

**WOODLAND PARK MUNICIPAL COUNCIL  
AGENDA FOR REGULAR MEETING OF  
JANUARY 24, 2024**

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 3, 2024 detailing the time and place, with notice given to the public by posting a copy thereof on the bulletin board in the Municipal Building, transmitting copies to the Herald News and The Record of Woodland Park.
2. **Flag salute and Prayer**
3. **Roll Call**
4. **Presentation:**
  - **Swearing in of Recreation Director - Jason Hersh**
  - **Public Hearing: Christmas House Decorating Awards**
  - **Library presentation – Martin Luther King Initiative**
5. **Public Hearing:**
  - OPEN:** Motion to open the public session. Motion to open the public session by \_\_\_\_\_ Seconded by \_\_\_\_\_.
  - **ROLL CALL:**
  - CLOSE:** Motion to close the public session. Motion to close the public session by \_\_\_\_\_ Seconded by \_\_\_\_\_.
  - **ROLL CALL:**
6. **Public Hearing: 2024 NJ DEP Green Acres Jake’s Law Playground Grant Program Application – Diane Grimes Memorial Park**
  - OPEN:** Motion to open the public session. Motion to open the public session by \_\_\_\_\_ Seconded by \_\_\_\_\_.
  - **ROLL CALL:**
  - CLOSE:** Motion to close the public session. Motion to close the public session by \_\_\_\_\_ Seconded by \_\_\_\_\_.
  - **ROLL CALL:**
7. **Committee Reports:**
  - A. Administration & Finance – Councilwoman Gatti
  - B. Public Works – Councilman Chaabane
  - C. Public Safety – Councilman DeCesare
  - D. Health and Senior Services– Councilman Ron Arnau
  - E. Recreation & Community Relations & Veterans Affairs – Councilman Tiseo
  - F. Laws & Ordinances – Councilman Sica
8. **Business Administrator’s Report:**
9. **Mayor’s Report:**
10. **Municipal Attorney’s Report:**

## **11. Consent Agenda:**

All matters listed under the Consent Agenda are considered to be routine by the Council and will be enacted by one resolution. 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 R24-037, a resolution to approve to transfer certain funds among the various line items as contained within the 2023 budget and that the Chief Municipal Financial Officer is hereby authorized to make the transfers as listed on the resolution among various line items.**
- B. Resolution R24-038, a resolution to authorize the Certified Municipal Finance Officer to issue a check to Fundpality II, LLC, 100 N LaSalle Suite 710, Chicago, IL 60602 in the amount of \$91,573.29 for a refund for a redemption payment of the lien and premium.**
- C. Resolution R24-039, a resolution to authorize the Certified Municipal Finance Officer to issue a check to Pro Cap 8 FBO Firstrust Bank, P.O. Box 774, Fort Washington, PA 19034-0774 in the amount of \$75,965.41 for a refund for a redemption payment of the lien and premium.**
- D. Resolution R24-040, a resolution to acknowledge the recommendation of the Borough Code Enforcement Officer Allan Burghardt and approve a refund of escrow associated with the Board of Adjustment to 85 Pompton Avenue, Woodland Park, NJ in the amount of \$907.50.**
- E. Resolution R24-041, a resolution to approve the Borough to submit an application to the Department of Environmental Protection Green Acres Program for a grant to assist in funding the Diane Grimes Memorial Park Inclusivity Upgrade Project.**
- F. Resolution R24-042, a resolution to amend resolution R23-019 increasing the amount of award not to exceed of \$51,000.00 to Boswell Engineering, 330 Phillips Avenue., Hackensack, New Jersey.**
- G. Resolution R24-043, a resolution to appoint a School Crossing Guard, as listed in the resolution at the rate of \$21.24 per hour for the time period of January 25<sup>th</sup>, 2024 through June 30, 2024.**
- H. Resolution R24-044, a resolution to appoint Jason Hersh as the Recreation Director for the Borough of Woodland Park, effective as of February 1, 2024.**
- I. Resolution R24-045, a resolution to authorize the Recreation Department to hire the individual mentioned in the resolution as a Supervisor at Charles Olbon School for the 2023-2024 Before and After Care Program beginning on January 29, 2024 to the end of the school year in June 2024.**
- J. Resolution R24-046, a resolution to approve the declaration of emergency made by the Administrator and approves payment in an amount not to exceed of \$37,981.25 to Montana Construction, 80 Contant Avenue, Lodi, NJ 07644 for the repair and rehab of the Cedarhurst Avenue water main line.**
- K. Resolution R24-047, a resolution to acknowledge the recommendation of Mayor Kallert and confirms the re-appointment of Daniel Casanovas as member of the Recreation and Parks Advisory Board ending on December 31, 2026.**
- L. Resolution R24-048, a resolution to acknowledge the recommendation of Mayor Kallert and confirms the re-appointment of Jeffrey Giannino as member of the Recreation and Parks Advisory Board ending on December 31, 2026.**
- M. Resolution R24-049, a resolution to approve the actions noted in the Consent Agenda, items A. through M., 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:**

**12. Collector/Treasurer Report:**

CFO, Heather Barkenbush authorization for payment:

- Authorize payment of the 1/30/2024 regular and miscellaneous payroll estimated at \$425,000.00.

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

- **ROLL CALL:**

- Authorize Payment of bills from voucher list of 1/24/2024 totaling \$3,690,392.16.

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

- **ROLL CALL:**

**13. Department Reports:**

1. Municipal Court Report for December 2023
2. Summary Budget Status Report for 2023 and 2024

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

- **ALL IN FAVOR:**

**14. Old Business:**

**A. Public Hearing on the adoption of Ordinance 24-01**

**OPEN:** Motion to open the public session. Motion to open the public session by\_\_\_\_\_ Seconded by \_\_\_\_\_.

- **ROLL CALL:**

**CLOSE:** Motion to close the public session. Motion to close the public session by\_\_\_\_\_ Seconded by \_\_\_\_\_.

- **ROLL CALL:**

**B. Resolution R24-050, a resolution to adopt ordinance 24-01 AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR THE YEAR 2024.**

**WHEREAS,** the above ordinance was read in title on second reading and a hearing held thereon;

**NOW, THEREFORE, BE IT RESOLVED,** by the Governing Body of the Borough of Woodland Park that Ordinance 24-01 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 Ordinance according to law.

**MOTION:** Motion to Adopt Ordinance 24-01 by \_\_\_\_\_, seconded by\_\_\_\_\_.

- **ROLL CALL:**

**C. Public Hearing on the adoption of Ordinance 24-02**

**OPEN:** Motion to open the public session. Motion to open the public session by \_\_\_\_\_ Seconded by \_\_\_\_\_.

- **ROLL CALL:**

**CLOSE:** Motion to close the public session. Motion to close the public session by \_\_\_\_\_ Seconded by \_\_\_\_\_.

- **ROLL CALL:**

**D. Resolution R24-051 a resolution to adopt ordinance 24-02 AN ORDINANCE TO AMEND AND UDPATE SECTION § 4-15. PRIVATE EMPLOYMENT OF OFF-DUTY POLICE OFFICERS [ORD. NO. 01-10 §4-19; ORD NO. 11-17; ORD NO. 14-17; ORD NO. 2017-26 § 2, 8]**

**WHEREAS**, the above ordinance was read in title on second reading and a hearing held thereon;

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Woodland Park that Ordinance 24-02 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 Ordinance according to law.

**MOTION:** Motion to Adopt Ordinance 24-02 by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ROLL CALL:**

**15. New Business:**

**A. Introduction of Borough Ordinance 24-03**

**B. Resolution R24-052, a resolution to introduce Ordinance 24-03, AN ORDINANCE TO AMEND CHAPTER II, ADMINISTRATION, ARTICLE II, MAYOR AND BOROUGH COUNCIL, OF THE CODE OF THE BOROUGH OF WOODLAND PARK – TO REMOVE SECTION 2-3.3**

**BE IT RESOLVED**, by the Governing Body of the Borough of Woodland Park that Ordinance 24-03, heretofore introduced, does now pass on first reading and that the Borough Clerk is hereby authorized and directed to publish said ordinance according to law.

**MOTION:** Motion to Introduce Ordinance 24-03 by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ROLL CALL:**

**C. Introduction of Borough Ordinance 24-04**

**D. Resolution R24-053, a resolution to introduce Ordinance 24-04, AN ORDINANCE TO AMEND ORDINANCE 16-20 CHAPTER XIII OF THE ORDINANCES OF THE BOROUGH OF WOODLAND PARK WHICH IS KNOWN AS “UTILITIES ORDINANCE” ADOPTED 12/29/72 AND AMENDED ON 12/4/74, 9/14/77, 6/11/80, 12/16/81, 3/27/85, 3/9/88, 1/89, 2/90, 2/93, 7/96, 3/01, 4/07, 3/09 AND 3/14**

**BE IT RESOLVED**, by the Governing Body of the Borough of Woodland Park that Ordinance 24-04, heretofore introduced, does now pass on first reading and that the Borough Clerk is hereby authorized and directed to publish said ordinance according to law.

**MOTION:** Motion to Introduce Ordinance 24-04 by \_\_\_\_\_, seconded by \_\_\_\_\_.

- **ROLL CALL:**

16. **Executive Session:**

17. **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 R24-037**

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

**BUDGET TRANSFER**

**WHEREAS**, the 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 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:

January 24, 2024	Current Fund		
	2023 Budget Transfers	FROM	TO
3-01-20-100-10-010	General Administration - S&W	\$5,000.00	
3-01-20-100-101-020	General Administration - O/E	\$5,000.00	
3-01-20-130-130-020	Financial Admin O/E	\$5,000.00	
3-01-20-150-150-020	Tax Assessor O/E	\$5,000.00	
3-01-20-155-155-020	Legal O/E	\$4,000.00	
3-01-20-165-165-020	Engineering O/E		\$14,000.00
3-01-23-220-220-020	Group Insurance	\$10,000.00	
3-01-44-901-901-020	Capital Improvement Fund		\$20,000.00
	<b>TOTAL</b>	<b>\$34,000.00</b>	<b>\$ 34,000.00</b>

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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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.

January 24, 2024

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Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-038**

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

**LIEN REDEMPTION AND PREMIUM**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic and State of New Jersey have been informed by the Tax Collector of the Borough of Woodland Park that a lien redemption for taxes, in the amount of \$33,573.29 was made on December 27, 2023; and

**WHEREAS**, pending the return of the redemption certificate from the lien holder was received in the Tax Office on January 12, 2024, the amount of \$33,573.29 is to be returned to the lien holder; and

**WHEREAS**, the Tax Collector of the Borough of Woodland Park has requested a lien redemption of said payment to be made to Fundpality II, LLC, 100 N LaSalle Suite 710, Chicago, IL 60602; and

**WHEREAS**, a premium of \$58,000.00 had also been made by Fundpality II, LLC which is to be returned; and

**NOW, THEREFORE, BE IT RESOLVED** that the Certified Municipal Finance Officer is hereby authorized to issue a check for the refund in the amount of \$91,573.29 for the redemption payment of the lien and premium; and

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

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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Sandra Olivola, Municipal Clerk Dated

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

January 24, 2024

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Bernadette Lawler, Tax & Water Collector Dated

I, Heather Barkenbush, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this Redemption in line Item R-01-55-005-000-001.

January 24, 2024

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Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-039**

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

**LIEN REDEMPTION AND PREMIUM**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic and State of New Jersey have been informed by the Tax Collector of the Borough of Woodland Park that a lien redemption for taxes, in the amount of \$16,965.41 was made on January 5, 2024; and

**WHEREAS**, pending the return of the redemption certificate from the lien holder was received in the Tax Office on January 10, 2024, the amount of \$16,965.41 is to be returned to the lien holder; and

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

**WHEREAS**, a premium of \$59,000.00 had also been made by Pro Cap 8 FBO Firstrust Bank which is to be returned; and

**NOW, THEREFORE, BE IT RESOLVED** that the Certified Municipal Finance Officer is hereby authorized to issue a check for the refund in the amount of \$75,965.41 for the redemption payment of the lien and premium; and

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

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

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

January 24, 2024

\_\_\_\_\_  
Bernadette Lawler, Tax & Water Collector

\_\_\_\_\_  
Dated

I, Heather Barkenbush, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this Redemption in line Item R-01-55-005-000-001.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-040**

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

**RETURN OF ESCROW**

**WHEREAS,** the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey are in receipt of a request from Ramzi Musa., 85 Pompton Ave, Woodland Park, New Jersey for refund of their escrow account associated with the Board of Adjustment; and

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Mayor and Council hereby direct the appropriate administration staff to refund the amount of \$907.50 to Ramzi Musa, 85 Pompton Ave, Woodland Park, New Jersey, Woodland Park, New Jersey.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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Sandra Olivola, Municipal Clerk Dated

I, Heather Barkenbush, Chief Municipal Financial Officer for the Borough of Woodland Park do hereby confirm that there are sufficient funds available for this refund in line item T-13-56-855-000-800.

January 24, 2024

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Heather Barkenbush, CMFO Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-041**

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

**STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES ENABLING RESOLUTION**

**WHEREAS**, the New Jersey Department of Environmental Protection, Green Acres Program (“State”), provides grants and/or loans to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition, development, and stewardship of lands for outdoor recreation and conservation purposes; and

**WHEREAS**, the Borough of Woodland Park desires to further the public interest by obtaining funding in the amount of \$1,000,000.00, in the form of a \$750,000.00 matching grant, if available, a \$0 loan, following project(s): Diane Grimes Memorial Park Inclusivity Upgrade Project at a cost of \$1,000,000.00; and

**WHEREAS**, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

**WHEREAS**, the applicant is willing to use the State’s funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above named project;

**NOW, THEREFORE**, the governing body/board resolves that:

1. The Mayor and Council resolves that Tracy Kallert or the successor to the office of Mayor is hereby authorized to:
  - (a) make application for such a loan and/or such a grant,
  - (b) provide additional application information and furnish such documents as may be required, and
  - (c) act as the authorized correspondent of the above-named applicant; and
2. That the applicant has its matching share of the project, if a match is required;
3. That, in the event the State’s funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-042**

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

**A RESOLUTION TO AMEND RESOLUTION 23-19  
APPOINTMENT OF MUNICIPAL ENGINEER**

**WHEREAS**, on January 4, 2023 the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, appointed Boswell Engineering, 330 Phillips Avenue, Hackensack, New Jersey to the position of Municipal Engineer and his firm to support him in this capacity, for the time period January 1, 2023 through December 31, 2023, in an amount not to exceed of \$30,000.00; and

**WHEREAS**, Boswell Engineering has advised that there is a need to increase the award of \$30,000.00 to an amount not to exceed of \$51,000.00; and

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, do hereby amend resolution R23-019 and increase the amount of award to Boswell Engineering, 330 Phillips Avenue, Hackensack, New Jersey to the in an amount not to exceed of \$51,000.00 and that funds are available for this contract under line item 3-01-20-165-165-020.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

\_\_\_\_\_  
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 contract.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-043**

**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 2023/2024 to cross children going to and from the four schools in the Borough; and

**WHEREAS**, this appointment shall be effective from January 25<sup>th</sup> through June 30, 2024 at an hourly rate of \$21.24; and

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

Joseph R. Spinelli

**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 Guard, as listed in this resolution at the rate of \$21.24 per hour for the time period of January 25<sup>th</sup>, 2024 through June 30, 2024.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-044**

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

**APPOINTMENT OF RECREATION DIRECTOR**

**WHEREAS**, the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey desire to employ the services of Mr. Jason Hersh, as the Borough’s Recreation Director effective as of February 1, 2024; and

**WHEREAS**, the Borough has duly advertised said position, on both the New Jersey League of Municipalities and Borough’s web sites and conducted two rounds of interviews vetting the candidates for the position; and

**WHEREAS**, Mr. Hersh’s experience and qualifications make him an excellent fit for this role, he is willing to perform the duties of the Recreation Director for the Borough of Woodland Park and is the preferred candidate for the position;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, do hereby appoint Jason Hersh as the Recreation Director for the Borough of Woodland Park, effective as of February 1, 2024.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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Sandra Olivola, Municipal Clerk Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-045**

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

**HIRING OF STAFF FOR THE  
BEFORE AND AFTER CARE PROGRAM**

**WHEREAS**, the Recreation Department of the Borough of Woodland Park, County of Passaic, State of New Jersey, are in need of hiring Before and After Care Program staff for the school year beginning on January 29, 2024 through the conclusion of the school year in June of 2024; and

**WHEREAS**, the Recreation Department wishes to hire the following employee at the following rates per hour unless otherwise noted:

Supervisor Charles Olbon School	Tiyahna Guy	\$15.00
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**NOW, THEREFORE, BE IT RESOLVED**, the Acting Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, hereby authorizes the Recreation Department to hire the above individual as staff for the 2023-2024 Before and After Care beginning on January 29, 2024 to the end of the school year in June 2024.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-046**

**MOTIONED BY:  
SECONDED BY:**

**DECLARATION OF EMERGENCY  
EMERGENCY PURCHASE – AWARD OF CONTRACT FOR  
CEDARHURST AVENUE WATER MAIN**

**WHEREAS**, on January 18, 2024 an email was received from Department of Public Works Superintendent John Pietrowski advising the Borough of damage to the Cedarhurst Avenue water main line and the need for an emergency repair of the water main; and

**WHEREAS**, as a result of deterioration of the water main at Cedarhurst Avenue the main was damaged and an emergency repair and rehab of the water main is necessary; and

**WHEREAS**, a quote was received by Montana Construction, 80 Contant Avenue, Lodi, NJ 07644 in an amount of \$37,981.25 to make the repair of the Cedarhurst Avenue water main;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Woodland Park, in the County of Passaic, State of New Jersey, hereby confirms the declaration of emergency made by the Administrator and approves payment in an amount not to exceed of \$37,981.25 to Montana Construction, 80 Contant Avenue, Lodi, NJ 07644 for the repair and rehab of the Cedarhurst Avenue water main line.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

\_\_\_\_\_  
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 contract under line item 4-05-55-502-502-523.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-047**

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

**APPOINTMENT TO RECREATION AND PARKS ADVISORY BOARD**

**WHEREAS**, the Mayor of the Borough of Woodland Park desires and recommends the re-appointment of Daniel Casanovas as member of the Recreation and Parks Advisory Board ending on December 31, 2026; and

**WHEREAS**, said appointment will be effective January 1, 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Borough of Woodland Park, in the County of Passaic, New Jersey, acknowledges the recommendation of Mayor Kallert and confirms the re-appointment of Daniel Casanovas as member of the Recreation and Parks Advisory Board ending on December 31, 2026.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-048**

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

**APPOINTMENT TO RECREATION AND PARKS ADVISORY BOARD**

**WHEREAS**, the Mayor of the Borough of Woodland Park desires and recommends the re-appointment of Jeffrey Giannino as member of the Recreation and Parks Advisory Board ending on December 31, 2026; and

**WHEREAS**, said appointment will be effective January 1, 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Borough of Woodland Park, in the County of Passaic, New Jersey, acknowledges the recommendation of Mayor Kallert and confirms the re-appointment of Jeffrey Giannino as member of the Recreation and Parks Advisory Board ending on December 31, 2026.

Record of Mayor and Council Vote on Passage

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

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R23-049**

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

**APPROVAL OF CONSENT AGENDA**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Woodland Park that the actions noted in the Consent Agenda, items A. through M., 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
Ron Arnau					Sica				
Chaabane					Tiseo				
DeCesare					Mayor Kallert				
Gatti									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-050**

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

**ADOPTION OF ORDINANCE 24-01**

**AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR THE YEAR 2024**

**WHEREAS**, the Borough of Woodland Park, County of Passaic, State of New Jersey, desires to adopt an ordinance entitled **AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR THE YEAR 2024**; and

**WHEREAS**, notice of introduction and passage on first reading was published in the Herald News dated January 10, 2023 setting the date of January 24, 2024 or soon thereafter for the public hearing and consideration for final passage; and

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

**WHEREAS**, in compliance with State Statute, a public hearing on the above referenced ordinance was conducted on January 24, 2024 at the regularly scheduled meeting of the Mayor and Council;

**NOW, THEREFORE BE IT RESOLVED**, that ordinance **AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR THE YEAR 2024** 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
Ron Arnau					Sica				
Chaabane					Tiseo				
DeCesare					Mayor Kallert				
Gatti									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

Sandra Olivola, Municipal Clerk

Dated

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

**ORDINANCE NO. 24-01**

**AN ORDINANCE WHICH SUPERSEDES ORDINANCE NO. 23-22 AND LISTS IN ITS ENTIRETY  
FIXING THE ANNUAL SALARIES OF CERTAIN OFFICIALS AND MANAGEMENT AND OTHER  
EMPLOYEES FOR THE BOROUGH OF WOODLAND PARK, PASSAIC COUNTY, NEW JERSEY FOR  
THE YEAR 2024**

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

- That the annual salaries of certain officials and employees of the Borough of Woodland Park for the year 2024 shall be as follows:

Chief of Police	\$ 207,822.31
Deputy Police Chief	\$ 189,531.18
Mayor	\$ 11,786.25
Councilmember	\$ 8,154.90
Business Administrator	\$ 150,960.00
Borough Clerk; Municipal Search Officer/Search Officer of Issuance of Certifications & Subdivisions/Relocation Officer OEM; Deputy Registrar; Public Agency Compliance Officer	\$ 115,116.65
Deputy Municipal Clerk; Board of Health Secretary/Registrar	\$ 50,324.47
Secretary to the Mayor	\$ 40,000.00 - \$ 50,000.00
Certified Tax Collector/Collector of Water Consumer Accounts	\$ 68,395.19
Chief Finance Officer/Treasurer	\$ 159,891.36
Tax Assessor	\$ 28,218.83
Plumbing Subcode Official	\$ 18,069.49
Electrical Subcode Official	\$ 14,376.83
Fire Official	\$ 56,200.26
Fire Protection Subcode Official	\$ 6,804.13
Municipal Court Judge	\$ 32,539.48
Public Works Superintendent; Water Distribution Operator; Licensed Waste Water Collection System Operator; Fire Signal System Superintendent; Storm Water Coordinator;	\$ 160,387.37
CRS Coordinator	\$ 2,706.08
IT Coordinator	\$ 114,240.00
Code Enforcement Officer	\$ 46,371.39
Recycling Program Aide (Full Time)	\$ 47,627.02
Senior Coordinator	\$ 5,875.90
Recreation Field Scheduler	\$ 1,082.43
Recycling Coordinator	\$ 3,183.62
Police Chaplain	\$ 2,706.08
Before & After School Care Supervisor	\$ 8,160.00
OEM Coordinator	\$ 10,399.84
Assistant Supervisor to Public Works	\$ 7,803.00
Director of Recreation; Open Space Coordinator	\$ 80,000.00 - \$ 90,000.00
Municipal Court Administrator	\$ 77,520.00
Confidential Assistant (Assigned to the DPW) (Part Time - Hourly)	\$ 23.93
Electrical Inspector (per hour)	\$ 40.75
Audio/Visual Broadcasting of Meetings (per hour)	\$ 75.00
Assistant Tax Assessor (Per Hour)	\$ 37.73
UCC Plan Review Stipend (outside WP) (Per Hour)	\$ 30.80
Uniform & Safety: Fire Prevention Specialist 1 (Per Hour)	\$ 29.13
Uniform & Safety: Fire Prevention Specialist 2 (Per Hour)	\$ 20.40
Court Officer (Per Hour)	\$ 20.24

Recycling Staff (Per Hour)	\$ 13.26 - \$20.40
Planning & Zoning Secretarial per Board \$2,815.40	\$ 5,630.80
Alternate Registrar	\$ 8,602.00
Police Radio Dispatcher (per diem as needed)	\$ 14.13 - \$19.00
Planning Bd/ Bd of Adj Sect-Special Mtgs funded through escrow (Per Hour)	\$ 33.13
School Traffic Guards (Per Hour)	\$ 21.24
Special Police/Police Matron/Constables (Per Hour)	\$ 19.00 - \$30.00
Laborers Grade B (Per Hour)	\$ 14.91
Laborers Grade A (Per Hour)	\$ 17.29
Emergency Truck Driver (Per Hour)	\$ 17.29
Secretarial/Clerical/Administrative Help (Per Hour)	\$ 15.53 - \$21.02
Filing Help (Per Hour)	\$ 13.53
Recreation Clerk (Part Time - Per Hour)	\$ 24.13
Court Clerk (Per Hour)	\$ 21.24
Supervisor Custodial Services (Schools – Per Weekend)	\$ 116.72
Custodial Services (Schools - Per Hour)	\$ 34.09
Custodial Services Boys & Girls Club – (Part Time - Per Week)	\$ 312.12
Custodial Services (Part Time - Per Hour)	\$ 18.34
Camp Director	\$ 7,282.80
Camp Counselor – 1 <sup>st</sup> year to College (Per Hour)	\$ 10.93
Camp Counselor – Head (Per Hour)	\$ 11.67
Camp Counselor - Teacher (Per Hour)	\$ 13.80
Special Needs Recreation Coordinator (Per Hour)	\$ 12.61
Camp EMT (Per Hour)	\$ 15.39
Assistant Camp Director (Per Hour)	\$ 15.92
Park Ranger (Per Hour)	\$ 17.20
Spray Park Attendant	\$ 10.93
Municipal Alliance Coordinator	\$ 3,575.73
Farmers Market Manager (Per Hour)	\$ 26.01
Before & After School Care Counselors	\$ 15.00 - \$25.50

2. Said salaries shall be effective January 1, 2024 unless otherwise specified above and shall be paid in equal monthly installments with the exception of all full-time employees whose salaries shall be paid in equal semi-monthly installments and those positions designated as Retainers shall be paid on an hourly basis with the exception of Library personnel.
3. In addition to the salaries hereinabove set forth, union represented employees shall be entitled to longevity pay in accordance with the agreed upon terms and conditions documented in the respective union contracts. Longevity pay for full time non-union permanent employees, who have documented agreements with the Borough, shall be paid in accordance with those agreements. For all other full-time permanent employees working in the listed titles in this ordinance that were hired prior to January 1, 1996 shall be entitled to longevity pay based upon years of consecutive and cumulative service to the municipality. Longevity pay is not reflected in the salaries stated above.

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

4. Overtime pay will be paid to such full-time officers and employees as authorized by the Mayor, or Administrator at the respective officer or employee's straight time rate of pay per hour, unless otherwise provided by law with the exception of Police, Road and Sewer personnel covered by a duly authorized labor contract, who shall be paid 150% of the hourly rate per hour in excess of the work day or week.
5. The Municipal Clerk and Deputy Municipal Clerk shall receive compensation as fixed annually by the Borough Council. In addition, when the Municipal Clerk and Deputy Municipal Clerk is required to be present at an election or election-related matter during a time when other municipal employees are off, such as late-night registration, primary election day and general elections day, he or she will receive additional pay for such time spent at a rate of pay calculated at time and half (1.5) of the then-year-current hourly rate.

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

Attest:

Approve:

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

\_\_\_\_\_  
Tracy Kallert, Mayor

**Introduced: January 3, 2024**

**Adopted:**

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-051**

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

**ADOPTION OF ORDINANCE 24-02**

**AN ORDINANCE TO AMEND AND UPDATE SECTION§ 4-15. PRIVATE EMPLOYMENT OF OFF-DUTY POLICE OFFICERS [ORD. NO. 01-10 §4-19; ORD NO. 11-17; ORD NO. 14-17; ORD NO. 2017-26 § 2, 8]**

**WHEREAS**, the Borough of Woodland Park, County of Passaic, State of New Jersey, desires to adopt an ordinance entitled **AN ORDINANCE TO AMEND AND UPDATE SECTION§ 4-15. PRIVATE EMPLOYMENT OF OFF-DUTY POLICE OFFICERS [ORD. NO. 01-10 §4-19; ORD NO. 11-17; ORD NO. 14-17; ORD NO. 2017-26 § 2, 8]**; and

**WHEREAS**, notice of introduction and passage on first reading was published in the Herald News dated January 10, 2023 setting the date of January 24, 2024 or soon thereafter for the public hearing and consideration for final passage; and

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

**WHEREAS**, in compliance with State Statute, a public hearing on the above referenced ordinance was conducted on January 24, 2024 at the regularly scheduled meeting of the Mayor and Council;

**NOW, THEREFORE BE IT RESOLVED**, that ordinance **AN ORDINANCE TO AMEND AND UPDATE SECTION§ 4-15. PRIVATE EMPLOYMENT OF OFF-DUTY POLICE OFFICERS [ORD. NO. 01-10 §4-19; ORD NO. 11-17; ORD NO. 14-17; ORD NO. 2017-26 § 2, 8]** 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
Ron Arnau					Sica				
Chaabane					Tiseo				
DeCesare					Mayor Kallert				
Gatti									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK  
COUNTY OF PASSAIC, STATE OF NEW JERSEY  
ORDINANCE NO. 24-02**

**AN ORDINANCE TO AMEND AND UPDATE SECTION § 4-15. PRIVATE EMPLOYMENT  
OF OFF-DUTY POLICE OFFICERS [ORD. NO. 01-10 §4-19; ORD NO. 11-17; ORD NO. 14-  
17; ORD NO. 2017-26 § 2, 8]**

A. Policy.

Member of the Police Department shall be permitted to accept employment as safety or security personnel for private employers only during off-duty hours and at such time as will not interfere with the efficient performance of regularly scheduled or emergency duty for the Borough.

B. Requesting Assignment of Off-Duty Police Officers Procedure.

Any organization or contractor wishing to employ off-duty police shall first obtain the approval of the Chief of Police which approval shall be granted, if in the opinion of the Chief of Police such employment would not be inconsistent with the efficient functioning and good reputation of the Police Department and would not unreasonably endanger or threaten the safety of the officer or officers who are to perform the work.'

Any organization or contractor that desires to employ off-duty members of the Department shall submit the request in writing to the Chief of Police on a form prescribed by the Chief of Police. The organization or contractor shall hold the Borough harmless from any and all claims that may arise as a result of the assignment of the member to the organization or contractor. In addition, the organization or contractor shall submit with its application a Certificate of Insurance that shows evidence of not less than \$1,000,000 in both personal liability and comprehensive general liability insurance and \$300,000 in property damage coverage as well as a Certificate of Workmen's Compensation Insurance. A non-profit religious or charitable organization may submit a Certificate of Insurance in coverage amounts less that set forth herein upon the organization's representation contained in its request that obtaining the required coverage would impose an undue hardship on the organization and approved by the Governing Body.

C. Payment.

1. Private employers may pay to the Chief Financial Officer of the Borough of Woodland Park, such hourly sum as is set forth herein or as may be fixed from time to time by an ordinance adopted by the Governing Body as compensation for such services. The Borough shall remit to the member of the Police Department performing such off-duty service, a portion of said hourly rate and the balance shall be retained by the Borough for administrative expenses all as established by this section or by future resolution of the governing body.

If the estimated aggregate value of the services to be rendered exceeds \$1,000, the Borough may require the contractor or organization to pay for the services in advance, whereby the fund shall be placed in escrow and disbursed through payroll. The amount collected will be based on an estimate of total number of hours required times the hourly rates identified herein. Additional amounts shall be deposited with the Borough if the actual expenses consume all of the deposited funds. Police services may be discontinued until sufficient funds are deposited. Any excess funds collected will be returned to the contractor or organization 30 days after the last payroll in which employees are paid for related services.

Upon completion of the off-duty work, the Police Department shall prepare and submit to the private contractor an invoice of the total cost for such off-duty work performed, which shall be paid (in full) to the Borough within 15 days of being invoiced. The Borough will pay the police officer(s) who provided off-duty services as soon as the contractor's payment has been declared valid; or

## 2. Use of a Secondary Service Provider.

The Borough, at its discretion and in consultation with the Chief of Police, may utilize a secondary service provide to handle the administrative tasks associated with “off-duty police services work” within the Borough. In the event that the Borough decides to utilize a secondary service provider, the following procedure will be followed:

- a. The Borough will utilize a secondary service to administrate and perform the actions related to the off-duty employment process. These actions will include, but are not limited to: Communicating with said person or company to schedule off-duty jobs, scheduling the officers for said jobs, invoicing the person or company and receiving escrow and/or payments from the person or company in a manner set forth by the secondary service provider. The secondary service provider may charge an additional fee for services that are above and in addition to the fee structure stated in this chapter and utilize business-type collection rules as set forth in the contract/agreement between the Borough and the secondary provider, which will be charged to the person or entity that has requested “off-duty police services”; and
- b. The secondary service provider will reimburse the Borough via ACH or other funds transfer methods, according to the fees set forth in this chapter, due to the Borough and officer, in a timely manner, usually coinciding with payroll periods for the jobs that the officers have performed or were scheduled for in that period in accordance with the above-listed rules of employment between the Borough and the person or company seeking off-duty services.

### D. Off-duty police rate and fee schedule

1. The contractor will pay a permit fee to be paid to the Borough of Woodland Park in the amount of \$60 for each application.
2. The contractor(s) will be charged \$95 per hour for traffic control and security. This hourly charge will then be distributed in the following manner: The Borough will receive \$15 per hour for administrative costs and \$5 per hour for vehicle maintenance. The remaining \$75 per hour will be paid to the off-duty police officer. Please note that the contractor(s) will be charged the above-stated rates for each additional police officer. [Amended 12-18-2019 by Ord. No. 19-14]
3. Effective January 1, 2022, the contractor(s) will be charged \$100 per hour for traffic control and security. This hourly charge will then be distributed in the following manner: The Borough will receive \$15 per hour for administrative costs and \$5 per hour for vehicle maintenance. The remaining \$80 pe hour will be paid to the off-duty police officer. Please note that the contractor(s) will be charged the above-stated rates for each additional police officer. [Amended 12-18-2019 by Ord. No. 19-14]
4. Non-profit/charitable organizations: rates may vary, not to exceed \$60 per hour paid to the off-duty officer(s).

### E. Lien for unpaid invoice.

If such invoice is not paid in full within 15 days, a lien is hereby created in favor of the Borough of Woodland Park upon the property and the owner of the property at which the work was performed as appears on the most recent tax roll prepared by the Tax Collector. The lien shall be in the amount of the total invoice plus costs, fees, expenses, including attorneys’ fees, and shall bear interest at the rate provided by law for unpaid taxes. Such lien shall be prior to all other liens on such lands or premises except the lien of municipal taxes and shall be on parity with the lien of municipal taxes. Such lien, when delinquent for more than 15 days, may be processed for foreclosure in the same manner as delinquent municipal taxes.

F. Traffic plan approval.

If the off-duty work involves a contract to be done in or on the roadways located within the Borough, a traffic plan must be submitted and approved by the Police Department before work can commence.

This Ordinance shall take effect immediately upon final passage and publication as required by law.

Attest:

Approve:

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

\_\_\_\_\_  
Tracy Kallert, Mayor

**Introduced: January 3, 2024**

**Adopted:**

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-052**

**MOTIONED BY:  
SECONDED BY:**

**INTRODUCTION TO ORDINANCE 24-03**

**AN ORDINANCE TO AMEND CHAPTER II, ADMINISTRATION, ARTICLE II, MAYOR AND  
BOROUGH COUNCIL, OF THE CODE OF THE BOROUGH OF WOODLAND PARK – TO REMOVE  
SECTION 2-3.3**

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 7<sup>th</sup> day of February, 2024, 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
Ron Arnau					Sica				
Chaabane					Tiseo				
DeCesare					Mayor Kallert				
Gatti									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

---

Sandra Olivola, Municipal Clerk

Dated

**BOROUGH OF WOODLAND PARK  
COUNTY OF PASSAIC, STATE OF NEW JERSEY  
ORDINANCE NO. 24-03**

**AN ORDINANCE TO AMEND CHAPTER II, ADMINISTRATION, ARTICLE II, MAYOR  
AND BOROUGH COUNCIL, OF THE CODE OF THE BOROUGH OF WOODLAND PARK  
– TO REMOVE SECTION 2-3.3**

**WHEREAS**, Section 2-7 “Office of the Administrator” of the General Code of the Borough of Woodland Park provides for the position of municipal administrator; and

**WHEREAS**, the governing body of the Borough of Woodland Park recognizes that the Mayor position is currently a part-time position within the Borough; and

**WHEREAS**, in the absence of a full-time Borough Administrator, the governing body may wish to assigned said duties to the Mayor to carry out those responsibilities; and

**WHEREAS**, the governing body seeks to govern and administer the day-to-day business of the Borough in an efficient and effective manner; and

**WHEREAS**, in the absence of a full-time Business Administrator, the governing body may elect to assign the additional administrative duties to the Mayor should he or she be qualified to carry out such responsibilities.

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

**SECTION 1:** Chapter II, Administration, Article I, Mayor and Borough Council, Section 2-3, “The Mayor”, is hereby amended as follows:

- a. Section 2-3.2 “Appointment Power” shall now state: “The Mayor shall appoint, with the advice and consent of the Council, the Assessor, a Tax Collector, the Municipal Attorney, the Municipal Clerk, the Treasurer, the Judge of the Municipal Court, the Prosecutor, the Public Defender, the Municipal Engineer, the Municipal Auditor, and other officers where so provided by this Code. The Mayor **shall also appoint each of the Standing Committees of Council. The Mayor may appoint any special ad-hoc committees as deemed necessary or advisable.** The Mayor shall appoint all officers and employees whose appointment or election is not otherwise provided for by the Charter, general law or this Code. The Mayor shall also appoint an Acting Mayor where required by State Law; this appointment power of the Mayor shall be exercised by the Mayor acting alone and without the advice and consent of the Council.
- b. Section 2-3.3, “Mayor with Administrative Responsibilities” which was introduced on July 8, 2020, and adopted on July 22, 2020 – is hereby removed in its entirety.

2-3.3 “Mayor with Administrative Responsibilities”

- ~~a. In the absence of a full-time Business Administrator, the Borough Council may adopt a resolution to authorize the Mayor to earn an additional salary when assigned administrative responsibilities due to said absence, should the Council deem the Mayor qualified to carry out such responsibilities, specifically those listed under Section 2-7 “Office of the Administrator”, subsection 2-7.5 “Duties of the Administrator of the Borough Code.” When permissible, the Mayor, after being assigned such responsibilities, shall be responsible for the powers and duties of the Administrator, provided they do not conflict with the Office of the Mayor.~~
- ~~b. The assignment of administrative responsibilities shall only apply when the Mayor receives a resolution from the Governing Body authorizing and assigning the Mayor to act and to assume, when permissible by law, the responsibilities of the Business Administrator. This shall be considered a full-time position of the municipality and will include, but not be limited to, a full-time work week and availability during regular Borough business hours and at any time necessary to provide the efficient and effective operations of the municipality. There shall be no further compensation or overtime for additional hours or work related activities.~~

**SECTION 2.** All ordinances of the Borough of Woodland Park, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

**SECTION 3.** If any section, subsection, paragraph, sentence or any other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION 4.** This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

Attest:

Approved:

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

\_\_\_\_\_  
Tracy Kallert, Mayor

**Introduced: January 24, 2024**

**Adopted:**

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
RESOLUTION R24-053**

**MOTIONED BY:  
SECONDED BY:**

**INTRODUCTION TO ORDINANCE 24-04**

**AN ORDINANCE TO AMEND ORDINANCE 16-20 CHAPTER XIII OF THE ORDINANCES OF THE BOROUGH OF WOODLAND PARK WHICH IS KNOWN AS "UTILITIES ORDINANCE" ADOPTED 12/29/72 AND AMENDED ON 12/4/74, 9/14/77, 6/11/80, 12/16/81, 3/27/85, 3/9/88, 1/89, 2/90, 2/93, 7/96, 3/01, 4/07, 3/09 AND 3/14**

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 7<sup>th</sup> day of February, 2024, 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
Ron Arnau					Sica				
Chaabane					Tiseo				
DeCesare					Mayor Kallert				
Gatti									

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 24<sup>th</sup> day of January, 2024. Signed and sealed before me.

January 24, 2024

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

\_\_\_\_\_  
Dated

**BOROUGH OF WOODLAND PARK  
PASSAIC COUNTY, NEW JERSEY  
ORDINANCE 24-04**

**AN ORDINANCE TO AMEND ORDINANCE 16-20 CHAPTER XIII OF THE  
ORDINANCES OF THE BOROUGH OF WOODLAND PARK WHICH IS KNOWN AS  
“UTILITIES ORDINANCE” ADOPTED 12/29/72 AND AMENDED ON 12/4/74, 9/14/77,  
6/11/80, 12/16/81, 3/27/85, 3/9/88, 1/89, 2/90, 2/93, 7/96, 3/01, 4/07, 3/09 AND 3/14**

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

**SECTION I**

That Sections 26-8.1 and 26-8.2 of an Ordinance of the Borough of Woodland Park entitled “Utilities”, adopted December 29, 1972, and amended on 12/4/74, 9/14/77, 6/11/80, 12/16/81, 3/27/85, 3/9/88, 1/89, 2/90, 2/93, 7/96, 3/01, 4/07, 3/09 and 3/14 shall be further amended and supplemented to read as follows:

26-8.1 WATER CONSUMPTION RATES: Minimum quarterly charges, dependent upon the size of the meter through which service is provided shall be made for each meter as follows:

METER SIZE	RATES EFFECTIVE JANUARY 1, 2014	RATES EFFECTIVE JANUARY 1, 2015	RATES EFFECTIVE JANUARY 1, 2023	RATES EFFECTIVE JANUARY 1, 2024
5/8 inch meter	\$51.00	\$59.00	\$67.35	\$71.39
¾ inch meter	\$76.00	\$87.00	\$99.31	\$105.27
1 inch meter	\$129.00	\$148.00	\$168.92	\$179.06
1 ½ inch meter	\$254.00	\$292.00	\$333.30	\$353.30
2 inch meter	\$407.00	\$468.00	\$534.19	\$566.24
3 inch meter	\$1,147.00	\$1,319.00	\$1505.54	\$1,595.87
4 inch meter	\$1,818.00	\$2,091.00	\$2,386.72	\$2,529.92
6 inch meter	\$3,636.00	\$4,181.00	\$4,772.29	\$5,058.63
Water consumption rate per 100 cubic feet of water.	\$3.19	\$3.67	\$4.51	\$4.78

Effective January 1, 2016, the Borough’s Chief Financial Officer shall annually review the increase in appropriations of the Woodland Park Water Utility and adjust, if necessary, the rates shown in this section to recover those incremental costs by increasing the rates then currently in effect.

26-8.2 FIRE SERVICE LINES: A minimum quarterly charge shall be made for each fire service line as follows:

**RESIDENTIAL RATES EFFECTIVE**

SERVICE LINE	JAN 1, 2011	JAN 1, 2013	JAN 1, 2015	JAN 1, 2021	JAN 1, 2022	JAN 1, 2023	JAN 1, 2024
4 inch	\$398.90	\$314.80	\$230.70	\$146.60	\$62.50	\$63.44	\$63.44
6 inch	\$700.35	\$552.69	\$405.04	\$257.38	\$109.73	\$111.38	\$111.38
8 inch	\$1,243.78	\$981.55	\$719.33	\$457.10	\$194.88	\$197.80	\$197.80
10 inch	\$2,053.14	\$1,620.28	\$1,187.41	\$754.55	\$321.69	\$326.52	\$326.52
12 inch.	\$2,798.08	\$2,208.16	\$1,618.24	\$1,028.33	\$438.41	\$444.99	\$444.99

**COMMERCIAL RATES EFFECTIVE**

SERVICE LINE	JAN 1, 2011	JAN 1, 2013	JAN 1, 2015	JAN 1, 2021	JAN 1, 2022	JAN 1, 2023	JAN 1, 2024
4 inch	\$483.00	\$483.00	\$483.00	\$483.00	\$483.00	\$507	\$507
6 inch	\$848.00	\$848.00	\$848.00	\$848.00	\$848.00	\$890	\$890
8 inch	\$1,506.00	\$1,506.00	\$1,506.00	\$1,506.00	\$1,506.00	\$1,581	\$1,581
10 inch	\$2,486.00	\$2,486.00	\$2,486.00	\$2,486.00	\$2,486.00	\$2,610	\$2,610
12 inch	\$3,388.00	\$3,388.00	\$3,388.00	\$3,388.00	\$3,388.00	\$3,557	\$3,557

**ORDINANCE 24-04**  
**PAGE 2 of 2**

For the purpose of determining Fire Service Line, pipe size measurements shall be made where the private line connects to the municipal system. In the event the private Fire Service Line is connected to the municipal system in more than one location and services a single realty improvement, only one Fire Service charge shall be assessed. That charge shall be based on the size of the largest connection to the municipal system.

**MUNICIPAL FIRE HYDRANT FEES:** A minimum quarterly charge shall be made for each fire hydrant as follows: Effective January 1, 2017 - \$130.80.

Effective January 1, 2016, the Borough's Chief Financial Officer shall annually review the increase in appropriations of the Woodland Park Water Utility and adjust, if necessary, the rates shown in this section to recover those incremental costs by increasing the rates then currently in effect.

Effective January 1, 2017, the Borough's Chief Financial Officer is hereby authorized to adjust, if necessary, the rates shown in Sections 26-8.1 WATER CONSUMPTION RATES, as well as 26-8.2 FIRE SERVICE LINES, in an amount no greater than twenty-five (25) percent of the then current rates in effect, to address the deficiency in revenues as a result of a Water Emergency Declaration by the Governor of a mandated reduction in water consumption in order to preserve the financial integrity of the Woodland Park Water Utility.

**SECTION II**

Said rates as set forth in Section I above shall become effective as stated in that Section.

**SECTION III**

All other ordinances or sections or provisions thereof which may be in conflict with this ordinance are hereby repealed to the extent of such conflict.

**SECTION IV**

This ordinance shall take effect after final passage and publication as provided by law.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Tracy Kallert, Mayor

**Introduction:**

**Adoption:**