



One Municipal Plaza
Oakland, N.J. 07436
P: (201) 337-8111
F: (201) 337-1520
www.oakland-nj.org

BOROUGH OF OAKLAND, NEW JERSEY

Mayor:
Linda H. Schwager
Borough Council:
Lew Levy
Robert Knapp
John Biale
Russell Talamini
Pasquale Pignatelli
Grant Van Eck

CORONAVIRUS (COVID-19) SERVICES DIRECTORY

Updated July 14, 2020

Stay Informed:

- Visit the Borough's website at www.oakland-nj.org
- A directory of Borough emails and phone numbers is attached and is also available online at <https://www.oakland-nj.org/municipal-directory>
- Service Request Portal: <https://www.oakland-nj.org/service-requests/webforms/service-requests>
- Sign up for the Borough's Email Notifications:
 - Constant Contact Emails: <https://www.oakland-nj.org/communications-commission/pages/borough-newsletter-committee>
 - Website Emails: <https://www.oakland-nj.org/subscribe>
 - (We advise you to sign-up for both)
- Mayor Schwager's Reverse 9-1-1: <http://portalv4.swiftreach.com/portal.aspx?c=201106>
- Like the Borough's Facebook: <https://www.facebook.com/OaklandBorough/>
- Follow the Borough's Twitter: <https://twitter.com/OaklandBorough>
- Follow the Borough's Instagram: www.instagram.com/borough_of_oakland
- Oakland TV Channel 77 and FiOS 45
- Borough YouTube Account: <https://www.youtube.com/channel/UCmqCa3IxiSEpAtXsFLLLeouQ>

Mayor and Council Meetings:

Residents may attend via video conferencing. Notification on meeting credentials will be posted to the Borough Website (www.oakland-nj.org), Social Media Accounts, and on Oakland TV.

Board, Commission, Committee Meetings:

Check the Borough Website for schedule and call-in details for all Board, Committee, and Commission Meetings: <https://www.oakland-nj.org/virtual-board-committee-commission-meetings>

Borough Offices Are Now Open to the Public:

Effective Monday July 13, 2020, all Borough Offices are now open to the public. In an effort to maintain the safety, health and welfare of our employees and residents alike, we ask the public to adhere to the following protocols:

- Face coverings/masks are required to be worn in the building by all visitors unless you cannot do so due to health reasons.
- Visitors are required to keep 6 feet distance between one another. Floor mats and signage are posted and must be adhered to.
- Hand Sanitizer is stationed in each Borough Lobby. Visitors are encouraged to utilize it before touching common surfaces.
- We politely ask that you limit interactions to Borough business only. This is for your safety as well as the safety of those around you.
- Residents and other members of the public are encouraged to continue utilizing telephone, email, regular mail, the Borough Website, and drop boxes for all Borough business that does not require in person visits.

Your patience and cooperation is appreciated as we cautiously navigate these unprecedented times. We are all in this together and keeping everyone safe is our goal.

Re-Opening of Borough Facilities:

- Police Department Lobby: Open
- DPW Lobby: Open
- Borough Hall: Open
- Senior Center: Closed to the Public. Outdoor Programs continue.
- Oakland Public Library: Open at 25% capacity in accordance with State guidelines.
- Municipal Court: Court Window is open. In person court sessions are suspended until further notice from the AOC.
- Recreation: Recreation Facilities have reopened and programs have resumed in accordance with NJ Department of Health guidelines.

Requirements for the Public:

- Face Masks: The public is required to wear face masks upon entry of Borough facilities unless unable to do so due to health conditions.
- Social Distancing: Members of the public should remain a minimum of six feet apart to the extent possible while visiting our buildings.
- Hand Sanitizers: Hand Sanitizers are made available for public use.

Board of Health/Registrar:

The Health Department's drop box is located in the lower-level vestibule. Please include all required documentation and fees together in one package or it cannot be processed and it will be left in the vestibule for you to pick up. When complete it will be tacked to the bulletin board in the vestibule for you to pick-up at your convenience.

All submissions to the Board of Health, including permit requests, are processed on a first-come-first-served basis, which includes mail-in, drop box, or in-person at the window. You may leave your packet at the window, however, it will no longer be processed immediately.

Board of Health inspections are being conducted by Bergen County Health Services. The inspector can be reached at (201) 337-8111, ext. 2019.

For Marriage/Civil Union License Applications please call (201) 337-8111 ext. 2018 to make an appointment to meet with the Secretary to meet outside. Both applicants and the witness (all at least 18 years of age) must attend the meeting to complete the verbal Oath with the Secretary and sign the application. You will be required to bring the completed application (except for the signature and date) and a photocopy of the ID with current address for both applicants and the witness. Two checks made out to the Borough of Oakland – one for \$3 and one for \$25 are the required fees. You will be issued the license the same day until Governor Murphy rescinds that order. At that time, it will revert to the required 3 day waiting period, at which time you will have to make an appointment to come back and pick it up. The form for a Marriage/Civil Union License Application can be found at this link - [https://www.oakland-nj.org/sites/g/files/vyhlif1026/f/uploads/reg-77a - 11.23.16 - app. for marr. remarr cu reaff of cu 0.pdf](https://www.oakland-nj.org/sites/g/files/vyhlif1026/f/uploads/reg-77a_-_11.23.16_-_app._for_marr._remarr_cu_reaff_of_cu_0.pdf)

Certified copies may be requested by submitting an application for a Non-Genealogical record and including photo ID with current address and a check for the appropriate number of copies made out to Borough of Oakland. The form for a Non-Genealogical record can be found at this link - [https://www.oakland-nj.org/sites/g/files/vyhlif1026/f/uploads/application for a certified copy 0.pdf](https://www.oakland-nj.org/sites/g/files/vyhlif1026/f/uploads/application_for_a_certified_copy_0.pdf)

Borough Clerk's Office:

- The Borough Clerk's office is available by phone at (201) 337-8111, ext. 2001 from 8:30 a.m. – 4:30 p.m., or by email at boroclerk@oakland-NJ.org.
 - All dogs and cats should have been licensed already. If you have not applied for your animal license, it is now late. Please submit by mail or drop off the form to the drop box at Borough Hall. Licenses will be mailed back. Form is found here: <https://www.oakland-nj.org/borough-clerk/pages/dog-and-cat-licensing> and can be dropped off in the Borough Hall drop box or sent via mail.
 - Public Records Request: <https://www.oakland-nj.org/borough-clerk/pages/forms-applications>. Forms can be sent via mail or email to boroclerk@oakland-NJ.org.

Code Enforcement, Building Department & Fire Prevention Bureau:

- Permit applications are still encouraged to be processed in the mail:
 - Include required up-front fees.
 - Mail all required documents and fees to:
Borough of Oakland Code Enforcement
One Municipal Plaza
Oakland, NJ 07436
 - CCO & Construction Permits: <https://www.oakland-nj.org/construction-and-code-enforcement/pages/applications-forms>
- Once the application is approved, we will contact you with further instructions.
- The Borough will be erring on the side of caution and the inspectors will be using discretion when entering dwelling and interacting with individuals. Only essential contractors, homeowners or authorized representatives necessary for the completion of any inspection shall be on site during such inspections in an effort to limit unnecessary contact.
- All inspections will be screened for symptoms of COVID-19 upon arrival by the inspector.

- All Fire Safety inspections for CCOs will occur, however only one realtor, homeowner or authorized representative shall be on site during the inspection. There are no changes in the requirements for approval to schedule this inspection.

Department of Public Works:

- If you have any questions or need assistance, email DPWsec@oakland-NJ.org or DPWsec@oakland-NJ.org, or by phone at (201) 337-8111, ext. 3002.
 - Service Request Portal: <https://www.oakland-nj.org/service-requests/webforms/service-requests>

Finance:

- The Finance Department will continue to process vendor payments as paperwork as received.

Fire Department:

- The Oakland Volunteer Fire Department continues on call 24/7 as always.
- Call 9-1-1 for a fire emergency.

Garbage and Recycling:

- For detailed information on garbage and recycling, visit <https://www.oakland-nj.org/public-works>
- The Styrofoam and Plastic Film Collection at the Oakland First Aid Squad is suspended until further notice.
- Yard waste is collected every Monday or Tuesday depending on your side of town. If Monday is your garbage collection, Tuesday is your yard waste pickup. If Friday is your garbage collection, Monday is your yard waste pickup. Caused by staffing issues due to the Coronavirus, our hauler has advised us that there will be delays in picking up yard waste throughout the week. If your yard waste is out at the curb, you may leave it there, and it will be picked up during the week when the hauler arrives.
- Electronics and Metal Recycling have resumed. Notices on scheduling is posted on the Borough website and social media accounts.
- **Metal Collection has been moved to the Second Thursday of the Month. Thank you for your patience.** Residents will receive a mailer from the Borough of Oakland with the official notification.
- Email recycle@oakland-NJ.org with any garbage or recycling questions.

Municipal Court:

- The Municipal Court Window has re-opened to the public. Municipal Court in-person sessions are suspended until further notice and are being conducted via video conferencing.
- Fines and payments for motor vehicle violations can be made online at www.njmcdirect.com.

- All other violations and payments can be mailed or dropped in person at the Municipal Court window.
- Any questions contact Court Administrator Dawn Baron at (201) 337-8111, ext. 4100 or dawn.baron@njcourts.gov.

Oakland First Aid Squad:

- The Ambulance Corps continues on call 24/7 as always.
- Call 9-1-1 in a medical emergency.
- The Oakland First Aid Squad DOES NOT perform COVID-19 Testing.
- Being brought to the hospital via ambulance DOES NOT guarantee that you will arrive at the hospital quicker, and it DOES not guarantee that you will be seen more quickly once at hospital. Treatment order is determined by need; the most critically ill will always receive care first.
- If you have a fever, cough, chills, mild shortness of breath, nausea, vomiting, diarrhea, muscle aches, fatigue, sore throat, or runny nose, or have been around someone exhibiting these symptoms, CONTACT YOUR DOCTOR FOR MEDICAL ADVICE. If your doctor recommends that you be evaluated in the hospital, first attempt to have a family member drive you. CARE FOR THESE COMPLAINTS CANNOT BE PROVIDED BY EMS.
- Only call 9-1-1 for LIFE THREATENING EMERGENCIES. Examples include allergic reactions, chest pain, suspected stroke, uncontrollable bleeding, serious accidents, significant difficulty breathing, unconsciousness, seizures, serious accidents, and overdose/poisonings.
- If you call 9-1-1, you will be asked screening questions. PLEASE ANSWER ALL SCREENING QUESTIONS TRUTHFULLY. This will ensure EMS takes appropriate precautions.
- Introduction of EMS crews and members of the Police Department into your home will inherently disrupt your effort to self-quarantine/self-isolate/remain socially distant. Please take this risk seriously.

Parks and Recreation:

- Football, Cheer, Soccer, and TGA Sports Camp sign-ups are still available online at www.oaklandrec.org. Summer Camp is currently taking place. If you have any questions you would like answered, please contact Recreation Chairman Mike Guadagnino at recreation@oakland-NJ.org.
- The Borough's Recreation Facilities and Parks have opened, in accordance with the terms of the Governor's Executive Order. This covers all locations including the main recreation complex, Wells field, Truman Field, Great Oak Park and the Potash Lake Boat Launch.
- The Borough's Playgrounds, Restrooms, Batting Cages, Tennis Courts, and Roller Hockey Rink are open. The Public must adhere to the signage/rules posted at all facilities.
- The following conditions also apply:
 - Outdoor sports have resumed and must adhere to NJ Department of Health guidelines.
 - Visitors must practice social distancing and remain at least 6 feet apart, excluding 'family members, caretakers, household members or romantic partners'
 - The walking path at the Recreation Complex will be one way only.

- Staff, parents, guardians, and visitors are required to wear face coverings at practices and games unless they cannot for health reasons. Athletes are encouraged to wear masks during downtime, but not during physical activity.
- All sports, tournaments, and outdoor activities must abide by the limit on outdoor gatherings, which is currently 500 people.

Planning Board/Zoning Board:

- If a meeting is cancelled, the applicants and their attorneys will be notified. The Planning and Zoning Boards will continue to hold meetings virtually via video conference as needed. Information will be posted to the Borough Website.
 - Kathy Gurney can be e-mailed at adminsec@oakland-NJ.org

Police Department:

- The Police Department continues to operate 24/7 as always.
- The Oakland PD lobby is open.
- Emergencies should be reported via 9-1-1.
- All non-emergency contact should be initiated via telephone call to 201-337-6171. The Police Desk is staffed 24 hours per day.
- Requests for Police records can be obtained online at <https://www.oakland-nj.org/records-bureau/pages/accidentpolice-reports>, or by email to prios@oaklandpolice.us, or call 201-405-7720.
- Our community outreach programs have been suspended until further notice.
- Officers are still responding to residences but may keep their distance from you and ask you to speak with them outside.

Shade Tree:

Apply for a Tree Removal Permit by completing a Tree Removal Permit application located at <https://www.oakland-nj.org/shade-tree-commission/pages/tree-removal-information>

- Complete application and mail to:
Borough of Oakland
Attn: Shade Tree Commission
One Municipal Plaza
Oakland, NJ 07436
Email: ShadeTree@Oakland-NJ.org
- Once application is received, you will be contacted by the Shade Tree Commission for an inspection.
- Once the Borough receives the check in the mail or dropped off in person at the DPW Lobby Window, the permit will be mailed and/or given in person to the resident.

Tax Collection:

- Third quarter taxes are due Aug 1, 2020. Estimated bills were mailed June 16, 2020. For more information on this estimated bill and how to pay go to Oakland's website WWW.OAKLAND-NJ.ORG.
- Taxes due, delinquent or paid in previous years can be found on WWW.OAKLAND-NJ.ORG, click ONLINE PAYMENTS, click WIPP, enter your block and lot or address.
- We now offer online payment services, WWW.OAKLAND-NJ.ORG , "ONLINE PAYMENTS", follow instructions.
- We encourage you to continue social distance practices by using online payment services, US postal mail or place your payment in the locked drop box, located outside to the left of the front door. If you would like a receipt, include a self-addressed stamp envelope, otherwise your cancelled check will serve as a receipt.
- PTR forms are being processed. Mail or leave your form (no social security number needed) with a self-addressed stamped envelope, including phone number. Your form will be processed promptly and returned to you.
- To reach the Tax Collector, Debra Benigno use email address, taxcollector@oakland-nj.org or by phone at (201) 337-8111 ext. 2009.

Tax Assessor:

- The Borough is now open to the public but we kindly ask you continue to mail or email any questions or requests to assessor@oakland-nj.org. The Bergen County Board of Taxation remains closed to the public. All petitions/supporting documents should be mailed. On May 28, 2020, Governor Murphy signed P.L. 2020, c. 35 into law. This law extends the filing deadline for property tax appeals at the county boards of taxation in counties operating under the "traditional" assessment calendar from April 1, 2020 (May 1, 2020 for municipalities undergoing a revaluation or reassessment) to July 1, 2020. County boards of taxation operating under that calendar will have until September 30, 2020 to render decisions on the appeals before them.
- Tax appeal petitions are available at <https://www.oakland-nj.org/tax-assessor>
- Property record cards are available online at <https://www.oakland-nj.org/tax-assessor>
- Tax maps are available online at <https://www.oakland-nj.org/about-borough/pages/mapping>
- Property inspections are on hold until further notice.

<p>Mail all correspondence to:</p> <p>Borough of Oakland ATTN: "Department Name" One Municipal Plaza Oakland, NJ 07436</p>	<p>Make checks payable to:</p> <p>Borough of Oakland</p>
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Contact List				
Title	Name	Phone Number	Ext.	Email
Mayor				
Mayor	Linda Schwager	(201) 337-8111	2011	mayorschwager@oakland-NJ.org
Borough Council				
Councilman	Lew Levy	(201) 337-8111		levy@oakland-nj.org
Councilman	John Biale	(201) 337-8111		biale@oakland-nj.org
Councilman	Robert Knapp	(201) 337-8111		knapp@oakland-nj.org
Councilman	Russell Talamini	(201) 337-8111		talamini@oakland-nj.org
Councilman	Pasquale Pignatelli	(201) 337-8111		pignatelli@oakland-nj.org
Councilman	Grant Van Eck	(201) 337-8111		vaneck@oakland-nj.org
Administration				
Borough Administrator	Richard S. Kunze	(201) 337-8111	2005	boroadmin@oakland-NJ.org
Confidential Secretary	Kathlyn Gurney	(201) 337-8111	2005	adminsec@oakland-NJ.org
Asst. to Administrator	Michael Carelli	(201) 337-8111	2026	assistadmin@oakland-NJ.org
Borough Clerk				
Borough Clerk	Lisa M. Duncan	(201) 337-8111	2001	boroclerk@oakland-NJ.org
Finance				
Chief Financial Officer	David Young	(201) 337-8111	2014	CFO@oakland-NJ.org
Tax Collector	Debra Benigno	(201) 337-8111	2009	taxcollector@oakland-NJ.org
Accounts Payable	Anisa Mainiero	(201) 337-8111	2002	purchasing@oakland-NJ.org
Water/Sewer Utility	Nancy Lightbody	(201) 337-8111	2013	utilityclerk@oakland-NJ.org
Payroll	Tracy Saliani	(201) 337-8111	2002	payroll@oakland-NJ.org
Assessor				
Tax Assessor	Scott Holzhauer	(201) 337-8111	2007	assessor@oakland-NJ.org
Tax Assessor Clerk	Mariela Castro	(201) 337-8111	2007	assessorclerk@oakland-NJ.org
Health				
Board of Health/Registrar	Sandra Steele	(201) 337-8111	2018	health@oakland-NJ.org
Health Inspector	Kristin Caperino	(201) 337-8111	2019	
Municipal Court				
Court Administrator	Dawn Baron	(201) 337-8111	4100	Dawn.baron@njcourts.gov
Violations Clerk	Marisol Gaitan	(201) 337-8111	4001	Marison.gaitan@njcourts.gov
Planning and Zoning				
Planning & Zoning	Mariela Castro	(201) 337-8111	2007	planning@oakland-NJ.org
Construction				
Technical Assistant	Gail Bowitz	(201) 337-8111	2021	taco@oakland-NJ.org
Construction Official	John Wittekind	(201) 337-8111	2025	construction@oakland-NJ.org
Fire Prev./Prop. Maint.	Jeanne Fondacaro	(201) 337-8111	2025	fireassistant@oakland-NJ.org
Plumbing Sub Code	Vincent Pellegrini	(201) 337-8111	2021	
Electrical Sub Code	Chris Walthour	(201) 337-8111	2021	
Zoning Officer	Michael Tabbback	(201) 337-8111	2022	zoningofficer@oakland-NJ.org
Building Inspector	Robert Cellini	(201) 337-8111	2021	
Recreation				
Recreation Aide	Tracy Saliani	(201) 337-8111	2020	recsec@oakland-NJ.org
Rec Commission Chair	Mike Guadagnino	(201) 337-8111	2020	recreation@oakland-NJ.org
Department of Public Works				
DPW Superintendent	Anthony Marcucilli	(201) 337-8111	3003	DPW@oakland-NJ.org
Assist. Superintendent	Mike McMahon	(201) 337-8111	3004	asstsuper@oakland-NJ.org
Roads Supervisor	Scott Ciccarella	(201) 337-8111	3005	roads@oakland-NJ.org
Recycling	Matthew Goodrich	(201) 337-8111	3007	recycle@oakland-NJ.org
Water Supervisor	Terry Farley	(201) 337-8111	3009	water@oakland-NJ.org
DPW Secretary	Sue Trentacoste	(201) 337-8111	3002	dpwsec@oakland-NJ.org
DPW Clerk	Lorraine Roland	(201) 337-8111	3001	dpwassist@oakland-NJ.org
Police Department				
Police Chief	Keith Sanzari	(201) 337-8111	1011	ksanzari@oaklandpolice.us
Secretary to Chief	Christine Davis	(201) 337-8111	1003	cdavis@oaklandpolice.us
Records Clerk	Phyllis Rios	(201) 337-8111	1004	prios@oaklandpolice.us
IT Manager	Vincent Dies	(201) 337-8111	1014	vdies@oaklandpolice.us
Fire Department				
Fire Chief	Vincent Dies			firechief@oakland-NJ.org
Library				
Library Director	Peter Havel	(201) 337-8111	7100	havel@oakland.bccls.org
Senior Center				
Senior Center Director	Arielle Preciado	(201) 337-8111	2060	seniors@oakland-NJ.org

