

**WOODLAND PARK MUNICIPAL COUNCIL
AGENDA FOR REGULAR MEETING OF
DECEMBER 3, 2025**

1. INTRODUCTION:

A. POSTING OF NOTICE:

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 8, 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.

B. Flag salute and Prayer

C. Roll Call

D. Approval of Minutes:

2. PRESENTATION(S):

- Pearl Harbor Day Presentation by the Women’s Auxiliary

3. PUBLIC SESSION:

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:**

4. REPORTS:

A. COUNCIL COMMITTEE REPORTS

Administration & Finance – Council President Sica

Public Works – Councilman Chaabane

Public Safety – Councilman DeCesare

Health & Senior Services – Councilwoman Gatti

Recreation, Community Relations & Veterans Affairs – Councilwoman Tiseo

Laws & Ordinances – Councilman Torres

B. MAYORS REPORT

C. BOROUGH ADMINISTRATORS REPORT

D. MUNICIPAL ATTORNEY REPORT

E. DEPARTMENT REPORTS

1. Millenium Strategies Report dated December 1, 2025

2. Board of Adjustment Meeting Minutes of February 24, 2025

3. Summary Budget Status Report dated December 3, 2025

MOTION: Motion to receive and file Departmental Reports by _____, seconded by _____.

- ALL IN FAVOR:

5. **CONSENT AGENDA:**

All matters listed under the Consent Agenda are considered to be routine by the Council and will be enacted by one resolution. 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. **RESOLUTIONS**

1. **Resolution R25-308, a resolution to approve based on the recommendation of Chief Paul Salomone, Jr., the application of Matthew T. Roehrich of Woodland Park, New Jersey to become a West Paterson Volunteer Firefighter.**
2. **Resolution R25-309, a resolution to approve based on the recommendation of Chief Paul Salomone, Jr., the application of Samantha M. Reilly of Haskell, New Jersey to become a West Paterson Volunteer Firefighter.**
3. **Resolution R25-310, a resolution to approve based on the recommendation of Chief Paul Salomone, Jr., the application of Genesis J. Ostolaza of Wayne Township, New Jersey to become a West Paterson Volunteer Firefighter.**
4. **Resolution R25-311, a resolution to approve pursuant to N.J.S.A. 40A:11-3, that its bid threshold increased to \$53,000.00 and as a result the quote threshold shall be \$7,950.00.**
5. **Resolution R25-312, a resolution to amend resolution R25-307 a resolution to appoint a Chief Municipal finance Officer.**
6. **Resolution R25-313, a resolution to approve the cancellation of an Emergency Appropriation Resolution R25-136 in the full amount of \$200,000.00.**
7. **Resolution R25-314, a resolution to approve the actions noted in the Consent Agenda, items 1. through 7, be and are hereby approved and the proper officers are directed to take necessary action on same.**

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

- **ROLL CALL:**

6. **COLLECTOR/TREASURER REPORT:**

CMFO, Stephanie Santana recommends authorization for payment:

Authorize payment of the December 15, 2025, regular and miscellaneous payroll estimated at \$500,000.00.

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

- **ROLL CALL:**

Payment of bills from voucher list of December 1, 2025 totaling \$65,863.90.

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

- **ROLL CALL:**

7. **NEW BUSINESS:**

A. Introduction of Ordinance 25-21

B. Resolution R25-315, a resolution to introduce ordinance 25-21 AN ORDINANCE OF THE BOROUGH OF WOODLAND PARK, COUNTY OF PASSAIC, STATE OF NEW JERSEY, AUTHORIZING THE BOROUGH'S PARTICIPATION IN AND ESTABLISHING A REGIONAL FLOOD CONTROL ADVISORY BOARD KNOWN AS THE VERONA CEDAR GROVE LITTLE FALLS WOODLAND PARK FLOOD CONTROL ADVISORY BOARD

BE IT RESOLVED, by the Governing Body of the Borough of Woodland Park that Ordinance 25-21, heretofore introduced, does now pass on first reading and that the Municipal Clerk is hereby authorized and directed to publish said ordinance according to law.

MOTION: Motion to introduce the Bond Ordinance 25-21 by _____, seconded by_____.

- **ROLL CALL:**

8. **OLD BUSINESS:**

9. **EXECUTIVE SESSION:**

10. **ADJOURMENT:**

MOTION: Motion to Adjourn the Meeting by _____ Seconded by_____

- **ALL IN FAVOR:**

**Sandra Olivola, RMC
Municipal Clerk**

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-308**

MOTIONED BY:
SECONDED BY:

ACCEPTANCE OF VOLUNTEER FIREFIGHTER APPLICATION

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, are in receipt of an application from Matthew T. Roehrich of Woodland Park, New Jersey is seeking approval to become a West Paterson Volunteer Firefighter; and

WHEREAS, the above-named applicant agrees to comply with all of the rules and regulations of the West Paterson Fire Department and the Borough Ordinances pertaining to the West Paterson Fire Department;

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, based on the recommendation of Chief Paul Salomone, Jr., approves the application of Matthew T. Roehrich of Woodland Park, New Jersey to become a West Paterson Volunteer Firefighter.

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 scheduled meeting held on the 3rd day of December, 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-309**

MOTIONED BY:
SECONDED BY:

ACCEPTANCE OF VOLUNTEER FIREFIGHTER APPLICATION

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, are in receipt of an application from Samantha M. Reilly of Haskell, New Jersey is seeking approval to become a West Paterson Volunteer Firefighter; and

WHEREAS, the above-named applicant agrees to comply with all of the rules and regulations of the West Paterson Fire Department and the Borough Ordinances pertaining to the West Paterson Fire Department;

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, based on the recommendation of Chief Paul Salomone, Jr., approves the application of Samantha M. Reilly of Haskell, New Jersey to become a West Paterson Volunteer Firefighter.

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 scheduled meeting held on the 3rd day of December, 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-310**

MOTIONED BY:
SECONDED BY:

ACCEPTANCE OF VOLUNTEER FIREFIGHTER APPLICATION

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, are in receipt of an application from Genesis J. Ostolaza of Wayne Township, New Jersey is seeking approval to become a West Paterson Volunteer Firefighter; and

WHEREAS, the above-named applicant agrees to comply with all of the rules and regulations of the West Paterson Fire Department and the Borough Ordinances pertaining to the West Paterson Fire Department;

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, based on the recommendation of Chief Paul Salomone, Jr., approves the application of Genesis J. Ostolaza of Wayne Township, New Jersey to become a West Paterson Volunteer Firefighter.

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 scheduled meeting held on the 3rd day of December, 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-311**

MOTIONED BY:
SECONDED BY:

**INCREASE IN THE BID THRESHOLD
PURSUANT TO N.J.S.A. 40A:11-3**

WHEREAS, pursuant to *N.J.S.A. 40A:11-3*, the State Treasurer increased the minimum bid threshold to \$53,000.00 for the execution of contracts without public bid by the Qualified Purchasing Agent when said contracts do not exceed \$53,000.00 in aggregate for the contract year in those municipalities whose purchasing agents possess a Qualified Purchasing Agent (QPA) certificate awarded by the Division of Local Government Services; and

WHEREAS, as a result the new quote threshold for the above noted municipalities with a Qualified Purchasing Agent (QPA) is now \$7,950.00 (15% of the \$53,000 QPA bid threshold); and

WHEREAS, the Borough of Woodland Park has had an appointed Qualified Purchasing Agent (QPA) as required under *N.J.S.A. 40A:11-3* and in accordance with *N.J.S.A. 40A:11-9*; and

WHEREAS, the Mayor and Council find it is in the interest of efficiency and economy for the Borough of Woodland Park to continue with the increase in the bid threshold and as a result the quote threshold, pursuant to *N.J.S.A. 40A:11-3*; and

NOW THEREFORE BE IT RESOLVED, The Borough of Woodland Park, pursuant to *N.J.S.A. 40A:11-3*, that its bid threshold increased to \$53,000.00 and as a result the quote threshold shall be \$7,950.00.

BE IT FURTHER RESOLVED, that such contracts as may be awarded under this Resolution shall comply with all other applicable laws, including but not limited to certification of funds by the Chief Financial Officer where required.

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 scheduled meeting held on the 3rd day of December, 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

CERTIFICATION

I, Sandra Olivola, Municipal Clerk, Borough of Woodland Park, Passaic County, New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at the December 3, 2025 Council Business Meeting.

Sandra Olivola, RMC, QPA, CMR
Municipal Clerk

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-312**

MOTIONED BY:
SECONDED BY:

**A RESOLUTION AMENDING RESOLUTION R25-307
TO APPOINT A CHIEF MUNICIPAL FINANCE OFFICER DUE TO VACANCY**

WHEREAS, the position of Chief Municipal Finance Officer (CMFO) of the Borough of Woodland Park, County of Passaic, State of New Jersey, became vacant following the resignation of Heather Barkenbush, effective November 30, 2025; and

WHEREAS, pursuant to *N.J.S.A. 40A:9-140.10*, each municipality is required to appoint a Chief Financial Officer to oversee all financial operations of the municipality in accordance with State law and generally accepted accounting principles; and

WHEREAS, the Mayor and Council find it necessary to promptly fill the vacancy in order to maintain fiscal integrity, ensure continued financial oversight, and support the efficient operations of the Borough; and

WHEREAS, the Chief Municipal Finance Officer is responsible for maintaining all financial records, preparing financial statements and budgets, ensuring compliance with the Local Budget Law, Local Fiscal Affairs Law, and related regulations; and

WHEREAS, Stephanie Santana is duly certified as a New Jersey Certified Municipal Finance Officer, in accordance with *N.J.S.A. 40A:9-140.2 et seq.*, and possesses the experience and qualifications necessary to perform the duties of the office; and

WHEREAS, the Mayor and Council have reviewed Ms. Santana’s credentials and have determined that her appointment is in the best interest of the Borough and its residents;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, as follows:

1. **Appointment:** Stephanie Santana is hereby appointed as Chief Municipal Finance Officer/Treasurer for the Borough of Woodland Park, effective December 1, 2025, to serve for the remainder of the unexpired term, subject to annual reappointment in accordance with Borough policy and applicable statutes.
2. **Duties:** The Chief Municipal Finance Officer shall perform all duties required by *N.J.S.A. 40A:9-140.1 et seq.*, the Borough Code, and any other applicable laws and regulations.
3. **Tenure Eligibility:** In accordance with *N.J.S.A. 40A:9-140.8*, and notwithstanding any law to the contrary, any individual who has served as the Chief Financial Officer of a municipality for **four (4) consecutive years** and who is **reappointed** as that municipality’s Chief Financial Officer shall be **granted tenure** upon filing with both the Municipal Clerk and the Division of Local Government Services a written notification evidencing compliance with the statutory requirements.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the Department of Community Affairs, Division of Local Government Services, and made part of the Borough's official personnel records.

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 scheduled meeting held on the 3rd day of December, 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-313**

MOTIONED BY:
SECONDED BY:

**A RESOLUTION CANCELLING EMERGENCY APPROPRIATION R25-136 FOR
SEWER SYSTEM PUMP REPAIRS**

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, adopted an Emergency Resolution (R25-136) on May 21, 2025 to fund Sewer System-Other Expenses Pump Repairs in the amount of \$200,000.00 due to inadequate provision in the 2025 Current Budget; and

WHEREAS, the necessary repairs have been completed at a total cost of \$150,000.00; and

WHEREAS, a General Capital Ordinance has been or will be adopted to fund the \$150,000.00 expended for said repairs, thereby satisfying the purpose of the Emergency Resolution; and

WHEREAS, the referenced Emergency Appropriation (R25-136) is no longer required for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, that Emergency Appropriation Resolution R25-136 in the full amount of \$200,000.00 is hereby cancelled.

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 3rd day of December 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-314**

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 1. Through 7., 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
Sica					Tiseo				
Chaabane					Torres				
DeCesare					Mayor Kallert				
Gatti									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 3rd day of December 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R25-315**

**MOTIONED BY:
SECONDED BY:**

INTRODUCTION OF ORDINANCE 25-21

**AN ORDINANCE OF THE BOROUGH OF WOODLAND PARK, COUNTY OF PASSAIC,
STATE OF NEW JERSEY, AUTHORIZING THE BOROUGH’S PARTICIPATION IN AND
ESTABLISHING A REGIONAL FLOOD CONTROL ADVISORY BOARD KNOWN AS THE
VERONA CEDAR GROVE LITTLE FALLS WOODLAND PARK FLOOD CONTROL
ADVISORY BOARD**

heretofore introduced, does now pass on first reading, and that said ordinance be further considered for final passage at a meeting to be held on the 17th day of December 2025, at 7:00 P.M., or as soon thereafter as the matter can be reached, at the regular meeting place of the Municipal Council and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance, and that the Municipal Clerk is hereby authorized and directed to publish said ordinance according to law with a notice of its introduction and passage on first reading and of the time and place when and where said ordinance will be further considered for final passage.

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 scheduled meeting held on the 3rd day of December 2025. Signed and sealed before me.

December 3, 2025

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
ORDINANCE 25-21**

**AN ORDINANCE OF THE BOROUGH OF WOODLAND PARK, COUNTY OF PASSAIC,
STATE OF NEW JERSEY, AUTHORIZING THE BOROUGH'S PARTICIPATION IN AND
ESTABLISHING A REGIONAL FLOOD CONTROL ADVISORY BOARD KNOWN AS THE
VERONA CEDAR GROVE LITTLE FALLS WOODLAND PARK FLOOD CONTROL
ADVISORY BOARD**

WHEREAS, the Borough of Woodland Park recognizes the increasing frequency and severity of flood events impacting the communities of Woodland Park, Little Falls, Cedar Grove, and Verona; and

WHEREAS, coordinated regional flood mitigation planning and infrastructure investment is essential to protecting public safety, property, and environmental quality; and

WHEREAS, the governing bodies of the participating municipalities intend to collaborate through the formation of a regional Flood Control Advisory Board to provide strategic oversight, project coordination, and policy guidance related to shared flood management efforts;

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

1. The Borough of Woodland Park hereby authorizes its participation in a joint regional flood mitigation body to be known as the Verona Cedar Grove Little Falls Woodland Park Flood Control Advisory Board (the "Advisory Board").
2. The purpose of the Advisory Board shall be to:
 - (a) Identify and recommend flood control and mitigation priorities across the member municipalities;
 - (b) Coordinate interlocal planning, funding strategies, and grant applications;
 - (c) Serve as a shared forum for technical input and community engagement on flooding issues;
 - (d) Advise the governing bodies of each municipality on matters related to stormwater infrastructure and flood resiliency.
3. The Advisory Board shall consist of four (4) representatives from each member municipality, as appointed by the respective governing body or administration:
 - (a) Municipal Administrator or designee;
 - (b) Municipal Engineer or designee;
 - (c) One elected official;
 - (d) One member of the public with interest or experience in flood or environmental issues.

In addition, each municipality's OEM Coordinator and Municipal Clerk shall attend meetings hosted by their respective town, serving in a non-voting advisory capacity.

4. The Advisory Board shall meet at least quarterly and may adopt rules of procedure as necessary for the conduct of its business. The first organizational meeting shall be convened within 30 days of all participating municipalities adopting like ordinances.
5. This ordinance shall take effect upon passage and publication as provided by law, and upon the adoption of similar ordinances by the Township of Verona, Township of Cedar Grove, and Township of Little Falls.

Attest:

Approved:

Introduced:

Adopted: