



BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MEETING AGENDA & MATERIALS
THURSDAY,
NOVEMBER 13, 2025
7:00 P.M.

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
COMBINED WORK AND REGULAR SESSION
NOVEMBER 13, 2025 AT 7:00 P.M.

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

A combined Work and Regular Session of the Mayor and Council of the Borough of Allendale will be held in-person on November 13, 2025 beginning at 7:00 pm in the Mayor & Council Chambers at the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

CALL TO ORDER:

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT:

ROLL CALL:

SALUTE TO FLAG:

PRESENTATION:

- A. Proclamation: Veterans' Day.
- B. Proclamation: Honoring the 90th Anniversary of the Allendale Bar & Grill.
- C. Presentation: Best Practice Inventory.
- D. Presentation: Girl Scout Presentation.

APPROVAL OF MINUTES: October 9, 2025 and October 23, 2025

AGENDA REVIEW:

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

CONSENT AGENDA:

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

[RES 25-239:](#) APPROVAL OF INTERLOCAL COURT AGREEMENT AND AUTHORIZATION FOR THE MAYOR TO SIGN 2026 INTERLOCAL SERVICE AGREEMENT–BOROUGH OF HO-HO-KUS

[RES 25-240:](#) AUTHORIZATION TO ADVERTISE BID SPECIFICATIONS FOR AS-NEEDED SNOW PLOWING & REMOVAL SERVICES OF BOROUGH ROADWAYS FOR JANUARY, FEBRUARY, MARCH, NOVEMBER AND DECEMBER OF 2026 AND SALTING OF ALL MUNICIPAL AND SPECIFIED PRIVATE ROADS AND PUBLIC AREAS IN THE BOROUGH OF ALLENDALE.

[RES 25-241:](#) APPROVAL OF NOVEMBER 13, 2025 LIST OF BILLS.

ADMINISTRATION:

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

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS ON ANY MATTER:

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

ADJOURNMENT:

This agenda was prepared as of 11/12/2025 with all available information as of this date. Additional items may be added to this agenda. Final action may be taken on all matters listed or added to this agenda.

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

DATE: 11/13/2025

RESOLUTION# 25-239

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

**APPROVAL OF INTERLOCAL COURT AGREEMENT & AUTHORIZATION FOR MAYOR
TO SIGN 2026 INTERLOCAL SERVICE AGREEMENT – BOROUGH OF HO-HO-KUS**

WHEREAS, there is a need for a Municipal Court Administrator in the Borough of Allendale; and

WHEREAS, N.J.S.A. 40:8-A-1 et seq., the Interlocal Services Act, authorizes agreements between municipalities for the provision of services by one to the other; and

WHEREAS, N.J.S.A. 2B-12-1c authorizes two or more municipalities to provide jointly for supplies and employees for their municipal courts without establishing a joint municipal court; and

WHEREAS, the Borough of Allendale seeks the services of a Municipal Court Administrator through the Municipal Court of Ho-Ho-Kus as set forth in the Interlocal Service Agreement; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds will be available in the 2026 budget for this contract as set forth in the Interlocal Service Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, approve the Interlocal Service Agreement for Municipal Court Administrator services effective January 1, 2026 through December 31, 2026 in an amount not to exceed \$56,605.00; and

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

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on November 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

INTERLOCAL SERVICE AGREEMENT

THIS AGREEMENT made this __ __ day of __ __, 2025.

BY AND BETWEEN: **THE BOROUGH OF HO-HO-KUS**,
a municipal corporation of the State of New Jersey having its municipal offices located at
333 Warren Avenue Ho-Ho-Kus, New Jersey (hereinafter referred to as "Ho-Ho-Kus");

AND: **THE BOROUGH OF ALLENDALE**, a
municipal corporation of the State of New Jersey, having its municipal offices located at 500
West Crescent Avenue Allendale, New Jersey (hereinafter referred to as "Allendale");

WITNESSETH:

WHEREAS, N.J.S.A. 40:8A-1 et seq., the Interlocal Services Act, authorizes
agreements between municipalities for the provision of services by one to the other; and

WHEREAS, N.J.S.A. 2B-12-1c authorizes two or more municipalities to
provide jointly for supplies and employees for their municipal courts without establishing a
joint municipal court;

WHEREAS, Allendale seeks the services of a Municipal Court Administrator
through the Municipal Court of Ho-Ho-Kus;

NOW, THEREFORE, in consideration of the mutual covenants and
promises hereinafter contained, it is agreed as follows:

1. The parties agree that Ho-Ho-Kus shall be the lead agency for purposes of this Agreement.
2. The Agreement will become effective January 1, 2026 and upon adoption of the appropriate authorizing resolutions of Allendale and Ho-Ho-Kus, The Agreement will continue until December 31, 2026.
2. The Municipal Court Administrator of Ho-Ho-Kus (CMCA) will perform all essential services required for and behalf of the Municipal Court of Allendale. Such services shall be in accordance with and subject to all applicable State statutes, laws, rules and regulations. Timely reports will be submitted to the appropriate supervising authority with copies to Allendale as necessary and required.
4. The CMCA will receive all fines and other payments and perform all administrative functions relating to the Allendale Municipal Court from the Ho-Ho-Kus Municipal Court office. Allendale will arrange for proper notification on all tickets and complaints as to the appropriate Ho-Ho-Kus address and telephone number for Municipal Court business.

5. As lead agency, Ho-Ho-Kus will pay the salary and benefits of the CMCA as well as the Municipal Court operating expenses. Allendale and Ho-Ho-Kus will share the salaries of the CMCA and Acting Municipal Court Administrator on the percentage listed below prorated for the term of this Agreement. Allendale and Ho-Ho-Kus will also share the expenses of the benefits of the CMCA which will include pension contributions, social security and medicare matching and dental, prescription and medical insurance coverage on the following basis:

Ho-Ho-Kus 65% (sixty-five) Allendale 35% (thirty-five) The parties will also share other expenses of the Municipal Court on this basis. A summary of shared salaries, benefits and expenses is annexed hereto as Exhibit A and incorporated herein. Allendale will pay 100% (one hundred) of the expenses relating to the functions of Allendale Municipal Court sessions including acting judge services, court employee bonding costs, foreign language interpreters, miscellaneous funds including transcripts and sound recording maintenance.

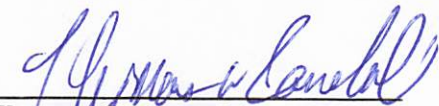
6. Allendale shall pay its pro rata cost for the salary and benefits of the CMCA, Acting Municipal Court Administrator and Violations Clerk as well as Allendale Municipal Court expenses under this Agreement on a quarterly basis in accordance with invoices to be issued by Ho-Ho-Kus. Payment shall be made within 30 (thirty) days of receipt of each invoice.
7. Ho-Ho-Kus and Allendale will conduct their regular Municipal Court sessions in their respective municipalities. The established practice of police appearances to coincide with shifts and Statewide case management guidelines and procedures shall continue.
8. The Municipal Court Judge, Municipal Prosecutor and Public Defender positions of each municipality will remain the same and continue their functions in the usual manner. These positions are appointed by the Mayor.

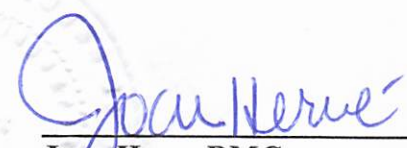
IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective Mayors and Corporate Seals to be hereto affixed and attested by their respective Borough Clerks as of the day and year first above written.

BOROUGH OF HO-HO-KUS
A Municipal Corporation

ATTEST:

By: _____


Thomas W. Randall
Mayor


Joan Herve RMC
Borough Clerk

BOROUGH OF ALLENDALE
A Municipal Corporation

ATTEST:

By: _____

Amy Wilczynski
Mayor

Linda Cervino RMC
Borough Clerk

ACKNOWLEDGEMENT OF CLERK

STATE OF NEW JERSEY)

) ss.:

COUNTY OF BERGEN)

BE IT REMEMBERED that on this _____ day of _____ 2025,
before me, the subscriber, a Notary Public of the State of New Jersey, personally
appeared Linda Cervino and made proof to my satisfaction, that she is the
Borough Clerk of said Borough of Allendale, a Municipal Corporation of the
State of New Jersey, that the Borough of Allendale is a party to the foregoing
Instrument, that she well knows the Corporate Seal of said Borough, and the seal
affixed to said Instrument is the Corporate Seal of said Borough and said seal was
so affixed and said Instrument signed and delivered by Amy Wilczynski who was
at the date hereof, Mayor of the Borough of Allendale in the presence of this
deponent, and said Amy Wilczynski at the same time acknowledged that she
signed, sealed and delivered the same as her voluntary act and deed as the voluntary
act and deed of said Borough by virtue of the authority from said Mayor and Council
of the Borough of Allendale and that deponent, at the same time, subscribed her
name to said Instrument as attesting witness to the execution thereof.

Sworn to and subscribed
Before me on the date aforesaid

Borough Clerk

Notary Public

ACKNOWLEDGEMENT OF CLERK

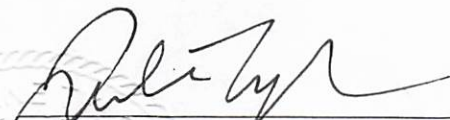
STATE OF NEW JERSEY)

) ss.:

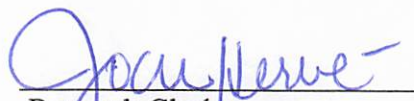
COUNTY OF BERGEN)

BE IT REMEMBERED that on this 30th day of October 2025,
before me, the subscriber, a Notary Public of the State of New Jersey, personally
appeared Joan Herve and made proof to my satisfaction, that she is the
Borough Clerk of said Borough of Ho-Ho-Kus, a Municipal Corporation of the
State of New Jersey, that the Borough of Ho-Ho-Kus is a party to the foregoing
Instrument, that she well knows the Corporate Seal of said Borough, and the seal
affixed to said Instrument is the Corporate Seal of said Borough and said seal was
so affixed and said Instrument signed and delivered by Thomas Randall who was
at the date hereof, Mayor of the Borough of Ho-Ho-Kus in the presence of this
deponent, and said Thomas Randall at the same time acknowledged that he
signed, sealed and delivered the same as her voluntary act and deed as the voluntary
act and deed of said Borough by virtue of the authority from said Mayor and Council
of the Borough of Ho-Ho-Kus and that deponent, at the same time, subscribed his
name to said Instrument as attesting witness to the execution thereof.

Sworn to and subscribed
Before me on the date aforesaid



Notary Public



Borough Clerk

Julianne Tyler
Notary Public of New Jersey
ID NO: 50193026
My Commission Expires April 25, 2027

HO-HO-KUS & ALLENDALE SHARED COURT ESTIMATED EXPENSES

JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

Salaries Actual

	<u>Total</u>	<u>Allendale at 35%</u>
Novelli-Salyer CMCA	\$87,666.00	\$30,683.00
Levitski Acting CMCA (50%)	\$2,040.00 (AT 50%)	\$1,020.00
Total Salaries	\$89,706.00	\$31,703.00

Social Security/Medicare

Novelli-Salyer \$87,666.00 X 7.65%	\$6,706.00	\$2,347.00
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PERS Employer Contribution

Novelli-Salyer \$87,666.00 X 16.36%	\$14,342.00	\$5,020.00
(PERS QUARTERLY AT 35% IS \$1,255.00)		

TOTAL SALARY EXPENSES	\$110,754.00	\$39,070.00
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Other Expenses Budgeted

Office Supplies	\$2,300.00	
Postage	\$3,300.00	
Telephone	\$250.00	
Association Dues	\$150.00	
Training Expenses	\$2,000.00	
New Equipment Purchases	\$900.00	
Traffic Tickets	\$1,000.00	
Computer Supplies	\$1,500.00	
Law Book Updates	\$4,000.00	
TOTAL OTHER EXPENSES	\$15,400.00	\$5,390.00
Health/RX/Dental Insurance	\$34,700.00	\$12,145.00
TOTAL:	\$160,854.00	\$56,605.00

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

DATE: 11/13/2025

RESOLUTION# 25-240

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on
Consent Agenda

AUTHORIZATION TO ADVERTISE BID SPECIFICATIONS FOR AS-NEEDED SNOW PLOWING & REMOVAL SERVICES OF BOROUGH ROADWAYS FOR JANUARY, FEBRUARY, MARCH, NOVEMBER AND DECEMBER OF 2026 AND SALTING OF ALL MUNICIPAL AND SPECIFIED PRIVATE ROADS AND PUBLIC AREAS IN THE BOROUGH OF ALLENDALE

BE IT RESOLVED the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey does hereby authorize the Borough Clerk to advertise and thereby solicit and accept sealed bids in accordance with State law for as-needed snow plowing & Removal Services of Borough roadways for January, February, March, November and December 2026, as well as salting of all municipal and specified private roads and public areas in the Borough of Allendale

BE IT RESOLVED the Borough of Allendale will be supplying the salt; and

BE IT FURTHER RESOLVED that the final bid 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 November 13, 2025.

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 11/13/2025

RESOLUTION# 25-241

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

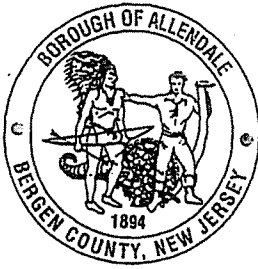
APPROVAL OF NOVEMBER 13, 2025 LIST OF BILLS

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, that it hereby approves the Bill List dated November 13, 2025 in the amounts of:

Bill List Numbers	November 13, 2025
Current Fund	\$ 2,867,865.79
Payroll Account	191,417.87
General Capital	58,854.02
Animal Fund	
Grant Fund	
COAH/Housing Trust	4,072.50
Improvement & Beautification	
Trust Fund	10,996.34
Unemployment Fund	2,120.99
Water Operating	
Water Capital	
Total	\$ 3,135,327.51

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on November 13, 2025.

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.ALLENDALE.NJ.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 11/13/35

Alison Altano
Alison Altano
Chief Financial Officer