

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
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II. Vehicles should contain only those items for which the vehicle is designed. The Township shall not be liable for the loss or damage of any personal property transported in the vehicle.

III. Employees/Volunteers are expected to keep Township vehicles clean and to report any malfunction or damage to their supervisor immediately.

IV. Employees/Volunteers shall not operate Township vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may be interfere with effective and safe operation of said vehicle.

V. Employees/Volunteers who operate Township vehicles must have a valid motor vehicle license issued by their state of current residence and may be required to provide proof of valid motor vehicle license once every six (6) months.

VI. Employees/Volunteers driving Township vehicles shall obey all applicable traffic and parking regulations, ordinances and laws, including, but not limited to, laws regarding cellular telephone usage.

a. Employees/Volunteers who incur parking or other fines in Township vehicles will generally be personally responsible for the payment of such fines unless the payment of such fines is approved by the Township Administrator.

b. Employees/Volunteers who are issued citations for any offense while using a Township vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.

VII. Failure to comply with any of the provisions of this policy may result in disciplinary action up to and including removal of Township vehicle privileges, suspension, and/or termination from Township service.

#24-82 Approve Policy for Recreation Department's Policies and Procedures Manual

WHEREAS, the Department of Parks and Recreation is always striving to improve its policies and procedures; and,

WHEREAS, the Township Committee, the Department of Parks and Recreation Board and the Recreation Director govern and manage the Wyckoff Department of Parks and Recreation with economy and efficiency following best practices; and,

WHEREAS, the attached revised policies and procedures regarding Wyckoff's Recreation Code of Conduct for coaches and parents is considered a best practice and the establishment of a subcommittee with procedures to address complaints and concerns is recommended.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached document dated May 17, 2016 are hereby approved for inclusion in the Recreation Department policies and procedures manual and shall serve as policy to govern the Wyckoff Parks and Recreation Department programs:

1. Zero Tolerance Policy towards harassment, intimidation and bullying.
2. Volunteers communicating electronically regarding municipal operations.
3. Code of Conduct subcommittee procedures.
4. Code of Conduct responsibilities for parents and coaches.
5. Resources for coaches regarding positive coaching and specific sport instruction.

The list of material available at the Wyckoff Library is found by clicking the following link

https://docs.google.com/document/d/1ZvJEeRwsrqYIAOC_R5ytATqIdPpP3psvPKInzbIEWI/edit?usp=sharing

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BE IT FURTHER RESOLVED, that the Recreation Director and the Department of Parks and Recreation Advisory Board shall ensure all coaches and parents are provided with these policies by requiring a signature of receipt when they register their child to participate and/or volunteer to coach a recreation program.

Township of Wyckoff
Board of Parks & Recreation
Code of Conduct Sub-Committee Procedure

Upon receipt of a written or verbal complaint received by the Director of the Recreation and Parks Department and memorialized, the Code of Conduct Committee, which shall consist of three (3) members of the Board of Recreation and Parks and the Township Committee Liaison to said Board or another member of the Township Committee if the Liaison is not available, shall, as a committee, meet with all appropriate parties involved in the complaint. At a minimum, the committee will meet with the complainant and then meet with the person who is the subject of the complaint. Additionally, the Committee may meet with anyone else that they believe may be helpful to speak with regarding the complaint to gather necessary information.

Upon the conclusion of such meetings, the Committee will carefully consider the information and deliberate over the complaint and the facts they have discovered and render a decision regarding the complaint. Whether the subject of the complaint is a coach or a parent, such decisions may include, but are not limited to: no action taken, short or long-term suspension from practices and/or games, or immediate dismissal from coaching or participating in the Wyckoff Recreation and Parks programs, depending on the severity of the alleged infraction. These decisions will be reviewed with the Board of Recreation and Parks at a previously scheduled meeting or, if necessary, at an emergency meeting scheduled by the Director of Recreation and Parks Department, prior to the decision being communicated to the involved parties.

Once the decision has been reviewed and endorsed by the Board of Parks and Recreation, a member of the Committee will communicate the decision to the complainant and the person who is the subject of the complaint. If either the complainant or the subject of the complaint cannot meet, the decision may be provided over the phone. However, a memo must be provided and filed which memorializes that conversation.

The attached Wyckoff Recreation Code of Conduct, which each coach and parent has read and signed, describes acceptable and expected behavior. Any complaint of unacceptable conduct shall be reviewed against these criteria.

*updated 5/17/16

WYCKOFF RECREATION CODE OF ACCEPTABLE CONDUCT REQUIRING ALL VOLUNTEERS TO COMPLY WITH THE TOWNSHIP'S POLICIES AS HEREIN DESCRIBED AND THE FAILURE TO DO SO MAY RESULT IN BEING BARRED AS A COACH OR, IN EXTREME CIRCUMSTANCES, A SPECTATOR.

Coaches:

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Respect the rights of all participants, and use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Ensure there is absolutely no physical or psychological intimidation, verbal abuse, and conduct that is demeaning to athletes or others by you or others coaching your team.
- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legal protected classification.

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- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the participation rules established by the league and/or Recreation Department and the spirit of those rules.
- Encourage youth to participate in other sports and activities to promote all aspects of their development.

I will treat each player as an individual, remembering the wide range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each child and treat each player as an individual while demonstrating concern for their individual needs and wellbeing.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all youth.
- Recognize that youth may vary greatly in physical, social and emotional maturation and consider these factors when setting up competitions and when interacting with youth.

I will do my best to provide a safe playing situation for my players and ensure their safety when under my supervision.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sexual molestation, assault, physical or emotional abuse.
- Never be alone with children under my supervision outside of the program. This includes “one-on-one” time with players for extra instruction, which is prohibited.
- Correct or avoid unsafe practice or playing conditions.
- Use appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the care of the coach.
- Be visible to other staff members and spectators (if applicable) at all times when supervising/coaching minors.
- Never transport children in their own vehicles, unless written authorization from the child’s parent or guardian has been received.
- Never purchase gifts for individual members of the program under the coach’s supervision.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players and ensure that I follow the Recreation Department’s policy on injury treatment and parent contact.

Expected Behavior:

- Keep basic first aid supplies available in all practice and game situations.
- Keep a copy of the Recreation Department provided team roster with me at all practices and games so that immediate contact can be made with a parent in case of an injury.
- Take advantage of the first aid and CPR courses offered to coaches.
- Recognize and administer proper first aid to an injured player and call 911 immediately in the case of a serious/life-threatening injury.
- Demonstrate concern for an injured player, notify parents immediately and cooperate with medical authorities.
- Protect the players’ well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.
- Be particularly vigilant with regard to removing any player from competition or practice who may have sustained a head injury.
- Do not attempt to move players who appear to have sustained a serious injury such as a head, neck, or back injury or when the potential for a broken bone exists.

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I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied, and productive and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated. Maintain an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage athletes to give defeated opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Don't engage in or permit profanity or obscene gestures during practices, sporting events, or any other situation where the behavior could reflect badly on yourself, your players, or the Township.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities and in the presence of players.
- Refrain from the use of any type tobacco products or alcohol at all team activities and in the presence of your players.
- Never provide any type of alcohol, drug or tobacco products to any of your players.
- Demand that parents refrain from the public use of tobacco products or alcohol at team activities.
- Understand that the use of tobacco, nicotine delivery products, and the consumption of alcohol on Township property, parks, recreation areas, and parking lots is prohibited, including "tailgating" prior to or after youth sporting events.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.
- Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach's own players and their opponents.

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- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

Expected Behavior:

- Treat the parents of athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Fulfill the expected role of a youth coach to adopt a “children first” philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.
- Place the emphasis on fun and participation.
- Encourage athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

I am aware that the Township has a Zero Tolerance Policy for Harassment/Intimidation/Bullying.

Expected Behavior:

- Any observations of harassment, bullying, or intimidation of a parent or child participant shall be instructed to stop immediately by a coach and reported to the Recreation Director. This includes actions by other coaches, parents, or child participants.
- I will report any coach’s, parent’s or child’s behavior that is disruptive to team activities or disrespectful of teammates and/or coaches to the Head Coach and Recreation Director. I will also advise the coach, parent, or child that his or her behavior is inappropriate and that the behavior is being reported.

I am aware of Restroom Procedures as they relate to children utilizing a restroom during activities.

Expected Behavior:

- All restrooms shall be checked in advance by staff persons (head coach, assistant coach) before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- Staff members may also relinquish the child to his or her parent if they are present to use the restrooms.

Parents:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. I will not argue with, yell at, or otherwise engage in confrontational conversation with any player, coach, or official.

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2. I will place an emphasis on my child's effort ahead of a concern for the outcome. I will not criticize, demean, or otherwise embarrass my child during practices or games.
3. I will be informed as to each program's philosophy and competitive level and conduct myself in a manner which is consistent with the age, developmental level, and emotional maturity of the participants.
4. I will cheer for every child – not just my own. All positive plays and displays of good sportsmanship by all participants will be recognized. I will not cheer when an opposing player makes a mistake, nor will I attempt to distract any players from achieving their desired outcome.
5. I will make efforts to understand the modified rules utilized at each different level.
6. I will promote a safe and healthy environment for all children in attendance as both spectators and participants. I will not attempt to intimidate, harass, or bully any participants, officials or coaches.
7. I will communicate respectfully to coaches and officials working with my child in order to encourage a positive and enjoyable experience for all. In the event that I disagree with a coach's decision, I will abide by the Recreation Department's 24-Hour Rule in that I will not approach a coach with any concern in person, by phone, or by email until 24 hours after the event has taken place.
8. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events. This includes but is not limited to "tailgating" or otherwise consuming alcohol at all youth sports events. I further understand that the Township prohibits smoking in all public parks and recreational facilities and their parking lots.
9. I will remember that the game is for youth – not for adults.
10. I will make youth sports fun for my child. This includes my actions, behavior, and conversations before, during, and after games or contests.
11. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, gender, ethnicity, sexual orientation, religion, or ability.
12. I will serve as a role model in my actions and words.
13. I will respect my child's coaches and teammates by making every effort to fully meet the program's commitment as shown by his/her regular attendance at scheduled games and practices for the duration of the season.
14. I am aware of the Zero Tolerance Policy toward Harassment/Intimidation/Bullying and will not participate in any of these toward any coaches, players, other parents, or officials. I will report any observations of such conduct to the appropriate parties (i.e. coach, Recreation Director, Recreation Board).

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15. I will refrain from posting negative comments about the Wyckoff Recreation Program, its staff, volunteer coaches, officials, other parents and players, and its opponents on any form of social media. Doing so is disrespectful to the program and its many volunteers and goes against the positive experience all are attempting to provide for your child.

Wyckoff Recreation Code of Conduct

My failure or reported failure to comply with the attached Code of Conduct, Zero Tolerance Towards Harassment, Intimidation, and Bullying Policy, and the Volunteers Communicating Electronically Regarding Municipal Operations Policy in my role as a Coach or a Parent will result in my alleged actions being brought before the Wyckoff Board of Parks and Recreation's Code of Conduct Committee where my conduct will be reviewed and appropriate action taken. Such action may include, but is not limited to: no action, warnings, short and/or long-term suspension, or immediate dismissal from the program or from coaching in the Wyckoff Recreation Programs.

Name (Printed)

Signature

Date

Wyckoff Parks & Recreation
Zero Tolerance Policy Towards Harassment, Intimidation, and Bullying

It is the Township of Wyckoff's policy to prohibit harassment, intimidation, and bullying of a participant, parent, spectator, or coach by another participant, parent, spectator, or coach on the basis of actual or perceived ability level, sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law.

While it is not easy to define precisely what harassment, intimidation and bullying are, they include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images and other similar verbal, written, printed, or physical conduct.

If a participant, parent, spectator, or coach is witness to or believes to have experienced harassment, intimidation, or bullying, the participant, spectator, coach, or witness shall immediately notify the parent, coach, and the Parks & Recreation Director of the observed harassment.

Notification of appropriate personnel such as the coach, the parent, and the Parks & Recreation Director, is essential to the success of the implementation of this policy. The Township of Wyckoff's Board of Parks & Recreation cannot resolve

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a harassment, intimidation, or bullying problem unless it is notified about it. Therefore, it is the responsibility of all participants, parents, spectators, and coaches to bring those kinds of problems to the attention of the appropriate officials so that actions are taken to correct them. Violation of this policy shall subject participants, parents, spectators, and coaches to disciplinary action, up to and including immediate removal from the program. Any questions, please contact the Recreation Director at (201)891-3350 or wyckoffrec@wyckoff-nj.com.



Rights and Duties of an Employee in Local Government
Online Training Instructions

This course discusses the right of each employee to a workplace free of harassment and each employee's duty to respect the rights of all other employees.

To access the online course:

- Step 1: Go to the MEL's website <http://mimel.org/>
- Step 2: On the MEL homepage, click on the MSI logo at the top to access the MSI page.
- Step 3: On the MSI page, click "MSI Login" to access the login page.
- Step 4: Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.
- Step 5: On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.
- Step 6: On the course selection page, click "Rights and Duties of an Employee in Local Government" on the left. Then click "enroll" on the right.
- Step 7: The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.
- Step 8: On your authorized course list, click "Rights and Duties of an Employee in Local Government" to access the course.
- Step 9: When the course appears, click the start symbol in the middle of the screen to begin the course.

If you need additional assistance please call the MSI help line at (866) 661-5120 during business hours.

#24-83 Annual Monitoring of Tax Exemptions & Pilots

WHEREAS, the Township Committee, in accordance with New Jersey Best Practices Checklist require that tax exemptions and payments in lieu of taxes (pilots) are to be monitored annually and the Township Committee shall be advised in writing no later than January 31 annually.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that in accordance with best practices for finance and internal controls that:

- A) The Township Administrator be and is hereby appointed to monitor exemptions granted to the Long-Term Exemption Law, N.J.S.A.

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- 40A:20-1, et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1, et seq., commonly referred to as payments in lieu of taxes ("PILOTs"); and,
- B) The Tax Assessor be and is hereby designated to monitor tax exemptions and abatements on an annual basis.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a copy of this resolution to the Township Administrator, Tax Assessor, Chief Financial Officer and the Township Auditor.

#24-84 Authorize Payment of Annual Service Charges

WHEREAS, the Northwest Bergen County Utilities Authority was established pursuant to New Jersey Statutes Chapter 36A Title 40, and presently is authorized to operate pursuant to N.J.S.A. 40A:14B-2; and,

WHEREAS, the municipalities of Allendale, Ho-Ho-Kus, Midland Park, Ramsey, Waldwick and Wyckoff, on or about March 12, 1965, The Village of Ridgewood on or about July 5, 1972, and the Township of Mahwah, on or about June 25, 1975, entered in Service Contracts with the Northwest Bergen County Utilities Authority whereby the various rights and obligations of the parties concerning operation, establishment and calculation of rates and method of payments were established; and,

WHEREAS, pursuant to said statutory authorization and Service Contracts, the Northwest Bergen County Utilities Authority adopted a budget for the current fiscal year, making provision for the payment of the amount that the Authority estimates will be required to be paid by said municipalities during the current fiscal year and for security of payment of principal and interest on outstanding bonds or other obligations authorized by said statutes and service contracts, and for cost of operation, depreciation and repair of the district's sewer system including establishment and maintenance of working capital and reserves; and,

WHEREAS, the above stated Statutes and Service Contracts provide that the Authority may prescribe the sum to be charged for the discharge and disposal of sewage through the district sewer system pursuant to N.J.S.A. 40A:14B-2 and related statutes thereto; and,

WHEREAS, the Township of Wyckoff has received the current year user service charge.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the payment of the current year user service charge contained within the Sewer Utility budget consistent with its' participation in the regional sewerage treatment facility is hereby authorized.

#24-85 Appointment of Coordinator for Emergency Telephone System

WHEREAS, the Township of Wyckoff ("Township") is required pursuant to State law and the regulations of the State Department of Treasury to appoint a coordinator for the Township's emergency telephone system ("9-1-1 System"); and,

WHEREAS, the municipal coordinator of the 9-1-1 System is responsible for maintaining a plan for enhanced emergency services throughout the Township and for developing such revisions to the plan as may be necessary for review by the Township Committee of the Township; and,

WHEREAS, the Township is empowered by law to appoint and employ professionals, technical advisors and experts as the Township may determine to be necessary for its efficient operation; and,

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WHEREAS, the Township has received a written recommendation from David V. Murphy, Chief of Police of the Wyckoff Police Department, requesting the appointment of Ptl. James Bakelaar as the municipal coordinator of the 9-1-1 System; and,

WHEREAS, the Township Committee of the Township are desirous of appointing Ptl. James Bakelaar to serve as municipal coordinator for the 9-1-1 System in accordance with the requirements and procedures mandated under N.J.S.A. 52:17C-1 et seq, and N.J.S.A. 17:24-5.1 et seq.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey as follows:

1. That Ptl. James Bakelaar of the Wyckoff Police Department is hereby appointed to serve as the municipal coordinator for the Township's 9-1-1- System.
2. That Ptl. James Bakelaar shall perform all such duties and carry out all of the responsibilities as set forth in the existing plan for enhanced emergency services throughout the Township and in accordance with the requirements and procedures mandated under N.J.S.A. 52:17C-1, et seq. and N.J.S.A. 17:24-5.1, et seq.
3. That no further action of the Township shall be required.

#24-86 Establish Transit Emergency Plan

WHEREAS, the Township Committee desires to assist Wyckoff residents who commute to New York City; and,

WHEREAS, in the event of a transit emergency, the attached plan would guide the Township Committees action.

NOW THEREFOR BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached transit emergency place is adopted.

Wyckoff Park and Ride Policy in the Event of a Transit Emergency

A. Definition of a transit emergency

A transit emergency is defined as an event or government policy which causes a surge in demand on the use of the parking concession at the Wyckoff Park and Ride. Examples of a transit emergency include:

- An event causing discontinuance or disruption of service on one of the three major services providing mass transportation to Manhattan (private carrier bus lines, NJ Transit bus, NJ Transit train). Causes of such events may include a labor action (or threat of a labor action), accident, road or railroad closure, or emergency maintenance. This list is not exhaustive.
- A governmental policy impacting transportation by bus, car, or train into NYC or other urban areas. For instance, in the event of a terrorist attack or threat of one, a government agency may ban the entry of private cars into Manhattan or otherwise restrict their use.
- An emergency which restricts the use of private or public transportation.

B. The Township of Wyckoff's policy in the event of a transit emergency

The Township Administrator, in consultation with the two Township Committee members who serve on the Public Policy Subcommittee may approve the emergency use of the park and ride for a period of up to 14 days, making a section of the Park and Ride and Community Park parking lot available to Wyckoff residents at no charge. Such approval or failure to provide approval for a transit

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emergency can be overridden by the Township Committee in a public meeting. The size of such section shall be determined by the Township Administrator and Wyckoff Police Department on the basis of the general availability of surplus parking spaces at the time of the transit emergency. Such parking spaces shall be available to Wyckoff residents on a first-come, first-served basis. Yearly parking permit holders will be given priority for spaces should a situation exist where capacity is surpassed by demand. The Township Administrator and Wyckoff Police Chief are empowered to provide method to manage yearly permit holders and those using the lot in an emergency situation.

In the event the transportation emergency exceeds 14 days, Wyckoff residents wishing to use the Wyckoff Park and Ride shall be required to purchase a special parking permit at the following rates:

Up to two months: \$40

Residents may also purchase a permit for the balance of the calendar year in which the transportation emergency occurs at the calendar year price valid at the time of purchase. (Non pro-rated rates apply.)

No refunds shall be made for purchases of the above-listed permits.

C. In the event of a transportation emergency, Wyckoff shall announce the availability of spaces in the Wyckoff Park and Ride and the policy concerning their use via its email list, website, Wyckoff e-blast communication, social media, and police department message boards.

Brian Scanlan, Nov. 12, 2016
Incorporates Comments John Carolan Nov 12, 2016
Incorporates Public Policy comments Dec. 6, 2016
Additional comments/changes from J. Carolan Dec. 7, 2016
Additional comments/changes from Chief Murphy Jan. 3, 2017

#24-87 Establish Wyckoff – A Stigma Free Zone

WHEREAS, the National Institute of Mental Health reports that 1 in 4 adults experience mental illness in a given year and 1 in 17 adults live with a serious mental illness such as schizophrenia, major depression, or bipolar disorder; and,

WHEREAS, approximately 20% of adolescents ages 12 to 17 and 8.3% of adults in the United States reported having a major depressive episode in the past year; and,

WHEREAS, the National Institute on Alcohol Abuse and Alcoholism reports that 16.6 million adults ages 18 and older had an alcohol use disorder (AUD) and an estimated 29.5 million people ages 12 and over had an AUD in the past year and that alcoholism and drug addiction represents serious, ongoing threats to public health; and,

WHEREAS, the National Institute on Drug Abuse estimates that in 2021 an estimated 14.1 million Americans needed treatment for a problem related to drug addiction or AUD, but only about 1.6 million people received treatment at a specialty facility; and,

WHEREAS, the stigma associated with the diseases of mental illness, alcoholism and drug addiction is often identified as a primary reason individuals fail to seek the help they need to recover from the disease; and,

WHEREAS, Stigma Free Zones aim to inspire public interest and open dialogue about stigma, raise awareness of the diseases of mental illness, alcoholism, and drug addiction and create a culture wherein residents who have the diseases of

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mental illness, alcoholism, and drug addiction feel supported by their community and neighbors and feel free to seek treatment for the disease without fear of stigma; and,

WHEREAS, promoting awareness that there can be no “health” without mental health will break down barriers and encourage residents of all ages to be mindful of their mental health and ask for help when needed; and,

WHEREAS, local resources are available to treat the diseases of mental illness, alcoholism, and addiction so that residents do not suffer alone or feel hopeless; and,

WHEREAS, establishing Stigma Free Zones will raise awareness of resources and encourage residents to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies are avoided; and,

WHEREAS, establishing Stigma Free Zones is consistent with the community health and wellness objectives of the Township of Wyckoff Mayors Wellness Campaign.

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey, is hereby designated as a Stigma-Free Zone.

BE IT FURTHER RESOLVED that a copy of this resolution will be sent to the County of Bergen Board of Commissioners, Wyckoff Board of Health, Bergen County Board of Health, The Wyckoff Family YMCA, The Access for All Committee and Board of Education Superintendent of Wyckoff K-8 Schools.

#24-88 Elected Officials Transparency

WHEREAS, the elected officials of the Township of Wyckoff took an oath not to use their elected office for gain or advantage not available to the public, and,

WHEREAS, it is especially important for elected officials of the township to refrain from using their office to obtain information directly from town hall staff other than information to be used in the execution of their appropriate governmental duties to the township, and,

WHEREAS, elected officials should refrain from using their position to cause employees of the Township of Wyckoff to feel uncomfortable in providing information for political purposes (meaning for reasons other than an elected official's execution of appropriate government duties), and,

WHEREAS, any attempt by an elected official of the Township of Wyckoff to request an employee to produce information in a secretive manner may be considered a violation of his or her oath of office, and,

WHEREAS, the Township of Wyckoff prides itself on operating an open and transparent government, and,

WHEREAS, public information sought by elected officials should be done in an open and transparent manner.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee of Wyckoff do hereby support and affirm a policy that requires every member of the governing body who is seeking reports, documents or statistical information from a Township employee for reasons other than his or her execution of appropriate governmental duties shall do so by filing an Open Public Records request to obtain such information.

BE IT FURTHER RESOLVED that such OPRA requests by elected officials and information provided by such requests, shall be copied to all other members of the Wyckoff governing body, and;

BE IT FURTHER RESOLVED that such OPRA requests by elected officials shall be available for inspection at all times in order to enhance government transparency.

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#24-89 Public Interaction Policy

WHEREAS, the Township Committee of the Township of Wyckoff directs all employees to interact with residents with respect and courtesy to achieve a positive, and responsive culture of the Township of Wyckoff local government organization; and,

WHEREAS, this policy direction applies to all employees, statutory or at will, all volunteer board and commission members as well as all elected officials; and,

WHEREAS, the Township Committee believes effective public relations is critical to the Township of Wyckoff's ability to provide services, programs and activities; and,

WHEREAS, the Township's JIF personnel manual and the JIF supervisors manual include standards of conduct which this policy is predicated upon.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey re-confirms for the new year that all employees, officials and officers, both paid and volunteer, shall interact with respect and courtesy toward residents and the public to achieve positive public relations.

#24-90 Authorize Closure of Roads and Establishment of Detour Routes

WHEREAS, the Wyckoff Police Department is often required for maintaining public safety to close roads or restrict travel lanes (a partial road closure) to manage emergency situations or repairs performed by utility companies; and,

WHEREAS, often those emergency conditions and utility repairs cannot wait until after the Township Committee's twice monthly meeting schedule; and,

WHEREAS, the Wyckoff Police Department a 365/24/7 professional police department has requested Township Committee authority to close municipal, county and state roads in the Township of Wyckoff to address emergencies and necessary repairs required by utilities.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, Count of Bergen, State of New Jersey that authority is granted to The Wyckoff Chief of Police or The Wyckoff Traffic Safety Officer to close roads and establish detour routes to respond to and manage emergency situations and utility repairs when they occur and require necessary repairs between Township Committee meetings.

#24-91 Appointment of Municipal Humane Law Enforcement Officer & Team

WHEREAS, the Township of Wyckoff was made aware of a new law which abolished the State Society for the Prevention of Cruelty to Animals, (SPCA); and,

WHEREAS, the Bergen County Prosecutors Office requests each municipal governing body appoint a Municipal Humane Law Enforcement Officer (MHLEO); and,

WHEREAS, the Township Committee adopted resolution #18-211 on July 3, 2018 which appointed Wyckoff Police Officer Michael Teegan as the MHLEO for the Township of Wyckoff; and,

WHEREAS, Police Chief Murphy, Officer Teegan and Administrator, Matthew A. Cavallo recommend for reasons of efficiency and economy that the Township Committee establish a Municipal Humane Law Enforcement Team consisting of Officer Teegan, MHLEO and Carol Tyler the Wyckoff Animal Control Officer.

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NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a Municipal Humane Law Enforcement Team be established, and it consist of Officer Michael Teegan, HMLEO and Carol Tyler, the Wyckoff Animal Control Officer to serve the taxpayers and residents of the Township of Wyckoff.

BE IF FURTHER RESOLVED that the Municipal Clerk shall provide a certified copy of this resolution to the Chief of Police, Officer Teegan and the Board of Health secretary for distribution to the members of the Board of Health and to the Township of Wyckoff contracted Animal Control Officer, Ms. Carol Tyler.

#24-92 Adoption of Cyber Security Policies

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund (JIF) and has obtained coverage based on risk management precautions and policies; and,

WHEREAS, effective January 1, 2022, Bergen County JIF and the Cyber JIF are requiring risk management procedures and precautions and offering various levels of coverages and deductibles on a sliding scale; and,

WHEREAS, the Township Committee has authorized a project team that has been working to develop a program that is compliant with the Cyber Security Program to provide the greatest level of coverage with the lowest deductible possible; and,

WHEREAS, the Project Team recommends the Township Committee adopt the below listed policies to establish cybersecurity procedures and precautions:

- Remote Access Approval
- Remote Access Tracking
- Mobile Devices Security and Management Policy
- Social Media Usage Policy
- Password Protection Policy
- Password Construction Guidelines Policy
- Ethics Policy
- Email Encryption Policy
- Email Policy
- Clean Desk & Clean Screen Policy
- Acceptable Use Policy
- Anti-Virus and Malware Protection Policy
- Physical Security Policy
- Policies, Definition of Terms & References
- Governances, Policies, Standards, Procedures & Guidelines How-To
- Internet Usage Policy
- Wireless Communication Policy
- Firewall Management Policy
- Intrusion Detection Policy
- Technology Equipment Disposal Policy
- Server Security Policy
- Server Hardening Policy
- Workstation Security Policy
- Server Monitoring Policy
- Patch Management Policy
- Fraud Control Policy
- Banking, ACH, Wire Transfer Fraud Prevention Control Policy
- Incident Management Plan, Policies and Procedure

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- Third Party Vendor and BA Security Policy and Procedure
- Workstation Hardening Policy
- Business Continuity Plan

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the aforementioned policies are authorized and approved for use to protect the Township of Wyckoff and the Township Administrator is authorized to sign the policies; and,

BE IT FURTHER RESOLVED, that these policies shall be disseminated to employees and the Project Team (Task Force).

#24-93 Reauthorize JIF Personnel Manual & Supervisor's Manual

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund (JIF) and the Municipal Excess Liability (MEL) Fund; and,

WHEREAS, the Township Committee of the Township of Wyckoff has adopted a JIF Personnel Manual & Supervisor's Manual as required for the Employment Practices Liability Insurance Program; and,

WHEREAS, all Department Managers and employees are required to be in compliance with its policies and regulations.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Township's JIF Personnel Manual/Employee Handbook and Supervisor's Manual are authorized for use in the current calendar year.

#24-94 Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings

WHEREAS, the Township of Wyckoff is considered a leader in "easy public access" (sometimes referred to as transparency); and,

WHEREAS, the Township Committee routinely practices multiple easy public access techniques of which live streaming its Township Committee meetings and posting video recordings of those Township Committee meetings on its municipal website are two of those techniques.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the following notice shall be posted on the door to the 2nd floor Court Room of Memorial Town Hall where Township Committee meetings are routinely conducted and posted/included on all Township Committee agendas:

NOTICE TO PUBLIC

As a visitor attending this public meeting, your presence and attendance may be recorded. By remaining in the Court Room during the meeting, it is assumed your consent is given for your image to be broadcast.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable.

Township of Wyckoff
Live Streamed Public Meeting Best Practices

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For Chairperson and Board Members

“The time for public questions and comments is now open. If you wish to ask a question or make a comment, please dial 201-891-7000, ext. #2220. We will take calls in the order in which they are received. If the line is busy, please wait a moment and then try again. You will be able to easily observe when a call has been completed, as you are watching the meeting live on YouTube. Once you are on the line, we will ask that you mute the device on which you are watching the live stream, as to minimize any interference with the audio.”

Admonition to Board Members:

All Board Members should mute their device if they are on a telephone line when they are speaking and mute their telephone when they are watching the live stream but not actively speaking.

Please be aware that we are unable to start the Business Meeting until 8:00 pm. Therefore, if the Work Session ends prior to 8:00 pm and there is opportunity for a break, you should turn off your mic and be aware that we will still be live streaming straight through the conclusion of the 8:00 pm meeting. Even if you turn off your mic, the other mikes may be open. Everything that you say will be live streamed.

Admonition to Board Members and Individuals in the Court Room:

Board members and those appearing before the Board must refrain from any “side-bar” comments or discussion because it can drown out the speaker’s voice.

Additionally, please avoid the following:

- a. Sitting back in a chair and speaking (voice will not be recorded clearly).
- b. Rustling papers because the noise from the paper shuffling will impair the speaker’s voice.
- c. Refrain from noise resulting from moving one’s chair
- d. The chair shall have to recess the discussion to alert or caution members of the Board that speaking in their seats, rustling papers, noise from moving their chairs, and similar audience or inappropriate court room demeanor is not allowed because it impacts the quality of the live stream and subsequent audio recording.

Board Members for your Information – “Difficult” Person at the Door:

Christine and Denise (our gatekeepers) will have Maureen’s cell phone number. If they encounter a “difficult” person at the door, they will text or call Maureen. Maureen will signal the Chair who will then pause the meeting to allow the Chair, Mr. Boonstra and Mayor Shanley to walk to the door and to assist our gatekeepers with the difficult person.

#24-95 Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1

WHEREAS, the Township of Wyckoff’s purchasing policy requires that all vendors and claimants originally sign claimant certifications on vouchers and purchase orders, and,

WHEREAS, vendors cannot be paid without an signature from the claimant, and,

WHEREAS, in 2018, the Division of Local Government Service has adopted new regulations, NJAC 5:30-9A.6 and 5:31-4.1, allowing the acceptance of signature stamps, facsimile signature or electronic signatures in addition to original signatures by claimants; and,

WHEREAS, NJAC 5:30-9A.6 c and 5:31-4.1 allows the requirement of claimant signatures to be at the discretion of the local unit; and,

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WHEREAS, the CFO and the Administrator recommend allowing for vendors or claimants use of signature stamps, facsimile, signature, or electronic signatures in addition to a "wet" signature in certain circumstances where it is prudent for efficiency of municipal operations.

NOW THEREFORE BE IT RESOLVED, that the Township of Wyckoff Governing Body authorizes a change in the Township of Wyckoff Purchasing Policy and accounts payable procedures to allow for acceptance signatures on scanned or faxed vouchers and purchase orders if an original "wet" signature cannot be obtained, and

BE IT FURTHER RESOLVED, that the Township of Wyckoff will allow stamped, scanned or faxed signatures for payment of vouchers and purchase orders for statutorily required payments only, such as but not limited to, School and County Tax payments, payments to State or Federal Government entities, debt service maturity payments, Board of Public Utilities company payments, if an original, stamped, scanned, or faxed signature could not be obtained.

#24-96 Establish Computer Use Policies

WHEREAS, the Township Committee has an obligation to establish prudent procedures for the business operation of the local government.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that Resolution #22-104 is hereby amended and the described policy attached, as well as all policies set forth and approved by Resolution #22-99, as if set forth at length, shall serve as Township of Wyckoff policies for all employees and officials.

1. Procedures as per 5:30 Local Finance Board (LFB) Government Electronic Receipt Acceptance for acceptance of online forms and online payment dated April 3, 2018.
2. Must comply with Remote Access Policy #2430 P.O. adopted January 1, 2022, as Resolution #22-99.

TOWNSHIP OF WYCKOFF
Memorandum

2018

April 3,

To: All Departments

From: Diana McLeod, CFO/CTC

Re: Procedure for acceptance of Online Forms and Online Payments

As per NJAC 5:30-9 et seq, Government Electronic Receipt Acceptance, the collection of fees through online form and payment processes are subject to policies and procedures that will ensure accuracy, proper recording of collected fees and audit compliance. These rules and regulations are promulgated by the State of New Jersey. On-line payments are considered a cash receipt and are subject to all accounting, internal controls and auditing requirements. **Daily reconciliation, procedures for monthly proofs and review will become the responsibility of the using department.** The Finance Department will no longer have the ability to detail individual receipts. Online payments must be set up to comply with the Finance Departments reporting procedures, State of New Jersey Local Finance Board rules and regulations, and audit compliance. Procedures are listed and may change as necessary to ensure compliance.

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1. No department may authorize the use of online payment of forms without prior authorization from the Chief Financial Officer. All forms being paid on-line are required to have a "payment code" associated with the form established by the CFO and that reconciles with the Township's revenue and payment recording system. Any vendor being used to create such online form and payment systems must be able to establish the necessary codes for each individual form that coincide with the Finance Departments reporting system to ensure that payments can be properly processed in the Finance reporting system. These codes are a requirement of the State of New Jersey Local Finance Board and Division of Local Government Services.
2. All online forms and payment reports are subject to all Record Retention laws as required by the State of New Jersey. Each department must maintain written documentation of each receipt.
3. Any vendor contracted to create online reporting and payment systems must deposit all monies collected to the Township not to exceed 72 hours from time of collection. They must be able to provide a daily and date generated reports, in both summary and detail form, that will breakdown the payments by the pre-assigned payment codes and the amount paid that reconciles to the daily and monthly deposit made to the Township's bank account.
4. The Finance Department will record to the Township's reporting system the total collected under each payment code and reconcile the bank accounts for payments taken in. The Finance Department will no longer be able to input receipts by block/lot or individual payment. As a result, the Finance Office will no longer be able to generate a detailed report.
5. Therefore, each department that uses online form and payment systems must prove and reconcile their departments receipts in a detailed report and must provide a subsidiary report each month to the Chief Financial Officer. These reports must include each individual receipt information (block, lot, fee type). Any discrepancies between the Department's report and the deposits made to the bank must be reconciled by the Department.
6. Each Department will be audited annually during the Township's state required annual audit by the Township Committee selected Independent/Third Party Audit Firm and each department is responsible for ensuring all documents and proofs are up to date and available to the auditor upon request. It is the Department's responsibility to maintain accurate, detailed records and reports of their Department's on-line form and payment records.
7. Any questions please ask immediately. Do not wait until you are being audited!!

Diana
McLeod
CFO/C
TC

Cc: *Township Committee*
Robert Landel, Township Attorney
Gary W. Higgins, RMA
cc: *Matthew Cavallo, Administrator*
Nancy A. Brown, Municipal Clerk
Mark DeGennaro, Engineer
Cindy Riseeuw, Building Department
Thomas Gensheimer, CCO, Building Inspector
Andy Wingfield, Recreation Department

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Attachment: NJAC 5:30-9.5 State Mandated Accounting and Controls

**5:30-9
LOCAL FINANCE BOARD - GOVERNMENT
ELECTRONIC RECEIPT ACCEPTANCE**

5:30-9.1 Purpose and authority

- (a) This subchapter includes rules and guidance for local government units to utilize credit cards, debit cards, and electronic fund transfer mechanism as means of collecting local unit obligations.
- (b) The rules are authorized pursuant to section 5 of P.L. 1995, c.325 (N.J.S.A. 40A:5-43 et seq.), the Government Electronic Payment Acceptance Act.
- (c) While the title of the legislation refers to "electronic payment," these rules utilize the phrase "electronic receipt," as the use of "payment" could be confused with the ability of a local government unit to pay its own obligations electronically, a procedure not authorized by law.

5:30-9.2 Definitions

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Bulk receipt" means a single deposit by a single party that represents multiple transactions.

"Card issuer" means any organization or association that issues or licenses others to issue any credit card or debit card.

"Credit card" means any instrument or device linked to an established line of credit, whether known as a credit card, charge card, credit plate, or by any other name, issued with or without fee by an issuer for the use of the cardholder in satisfying outstanding financial obligations, obtaining money, goods, services, or anything else of value on credit.

"Debit card" means any instrument or device, whether known as a debit card, automated teller machine card, or by any other name, issued with or without fee by an issuer for the use of the cardholder in obtaining money, goods, services, or anything else of value through the electronic authorization of a financial institution to debit the cardholder's account.

"Delinquent local unit obligation," in a municipality that conducts its tax sale after the close of the fiscal year, means a municipal charge that is unpaid on the 30th day prior to the completion of the tax sale list pursuant to the Tax Sale Law, N.J.S.A. 54:5-1 et seq. In a municipality that conducts an accelerated tax sale, "delinquent local unit obligation" means a municipal charge that is unpaid on the 11th day of the 11th month of the fiscal year. For all other local units, a delinquent local unit obligation means any debt or charge that has been turned over to a municipality for collection through the tax sale process.

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"Director" means the director of the Division of Local Government Services.

"Electronic funds transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.

"Electronic receipt" means any receipt transaction made through the use of a credit card, debit card, or electronic funds transfer.

"Local unit" means any unit of government subject to the provisions of chapters 5 or 5A of Title 40A of the New Jersey Statutes, and the constituent parts of those units, including, but not limited to, independent local authorities, public libraries, municipal courts and joint municipal courts.

"Local unit obligations" means any local unit tax, charge, fee, penalty, fine, assessments, service or utility charge, payment transactions by the public for goods or services, except for credit card payment of delinquent local unit obligations or for the redemption of local unit liens.

"Payor identification" means information, such as an account number, property block and lot number, or other identifying characteristic, used to sufficiently identify the purpose of the receipt and person or organization using electronic receipt to pay a local unit obligation.

"Processor" means any organization with whom the local unit contracts to process or make electronic receipt transactions.

5:30-9.3 General grant of authority

- (a) Local units may enter into agreements with processors to utilize electronic receipts as an alternative to acceptance of cash and checks as receipt for local unit obligations.
- (b) Authorization of the local unit obligations that shall be accepted as electronic receipts shall be made by resolution of the governing body of the local unit. The resolution shall specify both the types of local unit obligations approved for electronic receipt, and the types of electronic receipt that shall be permitted.
- (c) The use of specialized techniques of processing electronic receipt such as, but not restricted to, computer assisted, telephone based transactions, computer network based, and other related transactions are permitted.
- (d) Forms of surcharges, fees or other mechanisms that are assessed to the originator of an electronic receipt transaction for the purpose of recouping any or all costs the local unit incurs in processing electronic receipt transactions may be utilized unless prohibited by the processor or by contract with a card issuer.

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- (e) Transactions related to municipal court obligations shall be authorized in accordance with Rules of the Court promulgated by the State Supreme Court.

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5:30-9.4 Contracting for services

- (a) Contracts for acquisition of electronic receipt equipment and services shall be subject to provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
- (b) A local unit may have contracts with more than one processor, but shall have only one contract to process transactions of any single card issuer for similar types of transactions. For example, a local unit may have a contract with one bank to process Master Cards and Visa cards for over-the-counter transactions, and separate contracts with other processors for processing Discover and American Express over the counter card transactions; but it may not have more than one contract to process Master Cards, unless it is a specialized service not available from the processor, for example, a voice response or interactive computer based system. A single contract with an independent service organization to process transactions of any number of issuers shall be permitted.
- (c) Contracts shall require that processors shall transmit or otherwise deposit in the local unit's bank account the proceeds of electronic receipt transactions at any interval not to exceed 72 hours after the transmission or processing of the transactions by the local unit, weekends and holidays excepted.
- (d) All contracts shall provide that chargebacks or electronic debits of returned or otherwise failed transactions shall require either paper based or electronic confirmation of the debit transaction and identification of individual debits.

5:30-9.5 Accounting and control

- (a) Electronic receipt transactions shall be transmitted or otherwise sent to the processor on a daily basis at the close of the business day, or if done automatically by computer program, prior to the close of the business day of the processor.
- (b) Electronic receipt transactions shall be considered a form of cash receipt and shall be subject to all local unit accounting, internal control, and auditing requirements relating to cash receipts, including, but not limited to, daily reconciliation, cash counts, reporting to the governing body, and account testing.
- (c) The local unit shall retain printed documentation of all electronic receipt transactions for a period of time as required by the relevant State records retention law with regard to cash receipts or the local unit's contract with the processor, whichever is longer.

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- (d) All refunds of electronic receipt transactions shall be performed in accordance with all other statutory requirements related to the refunds of monies to the local unit.
- (e) The local unit shall secure authorization of the processor of all credit or debit card transactions prior to execution.

5:30-9.6 Preauthorized transactions

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- (a) Local units may enter into processing contracts to permit individual persons desiring to make electronic receipt transactions for any combination of a specified or unlimited period of time, or number of fixed or variable payments. This permits the local unit to initiate a transaction that electronically debits the person's bank account and deposit it in the local unit's bank account.
- (b) The local unit may contract with a processor to manage and conduct such transactions.
- (c) Agreements providing for preauthorized transactions shall be in writing with the person responsible for completing the transaction. Such agreement shall include the person assuming responsibility for appropriate penalties if the electronic receipt transaction is denied by the processor. Cancellation of such transactions shall be in writing and submitted to the local unit 30 days in advance of the cancellation.
- (d) Notwithstanding the provisions of N.J.A.C. 5:30-9.4(c), the local unit may enter into contracts that provide for scheduling of transactions in such a way that take into account the requirements of transaction clearing systems.

5:30-9.7 Bulk payments

- (a) The bulk electronic receipt of property taxes by property tax processing organizations and servicing organizations, as defined in N.J.S.A. 17:16F-15, is specifically permitted and encouraged.
- (b) When deposits are made, the processor shall provide appropriate payor documentation detailing the individual transactions that make up the transfer. Such documentation may be data files designed for input to the local unit's computer system or printouts.
- (c) The tax collector shall prove all deposits prior to posting the transactions to individual accounts.

5:30-9.8 Individual electronic receipts

- (a) Local units may permit electronic receipts generated by individuals, generically known as "bank-by-phone," where an individual authorizes a bank or other processor organization to process a payment transaction to the local unit on the individual's behalf.

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- (b) The record of the transaction provided by the local unit's depository bank must provide payor identification and date of transaction.

5:30-9.9 Surcharges or convenience fees

- (a) When permitted to be charged by the processor, local units may charge a percentage of the transaction or a flat fee to offset the costs of electronic receipt transactions. Such

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fees shall not exceed the cost of handling and processing the transaction to the local unit.

- (b) Such fees shall be authorized by ordinance or resolution, as appropriate to the local unit and form of government and in accordance with procedures established by the local unit for setting other local unit fees.
- (c) Any surcharge or convenience fee shall be itemized separately on the invoice, charge slip, or receipt, and shall be disclosed to the payor at the time the transaction occurs.
- (d) Local units subject to the provisions of the Local Budget Law, N.J.S.A. 40A:4-1 et seq., assessing such surcharges or convenience fees shall establish a dedicated trust fund account entitled "Electronic Receipt Fees" pursuant to N.J.S.A. 40A:4-39, through which such fees shall be deposited and expended. Local units subject to the provisions of the Local Authority Fiscal Control Law, N.J.S.A. 40A:5A-1 et seq., shall utilize the procedures of that law for handling these transactions.

5:30-9.10 Payment of electronic receipt fees

- (a) Service charges or fees charged to the local unit for electronic receipt transactions shall be paid in one of the following ways:

1. Charged against a suitable appropriation in the local unit's annual budget. The appropriation may be a sub-account of an Other Expense line item.
2. Transactions that include fees that are offset by surcharges or convenience fees collected pursuant to N.J.A.C. 5:30-9.9 which shall be paid through a trust funds transaction pursuant to N.J.A.C. 5:30-9.9(d).
3. When included in a contract, as a cost charged against the local unit's banking service compensating balance account.

- (b) Local units are authorized to permit a processor to routinely debit the bank account to which deposits are made, or other agreed upon account, in payment of fees and service charges for electronic receipt transactions. When such transfers are made, the processor shall provide a written statement itemizing the charges. The local unit's chief financial officer or designee shall complete and attach it to a

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voucher, and certify that the payment was correct and was paid.
Statements shall be provided anytime prior to, or within 48 hours
after the execution of the debit.

5:30-9.11 Interpretations of the rules

At the request of a local unit, the Director shall provide interpretations of
this subchapter to address unanticipated circumstances or new
technologies.

Current through October 20, 2003

#24-97 To Participate in the Defense Logistics Agency, Law
Enforcement Support Office, 1033 Program to Enable

WHEREAS, the United States Congress authorized the Defense Logistics
Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to
make use of excess Department of Defense personal property by making
that personal property available to municipal, county and State law
enforcement agencies (LEAs); and,

WHEREAS, DLA rules mandate that all equipment acquired through the
1033 Program remain under the control of the requesting LEA; and,

WHEREAS, participation in the 1033 Program allows municipal and
county LEAs to obtain property they might not otherwise be able to afford
in order to enhance community preparedness, response, and resiliency;
and,

WHEREAS, although property is provided through the 1033 Program at
no cost to municipal and county LEAs, these entities are responsible for
the costs associated with delivery, maintenance, fueling, and upkeep of
the property, and for specialized training on the operation of any acquired
property; and,

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the
municipality or county approve, by a majority of the full membership, both
enrollment in, and the acquisition of any property through, the 1033
Program; and,

NOW THEREFORE BE IT RESOLVED by the Township Committee of the
Township of Wyckoff, County of Bergen, State of New Jersey that the
Wyckoff Police Department is hereby authorized to enroll in the 1033
Program for no more than a one-year period, with authorization to
participate terminating on December 31st of the current calendar year.

NOW THEREFORE BE IT FURTHER RESOLVED that the Wyckoff Police
Department is hereby authorized to acquire items of non-controlled
property designated "DEMIL A," which may include office supplies, office
furniture, computers, electronic equipment, generators, field packs,
non-military vehicles, clothing, traffic and transit signal systems, exercise
equipment, farming and moving equipment, storage devices and
containers, tools, medical and first aid equipment and supplies, personal
protection equipment and supplies, construction materials, lighting
supplies, beds and sleeping mats, wet and cold weather equipment and
supplies, respirators, binoculars, and any other supplies or equipment of a
non-military nature identified by the LEA, if it shall become available in the
period of time for which this resolution authorizes, based on the needs of
the Wyckoff Police Department, without restriction; and,

NOW THEREFORE BE IT FURTHER RESOLVED that the Wyckoff Police
Department is hereby authorized to acquire items of controlled property

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designated "DEMIL B through Q," which may include but not be limited to thermal imaging cameras, remote operated vehicles, FASTAC Robots, hazard detecting equipment, chemical detecting equipment, computers, office supplies, office furniture, electronic equipment, generators, field packs, technological items, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, 1 automobile sedan, 1 automobile wagon, 26 baton kinetic energy, 26 body shields, 10 breaching systems, 10 breaching rams, 10 breaching systems, 1 carrier ambulance, 1 carrier command post, 26 self-protection clubs, 26 commun. equip. soms-b, 10 hydraulic breaching and extrication tool cutter hears, 10 hydraulic breaching and extrication tool door openers, 26 riot control face shields, 26 riot control protection goggles, 26 police helmets, 26 safety helmets, 10 mechanical breach kits, 26 riot protection kits, 10 logsa lsn miscellaneous weapons, 10 weapon gun modification kits, 10 non ballistic body shields, 1 only complete combat/ assault/ tactical wheeled vehicle, 26 protective shields, 10 battering rams, 10 mini door rams, 10 riot control shields, 1 security vehicle, 26 personal protective shields, 26 self-protection shields, 10 contact maintenance shop equipment, 26 thermal sights, 26 sledge hammers, 26 high breaker tools, 1 ambulance truck, 1 armored truck, 1 bolster truck, 1 cargo truck, 1 carryall truck, 1 command reconnaissance truck, 1 dump truck, 1 maintenance truck, 1 utility truck, 1 van truck, 1 demil c truck and tractor, 2 off road utility vehicle, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Wyckoff Police Department, without restriction; and,

BE IT FURTHER RESOLVED that the Wyckoff Police Chief shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and,

BE IT FURTHER RESOLVED that the Wyckoff Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and,

BE IT FURTHER RESOLVED that this resolution shall take effect immediately and shall be valid to authorize requests to acquire "DEMIL A" property and "DEMIL B through Q" property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization terminating on December 31ST of the current calendar year.

#24-98 Policy Governing the Government Speech Flagpole

WHEREAS, the Township Committee of the Township of Wyckoff adopts the following Policy with respect to a New Flagpole and Government Speech, and;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that:

The Township of Wyckoff recognizes that community and civic engagement is best fostered through public and unambiguous communication with its citizens.

The Township of Wyckoff also recognizes that flags have for time immemorial been an effective way for government to communicate with its citizens.

The Township of Wyckoff shall construct a flagpole within the Municipal Campus at Block 258 Lot 1. The flagpole will be located in Memorial Field just past the entrance to the Library parking lot off of Woodland Ave. This location has been chosen since it constitutes a central location of community recreation being directly adjacent to the municipal playground, recreational fields, and the township's free public library. The site receives significant pedestrian and vehicular traffic and sits at a high elevation within the municipal campus which will provide for optimal visibility. The site will allow for the

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communication of both the sovereignty of the Township of Wyckoff and various messages the Township of Wyckoff chooses to convey.

The Township of Wyckoff shall fly atop this flagpole the official flag of the Township of Wyckoff, to be designed at the discretion of the Township, that shall generally bear the official seal of the Township of Wyckoff. Below the official flag, the Township may fly a flag or flags that communicate a position or principal espoused by the governing body of the Township of Wyckoff through Township Committee resolution. Such a flag or flags may be flown for a limited period of time to be determined by the Township Committee.

A plaque shall be placed at the base of the flagpole which states the following: "The Township of Wyckoff establishes this flagpole as a means of communicating messages of support, recognition, and acceptance, from the municipal government to its citizens and to all who bear witness."

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that they declare the flagpole and general area around the flagpole, including but not limited to the grounds of the Wyckoff Public Library and field adjacent, shall not be a public forum and is designated as property for the purpose of government speech so that this government's message to the people is clear, unambiguous and without confusion.

TO: Township Committee

FROM: Township Committee Subcommittee (Thomas J. Madigan, Melissa D. Rubenstein, Robert Landel, Robert J. Shannon)

DATE: July 31, 2019

RE: **GOVERNMENT SPEECH**

The subcommittee, with legal guidance from the Township Attorney and assistance from the Township Administrator conducted three discussions to address the requests from residents for the Township to fly the Pride Flag.

A consensus was present to avoid potential litigation which could result from the creation of a public forum. Therefore, it was determined that the best course of action is to install a new flag pole. The new flag pole would communicate both the sovereignty of the Township of Wyckoff and various messages the Township chooses to convey (government speech). It was clear that the proposed flag pole and the area of the grounds adjacent **shall not** be a public forum.

The Township proposes to designate a new flag pole for the purpose of expressing government speech so that the government's message to the people is clear, unambiguous and without confusion.

The flagpole is recommended to be located in either of the following two locations:

- In Memorial Field, just past the entrance to the Library parking lot off of Woodland Avenue. (See attached photo).
- In the center of the Recreation campus at the highest point across from the Ambulance building in the area of the intersection of Woodland Avenue and Voorhis Avenue. (See attached photo).

These two locations were chosen due to their central location of community recreation, as they are directly adjacent to the Wyckoff Community Playground and recreational fields and facilities, as well as the Township's Free Public Library. These sites receive significant and consistent pedestrian and vehicular traffic and enjoy a higher elevation within the municipal campus which provides for optimal visibility.

The Township shall fly the Township of Wyckoff flag and flags that represent various messages the Township Committee chooses to convey. The subcommittee recommends that Government speech through the use of flags shall include at this time: In the month of February – Healthy Heart Awareness,

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May – Honor & Remember flag to be flown in remembrance of every American veteran and our military fallen heroes, June – LGBTQ Pride, October – Breast Cancer Awareness.

Sincerely,
Subcommittee,
Thomas J. Madigan, Mayor
Melissa D. Rubenstein, Township
Committeewoman

#24-99 Township of Wyckoff Policy of Inclusiveness

WHEREAS, the Township Committee of the Township of Wyckoff adopts the following Policy of Inclusiveness, and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that:

The Township of Wyckoff encourages all citizens and entities to interact with all individuals with courtesy, compassion, respect and recognition of everyone's civil rights and inclusiveness as a member of the Wyckoff community.

The Township of Wyckoff adopts a resolution each year to affirm that the Township of Wyckoff treats all individuals fairly regardless of:

- Race or color;
- Religion or creed;
- National origin, nationality, or ancestry;
- Sex, pregnancy, or breastfeeding;
- Sexual orientation;
- Gender identity or expression;
- Disability;
- Marital status or domestic partnership/civil union status;
- Liability for military service;
- Age;
- Atypical hereditary cellular or blood trait, genetic information, and the refusal to submit to a genetic test or make available to an employer the results of a genetic test,

and beyond in a manner consistent with applicable Civil Rights Act of 1964, as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and basic human decency. The Township of Wyckoff aspires for all citizens to act in the same manner.

#24-100 Adopt Domestic Violence Policy

WHEREAS, the New Jersey Civil Service Commission has established a statewide Domestic Violence Policy for public employers which the State of New Jersey has mandated for all state and local authorities pursuant to NJSA 11A:2-6a; and,

WHEREAS, this unfunded mandate is a cost placed on all authorities regardless if they have adopted the civil service system; and,

WHEREAS, the Domestic Violence Policy is mandated to encourage public employees who are victims of domestic violence and those impacted by domestic violence to seek assistance from the Municipal Human Resources Officers; and,

WHEREAS, the Domestic Violence Policy requires local government to establish and train a primary and secondary Human Resource Officer to develop, implement and comply with the State Domestic Violence Policy; and,

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WHEREAS, compliance with State Domestic Violence Policy is subject to New Jersey Civil Services Commission review and audit; and,

WHEREAS, state mandate requires the public employer to develop a plan to identify, respond to, provide safe zone, council as to resource option, maintain confidential records and correct employee performance issues that may be caused by a domestic violence incident; and,

WHEREAS, Ms. Diana McLeod has been designated as the primary Human Resource Officer (HRO) for this policy and Ms. Nancy Brown designated secondary HRO.

NOW BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the unfunded mandate known as the New Jersey Statewide Domestic Violence Policy for Public Employers is adopted and Ms. Diana McLeod is re-appointed as primary HRO and Ms. Nancy Brown is re-appointed as secondary HRO.

#24-101 Establish Modified No-Cash Policy for Current Year

WHEREAS, a no-cash policy has been in effect since May 1, 2020 tax payment quarter; and,

WHEREAS, the Tax Collector recommends, that the modified no-cash policy for the payment of taxes, sewer charge permits, and other municipal charges continue for the current year.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a modified no-cash policy for the payment of taxes, sewer charges, permits, and other municipal charges accepting up to and not to exceed \$100 in cash for the current year and for sewer service properties only that are in Tax Sale in order to stay out of sale for prior year delinquent charges.

BE IT FURTHER RESOLVED, that the Tax Collector shall establish and issue a thorough notice of this policy to include notice on the municipal website, on the bulletin board in the Finance Office and on all the tax and sewer bills; and,

#24-102 Authorize Fee Charges for On-Line and Pay-by-Phone Portals

WHEREAS, the Township of Wyckoff utilizes on-line payment portals to provide ease and convenience for residents to pay property taxes, sewer utility charges, forms for park and ride, smoke detectors, and recreation program registrations and,

WHEREAS, the payment portals are administered and maintained by outside vendors, Edmund's Gov Tech/FIS, Seamless.gov and Community Pass who charge a user fee to cover the costs associated with: providing the software and online portal access including but not limited to recording and administering payments, interfacing with credit merchants, providing secure input, processing transactions, importing transactions and reports to the Township, and

WHEREAS, these vendors can receive reduced fees from the credit merchant companies based on total payments and volume and pass these reductions on to the users of the portals,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, authorizes the user fees charged to users of the Township of Wyckoff's payment portals to be as follows:

Tax and Sewer Payment:	Payment by e-check is waived
	2.95% of total payment for use of credit cards;
	Visa/Mastercard/American Express/Discover and Visa
	Debit card

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Online Forms:	3.4% + .30 for Park and Ride, Smoke Detector
Inspection, Certificate of Approval for Resale, Temporary Real Estate Sign Permit, and Animal Licensing	
Recreation Registration:	2.57% of total payment for use credit cards
	Visa/Mastercard/Discover and Visa Debit card
	3.57% American Express Credit Card
	Transaction Fee (per transaction) \$0.15 (15 cents)
	\$25.00 for charge back
	\$35.00 for NSF return
	No e-check permitted for recreation registrations

#24-103 Adopt JIF/MEL Protecting Children Program

WHEREAS, the Township of Wyckoff is a member of the municipal insurance consortium, Bergen County Joint Insurance Fund established to obtain competitively priced insurance via a government pool and practice risk avoidance programs to avoid tax increases for its taxpayer; and,

WHEREAS, the State of New Jersey adopted a law that allows individuals who have been abused as a minor to sue up until age 55 and in some cases up to age 65; and,

WHEREAS, the Township of Wyckoff considers abuse of children abhorrent; and,

WHEREAS, it is the policy of the Township of Wyckoff to protect individuals under the age of 18 and children enrolled in a Township of Wyckoff program; and,

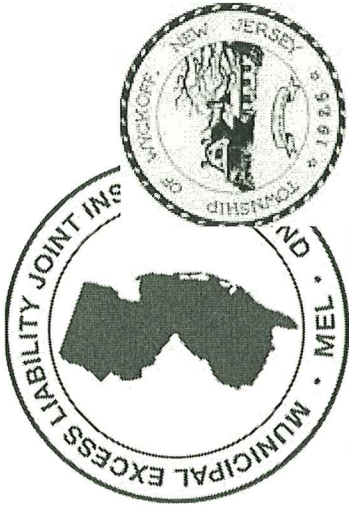
WHEREAS, the Township Committee endorses the Bergen County Joint Insurance Fund's Protecting Children Program; and,

WHEREAS, the Township Committee requires all employees, (Part-time and Full-Time) Board and Commission volunteers and Volunteer Recreation coaches to participate in the Protecting Children program and training.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached policy addressing The Protection and Safe Treatment of Minors, dated October 2020 is hereby approved and all employees and volunteers, shall participate and comply with this program.

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Policy Addressing the
Protection and Safe Treatment
of Minors

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Issued October 6, 2020

**Wyckoff Policy Addressing the Protection
and Safe Treatment of Minors**
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Wyckoff Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or

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2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called **neglect**.
- The intentional use of physical force that results in injury, which is called **physical abuse**.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is **emotional abuse**.
- Engaging in sexual acts with a child including pornography, which is **sexual abuse**.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.

- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser.

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The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.

- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So, there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.
- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as ***"grooming"*** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—

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threats that play off of a child's guilt over the sexual contact.

- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
 - The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.

- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs

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- The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds “probable cause” that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Township of Wyckoff is committed to the safety of all individuals in its community; however, the Township of Wyckoff has particular concern for those who are potentially vulnerable, including minor children. The Township of Wyckoff regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Township of Wyckoff is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township of Wyckoff to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Township of Wyckoff or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

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This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Township of Wyckoff or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Township of Wyckoff, including the Township Administrator, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.
- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the responsible individual designated by the Township of Wyckoff to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Township of Wyckoff on a full-time or part-time basis, and compensated by the Township of Wyckoff.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Township of Wyckoff.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund

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- **Officials** – Elected officials of the Township of Wyckoff, appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Township of Wyckoff.
- **Volunteers**-Individuals volunteering their time to provide services to the Township of Wyckoff who are not on the payroll and receive no compensation.

III. Statement of Policy:

The Township of Wyckoff is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Township of Wyckoff is firmly committed to protecting children under the care and supervision of the Township of Wyckoff from all forms of physical, mental, sexual and emotional abuse. The Township of Wyckoff is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Township of Wyckoff. The procedures outlined below shall apply to all officials, employees, and volunteers of the Township of Wyckoff.

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey or the NJ Sex Offenders Internet Registry and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the Township of Wyckoff in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Township of Wyckoff ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Township of Wyckoff ***PRIOR TO*** starting employment or volunteer service. ***In addition to***

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completing the training course adopted by the Township of Wyckoff, all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) or the NYSCA National Alliance for Youth Sports online training

- iv. The Township of Wyckoff shall **annually** re-check and document the Megan's Law directory for New Jersey or the NJ Sex Offenders Internet Registry to make certain that current employees are not listed.
- v. Once employed, authorized adults who are employed (or volunteer) are required to notify Robert J. Shannon, Jr., Township Administrator, in writing at wyckoffadm@wyckoff-nj.com of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.
- vi.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Township of Wyckoff. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Township of Wyckoff

- Officials of the Township of Wyckoff are required to :
 - i. Complete the initial training course adopted by the Township of Wyckoff and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.

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- o Fully understanding the legal consequences for not being diligent in making certain that employees of the Township of Wyckoff adhere to all policies and procedures as adopted.
- ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Township of Wyckoff to implement whatever changes are necessary as soon as possible to make certain the policy is followed.
- iii. Department Heads shall conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Township of Wyckoff.

VI. Program Procedures:

All Township of Wyckoff programs operated by, sponsored by, or affiliated with the Township of Wyckoff shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Township of Wyckoff. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Township of Wyckoff shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, Township of Wyckoff shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Township of Wyckoff.

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- c. Implement and adopt a "***Code of Conduct***" for volunteer and paid staff members which, ***at a minimum***, will include the following:

<i>Code of Conduct</i>

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.
- Restroom Policy

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.

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- The Township of Wyckoff shall set forth rules and procedures governing when and under what circumstances participants may leave the Township of Wyckoff property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of Township of Wyckoff property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Township of Wyckoff to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The Township of Wyckoff shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 -

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1. One staff member for every six participants ages 4 and 5
2. One staff member for every eight participants ages 6 to 8
3. One staff member for every ten participants ages 9 to 14
4. One staff member for every twelve participants ages 15 to 17

➤ Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the Township of Wyckoff frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police, Dave Murphy or his designee of the Township of Wyckoff shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

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- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the "***Code of Conduct***" for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
- i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
 - iv. Officers shall make certain that they are neat, clean, and appropriately attired.
 - v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
 - vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

IX. Training Requirements:

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the Township of Wyckoff are required to complete training (and refresher course training) adopted by the Township of Wyckoff. **ALL employees of the Township of Wyckoff shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Township of Wyckoff and individual trainees also keep copies of their own training records.**

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a. **Officials**

Complete the initial training course adopted by the Township of Wyckoff and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.
- o Fully understanding the legal consequences for not being diligent in making certain that employees of the Township of Wyckoff adhere to all policies and procedures as adopted.

b. **Department Heads**

- i. Content of course shall include:
 - 1. Current State NJ State Law pertaining to Sexual Abuse of Minors
 - 2. Recognizing the signs of abuse and neglect
 - 3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc....)
 - 4. Your legal responsibility for implementing and monitoring procedures and employees
 - 5. Reporting cases of abuse

c. **Volunteers and Employees of the Township of Wyckoff**

- i. Content of course shall include:
 - 1. Current State NJ State Law pertaining to Sexual Abuse of Minors
 - 2. Recognizing the signs of abuse and neglect
 - 3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc....)
 - 4. Your legal responsibility for implementing and monitoring procedures and employees
 - 5. Reporting cases of abuse

d. **Law Enforcement Officers**

- i. Content of course shall include:
 - 1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel

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2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

X. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Township of Wyckoff shall also train officials, department heads, employees and volunteers in the concept of “**dual reporting**” as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not “investigate” an abuse situation. Do not interrogate the child.** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is required that officials, employees and volunteers report the suspected abuse to the Wyckoff Police Department immediately and the Wyckoff Police Department shall report the suspected abuse to the NJ Department of Children and Families (known as “dual reporting”).

For employees or volunteers of programs conducted by the Township of Wyckoff:

- Immediately report suspected cases to the Recreation Director or Police Chief in charge.
- The Department Head shall immediately report the alleged incident to the Police Chief. The Police Department shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:

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- a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Police Department shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Township of Wyckoff.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall immediately call the Wyckoff Police Department and the Wyckoff Police shall contact the NJ Department of Children and Families.

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For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:

- a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
- d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, Officials and Department Heads shall immediately notify the Wyckoff Police Department and the Wyckoff Police shall contact the NJ Department of Children and Families.

➤ For ***Law Enforcement Officers:***

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Township of Wyckoff encourages all officials, employees, and volunteers in programs operated by the Township of Wyckoff or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. *Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. *However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*

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- iii. *When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XII. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date the acknowledgement form on page 22 that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Township of Wyckoff. The same process shall be used for any revised policy issued in the future.

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**RECEIPT FOR PROTECTING CHILDREN FROM ABUSE
WYCKOFF POLICIES AND PROCEDURES MANUAL**

I acknowledge that I have received a copy of the Township of Wyckoff's Protecting Children from Abuse Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy provision in the manual that I do not understand, I will seek clarification from my Department Head, the Township Administrator or the Chief of Police.

In addition, I understand that this manual states the Township of Wyckoff's Protecting Children from Abuse policies is in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or supplemented at any time. This policy is available online at www.wyckoff-nj.com.

Date: _____

Signature _____

Print Name: _____

Department: _____

Employee Title: _____

Volunteer Coach: _____

Volunteer Board Member: _____

Board: _____

Other Volunteer: _____

Appendix A: Indicators of Child Abuse/Neglect

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The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts: - On face, lips, mouth - On torso, back, buttocks, thighs - In various stages of healing - Cluster, forming regular patterns - Reflecting shape of article used to inflict (electric cord, belt buckle) - On several different surface areas - Regularly appear after absence, weekend or vacation Unexplained burns: - Cigar, cigarette burns, especially on soles, palms, back or buttocks - Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) - Patterned like electric burner, iron, etc. - Rope burns on arms, legs, neck or torso Unexplained fractures: - To skull, nose, facial structure - In various stages of healing - Multiple or spiral fractures Unexplained laceration or abrasions: - To mouth, lips, gums, eyes - To external genitalia	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: - Aggressiveness - Withdrawal Frightened of parents Afraid to go home Reports injury by parents

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

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Abandonment	
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Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: • Compliant, passive • Aggressive, demanding Overly adoptive behavior: • Inappropriately adult • Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.

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- process and abuse itself, victims often begin to show tell-tale signs including:
- Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries

**Appendix C- Township of Wyckoff Policies
Established to Implement the Protecting Children
From Abuse Program**

CODE OF CONDUCT

For Junior Environmental Commission Members

THAT ENVIRONMENTAL COMMISSION MEMBERS ARE EXPECTED TO FOLLOW WHEN INTERACTING WITH JUNIOR/STUDENT MEMBERS OF THE ENVIRONMENTAL COMMISSION

1. Do not contact Jr/Student members via phone/text messages/email after 8:00 pm.
2. Always remain cognizant that Jr/Student members homework, standardized test preparation and school work is their primary responsibility and Environmental Commission work is secondary.
3. All contact with Jr/Student members (meaning; in person/text messages/phone/email) shall always include two (2) members of the Environmental Commission. This requirement is critical and cannot be disregarded.
4. Jr/Student members are just that and are appointed for one calendar year. No other titles shall be assigned.
5. If a Jr/Student's effort is not progressing to a member's satisfaction do not prod the Jr/Student member. It is okay to fail and learn from failures. Constant prodding will be perceived by the student and their parents as harassment.
6. The Environmental Commission Chair shall receive all emails and text messages sent to Jr/Student members in addition to the second Environmental Commission member. The second Environmental Commission members role is to monitor the interaction and to intervene if the Environmental Commission member sending the email is becoming strident.
7. The Environmental Commission Chair must review and approve all student projects before they commence to make sure they aren't overly complex or time consuming.
8. Any public events to be held by the Environmental Commission must first be approved by the Township Committee.
9. Restroom Policy
 - All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
 - Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there.

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Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

My signature indicates that I have received this document and that it has been read and understood.

Print Name

Signature

RECREATION DEPARTMENT

Emergency Treatment - Parent's Consent

This is the Recreation Department information that is a required checkbox for all residents who register their children for a Recreation program. They literally cannot register without checking the box in this section.

As a parent and/or guardian of the registered minor(s), I hereby authorize the treatment by a qualified and licensed medical doctor in the event of a medical emergency which, in the opinion of the attending physician, may endanger my child's life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

RECREATION DEPARTMENT

Wyckoff Recreation Participant Injury & Parent Contact Procedure

In the course of a sporting event, injuries will invariably occur. It is important that the coaches remain calm and follow the procedures outlined below. When in doubt about the severity of the injury, call 911 first and immediately contact the parents or guardians. Be sure to review your roster for allergies or any other conditions that the parents made us aware of during registration.

Three Levels of Care

1. Serious Life-Threatening Injury to a Participant:

1. Call 911
2. If the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide first aid. The parents have already provided permission for emergency treatment via the registration process but obtaining verbal permission must still be attempted.
3. If First Aid certified, provide basic First Aid/CPR. First Aid kits are provided to each coach prior to the start of the season. An AED (Automated External Defibrillator) is located at each of the Township fields as well at every school. If the injury is neck, back, or a bone is potentially broken, do not attempt to move the child, and wait for emergency services to arrive. If the coach or an assistant coach has time, he/she should begin filling out the accident report form. If there

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is no time, one should be completed immediately following the incident. Report the incident to the Recreation Department by email and/or phone as soon as possible after the injury, but not before the player has been cared for.

2. Less Threatening Injuries:

1. After initial assessment, if the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide first aid. The parents have already provided permission for treatment to be provided via the registration process but obtaining verbal permission must still be attempted.
2. If First Aid certified, provide basic First Aid/CPR. First Aid kits are provided to each coach prior to the start of the season. If the coach or an assistant coach has time, he/she should begin filling out the accident report form. If there is no time, one should be completed immediately following the incident. Report the incident to the Recreation Department by email and/or phone as soon as possible after the injury, but not before the player has been cared for.

3.Minor Injuries:

1. After initial assessment, provide standard First Aid with appropriate precautions or have the child administer him/herself for the most minor of injuries (icepacks, band aid applications).
2. Upon completion of the session, if the parent or guardian was not in attendance and is unaware of the minor injury, contact them using the Recreation Department provided roster to alert them to the injury.

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WYCKOFF RECREATION DEPARTMENT



TO: Recreation Department Volunteers including; Coaches and Parents

FROM: Recreation Director

DATE: March 29, 2019

RE: **ALL VOLUNTEERS ARE REQUIRED TO COMPLY WITH THE TOWNSHIP'S POLICIES AS HEREIN DESCRIBED AND THE FAILURE TO DO SO MAY RESULT IN BEING BARRED AS A COACH OR IN EXTREME CIRCUMSTANCES A SPECTATOR**

As volunteers, it is critical that all are aware of the attached policies that have been established for the benefit of all. As way of a reminder, volunteers and appointees are considered agents and employees of the Township of Wyckoff when conducting volunteer functions. The Township can be held liable for claims arising out of misconduct by Recreation members.

Your volunteer service is appreciated. The Wyckoff Recreation Department thrives because our residents volunteer their time to make our children's lives better and more complete. By following the mostly common-sense guidelines that follow, the recreation participants of Wyckoff will continue to enjoy the benefits of the many activities we have to offer. These policies are put in place and distributed for the benefit and protection of all.

This document is posted on our website for the edification of any citizen who may choose to visit; participate in or observe one of the Wyckoff Recreation events.

Recreation Director

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WYCKOFF RECREATION CODE OF ACCEPTABLE CONDUCT REQUIRING ALL VOLUNTEERS TO COMPLY WITH THE TOWNSHIP'S POLICIES AS HEREIN DESCRIBED AND THE FAILURE TO DO SO MAY RESULT IN BEING BARRED AS A COACH OR, IN EXTREME CIRCUMSTANCES, A SPECTATOR.

Coaches:

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Respect the rights of all participants, and use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Ensure there is absolutely no physical or psychological intimidation, verbal abuse, and conduct that is demeaning to athletes or others by you or others coaching your team.
- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legal protected classification.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the participation rules established by the league and/or Recreation Department and the spirit of those rules.
- Encourage youth to participate in other sports and activities to promote all aspects of their development.

I will treat each player as an individual, remembering the wide range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each child and treat each player as an individual while demonstrating concern for their individual needs and wellbeing.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all youth.
- Recognize that youth may vary greatly in physical, social and emotional maturation and consider these factors when setting up competitions and when interacting with youth.

I will do my best to provide a safe playing situation for my players and ensure their safety when under my supervision.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sexual molestation, assault, physical or emotional abuse.
- Never be alone with children under my supervision outside of the program. This includes "one-on-one" time with players for extra instruction, which is prohibited.
- Correct or avoid unsafe practice or playing conditions.
- Use appropriate safety equipment necessary to protect all players.

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- See that the players are provided with adequate adult supervision while under the care of the coach.
- Be visible to other staff members and spectators (if applicable) at all times when supervising/coaching minors.
- Never transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Never purchase gifts for individual members of the program under the coach's supervision.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players and ensure that I follow the Recreation Department's policy on injury treatment and parent contact.

Expected Behavior:

- Keep basic first aid supplies available in all practice and game situations.
- Keep a copy of the Recreation Department provided team roster with me at all practices and games so that immediate contact can be made with a parent in case of an injury.
- Take advantage of the first aid and CPR courses offered to coaches.
- Recognize and administer proper first aid to an injured player and call 911 immediately in the case of a serious/life-threatening injury.
- Demonstrate concern for an injured player, notify parents immediately and cooperate with medical authorities.
- Protect the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.
- Be particularly vigilant with regard to removing any player from competition or practice who may have sustained a head injury.
- Do not attempt to move players who appear to have sustained a serious injury such as a head, neck, or back injury or when the potential for a broken bone exists.

I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied, and productive and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated. Maintain an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage athletes to give defeated opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.

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- Don't engage in or permit profanity or obscene gestures during practices, sporting events, or any other situation where the behavior could reflect badly on yourself, your players, or the Township.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities and in the presence of players.
- Refrain from the use of any type tobacco products or alcohol at all team activities and in the presence of your players.
- Never provide any type of alcohol, drug or tobacco products to any of your players.
- Demand that parents refrain from the public use of tobacco products or alcohol at team activities.
- Understand that the use of tobacco, nicotine delivery products, and the consumption of alcohol on Township property, parks, recreation areas, and parking lots is prohibited, including "tailgating" prior to or after youth sporting events.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.
- Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

Expected Behavior:

- Treat the parents of athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Fulfill the expected role of a youth coach to adopt a "children first" philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.

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- Place the emphasis on fun and participation.
- Encourage athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

I am aware that the Township has a Zero Tolerance Policy for Harassment/Intimidation/Bullying.

Expected Behavior:

- Any observations of harassment, bullying, or intimidation of a parent or child participant shall be instructed to stop immediately by a coach and reported to the Recreation Director. This includes actions by other coaches, parents, or child participants.
- I will report any coach's, parent's or child's behavior that is disruptive to team activities or disrespectful of teammates and/or coaches to the Head Coach and Recreation Director. I will also advise the coach, parent, or child that his or her behavior is inappropriate and that the behavior is being reported.

I am aware of Restroom Procedures as they relate to children utilizing a restroom during activities.

Expected Behavior:

- All restrooms shall be checked in advance by staff persons (head coach, assistant coach) before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- Staff members may also relinquish the child to his or her parent if they are present to use the restrooms.

Parents:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. I will not argue with, yell at, or otherwise engage in confrontational conversation with any player, coach, or official.
2. I will place an emphasis on my child's effort ahead of a concern for the outcome. I will not criticize, demean, or otherwise embarrass my child during practices or games.
3. I will be informed as to each program's philosophy and competitive level and conduct myself in a manner which is consistent with the age, developmental level, and emotional maturity of the participants.
4. I will cheer for every child – not just my own. All positive plays and displays of good sportsmanship by all participants will be recognized. I will not cheer when an opposing player makes a mistake, nor will I attempt to distract any players from achieving their desired outcome.
5. I will make efforts to understand the modified rules utilized at each different level.

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6. I will promote a safe and healthy environment for all children in attendance as both spectators and participants. I will not attempt to intimidate, harass, or bully any participants, officials or coaches.
7. I will communicate respectfully to coaches and officials working with my child in order to encourage a positive and enjoyable experience for all. In the event that I disagree with a coach's decision, I will abide by the Recreation Department's 24-Hour Rule in that I will not approach a coach with any concern in person, by phone, or by email until 24 hours after the event has taken place.
8. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events. This includes but is not limited to "tailgating" or otherwise consuming alcohol at all youth sports events. I further understand that the Township prohibits smoking in all public parks and recreational facilities and their parking lots.
9. I will remember that the game is for youth – not for adults.
10. I will make youth sports fun for my child. This includes my actions, behavior, and conversations before, during, and after games or contests.
11. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, gender, ethnicity, sexual orientation, religion, or ability.
12. I will serve as a role model in my actions and words.
13. I will respect my child's coaches and teammates by making every effort to fully meet the program's commitment as shown by his/her regular attendance at scheduled games and practices for the duration of the season.
14. I am aware of the Zero Tolerance Policy toward Harassment/Intimidation/Bullying and will not participate in any of these toward any coaches, players, other parents, or officials. I will report any observations of such conduct to the appropriate parties (i.e. coach, Recreation Director, Recreation Board).
15. I will refrain from posting negative comments about the Wyckoff Recreation Program, its staff, volunteer coaches, officials, other parents and players, and its opponents on any form of social media. Doing so is disrespectful to the program and its many volunteers and goes against the positive experience all are attempting to provide for your child.

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**ZERO TOLERANCE POLICY TOWARDS HARASSMENT,
INTIMIDATION AND BULLYING (HIB)**

Wyckoff Parks & Recreation

Zero Tolerance Policy towards Harassment, Intimidation, and Bullying

It is the Township of Wyckoff's policy to prohibit harassment, intimidation, and bullying of a participant, parent, spectator, or coach by another participant, parent, spectator, or coach on the basis of actual or perceived ability level, sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law.

While it is not easy to define precisely what harassment, intimidation and bullying are, they include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images and other similar verbal, written, printed, or physical conduct.

If a participant, parent, spectator, or coach is witness to or believes to have experienced harassment, intimidation, or bullying, the participant, spectator, coach, or witness shall immediately notify the parent, coach, and the Parks & Recreation Director of the observed harassment.

Notification of appropriate personnel such as the coach, the parent, and the Parks & Recreation Director, is essential to the success of the implementation of this policy. The Township of Wyckoff's Board of Parks & Recreation cannot resolve a harassment, intimidation, or bullying problem unless it is notified about it. Therefore, it is the responsibility of all participants, parents, spectators, and coaches to bring those kinds of problems to the attention of the appropriate officials so that actions are taken to correct them.

Violation of this policy shall subject participants, parents, spectators, and coaches to disciplinary action, up to and including immediate removal from the program.

Any questions, please contact the Recreation Director at (201)891-3350 or

wyckoffrec@wyckoff-nj.com.

*updated 5/17/16

**VOLUNTEERS COMMUNICATING ELECTRONICALLY
REGARDING MUNICIPAL OPERATIONS**

As a volunteer for the Township of Wyckoff utilizing your personal electronic device for communications of **ROUTINE PROCEDURAL TASKS**, such as

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your availability for dates of recreational sports and training programs, your availability for special meetings, sharing of fire department meeting dates and drills, etc. via *all* electronic devices such as cell phones, smart phones, computers, electronic tablets, internet, voicemail, email and fax shall be conducted in a professional manner that does not discriminate, harass, bully, disparage, denigrate or threaten in any way an employee, youth sports participant, volunteer, member of the public or resident interacting or participating in Township of Wyckoff programs. A message that includes any of the aforementioned prohibitions is an “inappropriate message.” If a volunteer receives an inappropriate message via any electronic device, the volunteer has an obligation and shall **IMMEDIATELY** provide the inappropriate message as follows:

Recreation Coaches, Volunteers and Parents:

Provide the message to the Recreation Director

Volunteers must comply with all policies adopted by the Township, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while utilizing the internet, social media, application or any other electronic device or program.

Any communications regarding the Department, Board or the Team for which you volunteer **MUST BE LIMITED TO ROUTINE PROCEDURE TASKS** since all communications on personal emails, cell phones, or other personal Communication Media are subject to the provisions of the Open Public Records Act.

Volunteers participating in the Township of Wyckoff programs who are using electronic devices shall not:

- Invade the privacy of others
- Engage in any activity that is harassing or defamatory
- Communicate in a defamatory, obscene, or harassing manner or in violation of the Township’s rules or policy

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- Use Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement
- Use content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation
- Threaten any person or organization
- Use information that may tend to compromise the safety or security of the public or public systems
- Comments from children under 13 cannot be posted in order to comply with the Children’s Online Privacy Protection Act. By posting on a Township media site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child’s posting or comments
- Use content that incites violence
- Provide photographs or videos without parental consent
- Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, disparaging comments or unsupported accusations

WYCKOFF POLICE DEPARTMENT SPECIAL ORDER			
SUBJECT: Protecting Children From Abuse NJ MEL-JIF Policy		NUMBER: 2020	
EFFECTIVE DATE: September 23, 2020	DISTRIBUTION TO: ALL SWORN OFFICERS		ISSUED BY: Chief David Murphy
CANCELLATION DATE: Until Rescinded		APPROVED BY: Chief David Murphy	

MEL/JIF Safety Institute have adopted policies and training for addressing the protection and treatment of minors. To act in the best interest of our children, the Township will be adopting a comparable version of this policy.

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It is our priority to make sure that all police department employees are fully trained in recognizing and understanding any issues that negatively impact our children. As part of the requirements, the police department must specify a policy concerning the transporting of minors in a police vehicle.

Procedure:

- a. **Transporting minors in a police vehicle.** *Whenever possible*, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that do not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio to Communications as well as activate their in-car camera for the duration of the transport.
- b. This procedure is also covered in the Arrest and Transportation Standard Operating Procedure under Section VI , Letter “G”- Custody and Transportation: It reads as follows: G. Prior to commencing transportation, officers shall advise communications of the number of arrestees being transported, their gender, their classification (adult or juvenile), the starting location, their destination, and starting mileage to the nearest 1/10th of a mile. Upon arrival at their destination, officers are to give their ending mileage. Although it refers to an “Arrestee”, the procedure and actions of the officer are the same as it would be to satisfy the requirement of this policy.

Appendix C: Continued- Additional written procedures that require actions which are required in all Township of Wyckoff programs which include minors. These actions are required during Recreation Programs, Jr. Firefighter Programs, Jr. Police Academy Programs, Jr. Environmental Commission Programs and any other programs involving minors.

1. All employees, volunteers and elected officials shall first complete the Protecting Children from Abuse Program, before participating in any Township of Wyckoff Program involving children.
2. A written protocol for notifying the parents or guardian of a minor in case of an emergency, whether medical or behavioral, natural disaster, or any other disruption.
3. Medical treatment authorization forms.
4. Establish a policy that forbids the release of children to anyone other than the parent, guardian, or another authorized adult.
5. Policies that prohibit staff or volunteers from transporting children in their own vehicles without written authorization. Police agencies also must adopt specific procedures for the transportation of minors.

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6. Strong policies forbidding staff and volunteers from meeting with a child alone and in private. Staff and/or volunteers shall not meet one (1) on one (1) with a minor.
7. Prohibition of images taken of children as part of an activity from being shared on social media or any other platform without expressed written prior consent from parents and guardians.
8. Anti-Hazing and bullying policies that cover cyberbullying.
9. Procedures for monitoring of bathroom facilities when minors visit a bathroom.
10. Officials, Employees, Volunteer Board Members, shall not begin a new Township of Wyckoff program that includes minors without first obtaining Township Committee written approval. A "Protection and Safe Treatment of Minors" review shall be performed. A written proposal explaining, among other details, whom is the responsible person for compliance with the protection and safe treatment of minors in such a proposed program shall be required.

#24-104 Easy Public Access (A Transparency) Program

WHEREAS, the Township Committee of the Township of Wyckoff desires to share information with citizens by providing easy access for the public to access municipal documents; and,

WHEREAS, in 2019, the Township of Wyckoff was awarded a "2019 Innovation in Governance Award" for its "10 Part Easy Public Access Program"; and,

WHEREAS, the Easy Public Access Program was enhanced in 2020 to 15 Easy Public Access measures to provide information.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the 15 Part Easy Public Access Transparency Program be continued to share information with citizens.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall distribute this program to all department managers to implement.

**TOWNSHIP OF WYCKOFF'S MUNICIPAL MATTERS
BAKER'S DOZEN PLUS TWO (2) PROGRAM FOR EASY PUBLIC
ACCESS**

1. Township Committee meeting agendas and the resolutions and the ordinances listed on those meeting agendas for action are posted on the Township's web site (Wyckoff-nj.com) on the Friday before the Tuesday night meeting (4 days prior to the Township Committee meeting).
2. The Planning Board and the Zoning Board of Adjustment meeting agendas are posted on the Township of Wyckoff website (wyckoff-nj.com) on the Friday prior to the Wednesday Planning Board meeting and on the Friday prior to the Thursday Zoning Board of Adjustment meeting. ADDITIONALLY, the meeting agendas include a parenthetical explanation in "non legal" terminology of the purpose of each land-use application in common vernacular.

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3. Meeting minutes of the Township Committee meetings, Planning Board, Zoning Board of Adjustment, Board of Health, Parks and Recreation Advisory Board, and Environmental Commission are posted on the Township’s website the day after the meeting at which they are approved. For the Township Committee, that means every fifteen (15) days the Township Committee meeting minutes are posted and for all other boards, since they meet once a month, their meeting minutes are posted every thirty (30) days. At minimum, three (3) years of meeting minutes are posted) and available for easy public access 365/24/7.
4. When the Township Committee introduces an ordinance, it is permitted to publish only the title of the ordinance in the Ridgewood News. Although this is legal, it is impossible for a citizen to understand the ordinance. The Wyckoff Township Committee publishes each ordinance in its entirety to allow citizens to gain an understanding of the ordinance and its impact or purpose from reading the publication in the newspaper.
5. Effective July 2019, the Township Committee began live streaming and video recording its bi-monthly meetings and posting those video recordings on its web site in the same location that written meeting minutes are located for easy public access 365/24/7.
6. The Township’s website homepage includes a prominent link titled, “Legal Notices from the Municipal Clerk” which contains a listing of each legal notice as it is published and which links to each complete legal notice of the Township Committee such as; bid notices and ordinances, for easy public access 365/24/7.
7. The Township’s website includes a prominent link titled, “Municipal Records” where financial records, collective bargaining agreements and elements of the Township’s Master Plan are located for easy public access 365/24/7.
8. The Township’s website includes a prominent link titled, “Township Laws and Codes” which provides all laws of the Township of Wyckoff, such as; the zoning codes, subdivision and site plan codes, property maintenance code and the traffic code all located in one place for easy public access 365/24/7.
9. The Township’s website includes a prominent 365/24/7 link titled, “Request a Non-emergency Service”. Residents and citizens utilize this easy website feature to communicate request for service and questions. The below information lists the number of requests, resulting in responses for each since its inception in 2017.
- | | |
|------|-----|
| 2020 | 313 |
| 2019 | 224 |
| 2018 | 244 |
| 2017 | 53 |
10. The Municipal Clerk’s Office prioritizes its response to public records request, and diligently records its issuance of public records. For example:
- 95 percent of the OPRA requests are replied to in three (3) of the allowable seven (7) days permitted by Law.
 - The OPRA request form can be easily found on the Township’s website and submitted directly to the Municipal Clerk using the online platform for easy public access 365/24/7.
 - The following tally of OPRA responses over the past 5 years

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2021	845 (as of 12/1/2021)
2020	799
2019	612
2018	659
2017	665
2016	536

11. Two bulletins were drafted, “Resident Information for Attending/Participating in a Zoning Board of Adjustment Meeting and a Planning Board Meeting.”

These bulletins welcome members of the public to the land use meeting and explain the application review process, public comment periods and posting of agendas in advance of the meetings. The New Jersey League of Municipalities featured these bulletins as best practices. The bulletins are available on the Township’s website 365/24/7 and available at meetings.

12. Wyckoff requires all officials and volunteer board member to recite an oath of office that exceeds the minimum statutory language for public oaths of office and requires affirming, “*and that I will not use my office to grant preferential treatment, nor to seek personal gain, favor or advantage not available to the public.*” This additional language for the oath of office required in Wyckoff exceeds the minimum statutory requirement.

13. The Township utilizes the following social media accounts to provide timely and useful municipal information for citizen convenience:

Facebook
Instagram
Twitter
Subscribe to Wyckoff’s You Tube Channel

14. Applications and plans for Planning Board and Board of Adjustment review and consideration are posted on the municipal website for easy inspection 24/7 ten (10) days before the meeting in which the applications are anticipated to be reviewed. Applications and plans remained on the website until the resolution approving or denying the applications are adopted.

15. “Tax and Sewer Payments” is an interactive link on the Townships home page which allows interactive use and transactions such as:

- Review Tax and sewer charges per property for multiple years.
- Print bills.
- Pay tax and sewer charges
- Process a change of name or address form for tax and sewer charges on-line.

#24-105 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” as amended, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and,

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s

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criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

1. **NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Wyckoff, hereby states that they have complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Municipal Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S

“Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTOCOPIES OF SIGNATURES

STATE OF NEW JERSEY
COUNTY OF BERGEN

We, members of the Township Committee of the Township of Wyckoff being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Committee of the Township of Wyckoff in the county of Bergen;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	Thomas J. Madigan	(L.S.)
(L.S.)	Rudolf E. Boonstra	(L.S.)
(L.S.)	Peter J. Melchionne	(L.S.)
(L.S.)	Timothy E. Shanley	(L.S.)

Sworn to and subscribed before me this _____ day of _____

Notary Public of New Jersey

Nancy A. Brown, Municipal Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

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#24-106 Authorize Bergen County Shared Service for Emergency ROW Tree Removals

of Bergen for the emergency removal of shade trees from the county right-of-way; and,

WHEREAS, the County has long provided emergency tree removals for Wyckoff; and,

WHEREAS, Bergen County now requires a Hold Harmless and Indemnification Agreement for the removal of any tree along a county roadway; and,

WHEREAS, the Township of Wyckoff's Shade Tree Commission understands and agrees to comply with this new requirement; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Township Administrator is authorized to sign all Hold Harmless and Indemnification Agreements for the removal of trees along county roads; and,

#24-107 Green Purchasing Policy

WHEREAS, the Township Committee has appointed its Environmental Commission as its Green Team, and whose role is to advise and make recommendations to the Township Committee on environmental and sustainable issues related to the health and safety of our community; and,

WHEREAS, cleaning products are necessary for maintaining attractive and healthy conditions in the Township workplace; however, cleaning products can present several health and environmental concern and as such may contain chemical irritants classified as hazardous, creating potential handling, storage, and disposal issues.

WHEREAS, using green cleaning products and equipment that have a lesser or reduced effect on human health and the environment can help to reduce the human health and environmental concerns that comes along with cleaning.

WHEREAS, the attached green purchasing policy has been reviewed by the Environmental Commission and it is recommended for the Township Committee adoption.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the attached green purchasing policy is adopted.

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ENVIRONMENTALLY PREFERABLE PURCHASING
(GREEN PURCHASING)

9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)

9.1 STATEMENT OF POLICY

It is the policy & practice of the Township of Wyckoff to:

- institute practices that reduce waste by increasing product efficiency and effectiveness,
- purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when & where possible.

9.2 PURPOSE & OBJECTIVES

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in the Township of Wyckoff. By including environmental considerations in purchasing decisions, the Township of Wyckoff can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

The policy objectives are to:

- conserve natural resources,
- minimize environmental impacts such as pollution and use of water and energy,
- eliminate or reduce toxics that create hazards to workers and our community,
- support strong recycling markets,
- reduce materials that are routinely land filled,
- increase the use and availability of environmentally preferable products that protect the environment,
- identify environmentally preferable products and distribution systems,
- reward manufacturers and vendors with contracts that reduce environmental impacts in their production and distribution systems or services,
- collect & maintain up-to-date information regarding manufacturers, vendors and other sources for locating/ordering environmentally preferable products,
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

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9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)

9.3 RESEARCH, EVALUATION & IMPLEMENTATION

A Township of Wyckoff Purchasing Division and members of the Green Team will be composed of representatives from various City departments to research, evaluate, and implement the environmental purchasing objectives. The Committee will focus its research, evaluation and implementation on the following areas:

- Recycled Content Products (e.g. paper, playground equipment, toner cartridges, motor oils & lubricants, carpets, matting, plastic lumber, trash bags, parking stops, etc...)
- Less Harmful & Non-toxic Materials & Processes (e.g. janitorial/cleaning products, pest management chemicals, phosphates, paint, solvents, etc...)
- Energy & Water Efficient Products & Processes (e.g. solar applications, energy efficient lighting, appliances, vehicles & motorized equipment)
- Natural Resource & Landscaping Management (e.g. integrated pest and vegetation management, drought tolerant/indigence plants, recycled mulches, etc...)
- Renewable Products (e.g. certified forests, renewable energy resources)
- Disposal & Pollution Reduction (e.g. integrated waste management, snack/soda machines, double-sided copies, longer lasting tires, reusable holiday trees, etc...)
- Packaging (e.g. bulk packaging, reusable boxes, shipping pallets, etc...)

The Committee is aware that the evaluation and implementation phases of the project will require changes in awareness, behaviors, practices and procedures. To the extent possible it is the Committee's intention to have a participative process as it researches, evaluates and implements the policy recommendations. It is also the Committee's intention to meet annually after implementation to monitor and evaluate the Township's progress in this area.

9.4 SPECIFICATIONS

9.4.1 Source Reduction

- * To the extent practicable the Township shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.

- * To the extent practicable the Township shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.

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(CONTINUED)

9.4 SPECIFICATIONS (CONTINUED)
9.4.1 Source Reduction (Continued)

- * To the extent practicable the Township shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in this section (3.1), when practicable.
- * All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- * Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.
- * To the extent practicable the Township requests vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
- * Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.
- * Vendors shall be encouraged to take back and reuse pallets and other shipping and packaging materials.
- * Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be required to take back equipment for reuse or environmentally safe recycling when the Township discards or replaces such equipment, whenever possible.
- * To the extent practicable the Township shall consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when the Township discards or replaces such equipment, whenever practicable.
- * All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practical.

9.4.2 Recycled Content Products

- * All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest postconsumer content practicable and cost effective, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.

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**9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)**

9.4 SPECIFICATIONS (CONTINUED)

9.4.2 Recycled Content Products (Continued)

- * Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.
- * To the extent practicable the Township shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, channelizers and barricades, which shall contain the highest postconsumer content practicable and cost effective, but no less than the minimum recycled content standards established by the United States EPA Comprehensive Procurement Guidelines.
- * All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content.

9.4.3 Energy & Water Savings

- * Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- * When practicable, the Township shall replace inefficient interior lighting with energy-efficient equipment.
- * When practicable, the Township shall replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Exterior lighting shall be minimized where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.
- * All products purchased by the Township and for which the United States EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, [organization] shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- * To the extent practicable the Township shall purchase water-saving products. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

**9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)**

9.4.4 Green Buildings

All building and renovations undertaken by the Township shall follow Green Building Practices for design, construction, and operation, where appropriate, practicable, and cost effective as described in the LEED IM Rating System.

9.4.5 Landscaping & Hardscaping

All landscape renovations, construction and maintenance

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performed by the Township, including workers and contractors providing landscaping services for the Township, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.

Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

Hardscapes and landscape structures constructed of recycled content materials are encouraged. The Township shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

9.4.6

Toxics & Pollution

To the extent practicable, the Township shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal certification standards for environmental preferability and performance.

To the extent practicable, the Township shall purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program — Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Where possible and as applicable, other janitorial cleaning equipment shall be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.

All surfactants and detergents shall be readily biodegradable and, where practicable, shall not contain phosphates.

9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

9.4.6

Toxics & Pollution (Continued)

When maintaining buildings and landscapes, [organization] shall manage pest problems through prevention and physical, mechanical and biological controls. [Organization] may either adopt and implement an organic pest management policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.

When maintaining buildings, the [organization] shall use products with the lowest amount of volatile organic compounds (VOC's), highest recycled content, and low or no formaldehyde

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when practicable when purchasing materials such as paint, carpeting, adhesives, furniture and casework.

To the extent practicable, the Township shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

- Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.
- Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies whenever practicable.

To the extent practicable, the Township shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, [organization] shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

To the extent practicable, the Township shall specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, whenever practicable.

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**9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)**

9.4.7 Forest Conservation

To the extent practicable, the Township shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, [organization] shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council (FSC) certification.

To the extent practicable, the Township encourages the purchase or use of previously used or salvaged wood and wood products whenever practicable.

9.4.8 Bio-Based Products

Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.

Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.

Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged whenever practicable.

Compostable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.

Proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products shall be provided by vendors of such products, upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

9.5 PRIORITIES

The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.

To the extent practicable, the Township has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio based.

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**9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)**

9.5 PRIORITIES (CONTINUED)

Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the Township, department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

9.6 IMPLEMENTATION

The Township Administrator, CFO, DPW Manager and Township Engineer and other responsible Department Managers shall implement this policy in coordination with other appropriate Township personnel.

Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City, where practicable.

9.7 PROGRAM EVALUATION

The Township Administrator, CFO, DPW Manager, Township Engineer and the "Green Team" Chair responsible for implementing this policy, shall periodically evaluate the success of this policy's implementation.

9.8 DEFINITIONS

"American Society for Testing & Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

"Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

"Biodegradable Plastic" means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

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9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)
9.8 DEFINITIONS (CONTINUED)

"Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

"Buyer" means anyone authorized to purchase or contract for purchases on behalf of the City or its subdivisions.

"The Carpet & Rug Institute" (CR1) is the national trade association representing the carpet and rug industry. CR1 has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners.

"Chlorine Free" means products processed without chlorine or chlorine derivatives.

"Compostable Plastic" means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

"Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with [organization] or serves in a subcontracting capacity with an entity having a contract with [organization] for the provision of goods or services.

"Degradable Plastic" means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

"Dioxins & Furans" are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic by the U.S. Environmental Protection Agency (EPA).

"Energy Star" means the U.S. EPA's energy efficiency product labeling program.

"Energy Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

"Electronic Product Environmental Assessment Tool" (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

"Federal Energy Management Program" is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.

The "Forest Stewardship Council" (FSC) is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
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9.8 DEFINITIONS (CONTINUED)

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"Green Building Practices" means a whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED IM Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.

"Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

"Integrated Pest Management (IPM)" is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

"LEED IM Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System, or other related LEEDIM Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and high-rise residential buildings.

"Organic Pest Management" prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of New Jersey Certified Organic Foods (NJOF).

"Postconsumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

"Practical" and "Practicable" mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.

"Preconsumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

9.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)
(CONTINUED)

9.8 DEFINITIONS (CONTINUED)

"Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and

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postconsumer material but does not include excess resources of the manufacturing process.

"Recycled Content" means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.

"Recycled Content Standard" means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as "recycled products."

"Recycled Product" means a product that meets [organization's] recycled content policy objectives for postconsumer and recovered material.

"Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

"Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

"Source Reduction" refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

"U.S. EPA Guidelines" means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

"Water-Saving Products" are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

24-108 Authorize Payment of County & School Taxes on their Respective Due Dates

WHEREAS, the Township of Wyckoff has established an annual schedule for payment of bills which corresponds to the Township Committee meeting schedule; and,

WHEREAS, abiding by this schedule sometimes necessitates that bills are paid later than their due dates; and,

WHEREAS, the County of Bergen, the Wyckoff Board of Education and the Ramapo Indian Hills School Board rely on our timely remittance tax payments to maintain stable cash flow; and,

WHEREAS, the Finance Office is hereby authorized to pay our county and school tax obligations outside of the annual payment of bills parameters in order for them to be paid by the due dates.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that bills for the County of Bergen taxes, Wyckoff Board of Education school taxes, and Ramapo Indian Hills school taxes shall be paid by their respective due dates.

#24-109 Authorize Signing of Civil Rights Compliance for American Rescue Plan Application

WHEREAS, the Township of Wyckoff is desirous of applying for funding from the Federal American Rescue Plan; and

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WHEREAS, a requirement of submitting an application for funding is assurances of compliance with Title VI of the Civil Rights Act of 1964; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, and State of New Jersey that the Township Committee Chairman, Township Administrator, Municipal Clerk, or any other officer deemed appropriate are hereby authorized to sign the Assurances of Compliance with Civil Rights element, which is a required component when applying for American Rescue Plan funding.

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE
CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the [name of Recipient] (hereinafter referred to as "the Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits. The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.

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3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.
4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.

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9. Recipient must provide documentation of an administrative agencies or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.
10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Recipient	Date
Signature of Authorized Official	

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Clerk: May I have a motion and a second to approve the consent agenda?

Committeeman Shanley made a motion to approve the consent agenda;
Seconded by Committeeman Boonstra. All voted in favor.

With an affirmative vote, the motion was approved.

Township Committee Remarks

Timothy Shanley

"I want to wish everyone a Happy New Year and good luck to you as mayor, Pete."

Rudolf Boonstra

"Happy New Year to everyone. It's good to see such a wonderful crowd here again, as we always get on New Year's Day. I'd like to welcome everyone back and wish a warm welcome to anyone who hasn't been here before."

"I'd like to reiterate our condolences for the terrible thing to have happened to the Eishen family. Just keep the family in your thoughts and prayers. We're going to have a good year. Thank you."

Thomas Madigan

"I'd like to say thank you to all of you here attending this meeting. A special thank you to the many volunteers that have been sworn in today and those who continue to serve our town. Happy New Year to all and congratulations Pete Melchionne."

Meeting Open for Public Comment

Committeeman Boonstra made a motion to open the meeting for Public Comment; Seconded by Committeeman Shanley. All voted in favor.

Committeeman Shanley made a motion to close the Public Comment Period; Seconded by Committeeman Boonstra. All voted in favor.

With an affirmative vote, the motion was approved.

Mayor Melchionne extended an invitation to join the Township Committee at Fire Company #1 for a celebration.

Meeting was adjourned at 12:46pm

Chair: May I have a motion to and a second to adjourn the Business Meeting?

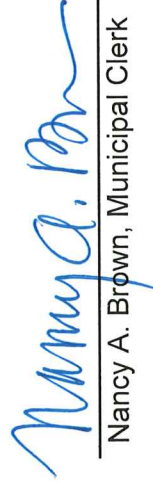
Committeeman Boonstra made a motion to adjourn the meeting; Seconded by Committeeman Shanley. All voted in favor.

With an affirmative vote, the motion was approved.

During the course of this live meeting there were between three and five concurrent viewers watching via YouTube.



Mayor Peter J. Melchionne



Nancy A. Brown, Municipal Clerk