MAYOR AND COUNCIL
BOROUGH OF CLOSTER

WORK SESSION AGENDA: WEDNESDAY ~ NOVEMBER 12, 2025 at 7:00 PM

THIS REGULARLY SCHEDULED MEETING OF THE CLOSTER MAYOR AND COUNCIL WILL BE HELD IN-PERSON, TELEPHONICALLY, and VIA ZOOM VIDEO. You may join the Zoom meeting including video by accessing the information posted in the Borough Calendar on the Borough website by visiting www.closterboro.com and clicking the link on the left sidebar for Calendars and Notice of Meetings and click on the corresponding date. To join via Telephone Audio Only: +1 301-715-8592; MEETING ID: 864 2063 3673; PASSWORD: 8675309

1. **PLEDGE OF ALLEGIANCE**

2. **OPEN PUBLIC MEETINGS ACT STATEMENT**
This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of 2025 Mayor and Council Meetings which was published in The Record on December 29, 2024 and The Star-Ledger on December 30, 2024, was posted on the Municipal Clerk's bulletin board and on the Borough website, and has remained posted as the required notices under the Statute. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

3. **ROLL CALL**
Mayor Glidden
Councilwoman Amitai
Councilman Cho
Councilwoman Chung
Councilwoman Latner
Councilwoman Maroules
Council President Yammarino

4. **PRESENTATION:**
Halloween Home Decorating Contest

5. **REVIEW AND DISCUSSION OF COMMUNICATION ITEMS:**
   a. Mail List of October 24, 2025
   b. Mail List of October 31, 2025
   c. Mail List of November 7, 2025

6. **APPROVAL OF MINUTES:**
   a. Work Session and Regular Meeting on July 23, 2025

7. **ORDINANCES:**

ADOPTION:

a. **ORDINANCE NO. 2025:1374**
ORDINANCE AMENDING CHAPTER 56 OF THE ORDINANCES OF THE BOROUGH OF CLOSTER, ENTITLED: RECREATION COMMISSION, BOARD OF, TO REQUIRE BACKGROUND CHECKS FOR CERTAIN RECREATION EMPLOYEES, CONTRACTORS, AND VOLUNTEERS

b. **ORDINANCE NO. 2025:1375**
AN ORDINANCE APPROPRIATING A SUM NOT TO EXCEED $20,000.00 FROM OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR

PARK, FARMLAND, AND HISTORIC PRESERVATION IMPROVEMENTS

INTRODUCTION:

a. **ORDINANCE NO. 2025:1376**
AN ORDINANCE APPROPRIATING A SUM NOT TO EXCEED $75,000 FROM OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR PARK, FARMLAND, AND HISTORIC PRESERVATION IMPROVEMENTS FOR MACBAIN FARM

b. **ORDINANCE NO. 2025:1377**
ORDINANCE AMENDING CHAPTER 183 OF THE ORDINANCES OF THE BOROUGH OF CLOSTER ENTITLED: VEHICLES AND TRAFFIC, SPECIFICALLY, §181-1; §181-13; §181-22, §183-45 AND §183-46

c. **ORDINANCE NO. 2025:1378**
ORDINANCE AMENDING CHAPTER 183 OF THE ORDINANCES OF THE BOROUGH OF CLOSTER ENTITLED: VEHICLES AND TRAFFIC, SPECIFICALLY, CREATING PART 9, ARTICLE XX, E-BIKES, SCOOTERS AND BICYCLES

8. **REVIEW AND DISCUSSION OF CONSENT AGENDA ITEMS FOR REGULAR MEETING**

*25-265 BILLS LIST

*25-266 ADOPT THE AFFIRMATIVE MARKETING PLAN FOR THE AFFORDABLE HOUSING UNIT LOCATED AT 162 CLOSTER DOCK ROAD

*25-267 AUTHORIZING THE EXECUTION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE BOROUGH OF CLOSTER AND PBA LOCAL 233

*25-268 APPROVING FORFEITURE OF TREE BOND – 68 WILSON PLACE

*25-269 APPROVING CLOSURE OF ESCROW AND BOND ACCOUNTS

*25-270 AUTHORIZE HEALTH SAVINGS ACCOUNT (HSA) PAYMENTS FOR ELIGIBLE RETIREES ENROLLED IN THE HEALTH INSURANCE HIGH DEDUCTIBLE PLAN

*25-271 APPROVAL FOR 50 RAILROAD AVENUE, LLC V. CLOSTER BOROUGH TAX APPEAL SETTLEMENT

*25-272 TAX SALE FORFEITURE – 125 KNICKERBOCKER ROAD

*25-273 ADOPTING EMPLOYEE MANUAL, EMPLOYEE HANDBOOK, AND VOLUNTEER HANDBOOK

*25-274 AUTHORIZING THE EXECUTION OF THE 2026 SHARED SERVICES AGREEMENT FOR THE PROVISION OF 911 COMMUNICATIONS AND PUBLIC SAFETY DISPATCH SERVICES

*25-275 AUTHORIZING THE EXECUTION OF THE AGREEMENT TO RENEW THE HOST COMMUNITY RECYCLING CONTRACT BETWEEN I.W.S. AND THE BOROUGH OF CLOSTER

*25-276 ADOPTING THE AFFORDABILITY ASSISTANCE MANUAL, ACCESSORY APARTMENT MANUAL AND REHABILITATION MANUAL FOR THE BOROUGH OF CLOSTER

*25-277 AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST – CUSTOM BANDAG INC.

*25-278 AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST – CHAUMONT MOTORS LLC

*25-279 AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST – P&G AUTO INC.

*25-280 AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST – PARTS AUTHORITY INC.

*25-281 AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS AND INSTALLATION FROM SPECIAL LAW ENFORCEMENT TRUST – SPECTRUM COMMUNICATIONS

*25-282 AUTHORIZING PURCHASE OF POLICE UTILITY CART FROM SPECIAL LAW ENFORCEMENT TRUST

*25-283 AUTHORIZING PURCHASE OF POLICE VEHICLE GRAPHICS FROM SPECIAL LAW ENFORCEMENT TRUST – SPECTRUM COMMUNICATIONS

*25-284 AUTHORIZING PURCHASE OF POLICE VEHICLE GRAPHICS FROM SPECIAL LAW ENFORCEMENT TRUST – SPECTRUM COMMUNICATIONS

9. **PROFESSIONAL REPORTS**
   a. BOROUGH CLERK
   b. BOROUGH ENGINEER
   c. BOROUGH ADMINISTRATOR
   d. CHIEF OF POLICE

10. **MOTION**
   a. Approval from the Mayor and Council to approve a new Junior member of the Fire Department Brandon Cho

11. **OLD BUSINESS**

12. **NEW BUSINESS**

13. **OPEN MEETING FOR PUBLIC COMMENTS (5 MINUTE LIMIT)**

14. **ADJOURNMENT**

AGENDA SUBJECT TO CHANGE

BOROUGH OF CLOSTER
ORDINANCE NO. 2025:1374

ORDINANCE AMENDING CHAPTER 56 OF THE ORDINANCES OF THE BOROUGH OF CLOSTER, ENTITLED: RECREATION COMMISSION, BOARD OF, TO REQUIRE BACKGROUND CHECKS FOR CERTAIN RECREATION EMPLOYEES, CONTRACTORS, AND VOLUNTEERS

WHEREAS, the Mayor and Council of the Borough of Closter desire to ensure that the Borough is providing the safest possible recreation programs for its youth; and

WHEREAS, the Recreation Commission has recommended that certain employees, contractors, and volunteers of the Recreation Commission who have regular supervised or unsupervised access to minors involved in such programs sponsored or co-sponsored by the Commission or the Borough, be required to submit to criminal history background checks at their own expense; and

WHEREAS, the Borough of Closter would like all programs that are funded or supported by the Borough or Recreation Commission, in whole or in part be required to perform criminal background checks as a condition of employment, contracting or volunteering for certain positions; and

WHEREAS, N.J.S.A.15A:3A-1 et seq. authorizes and provides for criminal history record background checks of employees, contractors and volunteers of non-profit youth serving organizations as defined in said statute; and

WHEREAS, N.J.S.A. 15A:3A-1 permits non-profit youth-serving organizations to request criminal background checks on current and prospective employees, contractors or volunteers, in order to check the criminal histories of those employees, contractors or volunteers who have direct contact with minors, in order to eliminate those with convictions for certain crimes and disqualify certain current or prospective employees, contractors and volunteers who have been convicted of certain offenses; and

WHEREAS, N.J.S.A 40A:48-1.4 provides that a Borough may enact an ordinance providing that an authorized municipal official or officer may request a criminal history record background check of any person for an official governmental purpose, including, but not limited to, employment, licensing, and the procurement of services; and

WHEREAS, the ordinance shall provide that the person shall submit to being fingerprinted in accordance with applicable State and Federal laws, rules, and regulations, and shall further provide that the official or officer is authorized to receive criminal history record information and that official or officer shall maintain the security and confidentiality of those records.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Closter, in the County of Bergen, State of New Jersey, as follows:

SECTION 1.

Add the following text to § 56-4 Powers and Duties:

(6) To determine the current and prospective employees, contractors and volunteers who are required to undergo background checks pursuant to § 56-7 of this chapter and to notify those individuals of this requirement.

SECTION 2.

Add new § 56-7, as follows:

§ 56-7 Criminal History Background Checks Required for Certain Employees, Contractors and Volunteers.

(1) Definitions.

As used in this section, the following terms shall have the meanings indicated:

"Criminal History Record Background Check" means a determination of whether a person has a criminal record by cross-referencing that person's name and fingerprints with those on file with the Federal Bureau of Investigation, Identification Division and/or the New Jersey State Bureau of Identification in the Division of State Police.

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"Borough" means the Borough of Closter.

"Recreation Commission" means the Closter Recreation Commission.

"Recreation Commission Sponsored or Co-sponsored Youth Programs" means any program sponsored or co-sponsored by the Recreation Commission and/or the Borough, including all leagues, boards, committees, and commissions affiliated with, falling within the purview of, or acting for or on behalf of the Borough or the Recreation Commission and having contact with persons under the age of 18 years. This includes, but is not limited to, the following sporting activities: baseball; softball; soccer; football; basketball; wrestling; tennis; and golf.

"Youth Program " means any program that allows for participation in activities by those persons under 18 years of age. Activities may include, but are not limited to, sporting or athletic activities, passive recreation groups, clubs or camps, and trips or other activities whereby some control and responsibility for children is assigned to some person acting for or on behalf of a Borough or Recreation Commission sponsored or co-sponsored youth program other than a parent or caregiver.

(2) Individuals Subject to Background Checks.

As determined by the Board of the Recreation Commission, certain adults, those persons 18 years of age or older, including but not limited to current and perspective employees, contractors, coaches, assistant coaches, or similar positions involved in educating, directing or supervising youth, and in any way assisting in a municipal-sponsored or co-sponsored function participated in by children, shall submit to a Criminal History Background Check when notified by the Board that they are required to do so. At the discretion of the Board of the Recreation Commission, parent chaperones for certain events shall not be required to undergo criminal background checks.

(3) Completed Background Checks Required to be Submitted to the Recreation Director and Borough Administrator.

The completed Criminal Background Check must be provided to and approved by the Recreation Director and the Borough Administrator before the employee, contractor or volunteer may participate in any Borough or Recreation Commission sponsored or co-sponsored Youth Programs. Upon receipt of the completed background check, the Recreation Director or the Borough Administrator shall review the affirmative or negative results. Details in the background check that result in a negative determination by the State Police are not afforded to the Recreation Director or Borough Administrator and are only available to the applicant upon making a formal request to the State Bureau of Investigation.

(4) Disqualification.

A. In the event the criminal background check reveals any prior convictions for crimes or offenses which negatively impact the health, safety, and welfare of children, said person shall not be qualified to participate in any official capacity in any function for persons under the age of 18 years held at any Borough-owned facilities. Such offenses shall include, but are not be limited to:

1. Crimes of a 3rd degree or higher, such as crimes involving violence, assault, reckless endangerment, threats, stalking, sexual assault, or kidnapping, and crimes involving the distribution and sale of large quantities of illegal drugs.

2. Crimes against the family, children, or incompetents, such as endangering the welfare of a child.

B. The list of crimes and violations contained in this section is for illustrative purposes only and shall not be construed as a limitation on those criminal activities or violations that would be grounds to disqualify a person from assisting with youth-related activities as indicated herein.

C. Refusal by individuals required to submit to background checks will result in an immediate dismissal of the individual from any municipal-sponsored activities requiring background checks.

(5) Frequency of Background Checks.

Following the initial Background Check, thereafter, every three (3) years, a new background check shall be submitted to the Recreation Director or Borough Administrator.

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(6) Appeals of Disqualification.

A. Any person whose criminal history background check disqualifies that person from employment, from contracting or from volunteering may appeal his or her disqualification.

1. Appeal re: Accuracy of Record. A person may challenge the accuracy of the criminal history record.

(a) A challenge to the accuracy of the report shall be filed with the Recreation Director or Borough Administrator, who shall coordinate the challenge with the New Jersey State Police.

2. Appeal Alleging Rehabilitation. A person may claim to be rehabilitated.

(a) No person may appeal a disqualification on the grounds of rehabilitation if the person has been disqualified because that person has been convicted, adjudicated delinquent or acquitted by reason of insanity of aggravated sexual assault; sexual assault; aggravated criminal sexual contact; kidnapping; endangering the welfare of a child by engaging in sexual conduct which would impair or debauch the morals of the child; endangering the welfare of a child; luring or enticing; criminal sexual contact; false imprisonment, if the victim is a minor and the offender is not the parent of the victim; knowingly promoting prostitution of a child; or an attempt to commit any of these offenses.

(b) Appeals Committee. An appeal based on rehabilitation shall be made to an Appeals Committee, which shall consist of the Chief of Police, the Council liaison to the Recreation Commission, and a designee of the Closter Police Department. Any such appeal must be made within thirty (30) days of receipt of the notice of disqualification.

(c) Rehabilitation Criteria. In determining whether a person has affirmatively demonstrated rehabilitation, the Appeals Committee shall consider the following factors:

1. The nature and responsibility of the position which the convicted person would hold or has held, as the case may be;
2. The nature and seriousness of the offense;
3. The circumstances under which the offense occurred;
4. The date of the offense;
5. The age of the person when the offense was committed;
6. Whether the offenses were an isolated or repeated incident;
7. Any social conditions which may have contributed to the offense; and,
8. Any other evidence of rehabilitation, including good conduct in prison or the community, counseling or psychiatric treatment received, acquisition of additional academic or vocational schooling, successful participation in correctional work release programs, or the recommendation of those who have had the person under their supervision.

(d) If the Appeals Committee determines that the disqualified person has been successfully rehabilitated, it shall enter that person's name on the list of qualified employees, contractors and volunteers maintained by the Recreation Commission.

(7) Privacy and Confidentiality.

A. All criminal background checks supplied to the Recreation Director and Borough Administrator shall be filed and maintained in a secure and locked cabinet or room within the personnel department and shall not be available to the public. The Recreation Director and Borough Administrator shall take appropriate steps to safeguard such records. The records shall be exempt from public disclosure under the common law or the New Jersey Right to Know Law, or the Open Public Records Act (OPRA). The records shall only be retained for such period of time as is necessary to serve their intended and authorized purpose, and thereafter shall be destroyed.

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B. This information shall be limited solely to the authorized purpose for which it was given, and it shall not be disseminated to any unauthorized persons. Any person violating federal or state regulations governing access to criminal history records information may be subject to criminal and/or civil penalties.

(8) Penalties

A. Any individual who has been advised, verbally or in writing of his/her disqualification to participate and continues to participate upon conviction thereof in a proceeding before a court of competent jurisdiction shall be subject to the following fines:

1. A fine of not less than two hundred fifty dollars ($250.00) and not more than one thousand two hundred dollars ($2,500.00).

2. Each continuing violation of this chapter shall constitute a separate offense.

SECTION 3.

Except as amended by this Ordinance, all other provisions of Chapter 56 shall remain in full force and effect.

SECTION 4.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

SECTION 5.

If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION 6.

This Ordinance shall take effect immediately upon final publication as provided by law.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Introduced: October 22, 2025
Adopted:

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

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BOROUGH OF CLOSTER
ORDINANCE NO. 2025:1375

AN ORDINANCE APPROPRIATING A SUM NOT TO EXCEED $20,000.00 FROM OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR PARK, FARMLAND, AND HISTORIC PRESERVATION IMPROVEMENTS

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

SECTION 1. The Borough of Closter does hereby appropriate the sum of **$20,000.00** from the Open Space, Recreation, Farmland, and Historic Preservation Trust Fund for park, farmland, and historic preservation improvements. A list of the authorized improvements is attached to this Ordinance as Exhibit A. The authorization to pay for the items on Exhibit A shall expire after 24 months from the date of adoption of this Ordinance. Thereafter, the funds for items that are not complete shall be returned to the Open Space, Recreation, Farmland, and Historic Preservation Trust.

SECTION 2. The Capital Budget is amended to conform with the provisions of this Ordinance to the extent of any inconsistency therewith and resolutions promulgated by the Local Finance Board showing full detail of the amended budget and capital programs as approved by the Director, Division of Local Government Services, on file with the Borough Clerk, and is available for public inspection.

SECTION 3. The following matters are hereby determined, declared, recited, and stated:

A. The same purpose described in Section 1 is not a current expense, but is an improvement which the Borough may lawfully make;
B. The average period of usefulness for the purposes described in Section 1 is hereby determined to be a period of more than five years;
C. All expenses related to the purchases described in Section 1 are charged as part of the cost of the purpose to be financed.

SECTION 4. This Ordinance shall take effect upon final passage and publication in accordance with law.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Introduced: October 22, 2025
Adopted:

ATTEST: APPROVED BY:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

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Open Space 2025 #2

Environmental Commission - $20,000.00

Environmental Resource Inventory
Contract with Rutgers
Printing, display, and presentation of ERI

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BOROUGH OF CLOSTER
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO. 2025:1376

AN ORDINANCE APPROPRIATING A SUM NOT TO EXCEED $75,000 FROM OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR PARK, FARMLAND, AND HISTORIC PRESERVATION IMPROVEMENTS FOR MACBAIN FARM

WHEREAS, at the public meeting held on November 23, 2023, the Governing Body of the Borough of Closter adopted Ordinance 2023-1326, appropriating a sum not to exceed $880,000 from Open Space, Recreation, Farmland and Historic Preservation Trust Fund for Park, Farmland and Historic Preservation Improvements; and

WHEREAS, that sum included an appropriation of $75,000 for various repairs to MacBain Farm; and

WHEREAS, under New Jersey law, Ordinance 2023-1326 and the appropriations therein shall expire on November 23, 2025 and the funds for items not completed shall be returned to the Open Space, Recreation, Farmland, and Historic Preservation Trust on that date; and

WHEREAS, the repairs to MacBain Farm have not yet been completed, therefore, the Governing Body does hereby appropriate the sum of $75,000 from the Open Space, Recreation, Farmland, and Historic Preservation Trust Fund for park, farmland, and historic preservation improvements for various improvements to MacBain Farm.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey, as follows:

SECTION 1. The Borough of Closter does hereby appropriate the sum of $75,000.00 from the Open Space, Recreation, Farmland, and Historic Preservation Trust Fund for park, farmland, and historic preservation improvements for various improvements to MacBain Farm. This appropriation shall expire after 24 months from the date of adoption of this Ordinance. Thereafter, the funds for items that are not complete shall be returned to the Open Space, Recreation, Farmland, and Historic Preservation Trust.

SECTION 2. The Capital Budget is amended to conform with the provisions of this Ordinance to the extent of any inconsistency therewith and resolutions promulgated by the Local Finance Board showing full detail of the amended budget and capital programs as approved by the Director, Division of Local Government Services on file with the Borough Clerk and is available for public inspection.

SECTION 3. The following matters are hereby determined, declared, recite and stated:

A. The same purpose described in Section 1 is not a current expense, but is an improvement which the Borough may lawfully make;
B. The average period of usefulness for the purposes described in Section 1 is hereby determined to be a period of more than five years;
C. All expenses related to the purchases described in Section 1 are charged as part of the cost of the purpose to be financed.

SECTION 4. This Ordinance shall take effect upon final passage and publication in accordance with law.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Council President Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Introduced:
Adopted:

ATTEST: **APPROVED:**

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

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BOROUGH OF CLOSTER
ORDINANCE NO.: 2025-1377

ORDINANCE AMENDING CHAPTER 183 OF THE ORDINANCES OF THE BOROUGH OF CLOSTER ENTITLED: VEHICLES AND TRAFFIC, SPECIFICALLY, §181-1; §181-13; §181-22, §183-45 AND §183-46

WHEREAS, the Chief of Police of the Borough of Closter has recommended certain changes be made to the Borough's Code, Chapter 183, Vehicles and Traffic, in order to protect the public health, safety, convenience, and general welfare of the residents; and

WHEREAS, the Ordinance Committee has reviewed the proposed changes and recommends they be adopted; and

WHEREAS, the Borough Attorney has reviewed the proposed changes and deems them to be in order.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Closter, Bergen County, New Jersey, that Chapter 183 of the Borough's Code is amended as follows.

SECTION 1.

§ 183-1 Definitions shall be amended to include the following text:

Safety Zone within the Borough of Closter Business District – shall be created to enforce parking regulations already existing, such as crosswalks, fire hydrants, and no parking on corners, with the assistance of electronic devices. This zone will be on Closter Dock Road and all intersecting streets between Lewis Street and Harrington Avenue.

SECTION 2.

§ 183-13 Parking prohibited in areas, use of marked spaces, and idling of commercial vehicles shall be amended to add paragraph D, with the following text:

D. Parking violations within the Safety Zone using the aid of electronic devices shall be punishable by a fine of $50.00 per violation.

SECTION 3.

§ 183-22 Violations and Penalties shall be amended as follows:

Delete the current text and replace it with the paragraph below.

Any person violating any provision of this Part 1 shall, upon conviction thereof, be punished by a fine as set forth in Chapter 1 General Provisions, Article II, Violations and Penalties, of this Code, except that Violations in the Safety Zone within the Borough of Closter Business District shall be punishable by a fine of $50.00.

SECTION 4.

§ 183-45, Schedule 1I, No Parking Certain Hours, Paragraph A. shall be amended to include the following text:

Name of Street	Side	Hours	Location
Irving Avenue	South	9:00 a.m. to 4:00 p.m., school days only	Entire length of road

SECTION 5.

§ 183-46 Schedule III, No Stopping or Standing, shall be amended to include the following text:

Name of Street	Side	Hours	Location
Ruckman Road	West	Any time	500 feet west of the westerly curbline of Piermont Road

SECTION 6.
Except as amended by this Ordinance, all other provisions of Chapter 183 shall remain in full force and effect.

SECTION 7.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

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SECTION 8.

If any article, section, subsection, paragraph, phrase, or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase, or sentence shall be deemed severable.

SECTION 9.

This Ordinance shall take effect immediately upon final publication as provided by law.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Introduced:
Adopted:

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

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BOROUGH OF CLOSTER
ORDINANCE NO. 2025:1378

ORDINANCE AMENDING CHAPTER 183 OF THE ORDINANCES OF THE BOROUGH OF CLOSTER ENTITLED: VEHICLES AND TRAFFIC, SPECIFICALLY, CREATING PART 9, ARTICLE XX, E-BIKES, SCOOTERS AND BICYCLES

WHEREAS, the Governing Body of the Borough of Closter has deemed it necessary to amend certain sections of the Borough's Code, Chapter 183, Vehicles and Traffic, in order to protect the public health, safety, convenience, and general welfare of the residents; and

WHEREAS, the Ordinance Committee has reviewed the proposed changes and recommends they be adopted; and

WHEREAS, the Borough Attorney has reviewed the proposed changes and deems them to be in order.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Closter, Bergen County, New Jersey, that Chapter 183 of the Borough's Code is amended to as follows.

SECTION 1.

There is hereby created Chapter 183, Part 9, Article XX entitled E-Bikes, Scooters and Bicycles which shall contain the following provisions.

ARTICLE XX **E-Bikes, Scooters and Bicycles**

§ 183-96. Purpose and intent.

The purpose and intent of this Article is to establish regulations and guidelines for the operation of low-speed electric bicycles, low-speed electric scooters and bicycles within the Borough of Closter. It is not primarily intended to penalize individuals who operate these vehicles in violation of the provisions contained herein, but rather to educate both children and adults regarding proper and safe riding practices, to ensure their safety and welfare and the safety and welfare of motorists and pedestrians, and to make riding an enjoyable experience.

§ 183-97. Definitions.
As used in this chapter, the following terms shall have the meanings indicated:

BICYCLE — Any device having a wheel or wheels with solid or pneumatic tires 12 inches or more in diameter, connected by a frame and so constructed as to be propelled by human power, except that bicycles equipped with training wheels and tricycles when used by young children shall not be so included.

LOW-SPEED ELECTRIC BICYCLE — As defined in N.J.S.A. 39:1-1, includes a two- or three- wheeled vehicle with fully operable pedals and an electric motor of less than 750 watts, that meets the requirements of one of the following classifications: "class 1 low-speed electric bicycle," which means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour; or "class 2 low-speed electric bicycle," which means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

LOW-SPEED ELECTRIC SCOOTER — Includes a scooter, as defined in N.J.S.A. 39:1-1, with a floorboard that can be stood upon by the operator, with handlebars, and with an electric motor that is capable of propelling the device with or without human propulsion at a maximum speed of less than 19 miles per hour. Shall also include a wheeled device that can be stood upon by the operator, with or without handlebars and with an electric motor that is capable of propelling the device with or without human propulsion.

§ 183-98. Low-speed electric bicycles or low-speed electric scooters.

Any use of low-speed electric bicycles or low-speed electric scooters shall be in accordance with applicable federal and state laws, including but not limited to N.J.S.A. 39:4-14.16 and any amendments to such.

§ 183-99. Safety rules and regulations for low-speed electric bicycles and low-speed electric scooters.

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A. It shall be unlawful for any person to ride or operate a low-speed electric bicycle or a low- speed electric scooter upon the public rights-of-way in the Borough of Closter unless such person rides or operates such low-speed electric bicycle or a low-speed electric scooter in accordance with the following rules and regulations:

(1) Lights and reflectors. Every low-speed electric bicycle or low-speed electric scooter when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front, and with a lamp on the rear which shall emit a red light visible from a distance of at least 500 feet to the rear.

(2) Audible signal device. No person shall operate a low-speed electric bicycle or a low-speed electric scooter with handlebars unless it is equipped with a device capable of giving a signal audible for a distance of at least 100 feet, except that such shall not be equipped with nor shall any person use upon such any siren or whistle.

(3) Positions of hands and feet. A person propelling or riding a low-speed electric bicycle or a low-speed electric scooter shall not ride other than upon or astride a permanent and regular seat attached thereto or in an upright position on a designated platform(s), nor shall any trick or fancy riding be performed.

(4) Hitching on vehicles prohibited. No person riding upon any low-speed electric bicycle or a low-speed electric scooter shall attach to any vehicle or moving device, and no operator of any vehicle or moving device shall knowingly allow any person riding upon a low-speed electric bicycle or a low-speed electric scooter to attach the same or themselves to such.

(5) Keeping to the right; passing; paths.

(a) Every person operating a low-speed electric bicycle or a low-speed electric scooter upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

(b) Persons riding on a low-speed electric bicycle or a low-speed electric scooter shall ride in single file, except on paths or parts of roadways set aside for the use of such.

(c) Wherever a usable path for a bicycle has been provided adjacent to a roadway, low-speed electric bicycle or low-speed electric scooter riders can use such path.

(6) Rights and duties of persons on low-speed electric bicycles or low-speed electric scooters. Every person riding a low-speed electric bicycle or a low-speed electric scooter upon a roadway shall be granted all the rights and shall be subject to all the duties applicable to the driver of a vehicle by Chapter 4 of Title 39 of the New Jersey Revised Statutes, and all supplements thereto, except as to those provisions thereof which by their nature can have no application. In particular, any person operating a low- speed electric bicycle or a low-speed electric scooter shall obey the instructions of official traffic control signals, signs and other control devices applicable to vehicles, unless otherwise directed by a police officer.

(7) Riding on sidewalks.

(a) No person shall ride a low-speed electric bicycle or a low-speed electric scooter upon a sidewalk within the Borough of Closter, or where signs prohibit the same. Whenever such person is riding a low-speed electric bicycle or a low-speed electric scooter upon a sidewalk or pedestrian right-of-way, such person shall ride in single file only, yield the right-of-way to any pedestrian and give an audible signal before overtaking and passing any pedestrian.

(b) No person shall ride a low-speed electric bicycle or a low-speed electric scooter upon a sidewalk in a business district between the hours of 9:00 a.m. and 9:00 p.m. within the Borough of Closter, or where signs prohibit the same.

(c) The Police Department is hereby authorized to erect signs on any roadway or sidewalk within the Borough of Closter where it is deemed necessary to prohibit the riding of low-speed electric bicycles or low-speed electric scooters thereon by any person; and when such signs are in place no person shall disobey the same.

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(8) Carrying articles. No person operating a low-speed electric bicycle or a low-speed electric scooter shall carry any package, bundle or article which prevents the rider from keeping both hands upon the handlebars.

(9) Parking. No person shall park a low-speed electric bicycle or a low-speed electric scooter upon a street except where an appropriate rack or spots are provided. All low- speed electric bicycles or low-speed electric scooters, when parked on sidewalks, shall be parked only in such manner as not to obstruct or impede the normal movement of pedestrian or other traffic or access to adjacent buildings.

(10) Speed. No person shall operate a low-speed electric bicycle or a low-speed electric scooter at speeds faster than are reasonable or proper, which in no case shall be in excess of legal speed limits, unless participating in an officially sponsored or sanctioned rally or road race.

(11) Reckless or careless riding. No person shall ride a low-speed electric bicycle or a low- speed electric scooter in a reckless or careless manner which endangers or is likely to endanger the safety or welfare of other persons or property.

(12) Carrying passengers. No person operating a low-speed electric bicycle or a low-speed electric scooter shall allow another person to ride as a passenger unless the passenger is carried in a proper bike seat, trailer or other accessory that complies with current regulations and contains adequate provision for retaining the passenger in place and for protecting the passenger; and the passenger is wearing a properly fitted and fastened helmet meeting the standards set forth in N.J.S.A. 39:4- 10.1.

B. The Police Department is hereby authorized to promulgate, with the approval of the Mayor and Borough Council, such further rules and regulations concerning registration, operation, equipment and safety of low-speed electric bicycles and low-speed electric scooters as deemed necessary from time to time.

§ 183-100. Safety rules and regulations for bicycles.

A. It shall be unlawful for any person to ride a bicycle upon the public rights-of-way in the Borough of Closter unless such person rides or operates such bicycle in accordance with the following rules and regulations:

(1) Lights and reflectors on bicycles. Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front, and with a lamp on the rear which shall emit a red light visible from a distance of at least 500 feet to the rear. In addition to the red lamp, a red reflector may be mounted on the rear, of a type approved by the New Jersey Motor Vehicle Commission, which shall be visible from all distances from 50 feet to 300 feet to the rear when directly in front of the lawful upper beams of the headlamps on a motor vehicle.

(2) Audible signal device. No person shall operate a bicycle unless it is equipped with a bell or other device capable of giving a signal audible for a distance of at least 100 feet, except that a bicycle shall not be equipped with nor shall any person use upon a bicycle any siren or whistle.

(3) Positions of hands and feet. A person propelling or riding a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto, nor shall ride with feet removed from the pedals or with both hands removed from the handlebars, nor shall there be any trick or fancy riding.

(4) Brakes. Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.

(5) Hitching on vehicles prohibited. No person riding upon any bicycle shall attach to any vehicle or moving device upon a roadway, and no operator of any vehicle shall knowingly allow any person riding upon a bicycle to attach to any vehicle or moving device.

(6) Keeping to the right; passing; paths.

(a) Every person operating a bicycle upon a roadway, unless upon a one-way street, shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

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(b) Persons riding bicycles shall ride in single file, except on paths or parts of roadways set aside for the exclusive use of bicycles.

(c) Wherever a usable path for bicycles has been provided adjacent to a roadway, bicycle riders shall use such path and shall not use the roadway or sidewalk.

(7) Rights and duties of persons on bicycles. Every person riding a bicycle upon a roadway shall be granted all the rights and shall be subject to all the duties applicable to the driver of a vehicle by Chapter 4 of Title 39 of the New Jersey Revised Statutes, and all supplements thereto, except as to those provisions thereof which by their nature can have no application. In particular, any person operating a bicycle shall obey the instructions of official traffic control signals, signs and other control devices applicable to vehicles, unless otherwise directed by a police officer.

(8) Riding on sidewalks.

(a) No person shall ride a bicycle upon a sidewalk in a business district between the hours of 9:00 a.m. and 9:00 p.m. within the Borough of Closter, or where signs prohibit the same.

(b) The Police Department is hereby authorized to erect signs on any roadway or sidewalk within the Borough of Closter where it is deemed necessary to prohibit the riding of bicycles thereon by any person; and when such signs are in place no person shall disobey the same.

(c) Whenever any person is riding a bicycle upon a sidewalk or pedestrian right-of-way, such person shall ride in single file only, yield the right-of-way to any pedestrian and give an audible signal before overtaking and passing any pedestrian.

(9) Carrying articles. No person operating a bicycle shall carry any package, bundle or article which prevents the rider from keeping both hands upon the handlebars.

(10) Parking. No person shall park a bicycle upon a street except where a bicycle rack is so provided. All bicycles, when parked on sidewalks, shall be parked only in such manner as not to obstruct pedestrian traffic or access to adjacent buildings.

(11) Speed. No person shall operate a bicycle at speeds faster than are reasonable or proper, which in no case shall be in excess of legal speed limits, unless participating in an officially sponsored or sanctioned rally or road race.

(12) Reckless or careless riding. No person shall ride a bicycle in a reckless or careless manner which endangers or is likely to endanger the safety or welfare of other persons or property.

(13) Carrying passengers. No person operating a bicycle shall allow another person to ride as a passenger on a bicycle unless the passenger is carried in a proper bike seat, trailer or other bicycle accessory that complies with the Snell Memorial Foundation, the Safety Equipment Institute, or the United States Consumer Product Safety Commission, and contains adequate provision for retaining the passenger in place and for protecting the passenger from moving parts of the bicycle; and such bike seat, trailer or other bicycle accessory is used in accordance with manufacturer's age and weight requirements and limitations; and the passenger is wearing a properly fitted and fastened helmet meeting the standards set forth in N.J.S.A. 39:4-10.1.

B. No one under 17 years of age may operate or ride upon a bicycle without wearing a properly fitted and fastened helmet which meets the requirements set forth in N.J.S.A. 39:4-10.1, specifically the standards of the American National Standards Institute (ANSI Z 90.4 bicycle helmet standard) or subsequently issued standards or supplements.

C. The Police Department is hereby authorized to promulgate, with the approval of the Mayor and Borough Council, such further rules and regulations concerning registration, operation, equipment and safety of bicycles as deemed necessary from time to time.

§ 183-101. Renting, hiring or leasing of bicycles, low-speed electric bicycles or low-speed electric scooters to the public.

All persons who rent, hire or lease bicycles, low-speed electric bicycles or low-speed electric scooters in the Borough of Closter shall maintain proper registration tags and licenses for each bicycle, low-speed electric bicycle or low-speed scooter and keep each bicycle, low-speed

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electric bicycle or low-speed electric scooter in a safe operating condition, and shall advise the persons using said bicycles, low-speed electric bicycles or low-speed electric scooters of the regulations for use in the Borough of Closter by posting a copy of this chapter in a conspicuous place where said bicycles are rented, hired or leased.

§ 183-102. Safety programs.

The Police Department is hereby authorized to provide within the Borough of Closter a bicycle, low-speed electric bicycle and low-speed electric scooter program, individually or in concert with the Board of Education of the Borough, the Motor Vehicle Commission, the County of Bergen or any other governmental, volunteer or service organization. Such programs may include lectures, courses in traffic safety, inspection programs and distribution of informational material relating to bicycle, low-speed electric bicycle or low-speed electric scooter safety.

§ 183-103. Incorporation of legislative provisions herein.

This chapter incorporates the provisions of New Jersey Revised Statutes 39:4-10 through 39:4-14.16, and further supplements said provisions.

§ 183-103. Riding prohibited in parks.

The riding of bicycles, low-speed electric bicycles or low-speed scooters shall be prohibited in public parks in the interest of safety. Designated bicycle paths and public pathways shall be excluded from this prohibition.

§ 183-104. Violations and penalties.

A. Juvenile operators.

(1) Upon failure to comply with or violation of any of the provisions of this chapter, or with any other safety regulation promulgated by the Police Department, except for violations of §183-100A(13) and 183-100B, a juvenile operator shall be issued a verbal warning by the enforcing officer of the nature of the violation and a notation of such may be made in the Department's files. If deemed warranted, the juvenile's parent or legal guardian may also be notified. Upon second and subsequent offenses, the juvenile's parents or guardian shall be notified of the violations, and the notifying officer shall advise the parent or guardian of the importance and need for safe bicycling and riding practices. The juvenile and the parent or legal guardian may be liable for a fine not to exceed $100 and/or a period of community service.

(2) For any violations of §183-100A(13) and 183-100B involving the lack of a proper safety helmet, the juvenile may be warned of the violation by the enforcing official. The parent or legal guardian of that juvenile may also be fined a maximum of $25 for the juvenile's first offense and a maximum of $100 for a subsequent offense if it can be shown that the parent or guardian failed to exercise reasonable supervision or control over the juvenile's conduct. Penalties for failure to wear a safety helmet may be waived if the juvenile or their parent or legal guardian presents suitable proof that an approved helmet was owned at the time of the violation or subsequently purchased.

B. Adult operators. Any person 18 years of age or older found in violation of any provision of this chapter or any safety regulation promulgated by the Police Department shall be subject to a fine not to exceed $500 at the discretion of the Judge before whom such person is convicted.

C. Any person or business association engaged in renting, hiring or leasing bicycles, low-speed electric bicycles or low-speed electric scooters in the Borough of Closter found to be in violation of §183-101of this chapter may be issued a summons and may be subject to a fine not to exceed $500, at the discretion of the Judge before whom such person is convicted.

D. Enforcement of this chapter may be completed by the Closter Police Department.

SECTION 2.

Except as amended by this Ordinance all other provisions of Chapter 183 shall remain in full force and effect.

SECTION 3.

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All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

SECTION 4.

If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION 5.

This Ordinance shall take effect immediately upon final publication as provided by law.

Introduced:
Adopted:

ATTEST: APPROVED BY:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

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BOROUGH OF CLOSTER
RESOLUTION #2025-265
NOVEMBER 12, 2025

BILLS LIST

WHEREAS, the claims listed below have been authorized and approved by the Chairman of the Committee, examined by the Finance Committee, and found correct.

THEREFORE, BE IT RESOLVED, that the Mayor and Council hereby authorize the payment of these claims, and that warrants be drawn therefore when funds are available.

Budgeted	**Amount**
Bergen County Tax	$ 2,058,632.51
County Open Space Tax	$ 91,415.75
Northern Valley High School	$ 0.00
Closter Board of Education	$ 1,969,493.00
2024 Budget Appropriations	$ 11,740.39
2025 Budget Appropriations - Operating Expenses	$ 176,072.15
Payroll 10/15/2025	$ 347,932.91
Payroll 10/30/2025	$ 320,762.05
Current Treasury Account October 9, 2025 to November 12, 2025	$ 4,976,048.76

Capital and Trust	**Amount**
Capital	$ 157,126.75
Escrow & Trust	$ 15,612.00
Recreation	$ 29,779.15
Animal	$ 15.00
Housing Trust	$ 1,170.00
Food Locker	$ 0.00
Open Space	$ -
HRA Insurance	$ 10,000.00

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

Mari J. Margiotta, Borough Clerk

Range of Checking Accts: 14SP REC VALLEY to 15 ANIMAL VB Range of Check Dates: 10/09/25 to 11/12/25
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
14SP REC VALLEY	SPECIAL RECREATION VALLEY					
150	11/03/25	FIRST027	FIRST STUDENT, INC.	3,675.00		8156
151	11/04/25	FIRST027	FIRST STUDENT, INC.	4,250.00		8161
152	11/12/25	ARIST000	ARISTA TROPHIES & AWARDS	1,706.15		8167
153	11/12/25	BULLE005	BULLETT-HEAD SALES	1,997.50		8167
154	11/12/25	GAMET010	GAMETIME UNIVERSITY LLC	14,068.00		8167
155	11/12/25	JOSEP080	JOSEPH A. VINCENTI	1,387.50		8167
156	11/12/25	NEWJE003	NEW JERSEY SPORTS ACADEMY	1,375.00		8167
157	11/12/25	SPORT010	SPORTS TIME, INC.	1,320.00		8167

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	8	0	29,779.15	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	8	0	29,779.15	0.00

15 ANIMAL VB	ANIMAL VALLEY					
15	11/12/25	NJDEP000	NJ DEPARTMENT OF HEALTH	15.00		8168

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	15.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	15.00	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	9	0	29,794.15	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	9	0	29,794.15	0.00

Totals by Year-Fund

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
RECREATION TRUST	T-14	29,779.15	0.00	0.00	29,779.15
DOG TRUST	T-15	15.00	0.00	0.00	15.00
Total Of All Funds:		29,794.15	0.00	0.00	29,794.15

Range of Checking Accts: 17FOODLOCKER-V to CURRENT MAN V Range of Check Dates: 10/09/25 to 11/12/25
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
17FOODLOCKER-V	FOOD LOCKER-VALLEY						
5	10/09/25	WAKEF005	WAKEFERN FOOD CORP	5,700.00		8136	
CURRENT MAN V	CURRENT MANUAL VALLEY						
510091	10/09/25	EB000000	EB EMPLOYEE SOLUTIONS, LLC	3,417.35		8133	
808	10/15/25			0.00	10/15/25 VOID	0	
510151	10/15/25	DOROT001	DOROTHY WOODS	3,240.00	10/15/25 VOID	8137	(Reason: Wrong bank account)
510152	10/15/25	DELTA005	DELTA DENTAL OF NEW JERSEY	7,676.89		8139	
510153	10/15/25	BORO0000	BORO OF CLOSTER - PAYROLL ACCT	347,932.91		8140	
510155	10/15/25	PAYRO000	PAYROLL AGENCY ACCOUNT	18,682.03	10/15/25 VOID	8140	(Reason: WRONG TOTAL AMOUNT)
510156	10/15/25	PAYRO000	PAYROLL AGENCY ACCOUNT	314.80		8140	
510157	10/15/25	PAYRO000	PAYROLL AGENCY ACCOUNT	18,439.25		8162	
510242	10/24/25	CLOST010	CLOSTER BOARD OF EDUCATION	1,969,493.00		8150	
510281	10/28/25	PAYRO000	PAYROLL AGENCY ACCOUNT	13,003.77		8153	
510282	10/28/25	BORO0000	BORO OF CLOSTER - PAYROLL ACCT	320,762.05		8153	
510283	10/28/25	NATIO005	NATIONAL BENEFIT SERVICES, LLC	50.00		8153	
510284	10/28/25	PAYRO000	PAYROLL AGENCY ACCOUNT	311.11		8153	
510311	10/31/25	HRA00000	HRA INSURANCE ACCOUNT	10,000.00		8155	
511041	11/04/25	COUNT010	COUNTY OF BERGEN	2,058,632.51		8159	
511042	11/04/25	COUNT020	COUNTY OPEN SPACE TRUST FUND	91,415.75		8159	
511051	11/05/25	NJSHB000	NJSHBP	128,899.37		8163	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	5,700.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	5,700.00	0.00

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	14	3	4,970,348.76	21,922.03
Direct Deposit:	0	0	0.00	0.00
Total:	14	3	4,970,348.76	21,922.03

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	15	3	4,976,048.76	21,922.03
Direct Deposit:	0	0	0.00	0.00
Total:	15	3	4,976,048.76	21,922.03

Totals by Year-Fund

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	4-01	77.11	0.00	0.00	77.11
CURRENT FUND	5-01	4,970,271.65	0.00	0.00	4,970,271.65
FOOD LOCKER TRUST	T-17	5,700.00	0.00	0.00	5,700.00
Total Of All Funds:		4,976,048.76	0.00	0.00	4,976,048.76

Range of Checking Accts: 01 CURRENT VB to 13TRUST Range of Check Dates: 10/09/25 to 11/12/25
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
01 CURRENT VB		CURRENT TREASURY - VALLEY			
1043	10/09/25	ACTIO015	ACTION DATA SERVICES INC.	354.13	8134
1044	10/09/25	BERGE095	BERGEN COUNTY UTILITIES AUTH.	292,712.00	8134
1045	10/09/25	BOSWE000	BOSWELL ENGINEERING, INC.	466.00	8134
1046	10/09/25	CABLE000	OPTIMUM	160.00	8134
1047	10/09/25	CDW00000	CDW GOVERNMENT LLC	10,987.39	8134
1048	10/09/25	CLOST070	CLOSTER PUBLIC LIBRARY	86,219.16	8134
1049	10/09/25	CONST015	CONSTELLATION NEW ENERGY NJ	197.46	8134
1050	10/09/25	CUSTO001	CUSTOM BANDAG INC	174.00	8134
1051	10/09/25	GRANI005	GRANITE TELECOMMUNICATIONS LLC	3,248.77	8134
1052	10/09/25	LUPAR000	LUPARDI S NURSERY INC.	3,605.00	8134
1053	10/09/25	NORTH065	NORTHERN VALLEY HIGH SCHOOL	1,476,484.20	8134
1054	10/09/25	REFLE005	REFLECTIONS JA & SWING	500.00	8134
1055	10/09/25	ROC L015	ROC LAND ELECTRIC COMPANY	920.27	8134
1056	10/09/25	VERI 005	VERI ON	129.00	8134
1057	10/09/25	WBMAS000	W. B. MASON CO., INC.	107.79	8134
1058	10/15/25	ATLAN000	ATLANTIC TOMORROWS OFFICE	850.06	8142
1059	10/15/25	CONST015	CONSTELLATION NEW ENERGY NJ	2,106.80	8142
1060	10/15/25	DELAG000	DE LAGE LANDEN FINANCIAL SVC.	823.00	8142
1061	10/15/25	DOROT001	DOROTHY WOODS	3,240.00	8142
1062	10/15/25	ROC L015	ROC LAND ELECTRIC COMPANY	117.48	8142
1063	10/15/25	UNITE020	VEOLIA WATER NEW JERSEY	16,860.60	8142
1064	10/15/25	CLAUD017	CLAUDIA GAARD	1,000.00	8143
1065	10/20/25	POSTM015	POSTMASTER	370.00	8144
1066	10/22/25	THEST000	NJ ADVANCE MEDIA	55.90	8145
1067	10/22/25	ACTIO015	ACTION DATA SERVICES INC.	283.72	8146
1068	10/22/25	CABLE000	OPTIMUM	57.50	8146
1069	10/22/25	CONST015	CONSTELLATION NEW ENERGY NJ	184.97	8146
1070	10/22/25	GRANI005	GRANITE TELECOMMUNICATIONS LLC	1,098.28	8146
1071	10/22/25	ROC L015	ROC LAND ELECTRIC COMPANY	17,951.01	8146
1072	10/22/25	THERE005	THE RECORD	100.88	8146
1073	10/22/25	UNITE020	VEOLIA WATER NEW JERSEY	682.30	8146
1074	10/22/25	VERI 005	VERI ON	228.00	8146
1075	10/22/25	VERI 020	VERI ON WIRELESS	2,865.22	8146
1076	10/22/25	STAND000	STANDARD INSURANCE COMPANY	1,565.59	8147
1077	10/22/25	PETRI005	PETRILLO S DELI	585.00	8148
1078	10/23/25	STOPS015	STOP & SHOP	53.90	8149
1079	10/28/25	JAMES000	JAMES B. WINTERS	92.10	8152
1080	10/28/25	NRGBU005	NRG BUSINESS MAR ETING	154.56	8152
1081	10/28/25	PSEG 005	PSE&G	262.78	8152
1082	11/04/25	CABLE000	OPTIMUM	160.00	8157
1083	11/04/25	CONST015	CONSTELLATION NEW ENERGY NJ	234.79	8157
1084	11/04/25	ROC L015	ROC LAND ELECTRIC COMPANY	683.46	8157
1085	11/04/25	VERI 005	VERI ON	288.00	8157
1086	11/04/25	ROC L015	ROC LAND ELECTRIC COMPANY	197.38	8160
1087	11/12/25	AIRGA000	AIRGAS USA, LLC	101.25	8164
1088	11/12/25	ALDOG000	ALDO GUERINO	1,864.68	8164
1089	11/12/25	ALFON000	ALFONSO DIASPARRA	219.48	8164
1090	11/12/25	ALLSH005	ALL SHRED SERVICES	650.00	8164
1091	11/12/25	ALPHO000	ALPHONSO H. YOUNG JR.	1,920.46	8164

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
01 CURRENT VB	CURRENT TREASURY - VALLEY	Continued			
1092	11/12/25	AMA 001	AMA ON BUSINESS	960.44	8164
1093	11/12/25	AMERI000	AMERICAN HOSE AND HYDRAULICS	81.10	8164
1094	11/12/25	AMGRA000	AM GRAPHICS CO., INC.	40.00	8164
1095	11/12/25	ANJEC000	ANJEC	230.00	8164
1096	11/12/25	APPRA000	APPRAISAL SYSTEMS, INC.	6,250.00	8164
1097	11/12/25	ARIST000	ARISTA TROPHIES & AWARDS	322.80	8164
1098	11/12/25	ATLAN040	ATLANTIC UNIFORM COMPANY, INC.	1,034.72	8164
1099	11/12/25	AUTOM000	AUTOMOTIVE BRA E COMPANY	1,197.74	8164
1100	11/12/25	BATTE005	BATTERY JUNCTION	538.86	8164
1101	11/12/25	BEATT000	BEATTIE PADOVANO, LLC	5,223.00	8164
1102	11/12/25	BISDI013	BUSINESS INFORMATION SYSTEMS	1,013.02	8164
1103	11/12/25	BLOOD005	BLOODGOOD LAW ENF TRAINING GRO	780.00	8164
1104	11/12/25	BONNI000	BONNIE SWIT ER	219.48	8164
1105	11/12/25	BORGA005	BORGATA HOTEL CASINO & SPA/	537.00	8164
1106	11/12/25	BOROU081	BOROUGH OF HAWORTH	12,486.75	8164
1107	11/12/25	BOSWE000	BOSWELL ENGINEERING, INC.	800.00	8164
1108	11/12/25	BRADB000	BRADBURY LANDSCAPE, INC.	850.00	8164
1109	11/12/25	BROWN005	BROWNELLS, INC.	185.16	8164
1110	11/12/25	CAROL010	CAROLE DACEY	219.48	8164
1111	11/12/25	CHAMP005	CHAMPION ELEVATOR CORPORATION	665.00	8164
1112	11/12/25	CHAUM005	CHAUMONT MOTORS LLC	268.99	8164
1113	11/12/25	CHIEF000	DAVID BERRIAN	495.44	8164
1114	11/12/25	CHRIS033	CHRISTOPHER DIPPOLITO	3,325.40	8164
1115	11/12/25	CLOST080	CLOSTER VOLUNTEER AMBULANCE	50,000.00	8164
1116	11/12/25	CODYW010	CODY WAT INS	70.00	8164
1117	11/12/25	CUSTO001	CUSTOM BANDAG INC	1,833.72	8164
1118	11/12/25	DARTC000	DART COMPUTER SERVICES, INC.	24.00	8164
1119	11/12/25	DAVID050	DAVID HOLLENDER	677.69	8164
1120	11/12/25	DENNI005	DENNIS AINE	2,919.68	8164
1121	11/12/25	DONAL010	DONALD NICOLETTI	3,325.40	8164
1122	11/12/25	DONDE000	DONN DEEGAN	677.69	8164
1123	11/12/25	DONOV000	DONOVAN BLADES	484.87	8164
1124	11/12/25	DOORW007	DOOR WOR S, INC.	720.00	8164
1125	11/12/25	DOROT000	DOROTHY WOODS	198.28	8164
1126	11/12/25	DOROT001	DOROTHY WOODS	2,745.00	8164
1127	11/12/25	DOWNE010	DOWNES TREE SERVICE	3,150.00	8164
1128	11/12/25	DTRAU000	DTR AUTOMOTIVE SERVICE	275.00	8164
1129	11/12/25	DURIE005	DURIE LAWNMOWER & E UIPMENT	14.95	8164
1130	11/12/25	DY ES000	DY ES LUMBER COMPANY, INC	51.04	8164
1131	11/12/25	ELECT000	ELECTRICAL POWER SYSTEMS, INC.	720.00	8164
1132	11/12/25	ERI L005	ERI LENANDER	561.00	8164
1133	11/12/25	ESOSO010	ESO SOLUTIONS INC	525.00	8164
1134	11/12/25	FIREF015	FIREFIGHTER ONE LLC	5,000.00	8164
1135	11/12/25	GABRI006	GABRIELLI ENWORTH OF NO NJ	2,364.82	8164
1136	11/12/25	GATES000	GATES FLAG & BANNER CO., INC.	3,883.10	8164
1137	11/12/25	GRAIN000	GRAINGER	257.81	8164
1138	11/12/25	GREAT015	GREATAMERICA FINANCIAL SVCES.	211.25	8164
1139	11/12/25	HOMET005	HOMETOWN HARDWARE, LLC / OSE	728.94	8164
1140	11/12/25	HUDSO010	HUDSON COUNTY MOTORS, INC.	5,209.05	8164
1141	11/12/25	HUNTI000	HUNTINGTON BAILEY, L.L.P.	610.50	8164
1142	11/12/25	IMAGE005	IMAGETE SIGNS & GRAPHICS LLC	287.00	8164
1143	11/12/25	I ENB005	BBG, INC.	16,170.00	8164

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
01 CURRENT VB		CURRENT TREASURY - VALLEY	Continued		
1144	11/12/25	JAMES000	JAMES B. WINTERS	2,919.68	8164
1145	11/12/25	JAMES035	JAMES GORDON	345.24	8164
1146	11/12/25	JAMES080	JAMES G. GABETTIE	219.48	8164
1147	11/12/25	JBLOC000	J & B LOC & ALARM, INC.	2,441.75	8164
1148	11/12/25	JEROM000	JEROME I ALOWYCH	2,011.94	8164
1149	11/12/25	JESCO000	JESCO INC.	81.56	8164
1150	11/12/25	JOHNMC00	JOHN MC TIGUE	3,325.40	8164
1151	11/12/25	JOSEP020	JOSEPH CORVELLI	650.89	8164
1152	11/12/25	EVIN000	EVIN M. DOERR	677.69	8164
1153	11/12/25	LANGU000	LANGUAGE LINE SERVICES, INC.	155.12	8164
1154	11/12/25	LE IN005	LE INGTON INSURANCE COMPANY	8,478.00	8164
1155	11/12/25	LITON005	LI-TONG CHIANG	219.48	8164
1156	11/12/25	LORET000	LORETTA CASTANO	219.48	8164
1157	11/12/25	LOWES000	LOWE S	293.47	8164
1158	11/12/25	LUBEN005	LUBENET, LLC	1,356.77	8164
1159	11/12/25	LUISR005	LUIS RUI	2,919.68	8164
1160	11/12/25	MATTH005	MATTHEW THORNHILL	1,344.46	8164
1161	11/12/25	MICHA026	MICHAEL DILU IO	219.48	8164
1162	11/12/25	MITCH015	MITCHELL 1	5,448.00	8164
1163	11/12/25	NATIO045	NATIONAL HIGHWAY PRODUCTS, INC	64.48	8164
1164	11/12/25	NJDCA000	NJ DEPT. OF COMMUNITY AFFAIRS	5,348.00	8164
1165	11/12/25	NORTH010	NORTH JERSEY MEDIA GROUP	95.04	8164
1166	11/12/25	NORTH025	NORTH EAST FIRE & SAFETY E UIP	992.00	8164
1167	11/12/25	ONTIM005	ON TIME SUPPLY	3,832.50	8164
1168	11/12/25	PARTS003	PARTS AUTHORITY, INC.	400.82	8164
1169	11/12/25	PESH-000	PESH-E-LECTRIC, INC.	300.00	8164
1170	11/12/25	RACHL000	RACHLES/MICHELE S OIL CO., INC	13,446.42	8164
1171	11/12/25	RICHA040	RICHARD D AMICO	677.69	8164
1172	11/12/25	ROBER060	ROBERT S & SON INC	214.70	8164
1173	11/12/25	RONAL010	RONALD GAFFNEY	168.95	8164
1174	11/12/25	RUGGE000	SMITTY S PRODUCTIONS INC	2,423.79	8164
1175	11/12/25	RUTGE010	RUTGERS UNIVERSITY	144.00	8164
1176	11/12/25	STAPL000	STAPLES	44.94	8164
1177	11/12/25	STATE065	STATE TO ICOLOGY LABORATORY	135.00	8164
1178	11/12/25	SUPER015	SUPERIOR DISTRIBUTORS CO.,INC.	308.95	8164
1179	11/12/25	THOMA025	THOMAS MCNAMARA	219.48	8164
1180	11/12/25	THOMA065	THOMAS BRUEC	3,325.40	8164
1181	11/12/25	TIMME000	W.E. TIMMERMAN CO, INC.	465.07	8164
1182	11/12/25	TIMOTH00	TIMOTHY CONWAY	324.44	8164
1183	11/12/25	TREAS070	TREASURER, STATE OF NEW JERSEY	200.00	8164
1184	11/12/25	VANDI000	VANDINE MOTORS INC.	8,347.44	8164
1185	11/12/25	VERME000	VERMEER NORTH ATLANTIC SALES	571.38	8164
1186	11/12/25	VICTO030	VICTORIA S NURSERY	200.00	8164
1187	11/12/25	WBMAS000	W. B. MASON CO., INC.	1,152.27	8164
1188	11/12/25	WESTP000	THOMSON REUTERS	411.00	8164
1189	11/12/25	WILLI040	WILLIAM HOWARD	1,241.89	8164
1190	11/12/25	ALLSE005	ALL SEASON CLEANING LLC	3,300.00	8170
1191	11/12/25	AMA 001	AMA ON BUSINESS	1,214.80	8170
1192	11/12/25	AMERI000	AMERICAN HOSE AND HYDRAULICS	281.05	8170
1193	11/12/25	CUSTO001	CUSTOM BANDAG INC	846.00	8170
1194	11/12/25	DY ES000	DY ES LUMBER COMPANY, INC	2,102.32	8170
1195	11/12/25	HUDSO010	HUDSON COUNTY MOTORS, INC.	810.96	8170

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
01 CURRENT VB	CURRENT TREASURY - VALLEY		Continued			
1196	11/12/25	INTER065	INTERSTATE WASTE SERVICES OF	25,342.09		8170
1197	11/12/25	MITHR005	MITHRIL METALS CORP	2,063.24		8170
1198	11/12/25	NATIM000	NATIONAL MAINTENANCE SERVICE	3,720.00		8170
1199	11/12/25	PARTS003	PARTS AUTHORITY, INC.	436.08		8170
1200	11/12/25	PGAUT006	P & G AUTO INC.	1,258.76		8170
1201	11/12/25	ROBER060	ROBERT S & SON INC	24.94		8170
1202	11/12/25	STORR000	STORR TRACTOR COMPANY	1,071.31		8170
1203	11/12/25	TRI-C005	TRI-COUNTY TERMITE & PEST	50.00		8170
1204	11/12/25	VASSO000	VASSO WASTE SYSTEMS, INC.	761.13		8170

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	162	0	2,197,260.39	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	162	0	2,197,260.39	0.00

03HRA MANUAL V	HRA INSURANCE MANUAL VALLEY					
510311	10/31/25	HRA00000	HRA INSURANCE ACCOUNT	7,645.87		8158

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	7,645.87	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	7,645.87	0.00

04CAPITAL-V	CAPITAL-VALLEY					
94	11/12/25	AMERI020	AMERICAN WOODCARVING LLC	2,470.00		8165
95	11/12/25	BERGE100	BERGEN FENCE LLC	3,648.00		8165
96	11/12/25	BOSWE000	BOSWELL ENGINEERING, INC.	4,236.00		8165
97	11/12/25	CLOST055	CLOSTER NATURE CENTER	50,000.00		8165
98	11/12/25	DMRAR023	DMR ARCHITECTS P.C.	1,250.00		8165
99	11/12/25	DOWNE010	DOWNES TREE SERVICE	2,800.00		8165
100	11/12/25	DUTRA010	DUTRA E CAVATING & SEWER, INC.	24,300.00		8165
101	11/12/25	GATES000	GATES FLAG & BANNER CO., INC.	1,590.00		8165
102	11/12/25	GIBBO005	GIBBONS P.C.	475.00		8165
103	11/12/25	JBLOC000	J & B LOC & ALARM, INC.	7,975.00		8165
104	11/12/25	NEVCO005	NEVCO SPORTS, LLC	15,722.75		8165
105	11/12/25	NOVOS005	NOVO SOLUTIONS, INC.	15,795.00		8165
106	11/12/25	PESH-000	PESH-E-LECTRIC, INC.	10,465.00		8165
107	11/12/25	TRI-C003	TRI-COUNTY PROPERTY MAINT.	3,750.00		8165
108	11/12/25	PERRY010	PERRY WEATHER INC	11,600.00		8171
109	11/12/25	PESH-000	PESH-E-LECTRIC, INC.	1,050.00		8171

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	16	0	157,126.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	16	0	157,126.75	0.00

12 AFF HOUS	AFFORDABLE HOUSING VALLEY					
18	11/12/25	TMASS005	T&M ASSOCIATES	1,170.00		8166

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
12 AFF HOUS		AFFORDABLE HOUSING VALLEY	Continued			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	1,170.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	1,170.00	0.00

13 DEV ESCROW 2		ESCROW EDMUNDS CHEC ING 2				
3656	11/12/25	AVISH005	AVISHAI RAVIV	1,950.00		8169
3657	11/12/25	BEATT000	BEATTIE PADOVANO, LLC	5,598.00		8169
3658	11/12/25	BOSWE000	BOSWELL ENGINEERING, INC.	5,011.50		8169
3659	11/12/25	TMASS005	T&M ASSOCIATES	3,052.50		8169

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	15,612.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	15,612.00	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	184	0	2,378,815.01	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	184	0	2,378,815.01	0.00

Totals by Year-Fund

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	4-01	11,740.39	0.00	0.00	11,740.39
CURRENT FUND	5-01	2,185,520.00	0.00	0.00	2,185,520.00
GENERAL CAPITAL FUND	C-04	157,126.75	0.00	0.00	157,126.75
HRA INSURANCE PLAN	T-03	7,645.87	0.00	0.00	7,645.87
HOUSING TRUST FUND	T-12	1,170.00	0.00	0.00	1,170.00
	Year Total:	8,815.87	0.00	0.00	8,815.87
	Total Of All Funds:	2,363,203.01	0.00	0.00	2,363,203.01

Pro ect Description	Pro ect No.	Pro ect Total
162 CLOSTER DOC RD	2010057124	27.50
614 CLOSTER DOC ROAD	2010057495	489.20
145 HIC ORY LANE	2010057515	1,950.00
25 MAC ARTHUR AVENUE	2010057528	369.70
37 SHERMAN AVENUE	2010057546	858.90
18 WILLIAM STREET, LC	2010057560	313.50
684 CLOSTER DOC RD	2010057573	1,197.00
47 TRAUTWEIN CRESCENT	2010057583	728.20
10 JASON WOODS RD	2010057584	1,210.00
14 GOODWIN COURT	2010057596	1,339.50
86 VENUS DRIVE	2010057615	228.00
684 CLOSTER DOC ROAD	2010057624	3,052.50
68 STORIG AVENUE	2010057644	369.70
175 CRESCENT STREET	2010057650	1,282.50
9 HARING STREET	2010057663	369.70
61 MAC ARTHUR AVE	2010057668	358.50
104 HIGH STREET	2010057670	489.20
751 CLOSTER DOC ROAD	2010057673	489.20
26 COLLINS AVENUE	2010057676	489.20
Total Of All Pro ects:		15,612.00

BOROUGH OF CLOSTER
RESOLUTION #2025-266
NOVEMBER 12, 2025

ADOPTING THE AFFIRMATIVE MARKETING PLAN FOR THE AFFORDABLE HOUSING UNIT LOCATED AT 162 CLOSTER DOCK ROAD IN THE BOROUGH OF CLOSTER

WHEREAS, in accordance with the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls (N.J.A.C. 5:80-26-1, *et seq*.), the Borough of Closter is required to adopt an Affirmative Marketing Plan to ensure that all affordable housing units created, including those created by the Housing Element and Fair Share Plan within the Borough, are affirmatively marketed to very low, low and moderate income households, particularly those living and/or working within Housing Region #1, the Affordable Housing Region encompassing the Borough of Closter; and

WHEREAS, an affordable housing unit has been created within the Borough, located at 162 Closter Dock Road; and

WHEREAS, the Borough, in conjunction with the Affordable Housing Administrator, has created an affirmative marketing plan for this unit; and

WHEREAS, the Borough Attorney and Borough Administrator have reviewed the plan and deemed it to be in order.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Closter hereby adopt the Affirmative Marketing Plan for 162 Closter Dock Road, attached hereto as Exhibit A. This Resolution shall take effect immediately upon adoption.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

EXHIBIT A

AFFIRMATIVE FAIR HOUSING MARKETING PLAN

For Affordable Housing in Closter Borough (Region 1 – Bergen County)

I. APPLICANT AND PROJECT INFORMATION

- **Administrative Agent:**
  Paramus Affordable Housing
  105 North Farview Avenue, Paramus, NJ 07652
  (201) 265-2100
- **Development Name & Address:**
  Closter Affordable Home
  162 Closter Dock Road, Closter, NJ 07624
- **Unit Details:**
  - Total Affordable Units: 1
  - Type: 2 Bedroom Rental
  - Rent: $1,145.25/month
  - Age Restriction: None
- **Funding Sources:**
  - Closter Municipal Affordable Housing Trust Fund
  - NJHMFA Small Rental Program
- **Timeline:**
  - Advertising Start: October 2025
  - Occupancy Start: January 2026
- **County:** Bergen
- **Census Tract:** 70.01

II. RANDOM SELECTION PROCESS

Applications will be accepted during a 60-day open enrollment period. Upon closing, a randomized digital lottery will be conducted to assign applicant numbers. Selection will proceed in lottery order, with priority given to income-qualified households. The process will be documented and monitored by the administrative agent in accordance with N.J.A.C. 5:80-26.16 and UHAC guidelines.

III. MARKETING STRATEGY

Target Populations Least Likely to Apply Without Outreach

- Black (non-Hispanic)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native

Online Listing

- New Jersey Housing Resource Center: www.njhousing.gov

Commercial Media Outlets

- Star-Ledger
- WSUS (FM 102.3)

Community Publications

- Jewish Standard
- La Tribuna Hispana
- Korean Daily News

Employer Outreach

Flyers will be distributed to:

- Englewood Hospital
- Hackensack University Medical Center
- Closter Plaza businesses
- Whole Foods Market (Closter)
- Bergen County Technical Schools
- Valley Hospital

For additional employer outreach, see full list attached

Community Organizations

- Bergen County NAACP
- Korean Community Center of NJ
- Latino Outreach of Bergen
- Jewish Family Services of Bergen and North Hudson

For additional community organization outreach, see full list attached

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IV. APPLICATION DISTRIBUTION LOCATIONS

County Locations

- Bergen County Administration Building
- Hudson County Administration Building
- Sussex County Administration Building
- Passaic County Administration Building

For additional application distribution locations, see full list attached

Municipal Locations

- Closter Borough Hall
- Closter Public Library
- Paramus Borough Hall
- Paramus Public Library

Rental Office

- Paramus Affordable Housing Corp.
  105 North Farview Avenue, Paramus, NJ 07652

V. CERTIFICATION

I hereby certify that the information provided in this Affirmative Fair Housing Marketing Plan is true and correct to the best of my knowledge.

Name: Lin Stobe
Title: Director, Paramus Affordable Housing

Signature: _____

Date: _____

BOROUGH OF CLOSTER
RESOLUTION #2025-267
NOVEMBER 12, 2025

AUTHORIZING THE EXECUTION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE BOROUGH OF CLOSTER AND PBA LOCAL 233

WHEREAS, the contract between the Borough of Closter and PBA Local 233 will expire on December 31, 2025; and

WHEREAS, the parties have engaged in meaningful and productive negotiations and have prepared a Memorandum of Understanding (MOU); and

WHEREAS, the Borough's Labor Counsel is currently reviewing the MOU; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey that the Mayor and Borough Clerk are hereby authorized to execute the MOU between the Borough of Closter and PBA Local 233, subject to final approval by the Borough's Labor Counsel.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-268
NOVEMBER 12, 2025

APPROVING FORFEITURE OF TREE BOND
68 WILSON PLACE

WHEREAS, the owner of 68 Wilson Place, Alex Chung, has requested for the Borough of Closter to maintain possession of the $1,300.00 in lieu of planting two (2) trees on property stated above; and

WHEREAS, the Borough Construction Official Scott Jezequel agrees the associated tree mitigation requirements have been met by owner of 68 Wilson Place, Alex Chung.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Closter that the Finance Clerk is and hereby authorized to retain the tree bond monies from the property owner, in lieu of planting two trees, into the Borough's account as indicated in the attached Project Detail Inquiry in the amount of $1,300.00.

Account #: 2010057547 Amount: $1,300.00

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

Building Department
295 Closter Dock Road
Closter, New Jersey 07624
Phone: (201) 784-0600 ext. 441 ◊ Fax: (201) 784-4711 ◊ Email: construction@closternj.us

November 4, 2025

To: **Mari Margiotta- Borough Clerk**
From: **Scott Jezequel- Construction Official**

Re: **Forfeiture of Tree Bond(s)**

Attached please find 1 account of which the depositor has decided to forfeit monies originally-posted as a condition of Borough-mandated tree planting; by do so, the associated tree mitigation requirements have been met.

Project Id: 2010057547
Description: 68 WILSON PLACE
Status: Active
Starting Date: 0
Ending Date: 11/04/25
Po Transactions: Summarized
* Transaction is included in Previous and/or Opening Balance
** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date

Date	Description	Trans Amount	Balance
05/13/24	Add Acct	0.00	0.00
05/13/24	Deposit Meth: 373 Post Ref: E 1310 1	1,300.00	1,300.00

BOROUGH OF CLOSTER
RESOLUTION #2025-269
NOVEMBER 12, 2025

APPROVING CLOSURE OF ESCROW AND BOND ACCOUNTS

WHEREAS, all applicable Borough professionals have finalized inspections on improvements made and approve the release of bond and/or escrow funds to the depositor of monies as indicated in the attached Project Listing and Project Detail Inquiry reports and the below information:

Account #	Project Name	Depositor	Amount
030-690102	19 Ver Valen St	Closter Plaza	$ 21,129.96
2010055222	19 Ver Valen St	Vericon Construction	$ 1,000.00
2010057078	198 Hickory Lane	Torosian Construction LLC	$ 31.83
2010057079	178 Alpine Drive	Vellekamp, Donna J.	$ 65.22
2010057105	19 Ver Valen St	Closter Plaza	$ 19.46
2010057120	19 Ver Valen St	Closter Plaza	$ 2,340.00
2010057130	198 Hickory Lane	Torosian Construction LLC	$ 432.57
2010057135	484 Closter Dock Rd	North Valley Motors, LLC	$ 1,000.00
2010057136	178 Alpine Drive	Alpha Utility Services	$ 50.09
2010057138	60 Anderson Ave	SJ Paving Inc.	$ 152.92
2010057157	60 Anderson Ave	SJ Paving Inc.	$ 54.66
2010057192	6 Jason Woods Road	Woolf, Franklin & Anna	$ 470.00
2010057235	5 Jason Woods Road	Lee, John H.	$ 282.00
2010057268	198 Hickory Lane	A&L Toro LLC	$ 569.50
2010057278	198 Hickory Lane	A&L Toro LLC	$ 600.00
2010057286	325 Piermont Road	David & Melody Finkelstein	$ 112.50
2010057287	79 Alpine Drive	Peter Rotolo, Esq	$ 345.00
2010057296	20 Arnold Avenue	Steven & Natasha Ladew	$ 600.00
2010057297	527 High Street	New Start Development, Inc.	$ 47.31
2010057303	325 Piermont Road	David & Melody Finkelstein	$ 146.00
2010057319	325 Piermont Road	David & Melody Finkelstein	$ 600.00
2010057354	30 Caroline Court	Home Care Providers In	$ 225.00
2010057387	30 Caroline Court	Home Care Providers In	$ 600.00
2010057391	55 Sherman Ave	Matkal Realty LLC	$ 24.00
2010057399	55 Sherman Ave	Matkal Realty LLC	$ 24.72
2010057405	38 Wilson Place	Fermano Builders	$ 45.87
2010057406	279 Demarest Ave	Redco Construction Corporation	$ 36.37
2010057417	165 Demarest Ave	Monica M. Fenu-Placido	$ 600.00
2010057420	109 Mac Arthur Ave	N & A Carrera Imports Exports	$ 600.00
2010057426	279 Demarest Ave	Redco Construction Corporation	$ 133.64
2010057444	165 Demarest Ave	Monica M. Fenu-Placido	$ 600.00
2010057445	109 Mac Arthur Ave	N & A Carrera Imports Exports	$ 600.00
2010057448	54 Venus Drive	Sarah & Sunpyo Hong	$ 600.00
2010057453	142 Closter Dock Rd	Giesi Holland LLC	$ 491.86
2010057474	38 Wilson Place	Fermano Builders	$ 550.00
2010057484	25 Halsey Lane	Matkal Realty LLC	$ 589.57
2010057502	8 Sherman Avenue	Ashish & Bansi Desai	$ 600.00
2010057513	408 Knickerbocker Rd	Robert & Malgorzata Kasperek	$ 456.71
2010057523	19 Wilson Place	Good Faith Builders, LLC	$ 163.24
2010057540	67 Hickory Lane	154 E Clinton, LLC	$ 117.16
2010057567	11 Homans Avenue	11 Homans Properties LLC	$ 1,500.00
2010057570	11 Homans Avenue	11 Homans Properties LLC	$ 2,525.00
2010057585	Closter Commons D1	Smilee Pediatric Dentistry	$ 48.57
2010057586	Closter Commons D1	Smilee Pediatric Dentistry	$ 121.50
2010057650	175 Crescent Street	Daniel & Rahal Grebler	$ 217.50
		TOTAL	$ 41,519.73

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Closter that the Finance Clerk is and hereby authorized to release the bond and escrow monies to the depositor as indicated in the attached Project Listing and Project Detail Inquiry report totaling in the amount of $41,519.73.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

Building Department
295 Closter Dock Road
Closter, New Jersey 07624
Phone: (201) 784-0600 ext. 441 ◊ Fax: (201) 784-4711 ◊ Email: construction@closternj.us

October 22, 2025

To: **Mari Margiotta- Borough Clerk**
From: **Scott Jezequel- Construction Official**

Re: **Closure of Escrow & Bond Accounts**

Attached please find 45 accounts of which the remaining funds can be returned to the original depositors being their respective projects have been finalized and all invoices received from Borough professionals have been paid.

Range: 030-690102 to 030-690102 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
030-690102	19 VER VALEN ST ENGINEERING CLOST010 CLOSTER PLAZA	Active	0.00 21,129.96 N	1607 1	EDMUNDS FORGOT TO ENTER DURING CONVERSION - 19 VER VALEN CLOSTER MARKET PLACE - OLD ACCT#00040

Total Projects: 1 Balance Total: 21,129.96

Range: 2010055222 to 2010055222 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010055222	19 VER VALEN ST LEGAL VERIC010 VERICON CONSTRUCTION	Active	0.00 1,000.00 N	1607 1	

Total Projects: 1 Balance Total: 1,000.00

Range: 2010057078 to 2010057078 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057078	198 HICKORY LANE SOIL TOROS005 TOROSIAN CONSTRUCTION LLC	Active	0.00 31.83 N	2105 7	

Total Projects: 1 Balance Total: 31.83

Range: 2010057079 to 2010057079 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057079	178 ALPINE DRIVE SOIL VELLE010 VELLEKAMP, DONNA J	Active	0.00 65.22 N	2204 15	

Total Projects: 1 Balance Total: 65.22

Range: 2010057105 to 2010057105 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057105	19 VER VALEN STREET ENGINEERING CLOST010 CLOSTER PLAZA	Active	0.00 19.46 N	1607 1	

Total Projects: 1 Balance Total: 19.46

Range: 2010057120 to 2010057120 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057120	19 VER VALEN LEGAL CLOST010 CLOSTER PLAZA	Active	0.00 2,340.00 N	1607 1	

Total Projects: 1 Balance Total: 2,340.00

Range: 2010057130 to 2010057130 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057130	198 HICKORY LANE NEW CONSTRUCTION REV TOROS005 TOROSIAN CONSTRUCTION LLC	Active	0.00 432.57 N	2105 7	

Total Projects: 1 Balance Total: 432.57

Range: 2010057135 to 2010057135 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057135	484 CLOSTER DOCK RD BOND MONITORING WELL NORTH025 NORTHERN VALLEY MOTORS,LLC	Active	0.00 1,000.00 N	1718 1	

Total Projects: 1 Balance Total: 1,000.00

Range: 2010057136 to 2010057136 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057136	178 ALPINE DRIVE NEW CONSTRUCTION REV ALPHA005 ALPHA UTILITY SERVICES LLC	Active	0.00 50.09 N	2204 15	

Total Projects: 1 Balance Total: 50.09

Range: 2010057138 to 2010057138 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057138	60 ANDERSON AVE SOIL SJPAV005 SJ PAVING INC.	Active	0.00 152.92 N	2011 3	

Total Projects: 1 Balance Total: 152.92

Range: 2010057157 to 2010057157 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057157	60 ANDERSON AVE NEW CONSTRUCTION REV SJPAV005 SJ PAVING INC.	Active	0.00 54.66 N	2011 3	

Total Projects: 1 Balance Total: 54.66

Range: 2010057192 to 2010057192 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057192	6 JASON WOODS ROAD LEGAL WOOLF005 WOOLF, FRANKLIN & ANNA	Active	0.00 470.00 N	2306 27	

Total Projects: 1 Balance Total: 470.00

Range: 2010057235 to 2010057235 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057235	5 JASON WOODS ROAD ENGINEERING ESCROW LEEJ0005 LEE, JOHN H.	Active	0.00 282.00 N	2306 37	

Total Projects: 1 Balance Total: 282.00

Range: 2010057268 to 2010057268 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057268	198 HICKORY LANE LEGAL ALTOR005 A&L TORO LLC	Active	0.00 569.50 N	2105 7	

Total Projects: 1 Balance Total: 569.50

Range: 2010057278 to 2010057278 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057278	198 HICKORY LANE ENGINEERING ESCROW ALTOR005 A&L TORO LLC	Active	0.00 600.00 N	2105 7	

Total Projects: 1 Balance Total: 600.00

Range: 2010057286 to 2010057286 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057286	325 PIERMONT ROAD LEGAL ESCROW FINKE005 DAVID & MELODY FINKELSTEIN	Active	0.00 112.50 N	1904 2	

Total Projects: 1 Balance Total: 112.50

Range: 2010057287 to 2010057287 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057287	79 ALPINE DRIVE LEGAL ROTOL005 PETER ROTOLO, ESQ	Active	0.00 345.00 N	2208 1	

Total Projects: 1 Balance Total: 345.00

Range: 2010057296 to 2010057296 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057296	20 ARNOLD AVENUE ENGINEERING LADEW005 STEVEN & NATASHA LADEW	Active	0.00 600.00 N	2210 1	

Total Projects: 1 Balance Total: 600.00

Range: 2010057297 to 2010057297 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057297	527 HIGH STREET ENGINEERING NEWST005 NEW START DEVELOPMENT, INC.	Active	0.00 47.31 N	1702 2	

Total Projects: 1 Balance Total: 47.31

Range: 2010057303 to 2010057303 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057303	325 PIERMONT ROAD ENGINEERING FINKE005 DAVID & MELODY FINKELSTEIN	Active	0.00 146.00 N	1904 2	

Total Projects: 1 Balance Total: 146.00

Range: 2010057319 to 2010057319 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057319	325 PIERMONT ROAD ENGINEERING ESCROW FINKE005 DAVID & MELODY FINKELSTEIN	Active	0.00 600.00 N	1904 2	

Total Projects: 1 Balance Total: 600.00

Range: 2010057354 to 2010057354 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057354	30 CAROLINE COURT LEGAL ESCROW QUALI005 QUALITY HOME CARE PROVIDERS IN N	Active	0.00 225.00	2008 4.03	

Total Projects: 1 Balance Total: 225.00

Range: 2010057387 to 2010057387 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057387	30 CAROLINE COURT ENGENEERING ESCROW QUALI005 QUALITY HOME CARE PROVIDERS IN N	Active	0.00 600.00	2008 4.03	

Total Projects: 1 Balance Total: 600.00

Range: 2010057391 to 2010057391 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057391	55 SHERMAN AVE SOIL MOVEMENT MATKAL01 MATKAL REALTY LLC	Active	0.00 24.00 N	2204 22	

Total Projects: 1 Balance Total: 24.00

Range: 2010057399 to 2010057399 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057399	55 SHERMAN AVENUE SITE WORK ESCROW MATKAL01 MATKAL REALTY LLC	Active	0.00 24.72 N	2204 22	

Total Projects: 1 Balance Total: 24.72

Range: 2010057405 to 2010057405 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057405	38 WILSON PLACE SOIL MOVEMENT FERMA010 FERMANO BUILDERS	Active	0.00 45.87 N	1905 7	

Total Projects: 1 Balance Total: 45.87

Range: 2010057406 to 2010057406 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057406	279 DEMAREST AVENUE SOIL MOVEMENT REDCO005 REDCO CONSTRUCTION CORPORATION	Active N	0.00 36.37	907 27	

Total Projects: 1 Balance Total: 36.37

Range: 2010057417 to 2010057417 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057417	165 DEMAREST AVENUE ENGINEERING ESCROW MONICA00 MONICA M. FENU-PLACIDO	Active	0.00 600.00 N	905 10	

Total Projects: 1 Balance Total: 600.00

Range: 2010057420 to 2010057420 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057420	109 MAC ARTHUR AVE ENGINEERING NACARRE N & A CARRERA IMPORTS EXPORTS	Active	0.00 600.00 N	2305 4	

Total Projects: 1 Balance Total: 600.00

Range: 2010057426 to 2010057426 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057426	279 DEMAREST AVENUE ENGINEERING ESCROW REDCO005 REDCO CONSTRUCTION CORPORATION	Active N	0.00 133.64	907 27	

Total Projects: 1 Balance Total: 133.64

Range: 2010057444 to 2010057444 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057444	165 DEMAREST AVENUE ENGINEERING ESCROW MONICA00 MONICA M. FENU-PLACIDO	Active	0.00 600.00 N	905 10	

Total Projects: 1 Balance Total: 600.00

Range: 2010057445 to 2010057445 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057445	109 MAC ARTHUR AVENUE ENGINEERING ESCROW NACARRE N & A CARRERA IMPORTS EXPORTS	Active	0.00 600.00 N	2305 4	

Total Projects: 1 Balance Total: 600.00

Range: 2010057448 to 2010057448 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057448	54 VENUS DRIVE ENGINEERING ESCROW SARAHHON SARAH & SUNPYO HONG	Active	0.00 600.00 N	2102 31	

Total Projects: 1 Balance Total: 600.00

Range: 2010057453 to 2010057453 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057453	142 CLOSTER DOCK ROAD SITE WORK ESCROW GIESIH GIESI HOLLAND LLC	Active	0.00 491.86 N	1301 7	

Total Projects: 1 Balance Total: 491.86

Range: 2010057474 to 2010057474 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057474	38 WILSON PLACE SITE WORK ESCROW FERMA010 FERMANO BUILDERS	Active	0.00 550.00 N	1905 7	

Total Projects: 1 Balance Total: 550.00

Range: 2010057484 to 2010057484 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057484	25 HALSEY LANE SITE WORK ESCROW MATKAL02 MATKAL REALTY LLC	Active	0.00 589.57 N	2207 13	

Total Projects: 1 Balance Total: 589.57

Range: 2010057502 to 2010057502 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057502	8 SHERMAN AVENUE ENGINEERING ESCROW ASHISHDE ASHISH & BANSRI DESAI	Active	0.00 600.00 N	2104 8	

Total Projects: 1 Balance Total: 600.00

Range: 2010057513 to 2010057513 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057513	408 KNICKERBOCKER ROAD ENGINEERING ESCROW KASPEREK ROBERT & MALGORZATA KASPEREK	Active	0.00 456.71 N	612 12	

Total Projects: 1 Balance Total: 456.71

Range: 2010057523 to 2010057523 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057523	19 WILSON PLACE SITE WORK ESCROW GOODFAIT GOOD FAITH BUILDERS, LLC	Active	0.00 163.24 N	1906 3	

Total Projects: 1 Balance Total: 163.24

Range: 2010057540 to 2010057540 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057540	67 HICKORY LANE SITE WORK ESCROW 154ECLIN 154 E CLINTON, LLC	Active	0.00 117.16 N	2102 57.02	

Total Projects: 1 Balance Total: 117.16

Range: 2010057567 to 2010057567 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057567	11 HOMANS AVENUE ENGINEERING ESCROW 11HOM005 11 HOMANS PROPERTIES LLC	Active	0.00 1,500.00 N	1306 3	

Total Projects: 1 Balance Total: 1,500.00

Range: 2010057570 to 2010057570 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057570	11 HOMANS AVE LEGAL ESCROW 11HOM005 11 HOMANS PROPERTIES LLC	Active	0.00 2,525.00 N	1306 3	ACCT#4000011952

Total Projects: 1 Balance Total: 2,525.00

Range: 2010057585 to 2010057585 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057585	CLOSTER COMMONS D1 ENGINEERING ESCROW SMILE005 SMILEE PEDIATRIC DENTISTRY	Active	0.00 48.57 N	1607 3.32	

Total Projects: 1 Balance Total: 48.57

Range: 2010057586 to 2010057586 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057586	CLOSTER COMMONS D1 LEGAL ESCROW SMILE005 SMILEE PEDIATRIC DENTISTRY	Active	0.00 121.50 N	1607 3.32	

Total Projects: 1 Balance Total: 121.50

Range: 2010057650 to 2010057650 Selected Status: Active

Project Id	Project Name Category Id Dev Id Dev Name	Status	Min Balance ATD Balance Give All Int to Dev	Block Lot Qual	Note
2010057650	175 CRESCENT STREET LEGAL ESCROW DANIELGR DANIEL & RAHAL GREBLER	Active	0.00 217.50 N	601 26	

Total Projects: 1 Balance Total: 217.50

BOROUGH OF CLOSTER
RESOLUTION #2025-270
NOVEMBER 12, 2025

AUTHORIZE HEALTH SAVINGS ACCOUNT (HSA) PAYMENTS FOR ELIGIBLE RETIREES ENROLLED IN THE HEALTH INSURANCE HIGH DEDUCTIBLE PLAN

WHEREAS, the Borough of Closter is working with its employees and retirees to reduce the cost of health care premiums; and

WHEREAS, the Mayor and Council would like to offer a Health Savings Account (HAS) to those retired employees who are eligible and enrolled in the Horizon NJ Direct HDHIgh #090 plan; and

WHEREAS, the Borough of Closter will fund an HSA account to the maximum IRS Limit for calendar year 2026, Single coverage $4,400 or Family $8,750.00, for each eligible covered member.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Closter County of Bergen, State of New Jersey hereby authorize the CFO to make the HSA disbursements and deposit the above said calculated amount directly into the Health Savings Accounts of the respective retirees who elected to participate in the Horizon NJ Direct HDHIgh #090 Plan Design for Plan Year 2026; and

BE IT FURTHER RESOLVED, that the Treasurer shall ensure that these incentive payments are processed in accordance with applicable Borough policies and procedures.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-271
NOVEMBER 12, 2025

APPROVAL FOR 50 RAILROAD AVENUE, LLC V. CLOSTER BOROUGH
TAX APPEAL SETTLEMENT

WHEREAS, the taxpayers, 50 Railroad Avenue, LLC, appealed the assessments levied on Block 1205, Lot 9 for the tax years 2024 and 2025; and

WHEREAS, the subject property is located at 50 Railroad Avenue; and

WHEREAS, the Plaintiff was represented by an Attorney in this matter; and

WHEREAS, the Borough's Tax Assessor and Borough's Commercial Real Estate Appraiser have approved and recommend that the appeal be settled as follows:

Withdraw tax year 24; and
2025 Assessed Value will be reduced from $14,177,400 to 12,750,000.

WHEREAS, Plaintiff has agreed to accept all refunds as a credit to his tax account; and

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

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

1. The proposed settlement for the tax appeal encaptioned **50 Railroad Avenue, LLC v. Closter Borough** as hereinbefore set forth is approved and the Borough Attorney or a member of his firm is authorized to execute all documents necessary to effectuate its terms.

2. The Borough Clerk shall provide a certified copy of this resolution to the Borough's Tax Collector upon adoption of same.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025–272
NOVEMBER 12, 2025

TAX SALE FORFEITURE
125 KNICKERBOCKER ROAD; BLOCK 701, LOT 24

WHEREAS, there was a tax sale held on September 30, 2020. The property located at Block **701**, Lot **24** also known as 125 Knickerbocker Road, assessed to Santana, Ruben D. was sold to R. Rothman, **Certificate # 20-00002. R. Rothman** has paid for the certificate $18,722.20 as well as a premium in the amount of $90,000.00 on same day; and

WHEREAS, as per **N.J.S.A. 54:5-33** Premium to escheat after five years if redemption is not made within five years from date of sale; and

WHEREAS, the lienholder has forfeited said premium; and

WHEREAS, the Tax Collector requests to transfer these funds to the Current Treasury Account.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Closter, that the Finance Clerk is hereby authorized to forfeit said premium and escheat the funds to the Current Treasury Account as follows:

Certificate Number	**Block/Lot**	**Amount to Forfeiture**	**Lienholder**
20-00002	701/24	$ 90,000.00	R. Rothman

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-273
NOVEMBER 12, 2025

ADOPTING EMPLOYEE MANUAL, EMPLOYEE HANDBOOK, AND VOLUNTEER HANDBOOK

WHEREAS, it is the policy of the Borough of Closter to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidation Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

WHEREAS, the Mayor and Council have determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations, and have adopted the same; and

WHEREAS, the Mayor and Council have determined that a Personnel Manual, an Employee Handbook, and a Volunteer Handbook be adopted and distributed to all employees and appointed volunteers.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey that the Personnel Manual, Employee Handbook and Volunteer Handbook (attached hereto as Exhibit A) is hereby adopted, shall be distributed to all employees and appointed volunteers by the Borough Administrator or his/her designee, and receipt thereof shall be signed by the aforementioned employees and returned to the Borough Administrator; and

BE IT FURTHER RESOLVED that this Manual & Handbooks is intended to provide guidelines covering public service by Borough employees/volunteers and is not a contract. The provisions of this Manual & Handbooks may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Closter Governing Body. In the event there is a conflict between these policies and practices and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail, but in all other cases, these policies and procedures shall prevail; and

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as "employment at will"; and

BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Borough Administrator and the Borough Attorney shall assist the Governing Body in the implementation of the policies and procedures set forth in the Personnel Manual, Employee Handbook and Volunteer Handbook.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-274
NOVEMBER 12, 2025

AUTHORIZING THE EXECUTION OF THE 2026 SHARED SERVICES AGREEMENT FOR THE PROVISION OF 911 COMMUNICATIONS AND PUBLIC SAFETY DISPATCH SERVICES

WHEREAS, currently, the Borough of Closter participates in a Shared Services Agreement between the County of Bergen and the Interboro Regional Police Communications Network (consisting of the Boroughs of Alpine, Closter, Harrington Park, Haworth, Northvale, Norwood and Rockleigh) for the provision of 911 Communications and Public Safety Dispatch Services; and

WHEREAS, the current Shared Services Agreement will expire on December 31, 2025; and

WHEREAS, the Borough seeks to renew its participation in the aforementioned Shared Services Agreement for a period of five years beginning on January 1, 2026 and ending on December 31, 2030; and

WHEREAS, the Borough Attorney has reviewed the 2026 Shared Services Agreement and deemed it to be in order.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey that the Mayor and Clerk are hereby authorized to execute the aforementioned 2026 Shared Services Agreement for the provision of 911 Communications and Public Safety Dispatch Services.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

BOROUGH OF CLOSTER
RESOLUTION #2025-275
NOVEMBER 12, 2025

AUTHORIZING THE EXECUTION OF THE AGREEMENT TO RENEW THE HOST COMMUNITY RECYCLING CONTRACT BETWEEN IWS AND THE BOROUGH OF CLOSTER

WHEREAS, the Borough of Closter entered into a Host Community Recycling Agreement Contract with IWS dated July 1, 2022 (the "Contract") for an initial term ending on December 31, 2024; and

WHEREAS, Section 16 of the Contract grants the Borough the unilateral right to renew for two (2) additional 1-year periods on terms and conditions stated in the Contract and pursuant to those terms the parties signed and extension of the Agreement which shall expire on December 31, 2025; and

WHEREAS, the Borough desires to exercise its right to renew the Contact for an additional period of one (1) year beginning on January 1, 2026 and ending on December 31, 2026; and

WHEREAS, the "Second Agreement for Renewal of Contract" is attached hereto as EXHIBIT A; and

WHEREAS, the aforementioned document was reviewed by the Borough Attorney and found to be in order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter that the Mayor is hereby authorized to execute the Agreement attached hereto as EXHIBIT A.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-276
NOVEMBER 12, 2025

ADOPTING THE AFFORDABILITY ASSISTANCE MANUAL, ACCESSORY APARTMENT MANUAL AND REHABILITATION MANUAL FOR THE BOROUGH OF CLOSTER

WHEREAS, the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls regulations (N.J.A.C. 5:80-26-1, *et seq*.), require that the Borough of Closter adopt policies and procedures for its Affordable Housing program to ensure that all affordable housing units that are created, including those created by the Housing Element and Fair Share Plan, within the Borough are administered in accordance with the law; and

WHEREAS, the Borough, in conjunction with the Affordable Housing Administrator, has prepared an Affordability Assistance Manual, an Accessory Apartment Manual and a Rehabilitation Manual for the administration of these programs in accordance with the applicable statutes and regulations; and

WHEREAS, the Borough Attorney and the Borough Administrator have reviewed these manuals and found them to be in order.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Closter hereby adopt the Affordability Assistance Manual, the Accessory Apartment Manual and the Rehabilitation Manual attached hereto as Exhibit A. This Resolution shall take effect immediately upon adoption.

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

EXHIBIT A

2025

Borough of Closter

Affordability Assistance Manual

Prepared by:

Lin Stobe, Administrative Agent for the Borough of Paramus
On behalf of the Borough of Closter as part of the Shared Services Agreement for Affordable Housing Administration

Date: August 2025

Contact: lstobe@paramusborough.org | (201) 265-2100 ext. 2222

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Closter Affordability Assistance Manual
Prepared in Support of the 2025 Housing Element and Fair Share Plan
As part of the Shared Services Agreement with the Borough of Paramus

1. **Purpose and Authority**
   Overview of trust fund requirements, statutory obligations, and program goals.
2. **Eligible Activities**
   A. Direct Household Support
   B. Affordability Tier Conversion
   C. Green Building Incentives
   D. Property-Level Repairs
3. **Program Prioritization**
   Target populations and prioritization criteria for funding decisions.
4. **Application and Approval Process**
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   B. Review and Approval
5. **Documentation and Monitoring**
   Recordkeeping standards, reporting templates, and audit protocols.
6. **Funding Limits and Controls**
   Caps, formulas, and administrative safeguards for disbursements.
7. **Waiver Provision**
   Protocols for redirecting unused funds when no eligible recipients are available.
8. **Program Oversight**
   Roles and responsibilities of the Municipal Housing Liaison and Administrative Agent.
9. **Appendices Packet**
   A. Sample Affordability Assistance Application Form
   B. Income Eligibility Chart (Updated Annually)
   C. Reporting Template for Grant Expenditures
   D. Contact Information for Program Administrators
   E. Summary of Relevant Ordinances and Spending Plan Provisions

1. Purpose

This manual establishes the framework for administering affordability assistance through Closter's Affordable Housing Trust Fund. It ensures compliance with N.J.A.C. 5:97-8.8 and the Borough's adopted Spending Plan, while maximizing impact for low- and very low-income households. All expenditures must directly support affordable units included in Closter's Fair Share Plan.

2. Eligible Activities

Trust fund monies may be used for the following affordability assistance activities:

A. Direct Household Support

Financial assistance may be provided to income-eligible households to reduce housing-related costs and prevent displacement. Eligible uses include:

- Security deposits
- Emergency repairs (e.g., plumbing, heating, electrical)
- Homeowners association (HOA) and condominium fees
- Special assessment fees
- Down payment and rental assistance

Priority will be given to very low-income households to satisfy the requirement that one-third of affordability assistance funds benefit this population.

B. Affordability Tier Conversion

To deepen affordability and meet proportional obligations for very low-income units, the Borough may offer:

- Lump sum payments to developers or owners to convert low-income units to very low-income units
- Payments calculated based on the present value of the rent differential over a 30-year deed restriction period
- Units must be deed-restricted accordingly and monitored for compliance

This program is available to inclusionary developments in designated zoning districts (e.g., #3A, #4, #4b, #5).

C. Green Building Incentives

To reduce long-term operating costs and promote sustainability, funding may be provided for:

- Solar panel installation
- High-efficiency HVAC systems
- Weatherization and insulation upgrades

These incentives are targeted to 100% affordable developments, including:

- Village School
- Spectrum for Living
- Vantage Health

Projects serving very low-income populations may receive priority consideration.

D. Property-Level Repairs

To preserve habitability and reduce utility burdens, funding may be used for:

- Water heater replacement
- Furnace replacement

This program is prioritized for existing very low-income developments, specifically Spectrum and Vantage, and may be expanded based on available funds and documented need.

3. Program Prioritization

To ensure that affordability assistance funds are allocated in accordance with Closter's adopted Spending Plan and N.J.A.C. 5:97-8.8, the Borough shall prioritize support based on the following criteria. These priorities are designed to maximize impact, promote equity, and fulfill statutory obligations related to very low-income households.

A. Households Earning ≤30% of Area Median Income (AMI)

Affordability assistance shall be directed first to very low-income households, as defined by HUD and COAH guidelines. This prioritization supports Closter's obligation to dedicate at least one-third of affordability assistance funds to this population.

- Income eligibility must be verified by the Administrative Agent
- Assistance may include direct household support, emergency repairs, and sustainability upgrades
- Units must be deed-restricted and included in the Borough's Fair Share Plan

B. Tenants in Municipally Deed-Restricted Units

Priority shall be given to tenants residing in municipally certified affordable housing units governed by long-term deed restrictions.

- Units must be monitored annually for compliance
- Assistance may include HOA fees, special assessments, and emergency repairs
- Documentation must confirm unit status and tenant eligibility

C. Developments Serving Very Low-Income Populations

Developments that predominantly serve very low-income residents, such as Spectrum for Living and Vantage Health, shall receive prioritized funding for:

- Property-level repairs (e.g., water heater and furnace replacement)
- Green building incentives to reduce operating costs
- Affordability tier conversion payments, where applicable

D. Projects That Reduce Long-Term Housing Costs

Affordability assistance may be prioritized for projects that demonstrably reduce long-term housing costs through sustainability or efficiency improvements. Eligible activities include:

- Solar panel installation
- High-efficiency HVAC systems
- Weatherization and insulation upgrades
- Projects must be located within 100% affordable developments or municipally deed-restricted units

4. Application and Approval Process

To ensure transparency, consistency, and legal defensibility, Closter has established a structured process for reviewing and approving affordability assistance requests. All applications must demonstrate eligibility, document need, and comply with applicable fair housing regulations.

A. Submission Requirements

Applicants seeking affordability assistance must submit the following materials:

- **Proof of income eligibility**
  Documentation must verify that the household meets low-, moderate-, or very low-income thresholds based on HUD Area Median Income (AMI) for Bergen County. Acceptable documents include recent pay stubs, tax returns, benefit statements, or other verifiable income sources.
- **Documentation of need**
  Applicants must provide evidence of the specific expense or hardship for which assistance is requested. Examples include:
  - Repair estimates for plumbing, heating, or electrical issues
  - Lease terms indicating rental obligations
  - HOA invoices or special assessment notices
  - Utility bills or contractor quotes for green building upgrades
- **Statement of impact**
  A brief narrative describing how the requested assistance will prevent displacement, improve habitability, or reduce long-term housing costs. This may include references to health and safety risks, financial hardship, or sustainability benefits.
- **Affidavit of compliance with Fair Housing Act**
  Applicants must certify that the unit is offered in accordance with federal and state fair housing laws and that no discriminatory practices are in place.

Incomplete applications will be returned with a checklist of missing items and guidance for resubmission.

B. Review and Approval

All applications will be reviewed through the following sequence:

- **Initial review by Municipal Housing Liaison**
  The Liaison will confirm completeness, assess eligibility, and coordinate with the Administrative Agent for technical review.
- **Income verification and compliance check by the Administrative Agent**
  The Agent will verify income documentation, confirm that the unit is deed-restricted and included in the Fair Share Plan, and ensure that the request aligns with permitted uses under the Spending Plan.
- **Final approval via resolution by the governing body**
  If the requested funding exceeds thresholds requiring formal authorization, the application will be presented to the Borough Council for approval by resolution. This step ensures public accountability and alignment with trust fund protocols.
- **Disbursement authorized by Chief Financial Officer**
  Upon approval, the CFO will release funds from the Affordable Housing Trust Fund for the specific use approved. All disbursements must be documented and reported in accordance with Borough procedures.

5. Documentation and Monitoring

To ensure transparency, accountability, and regulatory compliance, all affordability assistance expenditures must be properly documented and subject to ongoing monitoring. This section outlines the standards for recordkeeping and reporting, as required by the Borough of Closter and applicable oversight entities.

A. Documentation Standards

All expenditures made through the Affordable Housing Trust Fund must be:

- **Supported by itemized invoices and receipts**
  Each disbursement must be accompanied by detailed billing documentation, including contractor invoices, proof of payment, and itemized cost breakdowns. Where applicable, documentation must include contractor licensure and scope of work.
- **Documented using standardized reporting templates**
  The Borough will provide uniform templates to ensure consistency across all submissions. Templates will include:
  - Summary of work completed or assistance provided
  - Itemized cost breakdown
  - Certification of compliance with program guidelines
  - Before-and-after photographs (for physical improvements)
  - Proof of payment and contractor credentials (if applicable)
- **Retained for a minimum of five years**
  All documentation must be maintained by the Administrative Agent and/or Municipal Housing Liaison for a period of no less than five years following disbursement. Records must be readily accessible for audit or review upon request.

B. Monitoring Requirements

Affordability assistance activities are subject to annual monitoring and reporting. Requirements include:

- **Inclusion in annual monitoring reports**
  All expenditures must be incorporated into Closter's annual affordable housing compliance filings. Reports must detail:
  - Total amount disbursed
  - Type of assistance provided

    - Beneficiary income tier and unit status
    - Compliance with deed restriction and affordability controls
- **Oversight by Borough and external entities**
  Monitoring reports will be submitted to the Borough of Closter and any applicable state or judicial oversight bodies. The Administrative Agent is responsible for compiling and submitting these reports in coordination with the Municipal Housing Liaison.
- **Randomized audits and site inspections**
  The Borough reserves the right to conduct file reviews and site inspections to verify compliance. Non-compliance may result in enforcement action, including repayment of funds or disqualification from future participation.

6. Funding Limits and Controls

To ensure responsible stewardship of Closter's Affordable Housing Trust Fund and maintain compliance with the Borough's adopted Spending Plan, all affordability assistance programs shall be subject to funding limits and administrative controls. These safeguards are designed to promote equity, prevent over expenditure, and ensure that resources are directed to the highest-need households and developments.

A. Maximum Assistance Per Household or Unit

Affordability assistance may be capped per household or unit based on available trust fund balances, program demand, and annual budget allocations.

- Caps may vary by activity type (e.g., emergency repair vs. tier conversion)
- Funding limits will be reviewed annually by the Municipal Housing Liaison and Administrative Agent
- Exceptions may be considered on a case-by-case basis, subject to governing body approval

B. Lump Sum Conversion Payments

Payments made to developers or property owners to convert low-income units to very low-income units must be calculated using a standardized formula.

- Formula shall reflect the present value of the rent differential over a 30-year deed restriction period
- Units must be deed-restricted accordingly and monitored for compliance
- Payment guidelines will be documented and reviewed annually to reflect changes in AMI and rent limits

C. Green Building Incentives

Funding for energy efficiency upgrades and sustainability improvements shall be subject to cost-benefit review.

- Projects must demonstrate long-term utility savings or operational efficiencies
- Priority will be given to 100% affordable developments serving very low-income populations
- Incentives may be capped or tiered based on project scope, location, and available funds

D. Emergency Repairs

Assistance for emergency repairs shall be limited to health and safety-related needs that directly impact habitability.

- Eligible repairs include plumbing failures, heating system breakdowns, electrical hazards, and structural deficiencies
- Cosmetic or non-essential upgrades are not eligible
- Documentation must include contractor estimates, photographs, and a statement of urgency

All funding decisions must be documented and included in annual monitoring reports. The Borough reserves the right to adjust limits and controls based on trust fund performance, regulatory changes, and evolving community needs.

7. Waiver Provision

In accordance with N.J.A.C. 5:97-8.8(c) and the Borough of Closter's adopted Spending Plan, affordability assistance funds must be used to support low- and moderate-income households residing in deed-restricted affordable units included in the Fair Share Plan. However, if the Borough demonstrates that no eligible units or households are available for affordability assistance, a waiver may be requested.

A. Waiver Request Protocol

If the Borough determines that affordability assistance programs cannot be offered due to the absence of eligible units or households, the following steps shall be taken:

- The Administrative Agent and Municipal Housing Liaison shall jointly document the unavailability of eligible recipients, including:
  - Inventory of deed-restricted units
  - Income eligibility screening results
  - Outreach and marketing efforts conducted
- A formal waiver request shall be submitted to the appropriate oversight entity, citing N.J.A.C. 5:97-8.8(c) and referencing the Borough's Spending Plan.
- The waiver request must include a proposed reallocation of unused affordability assistance funds, consistent with approved alternative uses.

B. Permitted Reallocation of Funds

Upon approval of a waiver, unused affordability assistance funds may be redirected to the following eligible activities:

- **Construction costs at the Village School**
  Funding may be applied to capital expenses associated with the development or rehabilitation of the Village School property, a 100% affordable housing development included in Closter's Fair Share Plan.
- **Debt service on the Village School bond**
  Funds may be used to pay down the outstanding bond obligation associated with the Village School project, thereby supporting long-term affordability and financial sustainability.

All reallocated funds must be documented, approved by resolution of the governing body, and included in the Borough's annual affordable housing monitoring reports.

8. Program Oversight

The successful administration of Closter's Affordability Assistance Program depends on coordinated oversight by the Municipal Housing Liaison and the Administrative Agent. Together, these entities ensure that trust fund expenditures are compliant, impactful, and aligned with the Borough's Housing Element and Fair Share Plan.

A. Program Implementation

The Municipal Housing Liaison and Administrative Agent shall jointly manage the day-to-day operations of the affordability assistance program, including:

- Reviewing applications and verifying eligibility
- Coordinating disbursements and documentation
- Maintaining program records and tracking expenditures
- Ensuring consistency with approved program guidelines and permitted uses

Implementation protocols shall be reviewed annually and updated as needed to reflect regulatory changes or evolving community needs.

B. Compliance with Spending Thresholds

Oversight responsibilities include monitoring expenditures to ensure compliance with statutory and Spending Plan thresholds:

- At least 30% of development fees and interest must be used for affordability assistance
- One-third of affordability assistance must benefit very low-income households
- All disbursements must be documented and included in annual monitoring reports
- Waiver provisions must be triggered if no eligible units or households are available

The Administrative Agent shall maintain detailed financial records and coordinate with the Chief Financial Officer to ensure proper fund management.

C. Coordination with Developers and Property Managers

The Municipal Housing Liaison and Administrative Agent shall serve as primary points of contact for developers and property managers participating in the program. Responsibilities include:

- Facilitating affordability tier conversions
- Coordinating green building incentives and property-level repairs
- Ensuring compliance with deed restrictions and tenant eligibility
- Providing technical assistance and guidance on program requirements

Regular communication and site visits may be scheduled to support program integrity and responsiveness.

D. Public Outreach and Education

Oversight also includes proactive engagement with the public to promote awareness and equitable access. Activities may include:

- Hosting informational sessions and technical assistance workshops
- Distributing multilingual outreach materials and application guides
- Collaborating with local nonprofits and housing advocates
- Maintaining a centralized waiting list and referral network

Outreach efforts shall be documented and evaluated annually to ensure effectiveness and inclusivity.

9. Appendices

The following appendices provide standardized tools, reference materials, and contact information to support the administration of Closter's Affordability Assistance Program. These materials are intended for use by municipal staff, administrative agents, applicants, and oversight entities.

Appendix A: Sample Affordability Assistance Application Form

A standardized form for income-qualified households seeking affordability assistance. Includes fields for applicant information, unit details, type of assistance requested, and required attachments.
Sections include:

- Applicant and property information
- Type of assistance requested
- Income eligibility certification
- Statement of impact
- Required documentation checklist
- Signature and date

Appendix B: Income Eligibility Chart (Updated Annually)

Provides current income thresholds by household size for very low-, low-, and moderate-income categories, based on HUD Area Median Income (AMI) for Bergen County.
Includes:

- Income limits for households of 1–8 persons
- Definitions of income tiers
- Notes on annual updates and verification procedures
- Reference to Administrative Agent for current figures

Appendix C: Reporting Template for Grant Expenditures

A standardized form for documenting the use of affordability assistance funds. Required for all disbursements from the Affordable Housing Trust Fund.
Includes:

- Project name and applicant details
- Type of assistance provided

- Itemized cost breakdown
- Proof of payment and contractor credentials
- Narrative summary of impact
- Certification of compliance

Appendix D: Contact Information for Program Administrators

Provides direct contact details for program administration and technical assistance.
Includes:

- Municipal Housing Liaison: name, phone, email, office address
- Administrative Agent: agency name, designated contact, phone, email, website
- Notes on updates and where to find current contact info

Appendix E: Summary of Relevant Ordinances and Spending Plan Provisions

Summarizes key legal and regulatory documents governing the affordability assistance program.
Includes:

- Development Fee Ordinance (1999; revised 2016)
- Affordable Housing Trust Fund regulations
- Resolution #2025-180 endorsing Housing Element and Fair Share Plan
- Spending Plan provisions related to affordability assistance
- Waiver protocols under N.J.A.C. 5:97-8.8(c)

Borough of Closter

Affordability Assistance Manual

Appendices Packet

Prepared in Support of the 2025 Housing Element and Fair Share Plan
As part of the Shared Services Agreement with the Borough of Paramus

Appendix A: Sample Affordability Assistance Application Form

Closter Affordable Housing Trust Fund – Affordability Assistance Application

Applicant Information

- Name: _____
- Property Address: _____
- Phone: _____
- Email: _____
- Unit Type: ☐ Rental ☐ Ownership
- Affordability Tier: ☐ Low-Income ☐ Very Low-Income

Type of Assistance Requested

☐ Security Deposit
☐ Emergency Repair
☐ HOA/Condo Fees
☐ Special Assessment
☐ Down Payment/Rental Assistance
☐ Affordability Tier Conversion
☐ Green Building Incentive
☐ Property-Level Repair

Required Attachments

☐ Proof of Income Eligibility
☐ Documentation of Need (e.g., invoices, lease, repair estimate)
☐ Statement of Impact
☐ Affidavit of Compliance with Fair Housing Act

Applicant Signature: _____

Date: _____

Appendix B: Income Eligibility Chart (2025 – Bergen County)

Household Size	Very Low Income (≤30% AMI)	Low Income (≤50% AMI)	Moderate Income (≤80% AMI)
1	$26,730	$44,550	$71,280
2	$30,540	$50,900	$81,440
3	$34,350	$57,250.	$91,600
4	$38,160	$63,600	$101,760

Note: Income limits are updated annually by New Jersey Housing and Mortgage Finance

Agency, (NJMFA). and verified by the Administrative Agent. Eligibility must be confirmed at time of application.

Appendix C: Reporting Template for Grant Expenditures

Closter Affordable Housing Trust Fund – Grant Expenditure Report

- Project Name: _____
- Applicant Name: _____
- Type of Assistance Provided: _____
- Date of Disbursement: _____
- Amount Disbursed: $_____

Supporting Documentation Checklist

☐ Invoice(s)
☐ Proof of Payment
☐ Contractor Licensure (if applicable)
☐ Before-and-After Photos (if applicable)
☐ Certification of Compliance

Narrative Summary

Brief description of the work completed or assistance provided, including impact on affordability or habitability:

_____

_____

Submitted By: _____

Date: _____

Appendix D: Contact Information for Program Administrators

Municipal Housing Liaison – Borough of Closter
Name: James B Winters
Phone: (201) 784-0600 ext. 492
Email: housingliaison@closternj.gov
Office Address: Borough Hall, 295 Closter Dock Road, Closter, NJ 07624

Administrative Agent – Borough of Paramus (Shared Services)
Agency Name: Paramus Borough
Contact Person: Lin Stobe
Phone: (201) 265-2100 ext. 2222
Email: lstobe@paramusborough.org
Website: www.paramusborough.org/housing

Note: Contact details are reviewed annually and published on the Borough's website.

Appendix E: Summary of Relevant Ordinances and Spending Plan Provisions

Key Governing Documents

- **Development Fee Ordinance**
  - Adopted January 4, 1999; revised November 21, 2016
  - Establishes the collection and use of development fees for affordable housing
- **Affordable Housing Trust Fund Regulations**
  - Governs disbursement, eligibility, and documentation standards
- **Resolution #2025-180**
  - Endorses Closter's 2025 Housing Element and Fair Share Plan
  - Authorizes accessory apartment program and affordability assistance
- **Spending Plan Provisions**
  - Minimum 30% of trust fund revenues must be used for affordability assistance
  - One-third of affordability assistance must benefit very low-income households
  - Permitted uses include direct household support, tier conversion, green building incentives, and property-level repairs
- **Waiver Protocols**
  - If no eligible units are available, funds may be redirected to Village School construction or bond repayment, pursuant to N.J.A.C. 5:97-8.8(c)

2025

Borough of Closter Accessory Apartment Manual

Prepared by:

Lin Stobe, Administrative Agent for the Borough of Paramus
On behalf of the Borough of Closter as part of the Shared Services Agreement for Affordable Housing Administration

Date: August 2025

Contact: lstobe@paramusborough.org | (201) 265-2100 ext. 2222

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1. **Introduction**
   Overview of program purpose, funding sources, and alignment with Closter's affordable housing goals.
2. **Program Overview**
   Definition of accessory apartments, eligible properties, target populations, and regulatory framework.
3. **Application & Approval Process**
   Step-by-step guide for homeowners, required documentation, review procedures, and sample application.
4. **Funding & Incentives**
   Available financial assistance, rehabilitation grants, affordability tier conversion, and green building incentives.
5. **Design & Construction Standards**
   Unit size requirements, accessibility features, energy efficiency guidelines, and safety/code compliance.
6. **Regulatory Compliance**
   Deed restrictions, income verification, monitoring requirements, role of Administrative Agent, and enforcement protocols.
7. **Financial Planning & Recordkeeping**
   Budgeting expectations, documentation standards, grant reporting templates, and audit procedures.
8. **Special Considerations for Seniors**
   Adaptive design, integration with senior services, and use of senior activities funds.
9. **Outreach & Education**
   Affirmative marketing, community engagement, nonprofit partnerships, and multilingual accessibility.
10. **Appendices Packet**
    A. Sample Application and Checklist
    B. Income Eligibility Chart
    C. Monitoring Schedule
    D. Contact Information
    E. Summary of Relevant Ordinances and Resolutions

1. Introduction

Accessory apartments—also referred to as accessory dwelling units (ADUs)—are an integral component of the Borough of Closter's strategy to expand affordable housing opportunities in a manner consistent with its Housing Element and Fair Share Plan. This manual provides a structured framework for homeowners, municipal staff, and administrative agents to understand the requirements, procedures, and long-term responsibilities associated with the development and management of accessory apartments.

The accessory apartment program supports Closter's broader affordable housing goals by increasing housing options for low- and moderate-income households, promoting aging in place, and utilizing existing residential properties to meet regional obligations under the Fair Housing Act and N.J.A.C. 5:97. These units contribute directly to the Borough's efforts to satisfy its fair share obligations while preserving neighborhood character and enhancing community resilience.

This initiative is supported by funding from Closter's Affordable Housing Trust Fund, which includes:

- Development fees collected from new construction and redevelopment projects;
- Affordability assistance for eligible households, including security deposits, emergency repairs, and homeowner's association fees;
- Rehabilitation funding to bring units into compliance with applicable health, safety, and accessibility standards.

The manual is intended to ensure consistency, transparency, and legal defensibility across all phases of the accessory apartment program. It serves as a reference for applicants and administrators alike, outlining the standards, procedures, and compliance mechanisms necessary to implement accessory apartments as a sustainable and equitable housing solution.

2. Program Overview

The Borough of Closter's Accessory Apartment Program is designed to expand affordable housing opportunities by enabling the creation of accessory dwelling units (ADUs) within existing residential properties. These units serve as a flexible, community-based solution to meet Closter's fair share housing obligations under the Fair Housing Act and N.J.A.C. 5:97.

Definition of Accessory Apartments

An accessory apartment is a self-contained residential unit located on the same lot as a principal single-family dwelling. It may be attached to the primary structure, located within it (e.g., a converted basement or attic), or constructed as a detached unit. Accessory apartments must include independent living facilities such as a kitchen, bathroom, and sleeping area, and must comply with applicable building, health, and safety codes.

Eligible Properties

Accessory apartments may be permitted on properties that meet the following criteria:

- Located within zoning districts that allow single-family residential use;
- Owned by individuals or entities in compliance with local ownership and occupancy requirements;
- Capable of accommodating the accessory unit without violating setback, lot coverage, or other zoning limitations;
- Able to meet all applicable building, fire safety, and accessibility standards.

The Planning or Zoning Board and Municipal Housing Liaison will review each application to ensure site suitability and regulatory compliance.

Target Populations

Accessory apartments are intended to serve households that meet income eligibility thresholds established by the New Jersey Council on Affordable Housing (COAH), including:

- Low-income households (earning up to 50% of Area Median Income);
- Moderate-income households (earning between 50% and 80% of Area Median Income);

- Very low-income households (earning up to 30% of Area Median Income), with priority consideration for affordability assistance and rehabilitation funding;
- Seniors seeking to age in place, particularly those on fixed incomes or with accessibility needs.

The program supports Closter's commitment to inclusive housing by prioritizing units that serve underserved and vulnerable populations.

Compliance Framework

All accessory apartments developed under this program must comply with:

- The Fair Housing Act, ensuring non-discriminatory access and affirmative marketing;
- N.J.A.C. 5:97, including requirements for unit eligibility, affordability controls, monitoring, and reporting;
- Local ordinances and resolutions adopted in support of Closter's Housing Element and Fair Share Plan;
- Oversight by a qualified Administrative Agent responsible for income verification, deed restrictions, and annual compliance monitoring.

This framework ensures that accessory apartments contribute meaningfully to Closter's affordable housing inventory while maintaining transparency, legal defensibility, and long-term program integrity.

3. Application & Approval Process

The Borough of Closter has established a clear and transparent process for homeowners seeking to create accessory apartments as part of its affordable housing strategy. This section outlines the required steps, documentation, and review procedures to ensure consistency, compliance, and accessibility throughout the application lifecycle.

Step-by-Step Guide for Homeowners

1. **Preliminary Consultation**
   Contact the Municipal Housing Liaison to discuss eligibility, zoning requirements, and funding opportunities. Preliminary site assessments may be scheduled at this stage.
2. **Prepare Application Materials**
   Gather all required documentation (see below) and complete the Accessory Apartment Application Form (see Appendix A).
3. **Submit Application**
   Submit the completed application to the Municipal Housing Liaison for initial review. Incomplete applications will be returned with guidance for resubmission.
4. **Administrative Review**
   The Municipal Housing Liaison will verify documentation, assess zoning compliance, and coordinate with the Administrative Agent for income eligibility screening.
5. **Planning Board Review or Zoning Board**
   Applications deemed complete will be forwarded to the Planning or Zoning Board for formal review and approval. Public notice and hearing may be required depending on zoning district and scope of work.
6. **Permit Issuance and Construction**
   Upon approval, applicants may proceed with obtaining building permits and initiating construction or rehabilitation work in accordance with approved plans.
7. **Final Inspection and Certification**
   Upon completion, the unit will be inspected for code compliance. If approved, the accessory apartment will be certified and added to Closter's affordable housing inventory.
8. **Monitoring and Annual Reporting**
   Homeowners must comply with annual reporting requirements, including tenant income verification and unit condition assessments.

Required Documentation

Applicants must submit the following materials:

- Proof of property ownership (e.g., deed or title report)
- Completed Accessory Apartment Application Form
- Site plan showing existing and proposed structures, setbacks, and parking
- Floor plans and elevation drawings
- Income verification documentation for prospective tenants (if known)
- Statement of intent regarding target population (e.g., senior, very low-income)
- Affidavit of compliance with local ordinances and Fair Housing Act provisions

Additional documentation may be requested based on zoning district or funding source.

Review and Approval

- **Municipal Housing Liaison**: Responsible for initial screening, coordination with Administrative Agent, and applicant support
- **Administrative Agent**: Verifies income eligibility, prepares deed restrictions, and monitors compliance
- **Planning Board or Zoning Board**: Reviews site suitability, zoning compliance, and public interest considerations

Timeline and Checkpoints

Phase	Estimated Duration	Responsible Party
Preliminary Consultation	1–2 weeks	Municipal Housing Liaison
Application Preparation	Varies	Homeowner
Administrative Review	2–3 weeks	Housing Liaison & Agent
Planning/Zoning Board Review	4–6 weeks	Planning/Zoning Board
Permit Issuance & Construction	Varies	Building Department
Final Inspection & Certification	1–2 weeks	Code Enforcement

Timelines may vary based on application volume, completeness, and scheduling of Planning or Zoning Board meetings.

Sample Application Form

A sample Accessory Apartment Application Form is included in **Appendix A**. This form outlines required fields, submission instructions, and contact information for relevant municipal departments.

4. Funding & Incentives

The Borough of Closter offers targeted financial assistance to support the development and long-term affordability of accessory apartments. Funding is administered through Closter's Affordable Housing Trust Fund and is designed to reduce barriers to participation, promote housing equity, and ensure compliance with the Borough's Housing Element and Fair Share Plan.

Available Financial Assistance

Homeowners participating in the accessory apartment program may be eligible for one or more of the following funding mechanisms:

- **Rehabilitation Grants**
  Grants of up to $24,000 per unit are available to bring accessory apartments into compliance with applicable health, safety, and accessibility standards. Eligible improvements may include electrical upgrades, plumbing repairs, structural modifications, and installation of barrier-free features.
- **Affordability Assistance**
  Financial support may be provided to assist eligible tenants with:
  - Security deposits
  - Emergency repairs necessary to maintain habitability
  - Homeowners association (HOA) fees, where applicable
    These funds are intended to reduce upfront costs and support long-term tenancy for income-qualified households.
- **Affordability Tier Conversion Payments**
  Lump sum payments may be offered to homeowners who agree to convert an approved moderate-income unit to a low- or very low-income designation. This incentive supports deeper affordability and helps Closter meet its proportional obligation for very low-income housing under N.J.A.C. 5:97.
- **Green Building Incentives**
  Additional funding may be available for energy-efficient upgrades, including solar panel installation, high-efficiency HVAC systems, and insulation improvements. These incentives promote sustainability and reduce long-term operating costs for both homeowners and tenants.

Prioritization for Very Low-Income Households

In accordance with state regulations and local policy priorities, Closter will prioritize funding for accessory apartments that serve very low-income households (earning up to 30% of Area Median Income). Applications proposing such units may receive expedited review, enhanced affordability assistance, and higher funding allocations where appropriate.

All funding is subject to availability, program guidelines, and approval by the Municipal Housing Liaison and Administrative Agent. Documentation, monitoring, and reporting requirements apply to all disbursements.

5. Design & Construction Standards

Accessory apartments developed under Closter's Affordable Housing Program must meet specific design and construction standards to ensure safety, accessibility, sustainability, and long-term habitability. These standards reflect both local code requirements and best practices in affordable housing development.

Minimum and Maximum Unit Size

Accessory apartments must be appropriately scaled to the principal dwelling and lot size, while providing adequate living space for residents.

- **Minimum Size**: 400 square feet of habitable space, including kitchen, bathroom, and sleeping area
- **Maximum Size**: 1,000 square feet or 35% of the gross floor area of the principal dwelling, whichever is less
- Units must comply with applicable zoning and building code requirements regarding lot coverage, setbacks, and parking

Accessibility and Barrier-Free Design Requirements

To promote inclusive housing and support aging in place, accessory apartments must incorporate barrier-free design features where feasible.

- Ground-level entry or ramp access for units serving seniors or persons with disabilities
- Minimum doorway width of 32 inches and hallway width of 36 inches
- Accessible bathroom fixtures and grab bars
- Lever-style door handles and rocker light switches
- Compliance with the New Jersey Barrier-Free Subcode (N.J.A.C. 5:23-7) for units receiving rehabilitation funding or serving designated populations

Energy Efficiency and Sustainability Guidelines

Accessory apartments should be designed to minimize environmental impact and reduce utility costs for both homeowners and tenants.

- High-efficiency HVAC systems and programmable thermostats
- LED lighting and Energy Star-rated appliances
- Adequate insulation and weatherization measures

- Optional integration of solar panels, with funding available through Closter's green building incentive program
- Compliance with the New Jersey Residential Energy Code (N.J.A.C. 5:23-3.18)

Safety and Code Compliance

All accessory apartments must meet applicable health and safety standards to ensure occupant protection and legal defensibility.

- Independent means of egress, including operable windows and exterior doors
- Fire separation between units, including rated walls and ceilings where required
- Smoke and carbon monoxide detectors in all sleeping areas and common spaces
- Adequate ventilation and natural light
- Compliance with the Uniform Construction Code (UCC), local fire safety ordinances, and any applicable septic or sewer regulations

Final inspection and certification by the Borough's Code Construction Officer is required prior to occupancy. Units must remain in compliance throughout the affordability period and are subject to periodic monitoring.

6. Regulatory Compliance

Accessory apartments developed under Closter's Affordable Housing Program must adhere to a comprehensive compliance framework designed to ensure long-term affordability, legal defensibility, and consistency with the Borough's Housing Element and Fair Share Plan. This section outlines the key regulatory mechanisms governing the program.

Deed Restrictions and Affordability Controls

All approved accessory apartments must be subject to deed restrictions that preserve affordability for a minimum of 30 years. These restrictions:

- Specify the income level of eligible tenants (low, moderate, or very low income);
- Prohibit rent levels that exceed the maximum allowable under COAH guidelines;
- Require annual recertification of tenant eligibility;
- Must be recorded with the Bergen County Clerk's Office prior to occupancy.

Affordability controls are enforced through standardized agreements prepared by the Administrative Agent and reviewed by the Municipal Housing Liaison.

Income Eligibility Verification

Tenants must meet income eligibility thresholds established by the New Jersey Council on Affordable Housing (COAH), based on Area Median Income (AMI) for Bergen County. Verification includes:

- Submission of income documentation (e.g., pay stubs, tax returns, benefit statements);
- Review of household composition and assets;
- Certification by the Administrative Agent prior to lease execution.

Eligibility must be reverified annually or upon tenant turnover.

Annual Monitoring and Reporting Requirements

To maintain compliance, homeowners must participate in annual monitoring coordinated by the Administrative Agent. Requirements include:

- Submission of tenant income verification and lease documentation;
- Confirmation of unit condition and continued occupancy;

- Reporting of any changes in ownership, tenancy, or unit configuration;
- Cooperation with site inspections as needed.

Monitoring results are reported to the Borough and incorporated into Closter's annual affordable housing compliance filings.

Role of Administrative Agent

The Administrative Agent plays a central role in ensuring regulatory compliance and program integrity. Responsibilities include:

- Reviewing applications and verifying tenant eligibility;
- Preparing and recording deed restrictions;
- Conducting annual monitoring and reporting;
- Providing technical assistance to homeowners and municipal staff;
- Enforcing affordability controls and initiating corrective action when necessary.

The Administrative Agent must be certified in accordance with N.J.A.C. 5:80-26 and operate under a formal agreement with the Borough.

Enforcement and Penalties for Non-Compliance

Failure to comply with program requirements may result in enforcement action, including:

- Revocation of accessory apartment certification;
- Suspension or repayment of financial assistance;
- Legal action to enforce deed restrictions or recover trust fund expenditures;
- Disqualification from future participation in affordable housing programs.

The Borough reserves the right to pursue remedies consistent with local ordinances and state regulations to protect the integrity of its affordable housing inventory.

7. Financial Planning & Recordkeeping

Effective financial planning and documentation are essential to the integrity and sustainability of Closter's Accessory Apartment Program. This section outlines the budgeting expectations, funding protocols, and reporting requirements necessary to ensure responsible use of public resources and long-term program viability.

Budgeting for Construction and Maintenance

Homeowners participating in the program are expected to develop a realistic budget that accounts for both initial construction and ongoing maintenance of the accessory apartment. Budgets should include:

- Design and permitting costs
- Labor and materials for rehabilitation or new construction
- Accessibility modifications, if applicable
- Energy efficiency upgrades
- Routine maintenance and capital reserves for long-term upkeep

The Municipal Housing Liaison may provide guidance or refer applicants to technical assistance resources to support budget development.

Use of Trust Fund Monies and Documentation Standards

Funding provided through Closter's Affordable Housing Trust Fund must be used in accordance with N.J.A.C. 5:93 and the Borough's adopted Spending Plan. All disbursements must be:

- Tied to eligible activities (e.g., rehabilitation, affordability assistance, green building incentives)
- Supported by itemized invoices, receipts, and contractor certifications
- Documented using standardized forms provided by the Borough
- Approved in advance by the Municipal Housing Liaison and, where applicable, the Administrative Agent

Homeowners must maintain complete records of all expenditures and retain documentation for a minimum of five years following disbursement.

Reporting Templates for Grant Expenditures

To ensure consistency and transparency, Closter will provide standardized reporting templates for all grant-funded activities. These templates will include:

- Summary of work completed
- Itemized cost breakdown
- Proof of payment and contractor licensure
- Before-and-after photographs (where applicable)
- Certification of compliance with program guidelines

Completed reports must be submitted to the Municipal Housing Liaison within 30 days of project completion or as otherwise specified in the funding agreement.

Audit and Transparency Protocols

All accessory apartment projects receiving public funds are subject to audit and review by the Borough of Closter, its designated agents, and any relevant oversight bodies. Audit protocols include:

- Randomized file reviews and site inspections
- Verification of income eligibility and deed restriction compliance
- Cross-referencing of reported expenditures with trust fund disbursement records
- Public reporting of aggregate program outcomes in Closter's annual affordable housing compliance filings

Failure to maintain accurate records or respond to audit inquiries may result in enforcement action, including repayment of funds or disqualification from future participation.

8. Special Considerations for Seniors

Accessory apartments offer a unique opportunity to support aging in place and expand housing options for senior residents in Closter. This section outlines design, programmatic, and funding considerations to ensure that accessory units serving seniors are safe, accessible, and integrated into the broader network of municipal services.

Adaptive Design Features

Accessory apartments intended for senior occupancy should incorporate barrier-free and age-friendly design elements to promote safety, independence, and long-term usability. Recommended features include:

- Ground-level entry or ramp access
- Wider doorways and hallways to accommodate mobility devices
- Non-slip flooring and minimal thresholds
- Lever-style door handles and rocker light switches
- Accessible bathroom fixtures, including walk-in showers, grab bars, and raised toilets
- Emergency call systems or smart home integrations where feasible

Units receiving rehabilitation funding or affordability assistance may be required to meet minimum accessibility standards consistent with the New Jersey Barrier-Free Sub code (N.J.A.C. 5:23-7).

Integration with Senior Services and Programs

Accessory apartments serving seniors should be coordinated with existing municipal and county-level programs to enhance quality of life and ensure continuity of care. Integration may include:

- Referrals to Bergen County Division of Senior Services for case management, transportation, and wellness programs
- Coordination with local senior centers for social engagement and recreational activities
- Linkages to home-delivered meals, health screenings, and caregiver support services
- Outreach through Closter's senior mailing lists, community events, and trusted local partners

The Municipal Housing Liaison may facilitate connections between homeowners, tenants, and service providers to ensure that senior residents benefit from available resources.

Use of Senior Activities Funds for Enrichment and Support

Accessory apartment tenants who qualify as senior residents may be eligible for enrichment and support through Closter's Senior Activities Fund. Eligible uses may include:

- Subsidized participation in local classes, workshops, or cultural events
- Provision of assistive technology or adaptive equipment
- Transportation vouchers for medical appointments or community outings
- In-home wellness visits or social check-ins coordinated through municipal programs

Use of these funds must be documented and aligned with Borough policies governing senior enrichment expenditures. Coordination with the Municipal Housing Liaison and relevant program administrators is required.

9. Outreach & Education

Effective outreach and education are essential to ensuring that Closter's Accessory Apartment Program reaches eligible households, engages community stakeholders, and promotes equitable access to affordable housing opportunities. This section outlines the Borough's strategies for public awareness, stakeholder collaboration, and inclusive communication.

Affirmative Marketing Strategies

In accordance with N.J.A.C. 5:80-26.15, Closter will implement affirmative marketing practices to ensure that all segments of the community—particularly those historically underserved—are informed of available accessory apartment units. Strategies include:

- Public notices in regional and local newspapers, including those serving minority and non-English-speaking populations
- Distribution of flyers and brochures in high-traffic community locations (e.g., libraries, senior centers, houses of worship)
- Outreach through municipal websites, social media platforms, and email newsletters
- Coordination with the Administrative Agent to maintain a centralized waiting list and ensure fair access to units

All marketing materials will include clear eligibility criteria, contact information, and instructions for applying.

Community Engagement and Informational Sessions

The Borough will host periodic informational sessions to educate residents, property owners, and community organizations about the accessory apartment program. These sessions may include:

- Presentations on program eligibility, funding opportunities, and application procedures
- Q&A forums with the Municipal Housing Liaison and Administrative Agent
- Testimonials from participating homeowners and tenants
- Technical assistance workshops for prospective applicants

Sessions will be scheduled at accessible times and locations, with virtual options available where feasible.

Partnerships with Local Nonprofits and Housing Advocates

Closter will collaborate with local nonprofits, faith-based organizations, and housing advocacy groups to expand outreach and provide support services to eligible households. Partnerships may include:

- Joint outreach campaigns and referral networks
- Co-hosted educational events and resource fairs
- Technical assistance for income verification and application completion
- Coordination with regional housing counseling agencies and senior service providers

These partnerships strengthen program reach and ensure that residents receive comprehensive support throughout the application and tenancy process.

Multilingual Materials and Accessibility Formats

To ensure equitable access to program information, Closter will provide materials in multiple languages and accessible formats. This includes:

- Translations of application forms, flyers, and program guides into Spanish, Korean, and other languages commonly spoken in the region
- Large-print and screen-reader-compatible versions of digital materials
- Availability of interpretation services at public meetings and informational sessions
- Compliance with Americans with Disabilities Act (ADA) standards for all outreach materials and events

The Borough will periodically review outreach practices to ensure they remain inclusive, effective, and responsive to community needs.

Borough of Closter

Accessory Apartment Manual

Appendices Packet

Prepared in support of the 2025 Housing Element and Fair Share Plan

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1. Appendix A: Sample Application and Checklist
2. Appendix B: Income Eligibility Chart
3. Appendix C: Monitoring Schedule
4. Appendix D: Contact Information
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Appendix A: Sample Application and Checklist

Accessory Apartment Application Form
Borough of Closter Affordable Housing Program

Section 1: Applicant Information

Field	Description
Applicant Name	Full legal name
Property Address	Street address of proposed accessory unit
Mailing Address (if different)	
Phone Number	Primary contact number
Email Address	
Property Ownership Type	☐ Individual ☐ Trust ☐ LLC ☐ Other
Proof of Ownership Attached	☐ Yes ☐ No

Section 2: Property Details

Field	Description
Zoning District	As per Closter zoning map
Lot Size	In square feet
Existing Structures	Brief description
Proposed Accessory Unit Type	☐ Attached ☐ Detached ☐ Internal Conversion
Number of Bedrooms	
Parking Availability	☐ On-site ☐ Street ☐ Shared
Site Plan Attached	☐ Yes ☐ No
Floor Plans Attached	☐ Yes ☐ No

Section 3: Target Population

Intended Occupant Type	Check all that apply
☐ Low-Income Household	
☐ Moderate-Income Household	
☐ Very Low-Income Household	
☐ Senior Household	
☐ Other (please specify)	

Section 4: Funding & Assistance (if applicable)

Type of Assistance Requested Check all that apply

☐ Rehabilitation Grant
☐ Affordability Assistance
☐ HOA Fee Support
☐ Emergency Repair Assistance
☐ None

Section 5: Required Attachments

Please confirm inclusion of the following:

- ☐ Proof of Ownership (e.g., deed or title report)
- ☐ Site Plan and Floor Plans
- ☐ Income Verification (if tenant identified)
- ☐ Statement of Intent regarding target population
- ☐ Affidavit of Compliance with Fair Housing Act and local ordinances

Section 6: Certification

I hereby certify that the information provided in this application is true and complete to the best of my knowledge. I understand that submission of this application does not guarantee approval and that additional documentation may be required.

Signature: _____

Date: _____

Submission Checklist

☐ Completed application form
☐ Proof of ownership (deed or title report)
☐ Site plan and floor plans
☐ Income verification (if applicable)
☐ Statement of intent regarding target population
☐ Affidavit of compliance with Fair Housing Act and local ordinances
☐ Contact information and preferred communication method

Appendix B: Income Eligibility Chart (2025 – Bergen County, Region 1)

Purpose: To define income thresholds for low-, moderate-, and very low-income households based on UHAC Affordable Housing Regional Income Limits by Household Size

Household Size	Very Low Income (≤30% AMI)	Low Income (≤50% AMI)	Moderate Income (≤80% AMI)
1	$26,730	$44,550	$71,280
2	$30,540	$50,900	$81,440
3	$34,350	$57,250.	$91,600
4	$38,160	$63,600	$101,760

Note: Income limits are updated annually by New Jersey Housing and Mortgage Finance

Agency, (NJMFA). and verified by the Administrative Agent. Eligibility must be confirmed at time of application.

Appendix C: Monitoring Schedule

Purpose: To outline annual and triennial compliance requirements for certified accessory apartments.

Annual Monitoring Requirements

- **Deadline:** January 31 each year
- **Required Documentation:**
  - Current lease agreement
  - Tenant income verification
  - Unit condition certification
  - Confirmation of continued occupancy

Triennial Review (Very Low-Income Units)

- Verification of affordability tier
- Review of funding compliance
- Site inspection (if applicable)

Enforcement Protocol

- Non-compliance may result in:
  - Suspension of funding
  - Revocation of certification
  - Legal enforcement of deed restrictions

Appendix D: Contact Information

Purpose: To provide direct access to program administrators for questions, submissions, and technical assistance.

Municipal Housing Liaison

- **Name:** James B. Winters
- **Phone:** (201) 784-0600 ext. 492
- **Email:** housingliaison@closternj.gov
- **Office Address:** Borough Hall, 295 Closter Dock Road, Closter, NJ 07624

Administrative Agent

- **Agency Name:** Paramus Borough
- **Contact Person:** Lin Stobe
- **Phone:** (201) 265-2100 ext. 2222
- **Email:** lstobe@paramusborough.org
- **Website:** www.affordablehousing.org/closter

Note: Contact details are reviewed annually and published on the Borough's website.

Appendix E: Summary of Relevant Ordinances and Resolutions

Purpose: To provide legal context and references for program administration and homeowner compliance.

Key Governing Documents

- **Development Fee Ordinance**
  - Adopted January 4, 1999
  - Revised November 21, 2016
  - Establishes collection and use of development fees for affordable housing
- **Affordable Housing Trust Fund Regulations**
  - Governs disbursement, eligibility, and documentation standards
- **Resolution #2025-180**
  - Endorses Closter's 2025 Housing Element and Fair Share Plan
  - Authorizes accessory apartment program and funding allocations
- **Zoning Ordinances**
  - Permits accessory apartments in designated residential districts
  - Specifies dimensional and use standards
- **Administrative Amendments**
  - Updates to monitoring, funding, and compliance procedures
  - Available through Borough Clerk or municipal code repository

2025

Borough of Closter Rehabilitation Manual

Prepared by:

Lin Stobe, Administrative Agent for the Borough of Paramus
On behalf of the Borough of Closter as part of the shared services agreement for affordable housing rehabilitation administration.

Date: September 2025

Contact: lstobe@paramusbourough.org |(20)-265-2100 ext. 2222

1. Program Overview – Expanded Breakdown

A. Purpose of the Program

Closter Borough's Affordable Housing Rehabilitation Program is a targeted initiative designed to preserve and enhance the quality of existing housing for income-eligible residents. It is not a new construction program, but rather a strategic effort to upgrade substandard units and extend their usability and affordability.

The program fulfills Closter's obligation to rehabilitate 16 units as outlined in its Fair Share Plan and Spending Plan, in accordance with New Jersey's affordable housing regulations.

B. Core Objectives

Each objective reflects a distinct operational priority:

1. Address Substandard Housing Conditions

- Identify units with health, safety, or code violations
- Prioritize repairs that prevent displacement or further deterioration
- Use inspections and documentation to verify eligibility and scope

2. Promote Energy Efficiency and Long-Term Affordability

- Fund improvements that reduce utility costs and environmental impact
- Support durable repairs that minimize future maintenance burdens
- Encourage upgrades that extend the lifespan of housing units

3. Support Aging-in-Place and Accessibility

- Retrofit homes to accommodate seniors and residents with disabilities
- Include features such as ramps, grab bars, widened doorways, and accessible bathrooms
- Coordinate with local senior services and disability advocates to identify eligible households

4. Ensure Compliance with N.J.A.C. 5:97-8.8 and Related Regulations

- Align all program activities with state housing rules and COAH guidelines
- Apply affordability controls and deed restrictions where required
- Maintain defensible documentation for audits and NJDCA reporting

C. Administrative Structure

The program is administered by the Closter Affordable Housing Office, with oversight and support from:

- **Municipal Leadership**: Provides policy direction and funding approvals
- **Planning/Zoning Board**: Reviews project scopes and confirms eligibility
- **Governing Body**: Authorizes expenditures and monitors progress
- **Legal Counsel**: Ensures compliance with deed restrictions, affordability controls, and regulatory standards
- **External Partners**: Includes inspectors, contractors, housing advocates, and regional collaborators

This structure ensures that the program is transparent, legally sound, and responsive to community needs.

2. Funding Commitment – Expanded Breakdown

A. Program Financing

Closter's Affordable Housing Rehabilitation Program is fully funded through the Borough's Affordable Housing Trust Fund. This fund is composed of developer fees and other contributions collected in accordance with New Jersey's affordable housing regulations. The Borough has confirmed that sufficient funds are available to meet the program's 16-unit rehabilitation obligation.

B. Budget Structure

The Spending Plan outlines a clear financial framework:

- **Total Program Budget**: $400,000
- **Average Per-Unit Allocation**: $24,000
- **Annual Disbursement Schedule**: $40,000 per year
- **Implementation Timeline**: 2026 through 2035

This phased approach ensures that funds are available over time, allowing for strategic outreach, intake, and rehabilitation activities each year.

C. Disbursement Protocol

To maintain transparency and accountability, all disbursements follow a formal approval process:

1. **Planning/Zoning Board Resolution**
    - Confirms project eligibility and scope
    - Ensures alignment with Fair Share Plan and Spending Plan
2. **Governing Body Approval**
    - Authorizes the release of funds
    - Validates municipal commitment to program goals
3. **Chief Financial Officer Authorization**
    - Verifies fund availability
    - Executes disbursement in accordance with municipal finance procedures
4. **Documentation and Recordkeeping**
    - All financial activity is documented
    - Records are retained for audit and annual NJDCA reporting
    - Expenditures are tracked against program benchmarks

D. Compliance and Audit Readiness

The Borough is responsible for ensuring that all funding activity complies with:

- N.J.A.C. 5:97-8.8
- COAH Trust Fund rules
- NJDCA reporting requirements

Annual reports must include:

- Units rehabilitated
- Funds disbursed
- Remaining obligations
- Any waiver requests or alternative strategies

3. Eligible Repairs – Expanded Breakdown

A. Purpose of Rehabilitation

The program funds repairs and upgrades that directly improve the health, safety, habitability, and energy efficiency of housing units occupied by income-eligible households. All work must:

- It will be necessary to bring the unit into compliance with applicable building codes
- Enhance long-term affordability and reduce utility costs
- Support accessibility and aging-in-place where applicable
- Be performed by licensed contractors in accordance with local and state regulations

Repairs must be documented through inspection reports, contractor estimates, and photographic evidence before and after work is completed.

B. Categories of Eligible Work

The following categories reflect the types of repairs and improvements that may be funded under the program. These examples are not exhaustive but represent common eligible scopes:

1. Mechanical Systems

- Replacement or repair of furnaces, boilers, water heaters, and HVAC systems
- Installation of programmable thermostats or energy-efficient controls
- Upgrades to ventilation systems to improve indoor air quality

2. Structural Repairs

- Roof replacement or stabilization
- Foundation repair or waterproofing
- Replacement of windows and exterior doors for safety and insulation
- Repair of exterior walls, porches, or steps that pose safety hazards

3. Plumbing and Electrical Systems

- Code-compliant rewiring and panel upgrades
- Replacement of outdated or unsafe plumbing fixtures
- Installation of GFCI outlets and smoke/carbon monoxide detectors
- Remediation of leaks, clogs, or unsafe electrical conditions

4. Accessibility Improvements

- Installation of wheelchair ramps, stair lifts, or accessible entryways
- Widening of interior doorways for mobility devices
- Bathroom modifications including grab bars, roll-in showers, and raised toilets
- Kitchen adaptations for reach and maneuverability

5. Emergency Repairs

- Immediate remediation of hazardous conditions such as:
    - Gas leaks
    - Mold or water intrusion
    - Fire or smoke damage
    - Structural collapse or unsafe living conditions
- Temporary stabilization measures pending full repair

6. Energy Efficiency Upgrades

- Insulation of walls, attics, and crawlspaces
- Weatherization measures such as caulking, sealing, and storm windows
- Replacement of inefficient appliances with ENERGY STAR-rated models
- Installation of solar-ready infrastructure (if applicable and permitted)

C. Ineligible Repairs

To maintain program integrity and focus resources on essential rehabilitation, the following types of work are generally not eligible:

- Cosmetic upgrades (e.g., painting, flooring unless tied to safety or accessibility)
- Luxury improvements (e.g., high-end finishes, non-essential additions)
- Landscaping or exterior beautification not related to safety or code compliance
- Repairs to non-residential structures or detached accessory buildings

Exceptions may be considered on a case-by-case basis if the work directly supports accessibility, safety, or regulatory compliance.

D. Contractor Requirements

All work must be performed by contractors who:

- Hold valid licenses and insurance as required by state and local law
- Are registered with the Borough or approved through a formal vetting process
- Agree to comply with program guidelines, timelines, and documentation standards
- Submit itemized estimates and invoices for review prior to payment

Homeowners may select from a pre-approved contractor list or propose alternatives, subject to Borough review and approval.

4. Eligibility Criteria – Expanded Breakdown

A. Purpose of Eligibility Standards

Eligibility criteria ensure that program resources are directed to households most in need and that all rehabilitation activities comply with New Jersey's affordable housing regulations. These standards also support transparency, fairness, and legal defensibility in applicant selection.

B. Core Eligibility Requirements

Applicants must meet all of the following conditions to qualify for rehabilitation assistance:

1. Income Limits

- Households must fall within **low-income** or **very low-income** thresholds as defined by COAH and HUD.
- Income is verified using tax returns, pay stubs, benefit statements, and other documentation.
- Limits are adjusted annually and vary by household size.

2. Residency

- The property must be located within **Closter Borough**.
- Proof of residency may include utility bills, lease agreements, or property tax records.

3. Ownership Status

- Both **owner-occupied** and **rental units** may be eligible.
- For rental units:
    - The **landlord must agree** to participate and maintain affordability controls.
    - The **tenant's income** must meet program thresholds.
    - A written agreement outlining responsibilities and restrictions is required.

4. Property Condition

- The unit must demonstrate a **clear need for rehabilitation**, such as:
  - Code violations
  - Unsafe or deteriorated systems
  - Accessibility barriers
- Need is verified through inspection reports, photos, and documentation.

5. Affordability Controls

- All rehabilitated units must remain **affordable for a minimum of 10 years**.
- This is enforced through deed restrictions or other legal instruments.
- Affordability controls must be recorded and monitored annually.

C. Priority Populations

While all eligible applicants are considered, the program prioritizes:

- **Very low-income households** (typically earning less than 30% of the area median income)
- **Seniors and persons with disabilities**, especially those at risk of displacement or institutionalization
- **Residents of Spectrum and Vantage developments**, which are identified in the Spending Plan as key target populations

Priority does not guarantee selection but may influence scheduling, outreach, and resource allocation.

D. Documentation Requirements

Applicants must provide:

- Proof of income (e.g., tax returns, pay stubs, benefit letters)
- Proof of residency (e.g., lease, deed, utility bill)
- Property ownership or landlord consent
- Description of needed repairs or accessibility barriers
- Any additional forms required by the Borough or program administrator

Incomplete applications may be deferred until documentation is complete.

5. Application & Approval Process – Expanded Breakdown

A. Purpose of the Process

This multi-step process ensures that rehabilitation assistance is distributed fairly, efficiently, and in full compliance with regulatory requirements. It is designed to:

- Promote transparency and accessibility for applicants
- Provide clear checkpoints for eligibility, scope, and funding
- Maintain a defensible audit trail from intake through disbursement

Each step is supported by standardized forms, documentation protocols, and staff training.

B. Step-by-Step Process

Step 1: Outreach & Intake

Objective: Inform eligible residents and collect initial applications

- Program is promoted via municipal website, flyers, mailers, and community partners
- Outreach materials include eligibility criteria, application instructions, and contact information
- Applicants submit:
    - Proof of income and residency
    - Ownership or landlord consent (if applicable)
    - Description of needed repairs or accessibility barriers
- Intake staff review submissions for completeness and initiate eligibility screening

Step 2: Inspection & Scope Development

Objective: Assess property condition and define eligible work

- A certified inspector conducts an on-site evaluation
- Inspection report documents:
    - Code violations
    - Safety hazards
    - Accessibility needs
    - Energy inefficiencies
- A scope of work is developed based on eligible repairs
- Cost estimates are prepared using standardized pricing or contractor quotes

Step 3: Review & Approval

Objective: Confirm eligibility, scope, and funding authorization

- Planning or Zoning Board reviews inspection findings and proposed scope
- Governing Body approves funding allocation based on Spending Plan
- Legal counsel verifies:
  - Compliance with deed restrictions
  - Affordability controls
  - Regulatory alignment with N.J.A.C. 5:97-8.8
- Applicant is notified of approval and next steps

Step 4: Contractor Selection & Execution

Objective: Complete rehabilitation work in accordance with approved scope

- Homeowner selects contractor from pre-approved list or proposes alternative
- Contractor must meet licensing and insurance requirements
- Work is monitored by municipal staff or designated project manager
- Change orders must be documented and approved prior to execution

Step 5: Disbursement & Documentation

Objective: Release funds and retain records for compliance

- Upon completion and verification of work:
  - CFO authorizes disbursement from the Affordable Housing Trust Fund
  - Final inspection confirms scope completion and code compliance
- All documentation is retained for:
  - NJDCA annual reporting
  - Internal audits
  - Legal defensibility (minimum retention: 7 years)

6. Monitoring & Compliance – Expanded Breakdown

A. Purpose of Oversight

Monitoring and compliance protocols ensure that Closter's Affordable Housing Rehabilitation Program:

- Meets its regulatory obligations under N.J.A.C. 5:97-8.8
- Maintains transparency in the use of public funds
- Protects the long-term affordability of rehabilitated units
- Provides a defensible audit trail for internal and external review

Oversight is both proactive and retrospective, involving documentation, inspections, and reporting.

B. Annual Reporting Requirements

Closter Borough must submit annual reports to the New Jersey Department of Community Affairs (NJDCA) detailing:

- Number of units rehabilitated
- Amount of funds disbursed
- Remaining rehabilitation obligations
- Status of affordability controls
- Any waiver requests or alternative compliance strategies

Reports must be complete, accurate, and submitted in accordance with NJDCA deadlines and formatting standards.

C. Affordability Tracking

Each rehabilitated unit is subject to a minimum **10-year affordability control**, enforced through deed restrictions or other legal instruments. The Borough is responsible for:

- Recording and maintaining affordability documents
- Monitoring compliance annually (e.g., income verification, occupancy status)
- Notifying property owners of their obligations and renewal timelines
- Coordinating with legal counsel to address violations or lapses

  Tracking systems must be secure, accessible, and capable of generating reports for NJDCA or audit purposes.

D. Audit Trail & Recordkeeping

To ensure defensibility and transparency, the Borough must retain documentation for each rehabilitation project, including:

- Intake forms and eligibility verification
- Inspection reports and scopes of work
- Contractor agreements and invoices
- Final inspection sign-offs
- Disbursement records and CFO authorizations
- Affordability control instruments

Records must be retained for a minimum of **seven years** and organized to support internal audits, NJDCA reviews, and legal inquiries.

E. Waiver Requests

If Closter is unable to identify eligible units for rehabilitation, the Borough may submit a waiver request to NJDCA. This request must include:

- Documentation of outreach efforts
- Evidence of unit unavailability
- Proposed alternative strategies (e.g., funding accessibility upgrades, partnering with neighboring municipalities)

Waivers are not guaranteed and must be justified with clear, defensible evidence.

F. Monitoring Activities

In addition to formal reporting, Closter conducts ongoing monitoring through:

- Periodic site visits to verify completed work and occupancy
- Homeowner and tenant surveys to assess satisfaction and identify issues
- Coordination with legal and financial oversight bodies to ensure compliance
- Internal reviews of documentation and process adherence

Monitoring protocols are reviewed annually and updated as needed to reflect regulatory changes or program evolution.

7. Program Administration – Expanded Breakdown

A. Purpose of Administrative Structure

Effective administration ensures that the Affordable Housing Rehabilitation Program operates with integrity, efficiency, and compliance. It provides a clear framework for decision-making, oversight, and coordination among municipal departments and external partners.

This structure supports:

- Timely and accurate implementation of rehabilitation activities
- Transparent use of Affordable Housing Trust Fund resources
- Consistent adherence to regulatory requirements
- Responsiveness to resident needs and inquiries

B. Lead Agency

The program is administered by the **Closter Affordable Housing Office**, which serves as the central point of contact for:

- Application intake and eligibility screening
- Coordination of inspections and contractor engagement
- Documentation, reporting, and recordkeeping
- Resident communication and public outreach

The Office maintains standardized procedures and ensures that all program activities align with the Fair Share Plan and Spending Plan.

C. Oversight Bodies

Several municipal entities provide oversight and support:

1. Planning/Zoning Board

- Reviews proposed rehabilitation scopes
- Confirms alignment with housing obligations and spending priorities
- Issues resolutions authorizing project eligibility

2. Governing Body (Mayor and Council)

- Approves funding allocations and program policies
- Monitors overall program performance and compliance
- Responds to public inquiries and concerns

3. Chief Financial Officer (CFO)

- Verifies availability of Trust Fund resources
- Authorizes disbursement of funds upon project completion
- Maintains financial records for audit and reporting

4. Legal Counsel

- Reviews contracts, deed restrictions, and affordability controls
- Advises on regulatory compliance and risk mitigation
- Supports waiver requests and enforcement actions

D. External Partners

The Borough may engage qualified external partners to support implementation, including:

- **Inspectors**: Conduct property evaluations and verify completion
- **Contractors**: Perform eligible repairs in accordance with approved scopes
- **Housing Advocates**: Assist with outreach, education, and resident support
- **Regional Collaborators**: Share best practices and coordinate on shared services

All partners must meet licensing, insurance, and documentation standards and agree to program protocols.

E. Administrative Protocols

To ensure consistency and defensibility, the program follows standardized protocols:

- **Forms and Checklists**: Used for intake, inspection, approval, and monitoring
- **Public Access**: Program guidelines, eligibility criteria, and application materials are available via the Borough website and municipal offices
- **Staff Training**: Personnel are trained on compliance, documentation, and resident engagement
- **Interdepartmental Coordination**: Regular communication among departments ensures alignment and timely issue resolution

- **Record Retention**: All program records are maintained for a minimum of seven years and organized for audit readiness

8. Appendices – Expanded Breakdown

A. Purpose of Appendices

The appendices provide standardized tools and reference materials that support the administration, monitoring, and communication of Closter's Affordable Housing Rehabilitation Program. They ensure consistency, defensibility, and accessibility across all phases of implementation.

Each appendix can be adapted for internal use, public distribution, or legal review, depending on the audience and context.

B. Appendix List and Descriptions

Appendix A: Sample Intake Form

- Captures applicant information, including household income, residency, ownership status, and repair needs
- Includes consent for inspection and eligibility verification
- Designed for both paper and digital submission

Appendix B: Contractor Agreement Template

- Outlines scope of work, payment terms, insurance requirements, and compliance obligations
- Includes clauses for change orders, dispute resolution, and termination
- Reviewed by legal counsel prior to execution

Appendix C: Inspection Checklist

- Used by certified inspectors to document property condition and identify eligible repairs
- Includes categories for mechanical, structural, plumbing, electrical, accessibility, and emergency issues
- Supports defensible scope development and cost estimation

Appendix D: Affordability Control Notice

- Legal instrument establishing a 10-year affordability restriction on rehabilitated units
- Includes terms for enforcement, renewal, and transfer of ownership
- Recorded with the County Clerk and retained in municipal records

Appendix E: Outreach Flyer

- Public-facing summary of program eligibility, benefits, and application process
- Designed for distribution via mail, website, and community partners
- Includes contact information and deadlines

Appendix F: Annual Reporting Template

- Standardized format for NJDCA submissions
- Tracks units rehabilitated, funds disbursed, affordability status, and waiver activity
- Supports internal audits and external compliance reviews

C. Customization and Use

Each appendix should be:

- Reviewed annually to reflect regulatory updates and local priorities
- Translated or adapted for accessibility (e.g., large print, plain language, multilingual versions)
- Stored securely and made available to staff, applicants, and oversight bodies as needed

Templates may be modified to reflect specific project scopes, legal requirements, or administrative preferences, but core compliance elements must remain intact.

Appendix A: Sample Intake Form

Closter Affordable Housing Rehabilitation Program – Intake Application

Applicant Information

- Full Name: _____
- Address of Property to be Rehabilitated: _____
- Mailing Address (if different): _____
- Phone Number: _____
- Email Address: _____
- Preferred Language: _____

Household Composition

| Name | Age | Relationship | Employment Status | Income Source |

Total Annual Household Income: $_____
Number of People in Household: _____

Property Ownership

- ☐ Owner-Occupied
- ☐ Rental Unit (Landlord Name: _____)
- ☐ Other (please specify): _____

Proof of Ownership or Tenancy Attached

- ☐ Deed or Mortgage Statement
- ☐ Lease Agreement
- ☐ Utility Bill or Tax Record
- ☐ Other: _____

Repair Needs (Check all that apply)

- ☐ Heating/Furnace
- ☐ Roof
- ☐ Plumbing
- ☐ Electrical
- ☐ Accessibility (e.g., ramps, grab bars)
- ☐ Emergency Repairs (e.g., mold, fire damage)

- ☐ Energy Efficiency (e.g., insulation, appliances)
- ☐ Other: _____

Brief Description of Repair Needs

_____

_____

Consent & Certification

I certify that the information provided is true and complete to the best of my knowledge. I authorize the Borough of Closter and its representatives to verify income, residency, and property condition, and to conduct inspections as needed for program eligibility.

Signature: _____
Date: _____

Appendix B: Contractor Agreement Template

Closter Affordable Housing Rehabilitation Program
Contractor Agreement for Residential Rehabilitation Work

This Agreement is entered into on [Date] by and between:

- **Property Owner**: _____
  Address: _____
  Phone: _____ Email: _____
- **Contractor**: _____
  Company Name: _____
  License #: _____ Insurance Carrier: _____
  Phone: _____ Email: _____
- **Project Address**: _____

1. Scope of Work

The Contractor agrees to perform the following rehabilitation work as approved by the Borough of Closter:

[List of approved repairs with itemized descriptions and estimated costs]

All work must comply with applicable building codes, ADA standards (if applicable), and the scope approved by the Borough's Affordable Housing Office.

2. Timeline

- Work shall commence no later than: _____
- Estimated completion date: _____
- Any delays must be communicated in writing to the Property Owner and Borough staff.

3. Payment Terms

- Total approved contract amount: $_____
- Payment will be made by the Borough of Closter upon:
  - Completion of work
  - Final inspection and approval
  - Submission of itemized invoice and required documentation

No advance payments will be issued. Change orders must be pre-approved in writing.

4. Contractor Obligations

The Contractor shall:

- Maintain valid licenses and insurance throughout the project
- Comply with all local, state, and federal regulations
- Use qualified personnel and approved materials
- Protect the property and occupants during construction
- Maintain a clean and safe worksite
- Cooperate with inspections and monitoring by Borough staff

5. Property Owner Responsibilities

The Property Owner shall:

- Provide reasonable access to the property
- Communicate promptly with the Contractor and Borough staff
- Not interfere with the approved scope of work
- Report any concerns or issues to the Borough's Affordable Housing Office

6. Termination

This Agreement may be terminated by the Borough or Property Owner for:

- Failure to perform work as agreed
- Safety violations or noncompliance
- Fraud or misrepresentation
- Mutual consent

Termination must be documented in writing.

7. Signatures

By signing below, all parties agree to the terms outlined above.

Property Owner Signature: _____ Date: _____
Contractor Signature: _____ Date: _____
Borough Representative: _____ Date: _____

Appendix C: Inspection Checklist

Closter Affordable Housing Rehabilitation Program
Property Inspection Form

Property Information

- Inspection Date: _____
- Inspector Name: _____
- Property Address: _____
- Owner/Tenant Name: _____
- Type of Unit: ☐ Single-Family ☐ Multi-Family ☐ Rental ☐ Owner-Occupied

Section 1: General Condition

Item	Condition	Notes
Structural Integrity	☐ Good ☐ Fair ☐ Poor	_____
Roof	☐ Good ☐ Fair ☐ Poor	_____
Windows/Doors	☐ Good ☐ Fair ☐ Poor	_____
Foundation	☐ Stable ☐ Cracked ☐ Water Intrusion	_____
Exterior Walls	☐ Sound ☐ Damaged ☐ Needs Repair	_____

Section 2: Mechanical Systems

Item	Condition	Notes
Heating System	☐ Functional ☐ Needs Repair ☐ Replacement Needed	_____
Water Heater	☐ Functional ☐ Needs Repair ☐ Replacement Needed	_____
HVAC	☐ Operational ☐ Incomplete ☐ Not Present	_____

Section 3: Plumbing & Electrical

Item	Condition	Notes
Plumbing Fixtures	☐ Code-Compliant ☐ Leaking ☐ Obsolete	_____
Electrical Panel	☐ Updated ☐ Unsafe ☐ Needs Upgrade	_____
Smoke/CO Detectors	☐ Present ☐ Missing ☐ Nonfunctional	_____

Section 4: Accessibility Features

Item	Present	Notes
Ramps	☐ Yes ☐ No	_____
Grab Bars	☐ Yes ☐ No	_____
Widened Doorways	☐ Yes ☐ No	_____
Accessible Bathroom	☐ Yes ☐ No	_____

Section 5: Emergency Hazards

Item	Observed	Notes
Mold or Water Damage	☐ Yes ☐ No	_____
Fire Damage	☐ Yes ☐ No	_____
Gas Leak or Odor	☐ Yes ☐ No	_____
Structural Collapse Risk	☐ Yes ☐ No	_____

Section 6: Energy Efficiency

Item	Condition	Notes
Insulation	☐ Adequate ☐ Missing ☐ Damaged	_____
Windows	☐ Single-Pane ☐ Double-Pane ☐ Storm Windows	_____
Appliances	☐ ENERGY STAR ☐ Inefficient ☐ Not Applicable	_____

Inspector Summary & Recommendations

Recommended Scope of Work

Inspector Signature: _____

Date: _____

Appendix D: Affordability Control Notice

Closter Affordable Housing Rehabilitation Program
Affordability Restriction Agreement

This Agreement is entered into on [Date] by and between:

- **Property Owner**: _____

  Address of Rehabilitated Property: _____

  Block: _____ Lot: _____ Qualifier (if applicable): _____

and

- **The Borough of Closter**, a municipal corporation organized under the laws of the State of New Jersey, with offices located at 295 Closter Dock Road, Closter, New Jersey 07624.

1. Purpose

This Agreement establishes a 10-year affordability restriction on the above-referenced property, which has received rehabilitation funding through Closter's Affordable Housing Trust Fund. The restriction ensures compliance with N.J.A.C. 5:97-8.8 and the Borough's Fair Share Plan.

2. Term of Restriction

- The affordability restriction shall remain in effect for a period of **ten (10) years** from the date of final inspection and approval of rehabilitation work.
- The restriction shall survive any sale, transfer, or conveyance of the property during this period.

3. Affordability Requirements

- The property must be occupied by a household that meets low- or very low-income thresholds as defined by COAH and HUD.
- Rental units must maintain rent levels consistent with COAH affordability standards.
- Owner-occupied units must remain the primary residence of the eligible household.

4. Enforcement

- The Borough of Closter reserves the right to monitor compliance annually, including income verification and occupancy status.
- Noncompliance may result in repayment of rehabilitation funds or other remedies as permitted by law.
- The Borough may record this Agreement with the County Clerk to ensure enforceability.

5. Transfer or Sale

- Prior to any sale or transfer of the property, the owner must notify the Borough in writing.
- The affordability restriction shall be disclosed to any prospective buyer or transferee.
- The Borough may require income verification of the new occupant to ensure continued compliance.

6. Signatures

By signing below, the Property Owner acknowledges and agrees to the terms of this Affordability Restriction Agreement.

Property Owner Signature: _____ Date: _____
Printed Name: _____

Borough Representative Signature: _____ Date: _____
Printed Name and Title: _____

Appendix E: Outreach Flyer

Closter Borough Affordable Housing Rehabilitation Program
Home Repairs for Income-Eligible Residents

Is your home in need of repairs?

Closter Borough may be able to help. Through our Affordable Housing Rehabilitation Program, eligible households can receive funding for critical home repairs that improve safety, accessibility, and energy efficiency.

What the Program Covers

Eligible repairs may include:

- Heating systems, water heaters, and HVAC upgrades
- Roofs, windows, doors, and structural stabilization
- Plumbing and electrical code compliance
- Accessibility improvements (ramps, grab bars, widened doorways)
- Emergency repairs (mold, fire damage, gas leaks)
- Energy-saving upgrades (insulation, appliances)

Who Can Apply

You may qualify if:

- You live in Closter Borough
- Your household income meets low- or very low-income limits
- You own or rent your home (with landlord participation)
- Your unit needs rehabilitation to meet health and safety standards

Priority is given to seniors, persons with disabilities, and residents of Spectrum and Vantage developments.

How to Apply

1. Complete the intake form (available online or at Borough Hall)
2. Submit proof of income, residency, and repair needs
3. Schedule a free inspection to assess your home
4. Approved repairs are funded through Closter's Affordable Housing Trust Fund

Contact Us

Paramus Affordable Housing Office
Administrative Agent

- **Agency Name:** Paramus Borough
- **Contact Person:** Lin Stobe
- **Phone:** (201) 265-2100 ext. 2222
- **Email:** lstobe@paramusborough.org

Website: www.affordablehousing.org/closter

Appendix F: Annual Reporting Template

Closter Affordable Housing Rehabilitation Program
Annual Report to NJDCA – [Reporting Year]

Section 1: Program Summary

- Reporting Year: _____
- Total Units Rehabilitated to Date: _____
- Units Rehabilitated This Year: _____
- Remaining Rehabilitation Obligation: _____
- Total Funds Disbursed This Year: $_____
- Cumulative Funds Disbursed: $_____

Section 2: Unit-Level Detail

Unit Address	Owner/Renter	Income Level	Repair Type(s)	Completion Date	Affordability Control Recorded

Section 3: Financial Summary

Category	Amount Disbursed	Notes
Mechanical Repairs	$_____	_____
Structural Repairs	$_____	_____
Plumbing/Electrical	$_____	_____
Accessibility Upgrades	$_____	_____
Emergency Repairs	$_____	_____
Energy Efficiency	$_____	_____
Administrative Costs	$_____	_____
Total	$_____	

Section 4: Monitoring & Compliance

- Affordability Controls Enforced: ☐ Yes ☐ No
- Annual Occupancy Verification Completed: ☐ Yes ☐ No
- Site Visits Conducted: ☐ Yes ☐ No
- Issues Identified:

- Corrective Actions Taken:

Section 5: Waiver Activity (if applicable)

- Waiver Requested: ☐ Yes ☐ No
- Reason for Request:

- Alternative Strategy Proposed:

- NJDCA Response:

Section 6: Certification

I certify that the information provided in this report is accurate and complete to the best of my knowledge and reflects the activities of the Closter Affordable Housing Rehabilitation Program for the reporting year.

Prepared By: _____
Title: _____
Date: _____
Signature: _____

BOROUGH OF CLOSTER
RESOLUTION #2025-277
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase police vehicle automotive parts; and

WHEREAS, the funds from the Administrative Fees Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase police vehicle automotive parts from Custom Bandag Inc. for $9,011.68; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase police vehicle automotive parts from Custom Bandag Inc. for $9,011.68, funded by the Administrative Fees Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and N.J.A.C 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-096-999** for **$9,011.68**.

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-278
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase police vehicle automotive parts**;** and

WHEREAS, the funds from the Administrative Fees Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase police vehicle automotive parts from Chaumont Motors LLC for $15,453.40; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase police vehicle automotive parts from Chaumont Motors LLC for $15,453.40, funded by the Administrative Fees Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and NJAC 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-096-999 for $15,453.40.**

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-279
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase police vehicle automotive parts**;** and

WHEREAS, the funds from the Administrative Fees Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase police vehicle automotive parts from P&G Auto Inc. for $1,263.84; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase police vehicle automotive parts from P&G Auto Inc. for $1,263.84, funded by the Administrative Fees Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and NJAC 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-096-999 for $1,263.84.**

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-280
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE VEHICLE AUTOMOTIVE PARTS FROM ADMINISTRATIVE FEES TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase police vehicle automotive parts**;** and

WHEREAS, the funds from the Administrative Fees Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase police vehicle automotive parts from Parts Authority Inc. for $1,109.50; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase police vehicle automotive parts from Parts Authority Inc. for $1,109.50, funded by the Administrative Fees Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and N.J.A.C 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-096-999 for $1,109.50.**

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-281
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE VEHICLE PARTS AND INSTALLATION FROM SPECIAL LAW ENFORCEMENT TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase police vehicle cabinet production and installation; and

WHEREAS, the funds from the Law Enforcement Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase police vehicle cabinet production and installation from Spectrum Communications for $4,586.85; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase police vehicle cabinet production and installation from Spectrum Communications for $4,586.85, funded by the Special Law Enforcement Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and N.J.A.C 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-005-000** for **$4,586.85.**

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-282
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE UTILITY CART FROM SPECIAL LAW ENFORCEMENT TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase a low-speed police vehicle; and

WHEREAS, the funds from the Law Enforcement Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase a low-speed police vehicle from Tri-State Golf Carts LLC for $14,120.72; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase a low-speed police vehicle from Tri-State Golf Carts LLC for $14,120.72, funded by the Special Law Enforcement Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and N.J.A.C 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-005-000 for $14,120.72.**

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

_____ _____
Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

_____
Mari J. Margiotta, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #2025-284
NOVEMBER 12, 2025

AUTHORIZING PURCHASE OF POLICE VEHICLE GRAPHICS FROM SPECIAL LAW ENFORCEMENT TRUST

WHEREAS, the Borough of Closter's Police Department needs to purchase police vehicle emergency lights and equipment; and

WHEREAS, the funds from the Law Enforcement Trust are available for this purchase; and

WHEREAS, the Police Department would like to purchase police vehicle emergency lights and equipment from Spectrum Communications for $7,356.20; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council do hereby authorize the Police Department to purchase police vehicle emergency lights and equipment from Spectrum Communications for $7,356.20, funded by the Special Law Enforcement Trust.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and N.J.A.C 5:30.4, that the funds are available to the Borough of Closter for the calendar year 2025 in account: **T-13-56-000-005-000** for **$7,356.20.**

Frank Elenio, CFO

COUNCILMEMBER	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Council President Yammarino						

Adopted: November 12, 2025

ATTEST: APPROVED:

Mari J. Margiotta, Borough Clerk John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting on November 12, 2025.

Mari J. Margiotta, Borough Clerk