

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021

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, 2021 in the Second Floor Court Room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey to reorganize the local government for the year 2021.

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

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Annual Reorganization meeting of the Township Committee of the Township of Wyckoff scheduled for 12:00 noon, Friday, January 1, 2021 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment during the public comment period. Members of the public may also email their public comments to wyckoffclerk@wyckoff-nj.com before 3:00 pm on the day prior to the meeting. These comments will be read at the meeting during the public comment period.

These measures are implemented to allow members of the public to observe the meeting via live streaming and to provide to the public the ability to comment before the meeting through written comments as well as during the period for public comment which appears on the agenda for the meeting.

This notice and agenda have been posted on the front door of Town Hall (facing Franklin Avenue) and on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas" on Wednesday, December 23, 2020. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which would otherwise be made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Wednesday, December 23, 2020 by 4:30 pm.

To view the Township Committee meeting via live-stream, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 11:55 am on January 1, 2021.

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

In the event the YouTube platform modifies its connectivity protocols and does not announce these critical changes again in the future, instructions on how to view each meeting via Zoom technology will be posted at the "News" section of the Township's home page, Wyckoff-nj.com before 12:10 pm. This second method is provided to ensure the continuity of government when platforms which the Township does not control establish unannounced changes and will **only** be utilized if it is not possible to conduct the meeting via livestream on YouTube. As a precaution, for this "plan B", the following instructions are provided:

Please locate the link posted on the "News" item announcing the Township Committee meeting on the homepage of our website and use this link for the January 1, 2021 Reorganization Meeting set to begin at noon.

Formal action will be taken during this meeting

Nancy A. Brown
Acting Municipal Clerk

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SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021 – NOON

1. Meeting called to order by Acting Municipal Clerk Nancy A. Brown
2. Flag Salute led by Jillian and Lucas Rubenstein
3. Invocation by Rabbi Kaplan, Chabad of North West Bergen County
4. Singing of "God Bless America" lead by Township Committee Member, Thomas J. Madigan.
5. Reading of "Open Public Meetings Act" statement by Acting Municipal Clerk Nancy A. Brown

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act

NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Annual Reorganization meeting of the Township Committee of the Township of Wyckoff scheduled for 12:00 pm noon, Friday, January 1, 2021 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment during the public comment period. Members of the public may also email their public comments to wyckoffclerk@wyckoff-nj.com before 3:00 pm on the day prior to the meeting. These comments will be read at the meeting during the public comment period.

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**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021**

This reorganization meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our *annual schedule of meetings*. A copy of said annual schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, as well as The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having a general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting, the Agenda thereof was similarly posted, filed and emailed to said newspapers. The agenda with the resolutions and ordinances to be considered was posted on the township's website at "minutes & Agendas" on the Friday prior to this meeting.

6. The Honorable Rudolf E. Boonstra to administer of the Oath of Office to Township Committee Member Melissa D. Rubenstein
7. The Honorable Peter J. Melchionne, Presiding Judge Family Part Superior Court of New Jersey to administer the Oath of Office to Township Committee Member Peter J. Melchionne.
8. **Township Committee nomination for 2021 Township Committee Chairperson**
MOTION: MADIGAN SECOND MELCHIONNE
BOONSTRA YES MELCHIONNE YES MADIGAN YES SHANLEY YES
RUBENSTEIN YES
9. **Recess for Chairperson to access the center chair on the dais.**
10. **Remarks by Chairperson**
11. **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:

2021 CONSENT AGENDA RESOLUTIONS:

- | | |
|--------|---|
| #21-1 | Procedure for Township Committee Members to Chair Meetings in Chair's Absence |
| #21-2 | Township Committee Liaison Assignments to Departments and Boards |
| #21-3 | Confirm Fire Department Officers |
| #21-4 | Board and Commission Appointments |
| #21-5A | Professional Service Appointment |
| #21-5B | Professional Service Appointment |
| #21-5C | Professional Service Appointment |
| #21-5D | Professional Service Appointment |
| #21-5E | Professional Service Appointment |
| #21-5F | Professional Service Appointment |
| #21-5G | Professional Service Appointment |
| #21-5H | Professional Service Appointment |
| #21-5I | Professional Service Appointment |
| #21-5J | Professional Service Appointment |
| #21-5K | Professional Service Appointment |
| #21-5L | Professional Service Appointment |
| #21-5M | Professional Service Appointment |
| #21-5N | Professional Service Appointment |
| #21-5O | Professional Service Appointment |
| #21-5P | Professional Service Appointment |
| #21-5Q | Professional Service Appointment |
| #21-6 | Schedule of Township Committee Meetings |
| #21-7 | Establish Holidays That Town Hall is Closed |
| #21-8 | Temporary Budget |
| #21-9 | Temporary Sewer Utility Budget |
| #21-10 | Authorize Filing of Signatures of Chairman and Clerk |
| | Signatures on Vouchers to Authorize Payment |
| #21-11 | Establish a Cash Management Plan |
| #21-12 | Township Committee Members to Review and Affix their Signatures to Vouchers |

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#21-13	Authorize Signatures on Drafts and Checks Against Township Funds
#21-14	Authorization of Signatures on Specific Accounts
#21-15	Reinstatement of Petty Cash Funds
#21-16	Authorizing Investment of Idle Funds and Fund Transfers
#21-17	Authorize Tax Appeal Counsel to File Stipulations of Settlement
#21-18	Interest Rate to be charged on Delinquent Taxes and Sewer Service
#21-19	Amount Required to Redeem Tax Sale Certificates
#21-20	Surety Bonds
#21-21	Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
#21-22	Authorize Purchasing from Bergen County Cooperative Pricing System
#21-23	Authorize Purchasing from Various Cooperative Pricing Systems
#21-24	Authorize Purchasing through State Agency
#21-25	Approve Central Purchasing System and Purchasing Manual
#21-26	Approval of Personnel Manual
#21-27	Approve Anti-Discrimination Policy
#21-28	Approve Township Anti-Sexual Harassment Prohibition Policy
#21-29	Approve Smoking Control Policy
#21-30	Designate a Public Agency Compliance Officer
#21-31	Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions
#21-32	Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
#21-33	Approval of Police Department Rules & Regulations
#21-34	Designation of Special Police
#21-35	Civil Rights Policy
#21-36	Establish Fees for Towing Services
#21-37	Re-establish Fire Department Rules, Regulations and Policies
#21-38	Northwest Bergen Mutual Aid Association
#21-39	Waive Annual Sewer Service Charge for Fire Co. #3
#21-40	Waive Annual Rent for Ambulance Corps Land Lease
#21-41	Renew Agreement for Commuter Park and Ride at Cornerstone Church
#21-42	Establish Rules and Regulations Which Shall be the Township Facilities Policy
#21-43	Quasi-Municipal Groups for Insurance Purposes
#21-44	Approval of Local Supplemental Violations Bureau Schedule
#21-45	Town Hall Front Lawn Policy
#21-46	State Health Benefits
#21-47	Re-establish the Recreation Policy Manual
#21-48	Appointment of School Crossing Guards
#21-49	Travel Reimbursement Policy
#21-50	Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
#21-51	Establish Hearing Officer(s)/Committee(s)
#21-52	Establish Drug & Alcohol Abuse Awareness Committee
#21-53	Re-establish Cooperative Efforts with the Board of Education
#21-54	Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
#21-55	Appointment of JIF Representatives
#21-56	Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members
#21-57	Authorize Waiving of Fees
#21-58	Approve Emergency Management Plan
#21-59	Establish a Procedure and Adopt Forms to Provide Access to Public Records
#21-60	Appointment of Community Development Representatives
#21-61	Policy for Wyckoff Community Park, Memorial Field and Pulis Field Snack Bars
#21-62	Telephone/Electronic Transfer of Funds
#21-63	Continue Employee Compensation

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#21-64	Issuances of Checks Between Township Committee Meetings
#21-65	Re-Establish Township Committees By-Laws
#21-66	Police Private Duty Assignments
#21-67	Extraordinary Unspecifiable Service Appointments
#21-68	Adoption of Policy for ADA Parking Specifications and Posting Policy
#21-69	Authorize Language for Municipal Purchase Orders
#21-70	Municipal Internet Policy
#21-71	Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force
#21-72	Authorize Disposition of Public Property No Longer Needed for Public Use
#21-73	Adoption and Endorsement of New Jersey Ethics Law
#21-74	Void Checks in Excess of 180 Days
#21-75	Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
#21-76	Small Balances to be cancelled
#21-77	Establish Employee Benefits Cafeteria Plan
#21-78	Designation of NIMS for Incident Management
#21-79	Adoption of Approved Forms of Surety and Rating of Certificates of Insurance
#21-80	Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
#21-81	Procedure to Receive Donations /Plaques or Name Municipal Property
#21-82	Open
#21-83	Adoption of Accounting and Fiscal Internal Control Manual
#21-84	Fund Balance Annual Review
#21-85	Re-appointment of Zabriskie House Trustee
#21-86	Confirm Social Media Policy
#21-87	Vehicle Use Policy
#21-88	Approve Policy for Recreation Department Policies and Procedures Manual
#21-89	Annual Monitoring of Tax Exemptions & Pilots
#21-90	Annual Reporting of Tax Appeals Filed
#21-91	Authorize Payment of Annual Service Charges
#21-92	Appointment of Coordinator for Emergency Telephone System
#21-93	Establish Transit Emergency Plan
#21-94	Establish Wyckoff – A Sigma Free Zone
#21-95	Elected Officials Transparency
#21-96	Public Interaction Policy
#21-97	Authorize Closure of Roads and Detour Routes
#21-98	Appointment of Municipal Humane Law Enforcement Officer & Team
#21-99	Open
#21-100	Rumor Prevention Policy
#21-101	Reauthorize JIF Personnel Manual & Supervisor's Manual
#21-102	Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings
#21-103	Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1
#21-104	Establish Computer Use Policies
#21-105	To Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable The Wyckoff Police Department to Request and Acquire Excess Department of Defense Equipment
#21-106	Policy Governing the Government Speech Flagpole
#21-107	Township of Wyckoff Policy of Inclusiveness
#21-108	Open
#21-109	Adopt Domestic Violence Policy
#21-110	Establish Modified No-Cash Policy for Current Year
#21-111	Authorize Fee Charges for On-Line and Pay-by-Phone Portals
#21-112	Adopt JIF/MEL Protecting Children Program
#21-113	Easy Public Access (A Transparency) Program
#21-114	Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission

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12. **Following is the vote on the Consent Agenda:**
MOTION: SHANLEY SECOND MADIGAN
BOONSTRA YES MELCHIONNE YES MADIGAN YES SHANLEY YES
RUBENSTEIN YES

13. **Township Committee Remarks**

14. **Motion to open the Ten (10) Minute Public Comment period:**
MOTION: BOONSTRA SECOND SHANLEY
BOONSTRA YES MELCHIONNE YES MADIGAN YES SHANLEY YES
RUBENSTEIN YES

Ten Minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff. If you wish to make a comment, please call 201-891-7000, ext. #222.

- Motion to close the Public Comment period:**
MOTION: BOONSTRA SECOND SHANLEY
BOONSTRA YES MELCHIONNE YES MADIGAN YES SHANLEY YES
RUBENSTEIN YES

15. **Motion to Adjourn:**
MOTION: SHANLEY SECOND MELCHIONNE
BOONSTRA YES MELCHIONNE YES MADIGAN YES SHANLEY YES
RUBENSTEIN YES

**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

NOTICE TO PUBLIC

As a member of the public participating in this public meeting, your participation may be recorded. By participating in the meeting, it is assumed your consent is given for your voice, name, address, comments and image to be broadcast and recorded.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. For example, if the connectivity between the live streaming software and the YouTube channel is not operating; in that situation, the public's right to make public comment in written form is extended to 10:00 am the day after the meeting, to allow the meeting to be conducted and the continuity of local government to proceed. A recording of the meeting will be posted no later than the next business day after the meeting date on the Township's website where recordings are customarily posted. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable. This agenda is subject to change.

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Meeting Called to Order

The 2021 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Acting Municipal Clerk, Nancy A. Brown.

Flag Salute

Jillian and Lucas Rubenstein led the Township Committee and audience in the Salute to the Flag.

Invocation

The Invocation was given by Rabbi Kaplan from Chabad of North West Bergen County.

God Bless America Interlude

“God Bless America” was sung by Township Committee Member, Thomas J. Madigan.

Committee member Thomas J. Madigan lead the group in singing “God Bless America”, but first he said, “The full lyrics for “God Bless America,” originally penned by Irving Berlin in 1918 are not widely known. The song was revised by Berlin in 1938 and reintroduced on Armistice Day. I ask you to please rise. I will read the two verses and then ask all to join in singing:

“While the storm clouds gather far across the sea,

Let us swear allegiance to a land that’s free.

Let us all be grateful for a land so fair,

As we raise our voices in a solemn prayer:

God bless America, land that I love,

Stand beside her and guide her

Through the night with a light from above.

From the mountains, to the prairies,

To the oceans white with foam,

God bless America,

My home sweet home.”

Mr. Madigan continued, saying, “We have much to be thankful for...starting with our troops, veterans, law enforcement officers and emergency first responders. God bless America and all who do so much to keep our country safe and free.”

Acting Municipal Clerk Nancy A. Brown read the “Open Public Meetings Act” notice **PLEASE TAKE NOTICE**, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Annual Reorganization meeting of the Township Committee of the Township of Wyckoff scheduled for 12:00 pm noon, Friday, January 1, 2021 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted via the Township of Wyckoff’s YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comments during the public comment period. Members of the public may also email their public comments to wyckoffclerk@wyckoff-nj.com before 3:00 pm on the day prior to the meeting. These comments will be read at the meeting during the public comment period. These measures are implemented to allow members of the public to observe the meeting via live streaming and to provide to the public the ability to comment before the meeting through written comments as well as during the period for public comment which appears on the agenda for the meeting.

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The Honorable Rudolf E. Boonstra administered of the Oath of Office to Township Committee Member Melissa D. Rubenstein using a family bible.

The Honorable Peter J. Melchionne, Presiding Judge Family Part Superior Court of New Jersey administered the Oath of Office to Township Committee Member Peter J. Melchionne, his son, using a family bible which was used when Peter's grandfather was sworn onto the Council in East Rutherford in 1963.

**Township Committee nomination for 2021 Township Committee
Chairperson**

Committeeman Madigan stated the following: It is my honor to nominate Melissa Rubenstein for Wyckoff Mayor in 2021.

I have had the pleasure of serving with Melissa these past three years and one truly admires her character, sincerity and commitment to the residents of Wyckoff. Together we have crafted the last three years of austere budgets, always focused on the taxpayers or Wyckoff. She was re-elected resoundingly in November!

During these past three years, she has been committed to open space, school safety, the Memorial Field Project and served as Fire Commissioner last year. Melissa was instrumental in the "Legacy of Service" program that received a NJ Innovation in Governance Award.

It was Melissa's initiative to add YouTube capability to aid in additional transparency and bring our Township Committee meetings to all.

Melissa is committed to family, seniors, children. She will be an outstanding Mayor.

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

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Recess for Chairperson to access the center chair on the dais.

Remarks by Chairperson

Mayor Rubenstein stated: Thank you, Bob Shannon, Nancy Brown, and Rob Landel for being here and helping to put together this most unique Reorganization Meeting. Thank you to Mayor Shanley for all of your leadership this year – Wyckoff is lucky to have such a dedicated public servant guiding us through these unprecedented times. And finally, thank you to the Township Committee, Rudy Boonstra, Tom Madigan and Pete Melchionne for your service and leadership. Welcome to all who are able to watch today's events via live stream on our YouTube channel, including spouses of past mayors, Mrs. Betty Vander Plaats, Mrs. Marsha Shotmeyer, Mrs. Jeannine Gallencamp and Mrs. Joan McNamara, as well as past mayors, Doug Dial, Doug Christie, Gordon Stanley, Joe Fiorenzo, Dave Connolly, Rick Anor, Chris DePhillips, Kevin Rooney, Brian Scanlan and Nancy Drabik – who, up until today, was the only female Mayor in the history of Wyckoff. We have viewers not only from Wyckoff, but as far as Florida, Colorado, California, Virginia and Georgia on with us.

As we say at many of our meetings, but don't always adhere to, I'll keep this brief. I'll start by saying how humbled and honored I am to have been chosen as Chairwoman and Mayor by my colleagues who have become like family to me over the past three years. Serving Wyckoff has been one of the greatest challenges and joys of my life and I am looking forward to dedicating myself to our residents as Mayor over the next 12 months.

To say 2020 has been unprecedented is an understatement – the loss of life and livelihood has been devastating to many Wyckoff residents. But together, we persevered and there is nowhere I'd rather have been in the past year than in Wyckoff with a community of neighbors who came together with love and support for our first responders, medical community, businesses, and each other.

I'm here today to look forward to 2021 – and the future is bright here in Wyckoff. We will build on the projects started in 2020, including adding bleachers and a snack stand to the Memorial Turf Field, furthering our project to install pedestrian safety and traffic calming signs around our schools and busy intersections and increasing our use of hybrid vehicles by our police department because safety and service are and have always been our top priority. And stay tuned for the 2020 time-capsule project – a unique way for Wyckoff to memorialize this unforgettable year.

Thank you again for allowing me the opportunity to serve Wyckoff and all of its residents in 2021. My door is always open, and my cell phone is always on. I look forward to getting through these next challenging months as a community and returning to the days of parades, fireworks, block parties, baseball games and everything that makes Wyckoff the place we've all chosen to call home. Happy New Year. God Bless America and God Bless Wyckoff.

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:

I Resolutions (Adoption of the following):

#21-1 Procedure for Township Committee Members to Chair Meetings in Chair's Absence

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

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#21-2 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:

CHAIRWOMAN MELISSA D. RUBENSTEIN

Mayor
Planning Board
Police Commissioner
Finance Committee
Library Board
Memorial Day Parade Committee
Zabriskie House

RUDOLF E. BOONSTRA

Planning Board
Police Committee
Sewer Committee
Engineering/UCC
Historic Preservation
Environmental Commission Liaison
Personnel Committee
Gardens of Wyckoff / Parks Commissioner
Zabriskie House

THOMAS J. MADIGAN

Finance Committee
Fire Commissioner
Sewer Committee
K-8 School Board Liaison
Larkin House / Senior Committee
Safety Committee
Community Service Projects Committee

PETER J. MELCHIONNE

Shade Tree Commission
Zoning Board of Adjustment
Board of Health
Ambulance Corps
Personnel Committee
Ramapo – Indian Hills Liaison
Memorial Day Parade Committee

TIMOTHY E. SHANLEY

Parks & Recreation Advisory Board
DPW / Road Commissioner
Design Review Committee
Fireworks Committee
Utilities Committee
Memorial Turf Field Project
YMCA Lease
Community Service Projects Committee

#21-03 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 Joseph Vander Plaats

FIRE DEPARTMENT ASSISTANT CHIEF

Fire Department Assistant Chief David V. Murphy

FIRE DEPARTMENT ADMINISTRATIVE OFFICERS

Paul Kasabian, Treasurer
Thomas Risseuw, Secretary

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FIRE DEPARTMENT SAFETY OFFICER

Timothy W. Brock

Co #1

Battalion Chief Timothy Murray Sr.
Captain James Viapiano
Captain Joseph Alvarez Sr.
Lieutenant Joseph R Alvarez
Lieutenant Patrick Alvarez

Co #2

Battalion Chief EJ Lawler
Captain Christopher Joachim
Lieutenant Thomas Risseuw

Co #3

Battalion Chief Matthew Tani
Captain Jesse Levine
Lieutenant Austin Espie
Lieutenant EJ Pruim

Fire Prevention: Fire Prevention Officer Fred Depken**Mandatory Compliance:** Carl Kofler**Fire Police**

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

#21-4**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:

POSITION**APPOINTEE****TERM**

Chaplain	Rev. Fred Provencher	1 year
Local Assessment Search Officer *	Nancy A. Brown	1 year
Deputy Tax Collector	Maryanne Sweeney	1 year
Tax Search Officer(s) *	Maryanne Sweeney	1 year
Public Defender	Jeff Steinfeld	1 year
1 st Alternate Public Defender	Joseph Nackson	1 year
2 nd Alternate Public Defender	Louis DeAngelis	1 year
Prosecutor	Mark DiMaria	1 year
First Assistant Prosecutor	E. Carter Corriston	1 year
Second Assistant Prosecutor	Douglas Doyle	1 year
Township Engineer	Mark DiGennaro, P.E.	1 year
Emergency Mgmt. Coordinator*	Sergeant Kyle Ferreira	3 year
Deputy Emerg. Mgmt. Coordinator	*(1st year of 3-year term)	1 year
Deputy Emerg. Mgmt. Coordinator	Sergeant Brian Zivkovich	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 Treasurer	Robert J. Shannon, Jr.	1 year
Registrar/Vital Statistics	Maryellen Tafrate	1 year
Deputy Registrar/Vital Statistics	Anna Coscia	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,	
(pursuant to NJSA 40:55D-3)	Maureen Mitchell	
JIF Fund Commissioner	Robert J. Shannon, Jr.	1 year
JIF Deputy Fund Commissioner	Scott Fisher	1 year
JIF Safety Delegates:	Scott Fisher, Dave Murphy, Joseph Vander Plaats, 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 – (2021 is the First year of a 3-year term)	3 year
Gardens of Wyckoff Committee	Robert Shannon, Tim Bracket, Kathy Bracket, Scott Fisher	1 year
Historic Preservation Comm Secty	Maureen Mitchell	1 year
Designated Employer Representative for CDL Mandate	Scott Fisher	1 year
Assistant Designated Employer Representative for CDL Mandate	Joseph Vander Plaats	1 year

(* Required by statute)

RECREATION & PARKS ADVISORY BOARD

Susan Buchannan
Chris Pernetti
Mohamad Ismael
Doug Arone
John Giavacco
Richard Sica

ZONING BOARD OF ADJUSTMENT

Ed Kalpagian
Erik Ruebenacker
Ian Christ
Nekije Rizvani

PLANNING BOARD

Glenn Sietsma
Scott Fisher
George Alexandrou
Frank Sedita
Mae Bogdansky

ENVIRONMENTAL COMMISSION

Roger Lane
Elizabeth Fischer
Mae Bogdansky (Planning Board Representative)

BOARD OF HEALTH

Donna Garbaccio
Steven Clarke
Casey Colaneri
Sou Yan Yee

HISTORIC PRESERVATION

Douglas Swenson
Patricia Constance

LIBRARY BOARD

Lauren Cohen
Vince Antonacci
Lauren Mc Carthy (Wyckoff Schools Representative)

DESIGN REVIEW COMMITTEE

Susan Farcy
Linda Ammerman
Drita McNamara-Haznederi
Jennifer Saxton

SHADE TREE COMMISSION

Michael Tode'
Mark Borst

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ZABRISKIE HOUSE TRUSTEES

Jean Hildebrandt

#21-5A 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 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 2020 Temporary Budget and will be appropriated in the 2020 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 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

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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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-01-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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**TOWNSHIP OF WYCKOFF
NOTICE OF CONTRACT AWARD**

The Township of Wyckoff has awarded a contract for Professional Services in 2021 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
\$162.00 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
\$142.00 per hour/\$190 per hour litigation
Up to \$20,000.

Jeffrey Steinfeld, Esq.
Public Defender
One (1) year
\$400. per session
Up to \$4,500.

Mark DiMaria, Esq.
Prosecutor
One (1) year
\$800. per month
\$250. per special session
\$125. per suppression brief

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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
Up to \$10,000.

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

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

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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

Community Grants, Planning and Housing
Professional Affordable Housing Planning Administration Services
One (1) year
Up to \$5,900.00 for core services
\$120.00 per hour for senior staff
\$ 80.00 per hour other staff
Up to \$10,000.

Eastern Insurers
Municipal Risk Consultant
One (1) year
6% of JIF insurance cost

Brigette Bogart, P.P
Community Planner
One (1) year
\$142 per hour/ \$190 per hour
Up to \$10,000.

Nancy A. Cole
Acting Municipal Clerk

For publication one (1) time in the Friday, January 8, 2021 edition of the
Ridgewood News.

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#21-5B 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 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 sewer, storm water sewer 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 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 2020 Temporary Budget and will be appropriated in the 2020 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, \$162.00 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

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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 "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2020. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5C 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 2020 Temporary Budget and will be appropriated in the 2020 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 Bolland 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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2020. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5D 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,

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

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the 2020 Temporary Budget and will be appropriated in the 2020 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.

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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-120-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5E 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, Shahnian & 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,

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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 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 2020 Temporary Budget and will be appropriated in the 2020 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 awarded to John Lloyd, Esq., Chiesa, Shahnian & 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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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#21-5F Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a professional planning firm for affordable housing administration services and administrative Agent Services for the current year and,

WHEREAS, the Township Committee has determined to appoint Community Grants, Planning and Housing (CGP&H) as its affordable housing administration professional service due to their significant housing experience with municipal affordable housing planning in New Jersey, skill and acumen as planners licensed to practice planning and compliance in New Jersey and the reference checks performed indicate they provide practical, thorough and complete planning advice; 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 Professional Planning Administration 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 Municipal Budget when adopted for fees reasonably required in the line item, affordable housing 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 Community Grants, Planning and Housing , 101 Interchange Plaza, Suite 301, Cranbury, New Jersey 08512-3716 for a not to exceed cost \$5,990.00 for core services and \$120.00 per hour for senior staff and \$80.00 per hour for all other staff up to \$10,000.00 per year for professional affordable housing administration services and administrative agent services 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 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

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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 2021 TEMPORARY BUDGET ACCOUNT 21-1-21-190-020 AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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**TOWNSHIP OF WYCKOFF
NOTICE OF CONTRACT AWARD**

The Township of Wyckoff has awarded a contract for Professional Services in 2021 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.

Community Grants, Planning and Housing
Professional Affordable Housing Planning Administration Services
May 7, 2019 thru December 31, 2019
Up to \$5,900.00 for core services
\$120.00 per hour for senior staff
\$ 80.00 per hour other staff

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#21-5G 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 Jeffrey Steinfeld, 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 2020 Temporary Budget and will be appropriated in the 2020 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 Jeffrey Steinfeld, Esq., 27 Warren Street, Hackensack, NJ 07601 for Public Defender services, \$400.00 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

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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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-43-495-020 FOR THE PUBLIC DEFENDER PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5H 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 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 2020 Temporary Budget and will be appropriated in the 2020 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, \$800.00 per month; \$250 per special session and \$125 per suppression brief 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.

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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 "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-43-494-020 FOR THE PROSECUTOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-51 Professional Service Appointment

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Professional 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 regarding affordable housing and has been appointed by various courts to assist the judiciary as a land use master in affordable housing litigation: 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 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 2020 Temporary Budget and will be appropriated in the 2020 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 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.

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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 "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2021 TEMPORARY BUDGET ACCOUNT 21-1-21-180-020 AND 21-01-21-190-020 AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5J 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,

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,

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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 2020 Temporary Budget and will be appropriated in the 2020 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., 102 Wayside Road, Hewitt, NJ 07421 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 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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-150-020 FOR THE LICENSED SURVEYOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5K 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; 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 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,

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 2020 Temporary Budget and will be appropriated in the 2020 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 & Bourey, 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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5L Professional Service Appointment

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

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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 2020 Temporary Budget and will be appropriated in the 2020 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.

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 "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-135-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5M 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,

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 2020 Temporary Budget and will be appropriated in the 2020 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.

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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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5N 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 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 2020 Temporary Budget and will be appropriated in the 2020 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.

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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.

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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-50 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,

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

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the 2020 Temporary Budget and will be appropriated in the 2020 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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-5P Professional Service Appointment

WHEREAS, the Township of Wyckoff must satisfy a Bergen JLF 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 JLF continuously since 1985 and is thoroughly familiar with JLF 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

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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 2020 Temporary Budget and will be appropriated in the 2020 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.
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 2021 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET ACCOUNT 21-1-23-210-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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**RISK MANAGEMENT CONSULTANT'S AGREEMENT
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

This Agreement, entered into this 1st day of January 2021, between the Township of Wyckoff (hereinafter referred to as **Municipality**) and Acrisure, LLC d/b/a Eastern Insurors, a Limited Liability Company of the State of New Jersey (hereinafter referred to as **Risk Manager**):

WITNESSETH

WHEREAS, the Risk Manager has offered to the Municipality professional risk management consulting services as required in the Bylaws of the **Municipal Excess Liability Joint Insurance Fund**; and

WHEREAS, the Municipality desires these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held **January 1, 2021**;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

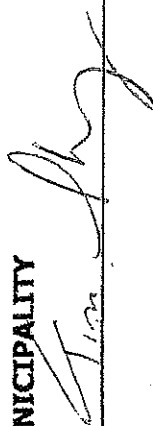
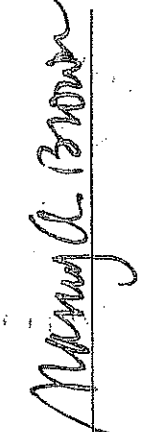
1. The Risk Manager, for and in consideration of the amount stated hereinafter agrees to provide services to the Municipality as follows:
 - A. The Risk Manager shall assist the Municipality in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk or loss
 - B. Assist the Municipality in understanding and selecting the various coverages available from the **Municipal Excess Liability Joint Insurance Fund**.
 - C. Review with the Municipality any additional coverages that the Risk Manager feels should be carried but are not available from the Fund and subject to the Municipality's authorization place such coverages outside the Fund.
 - D. Assist the Municipality in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Risk Manager.
 - E. Review the Municipality's assessment as prepared by the Fund and assist the Municipality in the preparation of its annual insurance budget.

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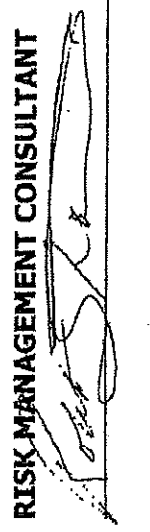
- F. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.
- G. Assist where needed in the settlement of claims, with the understanding that the scope of the Risk Manager's involvement does not include the work normally done by a public adjustor.
- H. Any other services required by the Fund's Bylaws.

- 2. The term of this agreement shall commence on the 1st day of January 2021, and continue unless terminated as hereinafter provided in this Agreement.
- 3. The Municipality shall pay its Risk Manager as compensation for services rendered an amount equal to six percent (6%) of the Municipality's annual assessment as promulgated by the Fund. Said fee shall be paid quarterly, or as otherwise agreed to. The Risk Manager shall receive no other compensation or commission for the placement or servicing of any Municipal coverage with the Fund.
- 4. For any coverage, authorized by the Municipality, to be placed outside of the Fund, the Risk Manager shall receive as his full compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessments.
- 5. Either party may cancel this Agreement at any time by mailing to the other written notice calling for the termination at any time not less than thirty days thereafter. Fees shall be pro-rated to the date of termination.

MUNICIPALITY

 ATTEST 

RISK MANAGEMENT CONSULTANT

 ATTEST 

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#21-5Q Professional Service Appointment

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

WHEREAS, the Township Committee has determined to appoint Brigette Bogart, P.P. Municipal 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. Bogart is an expert planner with experience in land use matters and other community planning matters; 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, the 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 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 2021 Temporary Budget and will be appropriated in the 2021 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 Brigette Bogart, P.P., 205 Franklin Avenue, Wyckoff, New Jersey 07481 for Township Planner services, \$142.00 per hour/\$190.00 per hour for litigation, compensation 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 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

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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 2021 TEMPORARY BUDGET ACCOUNTS 21-1-21-180-020 AND 21-01-21-190-020 AND WILL BE APPROPRIATED IN THE 2021 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2021. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#21-6 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 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 2021 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, 340 Franklin Avenue, Scott Plaza, Wyckoff, New Jersey, on the following dates and at the following times. The Regular Work Sessions and the Regular Business Meetings will be held in the Municipal Court Room, second floor of the Town Hall.

January 1 January 12	Friday Tuesday	Reorganization Meeting 7:00 P.M. Work Session	Noon Regular Meeting 8:00 P.M. Regular Meeting
February 9 February 23	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular Meeting 8:00 P.M. Regular Meeting
March 2 March 16	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular Meeting 8:00 P.M. Regular Meeting
April 13 April 27	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular Meeting 8:00 P.M. Regular Meeting
May 4 May 18	Tuesday Tuesday	7:00 P.M. Work Session 7:00 P.M. Work Session	8:00 P.M. Regular Meeting 8:00 P.M. Regular Meeting
June 1	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting

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June 15	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
July 20	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
August 17	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
September 14	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
October 5	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
October 19	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
November 4	Thursday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
November 15	Monday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
December 7	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting
December 21	Tuesday	7:00 P.M. Work Session	8:00 P.M. Regular Meeting

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

NOTICE TO PUBLIC

As a member of the public, participating in this public meeting, your participation will be recorded. By participating in the meeting, it is assumed your consent is given for your voice, name, address, comments and image to be broadcast and recorded.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. For example, if the connectivity between the live streaming software and the YouTube channel is not operating; in that situation, the public's right to make public comment in written form is extended to 10:00 am the day after the meeting, to allow the meeting to be conducted and the continuity of local government to proceed. A recording of the meeting will be posted no later than the next business day after the meeting date on the Township's website where recordings are customarily posted. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable. This agenda is subject to change.

#21-7 Establish Holidays That Town Hall is Closed

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

WHEREAS, Town Hall's normal business hours are Monday to Friday from 8:30 am to 4:30 pm; and,

WHEREAS, the Township administrative offices are required to be closed for office hours (8:30 am to 4:30 pm) 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	Friday	January 1, 2021
2.	Martin Luther King Day	Monday	January 18, 2021
3.	President's Day	Monday	February 15, 2021
4.	Good Friday	Friday	April 2, 2021
5.	Memorial Day	Monday	May 31, 2021
6.	Observance of July 4	Monday	July 5, 2021
7.	Labor Day	Monday	September 6, 2021
8.	Columbus Day	Monday	October 11, 2021
9.	Thanksgiving Day	Thursday	November 25, 2021
10.	Day after Thanksgiving (In lieu of Election Day)	Friday	November 26, 2021
11.	Christmas Eve	Friday	December 24, 2021
12.	New Year's Eve	Friday	December 31, 2021

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#21-8

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,

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

WHEREAS, the total of the following 2021 temporary appropriations does not exceed 26.25% of the total appropriations in the 2021 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 2021 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.

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Departments	2021 Temp Bgt
Administration	
S&W	91,892
O/E	11,025
Municipal Clerk	
S&W	53,100
O/E	19,058
Finance Adm	
S&W	56,757
O/E	7,487
Tax Collection	
S&W	31,222
O/E	2,625
Audit Services	
O/E	7,547
Tax Assessment	
S&W	39,493
O/E	49,704
Legal Services	
O/E	39,769
Engineering Svs.	
O/E	4,069
Environmental Comm.	
O/E	525
Elections	
O/E	3,938
Planning Board	
S&W	5,490
O/E	7,875
Zoning Board of Adj.	
O/E	1,706
Uniform Construction Code	
S&W	118,157
O/E	10,369
Police Department	
S&W	838,564
O/E	32,288
Radio Communications	
O/E	3,413
Emergency Management	
O/E	1,313
Volunteer Fire Dept.	
O/E	23,625
First Aid Contribution	
O/E	13,125
Uniform Fire Code	
S&W	4,715
O/E	525
23. Insurance:	
General Liability	70,850
Workers Comp.	58,072
Empl.Med.Benefits	499,538
Health Benefits Waiver	1,313
Unemployment Ins.	5,250
Street and Road Main.	

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S&W	335,393
O/E	82,031
Vehicular Maintenance	
DPW Vehicle O/E	38,063
Police Vehicle O/E	7,875
Fire Vehicle O/E	11,813
Inspector's Vehicles O/E	525
Sanitation	
O/E	129,413
Recycling	
O/E	101,063
Building and Grounds	
S&W	10,553
O/E	60,638
Shade Tree Commission	
S&W	29,400
O/E	263
CDL Mandate	
Board of Health	
S&W	3,481
O/E	17,771
Hepatitis B Vaccination	
O/E	1,089
Animal Control	
O/E	5,040
28. Parks and Recreation	
Recreation	
S&W	49,286
O/E	74,550
Park Maintenance	
S&W	21,081
O/E	32,025
Celebration of Events	
O/E	2,100
31. Utilities:	
Electricity	24,150
Street Lighting	49,875
Telephone	17,063
Water	2,100
Natural Gas	9,188
Fire Hydrants	17,325
Gasoline	26,775
43. Municipal Court and Violations	
S&W	6,902
O/E	14,818
43. Municipal Prosecutor	
O/E	3,150
43. Public Defender	
O/E	1,628
25. PEOSHA Mandate	
	6,825
32. Solid Waste Disp.	
	110,250

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31. Condo Services Act 1,444

36. Statutory Expenses
 PFRS 222,278
 PERS 120,233
 DCRP 656
 Social Security 128,100

Total General Appropriations
within CAPS *

29. Public Library 413,261

21. Affordable Housing
 S&W 10,005
 O/E 9,319

32. Recycling Collection Tax 5,250

25. 911 Contracted Svs 51,455

25. Length of Svs Award Prog
 O/E 31,500

42. Interlocal Svs Agrmt.

Payroll Service-Library
 S&W 3,025
 O/E 1,859

20. Tax Appeal Interest

45. Municipal Debt
 Bond Principal
 BAN Principal 747,000
 Bond Interest
 BAN Interest 27,000

41. State & Federal Programs:
 Misc Grants
 Police DDEF
 NJ Recycling Tonnage 7,173
 DDEF/DWI Program 632
 Alcohol Ed and Rehab
 Sustainable NJ 2,625
 2019 Dist Driver Crackdown (Chp 159)
 2019 Drive Sober (Chp 159)
 2019 Clean Communities (Chp 159)

44. Capital Improvements:
 Down Payments
 Purch/Install Emerg Antenna
46. Deferred Charges

o 2020 Capital plan projects

Total General Appropriations
excl from CAPS 5,200,707

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#21-9 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2021 Temporary Sewer Utility Budget:

<u>DEPARTMENT</u>	<u>SALARIES</u>	<u>OTHER EXPENSE</u>	<u>DEPARTMENT TOTAL</u>
Sewer Operating	\$27,150	\$541,301	\$568,451

#21-10 Authorize Filing of Signatures of Chairman and Clerk Signatures on 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 Chairperson and Municipal Clerk with the Secretary of State in Trenton, New Jersey.

#21-11 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 2021 by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that:

1. TD Bank
Valley National Bank
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 2020.

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).

#21-12 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.

#21-13 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

2. The Official Signatures for the current year shall be the following:

3. Three (3) signatures required. A minimum of one (1) original signature on all disbursement checks is required.

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee Chairperson, 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
ACCOUNTS	ACCOUNT	ENDING	BANK
Unemployment Insurance Trust	9593		LKD
Trust	3221		TDB
Gardens of Wyckoff	0987		TDB
Community Development Block Grant	6263		TDB
Payroll	1096		TDB
Agency Disbursement	1371		TDB
Developer's Trust	4276		TDB
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
On-line Sewer Payments	9278		TDB
Developer's Trust	4914		TDB
Webform Payments	7380		TDB

LKD



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

4. The Petty Cash Fund previously established be re-instated as of January 1, 2021, 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.

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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 \$300.00 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.

#21-16 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,

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.

#21-17 Authorize Tax Appeal Counsel 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.

#21-18 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:

As per NJSA 54:4-66 taxes are payable quarterly and due February 1, May 1, August 1 and November 1st of each calendar year and there is a 10 day grace period after which taxes are delinquent and subject to interest at a rate of: 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.

#21-19 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

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amount due over \$200.00 up to \$5,000.00; 4% up 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.

#21-20 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.

#21-21 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:

PROGRAM	2021 FEE PER PERSON
1. <u>Recreation Basketball</u>	
Summer Clinic	60.00
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 - Included in recreational basketball fee-boys & girls grades 1-8	*13.00
2. <u>Traveling Select Basketball</u>	
Try-Out Fee	*253.00
*Board of Education Facility Use Fee - Included in traveling select basketball fee	20.00 *13.00
3. <u>Recreation Baseball</u>	
Kindergarten, T-Ball	85.00
1 st Grade	90.00
Grades 2 – 6	110.00
Grades 7 & 8	120.00
Summer Clinic	65.00
4. <u>Traveling Select Baseball Leagues:</u>	
Clemente (8u), Glanville (9u), Mays (10u)	240.00
Hodges (11u), Reese (12u)	255.00
Murphy (13), Koufax (14u)	265.00
High School Level & Above	265.00
Try-Out Fee	20.00
5. <u>Cheerleading</u>	
Summer Clinic	60.00
Football Recreation	105.00

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6. <u>Football</u>	
Pee Wee, Junior, Senior (Grades 3-8)	240.00
Flag Football (Grades K-2)	85.00
7. <u>Recreation Soccer</u>	
Kindergarten Soccer	90.00
1st & 2nd Grade Soccer	95.00
Fall League (Grades 3-4)	105.00
Northwest Bergen (Grades 5-8)	115.00
Northwest Bergen (Grades 9-12)	125.00
Summer Clinic	65.00
8. <u>Recreation Softball</u>	
Grade Kindergarten, T-Ball	85.00
Grade 1	90.00
Grade 2 - 6	110.00
Grade 7 - 8	120.00
Men's League	110.00
9. <u>Traveling Select Softball</u>	
u10	240.00
u12, u14	255.00
Try-Out Fee	20.00
10. <u>Summer Day Camp Programs:</u>	
Grades K-4 per week	110.00
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	60.00
13. <u>Lacrosse</u>	
Spring Clinic	75.00
Spring League: (Grades 3-8)	125.00
14. <u>Adult Team Tennis</u>	
Summer	85.00
Fall	75.00
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

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16.	Girls Volleyball	95.00
	Grades 6-8	65.00
	Summer Clinic	

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 or if a specific date has been posted on Registration Information or a flyer. 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.

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 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

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

#21-22 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.

#21-23 Authorize Purchasing from Various Cooperative Pricing System

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.

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#21-24 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 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, 2021 to December 31, 2021.

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NJ STATE CONTRACT VENDORS

<u>Commodity:</u>	<u>Vendor:</u>	<u>State Contract No:</u>	<u>Expiration:</u>
Copiers, Maintenance & supplies	Xerox Corporation Ricoh USA, Inc.	40469 40467	1/11/2018 1/11/2018
Copiers - Cost per copy	Ricoh USA, Inc. Xerox Corporation	82709 82703	12/31/2020 12/31/2020
Firefighter Protective Clothing and equipment	Firefighter One, LLC Continental Fire & Safety Draeger Safety Inc. Globe Manufacturing	80949 80956 80962 80945	3/31/2018 3/31/2018 3/31/2018 3/31/2018
NASPRO Value Point Computer	Dell	89967	3/31/2020
Police Equipment & Homeland Security Supplies	Draeger Safety Atlantic Tactical, Inc. Axon Enterprise Lawmen Supply Co. Inc. 1075 Emergency Lighting East Coast Emergency Lighting Municipal Equipment Enterprises General Sales Adm. t/a Major Police Supply Continental Fire & Safety Firefighter One LLC Sig Sauer, Inc.	81301 81297 81321 81295 81347 81338 81332 81330 81365 81363 81319	12/26/2017 12/26/2017 12/216/2017 12/26/2017 12/26/2017 12/26/2017 12/26/2017 12/26/2017 12/26/2017 12/26/2017 12/26/2017
Equipment Acquisition, Installation for marked & unmarked police vehicles	Charles S. Winner, Inc.	81165	4/1/2018
Catchbasins, castings Inlets & Manholes	Campbell Foundry	84205	6/30/2018
Mailroom Equipment & maintenance-various state agencies	Pitney Bowes, LLC	75237	1/28/2018

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Wireless Devices & Services	Verizon Wireless	82583	8/31/2018
RX Drop Box	International F49 & Marketing Corp.	86585	5/31/2018
Electrical Equipment & Supplies	Jewel Electric Supply Co.	85578	12/31/2018
Bldg. Management Life Safety Equipment	Life Savers, Inc.	84689	8/14/2018
Radio Communication & Equip	Motorola Solutions	83909	4/30/2018
	Northeast Communications	83898	4/30/2018
	Pinnacle Wireless FBO		
	Gold Type Business	83904	4/30/2018
	ESS Inc.	83905	4/30/2018
	Unitek	83918	4/30/2018
Record CYA Voice Logger	Office Business Systems	83896	4/30/2018
Office Supplies & Recycled Copy Paper	W.B. Mason	88839	5/6/2018
Police Vehicles	Charles S. Winner Winner Ford of Cherry Hill	88728	3/15/2018
Carpet Flooring - Supply & Installation	Commercial Interiors Direct	81748	12/31/2017
Furniture, Office Lounge	The Hon Company	81641	7/31/2018
Rock Salt & Treated Salt for Roadways	Atlantic Salt, Inc.	40199	4/30/2018
Tires, Tubes & Services	Bridgestone Americas Inc. Firestone	82528	3/31/2019

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BERGEN COUNTY CO-OPSOMERSET COUNTY CO-OPERATIVE

<u>Commodity</u>	<u>Vendor</u>	<u>Contract No:</u>
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CRANFORD POLICE CO-OPERATIVE PRICING SYSTEM BID CONTRACTS

<u>Commodity</u>	<u>Vendor</u>	<u>Contract No:</u>
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Police & Administrative Vehicles	Cranford Police	
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Middlesex County Co-opNATIONAL CO-OPERATIVE CONTRACTS:

<u>Commodity</u>	<u>Vendor</u>	<u>Contract No:</u>
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Emergency Vehicles	Braun Industries	011714-BRN
Fire Trucks & Equip.	Grainger Public	123011-WWG
	Safety Equip.	
	Havis, Inc.	090512-HVI
	Rosenbauer	
	Minnesota, LLC	011714-RMN
	Rosenbauer	
	South Dakota, LLC	011714-RSD
	Smeal Fire Apparatus	011714-RSD
Landscaped & Grounds Maintenance	Jacobsen, a division of Textron	070313-JCS
	John Deere	070313-DAC
	Mowers/Tractors	
	Kubota Tractor Corp.	070313-KBA
Parks & Recreation	Little Tikes Commercial	022113-LTS
	USA Shade-PlayPower Inc	022113-LTS
Roadway Maintenance	Cargill, Inc.	080114-CGI

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Asphalt, Snow & Ice HD Industries 113012-HDI
Monroe Truck Equip. Inc. 080114-MTE

ESCNI

<u>Commodity</u>	<u>Vendor:</u>	<u>Contract No:</u>
Faux Wood Blinds	Commercial Interiors Direct	ESCNI-15/16-09

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BERGEN COUNTY CONTRACTS

<u>Commodity</u>	<u>Vendor</u>	<u>Contract No.</u>	<u>Contract Expiration</u>
Automotive Parts & Accessories	Deluxe Int'l Trucks Beyer Bros Corp Roberts & Son Hawthorne Auto Sales P&G Auto, Inc. All American Ford	14-91	4/21/2017
Bituminous Concrete & Sand	Tilcon New York Braen Stone Ind. Eastern Concrete Materials Moiris Asphalt Co. Inc. Campbell Foundry	16-42.1	8/12/2017
Concrete Sand & Grit	Eastern Concrete Materials	14-49	9/30/2017
Diesel Fuel	Rachles Michele's Oil, Co. Inc.	15-64	9/20/2017
Fuel Oil 2	Rachles Michele's Oil, Co. Inc.	15-66	9/20/2017
Gasoline	Rachles Michele's Oil, Co. Inc.	15-65	9/20/2017
Rock Salt	Mid American Salt, LLC	16-59	9/30/2017
Irrigation Parts & Svc Catalog	Storr Tractor, Co. Aquarius Supply, Inc.	15-30	7/14/2017
Hot Extruded & Spray Thermoplastic Traffic Markings	Statewide Striping Corp.	16-14	3/31/2017
Road Materials (Traffic Paint, Glass Beads, PVC Pipes, Channel Posts)	Chemung Supply Corp.	15-85	11/23/2016

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#21-25 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 \$44,000 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 procurement, the vendor's sureties to be unconditional 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.

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CENTRAL PURCHASING SYSTEM

USER'S MANUAL

Central Purchasing Team

Robert J. Shannon, Jr. Twp Adm., Purchasing Agent
Diana McLeod, CFO, CTC, ATA

Issued: 01-85

Revised:

01-

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Darlene King, Accounts Payable Control Clerk

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VIII. GREEN PURCHASING POLICY

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FORWARD

The purpose of a Centralized Purchasing System is to provide assistance to all Township Departments in securing the best merchandise or service in the most efficient and economical manner in accordance with statutory requirements which includes, but is not limited to, the encumbrance of funds *before* an expenditure.

The Central Purchasing System has been established by the Township Committee through the adoption of Ordinance #926 (Chapter 5-5N of the Code of the Township of Wyckoff) establishing the position of Administrator/Purchasing Agent.

The Purchasing Agent cannot satisfactorily fill the needs of a Department unless all concerned are familiar with the procedure. The following manual should, therefore, be studied carefully and followed.

From time to time changes in this manual shall be made to keep the purchasing procedure in line with management updating which may be required. All changes will be in keeping with prescribed purchasing practices.

NOTE: The term "Township Department" as it appears throughout this manual is intended to include all Township Departments, Boards, Commissions, Agencies and other bodies which utilize "Township funds" for purchases.

The term "Township funds" is intended to include appropriations in the adopted budget, Monies held in Trust (escrow), and/or monies received from grants, user fees or donations.

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I. GENERAL PURCHASING GUIDELINES

The Township Administrator/Purchasing Agent is the only persons authorized by the Township Committee to make certain purchases for the Township (Chapter 5-5N). This includes requesting the loan of equipment or demonstrations.

Township departments do not have the authority to obligate the municipality or the Purchasing Agent to buy from a particular vendor.

No purchases are to be made without a signed Purchase Order, unless it is an emergency situation as described within this manual. "Emergency" is not a substitute for poor planning or lack of planning.

The Purchasing Agent has the obligation of coordinating vendor and using department requirements in such a manner as to assure satisfaction of the department's needs, the greatest possible benefit to the Township, and fairness to the vendor.

Recognizing that all Township purchasing is the responsibility of the governing body and the Purchasing Agent, all departments, boards and commissions, are required to follow the established procedures for requisitioning materials and supplies as prescribed in this manual.

The Purchasing Agent may, at his discretion, substitute other appropriate articles than those requested and may postpone the request when it is in the best interest of the Township. In either case, the requesting department shall be notified.

The Purchasing Agent exercises control over all purchasing policies and purchasing matters independent of, but in cooperation with the other Township Department managers.

1. For purchase of routine office supplies not kept in central stores, but available through state contract office supplies vendor, each department will determine items and supplies to be

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purchased and submit to accounts payable a completed office supply order form with detailed information including: supply name, catalog/vendor name item number, catalog page number and quantity to be ordered. This form must be submitted to accounts payable for processing with regular monthly supply orders.

2. All departments are given a supply date deadline listing which outlines when orders are to be placed. Please adhere to these dates as supplies are ordered on a monthly basis according to this schedule.

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II. NORMAL PURCHASING PROCEDURES

1. All Department Managers will either type or clearly write the information required on a Requisition (sample attached). The Department Manager must keep the YELLOW copy for his/her records. The WHITE copy is to be forwarded to the Finance Office. This procedure does not pertain to routine requests for routine office supplies – which is described on page 3.
2. The Requisition, which must be accompanied by a quotation form as described in #4 below, will be reviewed by the Administrator. If, in his opinion, it is a requisition for goods or service which have been budgeted for, a Purchase Order will be computer generated. All Purchase Orders will be computer generated and mailed by the Finance Office after having been signed by the Purchase Agent and Finance Officer who certifies as to the availability of funds.
3. The Department Manager will receive a numerical copy of the Purchase Order (GREEN copy) to be files and stapled with the Requisition (YELLOW copy). Note: all departments should review the copy of the Purchase Order to be aware of any substitutions made by the Administrator.
4. **Solicitation of Quotes.** It is important to stretch the municipal dollar through obtaining quotes to ensure the Township is paying the lowest price for goods and services.

v	1.	All quotation forms must be accompanied by a copy of the suggested vendor's NJ Business Registration Act Certificate and a completed Taxpayer Identification form W-9. If you are not sure if the vendor has been utilized previously, ask the Accounts Payable Control Clerk, Darlene King at ext. 107.
v	2.	Requisitions for goods or services with a value between \$1,000 to \$6,600 must have at least two (2) price quotations.

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- v ___ 3. Requisitions for goods and services with a value between \$6,600 and \$17,500 must have three (3) written price quotations, whenever possible.
- v ___ 4. \$17,500 to \$44,000 – Any purchase \$17,500 or above requires a Township Committee Resolution pursuant to the NJ Pay to Play Law (P2P). Other than for an emergency (lack of proper planning does not constitute an emergency), no purchases for goods or services exceeding \$17,500 can be made without a PRIOR Resolution of the Township Committee. At the beginning of each year, a \$17,500 threshold is established for all vendors and this amount cannot be exceeded without the PRIOR approval of the BA unless authorized by a bid award. Once the \$17,500 threshold has been met, the need for a Resolution will be discussed with the using department. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER. PAY TO PLAY THRESHOLDS APPLIES TO THE VENDOR AND NOT JUST A SPECIFIC PROJECT.

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II. NORMAL PURCHASING PROCEDURES (CON'T.)

- v ___ 5. \$44,000 and over – These purchases shall require Public Bidding pursuant to the Local Public Contracts Law, NJSA 40A:11-1 et. seq. and the contract must be awarded by the Township Committee before any commitment is made to a vendor. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER.

5. **Purchasing through State contracts, County contracts or Cooperative Pricing Systems.**
The Township of Wyckoff is a member of the below listed cooperative pricing systems. Using departments may access the contract pricing of these cooperative pricing systems for the purpose of obtaining the most responsive price. They are:

NJ State contract
Bergen County Cooperative Pricing System
Northwest Bergen Cooperative Pricing System
WOLF Cooperative Pricing System
Cranford Police Cooperative Pricing System
Regional Cooperative Pricing System
Educational Services Commission of New Jersey
Commission Cooperative Pricing System
Wyckoff/K-8 School District Cooperative Pricing System
Somerset County Cooperative Pricing System

ALL requisitions utilizing the above cited contract prices shall include:

- The name of the cooperative pricing system
- The contract number
- The copy of the page of the contract which clearly shows:
 - a. The contract is valid for the date of the requisition

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- b. The contract exists for the specific commodity or service listed on the requisition.
 - c. The page listing the Vendor's name and address.
 - d. The page of the contract that lists the cost of the item or items and the discount.
 - All requisitions shall be rejected if the using department does not attached this information.
6. Each Department Manager shall be informed of the account numbers utilized by the department. To assist in requisitioning, a monthly printout of monies encumbered and paid can be obtained from the Chief Financial Officer.

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II. NORMAL PURCHASING PROCEDURES (CON'T.)

REQUESTS FOR ROUTINE OFFICE SUPPLIES

An adequate supply of routine office supplies, such as pads and paper products, filing supplies, index cards, tapes and dispense, clips and fasteners, writing instruments, typewriter and calculator ribbons, printer ribbons, recording tapes, etc. will be kept in "central store" at all times and departments may avail themselves of needed supplies by completing a form from the Clerk's Office.

Those requesting routine office supplies should take into consideration that the clerical staff, because of their other duties, will fill the requests at their convenience but always the same day (if the item is in stock). Therefore, employees should try to anticipate his/her needs to avoid an immediate need. If the supplies are of a specialized nature, or those that are not considered routine, then the departments shall utilize the "Normal Purchasing Procedures" outlined on the preceding page.

It should be noted that independent purchases of office supplies is not permitted, except from those vendors designated "Blanket Purchase Orders" and any unauthorized purchases will not be processed for payment with Township funds. All departments are required to adhere to the above procedure and every effort will be made to fulfill your needs in a timely manner and with the least amount of inconvenience to all.

NOTE: in order that we can begin this procedure with an adequate supply, we ask that each Department Manager take a few minutes to compile a list of the type and quantity of supplies they will be utilizing for the remainder of the year. This is an estimate only and you will not be "bound" by it, but please try to be as realistic as you can. This list is due every year by January 31.

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TOWNSHIP OF WYCKOFF

SOLICITATION OF QUOTATION RECORD FORM

Project _____ Township of Wyckoff
Department _____ Requisition # _____
Items or Service _____
Solicited By: _____ Phone _____ Letter _____ In Person _____ Newspaper _____
____ Quotes not sought
____ Not awarded to lowest price

Statement of explanation on reverse side

VENDOR: _____ Response (time and
Method) _____
Price _____ Delivery _____
Special _____
Terms _____

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VENDOR: _____ Method) _____ Price _____ Special Terms _____	Response (time and Delivery
VENDOR: _____ Method) _____ Price _____ Special Terms _____	Response (time and Delivery
VENDOR: _____ Method) _____ Price _____ Special Terms _____	Response (time and Delivery
AWARDED TO: _____ Cost: _____ SOLICITATION PERFORMED BY OR UNDER THE SUPERVISION OF: _____ Signature of Department Head _____	
Terms: _____ Special Comments: _____ Date: _____	

III. RECEIVING GOODS OR SERVICES

Upon delivery of a particular item(s), each Department Manager should instruct those employees under his/her supervision, to check the invoice to the (GREEN) numerical copy of the Purchase Order to the actual item(s) delivered. If all the items were not delivered, the missing items must be written on the invoice.

PROCEDURE FOR RECEIVING DELIVERIES

All deliveries must only be accepted at the appropriate location. For example, we should not accept a

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delivery for the Rec Department at Police Headquarters or a delivery for the DPW at Town Hall. When receiving deliveries, all employees must sign their name legibly and write "subject to inspection" immediately next to their legible signature. This language allows the Department Manager to inspect the items received within 24 hours. Inspection includes determining if there is any breakage, spillage of the correct item(s) and the correct number of items. If any part of the delivery is incorrect, **you must advise Darlene immediately** in writing describing the defect and you must contact the vendor: 1) verbally within 24 hours and 2) follow-up this contact in writing to the vendor. We do not purchase or accept item(s) which we did not specify on a Purchase Order or in any condition less than new and free of defect(s). **Any questions, ask me.**

When a signed (YELLOW) Purchase Order/Voucher has been received from the vendor, the Department Manager must sign the Purchase Order/Voucher indicating that the goods or services have been received as per the Purchase Order (**whether or not that department's budget has actually been charged for the purchase or service**). (EXAMPLE: the charge may be against Buildings & Grounds or Central Motor Pool, so the Department Manager's signature merely acknowledges that goods or services have been received, not that his/her budget has been charged). Once the Purchase Order has been signed you must submit to the Finance Department. Then all the attachments (PINK) open vendor file copy and all the supporting documents – (Requisition, Solicitation of Quotes form etc.) will be attached to the Purchase Order and input as "Received" after it has been signed for approval by the administrator.

Upon receipt of a piece of equipment of a technical nature, ie calculator, computer, tractor, etc., please Sign; the invoice as "received but subject to review". This will allow the piece of equipment to be inspected thoroughly. Never accept a piece of equipment without a Bill of Sale or Certificate of Origin.

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III. EMERGENCY PURCHASES

Emergency purchases should be made sparingly and are not an acceptable substitute for careful planning and the intelligent stockpiling of needed supplies.

An “**emergency**” is defined by State law as a “**situation which endangers the public health, safety or welfare**”. Only in such an extreme circumstance, may a purchase be made without a Purchase Order and the encumbering of funds.

The emergency purchase procedures set forth in the attached Resolution 2012-78 and Certification of Request form shall be followed.

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TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #12-78

INTRODUCED: *Rooney*

SECONDED: *Scanlan*

MEETING DATE: January 17, 2012

REFERENCE: Emergency Procurement
Procedure

VOTE: BOONSTRA ✓ CHRISTIE ✓ SCANLAN ✓ ROONEY ✓ DePHILLIPS ✓

WHEREAS, section N.J.S.A. 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State's Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

WHEREAS, according to N.J.A.C. 5:34-6.1(b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

WHEREAS, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Township Committee of the Township of Wyckoff has determined that the following procedures shall apply.

NOW, THEREFORE BE IT RESOLVED by the Township Committee Township of Wyckoff, Bergen County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Township of Wyckoff.

A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to N.J.S.A. 40A:11-6 and corresponding Rules, N.J.A.C. 5:34-6.1, subject to the following requirements:
 - a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);
 - b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);
 - c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made;
 - d. The emergency purchasing procedure may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Township of Wyckoff to plan for the purchase of any required goods or service(s);

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- a. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;
- f. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract;
- g. Any emergency condition(s) in which the estimated cost is in excess of fifty thousand dollars (\$50,000.00) shall be approved by the Township Committee.

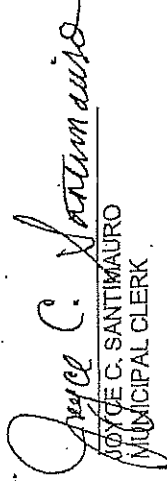
B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY

- a. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Township Administrator of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;
- b. If the Township Administrator is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;
- c. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Township Administrator a written report (Certification of Request for Emergency Purchases) providing the information referenced above;
- d. In the Township Administrator's absence, the chain of command for adherence to the requirements if 1, 2 and 3 shall be:

- 1. Chief Financial Officer/Assistant Administrator
- 2. Chief of Police
- 3. Township Engineer
- 4. Township Clerk
- 5. Township Attorney

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 17, 2012.


JOYCE C. SANTIMAURO
MUNICIPAL CLERK

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CERTIFICATION OF REQUEST FOR EMERGENCY PURCHASES

The undersigned department head (or his/her designee) certifies as follows:

1. An emergency condition(s) exists in _____ (name of department)
2. This condition constitutes an emergency affecting the public health, safety or welfare.
3. Description of condition(s) and how it affects the public health, safety or welfare:
(attach additional sheets if necessary):

4. This emergency occurred on _____ (date) at _____ (time)
5. It is necessary to invoke the provisions of N.J.S.A. 40A:11-6 (emergency contracts) in order to obtain the immediate delivery of goods or the performance of service(s) described in the attached requisition, # _____. Record the purchase order(s) issued and account number(s) used for this emergency: _____

The estimated cost of furnishing the goods or service(s) is \$ _____.

6. Permission is requested for approval to issue a purchase order without the receipt of bids or solicitation of quotations, pursuant to the above cited statute, and corresponding rules, N.J.A.C. 5:34-6.1 et seq.
7. I certify that the responses to the foregoing statements are correct and complete to the best of my knowledge. I am aware that intentionally making a false statement or misrepresenting the facts subjects me to administrative disciplinary action.

Signature of Department Head

Signature of Designee

Print Name

Print Name

Department

Department

Title

Title

Date

Date

FOR TOWNSHIP ADMINISTRATOR'S USE ONLY:

The maximum amount that may be expended under this emergency is \$ _____.

NOTE: Any emergency condition(s) in which the estimated cost is in excess of fifty thousand dollars (\$50,000) shall be approved by the Wyckoff Township Committee.

Signature of Township Administrator

Print Name

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V. BLANKET PURCHASE ORDERS

Blanket Purchase Orders will be issued at the beginning of each year up to \$6,000 per Blanket Purchase Order for certain local vendors who have been utilized in the past for small items under \$500 per month that have been determined to be required in the middle of a work project, and also for those vendors from whom purchases are made or services are required on a monthly basis.

Department Managers are permitted to purchase small items under \$500 per month from these specific vendors only during the middle of a project or repair of a vehicle. IF A VENDOR IS NOT LISTED, PURCHASES MAY NOT BE MADE EXCEPT THROUGH THE REQUISITION PROCESS. IF A PURCHASE EXCEEDING \$500 IS REQUIRED, A REQUISITION MUST BE PREPARED AND PURCHASE ORDER ISSUED FOR THE PROCUREMENT OF THAT ITEM. Since Purchase Orders are distributed in a timely manner after receipt of a Requisition, there will not be a time delay. If, in the opinion of the Department Manager, the item exceeding \$500 is needed immediately, he or she is directed to seek verbal approval from the Administrator, CFO or the Accounts Payable Control Clerk.

NOTE: This chapter states procedures to follow and is an option if an item is needed in the middle of a project. Therefore, each Department Manager is on notice that this procedure must be followed.

NOTE: When using the blanket order procedure, the employee/volunteer shall sign the invoice clearly printing his/her name, signing his/her name and printing the project name the purchased item is required to complete.

NOTE: Department Managers using an approved Blanket Order Vendor shall monthly provide the invoices attached to a Voucher to the Accounts Payable Control Clerk to verify and process the payment.

NOTE: A Department Manager may provide a recommendation to the Accounts Payable Control Clerk to establish a new Blank Purchase Order Vendor, if justified.

NOTE: A Department Manager shall not utilize Blanket Purchase Orders for any item over \$500.

A Requisition shall be used.

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VI. ETHICS

It shall be the policy of the Township of Wyckoff that no official or employee shall accept gifts from vendors.

The Township of Wyckoff follows the NJ State Ethics Law for Municipalities. The Law is attached. Any questions, you may contact the Township's Ethics Advisor, the Township Attorney.

The attached Administrator's memo dated October 25, 1989, Senate Bill 691, and DCA Director Skokowski's letter dated August 7, 1989, indicate that Department Managers are responsible for managing their departments and for ensuring that their respective budgets, which have been provided to purchase the resources necessary to deliver the departments services, are not over-expended.

ANY VIOLATION BY ANY EMPLOYEE SUBJECTS THAT EMPLOYEE TO A CRIME OF THE FOURTH DEGREE. (MAXIMUM PENALTY OF EIGHTEEN (18) MONTHS IN JAIL AND A FINE OF UP TO \$7,500).

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NEW JERSEY ETHICS LAW
(NJS 40A:9-22.1 et. seq.)

40A:9-22.5 PROVISIONS REQUIRING COMPLIANCE BY LOCAL GOVERNMENT OFFICERS, EMPLOYEES.

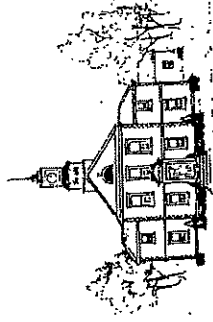
LOCAL GOVERNMENT OFFICERS OR EMPLOYEES SHALL COMPLY WITH THE FOLLOWING PROVISIONS:

1. No local government officer or employee or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
2. No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:
 - (1) award any contract which is not publicly bid to a former member of that authority;
 - (2) allow a former member of that authority to represent, appear for or negotiate on behalf of any other party before that authority; or
 - (3) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.
3. No local government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others;
4. No local government officer or employee shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment;
5. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;
6. No local government officer or employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his official duties;
7. No local government officer or employee shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;
8. No local government officer or employee or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities;
9. No local government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group;
10. No elected local government officer shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his immediate family, whether directly or indirectly, in return therefore; and
11. Nothing shall prohibit any local government officer or employee, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.

L.1991, c.29 s.5.

ETHICS LAW AND WYCKOFF

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TOWNSHIP OF WYCKOFF
MEMORIAL TOWN HALL
WYCKOFF, NEW JERSEY 07481-1907
TEL: 201-891-7000
FAX: 201-891-9359

TO: ALL DEPARTMENT MANAGERS

FROM: Robert J. Shannon, Jr., Township Administrator

DATE: October 25, 1989 **Re-issued:** February 13, 2003

RE: NEW PURCHASING LAW

The attached notice from the New Jersey Division of Local Services indicates that if an individual budget line item is over-expended, the Township official can go to jail and receive up to a \$7,500 fine. Please note, the Township Attorney advises the term Township Official means the Purchasing Agent and/or a Department Manager and or Board Member and/or any employee.

Therefore, this memo shall serve to underscore the value and necessity of the Township's Purchase Order system and encumbrance of funds system.

It is imperative that each Department Manager familiarize themselves with their line-item appropriation total. This total cannot be exceeded. Larger departments, (i.e. Police, Fire and DPW) utilize the blanket order system. Whether a Department Manager utilizes blanket order purchases or Purchase Orders, those expenses are charged to your respective budget line items.

From a Department Manager perspective, you are allowed to utilize the blanket order option for those expenses and vendors previously approved for specific amounts as listed in the Purchasing Manual which you all have received. However, please note, as part of the privilege of utilizing the blanket order system, you also have the responsibility of ensuring over-expenditures are not caused by "blanket order purchase."

If you have any question as to the meaning of this memo, please contact me immediately.

RJSJ:reb
cc: Township Committee
Robert E. Landel, Esq.

Newpurchlaw.adm

Robert J. Shannon, Jr.
Township Administrator

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SENATE JUDICIARY COMMITTEE

STATEMENT TO

SENATE, No. 691

with Senate committee amendments

STATE OF NEW JERSEY

DATED: JANUARY 28, 1988

The Senate Judiciary Committee reports favorably and with committee amendments Senate No. 691.

This bill would provide that the disbursement of moneys or the incurring of obligations by public officials (heads of executive departments, members of county or municipal governing bodies; school board members) in excess of appropriations or an amount limited by law would constitute a crime of the fourth degree (up to 18 months' imprisonment, a fine of up to \$7,500 or both).

The committee amended the bill to clarify that only purposeful and knowing actions by public officials are intended to be criminalized by the bill.

This bill was pre-filed for introduction in the 1988 session pending technical review. As reported, the bill includes the changes required by technical review which has been performed.

COPIES TO:
<i>HC</i>
<i>Track</i>
<i>Dugan</i>

Officials will be held responsible

if they knowingly exceed budget

STATE, COUNTY AND MUNICIPAL OFFICIALS WHO DELIBERATELY OVERSPEND THEIR BUDGETS COULD BE INDICTED AND SENT TO PRISON UNDER LEGISLATION GOVERNOR THOMAS KEAN SIGNED ON AUGUST 2ND.

Fourth degree crime

THE NEW LAW, WHICH TAKES EFFECT IMMEDIATELY WOULD MAKE IT A FOURTH DEGREE CRIME FOR STATE, COUNTY, MUNICIPAL OR SCHOOL BUDGET OFFICIALS TO KNOWINGLY SPEND MONEY OR COMMIT OBLIGATIONS IN EXCESS OF BUDGET APPROPRIATIONS.

Up to 18 months in prison

A CONVICTION FOR A FOURTH-DEGREE CRIME CARRIES A MAXIMUM PENALTY OF UP TO 18 MONTHS IN PRISON AND A FINE OF UP TO \$7,500.

Applies to a Board, Authority etc.

IT APPLIES TO ANY GOVERNMENT OFFICIAL OR EMPLOYEE AUTHORIZED TO SPEND MONEY OR INCUR OBLIGATIONS FOR A DEPARTMENT, DIVISION, BUREAU, OFFICE, BOARD, COMMISSION, AUTHORITY OR INSTITUTION.

Overspending scandal

THE SENATOR LEE LASKIN LEGISLATION (S-691) RELATES DIRECTLY TO A MASSIVE

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STATE OF NEW JERSEY

THOMAS H. KEAN
GOVERNOR

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

WILLIAM ASHBY COMMUNITY AFFAIRS BUILDING
101 SOUTH BROAD STREET
CH 803

TRENTON, N. J. 08625-0803

ANTHONY M. VILLANE JR., D.D.S.
COMMISSIONER

August 4, 1989

TO: Mayor and Governing Body Members, Municipal Clerks, Chief Financial Officers, Registered Municipal Accountants, Municipal Attorneys, Municipal Treasurers and Administrators/Managers

FROM: Barry Skokowski, Sr., Director, Division of Local Government Services

On August 2, 1989 Chapter 131 of the Laws of 1989 was enacted into law by Governor Thomas H. Kean making the disbursing of moneys or the incurring of obligations by public officials in excess of appropriations or an amount limited by law a crime of the fourth degree. Chapter 131, P.L. 1989 reads as follows:

1. A person or member of a board or body charged with or having the control of a State office, division, department or institution or a member of a county or municipal governing body or a member of a board of education, commits a crime of the fourth degree if he purposely and knowingly:
 - a. Disburses, orders or vote for the disbursement of public moneys, in excess of the appropriation for that office, division, department, institution, board or body; or
 - b. Incurs obligations in excess of the appropriation and limit of expenditure provided by law for that office, division, department, institution, board or body.
- Nothing contained in this section shall be construed to prevent a board of education from keeping open the public schools.
2. This act shall take effect immediately."

In addition, I notified each municipality in November, 1988 that Chapter 110 of the Laws of 1988 required each municipal governing body to create by ordinance the position of Chief Financial Officer and establish the compensation for the position. Upon creation of the position, each municipality was to appoint a Chief Financial Officer by January 28, 1989.

I am now directing that each municipality furnish this Division with documentation of compliance no later than August 31, 1989. If you have not complied with these requirements, you must do so immediately and furnish proof as indicated above. If you have any further questions please feel free to contact Michael W. Dill at (609)292-4537.



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**VII. SALE AND DISPOSITION OF MUNICIPAL PERSONAL
PROPERTY
NO LONGER NEEDED FOR PUBLIC USE**

Department Managers shall provide a written report to the Administrator when municipal personal property is no longer need for public use. This includes; police vehicles, Department of Public Works equipment and fire apparatus that has reached its useful life. Municipal personal property shall not be removed or given to municipal employees, private persons or agencies, other municipalities, recycled or placed as solid waste without a Township Committee Resolution in accordance with NJSA 40A:11-36. This includes; furniture, fire gear, computers and all other municipal personal property.

VIII. GREEN PURCHASING POLICY

Department Managers shall be aware, that to the extent practical and while remaining fiscally responsible, consideration shall be given to the lowest responsive price that minimizes environmental impacts, toxics, pollution and hazards to worker and community safety.

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#21-26 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,

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.

#21-27 Approve 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.

#21-28 Approve Township Anti-Sexual Harassment Prohibition Policy

WHEREAS, the Township of Wyckoff believes that all employees are entitled to a workplace 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.

TO: ALL EMPLOYEES

FROM: Robert J. Shannon, Jr., Township Administrator

DATE: Re-Issued: 03-2006; 01-2008; 04-2010; 01-2013; 01-2014; 01-2015, 01-14-16,
12-27-17, 09-12-18, 01-01-20, 01-01-21

RE: **SEXUAL HARRASSMENT**

It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a workplace free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

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If you have been harassed by a supervisor or co-worker, you should immediately instruct that person to stop said behavior. If after that instruction it occurs, you can notify me, Chief David Murphy, or, if you prefer, Diana McLeod, the Assistant Township Administrator or Nancy A. Brown, the Acting Municipal Clerk.

Supervisors are required to immediately notify me of any report of sexual harassment or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions.

Robert J. Shannon, Jr.
Township Administrator

RJSjr: nc
cc: Township Committee
Robert E. Landel, Township Attorney
David V. Murphy, Chief of Police
Raymond R. Wiss, Labor Counsel
Diana McLeod, CTC, CFO, ATA

Sexual Harassment Policy 2020.pol

SERVICE IS OUR PRODUCT

The Township of Wyckoff is an Equal Opportunity Employer, M/F

#21-29 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.

Robert J. Shannon Jr.
Township Administrator

**TOWNSHIP OF WYCKOFF
INTER-OFFICE MEMO**

TO: Town Hall Employees

FROM: Robert J. Shannon, Jr., Township Administrator

DATE: Updated: 02-04-99, 11-21-03, 01-12-05, 11-01-08,
02-01-10, 05-07-12, 01-25-13, 01-24-14; 01-2015, 01-14-16, 09-17-18, 1-1-19,
1-1-20, 1-1-21

RE: SMOKING CONTROL POLICY

This memo was originally issued on July 22, 1992.

This memo shall serve as the Township's written Smoking Control Policy and is designed to conform to Public Law, Chapter 381, adopted December 18, 1985 and PEOSHA rule that was incorporated into N.J.A.C. 5:23-11 December 19, 1991.

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Essentially, the aforementioned two mandates establish the right of the non-smoking employee to breathe clean air and supersedes the privilege of the employee to smoke. The law indicates that “air from designated smoking areas shall not be re-circulated to no-smoking areas” and “designated smoking area” shall mean an area in a building where smoking is permitted and which is physically separated from non-smoking areas and which non-smokers do not need to enter or pass through.

The practical effect of this air quality rule, as it relates to Town Hall, Police Headquarters, the Recreation Office, Police Pistol Range, Zabriskie House, Animal Control facility, Public Library, the Larkin House and DPW facility, limits smoking to outdoor areas.

Any alleged violations should be reported to the Board of Health.

Robert J. Shannon, Jr.
Township Administrator

RJSJr:reb
cc: Township Committee
Robert E. Landel, Esq.
Board of Health
Smoking 2021.pol

The Township of Wyckoff is an Equal Opportunity Employer, M/F

#21-30 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,

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.

#21-31 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.

#21-32 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,

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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:

3. 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.
4. 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.