	Equipment Maintenance					
E0002	EDMUNDS GOVTECH	26-00044	2026 Software Maint & Hsosting	4,388.85	0.00	
	Department Total: TAX COLLECTION			4,463.85		
	CAFR Total:			14,820.30		
Department: LAND USE BOARD						
6-01-21-180-042	Dues/Memberships/Subscriptions					
N0033	NEW JERSEY PLANNING OFFICIALS	26-00045	Municipal Membership 2026	425.00	0.00	
	Department Total: LAND USE BOARD			425.00		
	CAFR Total:			425.00		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: GROUP INSURANCE						
6-01-23-220-227 B0369	Health Benefits BOROUGH OF ALLENDALE - SHBP	26-00145	HEALTH BILLS FEB 2026	183,963.45	0.00	
Department Total: GROUP INSURANCE				183,963.45		
CAFR Total:				183,963.45		
Department: POLICE						
6-01-25-240-036 A0385 A0394	Supplies AMAZON CAPITAL SERVICES AMERITECHNOLOGY	26-00070 26-00098	Misc Supplies for PD and FD BORO COPIER USAGE 12/18-1/17	164.82 2.97 <u>167.79</u>	0.00 0.00	
6-01-25-240-052 V0090 C0016	Equipment Maintenance VERIZON CERTIFIED SPEEDOMETER	26-00118 26-00120	Acct. #356-709-731-0001-84 Speedometer Calibrations	149.00 <u>220.00</u> 369.00	0.00 0.00	
6-01-25-240-058 V0099	Equipment Purchases VERDANT COMMERCIAL CAPITAL LLC	26-00080	Copier Lease Payment	254.60	0.00	
6-01-25-240-061 F0147	Information Technology CLARIS INTERNATIONAL INC.	26-00087	Contract #41727262	2,150.00	0.00	
6-01-25-240-063 E0002	Miscellaneous EDMUNDS GOVTECH	26-00044	2026 Software Maint & Hsosting	1,171.29	0.00	
6-01-25-240-103 E0117	Communication Components ESS INC	26-00119	Equipment service agreement	1,045.00	0.00	
Department Total: POLICE				5,157.68		
Department: FIRE						
6-01-25-255-053 E0107	Equipment Maintenance ESI EQUIPMENT, INC	26-00081	Rescue Tools Service Contract	1,676.00	0.00	
6-01-25-255-058 A0262	Equipment Purchases AGL WELDING SUPPLY CO., INC	26-00153	Parts for welding Torch	14.94	0.00	
6-01-25-255-146 E0002 A0385	Miscellaneous EDMUNDS GOVTECH AMAZON CAPITAL SERVICES	26-00044 26-00070	2026 Software Maint & Hsosting Misc Supplies for PD and FD	1,171.29 52.00 <u>1,223.29</u>	0.00 0.00	
6-01-25-255-193 00061	Cable/Internet OPTIMUM	26-00127	Cable and Internet for AFD HQ	152.91	0.00	

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-25-255-193 V0090 VERIZON	Cable/Internet	26-00154	Continued Fios for Firehouse 1/10-2/9/26	<u>149.00</u> 301.91	0.00	
	Department Total: FIRE			3,216.14		
	CAFR Total:			8,373.82		
Department: STREETS & ROADS						
6-01-26-290-036	Supplies					
P0284	PRO STOCK AUTOMOTIVE WAREHOUSE	26-00072	01/07/26 DPW- OIL, WINDOW WASH	102.28	0.00	
H0014	HOME HARDWARE, INC.	26-00075	DPW-STORAGE CONTAINERS X-MAS	129.49	0.00	
H0014	HOME HARDWARE, INC.	26-00079	01/08/26 DPW - AIR LINES	48.75	0.00	
R0194	RG-GROUP	26-00161	REPAIR R2- HYDRAULIC OIL, HOSE	<u>355.56</u>	0.00	
				636.08		
6-01-26-290-042	Dues/Subscriptions/Memberships					
B0075	BERGEN CO PUBLIC WORKS ASSOC	26-00114	MEMBERSHIP DUES/ANDY AGUGLIARO	150.00	0.00	
6-01-26-290-058	Equipment Purchase					
F0168	F D R HITCHES, LLC	26-00076	01/02/26 DPW-BLADE GUIDE KIT	58.78	0.00	
6-01-26-290-063	Miscellaneous					
E0002	EDMUNDS GOVTECH	26-00044	2026 Software Maint & Hosting	1,171.29	0.00	
A0419	AGUGLIARO, ANDREW	26-00112	Refreshments for CDL Training	143.46	0.00	
V0099	VERDANT COMMERCIAL CAPITAL LLC	26-00129	01/19/26 DPW- COPIER MONTHLY	175.37	0.00	
H0050	HIGHWAY TRAFFIC SUPPLY	26-00130	DPW- 30X30 CUSTOM SIGN	<u>111.31</u>	0.00	
				1,601.43		
6-01-26-290-101	Equipment Repairs					
P0284	PRO STOCK AUTOMOTIVE WAREHOUSE	26-00162	WACKER REPAIR- V BELTS	55.33	0.00	
6-01-26-290-102	Vehicle Repairs					
P0284	PRO STOCK AUTOMOTIVE WAREHOUSE	26-00074	01/13/26 DPW- M1, R15 REPAIR	108.52	0.00	
V0020	VAN DINE'S	26-00124	01/19/26 REPAIR TO R-8	169.77	0.00	
A0302	ALL AMERICAN FORD, INC	26-00125	01/19/26 DPW-R20 VALVE ASY	49.46	0.00	
C0563	CORPORATE BILLING	26-00157	01/22/26 R2- REPAIR PARTS	424.42	0.00	
C0563	CORPORATE BILLING	26-00158	01/23/26 R2 - HOSE ASSEMBLY	307.52	0.00	
R0194	RG-GROUP	26-00161	REPAIR R2- HYDRAULIC OIL, HOSE	<u>391.91</u>	0.00	
				1,451.60		
	Department Total: STREETS & ROADS			3,953.22		
Department: SNOW REMOVAL						
6-01-26-292-029	Contractual - Outside					
C0497	CONQUEST CONSTRUCTION INC	26-00048	JAN 26 SNOW REMOVAL	57,000.00	0.00	
6-01-26-292-063	Miscellaneous					
A0419	AGUGLIARO, ANDREW	26-00111	DPW Staff Meal Reimbursement	156.01	0.00	
	Department Total: SNOW REMOVAL			57,156.01		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: BUILDINGS & GROUNDS						
6-01-26-310-024 G0254	Building Maintenance GUARDIAN SECURITY TECHNOLOGIES	26-00078	2026-ANNUAL F/A MONITORING	3,420.00	0.00	
6-01-26-310-029 U0068	Custodial Services US BUILDING SERVICES, INC.	26-00147	JAN 2026- CLEANING SERVICES	4,341.66	0.00	
6-01-26-310-036 00049	Supplies OFFICE CONCEPTS GROUP, INC	26-00159	P-TOWELS, HAND SOAP FOAMING	1,781.88	0.00	
6-01-26-310-063 A0385	Miscellaneous AMAZON CAPITAL SERVICES	26-00049	DPW-CABLES FOR PC & WIFI	116.80	0.00	
N0247	NORTH EAST FIRE & SAFETY	26-00073	01/13/26 PD- SERVICE OF F/E	124.00	0.00	
H0018	HORIZON TERMITE & PEST	26-00083	JAN. 26 AFD- MONTHLY PEST SERV	85.00	0.00	
N0247	NORTH EAST FIRE & SAFETY	26-00131	PD-5LB F/E & FD-10LB F/E SERV.	93.30	0.00	
H0018	HORIZON TERMITE & PEST	26-00156	01/26 MONTHLY SERVICE- BH,PD	146.29	0.00	
H0018	HORIZON TERMITE & PEST	26-00160	01/22/26 QRTLY PEST -COMM CTR.	185.00	0.00	
				<u>750.39</u>		
6-01-26-310-100 G0281	Building Repairs GENERATION III INC	26-00163	01/28/26DPW- BATHROOM PLUMBING	1,195.00	0.00	
	Department Total: BUILDINGS & GROUNDS			11,488.93		
	CAFR Total:			72,598.16		
Department: BOARD OF HEALTH						
6-01-27-330-027 N0244	Professionals NW BERGEN REGIONAL HEALTH COMM	26-00099	REGISTRAR SERVICE JAN/FEB 2026	1,324.00	0.00	
	Department Total: BOARD OF HEALTH			1,324.00		
	CAFR Total:			1,324.00		
Department: PARKS						
6-01-28-370-167 S0478	Pocket Park Property Lease SUPREME REAL ESTATE GROUP LLC	26-00017	PROPERTY LEASE FEB 2026	1,000.00	0.00	
	Department Total: PARKS			1,000.00		
Department: CRESTWOOD						
6-01-28-371-042 N0017	Dues/Subscriptions/Memberships NJ POOL MANAGERS ASSOCIATION	26-00137	2026 MEMBERSHIP DUES	500.00	0.00	
6-01-28-371-063 S0409	Miscellaneous SESAC LLC	26-00095	SESAC PERFORMANCE LICENSE 2026	641.00	0.00	
	Department Total: CRESTWOOD			1,141.00		
	CAFR Total:			2,141.00		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: LIBRARY						
6-01-29-390-131 L0012	Lee Memorial Library LEE MEMORIAL LIBRARY	26-00060	1Q 2026 Library Appropriation	227,603.00	0.00	
Department Total: LIBRARY				227,603.00		
CAFR Total:				227,603.00		
Department: TELEPHONES						
6-01-31-440-190 A0381	Telephone AXIA TECHNOLOGY PARTNERS LLC	26-00046	PHONE BILLS BORO/LIBR 01/2026	2,035.74	0.00	
N0009	VERIZON	26-00103	ELEVATOR PHONES BORO/PD	83.98	0.00	
M0278	METROPOLITAN TELECOMMUNICATION	26-00104	LONG DISTANCE 1/8-2/7	127.90	0.00	
N0009	VERIZON	26-00169	PHONES PD/FD DEC & JAN	3,401.72	0.00	
V0090	VERIZON	26-00170	FIOS BORO/COMM CTR	267.19	0.00	
				<u>5,916.53</u>		
Department Total: TELEPHONES				5,916.53		
Department: SEWER						
6-01-31-455-162 N0028	Systems Repairs NORTHWEST BERGEN COUNTY	26-00141	1ST QTR 2026 LICENSED OPERATOR	1,100.00	0.00	
Department Total: SEWER				1,100.00		
Department: N W BERGEN SEWER AUTHORITY						
6-01-31-456-165 N0028	Sewer Charges NORTHWEST BERGEN COUNTY	26-00132	2/15/26 Final Service Charges	556,321.00	0.00	
Department Total: N W BERGEN SEWER AUTHORITY				556,321.00		
Department: GASOLINE						
6-01-31-460-081 R0165	Diesel RACHLES/MICHELE'S OIL CO.	26-00084	01/05/26 DIESEL DELIVERY	2,126.92	0.00	
Department Total: GASOLINE				2,126.92		
CAFR Total:				565,464.45		
Department: REGIONAL SCHOOL TAX PAYABLE						
6-01-55-605-000 N0024	REGIONAL SCHOOL TAX PAYABLE NORTHERN HIGHLANDS REGIONAL HS	26-00061	February 2026 School Tax Levy	915,089.42	0.00	
Department Total: REGIONAL SCHOOL TAX PAYABLE				915,089.42		
Department: COUNTY TAXES PAYABLE						
6-01-55-606-000 B0051	COUNTY TAXES PAYABLE BERGEN COUNTY TREASURER	26-00062	1Q 2026 County Preliminary Tax	1,340,453.49	0.00	

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
6-01-55-606-000	COUNTY TAXES PAYABLE		Continued			
B0051	BERGEN COUNTY TREASURER	26-00063	2025 Added/Omitted County Tax	6,955.47	0.00	
C0140	COUNTY OPEN SPACE TRUST FUND	26-00064	1Q 2026 County Open Space Tax	59,853.00	0.00	
C0140	COUNTY OPEN SPACE TRUST FUND	26-00065	2025 Added/Omitted Open Space	332.84	0.00	
				<u>1,407,594.80</u>		
	Department Total: COUNTY TAXES PAYABLE			1,407,594.80		
	CAFR Total:			2,322,684.22		
	Fund Total:			3,399,397.40		
	Year Total:			3,399,397.40		
Department: ORDINANCE22-07						
C-04-55-933-503	Computer Equipment					
C0271	COBAN COMPUTER SOLUTIONS, LLC	25-02062	NEW COMPUTER IN FINANCE DEPT	1,314.97	0.00	
	Department Total: ORDINANCE22-07			1,314.97		
Department: ORDINANCE 23-09						
C-04-55-934-103	Section 20 Soft Costs					
V0087	VAN CLEEF ENGINEERING ASSOC	26-00144	ENGINEERING INVOICES DEC 2025	1,040.00	0.00	
	Department Total: ORDINANCE 23-09			1,040.00		
Department: ORDINANCE 23-14						
C-04-55-935-102	Section 20 Soft Costs					
A0385	AMAZON CAPITAL SERVICES	26-00053	supplies	253.44	0.00	
	Department Total: ORDINANCE 23-14			253.44		
Department: ORDINANCE 24-06						
C-04-55-937-303	Communication Improvements					
D0155	DOOR WORKS, INC.	25-01901	Remote Device for Garage Doors	2,670.00	0.00	
C-04-55-937-801	Borough Hall Improvements					
A0385	AMAZON CAPITAL SERVICES	26-00047	VARIOUS ITEMS	182.86	0.00	
	Department Total: ORDINANCE 24-06			2,852.86		
Department: ORDINANCE 24-11						
C-04-55-938-101	Community Center					
A0385	AMAZON CAPITAL SERVICES	26-00001	supplies	31.96	0.00	
A0385	AMAZON CAPITAL SERVICES	26-00054	time clock and storage	122.84	0.00	
				<u>154.80</u>		
	Department Total: ORDINANCE 24-11			154.80		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: ORDINANCE 25-01						
C-04-55-939-102	Section 20 Soft Costs					
V0087	VAN CLEEF ENGINEERING ASSOC	26-00144	ENGINEERING INVOICES DEC 2025	266.00	0.00	
	Department Total: ORDINANCE 25-01			266.00		
	CAFR Total:			5,882.07		
	Fund Total:			5,882.07		
	Year Total:			5,882.07		
G-02-40-401-001	Drunk Driving Enforcement Fund					
D0159	DRAEGER INC	25-02130	Alcotest supplies	90.12	0.00	
	Department Total:			90.12		
	CAFR Total:			90.12		
	Fund Total:			90.12		
	Year Total:			90.12		
Fund: HOUSING TRUST						
Department: NON BUDGET EXPENDITURES						
H-20-55-920-001	Housing Trust Expenditures					
S0468	SURENIAN, EDWARDS, BUZAK	26-00097	PROF SERVICES OCT/NOV 2025	10,117.60	0.00	
B0223	BURGIS ASSOCIATES, INC.	26-00136	PROFESSIONAL SVCS DEC 2025	2,360.00	0.00	
				<u>12,477.60</u>		
	Department Total: NON BUDGET EXPENDITURES			12,477.60		
	CAFR Total:			12,477.60		
	Fund Total: HOUSING TRUST			12,477.60		
	Year Total:			12,477.60		
Fund: TRUST FUND						
Department: NON BUDGET EXPENDITURES						
T-14-55-920-005	Police Expenditures					
A0385	AMAZON CAPITAL SERVICES	26-00122	Organization for Ready Room	145.46	0.00	
T-14-55-920-017	Recycling Trust Expenditures					
I0090	IMPRESSIVE PRINTING, INC.	26-00167	2026 RECYCLING (Actual Inv)	1,471.63	0.00	
	Department Total: NON BUDGET EXPENDITURES			1,617.09		
	CAFR Total:			1,617.09		
	Fund Total: TRUST FUND			1,617.09		
	Year Total:			1,617.09		

Budget Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Fund: STATE UNEMPLOMENT INSURANCE FUND						
Department: NON BUDGET EXPENDITURES						
U-19-55-970-001	NJ Department of Labor					
N0159	NEW JERSEY DEPARTMENT OF LABOR 26-00146	4QTR	2025 UNEMPLOYEMENT	500.00	0.00	
	Department Total: NON BUDGET EXPENDITURES			500.00		
	CAFR Total:			500.00		
	Fund Total: STATE UNEMPLOMENT INSURANCE FUND			500.00		
	Year Total:			500.00		
Total Charged Lines: 220				Total List Amount: 3,536,562.20	Total Void Amount: 0.00	

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
	5-01	116,597.92	0.00	116,597.92	0.00	0.00	116,597.92
	6-01	3,399,397.40	0.00	3,399,397.40	0.00	0.00	3,399,397.40
	C-04	5,882.07	0.00	5,882.07	0.00	0.00	5,882.07
	G-02	90.12	0.00	90.12	0.00	0.00	90.12
HOUSING TRUST	H-20	12,477.60	0.00	12,477.60	0.00	0.00	12,477.60
TRUST FUND	T-14	1,617.09	0.00	1,617.09	0.00	0.00	1,617.09
STATE UNEMPLOMENT	U-19	500.00	0.00	500.00	0.00	0.00	500.00
Total of All Funds:		<u>3,536,562.20</u>	<u>0.00</u>	<u>3,536,562.20</u>	<u>0.00</u>	<u>0.00</u>	<u>3,536,562.20</u>

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Vendors: All
 Rcvd Batch Id Range: First to Last

Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

Project Id	Description	Amount	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	PO Type
21ELMWOOD	PERFORMANCE GUARANTEE							
26-00057	2 W0245 WARNER, GREGORY	1,936.00	R		01/19/26	01/30/26		
	Account Total:	1,936.00						
21ELMWOOD	2025 SOIL MOVEMENT ESCROW							
26-00057	1 W0245 WARNER, GREGORY	430.00	R		01/19/26	01/30/26		
	Account Total:	430.00						
321AFRANKL	2025 LAND USE BOARD ESCROW							
26-00144	11 V0087 VAN CLEEF ENGINEERING ASSOC	360.00	R		01/27/26	01/30/26	ALN-1001.098-1	
	Account Total:	360.00						
345EALLEND	2025 LAND USE BOARD ESCROW							
26-00144	10 V0087 VAN CLEEF ENGINEERING ASSOC	504.00	R		01/27/26	01/30/26	ALN-1001.097-1	
	Account Total:	504.00						
54PARKAVE	SOIL DEV GoldenHammer not Veli							
26-00144	6 V0087 VAN CLEEF ENGINEERING ASSOC	649.00	R		01/27/26	01/30/26	ALN-1010.123-7	
	Account Total:	649.00						
58MIDWOOD	2025 LUB ESCROW							
26-00144	9 V0087 VAN CLEEF ENGINEERING ASSOC	504.00	R		01/27/26	01/30/26	ALN-1001.096-1	
	Account Total:	504.00						

Project Id	Description	Description	Amount	Stat/Chk	Enc Date	First Rcvd	Chk/Void	PO
PO #	Item Vendor					Date	Date	Type
65NEW	2025 SOIL MOVEMENT ESCROW	Engineering Inv Dec 2025	160.00	R	01/27/26	01/30/26	ALN-1010.136-3	
26-00144	7 V0087 VAN CLEEF ENGINEERING ASSOC		160.00					
Account Total:			160.00					
84ECRESC	PERFORMANCE GUARANTY	REFUND PERFORMANCE ESCROW	2,989.00	R	01/19/26	01/30/26		
26-00059	2 N0271 NAMUJ, PETER		2,989.00					
Account Total:			2,989.00					
84ECRESCEN	SOIL MOVEMENT ESCROW	REFUND SOIL ESCROW 84 E. Cresc	760.00	R	01/19/26	01/30/26		
26-00059	1 N0271 NAMUJ, PETER		760.00					
Account Total:			760.00					
87NEW	2025 ENGINEERING ESCROW	Engineering Inv Dec 2025	160.00	R	01/27/26	01/30/26	ALN-1010.149-2	
26-00144	8 V0087 VAN CLEEF ENGINEERING ASSOC		160.00					
Account Total:			160.00					
SRSEWER	SADDLE RIVER SEWER	Engineering Inv Sept 2025	160.00	R	01/21/26	01/30/26	ALN-1005.003-20	
26-00108	1 B0102 BOROUGH OF ALLENDALE		939.00	R	01/21/26	01/30/26	ALN-1005.003-21	
26-00108	2 B0102 BOROUGH OF ALLENDALE		240.00	R	01/21/26	01/30/26	ALN-1005.003-22	
26-00108	3 B0102 BOROUGH OF ALLENDALE		998.00	R	01/27/26	01/30/26	ALN-1005.003-23	
26-00144	12 V0087 VAN CLEEF ENGINEERING ASSOC		2,337.00					
Account Total:			2,337.00					

Total Charged Lines:	14	Total Project Amount:	10,789.00	Total Void Amount:	0.00
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Totals by Year-Fund Fund Description	Fund	Project Total
	6-14	10,789.00
Total of All Funds:		<u>10,789.00</u>

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 02/05/2026

RESOLUTION# 26-96

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 SOLICIT PROPOSALS FOR
2026 CRESTWOOD LAKE CONCESSION**

BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that it hereby authorizes the Municipal Clerk to advertise and receive proposals for "2026 Crestwood Lake Concession"; and

BE IT FURTHER RESOLVED that the final proposal specifications be subject to form approval by the Borough Attorney.

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

Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk

