

**WOODLAND PARK MUNICIPAL COUNCIL  
AGENDA FOR THE 2025 REGULAR MEETING  
FEBRUARY 5, 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 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.
2. **Flag salute and Prayer**
3. **Roll Call**
4. **Presentation:**
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. **Approval of Minutes:**
  - Approval of Minutes of the Regular Meeting of February 7, 2024
  - Approval of Minutes of the Regular Meeting of February 21, 2024
7. **Council Comments:**
8. **Mayor's Report:**
9. **Administrator's Report:**
10. **Municipal Attorney's Report:**
11. **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 R25-059, a resolution based upon the Board of Adjustment appointment to approve the award of contract as Board of Adjustment Attorney Joe Mariniello, Esq. of Hartmann Doherty Rosa Berman & Bulbulia, 433 Hackensack Avenue, Hackensack, New Jersey 07601 for the Woodland Park Board of Adjustment for the period of January 1, 2025 through December 31, 2025.**
- B. **Resolution R25-060, a resolution approving based upon the Planning Board appointment the award a contract as Planning Board Attorney to Joseph Wenzel Esq. of Friend & Wenzel, LLC, 1000 Clifton Ave., Ste 101, Clifton, New Jersey 07013 for the period of January 1, 2025 through December 31, 2025.**
- C. **Resolution R25-061, a resolution approving Summit Properties, LLC, 187 Squirrelwood Road, Woodland Park, NJ 07424 a refund of their escrow account in the amount of \$5,168.75 associated with the Board of Adjustment with regard to the property at Lot 5 & 6, Block 39, Woodland Park.**

- D. Resolution R25-062, a resolution to approve change order #2 and amend the contract with Northeast Roof Maintenance, Inc., 649 Catherine Street, Perth Amboy, NJ 08861 for the Department of Public Works Roof Replacement Project in an amount not to exceed \$194,150.00.
- E. Resolution R25-063, a resolution approving Andrew Mitchell, 159 Jackson Avenue, Woodland Park, NJ 07424 a refund of their escrow account in the amount of \$42.65 associated with the Board of Adjustment with regard to the property at Lot 8, Block 37, Woodland Park.
- F. Resolution R25-064, a resolution to authorize the Chief Municipal Financial Officer to transfer certain funds among various line items as listed on the resolution in the amount of \$19,000.00.
- G. Resolution R25-065, 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.

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

**MOTION:** Motion to approve consent by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ROLL CALL**

**12. Collector/Treasurer Report:**

CMFO, Heather Barkenbush recommends authorization for payment:

Authorize payment of the 02/15/2025 regular and miscellaneous payroll estimated at \$465,000.00.

**MOTION:** Motion to approve payroll by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ROLL CALL**

Payment of bills from voucher list of 1/31/2025 totaling \$778,525.30.

**MOTION:** Motion to approve payment of bills by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ROLL CALL:**

**13. Department Reports:**

1. Summary Budget Status Report of 2024 and 2025 dated January 31, 2025
2. Board of Adjustment Meeting Minutes of January 22, 2024, February 26, 2024, April 29, 2024 and May 20, 2024
3. Millennium Strategies report for the month of January dated February 3, 2025

**MOTION:** Motion to approve Departmental Reports by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ALL IN FAVOR:**

**14. Old Business:**

**15. New Business:**

**16. Adjournment:**

**Sandra Olivola, RMC  
Municipal Clerk**

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-059**

**MOTIONED BY:**  
**SECONDED BY:**

**AWARD OF CONTRACT TO  
BOARD OF ADJUSTMENT ATTORNEY**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey based upon the Board of Adjustment appointment do hereby award a contract to Board of Adjustment Attorney Joe Mariniello, Esq. of Mariniello & Mariniello P.C., 260 Columbia Avenue, Suite 20, Fort Lee, New Jersey 07013 by the Woodland Park Board of Adjustment for the period of January 1, 2025 through December 31, 2025;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey hereby authorize Joe Mariniello, Esq. to receive compensation for his attendance and advice at meetings, and for additional legal duties performed as authorized by the Woodland Park Board of Adjustment through the allocation of funds from Current Appropriations under line item 5-01-21-185-185-028 in an amount of \$4,500.00.

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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 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 to award this contract.

February 5, 2025

---

Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-060**

**MOTIONED BY:  
SECONDED BY:**

**AWARD OF CONTRACT TO  
PLANNING BOARD ATTORNEY**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey based upon the Planning Boards appointment do hereby award a contract to Planning Board Attorney Joseph Wenzel Esq. of Friend & Wenzel, LLC, 1000 Clifton Ave., Ste 101, Clifton, New Jersey 07013 by the Woodland Park Planning Board for the period of January 1, 2025 through December 31, 2025;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey hereby authorize Joseph Wenzel, Esq. to receive compensation for his attendance and advice at meetings, and for additional legal duties performed as authorized by the Woodland Park Planning Board through the allocation of funds from Current Appropriations under line item 5-01-21-180-180-028 in an amount of \$5,800.00.

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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 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 to make this purchase.

February 5, 2025

\_\_\_\_\_  
Heather Barkenbush, CMFO

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-061**

**MOTIONED BY:**  
**SECONDED BY:**

**RETURN OF ESCROW**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey are in receipt of a request from Summit Properties, LLC, 187 Squirrelwood Road, Woodland Park, NJ 07424 for a refund of their escrow account associated with the Board of Adjustment with regard to the property at Lot 5 & 6, Block 39., Woodland Park; and

**WHEREAS**, the Mayor and Council are in receipt of a recommendation from Allan Burghardt, Code Enforcement Officer to refund said escrow to Summit Properties, LLC;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council hereby direct the appropriate administration staff to refund the amount of \$5,168.75 to Summit Properties, LLC, 5 Sicomac Road, Suite 172, North Haledon, NJ 07508 their escrow account associated with the Board of Adjustment with regard to the property at Lot 5 & 6, Block 39, Woodland Park.

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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 2025

---

Sandra Olivola, Municipal Clerk 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 under account number T-13-56-855-000-800.

February 5, 2025

---

Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-062**

**MOTIONED BY:**  
**SECONDED BY:**

**DEPARTMENT OF PUBLIC WORKS ROOF REPLACEMENT PROJECT  
CHANGE ORDER #2**

**WHEREAS**, on June 19, 2023, the Mayor and Council of the Borough of Woodland Park, County of Passaic and State of New Jersey awarded a contract to Northeast Roof Maintenance, Inc., 649 Catherine Street, Perth Amboy, NJ 08861 for the Department of Public Works Roof Replacement Project in an amount not to exceed \$161,000.00; and

**WHEREAS**, On October 10, 2024 Boswell Engineering submitted Change Order #1 for additional drainage tapered insulation layout to increase the contract by 19.04% in the amount of \$30,650.00 for a total amount not to exceed of \$191,650.00; and

**WHEREAS**, On January 23, 2025 Boswell Engineering submitted Change Order #2 for additional overflow drain work to increase the contract by 1.55% in the amount of \$2,500.00 for a total amount not to exceed of \$194,150.00; and

**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, do hereby amend the contract with Northeast Roof Maintenance, Inc., 649 Catherine Street, Perth Amboy, NJ 08861 for the Department of Public Works Roof Replacement Project in an amount not to exceed \$194,150.00.

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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 2025

\_\_\_\_\_  
Sandra Olivola, Municipal Clerk

\_\_\_\_\_  
Dated

I, Heather Barkenbush, Chief Municipal Finance Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this award of contract under account numbers C-04-24-015-000-920.

February 5, 2025

\_\_\_\_\_  
Heather Barkenbush, CMFO

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-063**

**MOTIONED BY:**  
**SECONDED BY:**

**RETURN OF ESCROW**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey are in receipt of a request from Andrew Mitchell, 159 Jackson Avenue, Woodland Park, NJ 07424 for a refund of their escrow account associated with the Board of Adjustment with regard to the property at Lot 8, Block 37., Woodland Park; and

**WHEREAS**, the Mayor and Council are in receipt of a recommendation from Allan Burghardt, Code Enforcement Officer to refund said escrow to Mr. Mitchell;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council hereby direct the appropriate administration staff to refund the amount of \$42.65 to Andrew Mitchell, 159 Jackson Avenue, Woodland Park, NJ 07424 their escrow account associated with the Board of Adjustment with regard to the property at Lot 8, Block 37, Woodland Park.

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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 2025

\_\_\_\_\_  
Sandra Olivola, Municipal Clerk

\_\_\_\_\_  
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 under account number T-13-56-855-000-800.

February 5, 2025

\_\_\_\_\_  
Heather Barkenbush, CMFO

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-064**

**MOTIONED BY:**  
**SECONDED BY:**

**BUDGET TRANSFER**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park did adopt a budget for the year 2025 in accordance with Municipal Budget Law N.J.S.A. 40A:4 et seq.; and

**WHEREAS**, it has become necessary to transfer certain funds among the various line items as contained within the aforementioned adopted municipal budget; and

**WHEREAS**, N.J.S.A. 40A:4-58 allows for the transfer of funds among line items of and adopted municipal budget during the last two months of the fiscal year and N.J.S.A. 40A:4-59 appropriation transfers during first three months of succeeding year; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, that the Chief Municipal Financial Officer of the Borough of Woodland Park is hereby authorized to make the transfers as listed on the following schedule among various line items:

February 5, 2025	Current Fund		
	2024 Budget Transfers	FROM	TO
4-01-20-100-100-010	General Administration - S&W	\$ 5,000.00	
4-01-20-130-130-020	Financial Admin O/E	\$ 5,000.00	
4-01-31-430-430-020	Electric & Gas		\$ 15,000.00
4-01-31-435-435-020	Street Lighting		\$ 4,000.00
4-01-31-440-440-020	Telephone	\$ 9,000.00	
	<b>TOTAL</b>	<b>\$ 19,000.00</b>	<b>\$ 19,000.00</b>

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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 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 transfer.

February 5, 2025

\_\_\_\_\_  
Heather Barkenbush, CMFO

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R25-065**

**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. through 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					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 5<sup>th</sup> day of February, 2025. Signed and sealed before me.

February 5, 2025

\_\_\_\_\_  
Sandra Olivola, Municipal Clerk

\_\_\_\_\_  
Dated