

PAGE NO.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2019**

TOWNSHIP OF WYCKOFF

48 HOUR NOTICE

The Township Committee of the Township of Wyckoff will hold its annual Reorganization Meeting at noon on January 1, 2019 in the Second Floor Court Room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey to reorganize the local government for the year 2019.

The agenda will consist of all matters routinely considered to reorganize the local government.

Formal action will be taken during this meeting

Joyce C. Santimauro
Municipal Clerk

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TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2019 – NOON

- 1. Meeting called to order by Municipal Clerk Joyce Santimauro
- 2. Presentation of Colors by the Wyckoff Volunteer Fire Department Honor Guard
- 3. Flag Salute led by Nick, Daniella & Adrianna Vitale and Brian, Matthew & TJ Shanley
- 4. Invocation Given by Father Stephen Fichter, Pastor, Saint Elizabeth’s Church
- 5. Singing of “God Bless America” by William Brock, Jr.
- 6. Reading of “Open Public Meetings Act” statement by Municipal Clerk Joyce Santimauro
- 7. Recognize former Township Committee Chairmen in attendance
- 8. Christopher P. DePhillips, Esq., District 40 Member of the General Assembly of New Jersey to Administer the Oath of Office to Township Committeeman Timothy E. Shanley
- 9. District 40 Member of the General Assembly of New Jersey Kevin J. Rooney to Administer the Oath of Office to Township Committeeman Thomas J. Madigan
- 10. Township Committee nomination for 2019 Township Committee Chairman

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

- 11. Recess for Chairman to take his place on the dais
- 12. Remarks by Chairman
- 13. **CONSENT AGENDA:** All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately:

2019 CONSENT AGENDA RESOLUTIONS:

- #19-1 Procedure for Township Committee Members to Chair Meetings in Chair’s Absence
- #19-2 Township Committee Liaison Assignments to Departments and Boards
- #19-3 Confirm Fire Department Officers
- #19-4 Board and Commission Appointments
- #19-5A Professional Service Appointment
- #19-5B Professional Service Appointment
- #19-5C Professional Service Appointment
- #19-5D Professional Service Appointment
- #19-5E Professional Service Appointment
- #19-5F Professional Service Appointment

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#19-5G	Professional Service Appointment
#19-5H	Professional Service Appointment
#19-5I	Professional Service Appointment
#19-5J	Professional Service Appointment
#19-5K	Professional Service Appointment
#19-5L	Professional Service Appointment
#19-5M	Professional Service Appointment
#19-5N	Professional Service Appointment
#19-5O	Professional Service Appointment
#19-5P	Professional Service Appointment
#19-6	Schedule of Township Committee Meetings
#19-7	Establish Holidays That Town Hall is Closed
#19-8	Temporary Budget
#19-9	Temporary Sewer Utility Budget
#19-10	Authorize Filing of Signatures of Chairman and Clerk Signatures to Vouchers to Authorize Payment
#19-11	Establish a Cash Management Plan
#19-12	Township Committee Members to Review and Affix Their Signatures to Vouchers
#19-13	Authorize Signatures on Drafts and Checks Against Township Funds
#19-14	Authorization of Signatures on Specific Accounts
#19-15	Reinstatement of Petty Cash Funds
#19-16	Authorizing Investment of Idle Funds and Fund Transfers
#19-17	Authorize Township Attorney to File Stipulations of Settlement
#19-18	Interest Rate to be charged on Delinquent Taxes and Sewer Service
#19-19	Amount Required to Redeem Tax Sale Certificates
#19-20	Surety Bonds
#19-21	Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
#19-22	Authorize Purchasing From Bergen County Cooperative Pricing System
#19-23	To Authorize Purchasing from Various Cooperative Pricing Systems
#19-24	Authorize Purchasing through State Agency
#19-25	Approve Central Purchasing System and Purchasing Manual
#19-26	Approval of Personnel Manual
#19-27	Anti-Discrimination Policy
#19-28	Approve Township Anti-Sexual Harassment Prohibition Policy
#19-29	Approve Smoking Control Policy
#19-30	Designate a Public Agency Compliance Officer
#19-31	Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions
#19-32	Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
#19-33	Approval of Police Department Rules & Regulations
#19-34	Designation of Special Police
#19-35	Civil Rights Policy
#19-36	Establish Fees for Towing Services
#19-37	Re-establish Fire Department Rules, Regulations and Policies
#19-38	Northwest Bergen Mutual Aid Association
#19-39	Waive Annual Sewer Service Charge for Fire Co.
	#3

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#19-40	Waive Annual Rent for Ambulance Corps Land Lease
#19-41	Renew Agreement for Commuter Park and Ride at Cornerstone Church
#19-42	Establish Rules and Regulations Which Shall be the Township Facilities Policy
#19-43	Quasi-Municipal Groups for Insurance Purposes
#19-44	Approval of Local Supplemental Violations Bureau Schedule
#19-45	Town Hall Front Lawn Policy
#19-46	State Health Benefits
#19-47	Re-establish the Recreation Policy Manual
#19-48	Appointment of School Crossing Guards
#19-49	Travel Reimbursement Policy
#19-50	Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
#19-51	Establish Hearing Officer(s)/Committee(s)
#19-52	Municipal Alliance Committee
#19-53	Re-establish Cooperative Efforts with the Board of Education
#19-54	Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
#19-55	Appointment of JIF Representatives
#19-56	Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members
#19-57	Authorize Waiving of Fees
#19-58	Approve Emergency Management Plan
#19-59	Establish a Procedure and Adopt Forms to Provide Access to Public Records
#19-60	Appointment of Community Development Representatives
#19-61	Policy for Wyckoff Community Park, Memorial Field and Pulis Field Snack Bars
#19-62	Telephone/Electronic Transfer of Funds
#19-63	Continue Employee Compensation
#19-64	Issuances of Checks Between Township Committee Meetings
#19-65	Township Committees By Laws
#19-66	Police Private Duty Assignments
#19-67	Extraordinary Unspecifiable Service Appointments
#19-68	Adoption of Policy for ADA Parking Specifications and Posting Policy
#19-69	Authorize Language for Municipal Purchase Orders
#19-70	Municipal Internet Policy
#19-71	Rapid Deployment Force
#19-72	Authorize Disposition of Public Property No Longer Needed for Public Use
#19-73	Adoption and Endorsement of New Jersey Ethics Law
#19-74	Void Checks in Excess of 180 Days
#19-75	Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
#19-76	Small Balances to be cancelled
#19-77	Establish Employee Benefits Cafeteria Plan
#19-78	Designation of NIMS for Incident Management

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|---------|---|
| #19-79 | Adoption of Approved Forms of Surety and Rating of Certificates of Insurance |
| #19-80 | Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities |
| #19-81 | Procedure to Receive Donations /Plaques or Name Municipal Property |
| #19-82 | Deleted |
| #19-83 | Adoption of Accounting and Fiscal Internal Control Manual |
| #19-84 | Fund Balance Annual Review |
| #19-85 | Re-appointment of Zabriskie House Trustee |
| #19-86 | Confirm Social Media Policy |
| #19-87 | Vehicle Use Policy |
| #19-88 | Approve Policy for Recreation Department Policies and Procedures Manual |
| #19-89 | Annual Monitoring of Tax Exemptions & Pilots |
| #19-90 | Annual Reporting of Tax Appeals Filed |
| #19-91 | Authorize Payment of Annual Service Charges |
| #19-92 | Appointment of Coordinator for Emergency Telephone System |
| #19-93 | Establish Transit Emergency Plan |
| #19-94 | Establish Wyckoff – A Stigma Free Zone |
| #19-95 | Elected Officials Transparency |
| #19-96 | Public Interaction Policy |
| #19-97 | Authorize Closure of Roads and Detour Routes |
| #19-98 | Appointment of Municipal Humane Law Enforcement Officer & Team |
| #19-99 | Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force |
| #19-100 | Rumor Prevention Policy |
| #19-101 | Reauthorize JIF Personnel Manual & Supervisor's Manual |
| #19-102 | Governing Body Certification 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 |
| #19-103 | Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1 |
| #19-104 | Establish Computer Use Policies |

Following is the vote on the Consent Agenda:

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

14. **Resolution – Not on Consent Agenda**

- | | |
|--------|---------------------------|
| #19-4a | Zoning Board Appointments |
|--------|---------------------------|

MOTION: SHANLEY SECOND BOONSTRA
 BOONSTRA YES MADIGAN YES RUBENSTEIN YES
 SCANLAN ABSTAIN SHANLEY YES

15. Clerk Joyce Santimauro to administer the Oath of Office to Fire Department Officers

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16. Clerk Joyce Santimauro to administer Oath Office to Residents Appointed to Serve the Township as Volunteers on Various Municipal Boards and Commissions
17. 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.
18. Adjourn

**PAYMENT OF CLAIMS MAY BE PAID AT ALL TOWNSHIP COMMITTEE
WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE REGULAR
MEETINGS**

FORMAL ACTION WILL BE TAKEN DURING THIS MEETING

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Meeting Called to Order

The 2019 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Municipal Clerk Joyce C. Santimauro.

Presentation of Colors

Presentation of Colors by the Wyckoff Volunteer Fire Department Honor Guard.

Flag Salute

Nick, Daniella & Adrianna Vitale and Brian, Matthew & TJ Shanley led the Township Committee and audience in the Salute to the Flag.

Invocation

The Invocation was given by Father Stephen Fichter, Pastor, Saint Elizabeth's Church.

Soloist

"God Bless America" was sung by William Brock, Jr.

Open Public Meeting Act Statement

Municipal Clerk Joyce C. Santimauro read the "Open Public Meeting Act 48 Hour Notice" Statement: "This Special re-organization Meeting of the Township Committee of the Township of Wyckoff is now in session. In accordance with the provisions of Section 8 of the Open Public Meeting Act, I wish to advise that on December 29, 2018 the 48 hour notice and agenda were posted in the lower level of the Memorial Town Hall and a copy was filed with the Township Clerk, Ridgewood News, Record, and North Jersey Herald and News, all papers with general circulation throughout the Township of Wyckoff.

Recognition of Former Mayors in Attendance

Municipal Clerk Santimauro recognized the following Township Committee Chairmen and Spouses (where former mayors were not in attendance); Mr. J. Gordon Stanley, Mr. Douglas Dial, Mr. Christopher P. DePhillips, Esq. and 40th District Assemblyman, Mr. Rudolf Boonstra, Mr. Brian Scanlan, Mrs. Betty Vander Plaat spouse of former Mayor Jack Vander Plaat and Mr. Kevin J. Rooney, 40th District Assemblyman.

Oath of Office

Christopher P. DePhillips, Esq., District 40 Member of the General Assembly of New Jersey Administered the Oath of Office to Township Committeeman Timothy E. Shanley

Oath of Office

District 40 Member of the General Assembly of New Jersey Kevin J. Rooney Administered the Oath of Office to Township Committeeman Thomas J. Madigan

Township Committee Nomination for 2019 Township Committee Chairman

Committeeman Boonstra made a motion to nominate Thomas J. Madigan as Chairman of the Wyckoff Township Committee in 2019.

Mr. Boonstra stated that it is his pleasure to nominate Tom Madigan as Township Committee Chairman in 2019. Mr. Madigan has displayed a long history of dedication to the community and Township. He has served many years on the Board of Education, Zoning Board of Adjustment, recreation coach and he has been a member of the Wyckoff Parks and Recreation Foundation which made the artificial turf field at "Pulis" a reality. He is a member of the Wyckoff Midland Park Rotary Club and he and his family have sponsored many Gift of Life children in their home who come to the United States for life saving operations.

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Committeewoman Rubenstein seconded the motion to nominate Thomas J. Madigan as Chairman of the Wyckoff Township Committee in 2019.

Mrs. Rubenstein said she has had an opportunity to work and get to know Tom Madigan. He is fiercely loyal to the Township and to his family and she is pleased to second the motion for Tom Madigan as Mayor in 2019.

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

Chairman Thomas J. Madigan took his place on the dais.

Remarks by Chairman Madigan:

"Fellow members of the Township Committee, Family, Friends, Neighbors
..... Happy New Year! Thank you all for coming to our reorganization
today.

Special thanks to Assembly members Chris DePhillips and Kevin Rooney, both
former mayors of Wyckoff, and former mayors Doug Dial, Gordon Stanley & Rick
Alnor.

First of all, I would like to recognize two special people The Lovely
Mary Madigan and Tim Shanley! Tim was the other half of "The Right Team"
this year. Congratulations to Tim Shanley on his resounding re-election where
the emphasis was on values, integrity, dedication, and service!

But, I am blessed to have the Lovely Mary Madigan as part of "The Right Team"
for over 41 years!!

Mary and I made "The Right Choice" when we moved to town in 1983. We are
so fortunate to have raised our 7 children in town and for becoming so immersed
in this special community we love and call home.

Keeping with our history, today we are here for the annual Wyckoff
Reorganization Meeting. We are here to look forward and celebrate our many
volunteers and all those that contribute to the fabric of what makes Wyckoff so
special.

People are always asking >>>>>> What makes Wyckoff so desirable and so
special? the answer is..... our people and rich traditions.

We are thankful for having over 120 members on our volunteer fire department,
we have over 40 members on our volunteer ambulance corps, and we celebrate
the many residents who volunteer on our various boards and commissions;
including Planning Board, Zoning Board, Design Review, Board of Health,
Access for All, Municipal Alliance, Library Board, Shade Tree Commission,
Zabriskie House Trustees, Gardens of Wyckoff, Environmental Commission,
Parks and Recreation Board, and the many volunteer coaches supporting our
many youth programs.

Wyckoff also enjoys the benefits of our many volunteer and civic organizations
making Wyckoff the vibrant community we cherish, including but not limited to
The Wyckoff YMCA, Wyckoff Chamber of Commerce, Wyckoff –MP Rotary
Club, Lions Club, Newcomers Club, Christian Health Care Center, Partners in
Pride, Seniors, the many Girl Scouts and Boy Scouts, Wyckoff Historical
Society, the dedicated members of our K-8 and Regional High School Boards,
our many PTO 's in our schools, The Economy Shop and others.... All giving
back within our community!!

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Wyckoff boasts of having an effective municipal government led by our Township Administrator Bob Shannon and his team in town hall, all committed to providing exceptional service to our residents at a low tax rate. Our accredited Police Dept. keeps us safe and makes many contributions, Our DPW team and our town hall employees all deserve accolades for providing the services we enjoy! Wyckoff is blessed with 15 Houses of Worship in town and a special 'thank you' to Father Stephen Fichter for his inspirational and meaningful invocation. We applaud and congratulate you on celebrating your 19th year as a priest today.

After last fall's bitter and divisive attacks, we need to be mindful 'To Love God and Love thy Neighbor '. Going forward, let's be guided by Ephesians 4.... 'Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other.' I would like to ensure our residents that we will meet the challenges in the coming year honestly, openly, and fairly ----_guided by a simple and shared goal of making our community a better place to live.

In conclusion.....Let's continue to be friends and neighbors. Let all of us lead by example. To espouse a kinder and gentler respect for one another, regardless of which side of the political aisle. Let's focus on working together with positive solutions!!

Wyckoff is without doubt a welcoming and inclusive town. Where else could a kid from Boston, with a "slight accent" who parked his car in Harvard yard, and is a wicked Red Sox Fanand a Patriots Fan become Mayor!! Thank you for this honor to serve in this role and for all your support."

CONSENT AGENDA

The Municipal Clerk read the following: "All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately".

2019 CONSENT AGENDA RESOLUTIONS:

#19-1 Procedure for Township Committee Members to Chair Meetings in Chair's Absence

BE IT RESOLVED, until further policy is established, the Township Committee Chairman shall request one (1) member of the Township Committee to chair a Township Committee meeting which the Township Committee Chairman will not be able to attend.

#19-2 Township Committee Liaison Assignments to Departments and Boards

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shall be the Township Committee liaison assignments to Departments and Boards for the current year:

CHAIRMAN THOMAS J. MADIGAN

Mayor
Police Commissioner
Finance Chairman
Personnel Committee
Planning Board
Mayor's Wellness
Memorial Day Parade Liaison

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Memorial Field Turf Project
Municipal Alliance

RUDOLF BOONSTRA
DPW Road Commissioner
Deputy Police Commissioner
Planning Board
Zabriskie House Chairman
Engineering/UCC
Sewer Commissioner
Affordable Housing Co-Liaison
Filming Sub-Committee

MELISSA D. RUBENSTEIN
Finance Committee Deputy
Board of Health Liaison
Design Review
Safety Committee
Environmental Commission
Access for All
Zabriskie House Co-Chairman
Filming Sub-Committee

BRIAN D. SCANLAN
Library Board
Ridgewood Water
Affordable Housing Co-Liaison
Historic Preservation
Gardens of Wyckoff
Wyckoff Day YMCA Liaison
K-8 Board of Education Liaison
Ramapo/Indian Hills Board of Education Liaison

TIMOTHY SHANLEY
Fire Commissioner
Personnel Committee
Zoning Board Liaison
Shade Tree Liaison
Recreation & Parks Department Advisory Board
Liaison to County, State and Federal Government
Ridgewood Water
Ambulance Corps Liaison
Memorial Field Turf Project

#19-3 Confirm Fire Department Officers

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following persons are appointed as local government officers and shall be sworn in as Township of Wyckoff Volunteer Fire Department Officers for the current year:

FIRE DEPARTMENT CHIEF

Fire Department Chief Timothy Brock

FIRE DEPARTMENT ASSISTANT CHIEF

Fire Department Assistant Chief Joseph Vander Plaats

FIRE DEPARTMENT ADMINISTRATIVE OFFICERS

Paul Kasabian, Treasurer
Thomas Risseeuw, Secretary

FIRE DEPARTMENT SAFETY OFFICER

David V. Murphy

Co #1

Battalion Chief Joseph M. Alvarez
Captain Scott Amantea
Captain James Viapiano
Lieutenant Bryan Miller
Lieutenant Joseph R. Alvarez

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Co #2
Battalion Chief Christopher Joachim
Captain EJ Lawler

Co #3
Battalion Chief Matthew Tani
Captain Michael LaBark
Lieutenant Jesse Levine
Lieutenant Jon Tani

Fire Prevention: Fire Prevention Officer Fred Depken

Mandatory Compliance: Carl Kofler

Fire Police		
Fire Police Chief Russ Hoeffs	Robert Buono	Jack Tanucilli
Captain Robert Kehoe	Peter Tani	Daryl Bagnuolo
Captain Ken Dyer	John Harrigan	
	Joseph Salerno	
	Peter Saliu	

#19-4 Board and Commission Appointments

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following are appointments for the current year:

<u>POSITION</u>	<u>APPOINTEE</u>	<u>TERM</u>
Chaplain	Rev. Fred Provencher	1 year
Local Assessment Search Officer *	Joyce C. Santimauro	1 year
Tax Search Officer(s) *	Margaret Keen	1 year
Public Defender	Matthew M. Durkan	1 year
1 st Alternate Public Defender	Joseph Nackson	1 year
2 nd Alternate Public Defender	Vacant	1 year
Prosecutor	Mark DiMaria	1 year
First Assistant Prosecutor	Joseph Haftek	1 year
Second Assistant Prosecutor	Douglas Doyle	1 year
Township Engineer	Mark DiGennaro, P.E.	1 year
Emergency Mgmt. Coordinator*	Sergeant Brian Zivkovich	3 year
	*(3rd year of 3 year term)	
Deputy Emerg. Mgmt. Coordinator	Lieutenant Charles VanDyk	1 year
Deputy Emerg. Mgmt. Coordinator	Patrolman Kyle Ferreira	1 year
Deputy Emerg. Mgmt. Coordinator	Robert J. Shannon, Jr.	1 year
Municipal Housing Liaison	Robert J. Shannon, Jr.	1 year
Secretary to Sewer Assmt. Comm.	Robert J. Shannon, Jr.	1 year
Official Newspapers *	The Ridgewood News	1 year
	The Record	1 year
	N.Jersey Herald & News	1 year
Memorial Day Parade Chairman	James Sheehan	1 year
Recreation Director	Andy Wingfield	1 year
Treasurer	Diana McLeod	1 year
Deputy Registrar/Vital Statistics	Maryellen Tafrate	1 year
Zoning Officers	Fred Depken, Mark DiGennaro & Thomas Gensheimer	1 year
	Fred Depken	1 year
Zoning Code Enforcement Official	Fred Depken	1 year
Property Maintenance Officer	Fred Depken	1 year
Zoning Administrator	Fred Depken	1 year
Administrative Officers	Mark DiGennaro, Thomas Gensheimer, Fred Depken, Maureen Mitchell	
(pursuant to NJSA 40:55D-3)		
JIF Fund Commissioner	Robert J. Shannon, Jr.	1 year
JIF Deputy Fund Commissioner	Scott Fisher	1 year
JIF Safety Delegates:	Scott Fisher, Dave Murphy, Tim Brock, Andy Wingfield, Mark DiGennaro & Robert J. Shannon, Jr.	1 year

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Deputy Municipal Clerk	Robert J. Shannon, Jr.	1 year
Municipal Court Judge*	Russel Teschon – (2019 is the Judge's 2nd year of a 3 year term)	3 year
Gardens of Wyckoff Committee	Robert Shannon, Brian Scanlan, Tim Bracket, Kathy Bracket, Scott Fisher	1 year
(*) Required by statute		

Design Review Advisory Board

Jennifer Saxton	3 years
Linda Ammerman	3 years
Drita Haznedari-McNamara	2 years

Environmental Commission

Robert Fortunato	1 year
Elizabeth Fisher	3 years

Planning Board

Rudy Boonstra, TCR	1 year
Tom Madigan, Mayor	1 year
John An	2 years
Sarah Caprio	1 year

Recreation & Parks Department Advisory Board

Thomas Valente	3 years
Michael Ferrara	3 years
Hayley Rooney	1 year

Board of Health

Donna Garbaccio	2 years
Steven Clarke	2 years
Devaleena Sen	1 year
Melissa Rubenstein, TCR	1 year

Library Board

Lori Peters	5 years
Brian Scanlan, Mayor Rep	1 year
Barbara Sharer, Supt Rep	1 year

Zabriskie House Board of Trustees

Richard Lynch	4 years
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#19-5A Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Township Attorney for the current year' and,

WHEREAS, the Township Committee has determined to appoint Robert E. Landel, Esq. of Landel, Bernstein and Kalosieh as its Township Attorney due to

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his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough and complete legal advice he has rendered to the Township Committee in previous years; Mr. Landel has also managed and resolved complex zoning enforcement and affordable housing matters in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Township Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 201 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Robert E. Landel, Esq., Landel, Bernstein & Kalosieh, 279 Franklin Avenue, Wyckoff, NJ 07481 for Township Attorney services, \$160.00 per hour/\$13,455.00 annual retainer, compensation up to \$70,000.00 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointment in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a

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contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-01-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
NOTICE OF CONTRACT AWARD**

The Township of Wyckoff has awarded a contract for Professional Services in 2019 without competitive bidding as a professional service pursuant to NJSA 40A:11-5-(1)(a). The contract and the resolution authorizing the service are available for public inspection in the office of the Municipal Clerk.

Robert E. Landel, Esq.
Township Attorney
One (1) year
\$160.00 per hour/\$13,455 annual retainer
Up to \$70,000.

Boswell Engineering, P.E.
Consulting Engineer/LSRP
One (1) year
\$153.00 per hour
Up to \$120,000.

General Code Publishers
Codification Service
One (1) Year
Up to \$13,000.

John R. Lloyd, Esq.
Special Tax Appeal Legal Service
One (1) year
\$150.00 per hour
Up to \$75,000.

Elizabeth McManus, P.P.
Affordable Housing Planner
One (1) year

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\$142.00 per hour/\$190 per hour litigation
Up to \$20,000.

Matthew M. Durkan, Esq.
Public Defender
One (1) year
\$300. per session
Up to \$4,500.

Mark DiMaria, Esq.
Prosecutor
One (1) year
\$298. per session or \$10,730. per year
Special Session (if needed)- \$166.00 –
Hourly Rate–For Litigation if authorized -\$92.00
Suppression brief (if needed) - \$100.00

Cheryl Zega, CPA
Affordable Housing Consultant
One (1) year
\$90.00 per hour
Up to \$7,000.00

Stephen P. Eid, L.S.
Licensed Surveyor
One (1) year
\$80.00 per hour for deed description review and tax map changes
\$125. per hour for professional land surveyor services
\$135. per hour for L.S. field work

Raymond R. Wiss, Esq.
Labor Counsel
One (1) year
\$150.00 per hour
Up to \$40,000.

Gary Higgins, CPA, RMA
Auditor and Financial Advisor/Expert Witness
One (1) year
Annual Audit - \$28,000.
LOSAP audit - \$750.
Partner - \$140. to \$170. per hour
Managers - \$100.-\$125 per hour
Senior Accountant/Supv. - \$80.-\$100. per hour
Staff Accountants - \$70.-\$80. per hour
Other Personnel - \$45. per hour
Up to \$20,000.

Appraisal Consultants Corp.
Tax Appeal/Revaluation Consultant
One (1) year
\$125.00 per hour
Up to \$135,000.

Chiesa Shahinian & Giantomasi PC
Bond Counsel
One (1) year
Up to \$7,000.00

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Richard Izenberg, Izenberg Appraisal Consultants
Residential Tax Appeal/Defense Consultant
One (1) year
\$125.00 per hour
\$300.00 per preliminary appraisal report for use at County Tax Board
\$1,000.00 for Tax Court Appraisal Report
Up to \$15,000.00

James O'Donnell
Residential Tax Appeal/Defense Consultant
One (1) year
\$125.00 per hour
\$300.00 per preliminary appraisal report for use at County Tax Board
\$1,000.00 for Tax Court Appraisal Report
Up to \$15,000.00

Robert Steinbruch
Municipal Risk Consultant
One (1) year
Up to \$28,500

Eric David Becker, Esq.
Board of Adjustment Attorney
One (1) year
Up to \$10,000.00

Joseph C. Perconti
Planning Board Attorney
One (1) year
Up to \$30,000.00

Joyce C. Santimauro
Municipal Clerk

#19-5B Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Consulting Engineer and a Licensed Site Remediation Professional (LSRP) for the current year' and,

WHEREAS, the Township Committee has determined to appoint Boswell McClave Engineering as its' Consulting Engineer and its' Licensed Site Remediation Professional due to their significant municipal traffic/sewer/land use and environmental engineering experience in New Jersey as a full service Engineering Consultant Their extensive experience in sanitary sewerage, storm water sewerage and New Jersey Department of Environmental Protection (NJDEP) permit processing for mandate compliance has proven to be thorough and complete in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous

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one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for municipal Consulting Engineering Services and LSRP services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line items: engineering services and cost-other expense, various developers trust accounts and other expense accounts for capital projects are created when projects are funded due to the receipt of a grant.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Boswell Engineering, 330 Phillips Avenue, South Hackensack, NJ 07606 for Consulting Engineer and LSRP services, \$150.00 per hour, up to \$120,000.00 when approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

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I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2018 MUNICIPAL BUDGET ACCOUNT 9-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5C Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of Bond Counsel for the current year: and,

WHEREAS, the Township Committee has determined to appoint Chiesa, Shahinian & Giantomasi as its' Bond Counsel due to their extensive experience and proven reputation as one of the leading bond counsel firms in the State of New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Bond Counsel services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item legal services – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Chiesa, Shahinian & Giantomasi, One Boland Drive, West Orange, New Jersey 07052 for Bond Counsel services based on the attached fee schedule, up to \$7,000.00 per year when approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.

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2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS" PORTIONS OF THE 2018 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5D Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a professional codification firm for the current year: and,

WHEREAS, the Township Committee has determined to appoint General Code Publishers as its professional codification firm due to their proven reputation as a leader in the codification field and their past satisfactory service to the Township; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

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WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for codification service in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item administrative and executive – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to General Code Publishers Corp, 72 Hinchey Road, Rochester, New York 14624-2991 for codification service based on the attached fee schedule, up to \$13,000.00 per year when approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

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CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE “ADMINISTRATIVE AND EXECUTIVE – OTHER EXPENSE” PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-120-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5E Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Tax Appeal Attorney service for the current year: and,

WHEREAS, the Township Committee has determined to appoint John Lloyd, Esq of Chiesa, Shahinian & Giantomasi, PC as its' Tax Appeal Attorney due to his significant and extensive legal experience as a Tax Appeal Attorney defending municipal governments and Tax Assessors. His knowledge of New Jersey taxation statutes, his skill and legal acumen as an attorney licensed to practice law in New Jersey applying the taxation statutes in the defense of the existing property valuations against tax appeal lawsuits providing the township with practical, thorough and complete legal advice.

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for tax appeal legal services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item assessment of taxes – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby

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awarded to John Lloyd, Esq., Chiesa, Shahinian & Giantomasi, PC, One Boland Drive, West Orange, New Jersey 07052
for Tax Appeal Attorney services based on the attached fee schedule, \$150.00 per hour, up to \$75,000.00 when approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ASSESSMENT OF TAXES – OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-05F Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Professional Planner and an Affordable Housing Planner for the current year: and,

WHEREAS, the Township Committee has determined to appoint Elizabeth McManus, PP, AICP, LEED AP as its' Affordable Housing Planner due to her extensive planning experience with the New Jersey Municipal Land Use Law in New Jersey, her skill and acumen as a professional planner licensed to practice planning in New Jersey. Ms. McManus is an expert planner with matters

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regarding affordable housing and has been appointed by various courts to assist the judiciary as a land use master in affordable housing litigation. Planner McKenzie has provided thorough and complete planning advice to the Township Committee in past years.

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Township Planner/Affordable Housing Planner in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item planning services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Elizabeth McManus, Kyle, McManus Associates, PO Box 236, Hopewell, NJ 08525 for Township Planner/Affordable Housing Planner services, \$142.00 per hour/\$190.00 per hour for litigation, compensation up to \$20,000.00 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year

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period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2019 TEMPORARY BUDGET ACCOUNT 9-1-21-190-020 AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5G Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Public Defender for the current year; and,

WHEREAS, the Township Committee has determined to appoint Matthew M. Durkan, Esq. as its Municipal Court Public Defender due to his significant legal experience with criminal law in New Jersey, as an attorney licensed to practice law in New Jersey and the thorough and complete work he has rendered to the municipal court in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Municipal Court Public Defender services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Matthew M. Durkan, Esq., 152 Harrison Avenue, Garfield, NJ 07026 for Public Defender services, \$300.00 per court session and compensation up to \$4,500.00 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq. and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-43-495-020 FOR THE PUBLIC DEFENDER PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5H Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Municipal Court Prosecutor for the current year; and,

WHEREAS, the Township Committee has determined to appoint Mark DiMaria, Esq. of DiMaria, and DiMaria as its Municipal Court Prosecutor due to his significant legal experience with criminal law in New Jersey, his skill and legal

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acumen as an attorney licensed to practice law in New Jersey and the thorough and complete prosecutor service he has rendered to the municipal court in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Municipal Court Prosecutor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Mark. R. DiMaria, DiMaria & DiMaria, 36 Farview Terrace, PO Box 95, Paramus, NJ 07652 for Prosecutor services, \$298. per session or \$10,730. per year; Special Session (if needed)- \$166.; Hourly Rate–For Litigation if authorized - \$92.; Suppression brief (if needed) - \$100.00 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding “Professional Services” rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year

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period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-43-494-020 FOR THE PROSECUTOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-51 Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Certified Public Accountant/Affordable Housing Consultant for the current year; and,

WHEREAS, the Township Committee has determined to appoint Cheryl Zega, CPA as its Township Affordable Housing Consultant due to her significant accounting experience with municipal accounting and affordable housing in New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Township Affordable Housing Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item affordable housing – other expense.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Cheryl Zega, CPA,
100 – 76 Broadway, PMB 382, Westwood, New Jersey 07675-4848 for accounting/affordable housing services, \$90.00 per hour, compensation up to \$7,000.00 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "AFFORDABLE HOUSING", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-21-190-020 FOR THE AFFORDABLE HOUSING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5J Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Licensed Surveyor for the current year; and,

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WHEREAS, the Township Committee has determined to appoint Stephen P. Eid, L.S. of Eid Surveying as its Licensed Surveyor due to his significant surveying experience, his skill and acumen as a licensed surveyor to practice surveying in New Jersey and the practical, thorough and complete work he has rendered for the Township Committee in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Licensed Surveyor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item tax assessment – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Stephen P. Eid, L.S. of Rigg Associates, P.A., 1000 Maple Avenue, Glen Rock, NJ 07452 for Township Licensed Surveyor services, \$80.00 per hour for deed description review and tax map changes, \$125. per hour for L.S. services, \$135. per hour for L.S. field survey work, up to \$10,000.00 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a

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contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "TAX ASSESSMENT", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-150-020 FOR THE LICENSED SURVEYOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5K Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Labor Attorney for the current year' and,

WHEREAS, the Township Committee has determined to appoint Raymond Wiss, Wiss and Bouregy, as its Labor Attorney due to his extensive legal expertise with: New Jersey Municipal Law, New Jersey Labor Law, PERC procedures and regulations and experience as a certified trial lawyer, Mr. Wiss has demonstrated significant skill and legal acumen as an attorney licensed to practice law in New Jersey and he has provided practical legal advice to the Township Committee in previous years. Mr. Wiss has also managed and resolved complex labor matters before PERC relative to interest arbitration and PBA initiated grievances

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Labor Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

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WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2018 Temporary Budget and will be appropriated in the 2018 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Raymond Wiss, Esq. Wiss & Bouregy, PC, 345 Kinderakmack Road, Westwood, NJ 07675 for Labor Attorney services, \$150. per hour, compensation up to \$40,000. when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5L

Professional Service Appointment

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WHEREAS, the Township of Wyckoff has a real need and requires the professional services of an auditor and financial advisor for the current year' and,

WHEREAS, the Township Committee has determined to appoint Gary Higgins of Lerch, Vinci & Higgins, LLP as its auditor and financial advisor due to his significant auditing experience in New Jersey, the outstanding service he has provided in past years, his commitment to thorough and completeness and his license to practice in New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Auditor/Financial Advisor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to, Gary Higgins, CPA,RMA, Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 for Auditor and Financial Advisor services, Annual Audit - \$28,000; LOSAP audit - \$750.; Partner - \$140. to \$170. per hour; Managers - \$100.-\$125 per hour; Senior Accountant/Supv. - \$80.-\$100. per hour; Staff Accountants - \$70.-\$80. per hour; Other Personnel - \$45. per hour; Up to \$20,000.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

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BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-135-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-5M Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Appraisal Consultants Corp as Tax Appeal/Revaluation Consultant for the current year' and,

WHEREAS, the Township Committee has determined to appoint Appraisal Consultants Corp. as its Tax Appeal/Revaluation Consultant due to their significant experience and proven reputation with municipal tax appeal and revaluation consulting in New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Tax Appeal/Revaluation Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

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WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Appraisal Consultants Corp for tax appeal/revaluation services at \$125. per hour and Up to \$135,000.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding “Professional Services” rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE “LEGAL SERVICES AND COSTS”, “OTHER EXPENSE” PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

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SECOND FLOOR MUNICIPAL COURT ROOM
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WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Tax Appeal Consultant to defend the Township when residential tax appeal lawsuits are served against the Township of Wyckoff for the current year and,

WHEREAS, the Township Committee has determined to appoint Richard Izenberg, MAI, SRA, Residential Tax Appeal Consultant due to this significant experience and proven reputation with municipal residential tax appeal defense in Bergen County and Wyckoff, and the Tax Assessor recommends his appointment and the Municipal Tax Appeal Attorney concurs; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, Richard Izenberg has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for residential Tax Appeal/Defense Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Richard Izenberg, MAI, SRA, Izenberg Appraisal, 205 Main Street, PO Box 255, Chatham, NJ 07928 for residential tax appeal/defense services; at \$125.00 per hour, \$300.00 Preliminary Appraisal Report for use at the county tax board, and \$1,000.00 for Tax Court Appraisal Report for use in tax court up to \$15,000.00.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

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BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-50 Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Tax Appeal Consultant to defend the Township when residential tax appeal lawsuits are served against the Township of Wyckoff for the current year and,

WHEREAS, the Township Committee has determined to appoint James F. O'Donnell, SRA, Residential Tax Appeal Consultant due to his significant experience and proven reputation with municipal residential tax appeal defense in Bergen County the Wyckoff , and the Tax Assessor recommends their appointment and the Municipal Tax Appeal Attorney concurs; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, James F. O'Donnell has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for residential Tax Appeal/Defense Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

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WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2019 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to James F. O'Donnell, SRA, 354 Garibaldi Avenue, Lodi, NJ 07644 for residential tax appeal/defense services; \$125.00 per hour, \$300.00 for Preliminary Appraisal Report for use at the County Tax Board, \$1,000.00 for appraisal report for tax court use, up to \$15,000.00.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Municipal Clerk shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

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#19-5P Professional Service Appointment

WHEREAS, the Township of Wyckoff must satisfy a Bergen JIF requirement to obtain professional services of a Municipal Risk Consultant for the current year; and,

WHEREAS, the Township Committee has determined to appoint Robert Steinbruch of Eastern Insuror's to satisfy this mandatory membership requirement due to his professional knowledge, experience and service to various municipalities regarding insurance for municipal governments and general business coverage. Mr. Steinbruch has been a Municipal Risk Consultant for municipalities since the formation of the Bergen JIF continuously since 1985 and is thoroughly familiar with JIF requirements and philosophies of coverages; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one year contract for Municipal Risk Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2018 Temporary Budget and will be appropriated in the 2018 Municipal Budget when adopted for fees reasonably required in the line item, insurance services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Robert Steinbruch, Eastern Insurers, 445 Godwin Avenue, Midland Park, NJ 07432 for Municipal Risk Consultant Services at the JIF mandated fee of 6% of the cost of the township's insurance coverage provided by Bergen JIF when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

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4. The Municipal Clerk shall execute a public notice of said appointment in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "INSURANCE SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2019 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2019 MUNICIPAL BUDGET ACCOUNT 9-1-23-210-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2019. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

#19-6 Schedule of Township Committee Meetings

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

1. The Township Clerk is hereby directed to prepare an annual schedule of all the meetings of the Township Committee for the calendar year. Such schedule shall contain the location, time, and date of each meeting. The Annual schedule, together with any revisions thereof, shall be posted, delivered and filed in accordance with the law.

2. In addition to the annual schedule of meetings, the Township Clerk is directed to give advance written notice of at least 48 hours, setting forth the proposed agenda of such meetings. Said notice shall confirm, the date, time, and location of such meetings, and state whether formal action may or may not be taken as to the matters set forth in the agenda.

3. The Township Committee may call special meetings which are not provided for in the annual schedule or any revision thereof, provided 48 hours advance notice is duly given. Exceptions to the above shall be permitted as specified in the "Open Public Meetings Act".

4. Except as otherwise provided in the "Open Public Meetings Act", all meetings of the Township Committee shall be open to the public and reasonably comprehensible minutes thereof shall be made available to the public. The Township Committee may call closed sessions in accordance with Section 8 of

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the "Open Public Meetings Act" which permits the exclusion of the public in certain circumstances.

5. A copy of the annual schedule of meetings and any revisions thereof, and all advance notices setting forth the agenda for the same shall be filed with the Clerk of the Township. In addition, one copy shall be mailed or hand delivered to the official newspapers of the Township, and one copy shall be posted on the Bulletin Board in Memorial Town Hall where all public meetings and similar announcements are customarily posted. The posted annual schedule of meetings, together with any revisions thereof shall remain posted thereon throughout the calendar year.

WYCKOFF TOWNSHIP COMMITTEE 2019 MEETING SCHEDULE

Pursuant to Section 13 of P.L. 1983, Chapter 231, of the Laws of the State of New Jersey, all meetings of the Township Committee will be held in the Memorial Town Hall, Scott Plaza, Wyckoff, New Jersey, on the following dates and at the following times. The Regular Work Sessions will be held in the second floor conference room above west wing. The Regular Meetings will be held in the Municipal Court Room, second floor of the Town Hall.

January 1 January 15 Meeting	Tuesday Tuesday	Reorganization Meeting 7:00 P.M. Work Session	Noon Regular Meeting 8:00 P.M. Regular
February 5 Meeting February 19 Meeting	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular
March 5 Meeting March 19 Meeting	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular
April 2 Meeting April 16 Meeting	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular
May 7 Meeting May 21 Meeting	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular
June 3 Meeting June 18 Meeting	Monday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular
July 2 Meeting July 16 Meeting	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular
August 6 Meeting August 20 Meeting	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular 8:00 P.M. Regular

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September 3 Meeting	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular
September 17 Meeting	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular
October 2 Meeting	Wednesday	7:00 P.M. Work Session	8:00 P.M. Regular
Rosh Hashanah ends nightfall of October 1			
October 15 Meeting	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular
November 4 Meeting	Monday	7:00 P.M. Work Session	8:00 P.M. Regular
November 19	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
December 3 Meeting	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular
December 17 Meeting	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular

FORMAL ACTION MAY BE TAKEN AT PUBLIC WORK SESSION MEETINGS AND REGULAR PUBLIC MEETINGS
PAYMENT OF CLAIMS MAY BE PAID AT ALL PUBLIC WORK SESSION MEETINGS
AND REGULAR MEETINGS
(6-12-18)

#19-7 Establish Holidays That Town Hall is Closed

WHEREAS, all full-time Town Hall employees receive twelve (12) paid holidays; and,

WHEREAS, the Township administrative offices are required to be closed for office hours when the twelve (12) holidays are observed.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following twelve (12) holidays are established for the current year and that Town Hall shall be closed during normal business hours on these dates:

1.	New Year's Day	Tuesday	January 1, 2019
2.	President's Day	Monday	February 18, 2019
3.	Good Friday	Friday	April 19, 2019
4.	Memorial Day	Monday	May 27, 2019
5.	July 4th	Thursday	July 4, 2019
6.	Day after July 4 th (In lieu of Veteran's Day)	Friday	July 5, 2019
7.	Labor Day	Monday	September 2, 2019
8.	Columbus Day	Monday	October 14, 2019
9.	Thanksgiving Day	Thursday	November 28, 2019
10.	Day after Thanksgiving (In lieu of Election Day)	Friday	November 29, 2019
11.	Christmas Eve (In lieu of Lincoln's b'day)	Tuesday	December 24, 2019
12.	Christmas Day	Wednesday	December 25, 2019

#19-8 Temporary Budget

WHEREAS, R.S. 40A:4-19 of the Local Budget Law provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the budget, temporary appropriations should be made for the purposes, and in the amounts required, in the manner and time therein specified; and,

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WHEREAS, the date of this resolution is within the first thirty days of the fiscal year; and,

WHEREAS, the total of the following 2019 temporary appropriations does not exceed 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.

NOW, THEREFORE, BE IT RESOLVED, that the following temporary 2019 appropriations be made, and that a certified copy of this resolution be transmitted to the Chief Financial Officer and/or Treasurer for his/her records.

#19-9 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2019 Temporary Sewer Utility Budget:

<u>DEPARTMENT</u>	<u>SALARIES</u>	<u>OTHER EXPENSE</u>	<u>DEPARTMENT TOTAL</u>
Sewer Operating	25,014	487,673	512,687

#19-10 Authorize Filing of Signatures of Chairman and Clerk Signatures to Vouchers to Authorize Payment

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Municipal Clerk is hereby directed to file the signatures of the Township Committee Chairman and Municipal Clerk with the Secretary of State in Trenton, New Jersey.

#19-11 Establish a Cash Management Plan

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate a cash management plan enumerating depositories for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

WHEREAS, N.J.S.A. 40A 5-15.1 permits investments in New Jersey Cash Management Fund and Certificates of Deposits; and,

WHEREAS, N.J.S.A. 40A 5-14 charges the Chief Financial Officer with the administration of the cash management plan; and,

WHEREAS, N.J.S.A. 40A 5-14f where funds are deposited or invested as designated or authorized by the cash management plan relieves the Chief Financial Officer of any liability for any loss of such monies due to insolvency or closing of any depository designated by or for the decrease in value of any investment authorized by the cash management plan.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey authorizes the Chief Financial Officer to deposit funds in the New Jersey Cash Management Fund, certificates of deposit or any local bank institution that is GUDPA certified.

BE IT FURTHER RESOLVED, on the 1st day of January 2019 by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that:

1. TD Bank
 Valley National Bank

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New Jersey Cash Management Fund P.L. 1977, C. 281
(C.52:18A-90, 4)
Lakeland Bank

be and are hereby designated as depositories for the Township of Wyckoff for the year 2019.

2. Prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Unit Deposit Protection Act (R.S. 17:9-41).

#19-12 Township Committee Members to Review and Affix Their Signatures to Vouchers

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the names of the two (2) Finance Committee members shall be affixed to vouchers authorizing payment thereof.

BE IT FURTHER RESOLVED, that any and all members of the Wyckoff Township Committee are also authorized to sign vouchers authorizing payment thereof.

#19-13 Authorize Signatures on Drafts and Checks Against Township Funds

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

1. The Chief Financial Officer is authorized to file new signature cards at the official designated banks for the finances and banking affairs of the Township of Wyckoff.
2. The Official Signatures for the current year shall be the following:

Current Township Committee Chairman
Municipal Clerk Joyce Santimauro
Treasurer/CFO Diana McLeod
Deputy Treasurer Robert J. Shannon
3. Three (3) signatures required. A minimum of one (1) original signature on all disbursement checks is required.

#19-14 Authorization of Signatures on Specific Accounts

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee Chairman, Municipal Clerk, and Treasurer/Chief Financial Officer are the official signatures affixed on all checks from the following departments:

ACCOUNTS	ACCOUNT ENDING	BANK
Current Collections	9690	LKD
Claims Account	9682	LKD
General Capital	9577	LKD
Animal Control	9585	LKD
Sewer Utility	9704	LKD
Unemployment Insurance Trust	9593	LKD
Trust	3221	TDB
Community Development Block Grant	6263	TDB
Payroll	1096	TDB
Agency Disbursement	1371	TDB
Developer's Trust	4276	TDB

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Investment Account	9424	TDB
Affordable Housing Development		
Fee Trust	2892	TDB
Employee Flexible Spending Account	6241	TDB
Municipal Open Space Trust	5766	TDB
On-line Tax Collection	7044	
TDB		
On-line Recreation Pmnts.	7004	TDB
Developer's Trust	4914	TDB
Webform Payments	7380	TDB

The signatures of the Chief Financial Officer and Deputy Treasurer are the official signatures affixed on all checks from:

Petty Cash – Treasurer	9712	LKD
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The signature of the Municipal Court Clerk and Municipal Judge is the official signature affixed on all checks from:

Municipal Court	3742
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T
D
B

Municipal Court Bail	3750
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T
D
B

LKD= Lakeland Bank
TDB = TD Bank North

#19-15 Reinstatement of Petty Cash Funds

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

5. The Petty Cash Fund previously established be re-instated as of January 1, 2019, and the check be drawn against the Current Account and deposited in a Petty Cash Account for the sum of \$300.00 in the name of the Township Treasurer.
2. The Petty Cash Funds in the amount of \$100.00 in the name of the Chief of Police & the amount of \$400.00 in the name of the Recreation Director.
3. A change fund of \$400.00 is established with the Municipal Clerk for use exclusively at the dog and cat rabies prevention program.
4. Change funds are established in the amount of \$200.00 for the Tax Collector, \$200.00 for the Municipal Clerk and \$100.00 for the Municipal Court.
5. Each petty cash account will have a maximum of any individual expenditure of \$100.00.

#19-16 Authorizing Investment of Idle Funds and Fund Transfers

WHEREAS, it is desirable that idle funds of the Township of Wyckoff be invested in legal investment vehicles at all times; and,

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WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that it does hereby authorize the Chief Financial Officer, Diana McLeod, to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution, and

BE IT FURTHER RESOLVED, that the Chief Financial Officer, Diana McLeod, is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations:

1. To or from Township checking or savings accounts to other Township accounts.
2. To or from Township checking or savings accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Wyckoff.

#19-17 Authorize Township Attorney to File Stipulations of Settlement

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the Tax Appeal Counsel to the Township of Wyckoff, is hereby authorized to file and sign Stipulations of Settlement with the Bergen County Board of Taxation or the Tax Court of New Jersey for the purpose of resolving any tax appeals.

#19-18 Interest Rate to be charged on Delinquent Taxes and Sewer Service

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the interest rate to be charged for delinquent taxes and sewer service be fixed as follows:

No interest rate shall be charged if payment on any installment is made within the tenth calendar day following the date upon which the same becomes payable; 8% per annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 to be calculated from the date the tax was payable until the date of actual payment.

Delinquency is to be calculated on the sum of all taxes and municipal charges from quarter to quarter and year to year, and not to be calculated on an individual year.

P.L. 1991 - Chapter 75 specifically provides that a governing body may fix a penalty of 6% to be charged to a tax payer where there is a tax and/or other municipal charge delinquency in excess of \$10,000.00 at the end of any calendar year on a given parcel of real property.

#19-19 Amount Required to Redeem Tax Sale Certificates

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

N.J.S.A. 54:5-61 has been amended and relates to the amount to be charged on account of a Tax Sale Certificate. This section has been amended to read as follows: 2% penalty on amount due over \$200.00 up to \$5,000.00; 4% up

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to \$10,000.00 and 6% in excess of \$10,000.00. This applies to all certificates presently held by the municipality and/or outside lien holders.

#19-20 Surety Bonds

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the surety bonds of the various officers, wherever same are required by law and so approved by the Division of Local Government Services in Trenton, are to be ordered and written, and when received by the Municipal Clerk, they are to be further approved and accepted by this Township Committee at a later meeting when submitted.

#19-21 Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs

WHEREAS, Section 58-6A of Chapter 58 of the Township of Wyckoff Code provides that the Township Committee annually establish fees to be charged for participation in recreation programs and the use of recreation facilities; and,

WHEREAS, Resolutions #16-21 and #16-111 are revised to reflect the below program user fees.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

The following shall be the user fees for participation in the various recreation programs for the current year:

<u>PROGRAM</u>	<u>FEE PER PERSON</u>
1. <u>Recreation Basketball</u>	
Summer Clinic	55.00
Boys & Girls grades 1-4	*83.00
Boys & Girls grades 5-8	*105.00
High School, winter	95.00
Men Open Gym, winter	75.00
*Board of Education Facility Use Fee -	*13.00
Included in recreational basketball fee-boys & girls grades 1-8	
2. <u>Traveling Select Basketball</u>	*238.00
Try-Out Fee	15.00
*Board of Education Facility Use Fee -	*13.00
Included in traveling select basketball fee	
3. <u>Recreation Baseball</u>	
Kindergarten, T-Ball	70.00
1 st Grade	75.00
Grades 2 – 6	95.00
Grades 7 & 8	105.00
Summer Clinic	55.00
4. <u>Traveling Select Baseball</u>	
<u>Leagues:</u>	
Clemente (8u), Glanville (9u), Mays (10u)	210.00
Hodges (11u), Reese (12u)	225.00
Murphy (13), Koufax (14u)	250.00
High School Level & Above	250.00
Try-Out Fee	15.00
5. <u>Cheerleading</u>	

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Summer Clinic	55.00
Football Recreation	90.00
6. <u>Football</u>	
Pee Wee, Junior, Senior (Grades 3-8)	225.00
Flag Football (Grades K-2)	70.00
7. <u>Recreation Soccer</u>	
Kindergarten Soccer	70.00
1st & 2nd Grade Soccer	75.00
Fall League (Grades 3-4)	90.00
Northwest Bergen (Grades 5-8)	100.00
Northwest Bergen (Grades 9-12)	110.00
Summer Clinic	55.00
8. <u>Recreation Softball</u>	
Grade Kindergarten, T-Ball	70.00
Grade 1	75.00
Grade 2 - 6	95.00
Grade 7 – 8	105.00
Women's League	75.00
Men's League	95.00
9. <u>Traveling Select Softball</u>	
u10	210.00
u12, u14	225.00
Try-Out Fee	15.00
10. <u>Summer Day Camp Programs:</u>	
Grades K-4 per week	95.00
Grades 5-8 per week	125.00
Tennis	
Clinics-Spring & Fall	90.00
Summer Camp:	
Pee Wee - K&1	
90.00	
2 nd grade-adult	
	230.00
11. <u>Wrestling:</u>	
Winter League	90.00
12. <u>Roller Hockey</u>	
Winter Clinic (Grades 1-3)	70.00
League (Grades 4-12)	100.00
Summer Clinic	55.00
13. <u>Lacrosse</u>	
Spring Clinic	70.00
Spring League: (Grades 3-8)	110.00
14. <u>Adult Team Tennis</u>	
Summer	85.00
Fall	85.00

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15.	<u>Tennis Court Badges</u>	
	Family badge	75.00
	Adult badge	50.00
	Child badge	35.00
	Senior citizen badge	25.00
	One day guest pass	10.00
16.	<u>Girls Volleyball</u>	
	Grades 6-8	95.00
	Summer Clinic	55.00

LATE FEE POLICY - A late fee of \$25.00 will be added to all registration fees accepted after the publicized registration dates.

REFUND PROCEDURE:
Upon withdrawal from any program, a \$25.00 processing fee will be deducted from any refunds due. For programs that are cancelled there will be no processing fee.

Refunds will be made only if the program has not begun. A program is deemed to have started: (1) effective with the first session of the program or (2) in those programs where a draft is conducted, the program is considered started effective with the completion of each particular league's draft.

After May 4th, no refunds for the summer programs will be issued. (This is due to the fact that the summer staff will already have been hired.)

A charge of \$15.00 will be imposed for all checks returned for insufficient funds. This shall be paid before a person is permitted to register for any other program.

PURCHASE PLAYER JERSEY OPTION:
The option to purchase a game jersey will be made available to players at registration for the following sports: Football, Roller Hockey, and Lacrosse. The additional fee will be the cost of the jersey plus \$10.

DONATION OF USED SPORTS TEAM CLOTHING
Used sports team clothing which has reached its useful life and is no longer used by Wyckoff Recreation teams may be donated to the Wyckoff PTO Economy Shop, Inc. only after receiving approval from the Parks & Recreation Advisory Board. This type of donation will then result in revenue for Wyckoff Schools.

FIELD AND FACILITY RENTALS:
Application Required. The application shall consist of: a) a Township of Wyckoff application for use, b) hold harmless agreement, c) certificate of insurance designating the Township of Wyckoff as an additional insured and d) the payment of fee. The fee for use of the recreation fields and facilities shall be payable to the Township of Wyckoff upon approval of the application for use. Any exceptions to the payment of fees must be reviewed and approved by the Board of Recreation and Parks, including proposals by groups that provide in-kind services for reciprocal field use. Fees for field use and facility use shall be based on designation as Group 1 or Group 2 as defined below:

- Group 1 shall consist of the following:**
- a. Wyckoff K-8 School District & Ramapo/Indian Hills Regional School District-affiliated groups; Wyckoff parent-teacher-student organizations; Board of Education advisory groups and Wyckoff Adult Education.
 - b. Wyckoff Municipal government agencies; Wyckoff Recreation Board, Wyckoff Volunteer Ambulance Corps, Wyckoff Volunteer

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Fire Department, and groups appointed by the Township Committee.

- c. Wyckoff non-profit recreation youth sports groups; Wyckoff Boys and Girls Scout Troops, and Wyckoff houses of worship-sponsored youth groups for sports.

Group 2 shall consist of the following:

- a. Local Civic organizations
- b. Local Political organizations
- c. Local Community service organizations
- d. Local Sports clubs
- e. Local Instructors or training facilities

Fees are waived for Group 1 organizations. In Group 2, the team, organization or group shall have Wyckoff players and/or members who actively participate in the group's activity in order to rent a field or facility. Any team, organization or group with no Wyckoff players or members wishing to rent a Wyckoff facility must first submit a complete application and it shall be reviewed and either approved or denied in writing by a committee consisting of the Recreation Director, the Chairman of the Board of Parks and Recreation and the Township Committee Liaison to the Board of Parks and Recreation.

FEES:

- A. Daylight Hours.** The fee for use of a recreation natural grass field facility shall be \$100 for a three (3) hour block of time during daylight hours. Any event exceeding the three (3) hour rental shall be charged \$100 for the next three (3) hour block of daylight time or portion thereof. The fee for use of one (1) recreational artificial turf field shall be \$300 for a three (3) hour block of time during daylight hours and \$150 every additional hour.
- B. Evening Hours.** The fee for use of a recreation natural grass field facility shall be \$150 for the time the outdoor sports lights are activated or part thereof up to 10:00 p.m. as restricted by Chapter 146 of the Code of the Township of Wyckoff. The fee for use of one (1) recreational artificial turf field shall be \$200 per hour or part thereof up to 10:00 pm as restricted by the Code of the Township of Wyckoff, Chapter 146 with a minimum of a three (3) hour rental period.

Batting Cage & Pitching Cage located at Memorial Field & Wyckoff Community Park. \$25.00 per hour, available only during daylight hours

#19-22 Authorize Purchasing From Bergen County Cooperative Pricing System

WHEREAS, N.J.S.A. 40a:11-11 allows municipalities and counties to participate in a Cooperative Pricing System; and,

WHEREAS, the Township of Wyckoff desires to continue to purchase certain commodities, such as but not limited to: gasoline, road materials, ice melting products and other commodities from the Bergen County Cooperative Pricing System contracts thus allowing the Township to capture competitive prices based on volume pricing.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that participation in the Bergen County Cooperative Pricing System is hereby authorized and directed.

#19-23 To Authorize Purchasing from Various Cooperative Pricing Systems

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WHEREAS, Ordinance #1112 adopted on May 7, 1991 authorizes the Township of Wyckoff to participate in the Northwest Bergen Cooperative Pricing group that has Ramsey as the lead agency; and,

WHEREAS, the Township of Wyckoff has found it prudent to utilize cooperative pricing systems authorized by NJAC 5:34-7.1 et seq. as a viable proven alternative purchasing practice; and,

WHEREAS, the Township of Wyckoff is a member and utilizes the cooperative pricing system:

The Northern New Jersey Cooperative Pricing System
The Northwest Bergen Cooperative Pricing System
The Bergen County Cooperative Pricing System
The Middlesex Regional Educational Services Cooperative Pricing System
The Cranford Police Cooperative Pricing System
The Somerset County Cooperative Pricing System
The Wyckoff, Oakland, Franklin Lakes (WOLF) Cooperative Pricing System (the Township of Wyckoff is the Lead Agent)
The Township of Wyckoff/Wyckoff K-8 Cooperative Pricing System (the Township of Wyckoff is the Lead Agent)
The Wyckoff K-8 School District/Township Commodity Resale Price Agreement Shared Service

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that authorization is provided for purchases from the eight (8) cooperative pricing systems.

#19-24 Authorize Purchasing through State Agency

WHEREAS, the Township of Wyckoff, pursuant to N.J.S.A. 40A:11-12(a) and N.J.A.C. 5:34-7.29 (c), may, by this resolution and with a properly executed purchase order and without advertising for bids, purchase any goods or services from certain approved contract vendors, under the State of New Jersey Cooperative Purchasing Program and/or approved National Cooperative Contracts for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and,

WHEREAS, the Township of Wyckoff, pursuant to N.J.S.A. 40A:11-11(6), may, by copy of this resolution and a properly executed purchase order and without advertising for bids, purchase any goods or services from certain approved contract vendors, under the Cranford Police Cooperative Pricing System and Bergen County Cooperative System; and,

WHEREAS, the Township of Wyckoff has the need on a timely basis to purchase goods or services utilizing State Contracts, Cranford Police Cooperative Pricing System Contracts and Bergen County Cooperative Pricing System Contracts; and,

WHEREAS, the Township of Wyckoff intends to enter into contracts with the attached Referenced State Contract Vendors, Cranford Police Cooperative Pricing System vendors and Bergen County Cooperative Pricing System vendors through this resolution and properly executed purchase orders, which shall be subject to all the conditions applicable to the current State Contracts, National Cooperative Contracts, Cranford Police Cooperative Pricing System contracts and Bergen County Cooperative Pricing System contracts.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that it authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract vendors, National Cooperative Contract vendors, Cranford Police Cooperative Pricing System vendors and Bergen County

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Cooperative Pricing System vendors on the attached list and other as they become available, pursuant to all conditions of the individual contracts; and,

BE IT FURTHER RESOLVED that the duration of the contracts between the Township of Wyckoff and the Referenced State Contract Vendors, National Cooperative Contract vendors, Cranford Police Cooperative Pricing System vendors and Bergen County Cooperative Pricing System vendors shall be from January 1, 2018 to December 31, 2018.

#19-25 Approve Central Purchasing System and Purchasing Manual

WHEREAS, the Code of the Township of Wyckoff, Chapter 5, Section 5 (N) indicates that the Township Administrator shall serve as the Purchasing Agent and establish a centralized purchasing system; and,

WHEREAS, the Township's Purchasing Manual, details rules and regulations for all Township Officials, Department Heads, and Boards and Commission members; and,

WHEREAS, the Township Administrator is qualified pursuant to subsection b of Section 9 of P.L. 1971, c. 198 (c. 40A:11-9), the governing body may adjust the bid threshold; and,

WHEREAS, NJSA 40A:11-6.1 c. allows municipal governing bodies to authorize the purchasing agent to authorize contracts that are less than 15% of the bid threshold without soliciting competitive quotations; and,

WHEREAS, NJAC 5:34-8.3 allows for a member of the governing body to determine to solicit quotations or public bidding for the remaining amount for aggregation determination; and,

WHEREAS, the Township Committee considers reliability of vendor performance to be critical to the delivery of services and commodities and as such has determined that a reasonable and reliable rating of sureties and certificates of insurance is critical component of the Township's material conditions of a responsive bid.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

- 1) The Purchasing Manual and Central Purchasing System is approved for use and all township officials, employees, boards and commission members shall comply with its' rules and regulations.
- 2) Contracts less than 15% of the bid threshold may be awarded without soliciting competitive quotations.
- 3) The Township of Wyckoff invokes the bidding threshold of \$40,000 and states that its' Administrator possesses a Qualified Purchasing Agent Certificate issued by NJDCA.
- 4) The Township Committee member designated as Finance Committee Chairman is authorized pursuant to NJAC 5:34-8.3(d)1 to determine whether to solicit quotations or perform public bidding for the remaining amount for aggregation determination.
- 5) The Municipal Clerk shall serve as the responsible person to ensure certification of available funds in a resolution awarding a contract has been provided to the Township Committee in accordance with NJAC 5:30-5.4 (a) 2 as listed in LFN 2017-10.
- 6) The Township of Wyckoff requires in all procurements vendor's sureties to be unconditional and sureties and certificates of insurance to have a rating of A-X from Best Key rating guide as a material requirement to satisfy the criteria of a responsive bid.

#19-26 Approval of Personnel Manual

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund which provides the Township of Wyckoff insurance for employment issues; and,

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WHEREAS, the Township of Wyckoff hereby adopts the Bergen County Joint Insurance Fund form of personnel manual and supervisor's manual applicable and for use by all Wyckoff Municipal employees.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Bergen County Joint Insurance Fund's form of Personnel Manual is hereby adopted for use for all Wyckoff Municipal employees.

#19-27 Anti-Discrimination Policy

WHEREAS, the following policy and procedure reflects the anti-discrimination policy of the Township of Wyckoff:

EQUAL EMPLOYMENT OPPORTUNITY

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, creed, ancestry, political affiliation, age, marital status, economic status, gender, sexual preference, or because of physical disability that does not interfere with the ability to do the work required.

This policy shall be applied to all phases of employment such as recruitment, selection, appointment, placement, promotion, demotion, transfer, training, wages, benefits, working conditions, layoff, recall, discharge, disciplinary action, performance evaluation and use of all Township facilities.

Age or gender shall be a factor for employment only where there are bona fide occupation qualifications as provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the foregoing shall be the official anti-discrimination policy and procedure in effect for the current year.

#19-28 Approve Township Anti-Sexual Harassment Prohibition Policy

WHEREAS, the Township of Wyckoff believes that all employees are entitled to a work place free of discrimination and harassment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached sexual harassment policy shall be the Township's policy, and sexual harassment of any kind shall not be tolerated.

#19-29 Approve Smoking Control Policy

WHEREAS, the attached smoking control policy has been prepared at the request of the Board of Health.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the aforesaid is approved as the smoking control policy for all Township-owned buildings.

#19-30 Designate a Public Agency Compliance Officer

WHEREAS, the New Jersey Department of Treasury Affirmative Action Office has notified the Township of its requirement to designate a Public Agency Compliance Officer (PACO); and,

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WHEREAS, Robert J. Shannon, Jr., Township Administrator/Purchasing Agent, is hereby recommended to serve as Township of Wyckoff PACO.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, as follows:

1. Robert J. Shannon, Jr. is hereby designated Public Agency Compliance Officer for the Township of Wyckoff.
2. A certified copy of this resolution shall be forwarded to NJ Dept. of Treasury, Affirmative Action, prior to January 10th of the New Year.

#19-31 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions

WHEREAS, NJDEP requires a resolution from a municipality to authorize TWA Sewer Extension permit applications; and,

WHEREAS, the Township Attorney and Township Administrator recommend a single resolution that would authorize the Township Engineer to sign TWA applications, when approved by the Township's sewer consulting engineer, for the purpose of expediting the process.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the Township Engineer is hereby authorized to sign all future TWA applications for sewer extension projects.

#19-32 Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township

WHEREAS, the New Jersey Tort Claim Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and,

WHEREAS, the Township of Wyckoff is a public entity covered by the provisions of the New Jersey Tort Claims Act; and,

WHEREAS, the Township of Wyckoff deems it advisable, necessary, and in the public interest, to adopt a Notice of Tort Claim Form in the form as attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

1. The attached 15 page Notice of Tort Claim Form be and is hereby adopted as the official Notice of Tort Claim Form for the Township of Wyckoff.
2. All persons making claims against the Township of Wyckoff pursuant to the New Jersey Tort Claim Act, N.J.S.A. 59:8-1, et seq., be required to completely complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claim Act.

#19-33 Approval of Police Department Rules and Regulations

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Rules and Regulations of the Wyckoff Police Department be approved for the current year and Attachment A. (34 pages dated 2018).

#19-34 Designation of Special Police

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BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following persons are designated as Special Police or Police Matrons and Registered Nurses for the current year in accordance with N.J.S.A. 14-146.8:

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

1. Designated as special police for the current year are:

Police Matrons	-	Pam Abma	1 year
	-	Debra Hooyman	1 year
	-	Susan Moffa	1 year
	-	Diane Cebuiski	1 year
	-	Sherri Gusta	1 year
	-	Hayley Rooney	1 year
	-	Tracy Casson	1 year

2. Designated as nurses to make death pronouncements for the current year are:

Nurses	-	Linda Brock, RN	1 year
		Jane Kicks, RN	1 year
		Allison Dansen, RN	1 year

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Chief of Police.

#19-35 Civil Rights Policy

A RESOLUTION TO AFFIRM THE TOWNSHIP OF WYCKOFF’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Township of Wyckoff to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Township of Wyckoff has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Township Committee that:

Section 1: No official, employee, appointee or volunteer of the Township of Wyckoff by whatever title known, or any entity that is in any way a part of the Township of Wyckoff shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person’s constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Wyckoff’s business or using the facilities or property of the Township of Wyckoff.

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Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Wyckoff to provide services that otherwise could be performed by the Township of Wyckoff.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Township Administrator shall establish written procedure for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Wyckoff as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Wyckoff. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Wyckoff's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township of Wyckoff in order for the public to be made aware of this policy and the Township of Wyckoff's commitment to the implementation and enforcement of this policy.

#19-36 Establish Fees for Towing Services

WHEREAS, it is deemed in the best interest of the Township of Wyckoff and its citizens to have a procedure for towing services in place.

WHEREAS, the Chief of Police recommends the attached fees for towing services.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shall constitute the towing services fees for the current year.

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#19-37 Re-establish Fire Department Rules, Regulations and Polices

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Wyckoff Volunteer Fire Department By-Laws dated October 15, 2015 be approved for the current year.

#19-38 Northwest Bergen Mutual Aid Association

WHEREAS, heretofore the Township Committee of the Township of Wyckoff has considered the bylaws of the Northwest Bergen Mutual Aid Association relating to mutual assistance between communities in the event of fire, disaster, or other emergencies; and,

WHEREAS, it is the opinion of the Township Committee that mutual aid agreements and relationships with the Northwest Bergen Mutual Aid Association and the two (2) Passaic County municipalities that are contiguous to the Township of Wyckoff will enhance the Township's ability to provide fire protection and emergency response services to the Wyckoff community and our neighboring municipalities; and,

WHEREAS, the Township of Wyckoff participates in the Bergen County Emergency Management Plan, the State of New Jersey Emergency Management Plan and in accordance with the "Fire Service Resource Emergency Deployment Act," NJSA 52:14E-11 to 22; and,

WHEREAS, the State of New Jersey considers reciprocal assistance with neighboring municipalities for emergency services a best practice; and,

WHEREAS, the Fire Chief recommends that the Township Committee renew mutual aid agreements and relationships with the Northwest Bergen Mutual Aid Association and the Boroughs of North Haledon and Hawthorne.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

- 3. The Township of Wyckoff renews its participation in the Northwest Bergen Mutual Aid Association.
- 4. The Township of Wyckoff renews its mutual aid relationship with the Borough of North Haledon and Borough of Hawthorne.
- 3. The adoption of this resolution shall serve as the formal written mutual aid agreement for all Wyckoff emergency response units (police, fire, ambulance, public works and CERTS) and said emergency responses shall be conducted pursuant to state law and in accordance with standard emergency operating practices.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide five (5) certified copies of this resolution to the Fire Chief and he shall file said resolutions with the President of the Northwest Bergen Mutual Aid Association and the Fire Chiefs of Hawthorne, North Haledon, and the Bergen County Joint Insurance Fund.

_____ Municipal Clerk	_____ Township of Wyckoff Mayor
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#19-39 Waive Annual Sewer Service Charge for Fire Co. #3

WHEREAS, the Wyckoff Volunteer Fire Department consists of men and women who volunteer their time and energy twenty-four hours a day, seven days a week for the safety and protection of residents and property owners of Wyckoff; and,

WHEREAS, the Township of Wyckoff encourages the three Wyckoff Volunteer Fire Companies which comprise the Wyckoff Volunteer Fire Department since they exist to provide needed and valued public safety services; and,

WHEREAS the Fire Company Associations own Fire House #2 and Fire House #3; and,

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BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that in order to assist and encourage our volunteer fire companies to provide the invaluable public safety services, the Township does hereby waive annual charges to Fire Company #2 and Fire Company #3 and authorize payment to Fire Company #2 and Fire Company #3 for safeguarding and housing the Township's fire apparatus.

#19-40 Waive Annual Rent for Ambulance Corps Land Lease

WHEREAS, the Township Committee assists and encourages the Wyckoff Volunteer Ambulance Corps, which is comprised of men and women who volunteer their time and energy twenty four hours a day, seven days a week to respond to residents when they need emergency medical care as a public service; and,

WHEREAS, The Township of Wyckoff and the Wyckoff Volunteer Ambulance Corps entered into a fifty (50) year lease in 2005, for the premises upon which the Ambulance Corps building is constructed; and,

WHEREAS, said lease requires an annual lease fee of ten (\$10.00) dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the aforesaid lease fee of ten (\$10.00) is hereby waived for the current year.

#19-41 Renew Agreement for Commuter Park and Ride at Cornerstone Church

WHEREAS, through a unique arrangement with the approval of the Cornerstone Christian Church, the Township of Wyckoff provides a commuter park and ride program Monday through Friday for commuter parking in the Church parking lot at 475 Wyckoff Avenue; and,

WHEREAS, the Township of Wyckoff charges a user fee to the commuters who utilize this service which is from time to time increased to help the Township fund the reciprocal services the Township provides to the Church for the use of their parking lot; and,

WHEREAS, overflow commuter parking is provided at the adjacent Wyckoff Community Park parking lot; and,

WHEREAS, the Township of Wyckoff desires to renew the commuter park & ride agreement with the Cornerstone Christian Church for the New Year; and,

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of commuter parking as follows: \$125.00 per resident per year and \$300.00 per non-resident per year; and,

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of summer commuter parking as follows: \$60.00 per resident per year and \$80.00 per non-resident per year; and,

WHEREAS, the fee for a lost parking permit is \$25.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee that the Township of Wyckoff agreement with the Cornerstone Christian Church to provide a commuter park & ride program is hereby renewed.

#19-42 Establish Rules and Regulations Which Shall be the Township Facilities Policy

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WHEREAS, the Township's safety consultant has recommended that the Township Safety Committee review the various uses of municipal facilities and establish a policy to regulate said facilities, and to implement such safety measures as hold harmless agreements; and,

WHEREAS, a subcommittee of the aforesaid Township Safety Committee has recommended a policy which has been approved by the Township Committee, and which has been referred to the Township's Safety Consultant and Municipal Risk Manager.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, that the rules and regulations described herein below shall serve as the Township Facilities Use Policy for the following municipal facilities:

Public Library; Recreation Fields; Town Hall Meeting Rooms;
Police Pistol Range, and Fire Co. #1, Scott Plaza;

1. FREE PUBLIC LIBRARY: The use of the James Monroe and Shotmeyer public meeting rooms will be established and regulated by the Library Board of Trustees, and shall include a hold harmless form for groups which utilize this facility.

2. RECREATION FIELDS: All recreational fields shall be utilized for Township recreation sponsored games/programs. Use of fields for all non-recreation sponsored programs shall not be scheduled when said scheduled game/program would preclude

Township recreation sponsored games/programs. Section 16 of the Recreation Policy and Procedures manual shall outline procedures, and shall include hold harmless forms.

3. TOWN HALL MEETING ROOMS: Use of the James Monroe Room in the Library will be encouraged. However, if any of the two second floor meeting rooms are to be utilized, that use will be coordinated by the Municipal Clerk who will require a hold harmless agreement.

4. POLICE PISTOL RANGE: This facility is utilized for the Police firearms qualification, and shall not be utilized for non-police uses. Prohibited activities include:

1. Citizen pistol and rifle clubs
2. Bachelor parties
5. Wedding receptions
6. Religious parties such as baby christenings, etc.
7. Receptions following wakes/funerals
8. Birthday Parties
9. Retirement parties
10. Anniversary parties
11. Other similar non-police functions

5. FIRE COMPANY #1: Since this facility is designated for the use of the Fire Department, which would include Co.#1 Ladies Auxiliary meetings, departmental inspection dinner, Exempt Fireman's Association meetings, and Mutual Aid meetings, it shall not be used for non-fire department functions. Prohibited activities include the following:

1. Bachelor parties
2. Wedding receptions

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3. Religious parties such as baby christenings, etc.
4. Receptions following wakes/funerals
5. Birthday parties
6. Non-Fire Department officer retirement parties
7. Anniversary parties
8. Other similar non-fire department functions

At the request of Fire Company #1 or the Township Committee, the Township of Wyckoff will only allow the following activities:

1. Reception after a funeral for a past or current Wyckoff volunteer firefighter or spouse.
2. Reception after the funeral for any member of the Wyckoff Volunteer Fire Department's Ladies Auxiliary.
3. Reception after the funeral of a former Township of Wyckoff Mayor or current Township Committee member.
4. Ladies Auxiliary Fire Company #1 fund raiser to Benefit Wyckoff Fire Company #1 or the Wyckoff Fire Department.

No exceptions to this policy shall be approved.

6. TOWN HALL FLAG AT HALF STAFF POLICY:

- Flags on the Town Hall front lawn will be flown at half-staff for: the demise of a former Mayor (from the day of his/her death to the day of the funeral) and when ordered by the New Jersey Governor or President of the United States.
- The Township Committee shall consider a request to fly flags at half-staff when a current or former Township of Wyckoff official passes when the request is provided in writing.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to: the Township Administrator, Municipal Clerk, Chief of Police, Fire Chief, Fire Co. #1 President; Library Director, and the Recreation Director by the Municipal Clerk.

#19-43 Quasi-Municipal Groups for Insurance Purposes

WHEREAS, the Township of Wyckoff is a participating member of the Bergen County Municipal Joint Insurance Fund, relative to general liability and other coverage; and,

WHEREAS, the "Fund" has adopted certain criteria to distinguish between bona fide municipal activities and other quasi-public entities not sponsored by the municipality and therefore, not subject to Coverage, by the "Fund"; and,

WHEREAS, it has been determined that, in order to be covered by the "Fund", an organization or activity meet the test that its function is of the type that historically the Township has provided with coverage and/or which services a bona fide public purpose typically met by the local government, and the benefits of which are available to the municipality in general; and,

WHEREAS, the Township has asked the "Fund" to extend coverage to the following entities:

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The Township of Wyckoff municipal government includes the following:

1. Wyckoff Police Department
2. Police Department Softball
3. Fire Department Annual Fireworks display
4. Rabies Prevention Program
5. Memorial Day Parade Committee
6. Wyckoff Free Public Library Operation and Board of Trustees
7. Emergency Management Committee
8. Bergen County Community Development Programs or Projects
9. Team Up to Tidy Up Day and volunteers
10. Wyckoff Township Committee
11. Planning Board
12. Board of Adjustment
13. Environmental Commission
14. Board of Health
15. Community Development Committee
16. Zabriskie House Trustees
17. Department of Parks and Recreation
18. vacant
19. vacant
20. Recreation coaches
21. Senior Citizens' Club and activities
22. Basketball "Fowl" Shooting Contest
23. Punt, Pass and Kick Contest
24. vacant
25. Recreation basketball
26. Competitive (Select) traveling basketball
27. Recreation baseball
28. Competitive (Select) traveling baseball
29. Cheerleading
30. Fencing
31. Football
32. Gymnastics
33. Croquet
34. Lacrosse
35. Roller Hockey
36. Recreation soccer
37. Recreation softball
38. Competitive (Select) traveling softball
39. Summer camp
40. Tennis
41. Wrestling
42. Volley ball
43. Design Review Advisory Committee
44. vacant
45. Sewer Assessment Commission
46. Wyckoff Alliance Committee to Combat Drug & Alcohol Addictions
47. The Gardens of Wyckoff Committee
48. Partners in Pride Cleanup days
49. Intermediate Sanctions Program volunteers
50. vacant
51. Juvenile & Adolescent Suicide Prevention Committee
52. Department of Public Works
53. Recycling Center and Activities
54. Charles Avenue Compost Facility and Facilities
55. Volunteer Interns in Municipal Government
56. Arbor Day Activities and Volunteers
57. Shade Tree Commission and their activities

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58. Charles Avenue and Demarest Avenue Railroad Grade Crossings

CLASS I - Public Safety Associations and Auxiliaries:

1. Wyckoff Volunteer Fire Department
2. Protection Fire Co. #1
3. Community Engine Fire Co. #2
4. Sicomac Fire Co. #3
5. Ladies Auxiliary Fire Department
6. vacant
7. vacant
8. Wyckoff Fire Department Exempt Association
9. Fire Department participation in parades, marching bands, softball, basketball and volleyball leagues
10. NW Bergen Mutual Aid Association Field Day Training activities
11. NW Bergen Mutual Aid Association exercises and drills
12. Wyckoff Fire Department Apprentice Firefighter Program for 16 & 17 year olds.
13. Bergen County Rapid Deployment Program
14. Volunteers implementing the Township's Emergency Management Plan

CLASS II - Volunteer Ambulance Corps and Fire District:

1. Wyckoff Volunteer Ambulance Corps

CLASS III - All other non-athletic organizations:

1. Wyckoff Football Boosters
1. Wyckoff Traveling Baseball & Softball Boosters
2. Wyckoff Traveling Basketball Boosters
3. Wyckoff Wrestling Boosters
4. Wyckoff Lacrosse Boosters
5. Wyckoff Roller Hockey Booster

CLASS IV - Athletic Organizations:

None

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

Section 1. It is hereby certified that the above-listed organizations exist within the Township of Wyckoff as the bona fide charitable, educational, recreation activities of the municipality in general and as such are sponsored or subsidized directly by the municipality.

Section 2. The Township of Wyckoff does hereby request that the activities described herein be covered for general liability coverage in accordance with the applicable limits and restrictions.

Section 3. A certified copy of this resolution shall be filed with the Secretary of the Bergen County Municipal Joint Insurance Fund, all department heads, and the Municipal Risk Consultant, Robert Steinbruch.

#19-44 Approval of Local Supplemental Violations Bureau Schedule

WHEREAS, the New Jersey Supreme Court has approved a form of revised Local Supplemental Violations Bureau Schedule, effective September 1, 2004,

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which has been incorporated into an Order of the Wyckoff Municipal Court with the approval of the Assignment Judge and in accordance with Rule 7:12-4; and,

WHEREAS, pursuant to that Rule, the Order promulgating the schedule is to be published and must specify the amount of fines and costs to be imposed for each offense within the authority of the Violations Clerk.

NOW, THEREFORE, be it approved by the Township Committee of the Township of Wyckoff that the attached revised Local Supplemental Violations Bureau Schedule dated September 18, 2018, as approved by the Supreme Court, Assignment Judge of the Township of Wyckoff, be and the same is hereby approved for use by the Wyckoff Municipal Court and Violations Bureau.

#19-45 Town Hall Front Lawn Policy

WHEREAS, in November of 1993, the Township of Wyckoff filed for a declaratory judgment in US District Court to determine the status of the Town Hall front lawn rights of residents to utilize the front lawn for expressive activities; and,

WHEREAS, Judge Debevoise heard Wyckoff's action for a declaratory judgment and found the following:

1. The Township has not made up its mind on how to treat the front lawn.
2. The Township has not developed a rational, consistent policy for the use of the front lawn.
3. The Township is caught between the conflicting demands of numerous interest groups and is threatened with lawsuits should it make a misstep in its response to their demands.

WHEREAS, it is in the best interest of the Township to develop a clear, coherent and rational policy for the use of the front lawn; and,

WHEREAS, opening the front lawn for use as a public forum would create a greater potential for litigation; and,

WHEREAS, opening the front lawn for use as a public forum would create expenditures of time, effort and money on the part of the Township when inspecting displays and expressive activities for content neutral approval; and,

WHEREAS, opening the front lawn for use as a public forum would create the potential for an informational overload on the front lawn thereby producing a traffic hazard; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would reduce the Township's exposure to potential litigation; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would eliminate expenditures of time, effort and money by the Township in making content neutral observations and recommendations concerning speech on the lawn by outside groups and individuals; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would eliminate the potential for an informational overload and traffic hazard; and,

WHEREAS, it is in the best interest of the Township of Wyckoff to adopt a clear and consistent policy for the use of the Town Hall front lawn which will minimize

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or eliminate the possibility of litigation, traffic hazards and the expenditure of time, effort and money.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

The Town Hall front lawn is not a public forum and the use of the Town Hall front lawn for expressive activities is limited to the Township of Wyckoff and its agencies only.

#19-46 State Health Benefits

WHEREAS, the State Health Benefit's Commission adopted P.L. 2011 Chapter 78 that amends the Administrative Code, NJSA 17:9-4.6. to eliminate the 20 hours per week standard for health benefits and allow local governments by resolution to determine the number of hours that will constitute full time status to receive health benefits is 32 hours per week; and,

WHEREAS, the Township Committee has previously expressed its endorsement of this change as a cost avoidance measure; and,

WHEREAS, the Personnel Committee of the Township Committee recommends the following policy for an employee to qualify to receive health benefits:

1. Full time status for consideration of health benefits for administrative and clerical workers will be 32 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 32 hour work week on a seasonal basis shall not be considered full time for consideration of health benefits.
2. Full time status for consideration of health benefits for blue collar laborers, sworn police officers and civilian employees assigned to the police department will be 40 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 40 hour week on a seasonal basis shall not be considered full time for the consideration of health benefits.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the attached cited recommendations of the Personnel Committee are hereby adopted by the Township Committee as policy.

#19-47 Re-establish the Recreation Policy Manual

BE IT RESOLVED, the Township Committee re-establishes the Recreation Policy Manual for the new year consisting of the policies and procedures governing the recreational programs as revised; and,

BE IT FURTHER RESOLVED, the Recreation Policy Manual is available for inspection in the office of the Recreation Director.

#19-48 Appointment of School Crossing Guards

WHEREAS, the Chief of Police recommends the persons listed on the attached page to be appointed school crossing guards for the period January 1, 2019 to June 30, 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached list of persons be appointed as school crossing guards for the period January 1, 2019 to June 30, 2019.

#19-49 Travel Reimbursement Policy

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WHEREAS, the Wyckoff Township Committee establishes this travel reimbursement policy for the current year:

- 2. Reimbursement at the current IRS approved rate per mile for personal vehicle use on Township authorized business.
- 3. A car allowance for use of his personal car of \$300.00 per month is re-confirmed for the Township Administrator for regular daily business use since he is the only employee when hired was required to reside in Wyckoff and he is required to be available 24 hours per day for emergencies.
- 4. The Police Chief is authorized to utilize a municipal un-marked police car for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be available 24 hours per day for emergencies & police business.
- 4. The Department of Public Works Manager is authorized to utilize a municipal pick up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff, since he is required to be on-call 24 hours per day for emergencies.
- 5. The Department of Public Works Foreman is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be on-call 24 hours per day for emergencies.
- 6. The Wyckoff Recreation Director is provided with a car allowance for mileage reimbursement for the use of his personal car amounting to \$35.00 per month to direct, inspect and observe recreation programs, player drafts, problems, activities and events.

#19-50 Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan

WHEREAS, the Township Committee of the Township of Wyckoff hereby re-establishes the Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Community Response Plan for the New Year.

**TOWNSHIP OF WYCKOFF
JUVENILE & ADOLESCENT SUICIDE PREVENTION
CRISIS INTERVENTION COMMITTEE**

January, 2019

COMMUNITY RESPONSE PLAN

After the cluster suicides in Bergenfield in the late 1980's, municipalities were encouraged to develop committees and response plans to deal with multiple tragedies and single tragedies. A secondary purpose was to develop a committee of individuals who could become acquainted with one another to provide assistance or guidance.

1) Team Composition

- | | |
|---------|--|
| Police | Police Chief David Murphy
Lieutenant Joseph Soto |
| Schools | Dr. Jeffrey Feifer, Interim Superintendent of Schools
(Wyckoff BOE) |

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Debra Herold, Director of Student Personnel Services
(Wyckoff BOE)

Beverly McKay, Superintendent
(Ramapo/Indian Hills Regional High School District)

Rachel Calabrese, Current Student Assistance Coordinator
(Ramapo Regional High School)

Tom Kersting, Current Student Assistance Coordinator
(Indian Hills High School)

Ms. Karen Lewis, Principal (St. Elizabeth’s School)

Mr. Daniel Lazor, Principal
(Eastern Christian School: Wyckoff Middle School)

Municipal	Robert J. Shannon, Jr., Township Administrator Current Mayor
Clergy	Rev. Fred Provencher, Cornerstone Christian Church
Mental Health	Dr. Ed Fox, Intervention Strategies International, Inc.
Others	Steven Clarke, Wyckoff Board of Health Cynthia Risseeuw, Secretary, Wyckoff Board of Health Joyce Santimauro, Registrar of Vital Statistics

2) Meeting Place/Emergency Headquarters: Court Room, 2nd Floor, Wyckoff Town Hall

3) Team Chairperson and lead person at each agency:

Chairperson	Robert J. Shannon, Jr.
Police	David Murphy, Chief
Local School	Dr. Jeffrey Feifer
Regional School	Beverly McKay
Parochial Schools	Principal Karen Lewis and Principal Daniel Lazor
Municipal	Current Mayor
Clergy	Rev. Fred Provencher
Mental Health	Dr. Ed Fox
Board of Health	Steven Clarke

4) Types of Tragedies

- 1. MULTIPLE SUICIDE – More than one suicide (or attempt) or tragic event including more than one death.
- 2. SINGLE SUICIDE – Single suicide (or attempt) or tragic event with no death.
- 3. VIOLENCE – Youth related violence or threat of violence.

5) Assessing the Situation

- 1. Notification by Police Department.
- 2. Telephone conferencing to assist the situation.
- 3. Notification chain, when necessary.
- 4. Full committee meeting, when necessary.

6) Roles and Responsibilities

- 1. Police
Control Scene
Inform County Prosecutor’s office and other procedural

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Relay information to Emergency Response Team
Identify targets for early intervention
Inform family with clergy and other “support” people

2. Schools
Faculty and staff notification
Schools to integrate internal policy with Community Response
Student notification
Identify targets for early intervention
Identification process ongoing for students seriously affected by
 Follow up services:
 Counseling
 Psychiatric evaluations
 Small group discussions
 Treatment referrals
 When appropriate, establish student network
 Pay respects to bereaved family
 Support for staff/faculty
3. Municipal
Coordinate media response
Communicate to townspeople
Information on event
Information on helping services
Suicide warning signs or other appropriate information
Coordinate “political” aspects with needs/realities Team in dealing with
4. Clergy
Assist in notification to family and identify other supports to family
Identify targets for early intervention
Coordinate volunteer assistance and resources
Identify and assist in follow up of at-risk individuals on an on-going
Assist in public information campaign
5. Mental Health
Supply professional mental health personnel as needed in
Act as resource to Team
Consult with other Team members around various needs
Supply assessments, evaluations and treatment at Mental Health
Assist in referral process

7. Media Plan

Attempt to remove media from the scene of the tragedy to allow the Police to perform their work. This will be accomplished by:

1. Having one community spokesperson – Robert Shannon – the Police will keep him updated.
2. Schedule press conferences at Wyckoff Town Hall, 2nd floor Court Room.

8. Mental Health Activities and Procedures to respond to a Tragedy when the Committee is Activated

- A. Implement plan for identifying and screening “at risk” individuals
 - Relatives
 - Close friends
 - Other involved in some special way
 - Past suicide attempters
 - Those with history of depression
 - Those with weak support system
- B. Identify and Implement other needed services or actions
 - Hot line tie-in: 262-HELP (Psychiatric Emergency Screening Program)
 - Walk in centers – church or other location
 - Counselors at schools
 - Counseling for those involved in responding to crisis

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- C. Modify environmental variables
- D. Enlist other community resources
- E. Enlist cooperation of media
- F. Maintain business as usual
- G. Monitor staff burnout
- H. Avoid Scapegoating
 - Alert others to anticipate this reaction
 - Educate in causative factors
 - Avoid "open community meetings"
- I. Survivor Procedures
 - Reach out to surviving family members
 - Discourage media appearances for acutely bereaved
 - Reach out to other survivors in the community
 - Provide formal education meetings
 - Help clarify unwarranted and often exaggerated feelings of guilt
 - Establish long-term follow-up for survivors

9. Plan Maintenance

- A. Team to meet yearly in November

Rev. 12/18

ATTACHMENT A

CONTACT PROCEDURE

5. Police Desk Upon notification and response to a call of suicide, attempted suicide, violence or tragedy involving the death of a school age child or children, will contact:

Police Chief David Murphy
Det. Sgt. Michael Ragucci
Robert J. Shannon, Jr., Township Administrator

2. The specifics of the incident and the actual child or children involved will determine if the following are contacted:

Interim Superintendent Dr. Jeffrey Feifer
Beverly McKay /Rachel Calabrese/Tom Kersting
Principal Karen Lewis, St. Elizabeth's
Principal Daniel Lazor, Eastern Christian Middle School

3. Depending on the projected impact, the School Superintendents, Principals and staff, make a determination to manage the situation within the schools or if a full community response team meeting is required.

Rev.12./18

#19-51 Establish Hearing Officer(s)/Committee(s)

WHEREAS, the Township Committee has the authority to establish Hearing Officer(s) to review employee personnel actions and make recommendations to the Township Committee for determinations of guilt or innocence and if guilty, any penalty.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee establishes the following hearing officer(s):

1. Two (2) members of the Township Committee that comprise the Police Committee.
2. Two (2) members of the Township Committee that comprise the DPW Committee.
3. Two (2) members of the Township Committee that comprise the Personnel Committee.
4. Township Administrator, Assistant Township Administrator or Administrator designee.

#19-52 Municipal Alliance Committee

WHEREAS, the Township of Wyckoff is required to have a Municipal Alliance Committee (MAC) as a requirement of receiving grants for anti-alcohol and drug dependency funds; and,

WHEREAS, the Township of Wyckoff believes a MAC performs valuable services to educate parents and teenagers regarding the consequences of alcohol and drug use.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached list of volunteers shall constitute the Wyckoff Municipal Alliance Committee for the current year.

2019 MUNICIPAL ALLIANCE MEMBERS

Patrolman William Christopher, Chairman
Current Mayor
Police Chief D. Murphy
Joseph Soto, Detective Lieutenant
Andy Wingfield, Recreation Director
Robert J. Shannon, Township Administrator
Steve Clarke, President, Wyckoff Board of Health

#19-53 Re-establish Cooperative Efforts with the Board of Education

WHEREAS, it is in the best interest of the taxpayers of the Township of Wyckoff for the Township of Wyckoff and the Board of Education to share services; and,

WHEREAS, the Township Committee encourages and recommends the sharing of services, loaning of equipment and cooperation between both government units where practical for the benefit of the community.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shared programs and cooperative efforts are hereby re-established for the New Year.

1. Fuel dispensing facility
2. Salt dome usage
3. Street sweeper usage and the usage of other equipment and vehicles
4. Wyckoff Community Park property usage
5. Sharing of public property for municipal and school uses
6. School fields and facilities for recreation programs

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BE IT FURTHER RESOLVED, that the Township of Wyckoff/Board of Education Cooperative Pricing System is re-authorized.

#19-54 Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators

WHEREAS, the Township is required to comply with Federal mandated anti-drug/alcohol plan 49 CFR Parts 40, 199, 382 and 391.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached policy shall set forth the Township’s Alcohol and Controlled Substances Policy for commercial motor vehicle operators.

#19-55 Appointment of JIF Representatives

WHEREAS, the following appointments are approved by the Township Committee:

JIF Fund Committee	Robert J. Shannon, Township Administrator
JIF Deputy Fund Commissioner	Scott Fisher Manager, Department of Public Works
Safety Delegate(s)	Scott Fisher Manager, Department of Public Works
	Mark DiGennaro Township Engineer
	Andy Wingfield Recreation Director
	Police Chief David Murphy
	Fire Chief Timothy Brock
	Robert J. Shannon, Jr., Township Administrator

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the above cited individuals are appointed for the New Year.

BE IT FURTHER RESOLVED, that a copy be sent to the Municipal Risk Manager, Mr. Robert Steinbruch and the JIF Secretary.

#19-56 Authorize Participation in Bergen County Community College’s Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members

WHEREAS, the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey deems it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Township of Wyckoff; and,

WHEREAS, the State of New Jersey has enacted P.L. 1998,c.145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

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NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, County of Bergen, State of New Jersey that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c.145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in the municipality; and,

BE IT FURTHER RESOLVED, that the Fire Chief is herewith delegated the responsibility to administer the program and to maintain files of all documents as may be required under the P.L. 1998, c.145, a copy of which is herewith made part of this resolution.

#19-57 Authorize Waiving of Fees

WHEREAS, the Township of Wyckoff has an outstanding volunteer Fire Department and Ambulance Corps which is staffed by volunteer residents; and,

WHEREAS, in an effort to maintain active volunteers in good standing, a proposal requesting the waiver of specific fees for members of the Wyckoff Volunteer Fire Department was forwarded by the Wyckoff Volunteer Fire Department to the Township Committee of the Township of Wyckoff; and,

WHEREAS, the Township Committee, after careful consideration, has determined to establish a policy for this year of waiving specific fees for active members in good standing of the Wyckoff Volunteer Fire Department and Wyckoff Volunteer Ambulance Corps.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, does provide the following program of waiving specific fees for the Wyckoff Fire Department and the Wyckoff Ambulance Corps. active volunteers in good standing to encourage them to continue volunteering their time and effort to the Township of Wyckoff and its citizens.

6. Definitions.

The following definitions shall apply.

ACTIVE MEMBER – A resident of the Township of Wyckoff who is an active member in good standing with the Wyckoff Volunteer Fire Department or the Wyckoff Volunteer Ambulance Corps. Good standing shall also include current compliance with all Federal and State safety mandated programs, and municipal anti-drug and alcohol certification.

FAMILY – An active volunteer member, his or her spouse and all natural or adopted children under twenty-one (21) years of age who are unmarried and permanently residing the same residence, as an active member of the Wyckoff Volunteer Fire Department or Wyckoff Ambulance Corps.

FEES - Those charges established by the governing body of the Township of Wyckoff, County of Bergen described in Section 2.

VOLUNTEER ORGANIZATION – The Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps.

7. Incentives

All active members who have satisfactorily completed their probationary period and are in good standing within the Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps. and whose property

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taxes or any receivables due to the Township of Wyckoff are not in arrears and their families, shall be entitled to the following benefits:

1. Exemption from fees for recreational programs conducted within the Township of Wyckoff by the Recreation Department.
2. Exemption from the municipal portion of dog, cat and marriage licenses.
3. Exemption from the municipal portion of the fee for building permit applications, fence permits, certificate of compliance/approval for a firefighter or Corps member primary residence.
4. Exemption from Planning Board and Board of Adjustment application fees.
5. Exemption from the Affordable Housing application fee.
6. Exemption from the Cornerstone Christian Church Park & Ride Permit fees.

8. Administration

1. On or about January 10 of each calendar year, the Fire Chief of the Wyckoff Volunteer Fire Department and the Captain of the Wyckoff Volunteer Ambulance Corps shall submit to the Township Clerk a list of all residents who meet the definition of an active member in good standing and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears. Such list shall be updated on a periodic basis by the volunteer organization to add those individuals who have completed their probationary status or to delete individuals who have been dropped from their membership or who no longer meet the criteria for active member status.
2. On a form provided by the Township Clerk, each active member shall provide information related to family status to assist the various municipal officials in order to determine eligibility for the waiving of fees.
3. All active members and their families must comply with all registration procedures and complete all application forms established by the Township of Wyckoff.

9. Exclusions

1. Fees, licenses and permits associated with any for-profit activity.
2. Inclusion in programs when registration for a program is received after the maximum registration has been reached.
3. Late fees or delinquent charges.

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TOWNSHIP OF WYCKOFF
Volunteer Firefighters/Ambulance Corps Members
Family Status - Resolution #19-57

Name of Active Member: _____
Home Address: _____
Spouses Name: _____

List all children and their current grade who are under 21 years of age,
unmarried and permanently occupying the same residence:

<u>Name</u>	<u>Age</u>	<u>Grade</u>	<u>Marital Status</u>

Signature: Volunteer Firefighter/ Ambulance Corp member

Date

Tax Office:

Tax Collector

Copy:
Recreation Dept.
Building Dept.
Planning Board
Board of
Adjustment
Clerk’s file

#19-58 Approve Emergency Management Plan

WHEREAS, state law requires each municipality to establish an Emergency Management Plan and Emergency Management Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Emergency Management Plan is renewed and the attached list of individuals is confirmed and appointed for the New Year.

BE IT FURTHER RESOLVED, that Sergeant Brian Zivkovich is the Emergency Management Coordinator and Lieutenant Charles Van Dyk , Patrolman Kyle Ferreira and Township Administrator Robert Shannon are the Deputy Emergency Management Coordinators.

CERTIFICATION

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I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFY THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON JANUARY 1, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

Township of Wyckoff	
EMERGENCY MANAGEMENT COUNCIL LEDGER	
JURISDICTION:	Township of Wyckoff COUNTY:
	Bergen
DATE OF APPOINTMENT AND RESOLUTION:	1 January, Annually
REPRESENTING GROUP	
Current Mayor	Mayor
Sgt. Brian Zivkovich	Emergency Management Coordinator
Robert J. Shannon, Jr.	Twsp. Administrator/Deputy OEM Coordinator
	Police Chief
David V. Murphy	Lieutenant/Deputy OEM Coordinator
Charles VanDyk	Police Officer/Deputy OEM Coordinator
Kyle Ferreira	Construction Code Official
Thomas Gensheimer	Fire and Rescue Coordinator
Timothy Brock	DPW Superintendent, Comm. RTK
Scott Fisher	Ambulance Coordinator
Ryan Noon	Ambulance Coordinator
Craig Simko, Alt.	Red Cross Liaison
Rob Pavlik	RADEF, Fire & Rescue
Joseph Alvarez	Health Department, BCDOHS
County Health Officer	Resource Management, Fire/Rescue
John Ciampo	Evacuation Coordinator, Fire and Rescue
Carl Kofler	Resource Management, Public Works
Len DeBlock	Township Engineer, Damage Assessment
Mark DiGennaro	BOE-Superintendent K-8
Rich Kuder	Wyckoff BOH President
Steven Clarke	

#19-59 Establish a Procedure and Adopt Forms to Provide Access to Public Records

WHEREAS, in 1997 the Township of Wyckoff adopted a centralized policy to determine if a record is public and available for copying and adopted a form to assist in this process in accordance with New Jersey’s Right to Know Law; and,

WHEREAS, on July 7, 2002 the Open Public Records Act NJSA 47:A-1 et seq. went into effect and replaced the “Right to Know Law”; and,

WHEREAS, in enacting the Open Public Records Act the Legislature reaffirmed it to be the public policy of this State that public records shall be readily accessible for examination by the citizens of this state (with certain exceptions for the protection of the public interest); and,

WHEREAS, OPRA increases the public’s accessibility to government records, broadly defines a government record and provides compliance via the Government Records Council; and,

WHEREAS, in accordance with OPRA the Municipal Clerk is designated as the Records Custodian, the Chief of Police is designated Deputy Records Custodian

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for public records in the Police Department and the Library Director is the Deputy Custodian for public records at the Wyckoff Free Public Library; and,

WHEREAS, a Custodian or Deputy Custodian of Records must grant or deny access to a record as soon as possible, but no later than seven (7) business days after the request is received; and,

WHEREAS, the Records Custodians must adopt forms for requests, locate and redact documents; isolate exempt documents; assess fees and means of production, identify requests that require “extraordinary expenditure of time and effort” and warrant assessment of a “special service charge” and when unable to comply with a request and “indicate the specific basis”; and,

WHEREAS, the requestor must pay the costs of reproduction and submit the request on townships records request form with information that is essential to permit the custodian(s) to comply with its obligations; and,

WHEREAS, the Municipal Clerk in accordance with OPRA provides immediate access to the current budget, vouchers, labor contracts and government employee salary information; and,

WHEREAS, OPRA establishes copying costs per page for municipal records at \$.05 for 8 ½ x 11 and 8 ½ by 14 photocopies; special service charges for “extraordinary” requests must be reasonable and based on actual direct cost as warranted by outsourced reproduction and any special service charge must fit the guidelines of GRC’s “14 Point Analysis” which is attached as if set forth in length; and;

WHEREAS, a public agency can deny a request by demonstrating that the denial is authorized by law and replying in writing to the requestor on the state provided Records Request Form submitted by the requestor; and,

WHEREAS, in accordance with OPRA government records are accessible to the public with certain exceptions that are enumerated in the attachment “OPRA Exemptions” which is attached as if set forth in length; and,

WHEREAS, the OPRA law requires public agencies to safeguard by redacting from documents a citizen’s personal information such as social security number, credit card number, unlisted phone numbers, drivers’ license number and the “OPRA Exemptions” which are attached as if set forth in length; and,

WHEREAS, Criminal Investigatory Records are exempt from disclosure to the public even after the investigation ceases and if no indictment is made; and,

WHEREAS, on Incident Reports the following information must be made available: if no arrest – type of crime, time location and type of weapon; if arrest made – identify of victims, defendants, the complaining party, and investigating and arresting personnel and agency. Information regarding the charges, accusation and indictment and the circumstances immediately surrounding the arrest and bail; and,

WHEREAS, Auto Accident Reports are required to be forwarded by law enforcement and the information contained therein shall not be privileged or held confidential. Every citizen shall have the right to inspect and purchase copies at OPRA rates. If copies of auto accident reports are requested other than in person, an additional fee up to \$5.00 for the first three pages and \$1.00 per page thereafter to cover the administrative costs of the report. Upon request auto accident report may be sent by mail or fax and the fee can be requested prior to faxing; and,

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WHEREAS, GIS records are not given any special treatment under OPRA; and,

WHEREAS, the Township of Wyckoff complies with all mandates of the OPRA law and strives to provide more information to the public than outlined by OPRA. The following records are frequently requested and are available for immediate inspection during business hours.

1. Wyckoff on the Web, which is the township website, provides a wide range of information that is available to the public 24/7. The website provides information on township services, offices, events, e-mails to site registrants, links to county and state sites and township board and commission agendas and minutes. The State of New Jersey Records Request form can be downloaded from the Township of Wyckoff's website.
2. Tax map of the Township of Wyckoff (Tax Collector's office and west wing hallway table next to Recycling office).
3. The Code of the Township of Wyckoff - library reference room, Municipal Clerk's office, the bookcase in the Building Department's office and posted on the home page of Wyckoff on the Web.
4. Building Department bookcase in the lower level of Town Hall which includes:
 - a. New Jersey State Sanitary Code Chapter XII, Sanitation Retail Food establishments and Food & Beverage Vending Machines.
 - b. Standard sanitary sewer specifications for the Township of Wyckoff.
 - c. State of New Jersey Public Health Nuisance Code (1953). Township of Wyckoff Board of Health (Ordinance #17).
 - d. Standards for individual Subsurface Sewage disposal systems. Chapter 9A Standards for Individual Subsurface Sewage Disposal System.
 - e. Properties within 100 year flood plain or wetlands area map.
 - f. Township of Wyckoff zoning map.
5. Fees charged by each Municipal office are posted at the entrance of each office for public inspection.
6. Pending applications before the Planning Board and Board of Adjustment.
7. Currently advertised bid specifications

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached forms are adopted for use in compliance with the Open Public Records Act Law which became effective on 7/8/02 and all municipal staff are required to cooperate with the Municipal Clerk for record requests and the Police Chief and Library Director shall serve as Deputy Custodian of Records.

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WHEREAS, the Bergen County Community Development Office has notified the Township that the Community Development representatives from Wyckoff appointed on January 1, 2019 shall be effectively appointed from July 1, 2019 to June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the following appointments as Community Development representatives are made:

Joyce C. Santimauro
Business Phone: 201-891-7000

Robert J. Shannon, Jr.
Business Phone: 201-891-7000

#19-61 Policy for Wyckoff Community Park, Memorial Field and Pulis Field Snack Bars

WHEREAS, the Township of Wyckoff is desirous of operating its three (3) snack bars through the Wyckoff Recreation program volunteers; and,

WHEREAS, the Township of Wyckoff recreation program volunteers have organized Wyckoff Sports Booster Associations for the purpose of raising funds to enhance the recreation programs; and,

WHEREAS, the Township of Wyckoff recreation program volunteers have indicated a willingness to staff and operate the Township snack bars; and,

WHEREAS, the Wyckoff Recreation Director has recommended the following procedure:

I. MEMORIAL FIELD SNACK BAR

2. August 15 through December 1

The Wyckoff Football Boosters shall utilize this facility from August 15 through December 1 annually. No cleanup/vandalism deposit required.

1. December 2 through August 14

Only a Wyckoff sports booster association and the Torpedoes Soccer Club may utilize the snack bar if they;

- 1) complete a permit application from the Recreation Director's Office,
- 2) pay a refundable cleanup/damage deposit of \$50.00 per event,
- 3) Recreation Director approves application(s) on a first come first serve basis,
- 4) since the Torpedoes are a private Wyckoff based sports club, they must also provide a certificate of insurance listing Wyckoff as an additionally insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and

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providing the attached completely signed hold harmless agreement.

- 5) the Recreation Director shall be sole and final determiner of whether the cleanup/damage deposit shall be refunded.

II. WYCKOFF COMMUNITY PARK SNACK BAR & THE PULIS FIELD RECREATION COMPLEX SNACK BAR

A. January 1 through December 31

1. Only the Wyckoff Family YMCA, Wyckoff sports booster associations and the Torpedoes Soccer Club may utilize the snack bar if they;
 - 1) complete a permit application from the Recreation Director's office,
 - 2) pay a refundable cleanup/damage deposit of \$50.00 per event,
 - 3) the Recreation Director approves application(s) on a first come first serve basis,
 - 4) the Recreation Director shall be the final determiner of whether the cleanup/damage deposit shall be refundable,
 - 5) since the Torpedoes Soccer Club is a private sports club they must provide a certificate of insurance designating the Township of Wyckoff as additionally insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

The use of snack bars shall be strictly limited to the Wyckoff Family YMCA, Wyckoff sports booster clubs and the Torpedoes (which is a Wyckoff based private soccer club). These groups financially support the Township's Recreation Department programs and the replacement of the artificial turf field.

III. RECIPROCAL CONSIDERATIONS

1. The Cornerstone Christian Church and St. Elizabeth's Church are permitted to utilize the snack bar facilities due to the fact that both Houses of Worship allow the use of their properties by the Recreation Department programming. The permit process must be followed and the \$50.00 refundable cleanup/damage fee is applicable.

- 3 -

2. Provision of a certificate of insurance evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification providing the attached completely signed hold harmless agreement.

IV INSURANCE

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1. The Recreation Director will include the recreation volunteers on the supplemental accident policy provided by the Township.
2. The Township of Wyckoff hold harmless and indemnification agreement which is attached must be signed. The signatory's name and title must be legibly printed on the hold harmless form.
3. A **Certificate of Insurance** must show minimum limits of \$500,000.00 per occurrence for general liability. This certificate shall designate the Township of Wyckoff as an additional insured along with the enclosed hold harmless must be received prior to granting use of the facilities.
4. Alcoholic beverages are not allowed at either facility.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the above cited recommendation of the Recreation Director is authorized as the policy for regulating the use of the Memorial Field snack bar, the Wyckoff Community Park snack bar and the Pulis Field Recreation Complex snack bar.

BE IT FURTHER RESOLVED, that copies of this resolution are sent to the Board of Health for the issuance of the annual food handler's license in favor of the Township for both snack bars, the Recreation Director and the Municipal Risk Consultant.

#19-62 Telephone/Electronic Transfer of Funds

BE IT RESOLVED, that the Chief Financial Officer and Township Administrator in her absence are hereby authorized on behalf of the Township of Wyckoff to affect telephone transfers of funds for renewal of notes or investments into or out of authorized Township accounts.

#19-63 Continue Employee Compensation

BE IT RESOLVED, that the Chief Financial Officer is hereby authorized and directed to continue the compensation of Township employees at their present levels until such time as an ordinance is adopted by the governing body of the Township of Wyckoff setting forth the salaries of Township employees for the New Year.

#19-64 Issuances of Checks Between Township Committee Meetings

WHEREAS, it becomes necessary at times to issue checks for certain fixed charges which are due on periodic dates, such as, for County, School taxes, bond and bond interest, bond anticipation notes and interest, regular and seasonal payroll, and other miscellaneous items, whose payment dates frequently occur between Township Committee meetings; and,

WHEREAS, due to the adoption of Public Law 2006, Chapter 96, codified as NJSA 2A:30A-1, known as the Prompt Payment Law, contracts and purchase orders for construction services must be paid in accordance with this law.

NOW, THEREFORE, BE IT RESOLVED, that the Wyckoff Chief Financial Officer with consent by the Wyckoff Township Administrator be and are hereby authorized to issue checks for payment of Township bonds and interest thereon, school taxes, bond anticipation notes and interest thereon, county taxes, State

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health benefit payments, Social Security contributions, and construction services under the Prompt Payment Law, regular and seasonal payroll and other miscellaneous items when such payments become due between Township Committee meetings. Ratification at the next Township Committee meeting is required.

#19-65 Township Committees 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: 12/2018

**TOWNSHIP OF WYCKOFF
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.

Public Annual Meeting. Pursuant to N.J.S.A. 40:146-13.1, 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

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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.

3. **CHAIRMAN.**

The Township Committee shall annually elect one (1) of its members as Chairman at the annual meeting. 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 MEMBERS**

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

5. **ADMINISTRATION:**

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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.

6. 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, 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.

7. 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.

8. 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.

9. 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.

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- 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.

10. 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.

11. 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.

#19-66 Police Private Duty Assignments

WHEREAS, chapter 54 of the code of the Township of Wyckoff provides a system of managing and controlling police private duty assignments.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following compensation rates are established:

54-21 - Payment

A. Private employers shall pay to the Treasurer of the Township of Wyckoff such hourly rate as is set forth herein or may be fixed from time to time by resolution of the Township Committee as compensation for such services. The Township shall remit to the member of the Police Department performing such off-duty service a portion of said hourly rate, and the balance shall be retained by the Township for administration, payroll and insurance expenses, all as established by this article or by future resolution of the Township Committee. Off duty rates shall be as follows:

(1) Traffic and Security Assignment rate: one hundred and twenty dollars, (\$120) per hour for each officer paid to the Township of Wyckoff, from which the police officer performing the off-duty service shall be paid one and one half times the officer's regular hourly pay, but not less than sixty-five dollars (\$65) per hour.

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(2) Non-profit organizations, charitable organizations, Wyckoff businesses and Wyckoff residents rate: ninety five dollars (\$95) per hour cost paid to the Township of Wyckoff, of which seventy five (\$75) dollars per hour shall be paid to the police officer performing the off-duty service.

(3) An additional charge of twenty five dollars (\$25) per hour shall be paid when a police patrol vehicle is required and/or requested for use for the off-duty assignment. The twenty five dollars (\$25) per hour charge shall apply to numbers (1) and (2) above.

(4) When a traffic safety review meeting is required, a traffic safety review fee shall be paid to the Township of Wyckoff in the amount of seventy five dollars (\$75).

(5) A four (4) hour minimum shall be required for each private duty assignment. A minimum of two (2) hour increments after the first four (4) hours.

B. The Police Department shall require private individuals and/or entities requesting off-duty police assignments to submit payment based on estimates of the work to be performed, in advance of services rendered. The Township will escrow the moneys in the dedicated fund to ensure timely payment to the police officers who performed the off-duty assignment.

C. Wyckoff sworn officers may work off-duty assignments in a municipality other than Wyckoff in compliance with this section when Wyckoff sworn officers are not required for Wyckoff overtime assignments or off-duty assignments in Wyckoff.

BE IT FURTHER RESOLVED, all other sections of Chapter 54 of the Code of the Township of Wyckoff to remain the same.

#19-67 Extraordinary Unspecifiable Service Appointments

WHEREAS, the Township of Wyckoff requires the following Service for the current year:

Graphic Artist/For Municipal Calendar/Newsletters

WHEREAS, in accordance with NJSA 40:11-2(7) the Township of Wyckoff desires to procure the services of Rocket Graphics; and,

WHEREAS, the Township Committee of the Township of Wyckoff has determined to appoint Rocket Graphics due to its significant experience with producing the Townships calendars, newsletters and the public information awards that have resulted. The owner of Rocket Graphics is the former editor of the Wyckoff News and has an extensive background in public sector communications; and,

WHEREAS, NJSA 5:34-2a(12) lists and NJSA 5:34-2.4(a) lists public relations consultants as approved Extraordinary Unspecifiable Services; and,

WHEREAS, it is anticipated that the expenditures for this professional service may exceed the sum of \$17,500 in said calendar year; and,

WHEREAS, the Local Public Contracts Law requires the resolution authorizing award of contracts for Extraordinary Unspecifiable Services without competitive bids, and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Availability indicating that

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adequate funds have been appropriated in the current year Temporary Budget and adequate funds will be appropriated in the current year Municipal Budget when adopted under the following line item in said Budgets:

Administration - other expense

WHEREAS, the Township Attorney has reviewed this procurement and approves.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following contract is awarded as an Extraordinary Unspecifiable Services (E.U.S.) in accordance with above:

1. Rocket Graphics
5 Sicomac Road
North Haledon, NJ 07508
\$70.00 per hour/ Up to \$15,000
2. The Municipal Clerk is directed to issue an E.U.S. contract letter.
3. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "E.U.S. Services".
4. The Township Clerk shall execute a public notice of said appointments in the official newspaper of the township as required by law.

#19-68 Adoption of Policy for ADA Parking Specifications and Posting Policy

WHEREAS, the attached policy has been developed by the Police Department and approved by the Township Attorney as the policy for ADA parking spaces on township property; and

WHEREAS, the attached notice is authorized to be placed on the Township internet page and provided to the Township Engineer, Township Consulting Engineer, Construction Code Officer and Zoning Enforcement/Property Maintenance Officer for plan review, construction inspection and enforcement.

NOW THEREFORE BE IT RESOLVED, by the Township Committee that the aforementioned two (2) policies are adopted.

**TOWNSHIP OF WYCKOFF
AMERICANS WITH DISABILITY ACT (ADA)**

NOTICE

The Township of Wyckoff's policy is to provide equal opportunity to all persons for access to municipal facilities, employment, services and activities. The ADA gives civil rights protection to individuals with disabilities. The public may contact the Township Administrator regarding problems with accessibility to municipal facilities, employment, services and activities at 201-891-7000 or at www.wyckoff-nj.com.

Joyce C. Santimauro

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Municipal Clerk

Dissemination:

1. Place on Township's Internet Page

#19-69 Authorize Language for Municipal Purchase Orders

WHEREAS, the attached language is authorized for use on municipal purchase orders as requirements for vendors conducting business with the township and payment procedures; and

WHEREAS, these requirements have been approved by the Municipal Attorney and approved; and

WHEREAS, this language is to be placed on the Township of Wyckoff's internet site on the Jobs and Bids Quick Link.

NOW THEREFORE BE IT RESOLVED, that the Township Committee authorizes the approval of their requirements and their usage as listed in this resolution.

#19-70 Municipal Internet Policy

WHEREAS, the Township Committee of the Township of Wyckoff has determined to provide a Wyckoff Municipal public information website for municipal information; and,

WHEREAS, the Township of Wyckoff has implemented a municipal public information internet site (Wyckoff-nj.com) as a municipal public information site; and,

WHEREAS, the Township of Wyckoff in good faith has developed the attached Internet Link Policy and e-blast policy.

NOW, THEREFORE, BE IT RESOLVED, by the Township of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached policies are adopted for use with the Township's municipal public information.

#19-71 Rapid Deployment Force

WHEREAS, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property and for the maintenance and preservation of the public peace and order; and,

WHEREAS, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as, floods, hurricanes, earthquakes, major storms, etc., man- made causes, civil unrest, and civil disobedience, such as, riot, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies; and,

WHEREAS, the Bergen County Police Chief's Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies; and,

WHEREAS, this Plan is adopted in accordance with the provisions of NJSA 40A:14-156, NJSA 40A:14-156.1, NJSA 40A:14-156.4 and NJSA app. A:9-40.6; and,

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WHEREAS, this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of an emergency, riot or disorder, in order to protect life and property; and,

WHEREAS, it is also recognized that the Wyckoff Chief of Police, in accordance with the provisions of NJSA 40A:14-118 and under the authority of the Bergen County Prosecutor, has the authority to assign officers to a Task Force, Rapid Deployment Team or Regional SWAT Team operated in conjunction with the Bergen County Prosecutor's Office; and,

WHEREAS, it is the desire of the Township Committee of the Township of Wyckoff to participate in a Mutual Aid Plan and Rapid Deployment Force in accordance with the Plan as submitted by the Bergen County Police Chief's Association.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Police Department of the Township of Wyckoff, under the direction of the Chief of Police, cooperate with the Bergen County Police Chief's Association to create an Interlocal Services Agreement with all municipalities in the County of Bergen in order to put into place the Mutual Aid Plan and Rapid Deployment Force; and,

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff supports the efforts of the Bergen County Police Chief's Association under the following terms and conditions:

1. This resolution is not to be construed as a mutual aid agreement between the Township of Wyckoff and any other contiguous or non-contiguous municipality.
2. Pursuant to N.J.S.A. 40A:14-156, if any member of the Wyckoff Police Department while assigned to the Rapid Deployment Force and while rendering assistance in a contiguous or non-contiguous municipality shall suffer a casualty or death, he or his designee or legal representative shall be entitled to all salary, pension rights, workman's compensation and other benefits to which such member or officer of the Wyckoff Police Department would be entitled if such casualty or death occurred in performance of his normal duties in the Township of Wyckoff.
3. The Township of Wyckoff will not provide any funding to the Rapid Deployment Force or the Bergen County Police Chief's Association for the purpose of acquiring any lands for the Rapid Deployment Force or the Bergen County Police Chief's Association or for the establishment and maintenance of a central office for the Rapid Deployment Force of another municipality or the Bergen County Police Chief's Association.
4. The Township of Wyckoff will not provide any funds for the payment of salaries or any other compensation to any member of the Rapid Deployment Force other than as provided by N.J.S.A. 40A:14-156.
5. Members of the Wyckoff Police Department assigned to the Rapid Deployment Force shall be permitted to take part in no more than two (2) and one half days of Rapid Deployment Force initial training and not more than four (4) days of Rapid Deployment Force training per year.

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6. The Chief of Police of the Township of Wyckoff shall provide a report to the Township Committee for their annual review advising the Township Committee of the number of times members of the Wyckoff Police Department were activated as part of the mobilization of the Rapid Deployment Force, the nature and location of the incidents which required the mobilization of the Rapid Deployment Force and any and all costs incurred by the Township of Wyckoff as a result of such activation of the members of the Wyckoff Police Department.
7. The Township of Wyckoff will not reimburse any municipality or municipalities rendering assistance to the Township of Wyckoff, for any damage to police equipment or other property or for the payment to any member of a police force, or to a surviving spouse or other dependent if death results as a result of injury sustained while rendering assistance to the Township of Wyckoff.
8. The activation of Rapid Deployment shall only be after existing local police resources and contiguous mutual aid agreements are exhausted and the Coordinating Council of Police Chief's approve the activation.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Bergen County Executive, the Bergen County Board of Chosen Freeholders, the Bergen County Prosecutor and all municipalities in the County of Bergen.

#19-72 Authorize Disposition of Public Property No Longer Needed for Public Use

WHEREAS, the Township of Wyckoff annually reviews all computers, computer accessories and related equipment for their utility; and,

WHEREAS, all useable parts have been removed and or re-utilized; and,

WHEREAS, computer equipment and office equipment determined to be broken, unusable, or obsolete is property no longer needed for public use and it can be recycled; and,

WHEREAS, the Township of Wyckoff electronic equipment program at the Wyckoff Recycling Center is available to recycle computer and electronic equipment at no cost to the municipality.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that computer equipment and electronic equipment no longer needed for Township use are hereby authorized to be recycled through the Township of Wyckoff recycling program at the Wyckoff Recycling Center.

#19-73 Adoption and Endorsement of New Jersey Ethics Law

WHEREAS, the State of New Jersey has adopted the New Jersey Ethics Law, N.J.S.A. 40A:9-22; and,

WHEREAS, the Municipal Clerk shall provide Section 40A:9-22.5 of the New Jersey Ethics Law "Provisions requiring compliance by local government officers

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and employees” to be posted by Department Managers on the various department bulletin boards”; and,

WHEREAS, the Municipal Clerk shall implement Section 40A:9-22.6 “Annual Financial Disclosure Statement” annually; and,

WHEREAS, any local government employee or officer with a question regarding ethics can submit that question to the Township Attorney who shall serve as the Municipal Ethics Advisor.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the New Jersey Ethics Law is hereby adopted as the Wyckoff Municipal Ethics Code.

#19-74 Void Checks in Excess of 180 Days

WHEREAS, there exists various outstanding checks in the Claims Account and Payroll Account drawn from the current fund that exceed 180 days of age; and,

WHEREAS, every attempt has been made to void and reissue these outstanding checks to the appropriate vendor or employee; and,

WHEREAS, each outstanding check has been reviewed and investigated and it has been determined that these should be cancelled.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff instructs the Chief Financial Officer shall cancel the outstanding balance to Current Fund Surplus, General Capital Budget Account, or Trust Account as appropriate, if it is determined by the Chief Financial Officer that the check cannot be reissued.

BE IT FURTHER RESOLVED that the Municipal Clerk shall provide a certified copy of this resolution to the Chief Financial Officer and Municipal Auditor.

#19-75 Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings

WHEREAS, the Township Committee of the Township of Wyckoff recognizes the public’s right in photographing, videotaping, and audio taping public meetings and desires to protect such rights; and,

WHEREAS, while protecting the public’s right to photograph, video tape and audio tape public meetings, the Township Committee also desires to ensure the unfettered administration and conduct of public meetings and to minimize interference with the governmental administration of such public meetings while still protecting the public’s right to record such meetings; the Township Committee; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that the following policy is adopted with regard to the photographing, video taping and audio taping of public meetings:

Article I. Definitions. As used in this Chapter, terms shall have the meaning as indicated and defined within the Senator Byram M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

Article II. Still photography and the video taping of public meetings.

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1. Equipment and personnel.
 - A. Not more than two portable video tape electronic cameras, operated by no more than one person each shall be permitted at any public meeting.
 - B. Not more than two still photographers shall be permitted at any public meeting.
2. Sound and light criteria.
 - A. Only video tape cameras and audio equipment used in conjunction with the video camera which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting device of any kind shall be employed in connection with the use of video tape cameras.
 - B. Only still camera equipment which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting of any kind shall be employed in connection with a still camera.
3. Notice.
 - A. Notice shall be given to the Municipal Clerk prior to the close of the last business day preceding the day of the meeting for which an individual is seeking permission to video tape or photograph public meetings.
 - B. Permission to video tape or photograph a public meeting shall be granted by the Municipal Clerk on a first come, first served basis, subject to compliance with the provisions contained in these guidelines.
4. Location of equipment and personnel.
 - A. Video tape cameras shall be placed in the rear of the meeting room behind the last row of chairs. The person video taping the public meeting shall not move about the meeting room while the public meeting is in session. It is the responsibility of the camera operator to ensure that the camera is operated in a safe manner and does not create an unsafe or hazardous environment by blocking pedestrian traffic in areas within the public meeting room.
 - B. Still camera photographers shall be positioned in the rear of the meeting room behind the last row of chairs. Still camera photographers shall assume fixed positions within the designated areas and once the photographers are positioned, such photographers shall not be permitted to move about in any way to attract attention through further movement.

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- C. Video tape and related audio equipment and still camera equipment shall not be placed in or removed from the meeting room except prior to the commencement and after adjournment of the public meeting or during a recess.

Article III. Audio tape recording of public meetings.

- 1. In addition to photography and video tape recording of public meetings, an individual may audio tape record a public meeting subject to the following conditions
 - A. Notice shall be given to the Municipal Clerk prior to the close of last business day preceding the meeting for which the individual is seeking permission to audio tape.
 - B. The recording device shall be unobtrusive, limited to the size category commonly known as the hand held, mini-cassette or standard portable cassette recorder. It shall be placed in an appropriate position and may not be moved in any way as to attract attention.
 - C. The recording device shall not produce distracting sound, either from the equipment or its operation. The tape may not be rewound or played back while the meeting is in session.

Article IV. Prohibitions.

- 1. Meetings or portions of meetings which are permitted by law to be closed to the public shall not be videotaped, photographed or audio taped.
- 2. The recordings may not be represented as an official transcript in any manner and/or for any purpose

Article V. Ceremonial proceedings.

- 1. Still photography, videotaping and audio tape recording of ceremonial proceedings involving the Township Committee or other public body, during a public meeting or otherwise shall be exempt from these requirements and regulations.

Article VI. Recordings at municipal court hearings shall be governed by the NJ Supreme Court policy and guidelines.

Article VII. Recording via smart phone.

The foregoing notwithstanding, nothing in this chapter shall prohibit audio or video recording of public meetings using a smart phone provided that the such recording is performed while the person recording is seated in a chair in the public gallery and provided that such recording does not emit any sound or any other distraction or disturbance to the meeting. No artificial lighting shall be used. No advance notice or permission is necessary for such recording.

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BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff that the Municipal Clerk shall be and is hereby authorized to send one certified copy of this Resolution to the Township Attorney, Robert Landel, Board of Adjustment Attorney, David Becker; Planning Board Attorney, Joseph Perconti; Municipal Magistrate Russel B. Teschon; Board of Adjustment and Planning Board Secretary, Maureen Mitchell.

#19-76 Small Balances to be cancelled

WHEREAS, N.J.S.A. 54:4-91.2 allows municipalities to cancel small unpaid balances less than \$10.00; and,

WHEREAS, the Chief Financial Officer/Tax Collector recommended that the balances listed for prior years sewer service charges and taxes be canceled.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Tax Collector is hereby authorized and directed to cancel certain unpaid current year balances as indicated on the tax rolls that do not exceed \$10.00.

#19-77 Establish Employee Benefits Cafeteria Plan

WHEREAS, the Township of Wyckoff provides both qualified and taxable (cash) benefits to full-time Township Employees; and,

WHEREAS, IRS Code Section 125 entitled "Cafeteria Plan" requires at a minimum an offering to full-time employees of at least 1 (one) qualified benefit and 1 (one) taxable (cash) benefit; and,

WHEREAS, the Township of Wyckoff's Registered Municipal Accountant in 2010 provided an opinion that the Township's Benefits Plan fully complies with IRS Code Section 125; and,

WHEREAS, IRS Code Section 125 requires a written plan describing all benefits and establishing rules for eligibility.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff establishes the following Cafeteria Plan to all eligible full-time employees as provided below:

- A. Sworn Police Officers – minimum 40 hours per week
- B. Civilians assigned to Police Department – minimum 40 hours per week
- C. DPW Employees – minimum 40 hours per week
- D. Town Hall Employees – minimum 34.5 hours per week
- E. Tax Assessor – as per ordinance
- F. Library Employees – minimum 35 hours per week and approved by the Library Board

BE IT FURTHER RESOLVED, that the Township Committee of the Township of Wyckoff establishes the following eligibility dates:

- A. Upon date of hire as a full-time employee as categorized above.
- B. Coverage election changes may be made at open enrollment periods only.
- C. Changes in qualified status (i.e. change in number of dependents; marriage, divorce, new child etc.) may be made outside of enrollment periods through contact with the Township's Payroll Control Officer.

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- D. Benefits may terminate if employee is no longer working for the Township or no longer meets the eligibility requirements as set forth above.

BE IT FURTHER RESOLVED, that all qualifying and approved full-time employees may participate in any of the following benefit plans:

1. Horizon Dental Insurance, (employee paid) (pre-tax)
2. AFLAC Disability and Life Insurance (post-tax) and Accident Insurance, Cancer, Hospital Plan and Dental (employee paid) (pre-tax)
3. State Health Benefits Program Medical and Hospitalization Insurance (pre-tax) or
4. Taxable Cash payment in-lieu of receiving Health Benefits (benefits waiver)(post-tax)
5. Beneflex-Flexible Spending Account (pre-tax)
6. Nationwide Deferred Compensation Plan (Employee Paid)

BE IT FURTHER RESOLVED, that any employee contributions made to these benefits, as per IRS Code Section 125, Cafeteria Plan, are paid through payroll deduction and are taxed as indicated unless employee provides written "opt-out".

#19-78 Designation of NIMS for Incident Management

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, County, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, County, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, County, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, County, and local, organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

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NOW, THEREFORE, BE IT RESOLVED by the Township Committee, Bergen County, New Jersey, by the virtue of the authority vested in this governing body by the Constitution and Laws of the State of New Jersey, we do hereby establish the National Incident Management System (NIMS) as the Municipal standard for incident management.

BE IT FURTHER RESOLVED that the Municipal Clerk shall provide a certified copy of this resolution to the Wyckoff OEM Director, Police Chief, Fire Chief, DPW Manager and Bergen County OEM.

**#19-79 Adoption of Approved Forms of Surety and Rating of
Certificates of Insurance**

WHEREAS, the Township of Wyckoff complies with the New Jersey Local Public Contracts Law and strives to use strategic bidding to stretch its limited appropriations; and,

WHEREAS, it is necessary to protect the Township of Wyckoff's ability to have contracts carried out and performed as contemplated in its' bid specifications when surety requirements are utilized and/or required; and,

WHEREAS, the competitive bidding statutes exist for the benefit of the taxpayer not the vendor; and,

WHEREAS, the Township of Wyckoff has drafted a form of bid bond, consent of surety (also known as a certificate of surety) and a performance and payment surety in accordance with NJSA 40A:11-21, NJSA 40A:11-22 and such sureties shall be unqualified and unconditioned; and,

WHEREAS, bidders shall use the Township of Wyckoff adopted form of surety bonds or its legal equivalent, conforming to the NJSA 40A:11-21. Submission of the AIA Document 310, or any other form limiting or potentially limiting the penal sum of the bond to any amount less than 10% of the bid price not to exceed \$20,000 (such as forms of bond that limit the penal sum to the difference between the bid price and the Owner's cost of the Work), will be considered non-responsive to the bid specification and not considered for an award.

WHEREAS, the Township Committee has determined based on experience, research and recommendation of its Municipal Risk Consultant that a reasonable rating of sureties and certificate of insurances is required of all vendors awarded contracts for public health, safety and welfare services to the Township of Wyckoff; 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 does hereby adopt the attached form of bid bond, consent of surety (also known as a certificate of surety) and performance and payment bond and the township's purchasing agent is directed to use these forms of surety bonds when required or bonding is recommended.

BE IT FURTHER RESOLVED, that bidders shall use this form or its legal equivalent, conforming to the NJSA 40A:11-21. Submission of the AIA Document 310, or any other form limiting or potentially limiting the penal sum of the bond to any amount less than 10% of the bid price not to exceed \$20,000 (such as forms of bond that limit the penal sum to the difference between the bid price and the owner's cost of the work), shall be considered non-responsive to the bid specification and not considered for an award.

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BE IT FURTHER RESOLVED, that ratings of certificate of insurance and sureties will have a minimum rating of A – X by Best Rating Guide unless a rating is specified by statute.

#19-80 Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities

WHEREAS, the Township Committee of the Township of Wyckoff relocated voting/polling places from four (4) schools operated by the K-8 school district to two (2) municipal properties and two (2) Houses of Worship in 2013; and,

WHEREAS, due to the generosity of the congregations of the Faith Community Christian Reformed Church and the Cedar Hill Christian Reformed Church voting/polling locations have been relocated to their private church facilities; and,

WHEREAS, the township has offered to perform certain services on church private properties in exchange for the use of the church facilities as municipal polling/voting places for elections this year; and,

WHEREAS, services the Department of Public Works would perform included: updating the ADA signage and ADA parking space painting for statutory compliance (if needed), repainting the white parking space lines and edge of the driveway white and yellow lines, and patching potholes in their parking lots and driveways as reciprocal services for congregations allowing use of their private church facility as a municipal voting/polling place.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen State of New Jersey that the aforementioned services and similar services performed by the Wyckoff Department of Public Works are authorized as a reciprocal service for the church congregation allowing the use of their private church facility as a municipal voting/polling place.

#19-81 Procedure to Receive Donations/Plaques or name Municipal Property

WHEREAS, the Township Committee of the Township of Wyckoff is the legal authority responsible for municipal public property and,

WHEREAS, the Township Committee in 2013 developed a policy for the receipt, consideration and acceptance of donations, requests to place plaques on municipal property, naming a municipal facility in remembrance of a valued and respected public servant and the procedure to create revenue by allowing a business to place a business name on municipal property adopted on August 6, 2013; and,

WHEREAS, the aforementioned policy, dated August 6, 2013 is attached as if set forth at length.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, and State of New Jersey that they do hereby adopt the attached policy dated August 6, 2013.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a copy of this policy to all Municipal Department Managers.

#19-82 Deleted

#19-83 Adoption of Accounting and Fiscal Internal Control Manual

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WHEREAS, the 2013 Governor's Best Practice Checklist has identified an accounting manual as a municipal best practice; and,

WHEREAS, the Township of Wyckoff Finance Control Team which includes the Municipal Chief Financial Officer/Tax Collector, Payroll Control Clerk, Accounts Payable Control Clerk and the Administrator developed the attached manual.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that the attached Accounting and Fiscal Control Manual is hereby adopted.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Chief Financial Officer/Tax Collector, Payroll Control Clerk, Accounts Payable Control Clerk and Administrator.

#19-84 Fund Balance Annual Review

WHEREAS, the State of New Jersey has issued Best Practices Inventory which states in part: in preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually; and,

WHEREAS, experts have varying opinions as to the amount of surplus that is appropriate which include percentages of the total budget or various fixed amounts; and,

WHEREAS, it is impossible for the governing body, without knowing the challenges that it might face year to year, to fix an amount of surplus.

NOW THEREFOR BE IT RESLOVED, it shall be the policy of the Township Committee of the Township of Wyckoff that surplus shall be carefully considered each year by the Governing Body during the budget process and the amount of surplus shall be sufficient to assure that any contingencies likely to face the Governing Body can be met; and,

BE IT FURTHER RESOLVED, in order to fix the appropriate amount of surplus each year, the Governing Body shall consider budget limitations, any known factors that may either increase or decrease the amount of needed surplus, an analysis of the historical surplus maintained in comparison to the applicable budgets, and any other factors they may choose to consider in order to assure that maintained surplus is both adequate to cover likely needs and fair to taxpayers.

#19-85 Re-appointment of Zabriskie House Trustee

WHEREAS, the Township of Wyckoff is the beneficiary of the Zabriskie House Museum, an early American historical home; and,

WHEREAS, the Township Committee of the Township of Wyckoff is required to appoint successor Trustees and to re-appoint trustees when their term expires to the John B. and Grace Q. Zabriskie Memorial Trust which said Trust is responsible for the maintenance, use and operation of the Zabriskie House Museum; and,

WHEREAS, an Order appointing successor Trustees which was executed by the Honorable Gerald Escala, J.S.C., on October 20, 2005, permits the Township of Wyckoff to appoint future successor Trustees and to re-appoint trustees by way of Resolutions adopted by the governing body; and,

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WHEREAS, Resolution #11-04 appointed William H. Bushman as Trustee for a new term commencing January 1, 2011 through December 31, 2014; and,

WHEREAS, William H. Bushman submitted his resignation as a Trustee and the Township Committee appointed Richard Lynch to the vacancy created by William H. Bushman for the remainder of the term which commenced on January 1, 2011 and expires on December 31, 2014.

WHEREAS, Resolution #15-85 appointed Richard Lynch as Trustee for a new term commencing January 1, 2015 through December 31, 2018.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Ninth of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen State of New Jersey does hereby re-appoint Richard Lynch, 377 Sicomac Avenue, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust for a term commencing January 1, 2019 and expiring December 31, 2021.

BE IT FURTHER RESOLVED, that the Mayor and the Municipal Clerk of the Township of Wyckoff are hereby authorized and directed to execute any and all necessary documentation to be filed in the Bergen County Surrogate's Court, and to take such other steps or actions as may be necessary to cure this Resolution into effect.

BE IT FURTHER RESOLVED, that the Mayor and the Township Committee of the Township of Wyckoff hereby request the Bergen County Surrogate's Court to issue Letters of Trusteeship in the name of Richard Lynch, for the John B. and Grace Q. Zabriskie Memorial Trust, if required on a re-appointment action.

#19-86 Confirm Social Media Policy

WHEREAS, the Township of Wyckoff utilizes its web page and social media to provide municipal public information; and,

WHEREAS, the Township's program of insurance recommends that its member municipalities develop and post a social media policy; and,

WHEREAS, the attached social media policy was adopted on 2/3/2015 and it is recommended it be readopted for the New Year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached social media policy be re-authorized for the new year and posted on the Township of Wyckoff website,
www.wyckoff-nj.com.

BE IT FURTHER RESOLVED, that this social media policy be re-distributed to all employees.

#19-87 Vehicle Use Policy

WHEREAS, the Township Committee adopted a Vehicle Use Policy on October 6, 2016 to provide safety in the operation of municipal vehicles, and;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the attached Vehicle Use Policy is re-established for the new year.

#19-88 Approve Policy for Recreation Department Policies and Procedures Manual

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

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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_R5ytATqtIdPpP3psvPKInzbIEWI/edit?usp=sharing

#19-89 Annual Monitoring of Tax Exemptions and 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. 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.

#19-90 Annual Reporting of Tax Appeals Filed

WHEREAS, the Governor's Best Practice's Checklist reads as follows:

"Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the Chief Financial Officer and the governing body of all annual tax appeals upon filing, but no later than June 1st each year"; and,

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WHEREAS, the Township Committee requires this information to comply with the Governor's Best Practice Checklist to monitor Wyckoff's ratable base.

WHEREAS, the Township Committee of the Township of Wyckoff establishes a policy that the Township's Tax Assessor notify, in writing, both the Chief Financial Officer and Township Committee of all tax appeals; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Tax Assessor shall provide the Township Committee and CFO with a written report of all tax appeals filed, and shall detail, at a minimum, the number of tax appeals, property class, current assessed value, and reduction of assessed value of successful appeals, be filed annually on or before June 1st of each year.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Wyckoff Tax Assessor, Wyckoff CFO and the Tax Appeal Counsel, John Lloyd.

#19-91 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, on or about July 15, 1986, the Northwest Bergen County Utilities Authority adopted a Bond Resolution authorizing financing for the continued operation and maintenance of the district sewer system; 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, by Resolution dated November 3, 1983, effective January 1, 1987, User Service Charges be calculated according to a formula in which 60% of User Service Charges are based on adjusted metered flow, 20% are based on water connections and 20% are based on water usage (the 60-20-20 Formula); and,

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

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

#19-92 Appointment of Coordinator for Emergency Telephone System

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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,

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.

#19-93 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; and,

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.

#19-94 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 youth ages 13 to 18 and 13% of youth ages 8 to 15 experience severe mental disorders in a given 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) in 2013

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and an estimated 697,000 adolescents ages 12-17 had an AUD in 2013 and that alcoholism and drug addiction represent serious, ongoing threats to public health; and

WHEREAS, the National Institute on Drug Abuse estimates that in 2013 an estimated 22.7 million Americans needed treatment for a problem related to drug addiction or AUD, but only about 2.5 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 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; and,

BE IT FURTHER RESOLVED that a copy of this resolution will be sent to the County of Bergen Board of Chosen Freeholders, 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.

#19-95 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;

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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;

NOW, THEREFORE, 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;

NOW, THEREFORE, 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.

#19-96 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.

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.

#19-97 Authorize Closure of Roads and 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

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situations and utility repairs when they occur and require necessary repairs between Township Committee meetings.

#19-98 Appointment of Municipal Human 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, Bob Shannon 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.

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.

#19-99 Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force

WHEREAS, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property and for the maintenance and preservation of the public peace and order; and,

WHEREAS, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as, floods, hurricanes, earthquakes, major storms, etc., man- made causes, civil unrest, and civil disobedience, such as, riot, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies; and,

WHEREAS, the Bergen County Police Chief's Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies; and,

WHEREAS, this Plan is adopted in accordance with the provisions of NJSA 40A:14-156, NJSA 40A:14-156.1, NJSA 40A:14-156.4 and NJSA app. A:9-40.6; and,

WHEREAS, this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in

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the event of an emergency, riot or disorder, in order to protect life and property;
and,

WHEREAS, it is also recognized that the Wyckoff Chief of Police, in accordance with the provisions of NJSA 40A:14-118 and under the authority of the Bergen County Prosecutor, has the authority to assign officers to a Task Force, Rapid Deployment Team or Regional SWAT Team operated in conjunction with the Bergen County Prosecutor's Office; and,

WHEREAS, it is the desire of the Township Committee of the Township of Wyckoff to participate in a Mutual Aid Plan and Rapid Deployment Force in accordance with the Plan as submitted by the Bergen County Police Chief's Association.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Police Department of the Township of Wyckoff, under the direction of the Chief of Police, cooperate with the Bergen County Police Chief's Association to create an Interlocal Services Agreement with all municipalities in the County of Bergen in order to put into place the Mutual Aid Plan and Rapid Deployment Force; and,

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff supports the efforts of the Bergen County Police Chief's Association under the following terms and conditions:

1. This resolution is not to be construed as a mutual aid agreement between the Township of Wyckoff and any other contiguous or non-contiguous municipality.
2. Pursuant to N.J.S.A. 40A:14-156, if any member of the Wyckoff Police Department while assigned to the Rapid Deployment Force and while rendering assistance in a contiguous or non-contiguous municipality shall suffer a casualty or death, he or his designee or legal representative shall be entitled to all salary, pension rights, workman's compensation and other benefits to which such member or officer of the Wyckoff Police Department would be entitled if such casualty or death occurred in performance of his normal duties in the Township of Wyckoff.
3. The Township of Wyckoff will not provide any funding to the Rapid Deployment Force or the Bergen County Police Chief's Association for the purpose of acquiring any lands for the Rapid Deployment Force or the Bergen County Police Chief's Association or for the establishment and maintenance of a central office for the Rapid Deployment Force of another municipality or the Bergen County Police Chief's Association.
4. The Township of Wyckoff will not provide any funds for the payment of salaries or any other compensation to any member of the Rapid Deployment Force other than as provided by N.J.S.A. 40A:14-156.
5. Members of the Wyckoff Police Department assigned to the Rapid Deployment Force shall be permitted to take part in no more than two (2) and one half days of Rapid Deployment Force initial training and not more than four (4) days of Rapid Deployment Force training per year.
6. The Chief of Police of the Township of Wyckoff shall provide a report to the Township Committee for their annual review advising the Township Committee of the number of times members of the Wyckoff Police Department were activated as part of the mobilization of the Rapid Deployment Force, the nature and location of the incidents which required

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the mobilization of the Rapid Deployment Force and any and all costs incurred by the Township of Wyckoff as a result of such activation of the members of the Wyckoff Police Department.

7. The Township of Wyckoff will not reimburse any municipality or municipalities rendering assistance to the Township of Wyckoff, for any damage to police equipment or other property or for the payment to any member of a police force, or to a surviving spouse or other dependent if death results as a result of injury sustained while rendering assistance to the Township of Wyckoff.
8. The activation of Rapid Deployment shall only be after existing local police resources and contiguous mutual aid agreements are exhausted and the Coordinating Council of Police Chief's approve the activation.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Bergen County Executive, the Bergen County Board of Chosen Freeholders, the Bergen County Prosecutor and all municipalities in the County of Bergen.

#19-100 Rumor Prevention 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,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached rumor prevention policy is approved and applies to all employees, volunteers and elected officials.

#19-101 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.

#19-102 Governing Body Certification 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

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

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 PHOTO COPIES 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.)	Brian D. Scanlan	(L.S.)
(L.S.)	Rudolf E. Boonstra	(L.S.)
(L.S.)	Melissa D. Rubenstein	(L.S.)

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(L.S.)	Thomas J. Madigan	(L.S.)
(L.S.)	Timothy E. Shanley	(L.S.)

Sworn to and subscribed before me this
_____ day of _____
Notary Public of New Jersey

Joyce C. Santimauro, 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.

#19-103 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 with out an original 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,

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

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maturity payments, Board of Public Utilities company payments, if an original, stamped, scanned, or faxed signature could not be obtained.

#19-104 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 the described two (2) policies attached as if set forth at length) shall serve as Township of Wyckoff policies for all employees and officials.

- 1. Procedures for acceptance of online forms and online payment dated April 3, 2018.
- 2. Off-site office work and remote computer access dated April 9, 2018.

Following is the vote on the Consent Agenda:

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

Resolution – Not on Consent Agenda

#19-4a Zoning Board Appointments

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following are appointments for the current year:

<u>POSITION</u>	<u>APPOINTEE</u>	<u>TERM</u>
Zoning Board of Adjustment	Mark Borst, Regular Member	4 years
Zoning Board of Adjustment	Carl Fry, Regular Member	4 years
Zoning Board of Adjustment	Rosa Riotto, Regular Member	4 years
Zoning Board of Adjustment	Kelly Conlon, Alt #1	2 years
Zoning Board of Adjustment	Louis Cicerchia, Alt 2	1 year
MOTION: <u>SHANLEY</u> SECOND <u>BOONSTRA</u>		
BOONSTRA <u>YES</u> MADIGAN <u>YES</u> RUBENSTEIN <u>YES</u>		
SCANLAN <u>ABSTAIN</u> SHANLEY <u>YES</u>		

Clerk Joyce Santimauro administered the Oath of Office to Fire Department Officers.

Clerk Joyce Santimauro administered the Oath Office to Residents Appointed to Serve the Township as Volunteers on Various Municipal Boards and Commissions.

Mayor Madigan announced that if anyone from the audience wanted to make a statement that the Public Comment period, two (2) minutes per speaker on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff would commence.

A Motion to open the meeting for public comment was made by Committeeman Shanley; Seconded by Committeewoman Rubenstein . All voted in favor.

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Mr. Steve Joerne, 353 Butternut Avenue. Mr. Joerne wished the Township Committee a Merry Christmas, Happy New Year and Happy Holidays. Mr. Joerne thanked the Township Committee, Township Administrator and Township Clerk for all they do for the township. Mr. Joerne recognized Committeeman Brian Scanlan and thanked him for being Mayor and thanked the Township Committee for nominating Committeeman Scanlan as Mayor in 2018. He also congratulated Committeeman Scanlan for obtaining the high number of votes he obtained from the voters and for taking on all the challenges at hand in 2018. He ended by saying that he appreciated Committeeman Scanlan's bipartisanship.

A Motion to close the meeting for public comment was made by Committeeman Shanley; Seconded by Committeewoman Rubenstein. All voted in favor.

Mayor Madigan wished everyone a Happy New Year again and invited the audience for light refreshments at Volunteer Fire Company #1 following the meeting.

Committeeman Shanley said thank you to his wife Melissa for always standing by him. He also said thank you to Melissa for getting his young sons Timothy, Brian and Matthew ready and to the meeting today. Committeeman Shanley also thanked his boys for leading the audience in the Pledge of Allegiance this morning he thanked Assemblyman Chris DePhillips for swearing him in and he thanked Father Steve for saying the Invocation. He wished Tom Madigan good luck as Mayor this year and thanked the voters for reelecting him and Tom Madigan.

Meeting adjourned 12:40 p.m.

Thomas J. Madigan
Mayor

Joyce C. Santimauro
Municipal Clerk

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