

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE EMERGENCY MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
SUNDAY, MARCH 15, 2020 – 2:30 P.M.**

Mayor Timothy E. Shanley called this Emergency Meeting at 2:30 p.m. in the second floor municipal court room.

Municipal Clerk Santimauro read the Open Public Meetings Act statement: “The Wyckoff Township Committee shall meet today, March 15, 2020 at 2:30 p.m. in the second floor Municipal Court Room of Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff New Jersey to address the impact of the global COVID-19 Pandemic. The need for this emergency meeting is due to the rapidly spreading virus, as the number of confirmed cases has increased from 19 reported cases this past Friday to 31 cases today in Bergen County. The Emergency Meeting is necessary to ensure the continuance of the business of government while protecting the Municipal Employees and Residents. The Township has issued a robust public information effort which includes advising the public to refrain from visiting Town hall if they are experiencing flu-like symptoms or if they have been in contact with an individual who is experiencing COVID-19 virus symptoms. Therefore, the Township Committee will discuss closing physical access to Town Hall while simultaneously maintaining the continuity of government business via phone, e-mail, website and/or other non-physical contact means of communication during the period of March 16, 2020 through March 30, 2020 or similar time period. The Township Committee will discuss all issues and potential precautions with respect to the pandemic and the necessary efforts to ensure health, safety and welfare of the residents and the employees.

Pursuant to NJSA 14:4-9b(1), the meeting must be authorized by an affirmative vote of the three quarters of the members present. Discussion shall be limited with respect to issues regarding the emergency health situation.

Notice of such meeting has been provided by posting the same on the Municipal Clerk’s Bulletin Board in Town Hall and by notifying the Bergen Record and the Ridgewood News by delivering written notice. The public body could not have reasonably foreseen the need for the meeting at a time when adequate notice could have been provided.

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

**Also Present:** Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

1. Motion by Rudy Boonstra, seconded by Melissa Rubenstein, all voted yes to conduct the Emergency Meeting pursuant to NJSA 10:4-9b(1).
2. The Administrator stated the notice and agenda were posted on the Municipal Clerk’s Bulletin Board and a copy was e-mailed to North Jersey Media at 2:00 p.m.
3. The Township Attorney, Mr. Landel stated: “Discussion is limited to all issues with respect to the global pandemic. The Township Committee shall discuss all actions necessary to ensure the health, safety and welfare of the residents of the Township of Wyckoff and the employees of the Township of Wyckoff.

The Administrator discussed the impact of the health pandemic in Bergen County and proposed a plan he called “The Wyckoff Plan” to continue the business of municipal government and protect the residents and municipal employees by limiting access to Town Hall to emergent matters with all other business conducted via phone, internet and website. This will include tax payments, recreation registrations and request for building inspections.

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The Township Committee discussed cancelling court sessions, meetings of subordinate boards, ensuring government business such as continued certificates of occupancy are issued, tax payments and the consequence of various state laws that require actions within a number of business days. Information is changing almost daily.

The following public health actions have already been implemented. Schools have closed, library closed, Larkin House closed, recreation programs and recreation fields closed to team and group activities. Today, recreation facilities such as Memorial playground, tennis courts, basketball courts and roller rink were closed since, unlike the expanse of soccer and baseball fields, these facilities have individuals playing in close proximity.

The Township Committee authorized “The Wyckoff Plan” which includes; continuing the business of government limiting access to Town Hall, cancelling meetings of boards and commissions, encouraging conducting business via phone, internet and the municipal website. The Township Committee will conduct its March 17, 2020 meeting via live stream and telephone call-in for public comment. These measures shall be in place through March 30, 2020. Two (2) Special Meetings will be scheduled for March 20, 2020 and March 27, 2020 to assess these measures to determine if such measures may be relaxed or if they need to be strengthened.

The discussion also focused on asking residents to help neighbors, friends and relatives. Possibly donating funds to Wyckoff houses of worship and/or The Wyckoff Love Fund to help residents.

The Health Officer will contact businesses to discourage self-service counters, salad bars, encouraging business to clean ATM and self check-out machines which can all serve as carriers for the spread of the virus.

Motion by Committeewoman Rubenstein, seconded by Committeeman Boonstra all governing body members voting yes to adjourn the Emergency Meeting at 3:55 p.m.

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Timothy E. Shanley  
Mayor

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Joyce C. Santimauro  
Municipal Clerk