

**WOODLAND PARK MUNICIPAL COUNCIL
AGENDA FOR REGULAR MEETING OF
NOVEMBER 1, 2023**

1. In accordance with the Open Public Meeting Law, P.L.1975, chapter 231, notice requirements for this meeting have been set forth in the resolution adopted by the Municipal Council at its Reorganization Meeting of January 4, 2023 detailing the time and place, with notice given to the public by posting a copy thereof on the bulletin board in the Municipal Building, transmitting copies to the Herald News and The Record of Woodland Park.
2. **Flag salute and Prayer**
3. **Roll Call**
4. **Public Hearing:**
 - OPEN:** Motion to open the public session. Motion to open the public session by _____ Secoded by _____.
 - **ROLL CALL:**
 - CLOSE:** Motion to close the public session. Motion to close the public session by _____ Secoded by _____.
 - **ROLL CALL:**
5. **Approval of Minutes:**
 - Regular Meeting Minutes of April 5, 2023
 - Regular Meeting Minutes of April 19, 2023

MOTION: Motion to approve the minutes by _____, seconded by _____.

 - **ROLL CALL:**
6. **Council Comments:**
7. **Business Administrator:**
 - Best Practices Inventory for Municipal Government
8. **Mayor's Report:**
9. **Municipal Attorney's Report:**
10. **Consent Agenda:**

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

- A. **Resolution R23-273, a resolution to authorize the Finance Department to have the outstanding checks in the Current Fund, from 2022, cancelled in the amount of \$173.00.**
- B. **Resolution R23-274, a resolution to authorize the Finance Department to have the outstanding checks in the Payroll, from 2020 through 2022, cancelled in the amount of \$2,455.15.**
- C. **Resolution R23-275, a resolution authorizing the Borough to accept a subgrant award of the Federal Fiscal Year 2023 of Emergency Management Performance Grant and Emergency Management Agency Assistance in the amount of \$10,000.00.**

- D. Resolution R23-276, a resolution to authorize canceling unexpended balances of various budgets and transferring same to other various budgets totaling \$74,500.00.
- E. Resolution R23-277, a resolution to authorize unexpended balances of the Current Fund shall be canceled and transferred to surplus totaling \$22,604.10.
- F. Resolution R23-278, a resolution to confirm the declaration of emergency and approve payment in an amount not to exceed of \$21,454.49 to Montana Construction, 80 Contant Avenue, Lodi, NJ 07644 for the repair and rehab of the McBride and Newby Avenue sewer force main.
- G. Resolution R23-279, a resolution to approve the actions noted in the Consent Agenda, items A. through G., be and are hereby approved and the proper officers are directed to take necessary action on same.

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

- **ROLL CALL:**

11. Collector/Treasurer Report:

CFO, Heather Barkenbush authorization for payment:

- Authorize payment of the 11/15/2023 regular and miscellaneous payroll estimated at \$378,000.00.

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

- **ROLL CALL:**

- Authorize Payment of bills from voucher list of 11/01/2023 totaling \$3,575,661.85.

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

- **ROLL CALL:**

12. Department Reports:

1. Board of Adjustment Memorialization Resolution to Application No. WDZ-0014
2. Board of Adjustment approved Meeting Minutes of June 26, 2023
3. Board of Adjustment approved Meeting Minutes of September 25, 2023
4. Millennium Strategies Monthly Report of November 1, 2023
5. Summary Budget Status Report as of 10/28/2023.

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

- **ALL IN FAVOR:**

13. Old Business:

14. New Business:

15. Executive Session:

16. Adjournment:

MOTION: Motion to Adjourn the Meeting by _____ Seconded by_____.

- **ROLL CALL:**

Sandra Olivola, RMC
Municipal Clerk

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-273**

MOTIONED BY:
SECONDED BY:

CANCELLATION OF OUTSTANDING CHECKS

WHEREAS, the Acting Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey have been advised by the Finance Department that certain outstanding checks from 2022 need to be cancelled from the Current Fund; and

WHEREAS, the checks to be cancelled are in the total amount of \$173.00 and are outlined on the list attached hereto;

NOW, THEREFORE, BE IT RESOLVED that the Acting Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey hereby authorize the Finance Department to have the outstanding checks in the Current Fund, from 2022, cancelled which checks are outlined on the list attached hereto.

Record of Acting Mayor and Council Vote on Passage

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

This resolution was approved by the Acting Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 1st day of November, 2023. Signed and sealed before me.

November 1, 2023

Sandra Olivola, Municipal Clerk Dated

I, Heather Barkenbush, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby authorize the cancellation of outstanding checks from 2022.

November 1, 2023

Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-274**

MOTIONED BY:
SECONDED BY:

CANCELLATION OF OUTSTANDING CHECKS

WHEREAS, the Acting Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey have been advised by the Finance Department that certain outstanding checks from 2020 need to be cancelled from the Payroll; and

WHEREAS, the checks to be cancelled are in the total amount of \$2,455.15 and are outlined on the list attached hereto;

NOW, THEREFORE, BE IT RESOLVED that the Acting Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey hereby authorize the Finance Department to have the outstanding checks in the Payroll, from 2020 through 2022, cancelled which checks are outlined on the list attached hereto.

Record of Acting Mayor and Council Vote on Passage

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

This resolution was approved by the Acting Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 1st day of November, 2023. Signed and sealed before me.

November 1, 2023

Sandra Olivola, Municipal Clerk Dated

I, Heather Barkenbush, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby authorize the cancellation of outstanding checks from 2020 through 2022.

November 1, 2023

Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-275**

MOTIONED BY:
SECONDED BY:

**RESOLUTION AUTHORIZING THE BOROUGH OF WOODLAND PARK TO ACCEPT A
SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR 2023 OF EMERGENCY
MANAGEMENT PERFORMANCE GRANT AND EMERGENCY MANAGEMENT
AGENCY ASSISTANCE**

WHEREAS, the Borough of Woodland Park Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY23- EMPG-EMAA-1616 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City’s ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the Borough of Woodland Park will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

WHEREAS, the award period is from July 1, 2023 to June 30, 2024; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the Borough of Woodland Park Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Acting Mayor and Council accepts the award of the FFY23 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolutions shall be forwarded to the New Jersey State Police, Office of Emergency Management, the Borough Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

Record of Acting Mayor and Council Vote on Passage

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

This resolution was approved by the Acting Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 1st day of November, 2023. Signed and sealed before me.

November 1, 2023

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-276**

MOTIONED BY:
SECONDED BY:

BUDGET TRANSFER

WHEREAS, the Acting Mayor and Council of the Borough of Woodland Park did adopt a budget for the year 2023 in accordance with Municipal Budget Law N.J.S.A. 40A:4 et seq.; and

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

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

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

	Current Fund		
November 1, 2023	2023 Budget Transfers	FROM	TO
3-01-20-100-101-020	General Administration - O/E		\$6,000.00
3-01-20-110-110-010	Mayor & Council - S&W	\$39,500.00	
3-01-20-130-130-010	Financial Admin S&W		\$8,000.00
3-01-20-130-130-020	Financial Admin O/E	\$5,000.00	
3-01-20-135-135-140	Annual Audit		\$5,000.00
3-01-20-145-145-020	Collection of Taxes O/E		\$2,000.00
3-01-25-265-270-011	Fire Alarm S&W	\$1,000.00	
3-01-26-290-290-010	Streets & Roads S&W	\$10,000.00	
3-01-26-290-290-020	Streets & Roads OE	\$10,000.00	
3-01-26-291-291-020	Snow Removal O/E		\$10,000.00
3-01-26-300-301-010	Sewer Systems S&W	\$5,000.00	
3-01-26-300-301-020	Sewer Systems O/E		\$18,000.00
3-01-26-305-306-010	Recycling S&W	\$5,000.00	
3-01-26-310-310-010	Building & Grounds S&W	\$5,000.00	
3-01-30-425-425-020	Salary & Wage Adjustment		\$26,000.00
3-01-31-445-445-020	Fire Hydrant Services		\$2,500.00
3-01-31-460-460-020	Gasoline & Motor Fuel-O/E		\$3,000.00
	TOTAL	\$80,500.00	\$80,500.00

Record of Acting Mayor and Council Vote on Passage

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

This resolution was approved by the Acting Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 1st day of November, 2023. Signed and sealed before me.

November 1, 2023

Sandra Olivola, Municipal Clerk

Dated

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

November 1, 2023

Heather Barkenbush, CMFO

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-277**

MOTIONED BY:
SECONDED BY:

A RESOLUTION CANCELLING UNEXPENDED BALANCES

WHEREAS, the following budget appropriation Current Fund balances remain unexpended; and

WHEREAS, in accordance with NJSA 40A:4-60 it is necessary to formally cancel said balances so that the unexpended balances may be credited to surplus; and

NOW, THEREFORE, BE IT RESOLVED, by the Acting Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, that the listed unexpended balances of the Current Fund shall be canceled and transferred to surplus.

Current Budget Cancellations		
3-01-20-145-146-020	Liquidation of Tax Title Liens	\$100.00
3-01-23-210-210-102	Worker's Compensation	\$2.96
3-01-25-260-260-020	Aid to Volunteer Ambulance	\$2,000.00
3-01-25-265-267-150	Losap	\$10,000.00
3-01-25-265-268-010	Uniform Fire Safety S&W	\$5,000.00
3-01-27-330-331-020	Brd of Health Contract	\$0.96
3-01-31-455-455-020	Passaic Valley Sewerage Commissions	\$0.07
3-01-31-456-456-020	Storm Water Management	\$5,000.00
3-01-36-471-472-020	PERS Cap Exclusion	\$0.11
3-01-37-480-480-020	Judgements	\$500.00
	Total Cancelled to Surplus	\$22,604.10

Record of Acting Mayor and Council Vote on Passage

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

This resolution was approved by the Acting Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 1st^t day of November, 2023. Signed and sealed before me.

November 1, 2023

Sandra Olivola, Municipal Clerk

Dated

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

November 1, 2023

Heather Barkenbush, CMFO

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-278**

MOTIONED BY:
SECONDED BY:

**DECLARATION OF EMERGENCY
EMERGENCY PURCHASE – AWARD OF CONTRACT FOR
MCBRIDE AVENUE SEWER FORCE MAIN REPAIR**

WHEREAS, on October 3, 2023 a memo was received from John Pietrowski Department of Public Works Supervisor advising the Borough of damage to the sewer force main at McBride Avenue near Newby Avenue that runs into Paterson to Passaic Valley Sewerage Commission and in need for an emergency repair of the sewer force main; and

WHEREAS, as a result of deterioration of the sewer force main at McBride Avenue the main was damaged and an emergency repair and rehab of the sewer main is necessary; and

WHEREAS, a quote was received by Montana Construction, 80 Contant Avenue, Lodi, NJ 07644 in an amount of \$21,454.49 to make the repair to the McBride Avenue sewer force main;

NOW, THEREFORE BE IT RESOLVED, that the Acting Mayor and Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby confirms the declaration of emergency made by the Business Administrator/Purchasing Agent and approves payment in an amount not to exceed of \$21,454.49 to Montana Construction, 80 Contant Avenue, Lodi, NJ 07644 for the repair and rehab of the McBride Avenue sewer force main.

Record of Acting Mayor and Council Vote on Passage

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

This resolution was approved by the Acting Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 1st day of November, 2023. Signed and sealed before me.

November 1, 2023

Sandra Olivola, Municipal Clerk

Dated

I, Heather Barkenbush, Chief Financial Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this purchase under line item 3-01-26-300-301-026.

November 1, 2023

Heather Barkenbush, CMFO

Dated

**BOROUGH OF WOODLAND PARK
PASSAIC COUNTY, NEW JERSEY
RESOLUTION R23-279**

MOTIONED BY:

SECONDED BY:

APPROVAL OF CONSENT AGENDA

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

Record of Acting Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Chaabane					Tiseo				
DeCesare					Acting Mayor Kallert				
Gatti									
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November 1, 2023

Sandra Olivola, Municipal Clerk

Dated