

BOROUGH OF OAKLAND CORONAVIRUS SERVICES DIRECTORY

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>
- Oakland TV Channel 77 and FiOS 45
- Borough YouTube Account:
<https://www.youtube.com/channel/UCmqCa3lxiSEpAtXsFLLeouQ>

Mayor and Council Meetings:

Residents may attend via teleconference. Notification on call-in information will be posted to the Borough's 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:

As a result of the ongoing emergency, all Borough buildings except for the Police Department Lobby will remain closed to the public until further notice. For assistance, please reach out to us via, phone, e-mail or through our online service request portal. Details and contact information can be found at www.oakland-nj.org.

Board of Health/Registrar:

- Board of Health permit requests can be sent by email to health@oakland.org or placed in the Health Department's drop box in the lower-level vestibule.
- Board of Health inspections are being conducted by Bergen County Health Services. The inspector can be reached at (201) 337-8111, ext. 2019.
- Marriage Licenses/Applications:
 - There are two ways to apply for a marriage license:
 - In person: Meet with Registrar with social distancing guidelines. To make an appointment call the Health Department.
 - Virtually: The Registrar may conduct a Marriage Application virtually per Governor Murphy's recent Executive Order.
 - Visit the Health Department Page for more details.

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.
 - Voter Registration - forms should be printed and mailed to the Bergen County Superintendent of Elections, One Bergen County Plaza, 3rd Floor, Room 380, Hackensack, NJ 076017076.
 - The School Election was postponed to May 12, 2020 and will be done by vote by mail. The Bergen County Clerk will be mailing all registered voters a vote by mail form that must be submitted by May 12th.
 - The Primary Election was postponed to July 7, 2020.
 - County Committee Elections - Please be advised that due to Covid-19, the County Level Democratic and Republican Organizations have postponed their County Committee Elections until June of 2021.

Code Enforcement, Building Department & Fire Prevention Bureau:

- Permit applications will be processed through 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 appointments and inspections will be telephone screened for symptoms of COVID-19 prior to the appointment.
- 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 DPW@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 although some delays may occur due to the current circumstances.

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 for May has been cancelled due to staffing issues with the hauler. We thank you for your patience.

- Email recycle@oakland-NJ.org with any garbage or recycling questions.

Municipal Court:

- Municipal Court sessions have been suspended until further notice by the State of NJ.
- New Court dates will be issued.
- 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 the drop box by the front door of Borough Hall.
- The Municipal Court will begin utilizing 'plea by mail' and video conferencing by early May.
- 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:

- Spring sports programs (Baseball, Golf, Lacrosse, and Softball) have been delayed but not yet cancelled. Programs may still run in some form over the summer.
- Football, cheer, and soccer sign-ups are still available online at www.oaklandrec.org. Summer camp registration and counselor interviews will be announced as soon as the emergency is lifted. 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 have opened for passive recreation, 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 following will remain closed for the time being:
 - Playgrounds
 - Exercise Stations
 - Restrooms
 - Tennis Courts
 - Batting Cages
 - Roller Hockey Rink
- The following conditions also apply:
 - No picnicking or group / organized sporting activities are allowed.
 - Parking will be limited to 50% of maximum capacity.
 - Visitors should wear masks, unless they cannot for health reasons.
 - 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.

Planning Board/Zoning Board:

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

Police Department:

- The Police Department continues to operate 24/7 as always.
- The Oakland PD lobby is open for all emergencies; however, for non-emergencies, please call or use the intercom system outside of the front door.
- 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.
- While we are doing our best to maintain our current level of service to the community, delays may occur in the processing of some permits and reports. We appreciate your patience and will do our best to process all requests in a timely manner.

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
- 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, the permit will be mailed to the resident.

Tax Collection:

- The governing body has extended the grace period for the 2nd quarter Tax Payment to June 1, 2020. The intent of this action is to provide additional time for those people who are having financial difficulties due to the coronavirus pandemic to receive much needed financial assistance from the Federal Government or through Unemployment. The due date for taxes is still May 1st and the Borough is still required to make payment to the Schools and the County who combined receive 75% of every tax dollar that we collect. IF you are able to pay on time, we ask that you continue to do so.
- Tax payment verification – any questions on the amount due, interest due, interest projection on delinquent taxes, total taxes paid in 2019 and a copy of your tax bill are available at <https://www.oakland-nj.org/tax-collector>
- Property taxes - can be paid by property owners utilizing the online payment options available at <https://wipp.edmundsassoc.com/Wipp/?wippid=0242>
- PTR Forms - complete the top section of the PTR form and place it in the drop box at the front door of Borough Hall. Once received, the Tax Collector portion will be completed and returned to the homeowner by mail. Please include your telephone contact information in case you need to be reached by telephone.
- Questions: Please contact Tax Collector Debra Benigno at (201) 337-8111, ext. 2009.

Tax Assessor:

- Completed petitions may be mailed or e-mailed to the Assessor at assessor@oakland-nj.org. The Bergen County Board of Taxation is closed to the public. They will only receive petitions through the mail. As a result of the COVID-19 coronavirus public health crisis, on March 19, 2020, the New Jersey Supreme Court issued an order extending the filing deadline for local property tax appeals until 30 days after the State of Emergency is rescinded.
- 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
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	2010	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 Tabback	(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

