



BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
MEETING AGENDA & MATERIALS
THURSDAY,
SEPTEMBER 18, 2025
7:00 P.M.

AGENDA
BOROUGH OF ALLENDALE
MAYOR AND COUNCIL
COMBINED WORK AND REGULAR SESSION
SEPTEMBER 18, 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 September 4, 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:

PRESENTATIONS:

A. Honoring the Red-Shouldered Hawk as the Borough's Official "Honorary Bird".

APPROVAL OF MINUTES: August 14, 2025 and September 4, 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 25-211:	Authorizing Cancellation of Remaining Balance on 2020 Neglia Engineering Contract.
RES 25-212:	Approval of Ural, Arda & Cagla VS. Borough of Allendale Tax Appeal Settlement.
RES 25-213:	Approval To Submit an Award Extension Request For LA-2024 Allendale Borough Renovation to Memorial Park Walkways Phase 1 02 To The New Jersey Department of Transportation.
RES 25-214:	Approving Per Diem Mutual Aid Agreement for Water Emergency Standbys.
RES 25-215:	Approval of Review and Certification of Annual Report of Audit for the FY ending 12/31/2024.
RES 25-216:	Approval of Corrective Action Plan – Report of Audit for Fiscal Year Ending 12/31/2024.
RES 25-217:	Approval of September 18, 2025 List of Bills.

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 09/16/2025 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: 09/18/2025

RESOLUTION# 25-211

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

**AUTHORIZING CANCELLATION OF REMAINING BALANCE ON
2020 NEGLIA ENGINEERING CONTRACT**

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

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

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

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

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 09/18/2025

RESOLUTION# 25-212

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

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

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

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

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

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

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

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 09/18/2025

RESOLUTION# 25-213

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

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

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

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk

Amy Wilczynski
Mayor

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

DATE: 09/18/2025

RESOLUTION# 25-214

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

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

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

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

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

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

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

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk

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

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

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

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

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

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

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

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

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

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

 #940
Responsible Officer of Responding Agency

Date: 8 / 28 / 2025

Governing Body Representative of Responding Agency

Date: ____ / ____ / ____

Authorized Representative of Requesting Agency

Date: ____ / ____ / ____

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

DATE: 09/18/2025

RESOLUTION# 25-215

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

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

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

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

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

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

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

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

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

DATE: 09/18/2025

RESOLUTION# 25-215

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

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

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk

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

DATE: 09/18/2025

RESOLUTION# 25-216

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

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

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

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

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk

BOROUGH OF ALLENDALE, NJ

CORRECTIVE ACTION PLAN REPORT

2024 AUDIT – YEAR ENDED DECEMBER 31, 2024

Finding/Condition No. 1

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

Recommendation

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

Explanation and
Corrective Action

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

Implementation Date

February 1, 2025

Finding/Condition No. 2

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

Recommendation

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

Explanation and
Corrective Action

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

Implementation Date

September 5, 2025

Finding/Condition No. 3

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

Recommendation

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

Explanation and
Corrective Action

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

Implementation Date

September 5, 2025

Finding/Condition No. 4*

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

Recommendation

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

Explanation and
Corrective Action

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

Implementation Date

September 5, 2025

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

DATE: 09/18/2025

RESOLUTION# 25-217

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

☐ Carried
☐ Defeated
☐ Tabled
☐ Approved on Consent
Agenda

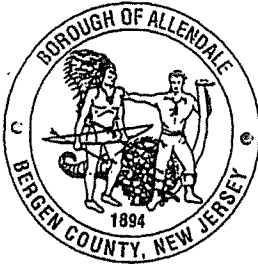
APPROVAL OF SEPTEMBER 18, 2025 LIST OF BILLS

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

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

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

Linda Louise Cervino, RMC
Municipal Clerk



THE BOROUGH OF ALLENDALE

N E W J E R S E Y

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

OFFICE OF TAX COLLECTOR
OFFICE OF CHIEF FINANCIAL OFFICER

201-818-4400 EXT 205

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

Certified 9/18/2025

Alison Altano
Alison Altano
Chief Financial Officer