

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JUNE 4, 2020 – 7:00 P.M.**

OPEN PUBLIC MEETINGS ACT

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJS 10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Township Committee of the Township of Wyckoff scheduled for 7:00 pm Tuesday, June 4, 2020 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted virtually through Zoom technology and it will be live-streamed on the Township of Wyckoff's YouTube channel.

Due to the Covid-19 Public Health Emergency, members of the public will not have access to Town Hall.

These measures are implemented to allow members of the public to observe the meeting via live streaming and to provide the ability to comment during the periods for public comment during the meeting

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Friday, May 29, 2020 at 4:30 pm.

To view the live-streamed Township Committee meeting, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on June 4, 2020.

To be notified of all future live streamed Township meetings, please create a YouTube account and subscribe to our YouTube channel, "Township of Wyckoff."

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Mayor Timothy E. Shanley opened the Open Work Session Meeting at 7:00 p.m. in the second floor municipal court room.

Nancy Cole, Acting Municipal Clerk read the Open Public Work Session statement: "This Open Public Work Session Meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers."

Present: Mayor Timothy E. Shanley, Committeemen Thomas J. Madigan and Rudolf E. Boonstra and Committeewomen Melissa D. Rubenstein and Elizabeth J. Fischer

Also Present: Township Administrator Robert J. Shannon, Jr., Nancy Cole, Acting Municipal Clerk and Township Attorney Robert Landel

Mayor Shanley confirmed that the Finance Committee has reviewed and signed vouchers.

Mayor Shanley opened the meeting for the ten (10) minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff, with a motion from Committeewoman Boonstra, seconded by Committeewoman Rubenstein.

1. Mr. Carl Rizzo, 245 Demarest Avenue called via the specific telephone extension, stated he is requesting a follow-up on letters sent to the Township. Mr. Rizzo also had a phone conversation with the Township Attorney. He described his property on Demarest Avenue as the second environmental center in Wyckoff. Mr. Rizzo and his wife devote much of their time beautifying their property where many residents in the area enjoy. Mr. Rizzo expressed his concerns regarding the water and silt that flows into the ponds on his property and is awaiting a reply from the Township in this regard.

Mr. Rizzo asked a number of questions specifically, does the Township have easements over his property, are there any filter controls between 245 Demarest Avenue and the Boulder Run Shopping Center, if there are, is the owner of the Boulder Run Shopping Center properly maintaining those filter systems and if not, will they take corrective and remedial measures to address those situations. The Township Attorney advised that he had spoken to Mr. Rizzo and is researching the matter. Mr. Landel will reply on behalf of the municipality to Mr. Rizzo.

The governing body maintained the telephone line for an additional four (4) minutes to achieve the ten (10) minute public comment period. There were no other public comments.

Committeeman Boonstra motioned to close the public comment period, seconded by Committeewoman Rubenstein with an affirmative voice vote.

Review of the 8:00 p.m. Business Agenda:

1. The Administrator reported that this evening's Agenda is as submitted on Friday, May 29, 2020 and posted on the Township's website with resolutions and ordinances. However, two (2) matters have come before

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the Administrator and he has proposed adding a resolution to the Agenda to accept a donation of a scoreboard from Lakeland Bank for the new Memorial Synthetic Turf Field.

2. Also, a resolution to refund tax overpayments and recreation fees to residents could be added to the Agenda this evening.
The Township Committee approved these additions to the Agenda.
3. This is the second meeting with the agenda style modified to precisely detail which items are approved by a roll call vote and a voice vote.
4. This evening's Agenda includes a Closed Session to discuss litigation, contract negotiations and potential acquisition of property. The Open Work Session Meeting will recess and after the conclusion of the Business Meeting, the Township Committee will reconvene the Open Work Session Meeting, continue any open work session business and then enter into Closed Session discussion, return to Open Session and then adjourn.

Policy Action Items:

1. Mayor Shanley and Committeeman Madigan are serving on a subcommittee that has met with the Wyckoff Chamber of Commerce for the purpose of modifying the existing outdoor dining ordinance more flexible in anticipation of Governor Murphy authorizing outdoor dining as the next incremental change during the continuing COVID19 Pandemic. The governing body discussed the outdoor dining ordinance in detail and a resolution which would stipulate a process where businesses desiring to utilize outdoor dining would apply to the Zoning Enforcement Officer, who in consultation with the Police Chief and Fire Chief would grant or deny approvals. The Township Committee determined to add this resolution to this evening's Agenda.
2. The Administrator reviewed the information from Governor Murphy that the primary election date has been changed from Tuesday, June 2, 2020 to Tuesday, July 7, 2020. A Township Committee Meeting was scheduled for July 7, 2020 however, after reviewing various options and based on a recommendation from the Administrator, the July 7th Township Committee Meeting will be cancelled. Therefore, the governing body will conduct one (1) meeting in July and one (1) meeting in August.
3. The Administrator reviewed a draft ordinance provided by Mr. Landel which is intended to maintain Wyckoff's "small town charm" as it relates to blinking and flashing road signs. The Township Committee discussed this at length. Committeeman Boonstra explained the intention to provide for these signs while balancing residential homeowner concerns. After a discussion, the governing body arrived at an ordinance with revisions as detailed by Mr. Landel. This ordinance will be added to this evening's Agenda for introduction.
4. A letter and proposal was received from a Girl Scout wishing to conduct a Gold Project at the Russell Farms Community Park. The project would be to construct a memorial to honor the Wyckoff residents who passed from COVID19. Committeewoman Rubenstein began by commending the Girl Scout for creating such a project and all governing body members

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concurring and suggested her proposal should be placed in abeyance until the pandemic is truly over. This is only the first wave, there may be multiple waves to this pandemic and by waiting to complete this project the memorial will include all members of the community who perished from the virus. The Administrator opined it was a fine idea but has several reservations which are based on the reading of the restrictions from the Bergen County Open Space Division which was incorporated with the acceptance of the grant to purchase the property. As way of example, the rules do not permit as an approved component, a memorial. All structures would require the Bergen County Open Space Division approval, the diagram shows the memorial in the area planned for the Russell Farms Community Park Improvements Phase 3. The proposal does not address fundraising and who would perform these improvements. The governing body requested the Administrator reply to the Girl Scout to inform her in this regard.

- 5. The Bergen County Board of Elections continues to assemble preparations for the Primary Election on Tuesday, July 7, 2020. The Township is receiving information from the County as it becomes available. Two (2) municipal polling locations, the Wyckoff Library and the Cedar Hill Christian Church, will be open from 6:00 a.m. to 8:00 p.m. The Township Committee indicated that the Township needs to clarify what "Vote by Mail" means and various members discussed which active registered voters will be receiving vote by mail ballots. Up to now, the information disseminated has been rather confusing. It appears the date for receipt of mail in ballots has been delayed. The discussion then focused as to the social media post drafted to explain the extended voter registration hours. The governing body requested that it be modified to include the definition of "vote by mail" and additional useful and helpful information.

At 8:00 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct the Public Business Meeting.

At 8:15 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

MOTION: BOONSTRA SECOND FISCHER
BOONSTRA YES MADIGAN YES RUBENSTEIN YES FISCHER YES
SHANLEY YES

Continuation of Policy Action Items:

- 6. The Administrator summarized as per the request and approval during the Public Business Meeting that he will send the resolution to accept the donation of a scoreboard to Mark DiGennaro, Township Engineer and request Mr. DiGennaro to review the lighting intensity of the scoreboard against the Township's site plan lighting ordinance and opine if it's in compliance.
- 7. The Administrator has received a recommendation from Denise Capparelli to add a backyard composting educational event to the notifications via Recycle Coach. The governing body approved.

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8. The Administrator reviewed a request from Committeewoman Fischer to remove from the Environmental Commission page of the website, Brian Scanlan's e-mail address as the municipal person contact to purchase backyard composters. Ms. Fischer has volunteered to accept that function for the Township. The Township Committee approved. To date, fifteen (15) composters have been sold.
9. Comments from all governing body members were reviewed reflecting their desire that the Recycling Center be modified to function as it did prior to the COVID19 Pandemic. The center has been operating with accepting only the items which are not collected curbside. The governing body unanimously agreed to modify the Recycling Center.
10. The Administrator reviewed a request from Pastor Rainville at Bethany Church to conduct a Worship Service on Wednesday, June 10, 2020 from 6:00 p.m. to 7:15 p.m. in the church parking lot with all congregants remaining in their cars – six (6) feet apart. Worship music would be streamed through their FM Radio. The Township Committee was of the opinion it should not advise houses of worship on how they should worship. Houses of Worship are currently directed by Executive Order from Governor Murphy. Any neighbors who call the police with a noise complaint will be addressed in the usual and typical manner.
11. A letter was received from a lawyer from the Lawlins Road industrial park building requesting to allow his tenants (not restaurants) to conduct business outdoor in the parking lot. Committeeman Boonstra recused himself from the discussion. The remaining governing body members reviewed the letter and referred this request to the Outdoor Dining Subcommittee for review and recommendation.
12. The Township Committee reviewed a letter from a resident, the Township's draft response and approved.
13. Also reviewed was a post that the Police Chief anticipates posting. The governing body approved the post.

Township Committee Reports:

Rudy Boonstra:

1. Mr. Boonstra thanked Bob Shannon and Nancy Cole for their efforts to allow the governing body to conduct the meeting this evening in person and livestreamed as well.
2. Mr. Boonstra provided an update regarding the exceptional work performed by the DPW as it relates to the Wyckoff Community Park Soccer Field. This soccer field had a number of high and low spots and the DPW was able to repurpose the soil that was removed from Memorial Field (for construction of the synthetic turf base) and blend the soil into the Community Park Soccer Field to level the field for safety. The cost of hydroseeding the field was shared by the municipality and the Torpedo Soccer Club.

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3. Mr. Boonstra reported on the progress the DPW has achieved in restoring the 100 year old historic Meer Estate Barn placed in the picnic area at Wyckoff Community Park. Members of the governing body are invited to view the cedar shake roof on the barn under construction.
4. The Planning Board conducted a virtual meeting and included one item of business, memorializing an application action regarding a property on Van Houten Avenue. The application for the commercial property on Windham Court North was postponed at the request of the attorney.

Thomas Madigan:

1. Mr. Madigan extended congratulations to all the graduates of Ramapo and Indian Hills High School. A graduation ceremony, as per the Governor's orders, has been established for Wednesday, July 29, 2020.
2. The Township Committee posted signs congratulating the seniors around Wyckoff in various locations.
3. Mr. Madigan reported on the subcommittee meeting consisting of himself, Mayor Shanley, the Administrator, Police Chief Murphy and the Zoning Enforcement Officer regarding the opening of businesses in Wyckoff on June 15, 2020 as per Governor Murphy's guidelines. Mr. Madigan thanked all for their assistance.
4. Mr. Madigan provided an update on the construction of the synthetic turf field project at Memorial Field. The site work is essentially complete and a sprinkler system was added to clean the synthetic turf utilizing repurposed water from seepage pits under the field.
5. The Township has accepted the donation of a scoreboard and a pitcher's mound. Additional donations are expected in the near future and are deeply appreciated.
6. Mr. Madigan reviewed the Governor's Executive Order which allows organized sports teams to practice effective Monday, June 22, 2020. He also thanked the Wyckoff K-8 School District for approving the use of fields on school property for recreation programs. Effective Monday, July 6, 2020 the Governor's Executive Order will allow Summer camps to operate. The Township provides two (2) Summer camps for children – K-4 camp will be conducted at Lincoln School and a camp for grades 5-8 conducted at Washington School. This year, the camp program is reduced to five (5) weeks and provided through a competitive bid service by the Wyckoff Family YMCA.
7. The work funded by the Bergen County Open Space Grant for passive recreation at Russell Farms Community Park is complete and open to the public. Zabriskie Pond Park, the Gardens of Wyckoff Nature Sanctuary and Pulis Field for walking, hiking and passive recreation. As per the Governor's Order, no playgrounds are open at this time. The governing body expressed its disappointment that Bergen County has not opened the James McFaul Environmental Center. Many of our residents enjoy walking on the Center's paved roadway. Mayor Shanley has contacted the County Executive and advised the chipped pathways could be closed off (not 6 feet wide) however the thirty (30) foot wide roadway is where

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most visitors enjoy taking exercise. All governing body members will continue to contact the County Executive in this regard.

8. Mr. Madigan discussed the Recreation Director's request for the Township Committee to open the Wyckoff Community Park, Pulis Field and Memorial Field for organized team practices effective June 22, 2020. The Executive Order from the Governor allows this use for practices only. The governing body discussed this at length and a motion by Committeewoman Rubenstein, seconded by Committeeman Boonstra, all voting yes to open the fields for practices only consistent with the Governor's Executive Order.
The Township Committee then had a discussion regarding what specifically constitutes passive recreation. The Township Attorney will provide guidance in this regard after review of Executive Order #148.

Melissa Rubenstein:

1. The new fire pumper was delivered to Fire Company #2 and every firefighter is extremely happy with the new apparatus.
2. Ms. Rubenstein thanked the Wyckoff Volunteer Fire Department and the Wyckoff Police Department for the many birthday parades that concluded Memorial Day weekend.
3. Although the Board of Adjustment conducted a virtual meeting, no new applications were considered.
4. Ms. Rubenstein welcomed Nancy Cole to the meeting as the new Acting Municipal Clerk.
5. Ms. Rubenstein attended the June 1, 2020 ceremony to raise the Pride Flag at the Township's Government Speech Flagpole.

Elizabeth Fischer:

1. Ms. Fischer attended the Township's in-house Safety Committee Meeting required as part of the JIF Safety Incentive Program. Many online training videos are available for employees and governing body members. One video prioritized this year, "Safe Patient Lifting" was viewed by the Wyckoff Ambulance Corp and the Wyckoff Police Department. Ms. Fischer requested the members of the Wyckoff Volunteer Fire Department complete this training.
2. Ms. Fischer suggested all governing body members download the MEL Safety App for their phones. It provides timely and useful information regarding safety.
3. Ms. Fischer also attended the Pride Flag Ceremony on Monday, June 1, 2020.
4. Ms. Fischer commented that the concrete tables and benches with inlaid chess boards look beautiful as does the Sensory Garden at the Russell farms Community Park

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5. The Eisenhower Middle School 8th Grade Graduation will be conducted virtually, no ceremony.
6. The Gardens of Wyckoff Nature Sanctuary discovered a number of bike ramps that have been built into the pedestrian trails. The DPW will remove these ramps.

Mayor Shanley:

1. Mayor Shanley advised that on Monday, June 1, 2020 the town is in a better place than it was on Wednesday, April 1, 2020. We continue to see decreasing numbers of cases of COVID 19. Effective, Monday, June 15, 2020 non-essential businesses may open at 50% capacity. For the first time, hospitals are reporting lower numbers with no new admittance. At this time, 13% of the ventilators are being utilized. COVID19 testing is readily available at pharmacies.
2. Mayor Shanley also attended the delivery of the new fire pumper at Fire Company #2.
3. Mayor Shanley was happy to raise the Pride Flag on Monday, June 1, 2020 via livestream. It was Mayor Shanley's intention to conduct the ceremony publicly and maintain social distancing however, requirements issued by the Governor's Executive Order prevented such a gathering. Thank you to Bob Shannon for performing the livestream.
4. Mayor Shanley advised that he has called Bergen County Executive Tedesco and spoke with his aide to urge him to open the James McFaul Environmental Center on Crescent Avenue. Many residents ride and walk the roadway in the Center.
5. The Wyckoff Public Library Staff is working diligently to open the library in a safe manner.
6. During this evening's meeting, the Township's Health Officer, Hansel Asmar called Mayor Shanley's cellphone to advise Wyckoff has 393 cases of COVID19 and two (2) additional deaths bringing the total to 74 deaths.

Township Attorney Report:

1. Mr. Landel indicated that Executive Order #149 will allow on Monday, June 22, 2020 outdoor sporting activities. Children may participate while remaining six (6) feet apart and no contact sports. Soccer can be played. Additional guidance will be provided from the New Jersey Department of Health.
2. Mr. Landel completed an interior block parking agreement for the new bank constructed across from Town Hall.
3. Mr. Landel has reviewed the assumption of risk waiver for recreation programs provided by the Recreation Director and approved.

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- 4. Mr. Landel thanked Committeeman Boonstra for his assistance with the ordinance introduced this evening concerning flashing lights.
- 5. Mr. Landel thanked Mayor Shanley and Committeeman Madigan for their time and assistance on the outdoor dining resolution.
- 6. Mr. Landel had a conversation with Planner Bogart regarding the Re-examination Report. A recommendation to modify one section of the parking ordinance to hopefully stave off some business closures. Mr. Landel discussed the current parking standard for hair, nail salons and barber shops which is one (1) parking spot per fifty (50) square feet of retail space. As per the Planner, that parking standard can be relaxed to one (1) parking spot per 200 feet of retail space. Mr. Landel stated this ordinance can be adopted before the Re-examination Report. The Township Committee approved Mr. Landel’s recommendation to draft an ordinance amendment in this regard.

At 9:07 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct a Closed Session discussion via Resolution #20-C6.

At 10:30 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

MOTION: BOONSTRA SECOND FISCHER
BOONSTRA YES MADIGAN YES RUBENSTEIN YES FISCHER YES
SHANLEY YES

Resolution: (Adoption of the following):

#20-219 Township Committee By-Laws

WHEREAS, the Township Committee has determined that by-laws assist the Township Committee with the process of governance.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee that the Township Committee by-laws are hereby approved.

Updated: 06/04/20

**BY-LAWS OF THE
WYCKOFF TOWNSHIP COMMITTEE**

1. PURPOSE.

These By-Laws are established to provide a framework to allow the Township Committee to conduct the business of local government at Public Meetings in an effective and efficient manner and to establish Township Committee legislative liaison assignments.

2. MEETINGS.

Public Regular Business Meetings. Regular meetings of the Township Committee will be generally held on the first and third Tuesday of each month at 8:00 p.m., prevailing time. Meetings shall conclude no later than 11:30 p.m.

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Public Annual Meeting. Pursuant to N.J.S.A. 40A:63-1 et.seq., the Township Committee shall meet annually for organization during the first seven (7) days of January in any year.

Public Work Session Meetings. The Township Committee may meet in informal work sessions for such purposes as may be deemed appropriate, including preparing for meetings, studying matters before it and consulting with professional advisors. Such informal conferences shall be designated work sessions and shall be open to the public.

Place of meetings. All meetings of the Township Committee shall be held in the Town Hall Municipal Building, except that when, in the opinion of a majority of the Township Committee, it is desirable to meet at some other location of a public nature, the Township Committee, upon such reasonable public notice as the circumstances permit, may meet in or adjourn to any other public building in the Township.

Work Session Meetings. Work Session Meetings shall be generally conducted on the first and third Tuesday of the month; 7:00 p.m. prevailing time prior to the public regular business meeting. These meetings are typically recessed at 8:00 pm for the Township Committee to conduct the Public Regular Business Meeting at 8:00 pm and then reconvene the Public Work Session Meeting after the conclusion of the 8:00 pm meeting. Meetings shall conclude no later than 11:30 p.m.

Meeting locations and times may be changed as needed by issuing a 48-hour notice.

Public Comment. Public Comment shall be allowed at Work session Meetings for a ten (10) minute total public comment period with members of the public provided with two (2) minutes for their comments. The public comment period at Regular Business Meetings shall provide each member of the public to make public comment on any government issue that a member of the public feels maybe a concern to the residents of the Township of Wyckoff. (5 minutes per speaker)

Closed Session Discussion(s). The Township Committee upon adoption of a resolution at a Public Work Session Meeting or a Public Regular Business Meeting may conduct a Closed Session discussion pursuant to NJSA 10:4-12b(1) through (9). Township Committee members shall be prohibited from disclosing the discussion(s) or the import of discussion(s) conducted in Closed Session. Only after the Township Committee votes to release the Closed Session Discussion Minutes, may a governing body member be authorized to speak of the discussion(s) conducted in the Closed Session or the import of the discussion(s) conducted in Closed Session.

Quorum. A majority of all the members elected to the Township Committee shall constitute a quorum at any meeting of the Committee. A lesser number than a quorum may adjourn any meeting thirty (30) minutes after the appointed hour in the absence of a quorum.

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3. **CHAIRMAN.**

The Township Committee shall annually elect one (1) of its members as Chairman at the annual meeting. Pursuant to N.J.S.A 40A:63-1 et. seq., the Mayor shall have no additional authority over and above any other Committeeperson, by virtue of such designation except as provided by law as listed within this section. He shall be referred to as “Mayor” and shall perform all duties of the Chairman. Duties of the Chairman shall include:

- A. Chair Township Committee meetings.
- B. Sign Municipal contracts when authorized by Township Committee action.
- C. Perform marriages.
- D. Sign Proclamations listing all Township Committee members and when authorized by Township Committee action.
- E. Serve as the Township’s chief official at meetings and ceremonies.

4. **TOWNSHIP COMMITTEE (GOVERNING BODY)**

The Township Committee (Governing Body) shall have all the executive responsibilities and powers of the municipality not placed by general law as listed above in section 3 N.J.S.A 40A:63-6 in the Mayor.

5. **TOWNSHIP COMMITTEE MEMBERS**

Members of the Township Committee may propose Township Committee actions (ordinances, resolutions and motions) during their reports provided at work session meetings.

6. **COMMUNICATIONS AND MESSAGING**

There exists an overriding public interest in the Township Committee having the ability to accurately and timely convey official communications and messaging from the Governing Body to the public. Therefore, all official messaging and communications from the Township Committee as a political body shall only be authorized by a majority vote of the Township Committee and shall be consistent with all policies of the Township Committee, including but not limited to the Township’s Social Media Policy.

7. **ADMINISTRATION:**

- A. Administration. The Township Committee shall appoint a Township Administrator to function as the administrative officer of the Township.
The Township Committee shall exercise administrative supervision and control through the Administrator.

8. **LEGISLATIVE LIAISON ASSIGNMENTS:**

A. Legislative Liaison Assignments Members of the Township Committee shall be assigned as legislative liaisons to the several Township departments by vote of a majority of the Township Committee at each annual meeting. Each member shall be assigned as a legislative liaison to at least one (1) department. The legislative liaison shall meet periodically with the department manager and Administrator and report to the full Township Committee as to the legislative needs of the department and or any need for policy guidance for the department.

- B. The legislative assignments for example may include: Fire, Police, Ambulance, Health, Public Works, Finance, Sewer, Personnel, Property Development, Library, Planning Board, Board of Adjustment, Environmental Commission, Recycling/Sanitation,

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Transportation, Shade Tree Commission, Recreation, Design Review Committee, Buildings & Grounds or Uniform Construction Code/Zoning K-8 school district representative and Regional High School representative.

9. CONDUCT OF MEETINGS.

The order of business, agenda, procedures, voting decorum and any and all matters pertaining to the conduct of meetings of the Township Committee shall be in accordance with the latest revised edition of the Robert's Rules of Order. The Township Attorney shall serve as the Parliamentarian.

10. AGENDA.

The agenda for each meeting of the Township Committee shall be prepared by the Municipal Clerk with approval from the Administrator. The 8:00 pm Agenda shall include only such matters of Township Committee business as have been presented or delivered by Township Committee as a whole, through its Chairman to the Administrator not later than 12:00 noon, Thursday, the week prior to the Work Session preceding the meeting, except for important or timely matters which may be added to the agenda at any time with the approval of a majority of those present of the Township Committee. The agenda for each meeting shall be available to each Committeeman and the Township Attorney every Friday at 5:00 PM in the Township Committee bins in the Township Administrator's office or through access on the Township website. The Agenda shall also be posted the Friday before the next Tuesday's Township Committee meeting on the Township web site by Friday, 5:00 pm.

11. ORDINANCE PROCEDURE; CONTRACTS AND OTHER DOCUMENTS.

A. Preparation. All proposed ordinances shall be prepared by or approved by the Township Attorney or his assigned substitute, upon direction of the Township Committee. Prior to its introduction, each proposed ordinance requiring or permitting administrative action shall be submitted to the Administrator and the Department Manager concerned.

B. Passage; advertisement. All ordinances shall be passed and advertised in the manner provided by law.

C. Contracts. All contracts, agreements and other legal documents requiring execution by a Township official shall be so authorized by resolution of the Township Committee designating the Mayor or other Township official and the Municipal Clerk to execute the same.

12. ELECTED OFFICIAL TRAINING

A. Training. The Township Committee endorses its members to attend one (1) training session for elected officials annually. The Township Administrator shall schedule the training session(s) or provide notice of such training.

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13. APPOINTMENTS TO TOWNSHIP BOARDS, COMMISSIONS, AND COMMITTEES

A. Candidates for Appointments to Township boards, commissions, and committees shall be interviewed by at least two members of the governing body to assess suitability for the appointment. The Township Committee members who conducted such interviews shall then make a recommendation to the full governing body. Appointments to Township boards, commissions, and committees shall be then made by a majority vote of the Township Committee in a regular work session or business meeting.

MOTION: BOONSTRA SECOND FISCHER
BOONSTRA YES MADIGAN YES RUBENSTEIN YES FISCHER YES
SHANLEY YES

The Open Work Session Meeting adjourned at 10:34 p.m.

Timothy E. Shanley
Mayor

Nancy A. Cole
Acting Municipal Clerk