

**WOODLAND PARK MUNICIPAL COUNCIL
AGENDA FOR REGULAR MEETING OF
SEPTEMBER 2, 2026**

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 7, 2026 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

2. PRESENTATION(S)/REPORTS:

A. PRESENTATIONS

- Proclamation in recognition of Childhood Cancer Awareness
- Proclamation in recognition of Ovarian Cancer Awareness
- Judy Sierchio one of the Leaders of the Illuminations Group at Four Seasons at Great Notch will Present Donations to the Fire Department and First Aid Squad

3. APPROVAL OF MINUTES:

- Approval of Minutes of the Reorganization Meeting of January 7, 2026
- Approval of Minutes of the Regular Meeting of January 21, 2026

4. PUBLIC SESSION:

OPEN: I'd like to entertain a motion to open the public session. Motion to open the public session by_____. Seconded by _____.

- **ROLL CALL:**

CLOSE: I'd like to entertain a motion to close the public session. Motion to close the public session by_____. Seconded by _____.

- **ROLL CALL:**

5. PRESENTATION - NJ DCA RESILIENT COMMUNITIES GRANT PROGRAM:

A. Presentation on the NJ DCA Resilient Communities Grant Program - Community Center Redevelopment Project

6. PUBLIC HEARING – NJ DCA RESILIENT COMMUNITIES PROGRAM PUBLIC HEARING:

OPEN: I'd like to entertain a motion to open the public session. Motion to open the public session by_____. Seconded by _____.

- **ROLL CALL:**

CLOSE: I'd like to entertain a motion to close the public session. Motion to close the public session by_____. Seconded by _____.

- **ROLL CALL:**

7. REPORTS:

A. COUNCIL COMMITTEE REPORTS:

Administration & Finance – Councilman Figueroa

Public Works – Councilman Chaabane

Public Safety – Council President Torres

Health & Senior Services – Councilwoman Gatti

Recreation, Community Relations & Veterans Affairs – Councilman DeCesare

Laws & Ordinances – Councilman Sica

B. MAYORS REPORT

C. BOROUGH ADMINISTRATORS REPORT

D. MUNICIPAL ATTORNEY REPORT

E. DEPARTMENT REPORTS

1. Millennium Strategies Report for August 2026
2. Summary Budget Status Report as of September 1, 2026

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

- **ALL IN FAVOR:**

8. 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 R26-251, a resolution rescinding resolution R26-231 and re-awarding the contract to AJM Contractors located at 300 Kuller Road, Clifton New Jersey for Brophy Lane Improvements Project, in an amount not to exceed of \$390,703.75.**
2. **Resolution R26-252, a resolution authorized to refund the total of \$69,300.10 for the overpayment of taxes to CoreLogic Centralized Refunds, P.O Box 9202 Coppell, TX 75019-9760 with reference to the aforesaid.**
3. **Resolution R26-253, a resolution to request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of \$3,316.42.**
4. **Resolution R26-254, a resolution to request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of \$4,961.98.**
5. **Resolution R26-255, a resolution to request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of \$8,624.03.**
6. **Resolution R26-256, a resolution to request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of \$850,000.**
7. **Resolution R26-257, a resolution to approve the 2025 Audit Corrective Action Plan.**

- 8. Resolution R26-258, a resolution to amend resolution R26-052 authorizing the purchase of ultra-low sulfur diesel fuel and motor gasoline in an amount not to exceed \$90,000.00.
- 9. Resolution R26-259, a resolution to authorize the Tri-Town Christmas Parade, Inc. to conduct a “Shake a Can” Fundraiser at the intersections and times listed in the resolution.
- 10. Resolution R26-260, a resolution to accept and acknowledge the written request of 1150M Woodland Park LLC for application or subtitles one of Title 39 to designate private vehicular areas at 1150 McBride Avenue; authorizing engineering, Police and legal implementation and establishing conditions for commencement of enforcement.
- 11. Resolution R26-261, a resolution to amend resolution R25-182 establishing the bid threshold applicable to a Qualified Purchasing Agent at \$53,000 and delegating certain contract award authority to the Qualified Purchasing Agent.
- 12. Resolution R26-262, a resolution to authorize the appointment of School Crossing Guards, as listed in this resolution for the time period of September 2, 2026 through June 30, 2027.
- 13. Resolution R26-263, a resolution to approve the actions noted in the Consent Agenda, items 1. through 13., 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:**

9. **COLLECTOR/TREASURER REPORT:**

CMFO, Stephanie Santana recommends authorization for payment:

Authorize payment of September 15, 2026 regular and miscellaneous payroll estimated \$388,858.97.

Payment of bills from voucher list of August 31, 2026 totaling \$3,851,062.19.

10. **OLD BUSINESS:**

A. **SECOND READING**

1. **PUBLIC HEARING** on the adoption of Ordinance 26-27

OPEN: Motion to open the public hearing for Ordinance 26-27 by _____, seconded by_____.

- **ROLL CALL:**

CLOSE: Motion to close the public hearing for Ordinance 26-27 by _____, seconded by_____.

- **ROLL CALL:**

2. Resolution R26-264, a resolution to adopt Ordinance 26-27 AN ORDINANCE SUPERSEDING ORDINANCE NO. 26-24 AND PRIOR ORDINANCES ESTABLISHING THE SALARY RANGES AND COMPENSATION CLASSIFICATIONS FOR THE EMPLOYEES OF THE BOROUGH OF WOODLAND PARK FOR THE YEAR 2026.

BE IT RESOLVED, by the Governing Body of the Borough of Woodland Park that Ordinance 26-27, be and is hereby adopted as having been approved on second and final reading, and that the Municipal Clerk is hereby authorized and directed to publish said ordinance according to law.

MOTION: Motion to adopt the Ordinance 26-27 by _____, seconded by _____.

- **ROLL CALL**:

11. NEW BUSINESS:

A. FIRST READING

1. INTRODUCTION TO ORDINANCE 26-28

2. Resolution R26-265, a resolution to introduce Ordinance 26-28 AN ORDINANCE OF THE BOROUGH OF WOODLAND PARK, COUNTY OF PASSAIC, STATE OF NEW JERSEY, MAKING SUBTITLE ONE OF TITLE 39 OF THE REVISED STATUTES OF NEW JERSEY APPLICABLE TO CERTAIN PRIVATE ROADWAYS, DRIVEWAYS, DRIVE AISLES, PARKING AREAS, LOADING AND CIRCULATION AREAS, AND OTHER AREAS USED FOR VEHICULAR TRAVEL AT 1150 MCBRIDE AVENUE, WOODLAND PARK, NEW JERSEY, PURSUANT TO N.J.S.A. 39:5A-1 ET SEQ.

BE IT RESOLVED, by the Governing Body of the Borough of Woodland Park that Ordinance 26-28, 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 Ordinance 26-28 by _____, seconded by _____.

- **ROLL CALL**:

3. INTRODUCTION TO ORDINANCE 26-29

4. Resolution R26-266, a resolution to introduce Ordinance 26-29 AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER II, "ADMINISTRATION," OF THE CODE OF THE BOROUGH OF WOODLAND PARK TO REESTABLISH AND UPDATE THE OFFICE, QUALIFICATIONS, POWERS, DUTIES AND AUTHORITY OF THE QUALIFIED PURCHASING AGENT ("QPA"); TO AUTHORIZE THE USE OF THE BID THRESHOLD APPLICABLE TO A QUALIFIED PURCHASING AGENT ("QPA"); AND TO REPEAL AND REPLACE ORDINANCE NO. 11-10.

BE IT RESOLVED, by the Governing Body of the Borough of Woodland Park that Ordinance 26-29, 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 Ordinance 26-29 by _____, seconded by _____.

- **ROLL CALL**:

12. **EXECUTIVE SESSION:**

**RESOLUTION RE26-05
RESOLUTION AUTHORIZING EXECUTIVE SESSION
PURSUANT TO N.J.S.A. 10:4-12**

BE IT RESOLVED, by the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, that pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., it is necessary to convene an executive session to discuss items authorized by N.J.S.A. 10:4-12 (b), specifically:

- **Personnel – Police Department**

BE IT FURTHER RESOLVED, that it is anticipated that the deliberation conducted in closed session may be disclosed to the public upon the determination by the Mayor and Council that the public interest will no longer be served by such confidentiality and if not then legally privileged.

13. **ADJOURNMENT:**

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 R26-251**

MOTIONED BY:
SECONDED BY:

**A RESOLUTION RESCINDING RESOLUTION R25-231 AND RE-AWARDING THE
CONTRACT FOR THE BROPHY LANE IMPROVEMENTS PROJECT TO
AJM CONTRACTORS, INC.**

WHEREAS, on August 15, 2026, the Mayor and Council of the Borough of Woodland Park awarded a contract for the Brophy Lane Improvements Project to LaForza Construction LLC in the amount of \$263,876.20; and

WHEREAS, LaForza Construction LLC subsequently submitted written notice requesting the withdrawal of its bid due to a material defect, rendering the submission non-responsive; and

WHEREAS, AJM Contractors, Inc., located at 300 Kuller Road, Clifton, New Jersey 07011, submitted a complete, responsive, and responsible bid; and

WHEREAS, the Chief Municipal Financial Officer (CMFO) has certified that sufficient funds are available through the Passaic County CDBG (\$200,000.00) and Account No. C-04-24-015-000-907, and/or any other appropriate municipal accounts as determined by the CMFO.

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

- 1. Resolution R25-231 is hereby rescinded in its entirety.
- 2. The contract for the Brophy Lane Improvements Project is hereby awarded to AJM Contractors, Inc., 300 Kuller Road, Clifton, New Jersey 07011, in an amount not to exceed \$390,703.75.
- 3. Mayor and Business Administrator are authorized to execute all necessary contracts and documents to effectuate this resolution.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

Sandra Olivola, Municipal Clerk

September 2, 2026

Dated

I, Stephanie Santana, Chief Municipal Finance Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this contract.

Stephanie Santana, CMFO

September 2, 2026

Dated

BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-252

MOTIONED BY:
SECONDED BY:

OVERPAYMENT OF TAXES

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 an overpayment of taxes, in the amount of \$69,300.10 was made by CoreLogic Centralized Refunds with reference to the following Blocks and Lots.

Block	Lot	Qualifier	Address	Homeowner	Amount
55	28		93 Woodrow Ave	Handal Andrew & Nicole Rumman	\$3,518.44
75	2		90 Hobart Ave	Abdalla Mohamed S. & Donia S.	\$3,942.11
99	36		31 Bergen Blvd	Deboise Xian Ping	\$2,635.08
111	16		728 Rifle Camp Rd	Westmount PROPCO, LLC	\$56,205.00
124	6.01	C0142	142 Wedgewood Dr 16	Rubinich Anthony & Laura	\$2,999.47
				Total	\$69,300.10

WHEREAS, CoreLogic Centralized Refunds have requested, in writing, that this overpayment be returned to them; and

WHEREAS, the Tax Collector of the Borough of Woodland Park hereby requests a refund of said overpayment be made to CoreLogic Centralized Refunds.

NOW, THEREFORE, BE IT RESOLVED that the Tax Collector be and is hereby authorized to refund the total of \$69,300.10 for the overpayment of taxes to CoreLogic Centralized Refunds, P.O Box 9202 Coppell, TX 75019-9760 with reference to the aforesaid; 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
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal ClerkDated

I, Stephanie Santana, Chief Municipal Finance Officer for the Borough of Woodland Park does hereby confirm that there will be sufficient funds available to cover the costs of this contract under line item 6-01-55-008-006-003

September 2, 2026

Stephanie Santana, CMFODated

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 overpayment.

September 2, 2026

Bernadette Lawler, Tax & Water CollectorDated

MOTIONED BY:
SECONDED BY:

INSERTION OF AN ITEM OF REVENUE

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Borough of Woodland Park has received notice of an award of \$3,316.42 from the State of New Jersey Department of Law and Public Safety in the 2026 Budget to include this amount as a revenue.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of\$3,316.42.

Which is now available as an item of revenue from:
Miscellaneous Revenues:
Section F: Special Items of General Revenue Anticipated
With Prior Written Consent of Director of Local
Government Services – Public and Private Revenues
Offset with Appropriations:
State of New Jersey Department of Law and Public: Body Armor
Replacement Fund (BARF) Program

BE IT FURTHER RESOLVED that the like sum of\$3,316.42
Be and the same is hereby appropriated under the caption of:
General Appropriations:
(A) Operations Excluded from CAPS
Public and Private Programs offset by Revenues:
State of New Jersey Department of Law and Public: Body Armor
Replacement Fund (BARF) Program

BE IT FURTHER RESOLVED, that the Borough Clerk forward two certified copies of this resolution to the Director of Local Government Services for approval.

Record of Mayor and Council Vote on Passage									
	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal ClerkDated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-254**

MOTIONED BY:
SECONDED BY:

INSERTION OF AN ITEM OF REVENUE

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Borough of Woodland Park has received notice of an award of \$4,961.98 from the Department of Justice- Bureau of Justice Assistance: Bulletproof Vest Partnership Program in the 2026 Budget to include this amount as a revenue.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of\$4,961.98.

Which is now available as an item of revenue from:
Miscellaneous Revenues:
Section F: Special Items of General Revenue Anticipated
With Prior Written Consent of Director of Local
Government Services – Public and Private Revenues
Offset with Appropriations:
Department of Justice- Bureau of Justice Assistance: Bulletproof
Vest Partnership Program

BE IT FURTHER RESOLVED that the like sum of\$4,961.98
Be and the same is hereby appropriated under the caption of:
General Appropriations:
(A) Operations Excluded from CAPS
Public and Private Programs offset by Revenues:
Department of Justice- Bureau of Justice Assistance: Bulletproof
Vest Partnership Program

BE IT FURTHER RESOLVED, that the Borough Clerk forward two certified copies of this resolution to the Director of Local Government Services for approval.

Record of Mayor and Council Vote on Passage									
	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

Sandra Olivola, Municipal Clerk	Dated September 2, 2026

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-255**

MOTIONED BY:
SECONDED BY:

INSERTION OF AN ITEM OF REVENUE

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Borough of Woodland Park has received notice of an award of \$8,624.03 from the National Opioid Settlement Fund and wishes to amend its Calendar Year 2026 Budget to include this amount as a revenue.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of\$8,624.03

Which is now available as an item of revenue from:
Miscellaneous Revenues:
Section F: Special Items of General Revenue Anticipated
With Prior Written Consent of Director of Local
Government Services – Public and Private Revenues
Offset with Appropriations:
National Opioid Settlement

BE IT FURTHER RESOLVED that the like sum of\$8,624.03
Be and the same is hereby appropriated under the caption of:
General Appropriations:
(A) Operations Excluded from CAPS
Public and Private Programs offset by Revenues:
National Opioid Settlement

BE IT FURTHER RESOLVED, that the Borough Clerk forward two certified copies of this resolution to the Director of Local Government Services for approval.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

Sandra Olivola, Municipal Clerk

September 2, 2026
Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-256**

MOTIONED BY:
SECONDED BY:

INSERTION OF AN ITEM OF REVENUE

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Borough of Woodland Park has received notice of an award of \$850,000 from the United States Congress Community Project Funding in the 2026 Budget to include this amount as a revenue.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the Calendar Year 2026 in the sum of\$850,000.

Which is now available as an item of revenue from:
Miscellaneous Revenues:
Section F: Special Items of General Revenue Anticipated
With Prior Written Consent of Director of Local
Government Services – Public and Private Revenues
Offset with Appropriations:
US Congress- Community Project Funding

BE IT FURTHER RESOLVED that the like sum of\$850,000
Be and the same is hereby appropriated under the caption of:

General Appropriations:
(A) Operations Excluded from CAPS
Public and Private Programs offset by Revenues:
US Congress- Community Project Funding

BE IT FURTHER RESOLVED, that the Borough Clerk forward two certified copies of this resolution to the Director of Local Government Services for approval.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-257**

MOTIONED BY:
SECONDED BY:

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

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

WHEREAS, the Annual Report of Audit for the year 2025 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

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

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the Group Affidavit Form of the Governing Body attached hereto; and

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

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

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

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

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

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

_____ Sandra Olivola, Municipal Clerk	_____ September 2, 2026 Dated
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2025 AUDIT CORRECTIVE ACTION PLAN

Finding/Condition #1: In a few instance employees eligible for enrollment in the DCRP were not enrolled.

Recommendation: That all eligible employees be enrolled in the DCRP.
Corrective Action: We have identified that several seasonal employees in the Recreation Department have not submitted the required DCRP enrollment paperwork despite being eligible. To address this, we have implemented a policy whereby direct deposit will be suspended for these employees. Instead, paper checks will be issued and held by the Finance Department until the required enrollment documentation is completed and submitted. This measure is intended to ensure compliance with enrollment requirements and to prevent future occurrences.

Implementation date: September 1, 2026

Finding/Condition #2: There are unfunded improvement authorizations in the General Capital Fund greater than five years old resulting in a cash deficit.

Recommendation: That General Capital Fund improvement authorizations greater than five years old be funded through budget appropriations or the issuance of debt in order to fund cash deficits.

Corrective Action: The Finance Department has reviewed all outstanding improvement authorizations in the General Capital Fund and identified those exceeding five years without funding. We are currently preparing a plan to address these unfunded authorizations through a combination of budget appropriations and the potential issuance of debt, as appropriate. This plan will be incorporated into the upcoming 2026 budget cycle to ensure all legacy projects are either properly funded or formally canceled if no longer needed. This process will help eliminate the existing cash deficit and improve overall fiscal management of the Capital Fund.

Implementation date: January 1, 2027

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The above summary or synopsis was prepared from the report of audit of the Borough of Woodland Park, County of Passaic, for the calendar year 2025. This report of audit, submitted by Steven D. Wielkottz, Registered Municipal Accountant of the firm Wielkottz & Company, LLC, is on file at the Borough Clerk's office and may be inspected by any interested person.

A Corrective Action Plan, which outlines actions the Borough of Woodland Park will take to correct the findings listed above, will be prepared in accordance with Federal and State requirements. A copy of its will be placed on file and made available for public inspection in the Office of the Borough Clerk in the Borough of Woodland Park within 45 days of this notice.

Clerk

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-258**

MOTIONED BY:
SECONDED BY:

**A RESOLUTION TO AMEND RESOLUTION R26-052 AUTHORIZING THE PURCHASE OF
ULTRA LOW SULFUR DIESEL FUEL AND MOTOR GASOLINE**

WHEREAS, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey previously adopted Resolution R26-052 authorizing the purchase of ultra low sulfur diesel fuel and motor gasoline from Rachels-Michele’s Oil Co Inc., located at 116 Kuller Road, Clifton, NJ 07011, under State Contract 19-FLEET-00973, for an amount not to exceed \$50,000.00; and

WHEREAS, due to increased fuel usage and ongoing operational needs, it is necessary to increase the maximum authorized amount for said purchases; and

WHEREAS, funds are available for this for this purchase under line item 6-01-31-460-460-074 and/or any other line item the CFMO deems necessary;

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

- 1. Resolution R26-052 is hereby amended to increase the total authorized cost for the purchase of ultra low sulfur diesel fuel and motor gasoline from Rachels-Michele’s Oil Co Inc. under State Contract 19-FLEET-00973 to an amount not to exceed \$90,000.00.
- 2. All other terms and conditions of Resolution R26-052 shall remain in full force and effect.
- 3. This Resolution shall take effect immediately upon adoption.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal Clerk

Dated

I, Stephanie Santana, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this contract under line item 6-01-31-460-460-074 and/or any other line item the CFMO deems necessary.

September 2, 2026

Stephanie Santana, CMFO

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-259**

MOTIONED BY:
SECONDED BY:

**TRI-TOWN CHRISTMAS PARADE, INC.
CAN SHAKE FUNDRAISER**

WHEREAS, the Tri-Town Christmas Parade, Inc. has requested permission to conduct a “Shake a Can” Fundraiser on Thursday, October 15, 2026 and Friday, October 16, 2026 from 3:00 P.M. to Dusk and Saturday, October 17, 2026 from 9:00 A.M. to Dusk, in order to collect voluntary contributions for the Tri-Town Christmas Parade; and

WHEREAS, the Tri-Town Christmas Parade, Inc. has requested that this activity be held at the intersections of McBride and Glover Avenues; Hillery St. and McBride Avenue; Squirrelwood Road & Jackson Avenue and Browertown Road at the entrance to Plaza 46 Shopping Center; and

WHEREAS, the Mayor and Council of the Borough of Woodland Park fully support the dedicated efforts of the Tri-Town Christmas Parade, Inc. in all of their activities and recognize the need to periodically solicit contributions from the public; and

WHEREAS, under the recommendation of Acting Chief Brady subject to the approval from the County of Passaic and the State of New Jersey solicitation are permitted during daylight hours at the following locations: McBride and Lackawanna Avenues; Glover and McBride Avenues; Hillery St. and McBride Avenue; Squirrelwood Road & Jackson Avenue and Browertown Road at the entrance to Plaza 46 Shopping Center; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Woodland Park authorizes the Tri-Town Christmas Parade, Inc. to conduct a “Shake a Can” Fundraiser at the intersections of McBride and Lackawanna Avenues; Glover and McBride Avenues; Hillery St. and McBride Avenue; Squirrelwood Road & Jackson Avenue and Browertown Road at the entrance to Plaza 46 Shopping Center on Thursday, October 15, 2026 and Friday, October 16, 2026 from 3:00 P.M. to Dusk and Saturday, October 17, 2026 from 9:00 A.M. to Dusk;

BE IT FURTHER RESOLVED, that this acknowledgement is conditioned on the following:

- 1. That no one under the age of eighteen (18) be permitted to solicit funds on any public street or from any person in/on a vehicle on a public street; and
- 2. That safety measures (clothing/jackets with reflective material/tape, traffic cones, barriers, etc.) be utilized to warn drivers of pedestrian activity in the road to protect the solicitors.
- 3. At least two warning signs shall be placed as follows: “CHARITABLE SOLICITATION 500 FEET AHEAD.”
- 4. With regard to solicitations at the intersection of McBride and Glover Avenues, solicitations are prohibited on the Paterson side of Glover Avenue east of McBride Avenue.
- 5. The Woodland Park Police Department may suspend solicitation operations at any time if any condition of the permit is violated or if the police officers or Departments sole discretion, traffic is being impeded or delayed, or the public safety is at risk.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

MOTIONED BY:

SECONDED BY:

RESOLUTION ACCEPTING AND ACKNOWLEDGING THE WRITTEN REQUEST OF 1150M WOODLAND PARK LLC FOR APPLICATION OF SUBTITLE ONE OF TITLE 39 TO DESIGNATED PRIVATE VEHICULAR AREAS AT 1150 MCBRIDE AVENUE; AUTHORIZING ENGINEERING, POLICE AND LEGAL IMPLEMENTATION; AND ESTABLISHING CONDITIONS FOR COMMENCEMENT OF ENFORCEMENT

WHEREAS, 1150M Woodland Park LLC (the “Owner”) has submitted a written request dated July 13, 2026 to the Borough of Woodland Park (the “Borough”) requesting that the Borough initiate the process necessary to authorize enforcement of Title 39 of the New Jersey Motor Vehicle and Traffic Laws upon the private roadways and parking areas located at 1150 McBride Avenue, Woodland Park, New Jersey (the “Property”); and

WHEREAS, the request identifies the Owner and Property and expresses the Owner's consent to the municipal process necessary to make Subtitle One of Title 39 applicable to private vehicular areas at the Property; and

WHEREAS, N.J.S.A. 39:5A-1 authorizes the municipal authorities vested with police powers, upon the filing of a qualifying written request with the municipal clerk, to make Subtitle One of Title 39 applicable to designated private or semipublic roads, driveways, parking areas and other roadways used for vehicular travel by permission and not as a matter of public right; and

WHEREAS, the statute requires that the written request designate with reasonable accuracy the private vehicular areas to be affected, and the Mayor and Council therefore deem it appropriate to require an Engineer/Police-approved traffic circulation/site plan before operational enforcement begins; and

WHEREAS, N.J.S.A. 39:5A-3 provides that such a request does not constitute a dedication of private property to public use and preserves the Owner's lawful authority over the private property; and

WHEREAS, the Mayor and Council have determined that advancing the Owner's request will promote traffic safety, pedestrian protection, emergency access, orderly circulation and the general public welfare; and

WHEREAS, the Borough desires to establish an orderly administrative record and authorize the municipal officers and professionals to complete all implementation steps associated with the Title 39 designation.

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

1. Acceptance for Processing.

The Mayor and Council hereby formally acknowledge and accept for municipal processing the written request dated July 13, 2026 submitted by 1150M Woodland Park LLC concerning 1150 McBride Avenue. The request shall be filed with and retained by the Municipal Clerk as part of the official municipal record.

2. Legislative Vehicle.

The Mayor and Council determine that the final municipal action making Subtitle One of Title 39 applicable to the designated private vehicular areas shall be accomplished by ordinance pursuant to N.J.S.A. 39:5A-1. This Resolution is administrative and implementing in nature and shall not, standing alone, be construed as the final legislative extension of Title 39 to the Property.

3. Site Plan / Exhibit A.

The Owner shall provide a current traffic circulation/site plan identifying with reasonable accuracy the roads, driveways, entrances, exits, drive aisles, parking areas, loading/circulation areas and other private areas intended to be subject to Title 39 enforcement. Following approval by the Borough Engineer and Chief of Police, the plan shall be designated Exhibit A to the Title 39 ordinance and maintained by the Borough Clerk.

4. Engineering Review.

The Borough Engineer is authorized and directed to review the proposed enforcement areas, existing and proposed traffic circulation, signage, pavement markings and traffic-control devices; to identify any corrections necessary for safe and lawful enforcement; and to advise whether any site-specific regulation requires additional municipal action, engineering documentation, or approval under N.J.S.A. 39:4-8, N.J.S.A. 39:4-197, or other applicable law.

5. Police Review.

The Chief of Police is authorized and directed to review the proposed enforcement areas for practical enforceability, officer access, public safety, traffic flow, signage and operational considerations, and to coordinate with the Borough Engineer and Borough Attorney as necessary.

6. Borough Attorney.

The Borough Attorney is authorized and directed to finalize the implementing ordinance, advise concerning statutory compliance, and prepare any ancillary documents reasonably necessary to implement the governing body's action.

7. Owner Responsibilities.

The Owner shall be responsible, at its sole cost and expense, for providing all plans and property information and for installing, maintaining, repairing and replacing all signs, pavement markings and traffic-control devices required for lawful enforcement, except to the extent otherwise required by law or expressly agreed in writing by the Borough.

8. No Dedication / No Municipal Property Responsibility.

Neither this Resolution, the Owner's request, nor subsequent Title 39 enforcement shall constitute a dedication or acceptance of any private road, driveway, parking area, easement or other portion of the Property for public use. The Borough does not accept ownership or responsibility for maintenance, resurfacing, drainage, snow removal, lighting, striping, security or other proprietary functions at the Property.

9. Conditions Before Enforcement.

No operational Title 39 enforcement shall begin under the contemplated ordinance until: (a) the ordinance is finally adopted and effective; (b) the Owner's request is on file; (c) Exhibit A has been approved; (d) required signs, markings and devices are installed; and (e) any separate approval required for a site-specific regulation has been obtained.

10. Police Deployment Discretion.

Nothing in this Resolution or the contemplated ordinance shall be construed to require a particular level or frequency of police patrol or enforcement at the Property. Police deployment and enforcement decisions shall remain subject to lawful discretion, departmental policy, available resources and public-safety priorities.

11. Authorization to Execute Ancillary Documents.

The Mayor, Municipal Clerk, Chief of Police, Borough Engineer, Borough Administrator and Borough Attorney are authorized, within their respective lawful authority, to execute certifications, approvals, transmittals and other non-substantive implementing documents necessary to complete the Title 39 process, provided that no such document materially expands the scope of the ordinance without further governing-body action.

12. Continued Owner Cooperation.

The Owner shall notify the Borough of material changes in ownership, property configuration, access, circulation, parking or traffic-control devices that may affect Title 39 enforcement and shall cooperate with reasonable municipal requests necessary to preserve lawful enforcement.

13. Effective Date.

This Resolution shall take effect immediately upon adoption.

BE IT FURTHER RESOLVED that the Borough Clerk, Borough Administrator, Borough Attorney, and all appropriate municipal officials are hereby authorized to implement the terms of this Resolution.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-261**

MOTIONED BY:

SECONDED BY:

**A RESOLUTION TO AMEND RESOLUTION R25-182 OF THE MAYOR AND COUNCIL OF
THE BOROUGH OF WOODLAND PARK ESTABLISHING THE BID THRESHOLD
APPLICABLE TO A QUALIFIED PURCHASING AGENT (“QPA”) AT \$53,000 AND
DELEGATING CERTAIN CONTRACT AWARD AUTHORITY TO THE QUALIFIED
PURCHASING AGENT (“QPA”)**

WHEREAS, the Borough of Woodland Park (“Borough”) is a contracting unit subject to the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and the regulations promulgated thereunder; and

WHEREAS, pursuant to N.J.S.A. 40A:11-9, a contracting unit may appoint a Qualified Purchasing Agent (“QPA”) who possesses a valid Qualified Purchasing Agent (“QPA”) certificate issued by the State of New Jersey, Department of Community Affairs, Division of Local Government Services; and

WHEREAS, the Borough has established the office of a Qualified Purchasing Agent (“QPA”) and requires the Qualified Purchasing Agent (“QPA”) exercising the enhanced purchasing authority available to a Qualified Purchasing Agent (“QPA”) to possess and maintain a valid Qualified Purchasing Agent (“QPA”) certificate; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3(a), a contracting unit that has appointed a Qualified Purchasing Agent (“QPA”) pursuant to N.J.S.A. 40A:11-9 may establish its bid threshold at an amount not to exceed the maximum threshold established in accordance with State law; and

WHEREAS, pursuant to N.J.A.C. 5:32-4.3, a contracting unit that has appointed a Qualified Purchasing Agent (“QPA”) may take advantage of the higher bid threshold upon authorization of the governing body; and

WHEREAS, effective July 1, 2025, the State Treasurer increased the maximum bid threshold for contracting units with a Qualified Purchasing Agent (“QPA”) to **Fifty-Three Thousand Dollars (\$53,000.00)**; and

WHEREAS, the Mayor and Council have determined that utilizing the maximum bid threshold permitted by law for a contracting unit with a Qualified Purchasing Agent (“QPA”) will promote the efficient and economical operation of the Borough’s purchasing function while preserving all safeguards and requirements imposed by the Local Public Contracts Law; and

WHEREAS, pursuant to N.J.S.A. 40A:11-6.1, contracts below the bid threshold remain subject to quotation requirements where applicable, with the quotation threshold being fifteen percent (15%) of the applicable bid threshold, which presently results in a quotation threshold of

Seven Thousand Nine Hundred Fifty Dollars (\$7,950.00) where the \$53,000 Qualified Purchasing Agent bid threshold is utilized; and

WHEREAS, the Mayor and Council recognize that the Qualified Purchasing Agent bid threshold does not eliminate or supersede requirements imposed by the Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq., including requirements applicable to contracts having an anticipated value in excess of **Seventeen Thousand Five Hundred Dollars (\$17,500.00)**; and

WHEREAS, the Mayor and Council desire to delegate to the Borough’s Qualified Purchasing Agent (“QPA”) to the fullest extent permitted by law, authority to award certain contracts having an anticipated value above \$17,500 but at or below the Borough’s applicable Qualified Purchasing Agent bid threshold, commonly referred to as “window contracts,” provided all statutory, regulatory and Borough requirements have been satisfied; and

WHEREAS, the Mayor and Council find that such delegation will permit routine procurement matters to be administered efficiently by a State-certified purchasing professional while retaining appropriate legal, financial, ethical and administrative controls;

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

1. ESTABLISHMENT OF QUALIFIED PURCHASING AGENT ("QPA") BID THRESHOLD

The Mayor and Council hereby authorize and establish the Borough's bid threshold at the maximum amount presently permitted by New Jersey law for a contracting unit that has appointed a QPA, namely:

FIFTY-THREE THOUSAND DOLLARS (\$53,000.00).

This authorization is made pursuant to N.J.S.A. 40A:11-3, N.J.S.A. 40A:11-9, N.J.A.C. 5:32-4.3, and all other applicable law.

2. CONDITION OF AUTHORITY

The \$53,000 bid threshold authorized by this Resolution shall remain available only for so long as:

- A. The Borough has a QPA possessing a valid QPA certificate;
- B. The Borough otherwise satisfies the requirements of the Local Public Contracts Law and applicable regulations for utilization of the enhanced QPA threshold; and
- C. The threshold remains authorized by New Jersey law.

If the Borough ceases to satisfy the statutory or regulatory conditions for use of the QPA threshold, the applicable bid threshold shall be determined in accordance with then-existing State law.

3. QUOTATION THRESHOLD

The Mayor and Council acknowledge that pursuant to N.J.S.A. 40A:11-6.1, the quotation threshold is presently fifteen percent (15%) of the applicable bid threshold.

Accordingly, based upon a \$53,000 QPA bid threshold, the Borough's present quotation threshold is:

SEVEN THOUSAND NINE HUNDRED FIFTY DOLLARS (\$7,950.00).

All purchases and contracts subject to quotation requirements shall be processed in accordance with the Local Public Contracts Law and applicable regulations.

4. DELEGATION OF WINDOW - CONTRACT AWARD AUTHORITY

Subject to the limitations contained in this Resolution and applicable law, the Mayor and Council hereby delegate to the Borough's QPA the authority to award contracts having an anticipated value:

in excess of \$17,500 but not exceeding the Borough's applicable QPA bid threshold, presently \$53,000,

where such delegation and award are permitted by New Jersey law.

This delegated authority shall include contracts commonly referred to as "**window contracts.**"

5. CONDITIONS UPON DELEGATED AWARD AUTHORITY

No contract shall be awarded pursuant to the authority delegated by Section 4 unless the QPA has determined, or obtained appropriate confirmation, that all requirements applicable to the procurement have been satisfied, including, where applicable:

- A. Compliance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;
- B. Compliance with applicable regulations promulgated by the Department of Community Affairs;
- C. Compliance with the Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq.;
- D. Satisfaction of all applicable fair-and-open or non-fair-and-open contracting requirements;
- E. Receipt of quotations where required by N.J.S.A. 40A:11-6.1;
- F. Proper determination of the anticipated aggregate value of the contract;
- G. Certification of the availability of funds by the Chief Financial Officer (CFO) or other official authorized by law;
- H. Vendor submission of a valid New Jersey Business Registration Certificate where required;
- I. Compliance with applicable affirmative-action and equal-employment-opportunity requirements;
- J. Compliance with political-contribution disclosure requirements;
- K. Compliance with public works contractor registration and prevailing-wage requirements where applicable;

- L. Compliance with all other vendor certifications, disclosures and eligibility requirements imposed by State or federal law;
- M. Absence of any statutory debarment, disqualification or other prohibition upon contracting with the vendor; and
- N. Compliance with applicable Borough ordinances, resolutions, policies and purchasing procedures.

6. NO DELEGATION OF AUTHORITY WHERE GOVERNING-BODY ACTION IS REQUIRED

Nothing contained in this Resolution shall be interpreted to delegate authority to the QPA to award a contract where:

- A. The Local Public Contracts Law or another statute expressly requires award by resolution of the governing body;
- B. The procurement method utilized requires governing-body authorization or award;
- C. The contract exceeds the applicable QPA bid threshold;
- D. The Mayor and Council have expressly reserved award authority for the particular contract or category of contracts;
- E. The contract requires an action that may not lawfully be delegated; or
- F. The Borough Attorney, CFO, Borough Administrator or QPA determines that governing-body action is legally required.

Any such contract shall be presented to the Mayor and Council for consideration and appropriate action.

7. PUBLIC BIDDING

Except where an exception or alternative procurement method is expressly authorized by law, any contract having an anticipated value **in excess of the applicable \$53,000 bid threshold** shall be publicly advertised for bids and awarded in accordance with the Local Public Contracts Law.

Nothing contained in this Resolution authorizes the QPA or any other Borough official to divide or fractionalize a purchase or contract for the purpose of avoiding public bidding or any other statutory procurement requirement.

8. CONTRACTS AT OR BELOW THE QUOTATION THRESHOLD

Purchases and contracts at or below the applicable quotation threshold may be processed in accordance with the Local Public Contracts Law and the Borough's purchasing procedures.

Nothing herein shall prevent the QPA from soliciting competitive quotations below the statutory quotation threshold when the QPA determines that doing so would promote competition, fiscal responsibility or the best interests of the Borough.

9. CONTRACTS ABOVE THE QUOTATION THRESHOLD AND AT OR BELOW THE BID THRESHOLD

For contracts above the applicable quotation threshold but at or below the applicable bid threshold, the QPA shall obtain quotations and otherwise comply with N.J.S.A. 40A:11-6.1 and applicable regulations, unless another procurement procedure or statutory exception lawfully applies.

The award shall be made in accordance with the statutory standard applicable to such contracts and the Borough's lawful procurement procedures.

10. FAIR AND OPEN AND NON-FAIR AND OPEN CONTRACTS

Nothing contained in this Resolution shall be interpreted to exempt any contract from the Local Unit Pay-to-Play Law.

Where a contract is subject to N.J.S.A. 19:44A-20.4 et seq., the QPA shall ensure that the appropriate fair-and-open or non-fair-and-open process and all associated disclosures, certifications and approvals have been satisfied before an award is made pursuant to delegated authority.

Where governing-body action is required for a non-fair-and-open award or for any other reason, the matter shall be presented to the Mayor and Council.

11. EXCEPTIONS TO PUBLIC BIDDING

The QPA may utilize exceptions to public advertising for bids only where authorized by N.J.S.A. 40A:11-5, N.J.S.A. 40A:11-6, or other applicable law and only after all statutory prerequisites to the particular exception have been satisfied.

Nothing contained in this Resolution creates an exception to public bidding not otherwise provided by law.

12. COOPERATIVE PURCHASING AND STATE CONTRACTS

Nothing contained herein shall limit the Borough's authority to purchase goods or services through:

- A. New Jersey State contracts;
- B. County cooperative purchasing systems;
- C. Cooperative pricing systems;
- D. Joint purchasing systems;
- E. National cooperative contracts authorized for use under New Jersey law; or
- F. Any other procurement vehicle authorized by State law.

The QPA is authorized to administer such purchases subject to all approvals otherwise required by law.

13. EMERGENCY PURCHASES

Emergency purchases shall continue to be governed by N.J.S.A. 40A:11-6, applicable regulations and Borough purchasing procedures.

Nothing contained in this Resolution shall enlarge or modify the circumstances constituting an emergency under State law.

14. CERTIFICATION OF FUNDS

Nothing in this Resolution authorizes the expenditure of Borough funds without a lawful appropriation and certification of the availability of funds when required.

The CFO shall retain all statutory authority and responsibility concerning the certification and availability of funds.

15. QUALIFIED PURCHASING AGENT'S ("QPA") CERTIFICATION

The authority granted by this Resolution is expressly conditioned upon the individual exercising the enhanced QPA authority possessing and maintaining a valid QPA certificate.

The QPA shall immediately advise the Mayor, Borough Administrator, CFO and Municipal Clerk of any lapse, suspension, revocation or other change affecting the validity of the QPA certification.

16. VACANCY OR TEMPORARY QUALIFIED PURCHASING AGENT ("QPA")

In the event of a vacancy in the office of a QPA, or the appointment of a temporary QPA, the Borough's bid threshold and purchasing authority shall be governed by N.J.S.A. 40A:11-9, N.J.A.C. 5:32-4.4, and other applicable State law.

No person shall exercise QPA authority beyond that permitted by State law.

17. FUTURE ADJUSTMENT OF STATE BID THRESHOLD

The Mayor and Council recognize that the State Treasurer periodically adjusts bid thresholds pursuant to N.J.S.A. 40A:11-3(c).

Upon any future adjustment, the Borough’s applicable threshold shall be governed by State law and by such ordinance or resolution as may be required to authorize utilization of the adjusted QPA threshold.

The QPA, CFO, Municipal Clerk and Borough Attorney are authorized and directed to monitor such adjustments and bring any required implementing action before the Mayor and Council.

18. ADMINISTRATIVE AUTHORITY

The QPA, CFO, Borough Administrator, Municipal Clerk, Borough Attorney and other appropriate Borough officials are hereby authorized to take such ministerial and administrative actions as are reasonably necessary to implement this Resolution and the Borough’s purchasing ordinance, provided that no such action exceeds the authority granted by law or by the Mayor and Council.

19. CONTINUING OVERSIGHT BY MAYOR AND COUNCIL

The delegation contained in this Resolution is intended to improve the efficiency and professional administration of the Borough’s procurement function and shall not divest the Mayor and Council of any oversight authority reserved to the governing body by law.

The Mayor and Council may modify, limit or rescind the delegated award authority by subsequent lawful action.

20. REPEAL OF INCONSISTENT PRIOR RESOLUTIONS

All prior resolutions, or portions thereof, inconsistent with this Resolution are superseded and repealed to the extent of such inconsistency.

Any lawful purchasing action previously taken shall not be invalidated by adoption of this Resolution.

21. EFFECTIVE DATE

This Resolution shall take effect upon adoption; provided, however, that the enhanced QPA bid threshold and delegated authority established herein shall not become operative until the ordinance of the Borough of Woodland Park updating and replacing Ordinance No. 11-10 has taken effect according to law and all other prerequisites imposed by State law have been satisfied.

BE IT FURTHER RESOLVED that the Borough Clerk, Borough Administrator, Borough Attorney, and all appropriate municipal officials are hereby authorized to implement the terms of this Resolution.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

Sandra Olivola, Municipal Clerk

September 2, 2026

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-262**

MOTIONED BY:
SECONDED BY:

APPOINTMENT OF CROSSING GUARDS

WHEREAS, the Mayor of the Borough of Woodland Park, County of Passaic, State of New Jersey needs to appoint School Crossing Guards for the school year of 2026/2027 to cross children going to and from the three schools in the Borough; and

WHEREAS, this appointment shall be effective from September 2, 2026 through June 30, 2027 at an hourly rate of \$22.09; and

WHEREAS, the following is a list of the crossing guards being appointed:

- Luis Aldas
- Frank Allegretto
- Aurel Ardeljian
- Paride Baldino
- Joe Bertino
- Stephen Broniszewski
- Santa DeCesare
- Helena De La Paz
- Maria Flynn
- Elain Gould
- Denise Greco
- Laura Hodges
- Dennis Kimble
- Donna Murone
- Lucia Occhipinti
- Michael Peluso
- Saverio Racanati
- Tom Umstead
- Frankie Vincenti

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the Borough of Woodland Park, County of Passaic, State of New Jersey, hereby appoints School Crossing Guards, as listed in this resolution at the rate of \$tbs per hour for the time period of September 2, 2026 through June 30, 2027.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal Clerk

Dated

BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-263

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 13, 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
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-264**

MOTIONED BY:
SECONDED BY:

ADOPTION OF ORDINANCE 26-27

**AN ORDINANCE SUPERSEDING ORDINANCE NO. 26-24 AND PRIOR ORDINANCES
ESTABLISHING THE SALARY RANGES AND COMPENSATION CLASSIFICATIONS FOR
THE EMPLOYEES OF THE BOROUGH OF WOODLAND PARK FOR THE YEAR 2026**

WHEREAS, the Borough of Woodland Park, County of Passaic, State of New Jersey, desires to adopt an ordinance entitled **AN ORDINANCE SUPERSEDING ORDINANCE NO. 26-24 AND PRIOR ORDINANCES ESTABLISHING THE SALARY RANGES AND COMPENSATION CLASSIFICATIONS FOR THE EMPLOYEES OF THE BOROUGH OF WOODLAND PARK FOR THE YEAR 2026**; and

WHEREAS, notice of introduction and passage on first reading was published on the Woodland Park Borough’s web site at <https://wpnj.us/notices> on July 16, 2026 setting the date of September 2, 2026 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 September 2, 2026 at the regularly scheduled meeting of the Mayor and Council;

NOW, THEREFORE BE IT RESOLVED, that ordinance **AN ORDINANCE SUPERSEDING ORDINANCE NO. 26-24 AND PRIOR ORDINANCES ESTABLISHING THE SALARY RANGES AND COMPENSATION CLASSIFICATIONS FOR THE EMPLOYEES OF THE BOROUGH OF WOODLAND PARK FOR THE YEAR 2026** 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
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September, 2026. Signed and sealed before me.

_____ Sandra Olivola, Municipal Clerk	_____ September 2, 2026 Dated
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**BOROUGH OF WOODLAND PARK
COUNTY OF PASSAIC, STATE OF NEW JERSEY
ORDINANCE NO. 26-27**

**AN ORDINANCE SUPERSEDING ORDINANCE No. 26-24 AND PRIOR ORDINANCES
ESTABLISHING THE SALARY RANGES AND COMPENSATION CLASSIFICATIONS FOR
THE EMPLOYEES OF THE BOROUGH OF WOODLAND PARK FOR THE YEAR 2**

SECTION 1: PURPOSE

This ordinance sets forth the compensation classifications and salary ranges for officials and employees of the Borough of Woodland Park for calendar year 2026, superseding Ordinance No. 26-24 and all previous related ordinances.

SECTION 2: COMPENSATION CLASSIFICATIONS

Employees are categorized and compensated under the following classifications:

- 1. Full-Time Salaried Employees – Annual salary, semi-monthly installments.
- 2. Part-Time Salaried Employees – Fixed annual salary, prorated.
- 3. Hourly Employees – Hourly pay for actual hours worked.
- 4. Stipend-Based Positions – Flat-rate compensation not tied to hours.

SECTION 3: SALARY TABLE – 2026

The following table reflects the minimum and maximum salary ranges for each approved position title:

Position Title	Minimum Salary	Maximum Salary	CLASSIFICATIONS
Mayor	\$11,787	\$11,787	Part-Time Salaried
Councilmember	\$8,250	\$8,250	Part-Time Salaried
Business Administrator	\$155,000	\$171,000	Full-Time Salaried
Before & After School Care Administrator	\$3,500	\$3,500	Stipend-Based
Before & After School Care Coordinator	\$3,000	\$3,000	Stipend-Based
Before & After School Care Counselors	\$15.50	\$18.00	Hourly Employees
Before & After School Care Lead Counselors (aids/paras)	\$18.01	\$22.00	Hourly Employees
Before & After School Care Director (2 positions)	\$25.01	\$30.00	Hourly Employees
Before & After School Care Supervisors	\$22.01	\$25,00	Hourly Employees
CRS – Community Rating System Coordinator	\$1,500.00	\$1,500.00	Stipend-Based
CRS Assistant Coordinator (2 positions)	\$650.00	\$650.00	Stipend-Based
Chief Municipal Finance Officer (CMFO)/ Treasurer	\$135,000	\$150,000	Full-Time Salaried
CJIS (Criminal Justice Information Services)	\$3,500	\$3,500	Stipend-Based
Clerical/Admin Help	\$15.25	\$19	Hourly Employees
Code Enforcement Officer	\$40,000	\$55,000	Full-Time Salaried
Court Clerk	\$20	\$23	Hourly Employees
Court Officer	\$19	\$22	Hourly Employees
Custodial Services (Municipal)	\$18	\$20	Hourly Employees
Custodial Services (Schools)	\$33	\$37	Hourly Employees
Custodial Services – (Schools – Supervisor)	\$110	\$125	Per-Weekend
Deputy Municipal Clerk: Board Health Secretary / Registrar	\$40,000	\$55,000	Full-Time Salaried
Director of Information Technology (IT): Municipal MIS (Management Information Systems) and Broadcasting	\$105,000	\$120,000	Full-Time Salaried
Director of Recreation / Open Space	\$85,000	\$100,000	Full-Time Salaried
Electrical Inspector	\$36	\$41	Hourly Employees
Electrical Subcode Official	\$14,000	\$16,000	Full-Time Salaried
Emergency Truck Driver	\$21	\$24	Hourly Employees
Facilities Scheduler	\$1,200	\$1,200	Stipend-Based
Filing Help	\$15.25	\$19	Hourly Employees
Fire Official	\$55,000	\$70,000	Full-Time Salaried
Fire Prevention Specialist 1	\$28	\$32	Hourly Employees
Fire Prevention Specialist 2	\$20	\$22	Hourly Employees
Fire Protection Subcode Official	\$6,500	\$7,500	Part-Time Salaried
Laborers Grade A	\$17	\$19	Hourly Employees
Laborers Grade B	\$15	\$17	Hourly Employees
Media Technician/Broadcasting	\$75	\$75	Hourly Employees
Municipal Alliance Coordinator	\$3,575	\$3,575	Stipend-Based

Municipal Clerk (RMC) / QPA: Municipal Search Officer/Search Officer of Issuance of Certifications & Subdivisions/Relocation Officer OEM; Deputy Registrar; Public Agency Compliance Officer/Qualifying Purchasing Agent	\$120,000	\$135,000	Full-Time Salaried
Municipal Court Administrator	\$65,000	\$85,000	Full-Time Salaried
Municipal Court Judge	\$20,000	\$35,000	Part-Time Salaried
Municipal Housing Liaison	\$6,000	\$6,000	Stipend-Based
OEM Coordinator	\$10,400	\$10,400	Stipend-Based
Park Ranger	\$15.25	\$21	Hourly Employees
Planning & Zoning Secretary (Stipend per Board)	\$2,815.40	\$2,815.40	Stipend-Based
Planning Bd Secretary / Bd of Adj Sect-Special Mtgs	\$28	\$34	Hourly Employees
Plumbing Subcode Official	\$17,000	\$20,000	Part-Time Salaried
Police Chaplain	\$2,800	\$2,800	Stipend-Based
Police Chief	\$195,000	\$220,000	Full-Time Salaried
Police Deputy Chief	\$175,000	\$195,000	Full-Time Salaried
Police Radio Dispatcher	\$19	\$21	Hourly Employees
Public Works Superintendent: Water Distribution Operator; Licensed Waste Water Collection System Operator; Fire Signal System Superintendent; Storm Water Coordinator	\$150,000	\$165,000	Full-Time Salaried
Public Works Assistant Superintendent	\$125,000	\$140,000	Full-Time Salaried
Recreation Clerk	\$23	\$26	Hourly Employees
Recycling Coordinator	\$3,250	\$3,250	Stipend-Based
Recycling Program Aide	\$40,000	\$55,000	Full-Time Salaried
Recycling Staff	\$17	\$19	Hourly Employees
School Traffic Guards	\$20	\$23	Hourly Employees
Secretary to Mayor & Business Administrator Samuel Yodice Jr.	\$50,000	\$65,000	Full-Time Salaried
Senior Coordinator	\$5,875	\$5,875	Stipend-Based
Special Police/Constables	\$24	\$27	Hourly Employees
Spray Park Attendant	\$12	\$16	Hourly Employees
Summer Camp Counselor	\$12	\$16	Hourly Employees
Summer Camp Counselor – Head	\$13	\$17	Hourly Employees
Summer Camp Counselor – Teacher	\$15	\$18	Hourly Employees
Summer Camp/Events EMT	\$18	\$20	Hourly Employees
Summer Camp Special Services	1,200	1,200	Stipend-Based
Summer Camp – Administrator	\$1,500	\$1,500	Stipend-Based
Summer Camp – Director	\$7,500	\$7,500	Stipend-Based
Summer Camp – Director (Pre & Post Camp)	\$18.00	\$20.00	Hourly Employees
Summer Camp – Assistant Director (2 positions)	\$4,650	\$4,650	Stipend-Based
Summer Camp – Assistant Director (Pre & Post Camp)	\$13.00	\$17.00	Hourly Employees
Tax Assessor	\$25,000	\$35,000	Part-Time Salaried
Tax Assessor – Assistant	\$37	\$42	Hourly Employees
Tax Collector / Collector of Water Consumer Accounts	\$60,000	\$75,000	Full-Time Salaried
UCC Plan Review	\$28	\$32	Hourly Employees

SECTION 4: PAYMENT SCHEDULES

- Full-time salaried employees: semi-monthly
- Part-time salaried employees: monthly or semi-monthly
- Hourly employees: biweekly
- Stipends: based on timeline or function schedule

SECTION 5: LONGEVITY AND ADDITIONAL COMPENSATION

- Longevity per union contract or agreement
- Overtime: per Borough policy and FLSA

SECTION 6: EFFECTIVE DATE

This ordinance shall take effect January 1, 2026, upon final passage and publication as required by law.

SECTION 7: UNION-REPRESENTED EMPLOYEES

Employees not listed in this ordinance are covered under one or more collective bargaining agreements approved by the Borough of Woodland Park. For such union-represented employees, all terms and conditions

of compensation, including but not limited to salary, longevity, overtime, benefits, and other related matters, shall be governed by the provisions of the applicable collective bargaining agreement.

Where any conflict exists between this ordinance and a duly executed collective bargaining agreement, the terms of the collective bargaining agreement shall prevail.

SECTION 8: SALARY EFFECTIVE DATE & PAYMENT METHOD

Said salaries shall be effective January 1, 2026 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. Those positions designated as Retainers shall be paid on an hourly basis, with the exception of Library personnel.

SECTION 9: LONGEVITY PAY

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

SECTION 10: OVERTIME COMPENSATION

Overtime pay shall be provided to such full-time officers and employees as authorized by the Mayor or Administrator at the respective officer or employee's straight-time rate per hour, unless otherwise provided by law. Police, Road, and Sewer personnel covered by an authorized labor contract shall be paid 150% of the hourly rate for hours worked in excess of the normal workday or workweek.

SECTION 11: MUNICIPAL CLERK ELECTION DUTIES

The Municipal Clerk and Deputy Municipal Clerk shall receive compensation as fixed annually by the Borough Council. In addition, when required to be present at an election or election-related function outside normal municipal hours (e.g., late-night registration, primary election day, general election day), they shall receive additional pay calculated at 1.5 times the then-current hourly rate.

SECTION 12: RETIREMENT – UNUSED SICK LEAVE

All present employees who have completed a minimum of ten (10) years of continued service with the Borough and are either covered by labor agreements or are permanent full-time employees shall, upon retirement as defined by the respective Retirement System, be compensated for unused and accumulated sick leave as follows:

- a. The employee shall receive a lump sum cash payment at their current rate of pay on a one-for-two basis, up to a maximum of \$10,000.
- b. Employees hired before May 21, 2010 are eligible for terminal leave for any remaining unused sick leave, on the basis of one day for every two days accrued.
- c. Employees must notify the employer of intent to retire by April 1 of the retirement year. Payment will be provided on the retirement date or in April, whichever is later. Late notices will result in payment during the first pay period of the following January. Employees may elect to defer payment to the next calendar year by submitting such request in writing.

SECTION 13: RETIREE HEALTH BENEFITS

All employees covered by labor agreements hired prior to January 1, 1995, and present permanent full-time employees not covered by labor agreements but hired prior to January 1, 1995, shall be entitled to health insurance benefits upon retirement, provided they have completed a minimum of 25 years of continued service or 15 years of service and reached age 62, in accordance with N.J.S.A. 40A:10-23.

SECTION 14: REPEALER

This ordinance shall take effect after final passage and publication as required by law. All ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed.

Attest:

Approve:

Sandra Olivola, Municipal Clerk

Tracy Kallert, Mayor

Introduced: August 12, 2026

Adopted:

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-265**

**MOTIONED BY:
SECONDED BY:**

INTRODUCTION OF ORDINANCE 26-28

AN ORDINANCE OF THE BOROUGH OF WOODLAND PARK, COUNTY OF PASSAIC, STATE OF NEW JERSEY, MAKING SUBTITLE ONE OF TITLE 39 OF THE REVISED STATUTES OF NEW JERSEY APPLICABLE TO CERTAIN PRIVATE ROADWAYS, DRIVEWAYS, DRIVE AISLES, PARKING AREAS, LOADING AND CIRCULATION AREAS, AND OTHER AREAS USED FOR VEHICULAR TRAVEL AT 1150 McBRIDE AVENUE, WOODLAND PARK, NEW JERSEY, PURSUANT TO N.J.S.A. 39:5A-1 ET SEQ.

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 16th day of September 2026, 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
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal ClerkDated

**BOROUGH OF WOODLAND PARK
COUNTY OF PASSAIC, STATE OF NEW JERSEY
ORDINANCE NO. 26-28**

AN ORDINANCE OF THE BOROUGH OF WOODLAND PARK, COUNTY OF PASSAIC, STATE OF NEW JERSEY, MAKING SUBTITLE ONE OF TITLE 39 OF THE REVISED STATUTES OF NEW JERSEY APPLICABLE TO CERTAIN PRIVATE ROADWAYS, DRIVEWAYS, DRIVE AISLES, PARKING AREAS, LOADING AND CIRCULATION AREAS, AND OTHER AREAS USED FOR VEHICULAR TRAVEL AT 1150 McBRIDE AVENUE, WOODLAND PARK, NEW JERSEY, PURSUANT TO N.J.S.A. 39:5A-1 ET SEQ.

WHEREAS, the Borough of Woodland Park (the “Borough”) is a municipal corporation of the State of New Jersey vested with police powers for the protection of the public health, safety and welfare; and

WHEREAS, the real property commonly known as 1150 McBride Avenue, Woodland Park, New Jersey (the “Property”) contains private roads, driveways, drive aisles, parking areas, loading and circulation areas, and other areas used for vehicular travel by owners, tenants, employees, invitees, customers, contractors, delivery drivers, emergency responders and other persons permitted to enter and use the Property; and

WHEREAS, 1150M Woodland Park LLC (the “Owner”), by written request dated July 13, 2026, represented that it is the owner of the Property and formally requested that the Borough initiate the process necessary to authorize enforcement of Title 39 of the New Jersey Motor Vehicle and Traffic Laws upon the private roadways and parking areas located at the Property; and

WHEREAS, N.J.S.A. 39:5A-1 provides that, upon the filing with the municipal clerk of a written request satisfying the statute, the municipal authorities vested with police powers may, in their discretion, make Subtitle One of Title 39 applicable to semipublic or private roads, streets, driveways, parking areas and other roadways open to or used by the public, tenants, employees or members of institutions for vehicular travel by permission and not as a matter of public right; and

WHEREAS, N.J.S.A. 39:5A-1 further requires the written request to contain the name and post office address of the requesting person or entity and to designate with reasonable accuracy the private or semipublic roadways, parking areas or other vehicular areas to be affected; and

WHEREAS, the Owner’s written request identifies the Owner and Property and requests Title 39 enforcement at the Property, and the Borough requires that the precise vehicular areas subject to enforcement be shown on a traffic circulation/site plan reviewed by the Borough Engineer and Chief of Police and maintained by the Borough Clerk as Exhibit A to this Ordinance; and

WHEREAS, N.J.S.A. 39:5A-3 expressly provides that the filing of such a request does not constitute a dedication of the affected private property to public use and does not deprive the owner of the right to regulate access to or use of its private property; and

WHEREAS, the Mayor and Council have determined that application of Subtitle One of Title 39 to the designated private vehicular areas at the Property will promote public safety, pedestrian safety, traffic discipline, orderly vehicular circulation, emergency access, and the safe operation of vehicles entering, exiting and moving within the Property; and

WHEREAS, the Mayor and Council further determine that enforcement authority should be clearly defined, that required signs and pavement markings should conform to applicable law and recognized traffic-control standards, and that the Owner should remain responsible for the ownership, repair, maintenance and operation of all private areas and devices located on the Property; and

WHEREAS, the Borough desires to exercise the authority conferred by N.J.S.A. 39:5A-1 et seq. in a manner that preserves private ownership of the Property, avoids any implication of municipal dedication or acceptance, and provides a clear record for lawful police enforcement.

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:

SECTION 1. Purpose and Authority.

This Ordinance is adopted pursuant to N.J.S.A. 39:5A-1 et seq. and the general police powers of the Borough. Its purpose is to make Subtitle One of Title 39 of the Revised Statutes of New Jersey applicable to the designated private vehicular areas at 1150 McBride Avenue and to authorize lawful motor vehicle and traffic enforcement therein, subject to the conditions set forth below.

SECTION 2. Property and Areas Subject to Enforcement.

- A. The Property subject to this Ordinance is the real property commonly known as 1150 McBride Avenue, Woodland Park, New Jersey, owned by 1150M Woodland Park LLC.
- B. Subtitle One of Title 39 shall apply to those private roads, streets, driveways, entrances, exits, drive aisles, parking areas, loading and circulation areas, fire lanes, access lanes and other areas open to or used for vehicular travel at the Property that are depicted on the final traffic circulation/site plan approved by the Borough Engineer and Chief of Police and maintained by the Borough Clerk as Exhibit A.
- C. Exhibit A shall designate the affected areas with reasonable accuracy and shall be deemed incorporated into and made part of this Ordinance.
- D. No portion of the Property that is not identified on Exhibit A as an area intended for vehicular travel or traffic control shall be deemed included merely because it lies within the tax parcel or common street address.

SECTION 3. Application of Subtitle One of Title 39.

Upon satisfaction of the condition's precedent in Section 11, all provisions of Subtitle One of Title 39 of the Revised Statutes of New Jersey, as amended and supplemented, that are legally applicable to the designated private vehicular areas shall apply and may be enforced upon those areas to the same extent authorized by N.J.S.A. 39:5A-1 et seq. and other applicable law.

SECTION 4. Enforcement Authority.

- A. The Woodland Park Police Department is authorized to enforce applicable provisions of Subtitle One of Title 39 upon the designated areas at the Property.
- B. Nothing in this Ordinance shall be construed to create a mandatory duty to patrol the Property, to require any particular level or frequency of police presence, or to limit the lawful discretion of the Chief of Police concerning deployment, prioritization, enforcement strategy, or allocation of police resources.
- C. Nothing in this Ordinance shall expand police authority beyond that provided by statute, constitutional law, court rule, Attorney General directive, departmental policy or other applicable law.
- D. Enforcement under this Ordinance shall be limited to the areas shown on Exhibit A and to violations for which the underlying statutory and factual elements are satisfied.

SECTION 5. Traffic-Control Signs, Devices and Pavement Markings.

- A. The Owner shall, at its sole cost and expense, install, maintain, repair and replace all traffic-control signs, regulatory signs, pavement markings and other traffic-control devices necessary for lawful and effective enforcement of any regulation dependent upon such notice or device.
- B. All such signs, markings and devices shall be placed in locations and in a manner approved by the Borough Engineer and Chief of Police and shall conform to applicable New Jersey law and, where applicable, the current standards of the Manual on Uniform Traffic Control Devices.
- C. No regulation requiring a sign, pavement marking or traffic-control device as a prerequisite to enforcement shall be enforced until the required device has been properly installed and is reasonably visible and maintained.

- D. The Borough may require the Owner to correct, replace or supplement signs, markings or devices that become damaged, obscured, noncompliant, misleading or otherwise inadequate for enforcement.

SECTION 6. Site-Specific Traffic Regulations; Separate Approval Where Required.

- A. This Ordinance makes otherwise applicable provisions of Subtitle One of Title 39 enforceable on the designated private vehicular areas pursuant to N.J.S.A. 39:5A-1.
- B. Nothing herein shall be construed as automatically creating a new site-specific speed limit, stop-control designation, one-way restriction, restricted turn, special parking restriction, truck route, weight limitation, or other special traffic regulation that, under N.J.S.A. 39:4-8, N.J.S.A. 39:4-197, or any other provision of law, requires separate municipal action, engineering support, notice, or approval by the Commissioner of Transportation.
- C. If the Borough Engineer or Borough Attorney determines that any proposed site-specific traffic regulation requires additional municipal or State approval, that particular regulation shall not be enforced until the required process has been completed. The balance of this Ordinance shall remain effective to the maximum extent permitted by law.

SECTION 7. No Dedication; No Municipal Acceptance of Private Property.

- A. Pursuant to N.J.S.A. 39:5A-3, neither the Owner's request nor this Ordinance shall constitute, evidence, imply or effect a dedication of any private roadway, driveway, parking area, access lane, loading area or other portion of the Property to public use.
- B. Nothing herein shall constitute municipal acceptance of any street, road, easement, drainage facility, lighting system, parking facility, traffic-control device or other improvement at the Property.
- C. Nothing herein shall create or imply any ownership, possessory interest or proprietary responsibility of the Borough in or over the Property.

SECTION 8. Continuing Owner Responsibilities.

The Owner shall remain solely responsible, except to the extent otherwise required by law or established by a separate written agreement, for ownership, operation, maintenance, repair, resurfacing, snow and ice removal, drainage, lighting, striping, signage, security, traffic-control devices and physical conditions at the Property. The Borough's exercise of police powers or enforcement of Title 39 shall not be deemed an assumption of any such private responsibility.

SECTION 9. Owner's Continuing Control of Private Property.

Consistent with N.J.S.A. 39:5A-3, the Owner retains the lawful authority to control access to and use of the private Property, to impose lawful private conditions upon such use, and to prohibit access where otherwise legally permitted. Such private rules shall not be construed as municipal traffic regulations and shall not be enforced as Title 39 violations unless independently authorized by law.

SECTION 10. Changes to Property, Ownership or Traffic Pattern.

- A. The Owner shall notify the Borough Clerk, Chief of Police and Borough Engineer in writing of any material change in ownership, property configuration, access points, internal circulation, parking layout, loading configuration, roadways, traffic-control devices or uses that could affect the scope or enforceability of this Ordinance.
- B. Minor or non-substantive corrections to Exhibit A that improve accuracy or legibility without materially expanding the areas subject to enforcement may be approved administratively by the Borough Engineer and Chief of Police and filed with the Borough Clerk.
- C. Any material expansion of the areas subject to Title 39 enforcement or any material change requiring legislative action shall be accomplished by amendatory ordinance or other action required by law.

SECTION 11. Conditions Precedent to Commencement of Enforcement.

Notwithstanding final adoption and legal effectiveness of this Ordinance, police enforcement under N.J.S.A. 39:5A-1 at the Property shall not commence until the following have occurred:

1. the Owner's written request has been filed with the Borough Clerk;
2. the Owner has supplied a final traffic circulation/site plan designating with reasonable accuracy the private vehicular areas to be affected;
3. the Borough Engineer and Chief of Police have reviewed and approved Exhibit A for enforcement purposes;
4. all signs, pavement markings and traffic-control devices required for enforceability have been installed and inspected;
5. any separate approval required by State law for a site-specific traffic regulation has been obtained; and
6. the Municipal Clerk has certified the date upon which all municipal legislative requirements for the Ordinance have been completed.

The Chief of Police may thereafter issue an implementation directive identifying the operational commencement date.

SECTION 12. Records.

The Borough Clerk shall maintain with the official record of this Ordinance: The Owner's written request; the final approved Exhibit A; any Owner certification or consent; the Borough Engineer/Police Chief approval; any State approval applicable to a particular site-specific regulation; and the Clerk's certification of adoption and effective date. Copies shall be made available to the Police Department for enforcement purposes.

SECTION 13. No Third-Party Rights; No Warranty.

This Ordinance is an exercise of governmental police power for the public welfare. It is not intended to create a contractual obligation, private cause of action, special duty, guarantee of enforcement, warranty concerning the condition or safety of the Property, or right in favor of any particular person or entity beyond rights independently provided by law.

SECTION 14. Conflicts.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed solely to the extent of such inconsistency. Nothing herein shall repeal or supersede any generally applicable Borough ordinance except where a direct conflict exists and this Ordinance lawfully controls.

SECTION 15. Severability.

If any section, subsection, paragraph, sentence, clause, phrase or provision of this Ordinance is declared invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the remaining provisions, which shall remain in full force and effect to the greatest extent permitted by law.

SECTION 16. Effective Date.

This Ordinance shall take effect following final passage, approval and publication in the manner provided by law. Operational enforcement at the Property, however, shall commence only upon satisfaction of Section 11 and issuance of the Police Department implementation directive.

EXHIBIT A

Final Engineer/Police-approved traffic circulation and site plan depicting the private vehicular areas at 1150 McBride Avenue subject to Title 39 enforcement. [TO BE ATTACHED BEFORE IMPLEMENTATION.]

Attest:

Approve:

Sandra Olivola, Municipal Clerk

Tracy Kallert, Mayor

Introduced:
Adopted:

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R26-265**

MOTIONED BY:
SECONDED BY:

INTRODUCTION OF ORDINANCE 26-29

**AN ORDINANCE AMENDING AND SUPPLEMENTING
CHAPTER II, “ADMINISTRATION,” OF THE CODE OF THE BOROUGH OF WOODLAND
PARK TO REESTABLISH AND UPDATE THE OFFICE, QUALIFICATIONS, POWERS,
DUTIES AND AUTHORITY OF THE QUALIFIED PURCHASING AGENT (“QPA”); TO
AUTHORIZE THE USE OF THE BID THRESHOLD APPLICABLE TO A QUALIFIED
PURCHASING AGENT (“QPA”); AND TO REPEAL AND REPLACE ORDINANCE NO. 11-10**

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 16th day of September 2026, 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
Torres					Gatti				
Chaabane					Sica				
DeCesare					Mayor Kallert				
Figueroa									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, STATE OF NEW JERSEY
ORDINANCE NO. 26-29**

**AN ORDINANCE AMENDING AND SUPPLEMENTING
CHAPTER II, "ADMINISTRATION," OF THE CODE OF THE BOROUGH OF
WOODLAND PARK TO REESTABLISH AND UPDATE THE OFFICE,
QUALIFICATIONS, POWERS, DUTIES AND AUTHORITY OF THE
QUALIFIED PURCHASING AGENT ("QPA");
TO AUTHORIZE THE USE OF THE BID THRESHOLD APPLICABLE TO A QUALIFIED
PURCHASING AGENT ("QPA");
AND TO REPEAL AND REPLACE ORDINANCE NO. 11-10**

WHEREAS, the Borough of Woodland Park is a contracting unit subject to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and the regulations promulgated thereunder; and

WHEREAS, pursuant to N.J.S.A. 40A:11-9, a contracting unit may appoint a Qualified Purchasing Agent ("QPA") possessing a valid Qualified Purchasing Agent ("QPA") certificate issued by the State of New Jersey, Department of Community Affairs, Division of Local Government Services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3 and applicable regulations, a contracting unit that has appointed a Qualified Purchasing Agent ("QPA") may establish a bid threshold up to the maximum amount authorized by State law; and

WHEREAS, effective July 1, 2025, the State Treasurer increased the maximum bid threshold applicable to contracting units having a Qualified Purchasing Agent ("QPA") to **Fifty-Three Thousand Dollars (\$53,000.00)**, subject to subsequent adjustment in accordance with State law; and

WHEREAS, the corresponding quotation threshold under the Local Public Contracts Law is fifteen percent (15%) of the applicable bid threshold and is presently **Seven Thousand Nine Hundred Fifty Dollars (\$7,950.00)** for a contracting unit utilizing the \$53,000 QPA bid threshold; and

WHEREAS, the Mayor and Council previously adopted Ordinance No. 11-10 establishing the office of a Qualified Purchasing Agent ("QPA") and authorizing the then-existing Qualified Purchasing Agent ("QPA") bid threshold of Thirty-Six Thousand Dollars (\$36,000.00); and

WHEREAS, the Mayor and Council have determined that it is appropriate to update, supplement and restate the Borough's ordinance governing its Qualified Purchasing Agent ("QPA") so that the Code accurately reflects current New Jersey law and provides continuing authority for the efficient, lawful, transparent and professionally administered procurement of goods, services and construction by the Borough;

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

SECTION 1. CREATION AND CONTINUATION OF OFFICE OF A QUALIFIED PURCHASING AGENT ("QPA")

There is hereby established and continued within the government of the Borough of Woodland Park the position and office of a QPA.

The QPA shall perform all purchasing and procurement functions assigned to that office by State law, this chapter, resolution of the Mayor and Council, lawful administrative directive, and such other applicable provisions of the Code of the Borough of Woodland Park.

Nothing contained herein shall be interpreted as creating a separate department unless otherwise established by ordinance.

SECTION 2. APPOINTMENT

The QPA shall be appointed in accordance with the form of government of the Borough of Woodland Park, applicable State law, the Borough Code, and any applicable personnel policies or procedures of the Borough.

Where appointment authority is vested in the Mayor, the appointment shall be made by the Mayor subject to such confirmation, advice and consent, or other action of the governing body as may be required by applicable law.

The person appointed as QPA may simultaneously hold another Borough office or position to the extent permitted by law, provided that the individual satisfies all statutory and regulatory qualifications applicable to the office of the QPA and no prohibited conflict of interest results.

SECTION 3. QUALIFICATIONS; CERTIFICATION

- A. The regular QPA designated by the Borough to exercise the enhanced procurement authority provided to a QPA shall possess and continuously maintain a valid QPA certificate issued pursuant to N.J.S.A. 40A:11-9 and N.J.A.C. 5:32-4.1 et seq.
- B. The QPA shall comply with all continuing education, renewal and other requirements imposed by the State of New Jersey for maintenance of QPA certification.
- C. The QPA shall promptly notify the Mayor, Borough Administrator, Chief Financial Officer and Municipal Clerk of any expiration, suspension, revocation, lapse or other circumstance affecting the validity of the individual's QPA certification.
- D. Nothing herein shall prevent the lawful appointment of a temporary QPA when authorized by N.J.S.A. 40A:11-9, N.J.A.C. 5:32-4.4, or any successor provision of law.

SECTION 4. GENERAL AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY

Subject to the Local Public Contracts Law, applicable State regulations, the Local Unit Pay-to-Play Law, the Borough Code, duly adopted resolutions of the Mayor and Council, and all other applicable law, the QPA shall have responsibility and accountability for the Borough's centralized purchasing and procurement activities.

The QPA's responsibilities shall include, without limitation, authority to:

- 1. Administer the purchasing and procurement functions of the Borough;
- 2. Coordinate the acquisition of goods, materials, supplies, equipment, professional and other services, public works, construction and other contracts on behalf of the Borough;
- 3. Determine, in consultation with the appropriate Borough officials and professionals, the procurement method authorized or required by law for a proposed acquisition;
- 4. Prepare, coordinate, review or cause to be prepared specifications, bid documents, notices to bidders, requests for proposals, requests for qualifications, competitive contracting documents, quotation requests and other procurement documents;
- 5. Cause legally required public advertisements and notices to be prepared and transmitted for publication;
- 6. Receive or supervise the receipt of bids, proposals, qualifications, quotations and other procurement submissions;
- 7. Conduct or supervise public bid openings in accordance with law;
- 8. Review bids, proposals, quotations and procurement submissions for procedural compliance and, where appropriate, coordinate legal, technical, financial and departmental review;
- 9. Recommend the award or rejection of bids, proposals and contracts to the Mayor and Council whenever governing-body approval is required;
- 10. Award contracts where award authority has been lawfully delegated to the QPA by statute, ordinance or resolution;
- 11. Reject quotations or other submissions where authorized by law and where such rejection is in the best interests of the Borough;
- 12. Utilize State contracts, cooperative purchasing systems, county or other authorized contracts, national cooperatives and any other procurement vehicle permitted by New Jersey law;
- 13. Administer competitive contracting procedures where authorized pursuant to N.J.S.A. 40A:11-4.1 et seq., subject to all approvals and delegations required by law;
- 14. Obtain quotations when required by N.J.S.A. 40A:11-6.1, and maintain appropriate documentation of such quotations;
- 15. Determine or verify whether aggregation requirements apply to anticipated purchases and contracts;
- 16. Maintain, or cause to be maintained, purchasing records, procurement files, vendor documentation, bid and proposal records, quotations, certifications, resolutions, contracts and related materials in accordance with applicable record-retention laws and regulations;
- 17. Coordinate with the Chief Financial Officer to ensure that no contract or purchase is undertaken without the availability and certification of funds where required by law;
- 18. Assist Borough departments and officials in complying with procurement laws and procedures;

19. Establish reasonable administrative purchasing procedures, forms, checklists and internal controls consistent with law and Borough policy;
20. Monitor changes to State procurement laws, regulations, thresholds, forms, procedures and guidance and advise the Mayor and Council and appropriate Borough officials regarding required or recommended modifications to Borough purchasing practices;
21. Coordinate compliance with vendor disclosure, business registration, affirmative action, prevailing wage, public works contractor registration, Iran/Russia-Belarus certification, prohibited activities, political contribution disclosure and other statutory requirements applicable to Borough contracts;
22. Perform such other purchasing and procurement duties as are imposed upon or authorized for a QPA by law.

SECTION 5. QUALIFIED PURCHASING AGENT ("QPA") BID THRESHOLD

- A. Pursuant to N.J.S.A. 40A:11-3, the Borough of Woodland Park elects to utilize the enhanced bid threshold available to a contracting unit that has appointed a QPA who possesses a valid QPA certificate.
- B. The authorized bid threshold shall be the **maximum bid threshold permitted by New Jersey law for a contracting unit having a QPA**, presently **Fifty-Three Thousand Dollars (\$53,000.00)**.
- C. The governing body shall adopt such resolution or resolutions as are required pursuant to N.J.A.C. 5:32-4.3, N.J.S.A. 40A:11-3, or any successor provision of law to establish, confirm or modify the Borough's authorized QPA bid threshold.
- D. The reference in this ordinance to \$53,000 is intended to identify the maximum threshold in effect as of the adoption of this ordinance and shall not be construed to permanently limit the Borough to that amount. Whenever the State Treasurer or other authorized State official lawfully adjusts the maximum bid threshold available to a contracting unit having a QPA, the Mayor and Council may authorize use of the adjusted amount by resolution, to the extent permitted by law, without the necessity of amending this ordinance solely to substitute the new dollar amount.
- E. Nothing herein shall prevent the Mayor and Council from establishing a bid threshold lower than the maximum amount permitted by State law.

SECTION 6. QUOTATION THRESHOLD

- A. Purchases and contracts below the bid threshold shall nevertheless comply with all quotation requirements imposed by N.J.S.A. 40A:11-6.1 and other applicable law.
- B. The quotation threshold shall be the amount established by State law, presently fifteen percent (15%) of the applicable bid threshold.
- C. Based upon the present QPA bid threshold of \$53,000, the present quotation threshold is **\$7,950**.
- D. The quotation threshold shall automatically correspond to the bid threshold established by the Borough and State law, and no amendment of this ordinance shall be required solely because the State adjusts the applicable threshold.
- E. Nothing contained herein authorizes the intentional division of a purchase, contract or project for the purpose of avoiding bidding, quotation, pay-to-play, competitive contracting or other statutory procurement requirements.

SECTION 7. CONTRACTS EXCEEDING THE BID THRESHOLD

Except where an exception, alternate procurement method or other authority is expressly provided by law, any contract or purchase having an anticipated value in excess of the applicable bid threshold shall be publicly advertised and awarded in accordance with the Local Public Contracts Law and all regulations promulgated thereunder.

Nothing contained in this ordinance shall enlarge any statutory exception to public bidding or dispense with any approval, advertising, bidding, competitive contracting or other requirement imposed by State law.

SECTION 8. CONTRACTS BELOW THE BID THRESHOLD

Contracts having an anticipated value below the applicable bid threshold may be awarded in accordance with the Local Public Contracts Law, including applicable quotation requirements, subject to:

1. Availability and certification of funds where required;
2. Applicable pay-to-play requirements;

3. Vendor eligibility requirements;
4. Any governing-body approval required by law, ordinance or resolution;
5. Any internal Borough purchasing policies; and
6. Such other requirements as are imposed by applicable law.

SECTION 9. DELEGATION OF AWARD AUTHORITY; PARAMETERS OF CONTRACTS

- A. To the extent authorized by N.J.S.A. 19:44A-20.4, N.J.S.A. 19:44A-20.5, the Local Public Contracts Law and other applicable law, the Mayor and Council may, by separate resolution, delegate to the QPA authority to award contracts having an anticipated value above the statutory pay-to-play threshold but below the Borough's applicable public bidding threshold.
- B. Any such delegation shall be exercised only within the limits established by the governing body's resolution and applicable law.
- C. The QPA shall not possess independent authority under this ordinance to award a contract where State law requires award by the governing body unless such authority may lawfully be and has been expressly delegated.
- D. Nothing contained herein shall impair the Mayor and Council's authority to reserve to itself the award of any particular contract or class of contracts.

SECTION 10. PAY-TO-PLAY AND FAIR AND OPEN PROCEDURES

- A. Nothing in the establishment or utilization of the QPA bid threshold shall eliminate, supersede or modify any requirement arising under the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq., or any other applicable campaign-finance or political-contribution law.
- B. The QPA shall administer procurements in a manner consistent with applicable "fair and open" and "non-fair and open" procedures, disclosure requirements and governing-body authorization requirements.
- C. The QPA bid threshold and the statutory pay-to-play threshold are separate legal thresholds, and compliance with one shall not constitute compliance with the other.

SECTION 11. EMERGENCY CONTRACTS

Emergency purchases and contracts shall be made only in accordance with N.J.S.A. 40A:11-6, applicable regulations, and such Borough procedures as may be established from time to time.

Nothing contained in this ordinance shall be construed to broaden the statutory definition of an emergency or otherwise permit avoidance of normal procurement requirements.

SECTION 12. EXCEPTIONS TO PUBLIC BIDDING

Nothing contained herein shall restrict the Borough from utilizing any exception to public advertising for bids expressly authorized by N.J.S.A. 40A:11-5, N.J.S.A. 40A:11-6, or any other applicable provision of law.

The applicability of any exception shall be determined on a case-by-case basis based upon the statutory requirements governing that exception.

SECTION 13. COOPERATIVE AND ALTERNATIVE PROCUREMENT

To the extent permitted by applicable law, the QPA may procure goods and services through:

1. New Jersey State contracts;
2. County cooperative purchasing systems;
3. Local cooperative pricing systems;
4. Joint purchasing systems;
5. National cooperative purchasing agreements authorized for use by New Jersey contracting units;
6. Educational-services or other statutorily authorized procurement entities;
7. Federal or other governmental contracts available for local use; and
8. Any other cooperative or alternative procurement mechanism authorized by State law.

Such procurement shall remain subject to all conditions, certifications, resolutions and documentation required by law.

SECTION 14. CONTRACTING AUTHORITY RESERVED TO GOVERNING BODY

Except where authority has been lawfully delegated, the Mayor and Council shall retain all contract-award powers reserved to or imposed upon the governing body by the Local Public Contracts Law and other applicable law.

Nothing in this ordinance shall be interpreted to permit the QPA to:

- A. Appropriate or transfer funds;
- B. Execute a contract requiring execution by another Borough official unless separately authorized;
- C. Waive a mandatory statutory bidding requirement;
- D. Waive a material defect in a bid where waiver is prohibited by law;
- E. Award a contract that State law expressly reserves for award by the governing body; or
- F. Exercise legislative authority belonging to the Mayor and Council.

SECTION 15. PURCHASING POLICIES AND INTERNAL CONTROLS

The QPA, in coordination with the Borough Administrator, Chief Financial Officer, Municipal Clerk, Borough Attorney and other appropriate Borough officials, may develop administrative procurement policies, procedures, forms and internal controls consistent with applicable law and the policies established by the Mayor and Council.

Such administrative procedures may address, among other matters:

- A. Purchase requisitions and purchase orders;
- B. Departmental authorization levels;
- C. Quotations;
- D. Vendor documentation;
- E. Emergency purchases;
- F. Cooperative purchasing;
- G. Contract administration;
- H. Change orders;
- I. Documentation and retention of procurement records;
- J. Receipt and inspection of goods and services;
- K. Prevention of unauthorized purchases;
- L. Aggregation of purchases;
- M. Ethics and conflicts of interest; and
- N. Other matters reasonably necessary to establish an orderly and legally compliant procurement system.

No administrative policy shall conflict with the Local Public Contracts Law, applicable State regulations, this ordinance or a duly adopted resolution of the Mayor and Council.

SECTION 16. ETHICS AND CONFLICTS OF INTEREST

The QPA shall comply with all applicable provisions of the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., the Local Public Contracts Law, applicable State regulations, Borough ethics requirements and any other law governing conflicts of interest or public contracting.

The QPA shall not participate in any procurement in which the QPA has a prohibited direct or indirect financial or personal interest.

SECTION 17. CERTIFICATION OF FUNDS

No contract, purchase order or financial obligation shall be incurred except in conformity with applicable law concerning the availability and certification of funds.

The QPA shall coordinate with the Chief Financial Officer or other legally authorized certifying official to assure compliance with all certification-of-funds requirements.

SECTION 18. NO FRACTIONALIZATION OR EVASION

No officer, employee, department, agency or representative of the Borough shall divide or fractionalize a purchase, contract or project for the purpose of avoiding:

1. Public bidding;
2. Quotation requirements;
3. Competitive contracting;
4. Pay-to-play requirements;
5. Governing-body approval;
6. State Comptroller review or notification;
7. Prevailing-wage or public-works requirements; or
8. Any other requirement imposed by law.

The anticipated aggregate value of a contract or procurement shall be determined in the manner required by State law.

SECTION 19. TEMPORARY QPA AND VACANCY

- A. Upon a vacancy in the office of the QPA, a temporary QPA may be appointed only in the manner and for the period authorized by N.J.S.A. 40A:11-9 and N.J.A.C. 5:32-4.4, as amended or supplemented.
- B. The Borough shall provide any notice to its auditor or to the Division of Local Government Services required by law.
- C. During a vacancy, the Borough's applicable bid threshold shall be determined in accordance with State law and regulations.
- D. If a temporary QPA is appointed in accordance with State law, the Borough may continue to utilize such increased threshold as State law permits and as has been authorized by the governing body.
- E. Any request for approval to continue a temporary QPA beyond the initial period shall be submitted to the Director of the Division of Local Government Services in the manner required by State regulation.

SECTION 20. EFFECT OF CHANGE IN STATE LAW

All references in this ordinance to statutes, regulations, dollar thresholds, State agencies, certifications, procurement procedures and legal requirements shall include any lawful amendment, supplementation, recodification or successor provision.

If State law increases or decreases a mandatory threshold or changes a procurement requirement, the Borough shall comply with the State requirement from its effective date notwithstanding a different figure or procedure appearing in the Borough Code.

Where State law requires affirmative action by ordinance or resolution before the Borough may exercise newly granted authority, such authority shall not be exercised until the required municipal action has been taken.

SECTION 21. RECORDS AND AUDIT

The QPA shall maintain procurement records in accordance with applicable State record-retention requirements and shall make purchasing records available to the Borough's Chief Financial Officer, auditor, Borough Attorney and other authorized officials as reasonably required for fiscal, legal and compliance purposes.

The QPA shall cooperate with the annual municipal audit and with any review conducted by the Division of Local Government Services, Office of the State Comptroller or other agency having lawful jurisdiction over Borough procurement.

SECTION 22. CONSTRUCTION

This ordinance shall be construed liberally to accomplish its purposes of establishing a professional, centralized, efficient and legally compliant purchasing function while preserving all authority vested by law in the Mayor, Council, Chief Financial Officer, Municipal Clerk, Borough Administrator and other municipal officials.

Nothing contained herein shall be construed as authority to act contrary to any mandatory provision of State law.

Whenever a conflict exists between this ordinance and a mandatory provision of State law, the State law shall control.

SECTION 23. REPEAL AND REPLACEMENT OF ORDINANCE NO. 11-10

Ordinance No. 11-10, adopted July 20, 2011, and all codified provisions derived exclusively therefrom that are inconsistent with this ordinance, are hereby repealed and replaced.

The repeal of Ordinance No. 11-10 shall not invalidate any lawful appointment, bid, award, purchase, contract, resolution or other official action previously undertaken pursuant thereto.

SECTION 24. REPEALER

All ordinances, resolutions or parts thereof inconsistent with this ordinance are repealed only to the extent of such inconsistency.

SECTION 25. SEVERABILITY

If any section, subsection, sentence, clause, phrase or provision of this ordinance is for any reason held invalid, unconstitutional or unenforceable by a court or tribunal of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

SECTION 26. CODIFICATION

The provisions of this ordinance shall be incorporated into Chapter II, "Administration," of the Code of the Borough of Woodland Park at such section or sections as may be designated by the Municipal Clerk and the Borough's codifier.

The Municipal Clerk and codifier are authorized to make non-substantive changes in numbering, lettering, cross-references, capitalization and format necessary to accomplish codification, provided that no substantive provision of this ordinance is altered.

SECTION 27. EFFECTIVE DATE

This ordinance shall take effect upon final passage and publication according to law.

Attest:

Approve:

Sandra Olivola, Municipal Clerk

Tracy Kallert, Mayor

Introduced:

Adopted:

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION RE26-05**

MOTIONED BY:
SECONDED BY:

**RESOLUTION AUTHORIZING EXECUTIVE SESSION
PURSUANT TO N.J.S.A. 10:4-12**

BE IT RESOLVED, by the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, that pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., it is necessary to convene an executive session to discuss items authorized by N.J.S.A. 10:4-12 (b), specifically:

- **Personnel – Police Department**

BE IT FURTHER RESOLVED, that it is anticipated that the deliberation conducted in closed session may be disclosed to the public upon the determination by the Mayor and Council that the public interest will no longer be served by such confidentiality and if not then legally privileged.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 2nd day of September 2026. Signed and sealed before me.

September 2, 2026

Sandra Olivola, Municipal ClerkDated