

DRAFT
WOODLAND PARK MUNICIPAL COUNCIL
AGENDA FOR THE 2025 RE-ORGANIZATION MEETING
JANUARY 22, 2025

1. In accordance with the Open Public Meeting Law, P.L.1975, chapter 231, notice requirements for this meeting have been set forth in the resolution adopted by the Municipal Council at its Reorganization Meeting of January 14, 2025 detailing the time and place, with notice given to the public by posting a copy thereof on the bulletin board in the Municipal Building, transmitting copies to the Herald News and The Record of Woodland Park.
2. **Flag salute and Prayer**
3. **Roll Call**
4. **Presentation:**
 - Mayor to perform the swearing in of the Honorable Toni Damiano as the Woodland Park Municipal Court Judge
 - Recognition of the winners of the “Light it up Woodland Park” holiday house decoration contest
5. **Public Hearing**

OPEN: Motion to open the public session. Motion to open the public session by_____. Seconded by _____.

- **ROLL CALL:**

CLOSE: Motion to close the public session. Motion to close the public session by_____. Seconded by _____.

- **ROLL CALL:**
6. **Committee Reports:**
 - A. Administration & Finance – Council President Sica
 - B. Public Works – Councilman Chaabane
 - C. Public Safety – Councilman DeCesare
 - D. Health & Senior Services – Councilwoman Gatti
 - E. Recreation, Community Relations & Veterans Affairs – Councilwoman Tiseo
 - F. Laws & Ordinances – Councilman Torres
7. **Mayor’s Report:**
8. **Administrator’s Report:**
9. **Municipal Attorney’s Report:**
10. **Consent Agenda:**

All matters listed under the Consent Agenda are considered to be routine by the Council and will be enacted by one resolution. The items listed herein will be acted upon after having been read. Any item may be removed from the Consent Agenda by the request of any member of this Governing Body, and if so removed, will be acted upon as a separate matter.

- A. **Resolution R25-040, a resolution to authorized the Certified Municipal Finance Officer to issue a check for a refund to PRO CAP 8 FBO FIRSTTRUST Bank, P.O. Box 774, Fort Washington, PA 19034-0774 in the amount of \$54,664.02 for the redemption payment of the lien and premium.**
- B. **Resolution R25-041, a resolution to approve and accept the revised statutory budget deadline dates as approved by the Local Finance Board allowing the Borough of Woodland Park to adhere to the new timeline for budget preparation and adoption.**

- C. Resolution R25-042, a resolution to approve to apply for and obtain a grant from the New Jersey Department of Community Affairs to carry out a project to convert the underutilized portion of Frank D Zaccaria Park into four (4) pickleball courts.
- D. Resolution R25-043, a resolution amends resolution R24-293 the award of contract to United States Department of Agriculture, 140c Locust Grove Road, Pittstown, NJ 08867 in an amount not to exceed \$11,317.00, for the controlling of the geese population within the Borough for the time period of February 1, 2025 through September 30, 2025.
- E. Resolution R25-044, a resolution to authorize the Director of IT to dispose of the various printers, computer/technology equipment listed in the resolution, in the most cost effective means available as this equipment has been determined to have no value to the Borough.
- F. Resolution R25-045, a resolution to amend resolution R24-001 establishing the regular meeting schedule of the Mayor and Council for calendar year 2025 and the declaration of the official newspapers.
- G. Resolution R25-XXX a resolution to approve the actions noted in the Consent Agenda, items A. through G., be and are hereby approved and the proper officers are directed to take necessary actions on same.

MOTION: Motion to approve the Consent Agenda by _____, seconded by _____.

- **ROLL CALL:**

11. Collector/Treasurer Report:

CMFO, Heather Barkenbush recommends authorization for payment:

Authorize payment of the 01/31/2025 regular and miscellaneous payroll estimated at \$TBS.

MOTION: Motion to approve payroll by _____, seconded by _____.

- **ROLL CALL**

Payment of bills from voucher list of 1/17/2025 totaling \$3,589,093.53.

MOTION: Motion to approve payment of bills by _____, seconded by _____.

- **ROLL CALL:**

12. Department Reports:

- 1. Summary Budget Status Report of January 2025.

MOTION: Motion to approve Departmental Reports by _____, seconded by _____.

- **ALL IN FAVOR:**

13. Old Business:

A. Public hearing on the adoption of Borough Ordinance 25-01

OPEN: Motion to open the public hearing on ordinance 25-01 by _____
Seconded by _____.

- **ROLL CALL:**

CLOSE: Motion to close public hearing on ordinance 25-01 by _____
Seconded by _____.

- **ROLL CALL:**

B. Resolution R25-XXX, a resolution to adopt Ordinance 25-01, AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 24-18 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND EMPLOYEES MANAGEMENT AND OTHER FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY NEW JERSEY FOR THE YEAR 2025.

BE IT RESOLVED, by the Governing Body of the Borough of Woodland Park that Ordinance 25-01, is hereby adopted as having been approved on second and final reading, and the Municipal Clerk is hereby authorized and directed to publish said Ordinances according to law.

MOTION: Motion to adopt Ordinance 25-01 by _____, seconded by_____.

- **ROLL CALL:**

A. Public hearing on the adoption of Borough Ordinance 25-02

OPEN: Motion to open the public hearing on ordinance 25-02 by _____
Seconded by _____.

- **ROLL CALL:**

CLOSE: Motion to close public hearing on ordinance 25-02 by _____
Seconded by _____.

- **ROLL CALL:**

B. Resolution R25-XXX, a resolution to adopt Ordinance 25-02, AN ORDINANCE WHICH TO AMEND ORDINANCE 24-13 CONSTRUCTION FEES.

BE IT RESOLVED, by the Governing Body of the Borough of Woodland Park that Ordinance 25-02, is hereby adopted as having been approved on second and final reading, and the Municipal Clerk is hereby authorized and directed to publish said Ordinances according to law.

MOTION: Motion to adopt Ordinance 25-02 by _____, seconded by_____.

- **ROLL CALL:**

14. **New Business:**

15. **Adjournment:**

**Sandra Olivola, RMC
Municipal Clerk**

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-040**

MOTIONED BY:
SECONDED BY:

LIEN REDEMPTION AND PREMIUM

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic and State of New Jersey have been informed by the Tax Collector of the Borough of Woodland Park that a lien redemption for taxes, in the amount of \$26,564.02 was made on December 31, 2024; and

WHEREAS, pending the return of the redemption certificate from the lien holder was received in the Tax Office on January 6, 2025, the amount of \$3,627.91 is to be returned to the lien holder; and

WHEREAS, the Tax Collector of the Borough of Woodland Park has requested a lien redemption of said payment to be made to PRO CAP 8 FBO FIRSTTRUST Bank, P.O. Box 774, Fort Washington, PA 19034-0774; and

WHEREAS, a premium of \$28,100.00 had also been made by PRO CAP 8 FBO FIRSTTRUST Bank, P.O. Box 774, Fort Washington, PA 19034-0774 which is to be returned; and

NOW, THEREFORE, BE IT RESOLVED that the Certified Municipal Finance Officer is hereby authorized to issue a check for the refund in the amount of \$54,664.02 for the redemption payment of the lien and premium; and

BE IT FURTHER RESOLVED that the books and records of the Tax Collector will be adjusted accordingly.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

I, Bernadette Lawler, Woodland Park’s Tax & Water Collector, do hereby confirm that the information contained in this resolution is accurate and that I have requested authorization from the Woodland Park Mayor and Council to refund the stated lien redemption.

January 22, 2025

Bernadette Lawler, Tax & Water Collector

Dated

I, Heather Barkenbush, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this refund.

January 22, 2025

Heather Barkenbush, CMFO

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-041**

MOTIONED BY:
SECONDED BY:

RESOLUTION ADOPTING THE REVISED STATUTORY BUDGET DEADLINE DATES AS APPROVED BY THE LOCAL FINANCE BOARD, ALLOWING THE BOROUGH OF WOODLAND PARK TO ADHERE TO THE NEW TIMELINE FOR BUDGET PREPARATION AND ADOPTION.

WHEREAS, the Local Finance Board of the State of New Jersey, as authorized by N.J.S.A. 40A:4-5.1, approved at its December meeting revised statutory budget deadline dates; and

WHEREAS, these revisions modify the statutory dates for introduction, adoption, and Mayor/Council Faulkner Act and related budget transmissions for the Borough of Woodland Park; and

WHEREAS, the revised dates for Budget Introduction & Adoption (Non-Referendum) are as follows:

Budget Introduction & Adoption (Non-Referendum)	Statutory Date	Revised Date
Mayor/Council Faulkner Act (Executive) budget transmission to governing body	1/17	2/28*
Submission of the County and Municipal Annual Financial Statement (AFS)	1/26, 2/10	3/7
Municipal introduction and approval of budget	2/10	3/31*
County introduction and approval of budget	1/26	3/31*
Municipal adoption	3/20	4/30*
County adoption	2/28	4/30*

*or the date of the next regularly scheduled meeting of the governing body; and

WHEREAS, notwithstanding the revised dates, a budget may be adopted anytime within 10 days of receiving the Director’s certification of approval of the budget; and

WHEREAS, to avail itself of the revised dates, the governing body must adopt a resolution by no later than March 31, 2025 to extend the adoption date of the 2025 budget and increase temporary budget appropriations as may be necessary due to the extension;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Woodland Park that:

1. The revised statutory budget deadline dates as approved by the Local Finance Board are hereby acknowledged and accepted.
2. The Borough of Woodland Park shall utilize the revised dates for Budget Introduction & Adoption (Non-Referendum) as set forth above.
3. This resolution shall be effective immediately.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-042**

**MOTIONED BY:
SECONDED BY:**

**A RESOLUTION TO APPROVE THE BOROUGH TO APPLY FOR AND OBTAIN
A GRANT FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
FOR FRANK D. ZACCARIA PARK PICKLEBALL COURTS**

WHEREAS, the Borough of Woodland Park desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$100,000.00 to carry out a project to convert the underutilized portion of Frank D Zaccaria Park into four (4) pickleball courts.

BE IT THEREFORE RESOLVED,

- 1) that the Borough of Woodland Park does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Woodland Park and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

(signature)
 Mayor Tracy Kallert

(type or print name)
 Mayor

(title)

(signature)
 Sandra Olivola

(type or print name)
 Municipal Clerk and Registrar

(title)

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

 Sandra Olivola, Municipal Clerk Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-043**

MOTIONED BY:
SECONDED BY:

**AMEND RESOLUTION R24-293
AWARD OF CONTRACT – GEESE CONTROL
UNITED STATES DEPARTMENT OF AGRICULTURE**

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey desire to control the geese population within the Borough; and

WHEREAS, funds are available from the Woodland Park Open Space Trust Fund under line item T-30-56-850-000-801 for this project and the Borough’s Open Space Trust Fund’s Committee recommends use of these funds for this purpose; and

WHEREAS, this service can be procured without public bidding in compliance with N.J.S.A. 40A:11-5(2);

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby amends resolution R24-293 and award of contract to United States Department of Agriculture, 140c Locust Grove Road, Pittstown, NJ 08867 in an amount not to exceed \$11,317.00, for the controlling of the geese population within the Borough for the time period of February 1, 2025 through September 30, 2025; and

BE IT FURTHER RESOLVED, that the Woodland Park Borough Administrator is hereby authorized to execute all documents relative to this matter.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk Dated

I, Heather Barkenbush, Certified Municipal Finance Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this award of contract

January 22, 2025

Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-044**

**DISPOSAL OF ASSETS
VARIOUS COMPUTER/PRINTERS/TECHNOLOGY EQUIPMENT**

WHEREAS, the Borough of Woodland Park owns various printers, computers/technology equipment listed in this resolution, which due to its age, in storage for several years and obsolescence, has no value and has been replaced with newer printers, computers/technology equipment;

MAKE	MODEL	SERIAL	DESCRIPTION
Unknown	Unknown	None	Old Genetec Park Camera Server; Does not support current operating systems or security software.
Lenovo	ThinkCentre Tower	1S10A7000QUSMJ01WU59	Old Desktop Computer; Does not support current operating systems.
Lenovo	ThinkCentre Mini Tower	8SS550R26914F1WH98T04Y3	Old Desktop Computer; No longer works.
Acer	D18W6	DQVS0AA0028480777E3000	Old AIO Desktop Computer; No longer works.
Lenovo	TS440	1S70AQ000PUXMJ01LLW2	Large Multi-Bay Tower; No longer works.
Epson	WF-5690	SD9Y017920	Inkjet FAX/Copier/Printer
Epson	Wf-4830	X7Y9043299	Inkjet FAX/Copier/Printer
Lenovo	Thinkvision L1900pA	1S4431HE1V1KWV01	All In One Computer; No longer works

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, do hereby authorize the Director of IT to dispose of the various printers, computer/technology equipment listed above, in the most cost effective means available as this equipment has been determined to have no value to the Borough.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-045**

**MOTIONED BY:
SECONDED BY:**

**A RESOLUTION TO AMEND RESOLUTION R25-001
2025 COUNCIL MEETING DATES**

WHEREAS, in accordance with the Open Public Meeting Law, P.L. 1975, C. 231, the Municipal Council of the Borough of Woodland Park must set forth in an Annual Notice a schedule of its meetings for the year 2025.

NOW, THEREFORE BE IT RESOLVED, by the Municipal Council of the Borough of Woodland Park that this Council hereby amend resolution R25-001 and shall meet during the year 2025 in the Council Chambers on the first floor for its Regular Meetings, in the Municipal Building, 5 Brophy Lane, Woodland Park, NJ at 7:00 p.m. in accordance with the following schedule:

2025 Regular Meetings

January	8 rd (Re-Org.) & 22 th	
February	5 th & 21 st	
March	5 th & 19 th	
April	2 nd & 16 th	
May	7 th & 21 st	(May 21 st Youth Council Meeting)
June	4 th & 18 th	
July	16 th	
August	13 th	
September	3 rd & 17 th	(September 3 rd at Four Seasons)
October	1 st & 15 th	
November	5 th & 25 th	(Tuesday, November 25 th)
December	3 rd & 17 th	

2026 Reorganization Meeting

January 7th

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Tiseo				
DeCesare					Torres				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular meeting held on the 22nd of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-XXX**

MOTIONED BY:
SECONDED BY:

APPROVAL OF CONSENT AGENDA

BE IT RESOLVED, by the Mayor and Council of the Borough of Woodland Park that the actions noted in the Consent Agenda, items A. and **G.**, be and are hereby approved and the proper officers are directed to take necessary action on same.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-XXX**

MOTIONED BY:
SECONDED BY:

ADOPTION OF ORDINANCE 25-01

**AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY
FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER
EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR
THE YEAR 2025**

WHEREAS, the Borough of Woodland Park, County of Passaic, State of New Jersey, desires to adopt an ordinance entitled **AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR THE YEAR 2025**; and

WHEREAS, notice of introduction and passage on first reading was published in the Herald News dated January 14, 2025 setting the date of January 22, 2025 or soon thereafter for the public hearing and consideration for final passage; and

WHEREAS, copies of the ordinance were posted on the Borough’s official bulletin board and copies made available to all those desiring same; and

WHEREAS, in compliance with State Statute, a public hearing on the above referenced ordinance was conducted on January 22, 2025 at the regularly scheduled meeting of the Mayor and Council;

NOW, THEREFORE BE IT RESOLVED, that ordinance **AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR THE YEAR 2025** be and is hereby adopted as having been approved on second and final reading, and the Municipal Clerk is hereby authorized and directed to publish said Ordinances according to law.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
COUNTY OF PASSAIC, STATE OF NEW JERSEY**

ORDINANCE NO. 25-01

**AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 24-18 AND LISTS IN ITS ENTIRETY
FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER
EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR
THE YEAR 2025**

BE IT ORDAINED, by the Municipal Council of the Borough of Woodland Park as follows:

1. That the annual salaries of certain officials and employees of the Borough of Woodland Park for the year 2025 shall be as follows:

Mayor	\$ 11,787.00
Councilmember	\$ 8,155.00
Business Administrator	\$ 153,979.20
Borough Clerk; Municipal Search Officer/Search Officer of Issuance of Certifications & Subdivisions/Relocation Officer OEM; Deputy Registrar; Public Agency Compliance Officer; QPA	\$ 127,618.98
Deputy Municipal Clerk; Board of Health Secretary/Registrar	\$ 52,840.69
Secretary to the Mayor & Business Administrator, Alternate Registrar	\$ 40,000.00 - \$ 60,000
Director of IT	\$ 116,524.80
Audio/Visual Broadcasting of Meetings (per hour)	\$ 75.00
Certified Tax Collector/Collector of Water Consumer Accounts	\$ 69,763.09
Chief Finance Officer/Treasurer	\$ 162,489.70
Tax Assessor	\$ 28,783.21
Assistant Tax Assessor (Per Hour)	\$ 37.00- \$41.00
Plumbing Subcode Official	\$ 18,430.88
Electrical Subcode Official	\$ 14,664.37
Electrical Inspector (per hour)	\$ 35.00 - \$42.00
Code Enforcement Officer	\$ 47,298.82
Planning & Zoning Secretarial per Board \$2,815.40	\$ 5,630.80
Planning Bd/ Bd of Adj Sect-Special Mtgs funded through escrow (Per Hour)	\$ 20.00 - \$34.00
UCC Plan Review Stipend (outside WP) (Per Hour)	\$ 20.00 - \$33.00
Police Chief	\$ 209,531.18
Deputy Police Chief	\$ 185,692.00
OEM Coordinator	\$ 10,400.00
Police Chaplain	\$ 2,800.00
Police Radio Dispatcher (per diem as needed)	\$ 15.49 - \$26.00
School Traffic Guards (Per Hour)	\$ 21.66
Special Police/Police Matron/Constables (Per Hour)	\$ 19.00 - \$31.00
Court Officer (Per Hour)	\$ 20.65
Fire Official	\$ 57,324.27
Fire Protection Subcode Official	\$ 6,940.21
Uniform & Safety: Fire Prevention Specialist 1 (Per Hour)	\$ 29.71
Uniform & Safety: Fire Prevention Specialist 2 (Per Hour)	\$ 20.81
Public Works Superintendent; Water Distribution Operator; Licensed Waste Water Collection System Operator; Fire Signal System Superintendent; Storm Water Coordinator	\$ 132,260.34
Assistant Supervisor to Public Works	\$ 7,500.00
CRS Coordinator	\$ 1,500.00
Assistant to the CRS Coordinator (2 positions)	\$ 650.00

Laborers Grade B (Per Hour)	\$ 15.49 - \$17.28
Laborers Grade A (Per Hour)	\$ 17.29 - \$19.00
Emergency Truck Driver (Per Hour)	\$ 17.29 - \$25.00
Recycling Program Aide (Full Time)	\$ 48,579.56
Recycling Staff (Per Hour)	\$ 15.49 - \$20.40
Senior Coordinator	\$ 5,875.90
Facilities Scheduler	\$ 1,082.00
Recycling Coordinator	\$ 3,183.62
Custodial Services (Part Time - Per Hour)	\$ 18.34 - \$20.00
Confidential Assistant (Assigned to the DPW) (Part Time - Hourly)	\$ 15.49 - \$24.00
Municipal Court Judge	\$ 33,190.27
Municipal Court Administrator	\$ 79,070.40
Court Clerk (Per Hour)	\$ 21.66
Secretarial/Clerical/Administrative Help (Per Hour)	\$ 15.53 - \$21.02
Filing Help (Per Hour)	\$ 15.49 - \$15.50
Director of Recreation; Open Space Coordinator; Before & After Care Supervisor	\$ 85,000.00 - \$95,000.00
Recreation Clerk (Part Time - Per Hour)	\$ 24.62
Supervisor Custodial Services (Schools – Per Weekend)	\$ 119.05
Custodial Services (Schools - Per Hour)	\$ 34.77
Municipal Alliance Coordinator	\$ 3,575.73
Camp Director	\$ 7,500.00
Camp Counselors (Per Hour)	\$ 12.00 - \$14.00
Camp Counselor – Head (Per Hour)	\$ 14.01 - \$15.00
Camp Counselor - Teacher (Per Hour)	\$ 16.00
Assistant Camp Director (2 Positions)	\$ 4,500.00
Park Ranger (Per Hour)	\$ 15.49 - \$24.00
Spray Park Attendant	\$ 12.00 - \$15.00
Before & After School Care Counselors	\$ 15.49 - \$25.50
Before & After Asst. Coordinator	\$ 3,000.00
Before & After School Care Supervisors	\$ 25.51 - \$30.00
Municipal Housing Liaison	\$ 6,000.00

- Said salaries shall be effective January 1, 2025 unless otherwise specified above and shall be paid in equal monthly installments with the exception of all full-time employees whose salaries shall be paid in equal semi-monthly installments and those positions designated as Retainers shall be paid on an hourly basis with the exception of Library personnel.
- In addition to the salaries hereinabove set forth, union represented employees shall be entitled to longevity pay in accordance with the agreed upon terms and conditions documented in the respective union contracts. Longevity pay for full time non-union permanent employees, who have documented agreements with the Borough, shall be paid in accordance with those agreements. For all other full-time permanent employees working in the listed titles in this ordinance that were hired prior to January 1, 1996 shall be entitled to longevity pay based upon years of consecutive and cumulative service to the municipality. Longevity pay is not reflected in the salaries stated above.

All periods of service shall be computed from January 1st of the year of full-time permanent appointment unless the date of said appointment took place on or after July 1st, in which case said period of service shall be computed from January 1st of the year following said appointment. If an employee leaves the employment of the Borough of Woodland Park in the year the longevity is due, he/she is entitled to longevity pro-rated on the basis of 1/12 for each month of service completed. Leaves of absence, unless caused by illness or service-connected disability, will disqualify an employee from receiving any longevity as he shall not have had consecutive and cumulative service.

- Overtime pay will be paid to such full-time officers and employees as authorized by the Mayor, or Administrator at the respective officer or employee's straight time rate of pay per hour, unless otherwise provided by law with the exception of Police, Road and Sewer personnel covered by a duly authorized labor contract, who shall be paid 150% of the hourly rate per hour in excess of the work day or week.

5. The Municipal Clerk and Deputy Municipal Clerk shall receive compensation as fixed annually by the Borough Council. In addition, when the Municipal Clerk and Deputy Municipal Clerk is required to be present at an election or election-related matter during a time when other municipal employees are off, such as late-night registration, primary election day and general elections day, he or she will receive additional pay for such time spent at a rate of pay calculated at time and half (1.5) of the then-year-current hourly rate.
6. All present employees who have completed a minimum of ten (10) years of continued service with the Borough, covered by labor agreements and present permanent full-time employees, upon retirement, as defined pursuant to the respective Retirement System, shall be compensated for unused and accumulated sick leave as follows:
 - a. The employee shall receive a lump sum cash payment of his/her then current rate of pay on a one-for-two basis up to a maximum amount of Ten Thousand (\$10,000) for unused and accumulated sick leave.
 - b. Employees hired before May 21, 2010 are eligible to receive terminal leave for the balance thereafter of unused, accumulated sick leave, if any, on the basis of one day for every two days of sick time.
 - c. An employee must advise the employer of his/her retirement prior to April 1 of the year in which he/she will retire. Payment will then be provided upon his/her retirement date or in April, whichever is later. In the event notice is rendered after April 1, the employee shall be compensated in the first pay period following January. An employee may elect to receive his/her payment in the following calendar year even if notice of retirement is rendered to the Employer prior to April 1, of the year in which the employee retires, provided that such option is exercised in writing at the same time the employee provided his/her notice.
7. All present employees covered by labor agreements hired prior to January 1, 1995 and present permanent full-time employees not covered by labor agreements hired prior to January 1, 1995 who have completed a minimum of twenty-five (25) years of continued service or have worked for the municipality fifteen (15) years and have reached the age of 62, shall be entitled to health insurance benefits upon retirement in accordance with N.J.S.A. 40A:10-23.
8. This ordinance shall take effect after final passage and publication as required by law and all ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed.

Attest:

Approve:

Sandra Olivola, Municipal Clerk

Tracy Kallert, Mayor

Introduced: January 8, 2024

Adopted:

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-XXX**

MOTIONED BY:
SECONDED BY:

ADOPTION OF ORDINANCE 25-02

**A RESOLUTION TO ADOPT ORDINANCE 25-02
AN ORDINANCE WHICH AMENDS ORDINANCE 24-13 CONSTRUCTION FEES**

WHEREAS, the Borough of Woodland Park, County of Passaic, State of New Jersey, desires to adopt an ordinance entitled **AN ORDINANCE WHICH AMENDS ORDINANCE 24-13 CONSTRUCTION FEES**; and

WHEREAS, notice of introduction and passage on first reading was published in the Herald News dated January 14, 2025 setting the date of January 22, 2025 or soon thereafter for the public hearing and consideration for final passage; and

WHEREAS, copies of the ordinance were posted on the Borough’s official bulletin board and copies made available to all those desiring same; and

WHEREAS, in compliance with State Statute, a public hearing on the above referenced ordinance was conducted on January 22, 2025 at the regularly scheduled meeting of the Mayor and Council;

NOW, THEREFORE BE IT RESOLVED, that ordinance **AN ORDINANCE WHICH AMENDS ORDINANCE 24-13 CONSTRUCTION FEES** be and is hereby adopted as having been approved on second and final reading, and the Municipal Clerk is hereby authorized and directed to publish said Ordinances according to law.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Torres				
DeCesare					Tiseo				
Gatti					Mayor Kallert				
Sica									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 22nd day of January, 2025. Signed and sealed before me.

January 22, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
ORDINANCE 25-02**

**AN ORDINANCE AMENDING THE BOROUGH OF WOODLAND PARK'S CONSTRUCTION
PERMIT FEES (AS PREVIOUSLY CODIFIED IN ORDINANCE NO. 24-13)**

WHEREAS, the Mayor and Council (the "Governing Body") of the Borough of Woodland Park is authorized, consistent with its police power, to make, amend, repeal and enforce ordinances to regulate building, housing and construction permits, licenses and fees ("Construction Permit Fees"), and to enforce the Building and Fire Codes within the Borough, in order to serve the health, safety and general welfare of the public; and

WHEREAS, it is deemed necessary, reasonable and appropriate by the Governing Body to amend the Borough's Construction Permit Fees in accordance with the Uniform Construction Code Act, N.J.S.A. 52:27D-119 *et seq.* and the Uniform Construction Code, N.J.A.C. 5:23-1.1 *et seq.*, in order to reasonably cover and/or permit reimbursement to the Borough of annual municipal costs related to enforcement of the Building and Fire Codes and operation of the Engineering Department and Fire Department which administer those regulations;

NOW, THEREFORE, BE IT ORDAINED, by the Governing Body of the Borough of Woodland Park that Ordinance No. 04-12 which has, from time to time, previously been amended, shall be and hereby is further amended as follows, effective August 14, 2024:

Building Sub-Code Fees:

- (a) New building - \$.45 per cubic foot of building volume; minimum of \$90.00.
- (b) Addition - \$.50 per cubic foot of volume; minimum of \$90.00
- (c) Renovations, alterations, repairs - \$30.00 per thousand dollars (\$1,000.00) of estimated cost; minimum of \$90.00.
- (d) Pre-manufactured structure - \$30.00 per \$1,000.00 of estimated cost; \$90.00 minimum.
- (e) Demolition - Principal building residential R-5 - \$200.00, All other use groups - \$20.00 per \$1,000.00 of estimated cost; \$200.00 minimum.
- (f) Accessory structure - Residential - 200 sq. ft and over \$15.00 per 1,000 of estimated value (\$90.00); Commercial - 200 sq. ft. and over \$30.00 per 1,000 of estimated value (minimum \$200.00).
- (g) Underground storage tanks; abandonment or removal; residential or commercial - \$85.00 per tank
- (h) Fences - Residential - \$90.00 minimum or \$10.00 per 1,000 of estimated cost; Commercial - \$100.00 minimum of \$15.00 per \$1,000.00 of estimated cost
- (i) Sign installation - \$3.00 per sq. ft. of surface area; \$90.00 minimum
- (j) Swimming pools:
Inground - \$250.00 minimum or \$25.00 per 1,000.00 of estimated costs; Engineering review for inground pools - \$450.00 minimum.

In the event that the pool is not approved and the application must be resubmitted, the applicant shall be billed at the Municipal Engineer's *hourly* rate. Escrow shall be posted in the amount of \$500.00 for inspections.

Above ground - \$90.00 (minimum)

- (k) Certificate of Occupancy:
1. Letter - \$25.00
 2. Commercial/Industrial building - \$.04 per square foot; \$100.00 minimum
 3. Single Family Dwelling - \$100.00 per unit; Two-Family Dwelling - \$100.00 per unit; Multi-Family Dwelling - \$100.00 per unit
 4. New Construction; Residential - \$75.00
 - Addition R-5 - \$75.00
 - Addition R-2- \$75.00 per unit
 - All other use groups - \$.04 per sq. ft.; \$85.00 minimum
- (l) Retaining walls - Residential (not included with a site development application)
1. Walls 4' in height and over, up to 550 sq. ft. \$150.00
 2. Walls 551 sq. ft. and over \$300.00
 3. Engineering review for walls 4' in height and over \$450.00. In the event that the plan is not approved and must be resubmitted, the applicant will be charged at the Municipal Engineer's hourly rate.
 4. All other use groups \$15.00 per 1,000 of estimated cost; \$100.00 minimum
 5. Escrow shall be posted in the amount of \$500.00 for inspections

Zoning Permit Fees:

- (a) Driveways - new or repave –
Residential - \$75.00; Commercial - \$150.00
- (b) Sidewalks - Residential - \$75.00; Commercial - \$100.00
- (c) Accessory Structures - under 200' sq. ft. Sheds, pergolas, gazebos:
Residential - \$75.00; Commercial - \$150.00
- (d) Fences - non UCC, new and replacements:
Residential - \$75.00; Commercial - \$150.00
- (e) Retaining walls - under 4':
Residential - \$75.00; Commercial - \$150.00
- (f) Garage Sales - \$10.00
- (g) Temporary Signs - \$50.00 (30-day approval)
- (h) Certificate of Resale or Rental:
Residential - Single Family - 100.00; Two or More Family - \$100.00 per unit
Commercial/Industrial - \$.04 sq. ft.

Fire Sub-Code Fees:

- (a) Fireplace, woodburning stove, gas/oil fired appliance - \$90.00 minimum
- (b) Commercial extinguishing system and pre-engineered suppression system (not connected to plumbing system) - \$90.00 on Halon Recovery System - \$250.00
- (c) Fire suppression system(s):
1. Fire service connection fee: Up to 4" line - \$250.00 Over 4" line - \$350.00
 2. Fire pumps - \$250.00; GAM type - \$500.00
 3. Sprinklers - number of heads

a. 1 to 20	\$100.00
b. 21 to 50	\$150.00
c. 51 to 200	\$500.00
d. 201 to 400	\$750.00
e. 401 to 1,000	\$1,000.00
f. Over 1,000	\$1,250.00
g. Each 25 over 1,000	\$25.00
 4. Standpipe - \$250.00 per riser

5. Fuel tank installation - Residential: \$90.00 per tank; Commercial:
 1 to 1,000 gallons - \$150.00 per tank Over 1,000 gallons - \$250.00
6. Residential heating equipment (not connected to plumbing system) - \$50.00 per appliance; \$50.00 minimum
7. Residential/Commercial Fire Alarm System - \$90.00 per detector up to 20 detectors plus \$3.00 per additional detector over 20
8. Residential/Commercial exit/emergency lighting - \$90.00 for up to 12 lights plus \$5.00 for each additional light over 12
9. Dry Pipe Alarm Valves - \$250.00 (each)
10. Pre-Action Valves - \$250.00 (each)
11. Residential Heating Equipment (not connected to the plumbing system) \$90.00 per appliance (\$90.00 minimum)
12. Fireplace venting/chimney liners - \$90.00
13. Fee for an incinerator shall be - \$1,200.00
14. Fee for a crematorium shall be - \$1,200.00
15. Other devices shall be - \$200.00
16. Smoke Control Systems - \$200.00
17. Kitchen Hood System - \$250.00

Plumbing Sub-Code Fees:

- (a) Minimum Permit Fee - \$90.00
- (b) Water closet - \$25.00
- (c) Urinal/Bidet - \$25.00
- (d) Bath tub - \$25.00
- (e) lavatory sink - \$25.00
- (f) Shower stall - \$25.00
- (g) Floor drain/floor sink - \$25.00
- (h) Dishwasher - Residential: \$25.00; Commercial - \$100.00
- (i) Drinking fountain - \$25.00
- (j) Washing machine - \$25.00
- (k) Water service connection - \$100.00
- (l) Sanitary sewer connection - \$100.00
- (m) Storm drain - \$100.00
- (n) Sewer ejector pumps - Residential - \$75.00; Commercial - \$150.00
- (o) Hose Bibb - \$25.00
- (p) Condensate line/Clearwater waste - \$25.00
- (q) Dryer - \$25.00
- (r) Future DWV stacks and/or each future fixture - \$25.00
- (s) Gas fuel piping - \$35.00 (minimum); \$20.00 per each appliance
- (t) Water heater - Residential - \$75.00; Commercial - \$150.00
- (u) Hot water boiler - Residential - \$75.00 Commercial - \$150.00
- (v) Steam boiler - Residential - \$75.00; Commercial - \$150.00
- (w) Interceptor/separator - \$200.00
- (x) Grease trap - \$150.00; Grease trap external - \$250.00
- (y) Water cooled A/C or refrigeration unit - \$100.00
- (z) •Back flow preventer - \$75.00
 1½" or larger with test ports - \$150.00
 [•Back flow preventers with test ports shall be tested annually]

- (AA) Sump Pump - \$75.00
- (BB) Poof heaters - \$75.00
- (CC) For cross-connections and backflow preventers subject to annual inspections and testing fee - \$100.00 per device
- (DD) Roof drains - \$25.00 each
- (EE) Septic System pumps - \$150.00

Elevator Sub-Code Fees:

Elevator sub-code fees shall be the same as set forth in N.J.A.C. 5:23-12.6.

Fees for Permits and Other Certificates:

1. For cross connections and backflow preventers that are subject to testing, requiring re-inspection every 3 months the fee shall be \$25.00 for each device 2" or less and \$40.00 for each device over 2".
2. The fee for an application for a variation in accordance with N.J.A.C. 5:23-2.10 shall be - \$30.00
3. The fee for an annual permit shall be as follows:
One to 25 workers, including foreman, \$667.00 per worker; each additional worker over 25, \$232.00 per each additional worker over 25.

Electric Fees:

(a) Electrical Fixtures and Devices:

From 1 to 25 receptacles, fixtures or switches - \$90.00 (minimum), and
Increments of 25 additional items - \$35.00, includes micro-inverters and rapid shutdown.

For purposes of computing this fee, the term "receptacles", "fixtures" or "switches" shall include:

lighting outlets	smoke detectors	heat conductors
fluorescent fixtures	pool bonding	intercom devices
burglar alarm devices	thermostats	telephone outlets
CRT outlets	light standards	telephone outlets

(b) Motors:

Greater than 1 HP or less than or equal to 10 HP - \$50.00
Greater than 10 HP or less than or equal to 50 HP - \$100.00

Greater than 50 HP or less than or equal to 100 HP - \$200.00

Greater than 100 HP - \$650.00

(c) Electrical Devices: Includes transformers and generators - Greater than 1 KW or less than or equal to 10 KW - \$75.00

Greater than 10 KW or less than or equal to 45 KW - \$125.00

Greater than 45 KW or less than or equal to 112.5 KW - \$250.00

Greater than 112.5 KW - \$1,000.00

(d) Service Equipment: Includes service panel, service entry and sub panels: Greater than 0 AMP less than or equal to 100 AMP - \$100.00

Greater than 100 AMP less than or equal to 200 AMP - \$150.00

Greater than 200 AMP less than or equal to 500 AMP - \$250.00

Greater than 500 AMP less than or equal to 1000 AMP - \$500.00

Greater than 1000 AMP - \$1,000.00
Each additional meter socket - \$150.00

- (e) HID Fixtures - 10 or less \$90.00; each additional fixture - \$30.00 Pool (above ground) - \$90.00
Pool (inground) - \$250.00
Annual Pool Bonding Certificate - \$150.00
- (f) Solar Panels - Residential: \$75.00 per 5KW; Commercial: \$100.00 per 5KW; minimum fee: \$90.00

Lead Hazard Sub-Code fees:

The Lead Hazard sub-code fee shall be in accordance with N.J.A.C. 5:23-4.20.

DCA lead fee \$20.00

Asbestos Sub-Code fees:

The Asbestos sub-code fee shall be in accordance with N.J.A.C. 5:23-81 and N.J.A.C. 5:23-8.9.

Any applicant who has obtained requisite final site plan approval from the appropriate local agency prior to the effective date of this ordinance (December 31, 2004), and who may or will become obligated to pay the fees set forth in this Ordinance, shall be entitled to make pre-payment of the land use fees set forth in this ordinance in the amounts in effect prior to the effective date of this Ordinance. Any pre-payment of fees as permitted by this Ordinance shall, however, be conditioned upon the applicant's full waiver of a refund of any fees paid, even in the event the applicant does not ultimately incur some or all of the construction permits and / or licenses applied and paid for.

Those fees set forth in Ordinance No. 95-6 and Ordinance No. 04-12 with respect to which no amendment or deletion is specified herein or elsewhere, shall remain in full force and effect and not be affected by this Ordinance amending the Borough's Construction Permit Fees.

Attest:

Approved:

Sandra Olivola, Municipal Clerk

Tracy Kallert, Mayor

Introduced: July 24, 2024

Adopted: August 14, 2024

Amendment Introduced: January 8, 2025

Amendment Adopted