

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

1. Meeting called to order by Municipal Clerk Joyce Santimauro
2. Presentation of Colors by Wyckoff Volunteer Fire Department Honor Guard
3. Major Paul Bollenbacher, United States Army, to Lead Flag Salute
4. Invocation given by Monsignor Robert Harahan, Pastor Saint Elizabeth's Roman Catholic Church
5. Singing of God Bless America by William Brock, Jr.
6. Reading of "Open Public Meetings Act" statement by Municipal Clerk Joyce Santimauro
7. Recognize former Township Committee Chairmen in attendance
8. Assemblyman Scott Rumana to Administer Oath of Office to Township Committeeman Kevin J. Rooney.
9. Municipal Clerk Joyce Santimauro to Administer Oath of Office to Township Committeeman Haakon C. Jepsen.
10. Township Committee nomination for 2013 Township Committee Chairman
MOTION: ROONEY SECOND CHRISTIE
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
BOONSTRA YES
10. Recess for Chairman to take his place on the dais
11. Remarks by Chairman
12. Presentations Honoring Former Mayor Christopher P. DePhillips from Assemblyman Scott Rumana on behalf of District 40 Legislators and from the Wyckoff Township Committee.
13. Presentation of Proclamation to Township Administrator Robert J. Shannon, Jr., by the Wyckoff Township Committee for outstanding service.
14. 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:

14.1 2013 CONSENT AGENDA RESOLUTIONS:

- #13-1 Designation of Deputy Chairman of Township Committee
- #13-2 Township Committee Liaison Assignments to Departments and Boards
- #13-3 Fire Department Officers
- #13-4 Board and Commission Appointments
- #13-5 Professional Service Appointments
- #13-6 Schedule of Township Committee Meetings
- #13-7 Establish Holidays
- #13-8 Temporary Budget
- #13-9 Temporary Sewer Utility Budget
- #13-10 Authorize Filing of Signatures of Chairman and Signatures to Vouchers to Authorize Payment

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- #13-11 Establish a Cash Management Plan
- #13-12 Township Committee Members to Review and Affix Their
- #13-13 Authorize Signatures on Drafts and Checks Against Township Funds
- #13-14 Authorization of Signatures on Specific Accounts
- #13-15 Reinstatement of Petty Cash Funds
- #13-16 Authorizing Investment of Idle Funds and Fund Transfers
- #13-17 Authorize Tax Assessor and Township Attorney to File Stipulations of Settlement
- #13-18 Interest Rate on Delinquent Taxes and Sewer Service
- #13-19 Change in Amount Required to Redeem Tax Sale Certificate Held by Municipality
- #13-20 Surety Bonds
- #13-21 Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
- #13-22 Authorize Purchasing From Bergen County Cooperative Pricing System
- #13-23 To Authorize Purchasing from Northwest Bergen Cooperative Pricing System
- #13-24 Authorize Purchasing through State Agency
- #13-25 Approve Central Purchasing System and Purchasing Manual
- #13-26 Approval of Personnel Manual
- #13-27 Anti-Discrimination Policy
- #13-28 Approve Township Anti-Sexual Harassment Prohibition Policy
- #13-29 Approve Smoking Control Policy
- #13-30 Designate a Public Agency Compliance Officer
- #13-31 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extension
- #13-32 Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
- #13-33 Approval of Police Department Rules & Regulations
- #13-34 Designation of Special Police
- #13-35 Civil Rights Policy
- #13-36 Establish Fees for Towing Services
- #13-37 Fire Department Rules, Regulations and Policies
- #13-38 Northwest Bergen Mutual Aid Association
- #13-39 Waive Annual Sewer Service Charge for Fire Co. #3
- #13-40 Waive Annual Rent for Ambulance Corps Land Lease
- #13-41 Renew Agreement for Commuter Park and Ride
- #13-42 Establish Rules and Regulations Which Shall be the Township Facilities Policy
- #13-43 Quasi-Municipal Groups for Insurance Purposes
- #13-44 Approval of Local Supplemental Violations Bureau Schedule
- #13-45 Town Hall Front Lawn Policy
- #13-46 State Health Benefits
- #13-47 Re-establish the Recreation Policy Manual
- #13-48 Appointment of School Crossing Guards
- #13-49 Travel Reimbursement Policy
- #13-50 Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
- #13-51 Establish Hearing Officer(s)/Committee(s)
- #13-52 Municipal Alliance Committee
- #13-53 Re-establish Cooperative Efforts with the Board of Education

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON

- #13-54 Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
- #13-55 Appointment of JIF Representatives
- #13-56 Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Ambulance Corps Members
- #13-57 Authorize Waiving of Fees
- #13-58 Emergency Management Plan
- #13-59 Establish a Procedure and Adopt Forms to Provide Access to Public Records
- #13-60 Appointment of Community Development Representatives
- #13-61 Policy for Wyckoff Community Park and Memorial Field Snack Bars
- #13-62 Telephone/Electronic Transfer of Funds
- #13-63 Employee Compensation
- #13-64 Issuances of Checks Between Township Committee Meetings
- #13-65 Township Committees By Laws
- #13-66 Police Private Duty Assignments
- #13-67 Extraordinary Unspecifiable Service Appointments
- #13-68 Adoption of Policy for ADA Parking Specifications and Posting Policy
- #13-69 Authorize Language for Municipal Purchase Orders
- #13-70 Municipal Internet Policy
- #13-71 Rapid Deployment Force
- #13-72 Authorize Disposition of Public Property No Longer Needed for Public Use
- #13-73 Adoption and Endorsement of New Jersey Ethics Law
- #13-74 Void Checks in Excess of 180 Days
- #13-75 Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
- #13-76 Small Balances to be cancelled
- #13-77 Establish Employee Benefits Cafeteria Plan
- #13-78 Designation of NIMS for Incident Management

13.2 2013 ORDINANCES - INTRODUCTIONS:

1705 - AN ORDINANCE TO AMEND CHAPTER 186 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "ZONING" TO AMEND SECTION 186-6, "DEFINITION OF TERMS" TO ADD THE DEFINITION OF ADMINISTRATIVE OFFICER PURSUANT TO THE TOWNSHIP'S CODE AND THE NEW JERSEY MUNICIPAL LAND USE LAW

#1706 - AN ORDINANCE TO AMEND CHAPTER 168 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "SUBDIVISION AND SITE PLAN REVIEW" TO AMEND SECTION 168-3 "DEFINITION OF TERMS" TO STATE TITLES OF MUNICIPAL EMPLOYEES WHO WILL SERVE AS ADMINISTRATIVE OFFICERS PURSUANT TO THE TOWNSHIP'S CODE AND THE NEW JERSEY MUNICIPAL LAND USE LAW

Following is the vote on the Consent Agenda:

MOTION: ROONEY SECOND CHRISTIE
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
BOONSTRA YES

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

13. Clerk to Administer Oath of Office to Fire Department Chief Louis Graglia.
14. Clerk to Administer Oath of Office to Fire Department Officers.
15. Clerk to Administer Oath of Office to Ambulance Corp Officers
16. Municipal Clerk to Administer Oath of Office to Residents Appointed to Serve the Township as Volunteers on Various Municipal Boards and Commissions
17. Adjourn

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

FORMAL ACTION WILL BE TAKEN DURING THIS MEETING

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Meeting Called to Order

The 2013 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Municipal Clerk Joyce C. Santimauro.

Presentation of Colors

The Presentation of Colors was carried out by Wyckoff Volunteer Fire Department Honor Guard.

Flag Salute

Major Paul Bollenbacher, United States Army, led the Township Committee and audience in the Salute to the Flag.

Invocation

The Invocation was given by Monsignor Robert Harahan, Pastor of Saint Elizabeth's Roman Catholic Church.

Soloist

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

Open Public Meeting Act Statement

Municipal Clerk Joyce C. Santimauro read the "Open Public Meeting Act" Statement: "This January 1, 2012 Reorganization Meeting of the Township Committee of the Township of Wyckoff is now in session. In accordance with the provisions of Section 8 of the Open Public Meetings Act, I wish to advise that notice of this meeting has been posted in the lower level of the Memorial Town Hall. A copy of the schedule of this meeting has been filed with the Township Clerk and copies of the annual notice of meetings have been sent to the Ridgewood News, Record, and North Jersey Herald and News, all papers with general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the agenda thereof was similarly posted, filed and mailed to said newspapers."

Attendance

She noted those present: Township Committeemen Rudolf E. Boonstra, Doug J. Christie, Kevin J. Rooney, Brian D. Scanlan and Haakon Jepsen.

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

Recognition of Former Mayors in Attendance

Municipal Clerk Santimauro recognized the following Township Committee Chairmen and Spouses (where former mayors were not in attendance).

Mrs. J. Gordon Stanley on behalf of former Mayor J. Gordon Stanley, Mrs. Marsha Shotmeyer on behalf of former Mayor Henry J. Shotmeyer, Mr. Douglas A. Dial, Mr. John C. Vander Plaats, Mr. Richard C. Alnor, Mr. Kevin J. Rooney, Mr. Christopher P. DePhillips and Mr. Rudolf E. Boonstra.

The Municipal Clerk thanked the Township's former Mayors for their dedication to Wyckoff.

Administration of Oath of Office for Re-Elected and Newly Elected Township Committeemen

Assemblyman Scott Rumana administered the Oath of Office to re-elected Township Committeeman Kevin J. Rooney.

Municipal Clerk Santimauro administered the Oath of Office to newly elected Township Committee member Haakon C. Jepsen.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Nomination of Township Committee Chairman

Municipal Clerk Santimauro asked for a motion to nominate a Committee Chairman.

Committeeman Kevin J. Rooney stated it was his distinct honor and pleasure to put into nomination the name of Rudolf E. Boonstra as Township of Wyckoff Mayor for the year 2013.

MOTION: ROONEY SECOND CHRISTIE
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
BOONSTRA YES

Remarks by Chairman

Mayor Boonstra asked the audience to be seated. The Mayor started by saying: "I love this town. What I'm going to do is ask for a round of applause for my colleagues for all they do. Thank you, everybody. It's time all of you got a round of applause. I would like to welcome everyone to the Township of Wyckoff 2013 Reorganization meeting. It's wonderful to see so many distinguished guests, former mayors, fellow Wyckoff residents and Assemblyman Scott Rumana. Thank you for taking time out of your holiday to be with us here today. I would like to extend my sincere appreciation to the Wyckoff Volunteer Fire Department Honor Guard for the Presentation of the Colors and thank you Major Paul Bollenbacher for representing all of our young men and women who wear the uniform around the world today, thank you for leading our Flag Salute. Monsignor Harrahan, thank you for doing the Invocation. Bill Brock, thank you for singing God Bless America. Congratulations to Kevin Rooney, my colleague and dear friend on your second term on the Township Committee. Welcome aboard to Haakon Jepson. I am humbled that the Township Committee has chosen me as Wyckoff's Mayor for 2013. I would like also like to thank former Mayor Christopher DePhillips for his 'hands on' able leadership in 2012, he was wonderful, especially during the crisis of Super Storm Sandy when he was in Town Hall virtually full time. Chris, you have set the bar very high. Thank you very much. I would also be remiss if I did not thank our other agencies for their assistance not only during Sandy, but all year long. We all owe a debt of gratitude to the Wyckoff Police Department, led by Chief Fox, who is here; the Wyckoff Volunteer Fire Department, led by former Chief Rose who is departing the Fire Department, Mike thank you for everything you have done; and our new Chief Lou Graglia who we will swear in today; the Wyckoff Volunteer Ambulance Corps under Captain Charlie Bellucci; the CERT Team under Debbie Chen; Wyckoff DPW and DPW Manager Scott Fisher; the entire Town Hall staff lead by Bob Shannon; the OEM Office led by former OEM Director Dave Murphy and now Charlie Van Dyke; and the Wyckoff Fire Police who are also here today led by Chief Russ Hoeffs.

We are fortunate to live in a community regarded throughout the State as one of the most desirable places to live. Our reputation has been acquired over many years by the hard work and dedication of many of our residents. The spirit of volunteerism creates a sense of community that makes Wyckoff truly unique. People like our volunteer first responders, members of our boards and commissions who work tirelessly, our recreation coaches who help our children grow and our dedicated Township staff who continue to serve admirably. I've come to know also that local government requires tough decisions from its' elected officials and 2013 will be no different. Residents know that our decisions demand a commitment of time, residents trust that their elected leaders will have vision for maintaining the special quality that Wyckoff provides. I will continue to work hard and tirelessly with my colleagues for our community. I intend to serve with the same enthusiasm and dedication that each of my predecessors has done before me.

This past year, the Township of Wyckoff has accomplished many things. At the earlier meeting Bob Shannon and Mayor DePhillips enumerated our accomplishments and I would like to highlight several of them.

- The Wyckoff Public Library completed its expansion and conducted a grand opening on May 19, 2012. Our sincere appreciation goes to the Library Board of Trustees under the

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

able leadership of President Vince Antonacci. The Library Board voted in 2012 to return \$770,000.00 back to the Township to be used as tax relief. The Township has already received \$338,000.00 for 2012 and the balance will be received in 2013.

- The Shoprite application was approved by the Planning Board after two plus years of hearings.
- Russell Farms was acquired by the Township of Wyckoff in March of 2012 after three years of negotiation with the owners. It was truly a team effort involving Bob Shannon, the Township Administrator, Rob Landel, Township Attorney, Brian Scanlan, Township Committeeman and all of my colleagues on the governing body. This was a great accomplishment.
- The Township received a wide range of grants -- too numerous to list. The Township also received \$1,359,000.00 for the Open Space Grant to purchase the Maple Lake Property.
- The Joint Insurance Fund presented Wyckoff with several excellent safety awards.
- AAA presented the Wyckoff Police Department with safety awards for our traffic and pedestrian safety programs.
- We adopted a knock box ordinance to help the fire and police departments during an emergency to gain entry into commercial and institutional buildings during off hours.
- The DPW continued our street and road resurfacing program.

The list of accomplishments goes on for nine pages but I will not read on. We are mindful of the good work that has been done. I pledge to do all we can to protect and improve the quality of life in our town. In the coming year we look forward to numerous challenges. We are continuing with difficult budgetary times, our Finance Chairman will again be Kevin Rooney, he did a fabulous job last year and will continue to do so in 2013. We are looking forward to completing our Russell Farm Citizen Advisory Committee by mid-January, the process originated in December with Committeeman Brian Scanlan and myself. Soon we hope to have the complete adoption of a floor area ratio or 'FAR' ordinance, the selection and appointment of an Assistant Chief of the Fire Department and the purchase of a new fire truck. We will be moving ahead with a Maple Lake Exploratory Committee; and we look forward to the implementation of once a week recycling as we hope to increase the volume of the town's recycling by several percentages; the Zoning Board of Adjustment will probably complete hearings and vote on the VISTA application and we look forward to the Wyckoff Parks and Recreation Fund for the refurbishments of our fields. And, lastly, no more hurricanes please!

So on behalf of the Township Committee I would once again like to thank all of you for being here today and would like to invite you on behalf of myself, the Township Committee and Fire Department for some light refreshment at Fire Company #1 at the conclusion of this meeting. Thank you all very much for attending."

Presentation of Proclamations to Former Mayor DePhillips

Assemblyman Scott Rumana, 40th Legislative District came forward to address the Mayor, Township Committee and Former Mayor Christopher DePhillips. Assemblyman Rumana congratulated Committeemen Rooney and Jepsen on their recent election to the Township Committee. He also congratulated Mayor Rudy Boonstra for his appointment today as Township of Wyckoff Mayor for 2013 and he wished everyone in our lovely community a happy and healthy New Year. Assemblyman Rumana reiterated Mayor Boonstra's words that Wyckoff is not only a desirable community in the State of New Jersey, Wyckoff is considered a desirable community across the country. Assemblyman Rumana presented Former Mayor Christopher DePhillips with a Proclamation on behalf of the 40th Legislative District congratulating and

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

thanking Mayor DePhillips for his extreme assistance to the residents, perseverance with the utility companies and for working day and night for the community during and after Hurricane Sandy. The Proclamation honoring Former Mayor Christopher DePhillips recognized the Mayor for standing tall in his position and for working day and night for the entire community, the proclamation thanked Mayor DePhillips and recognized him as an outstanding public servant. Mayor DePhillips thanked the District 40 and the Township Committee, and said they all had a true partnership during the storm. All the township volunteers and many of the township employees teamed together for the emergency storm effort. "It's the true spirit of the community that gets us through trying times like the hurricane, and yes, as the Mayor said, this is a wonderful community, I challenge anyone to point to another community that you would rather call home than the Township of Wyckoff. It's a wonderful place to live and raise a family, I have a family of my own and we chose to live here because of everything this community has to offer. Former Mayor DePhillips thanked everyone.

Mayor Boonstra explained that Mayor DePhillips nearly "singlehandedly" pulled our community through Super Storm Sandy and the Mayor Boonstra thanked Former Mayor DePhillips for his dedication to the Township of Wyckoff. Boonstra presented and read a Proclamation from himself and the Township Committee to Former Mayor Christopher DePhillips.

WHEREAS, Christopher P. DePhillips has faithfully served the residents of the Township of Wyckoff as an elected member of the Wyckoff Township Committee from January 1, 2010 through December 31, 2012; and

WHEREAS, Christopher P. DePhillips served as Mayor of the Township of Wyckoff in 2012; and

WHEREAS, Chris, a resident of the Township for ten years, has been active in the Township volunteering and serving as a member of the Wyckoff Education Foundation Board of Trustees and former Chair of the By-Laws Committee. He volunteers in Township recreation programs having coached soccer and flag football and as an assistant coach for Torpedoes Soccer Club; and

WHEREAS, Chris has unselfishly devoted his time and energy as a member of the Finance Committee and Library Board of Trustees addressing challenging budget constraints and the construction of the Library expansion project. Chris also served two years as a member of the Planning Board during the review of the Interra Shop Rite application; and

WHEREAS Chris was present 12 hours a day in Town Hall for nine days following Hurricane Sandy; pressing PSEG and Rockland Electric daily to provide adequate crews to restore power to the Township and meeting with residents who arrived at Town Hall to receive updated information concerning recovery after the storm; and

WHEREAS, Chris's strong ethical approach to governing along with a hard drive to the bottom line has been evident in his tireless effort as a member of the Finance Committee to maintain services while limiting budget increases all when the Township is receiving less State aid.

NOW THEREFORE, BE IT PROCLAIMED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that Christopher P. DePhillips is hereby recognized and appreciation extended for his dedicated unwavering commitment to the residents of Wyckoff.

BE IT FURTHER PROCLAIMED that Christopher P. DePhillips has proven himself as an exceptional leader and we further extend to him our best wishes for good health, success and happiness in the years ahead.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Former Mayor DePhillips thanked his family for their love and support during his term as a member of the Township Committee and his term as Mayor of Wyckoff. He said it was an honor and a pleasure to serve the residents of the township. Mayor DePhillips thanked everyone for their support.

Presentation of Proclamation to Township Administrator Robert J. Shannon, Jr., by the Wyckoff Township Committee for Outstanding Service.

Mayor Boonstra said: "as we all know there is someone else who works with us on a daily basis, works with all our agencies and is tireless in his efforts put forth to the Township of Wyckoff. We thought it was time to confer some recognition on this individual. This is a perfect time to do it, in the wake of Hurricane Sandy, because along with all of us this person put in countless hours and had a well spring of ideas and just made the whole thing happen. This is an ongoing effort, his work involves nights, weekends and everything else. I'm sure you all know who I am talking about, you know I'm talking about Bob Shannon. I know you askew the limelight and recognition, but it's time to say 'thank you', it really is. We say thank you on a daily basis, but we don't do it overtly enough. So, I have a Proclamation for you as well. Mayor Boonstra read the Proclamation into the record.

WHEREAS, Robert J. Shannon, Jr. began his career with the Township of Wyckoff on June 1, 1984 as Township Administrator; and

WHEREAS, Bob is a highly energetic leader and proven manager with the highest level of integrity; and

WHEREAS, Bob is committed to transparency, keeping the Township Committee and the residents of Wyckoff well informed; and

WHEREAS, Bob regularly demonstrates tact and diplomacy; a high level of ethical conduct; is a problem solver and is not afraid to make tough decisions; and

WHEREAS, Bob was especially supportive during the October 29 - Hurricane Sandy emergency – able to manage Township operations during an especially challenging time for Township residents; and

WHEREAS, Bob provides clear direction and insight due to his strong professional strengths and remarkable record of achievements; and

WHEREAS, Bob sets an example of leadership and dedication to all employees in Town Hall.

NOW THEREFORE, BE IT PROCLAIMED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that Robert J. Shannon, Jr. is recognized for his dedication, service, diligence and commitment to the Township of Wyckoff residents and governing body members.

Bob Shannon: "Thank you very much. It has always been my honor to serve the residents of Wyckoff; I really do view my job as a ministry. Every day when I walk into Town Hall I remember that I am here to wisely manage the funds of the tax payers. I think about this every day. We also have a talented and seasoned staff in Wyckoff Town Hall, which is the special ingredient."

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Consent Agenda

The Municipal Clerk read into the record the following Consent Agenda statement: "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):

#13-1 Designation of Deputy Chairman of Township Committee

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Douglas J. Christie is hereby designated Deputy Chairman of the Township Committee for the current year.

BE IT FURTHER RESOLVED, that said Douglas J. Christie shall have full power to act in place of the Chairman in the latter's absence.

#13-2 Township Committee Liaison Assignments to Departments and Boards

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

CHAIRMAN RUDOLF E. BOONSTRA

Planning Board
Library Board
Wyckoff Parks & Recreation Foundation Liaison
Wyckoff Day Liaison
Municipal Alliance
Ordinance Committee (Public Policy)
Fire Commissioner

DEPUTY CHAIRMAN DOUGLAS J. CHRISTIE

Chairman Personnel
Design Review Liaison
Deputy Fire Commissioner
Zabriskie House Board of Trustees
Deputy Finance
Environmental Commissioner
Deputy Police Commissioner
Ordinance Committee (Public Policy)

HAAKON JEPSSEN

Wyckoff Board of Education K-8 Liaison
Zoning Board Liaison
Wyckoff Family YMCA Liaison
CERT Liaison
Maple Lake Exploratory Committee
Municipal Alliance

KEVIN J. ROONEY

Shade Tree Liaison
Police Commissioner
Department of Public Works Commissioner
Chairman Finance
Ambulance Corps Liaison
Russell Farms Advisory Board
Wyckoff Parks & Recreation Foundation Liaison

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

BRIAN D. SCANLAN

Recreation & Parks Department Advisory Board Liaison
Ramapo/Indian Hills Liaison
Deputy Personnel Committee
Russell Farms Advisory Board
Planning Board Liaison
Board of Health Liaison
Maple Lake Exploratory Committee

#13-3 Fire Department Officers

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

FIRE DEPARTMENT CHIEF

Louis Graglia (appointed to the vacancy of Fire Department Chief)

FIRE DEPARTMENT ADMINISTRATIVE OFFICERS

Colin Bell, Treasurer
Thomas Risseeuw, Secretary

Co #1

Deputy Chief Joe Vanderplaat
Batt. Chief Scott Fisher
Capt. Brian Zivkovich
Capt. Tom Durkin
Lt. James Abma
Lt. Matthew Capomaggi

Co #2

Deputy Chief Brian Hendrickson
Batt. Chief Fred Depken
Capt. John Tanucilli
Lt. Christopher Joachim

Co #3

Deputy Chief Len DeBlock
Batt. Chief Andrew Forsyth
Capt. Aaron Gettleman
Lt. Matthew Tani

Fire Prevention: Fred Depken

Mandate Compliance: Carl Kofler, Respiratory Program Administrator

Fire Police

Fire Police Chief Russ Hoeffs	Robert Bruono
Captain Robert Kehoe	John Proctor
Captain Ken Dyer	John Harrigan
Wayne Remo	
George Kranich	
Kevin McCracken	
Dietre Perske	
Peter Saliu	
Ed Scott	

#13-4 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:

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

<u>POSITION</u>	<u>APPOINTEE</u>	<u>TERM</u>
Chaplain	Rev. Fred Provencher	1 year
Assistant Chaplain	Monsignor Robert Harahan	1 year
Local Assessment Search Officer *	Joyce C. Santimauro	1 year
Tax Search Officer(s) *	Margaret Keen	1 year
Public Defender	Robert Fortunato	1 year
First Assistant Prosecutor	Douglas Doyle	1 year
Second Assistant Prosecutor	Joseph Haftek	1 year
Township Engineer	Mark DiGennaro	1 year
Emergency Mgmt. Coordinator	Lieutenant Charles VanDyk	*1 year *(remaining 1 year of 3 year term)
Deputy Emerg. Mgmt. Coordinator	Lieutenant David Murphy	1 year
Deputy Emerg. Mgmt. Coordinator	Sergeant Brian Zivkovich	1 year
Deputy Emerg. Mgmt. Coordinator	Patrolman Kyle Ferreira	1 year
Deputy Emerg. Mgmt. Coordinator	Robert J. Shannon, Jr.	1 year
Municipal Housing Liaison	Robert J. Shannon, Jr.	1 year
Secretary to Sewer Assmt. Comm.	Robert J. Shannon, Jr.	1 year
Official Newspapers *	The Ridgewood News	1 year
	The Record	1 year
	N.Jersey Herald & News	1 year
Memorial Day Parade Chairman	Nick Ciampo	1 year
Recreation Director	Andy Wingfield	1 year
Treasurer	Diana McLeod	1 year
Deputy Registrar/Vital Statistics	Maryellen Tafrate	1 year
Zoning Officers	Fred Depken, Mark DiGennaro & Thomas Gensheimer	1 year
Zoning Code Enforcement Official	Fred Depken	1 year
Property Maintenance Officer	Fred Depken	1 year
Zoning Administrator	Fred Depken	1 year
Administrative Officers (pursuant to NJSA 40:55D-3)	Mark DiGennaro, Thomas Gensheimer, Fred Depken, Susan Schilstra	
JIF Fund Commissioner	Robert J. Shannon, Jr.	1 year
JIF Deputy Fund Commissioner	Scott Fisher	1 year
JIF Safety Delegates:	Scott Fisher, Ben Fox, Lou Graglia, Andy Wingfield & Mark DiGennaro	1 year
Deputy Municipal Clerk	Robert J. Shannon	1 year
(*) Required by statute		

ZONING BOARD OF ADJUSTMENT

Jim Donkersloot	4 years
Erik Ruebenacker	4 years
Thomas Madigan, Alt. #1	2 years
Brian Hubert, Alt. #2	1 year

DESIGN REVIEW ADVISORY COMMITTEE

Tim Shanley, Alt. #1	2 years
John Haboob, Alt #2	1 year

ENVIRONMENTAL COMMISSION

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Kathy Runge	3 years
Christopher DePhillips	3 years
Richard Bonsignore, PBM	1 year

PLANNING BOARD

Michael Palumbo	4 years
Doug Macke	4 years
Scott Fisher	1 year
Brian Scanlan, TCR	1 year
Rudy Boonstra, Mayor	1 year
Glen Sietsma, Alt. #1	2 years
Michael Bruno, Alt. #2	1 year

RECREATION & PARKS DEPARTMENT ADVISORY BOARD

Russell Whiteman	3 years
Thomas Valente	3 years
Ed Pettit	3 years
Doug Arone,	3 years
Jeff Eischen, Alt. #1	2 years

BOARD OF HEALTH

Donna Garbaccio	2 years
Steven Clarke	2 years
Marilyn Taylor, Alt. #2	1 year
Brian Scanlan, TCR	1 year

LIBRARY BOARD OF TRUSTEES

Brian Saxton	5 years
Rudy Boonstra, Mayor	1 year
Grace White, Superintendent of School's Appointment	1 year

SHADE TREE COMMISSION

Daniel Kindergan	5 years
Scott Fisher	5 years

ZABRISKIE HOUSE BOARD OF TRUSTEES

Jean Hildebrandt	4 years
------------------	---------

#13-5 Professional Service Appointments

WHEREAS, the Township of Wyckoff has a real need and requires the professional services as listed below for the current year:

- 1) Township Attorney
- 2) Engineering Consultant/LSRP
- 3) Bond Counsel
- 4) Codification Service

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- 5) Special Tax Appeal Legal Service
- 6) Affordable Housing Planner/Township Planner
- 7) Labor Counsel
- 8) Auditor and Financial Advisor/Expert Witness
- 9) Tax Appeal Consultant
- 10) Public Defender
- 11) Municipal Prosecutor
- 12) Affordable Housing Consultant
- 13) Land Surveyor

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 the below listed one year contracts in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

- 1) Township Attorney
- 2) Engineering Consultant/LSRP
- 3) Bond Counsel
- 4) Codification Service
- 5) Special Tax Appeal Legal Service
- 6) Affordable Housing Planner/Township Planner
- 7) Labor Counsel
- 8) Auditor and Financial Advisor/Expert Witness
- 9) Tax Appeal Consultant
- 10) Public Defender
- 11) Municipal Prosecutor
- 12) Affordable Housing Consultant
- 13) Land Surveyor

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 2012 Temporary Budget and will be appropriated in the 2012 Municipal Budget when adopted for fees reasonably required by each of such professionals, under the following line items is said Budgets:

- Township Attorney and Labor Counsel:** "Legal Services & Costs"
- Engineering Consultant/LSRP:** "Consulting Services & Costs" and various Developer's Trust Accounts
- Bond Counsel** – "Legal – Other Expense"
- Codification Service** – Administrative & Executive – "Other Expense"
- Special Tax Appeal Legal Service:** Assessment of Taxes – Other Expense
- Affordable Housing Planner/Township Planner:** "Planning Board – Other Expense"
- Labor Counsel:** "Legal Services & Costs – Other Expense"
- Auditor/Special Finance Expert:** "Financial Administration"
- Tax Appeal Consultant** – Tax Assessment – "Other Expense"

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Public Defender: Municipal Court – “Other Expense”
Municipal Prosecutor: “Municipal Court – Other Expense” and Legal Services and Costs
Affordable Housing Consultant: “Consulting Services – “Other Expense” and various Developer’s Trust Accounts
Land Surveyor: “Assessment of Taxes” and various Developer’s Trust Accounts

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

1. The appointment of the following professionals are hereby authorized and directed:

Robert E. Landel, Esq. – Township Attorney
Boswell Engineering – Engineer Consultant/LSRP
Wolff & Samson PC – Bond Counsel
General Code Publishers – Codification Service
John R. Lloyd – Special Tax Appeal Legal Service
Elizabeth C. McKenzie – Affordable Housing Planner/Township Planner
Raymond R. Wiss – Labor Counsel
Gary Higgins, CPA, RMA – Financial Advisor/Expert Witness & Auditor
Appraisal Consultants Corp. – Tax Appeal Consultant
Robert Fortunato – Public Defender
Mark DiMaria – Municipal Prosecutor
Cheryl Zega – Affordable Housing Consultant
Stephen Eid – Land Surveyor

2. 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.

3. 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.

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

5. 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.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

#13-6 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 2013 MEETING SCHEDULE

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

January 1	Tuesday	Reorganization Meeting	12:00 Noon Regular Meeting
January 15	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
February 5	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
February 19	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
March 5	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
March 19	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
April 9	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
April 23	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
May 7	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
May 21	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
June 3	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

June 18	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
July 2	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
July 16	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
August 6	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
August 20	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
September 3	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
September 17	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
October 1	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
October 15	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
November 4	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
November 18	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
December 3	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
December 17	Tuesday	7:30 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**

#13-7 Establish Holidays

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

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

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

- | | | | |
|-----|-------------------------------------------------------------|-----------|-------------------|
| 1. | New Year's Day | Tuesday | January 1, 2013 |
| 2. | President's Day | Monday | February 18, 2013 |
| 3. | Good Friday | Friday | March 29, 2013 |
| 4. | Memorial Day | Monday | May 27, 2013 |
| 5. | July 4 th | Thursday | July 4, 2013 |
| 6. | Labor Day | Monday | September 2, 2013 |
| 7. | Columbus Day | Monday | October 14, 2013 |
| 8. | Veteran's Day
(Observed) | Monday | November 11, 2013 |
| 9. | Thanksgiving Day | Thursday | November 28, 2013 |
| 10. | Day after Thanksgiving
(In lieu of Election Day) | Friday | November 29, 2013 |
| 11. | Christmas Eve Holiday
(In lieu of Washington's Birthday) | Tuesday | December 24, 2013 |
| 12. | Christmas Day | Wednesday | December 25, 2013 |

#13-8 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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON

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

WHEREAS, the total of the following 2013 temporary appropriations does not exceed 26.25% of the total appropriations in the 2013 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 2013 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.

#13-9 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2013 Temporary Sewer Utility Budget:

<u>DEPARTMENT</u>	<u>SALARIES</u>	<u>OTHER EXPENSE</u>	<u>DEPARTMENT TOTAL</u>
Operations	\$15,959.00	\$510,265.00	\$547,982.00

#13-10 Authorize Filing of Signatures to Vouchers to Authorize Payment

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

#13-11 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 2013 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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

(C.52:18A-90, 4)
Bank of America
Lakeland Bank

be and are hereby designated as depositories for the Township of Wyckoff for the year 2013.

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).

#13-12 Township Committee Members to Review and Affix Their

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the names of Committeeman Kevin J. Rooney and Committeeman Douglas J. Christie, acting as Finance Committee, 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.

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

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

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

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

#13-14 Authorize of Signatures on Specific Accounts

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

<u>ACCOUNTS</u>	<u>ACCOUNT #</u>	<u>BANK</u>
Current Collections	[REDACTED]	B of A
Claims Account	[REDACTED]	B of A
General Capital	[REDACTED]	B of A
Dog Trust	[REDACTED]	B of A
Sewer Utility	[REDACTED]	B of A
Unemployment Insurance Trust	[REDACTED]	B of A
Trust	[REDACTED]	TDB
Community Development Block Grant	[REDACTED]	TDB
Payroll	[REDACTED]	TDB
Agency Disbursement	[REDACTED]	TDB
Developer's Trust (Accutrack)	[REDACTED]	B of A
Investment Account	[REDACTED]	TDB
Affordable Housing Development	[REDACTED]	TDB
Fee Trust	[REDACTED]	TDB
Employee Flexible Spending Account	[REDACTED]	TDB
Municipal Open Space Trust	[REDACTED]	TDB

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

#13-17 Authorize Tax Assessor and Township Attorney to File Stipulations of Settlement

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the Municipal Tax Assessor and/or Tax Appeal Counsel to the Township of Wyckoff, are 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.

#13-18 Interest Rate on Delinquent Taxes and Sewer Service

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

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

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

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

#13-19 Change in Amount Required to Redeem Tax Sale Certificates Held by Municipality

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

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

#13-20 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.

#13-21 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.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

<u>PROGRAM</u>	<u>FEE PER PERSON</u>
1. <u>Recreation Basketball</u>	
Summer Clinic	55.00
Boys & Girls grades 1-4	55.00
Boys 7 Girls grades 5-8	55.00
High School, winter	80.00
Men Open Gym, winter	65.00
2. <u>Traveling Select Basketball</u>	150.00
3. <u>Recreation Baseball</u>	
Kindergarten T-Ball & 1 st Grade	55.00
Grades 2 – 8	75.00
Summer Clinic	55.00
4. <u>Traveling Select Baseball</u>	
<u>Leagues:</u>	
Clemente (8u), Glanville (9u)	150.00
Mays (10u), Hodges (11u)	175.00
Reese (12u), Murphy (13), Koufax (14u)	200.00
High School Level & Above	200.00
5. <u>Cheerleading</u>	
Summer Clinic	55.00
Basketball Select; Football Recreation	75.00
Competition Squad	125.00
6. <u>Football</u>	
Pee Wee, Junior, Senior (Grades 3-8)	180.00
Flag Football (Grades K-2)	55.00
7. <u>Recreation Soccer</u>	
Kindergarten Soccer	55.00
Kinder-Kickers (Grades 1-2)	55.00
Fall League (Grades 3-4)	75.00
Northwest Bergen (Grades 5-8)	75.00
Northwest Bergen (Grades 9-12)	80.00
Summer Clinic	55.00
8. <u>Recreation Softball</u>	
Grade K-1	55.00
Grade 2 - 8	75.00
Women; Men (Summer)	65.00
9. <u>Traveling Select Softball</u>	

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

u10, u12, u14, u17	150.00
10. <u>Summer Camp Programs:</u>	
Grades K-5 per week	80.00
Grades 6-8 per week	110.00
Tennis	
Clinics-Spring & Fall	75.00
Summer Camp:	
Pee Wee - K&1	75.00
2 nd grade-adult	215.00
11. <u>Wrestling:</u>	
Winter League	75.00
12. <u>Roller Hockey</u>	
Winter Clinic (Grades 3-4)	55.00
League (Grades 4-12)	75.00
Summer Clinic	55.00
13. <u>Lacrosse</u>	
Winter Clinic	55.00
Spring League: Registration fee	80.00
14. <u>Adult Team Tennis</u>	
Summer	65.00
15. <u>Tennis Badges</u>	
Family badge	55.00
Adult badge	35.00
Child badge	25.00
Senior citizen badge	25.00
One day guest pass	5.00

Late Fee Policy - A late fee of \$25.00 will be added to all registration fees accepted after the publicized registration dates.

REFUND PROCEDURE:

Upon withdrawal from any program, a \$20.00 processing fee will be deducted from any refunds due. For programs that are cancelled there will be no processing fee.

Refunds will be made only if the program has not begun. A program is deemed to have started: (1) effective with the first session of the program or (2) in those programs where a draft is

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

conducted, the program is considered started effective with the completion of each particular league's draft.

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

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

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

The Township of Wyckoff recreation facilities are available for use to certain groups identified as Group 1 and Group 2 below. The fee for use of the recreation facilities shall be \$25.00/hr. during the day and \$50/hr at night payable to the Department of Recreation and Parks upon application for use. Each group shall also be required to provide a Hold Harmless Agreement with its application. The \$25.00/\$50.00/hr. fee is waived for Group 1.

In the event a 1c group wishes to rent a recreational field for a ten (10) week summer camp program the following is required: Township Committee approval, a fee of \$10.00 per camper attending a weekly traditional summer camp shall be charged and a \$25.00 per camper fee for attending a sports related weekly camp shall be charged.

Group 1 shall consist of the following:

- a. Local school district & regional school district-affiliated groups; Parent-teacher-student organizations; Board of Education advisory groups, employee organizations, adult education.
- b. Municipal government agencies; Recreation Board, volunteer ambulance corps, civil defense and appointed groups of the municipal government.
- c. Community recreation youth sports groups; Boys and Girls Scouts, and church-sponsored youth groups for sports.

Group 2 shall consist of the following:

- a. Local civic organizations
- b. Local religious group
- c. Local political organizations
- d. Local community service organizations
- e. Local sports clubs
- f. Local training facilities

In Group 2, 50% of the participants must be Wyckoff residents.

#13-22 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 contracts thus allowing the Township to capture competitive prices based on volume orders.

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

authorized and directed.

#13-23 To Authorize Purchasing from Northwest Bergen 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 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 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.

#13-24 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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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, 2013 to December 31, 2013.

#13-25 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.

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 \$36,000 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.

#13-26 Approval of Personnel Manual

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Personnel Manual of the Township of Wyckoff be approved for the current year.

#13-27 Anti-Discrimination Policy

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

EQUAL EMPLOYMENT OPPORTUNITY

The Township of Wyckoff is an Equal Opportunity Employer.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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, sex, or because of physical disability that does not interfere with the ability to do the work required, or for liability for service in the Armed Forces of the United States.

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 sex 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.

#13-28 Approve Township Anti-Sexual Harassment Prohibition Policy

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

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

#13-29 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.

#13-30 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:

Robert J. Shannon, Jr. is hereby designated Public Agency Compliance Officer for the Township of Wyckoff.

A certified copy of this resolution shall be forwarded to NJ Dept. of Treasury, Affirmative Action, prior to January 10 of the New Year.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 -- 12:00 NOON**

#13-31 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extension

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.

#13-32 Adoption of Form Required to be Used for Filing Tort Claim Against the Township

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

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

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

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

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

#13-33 Approval of Police Department Rules & Regulations

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Rules and Regulations of the Wyckoff Police Department be approved for the current year and Attachment A. dated 1989.

WYCKOFF POLICE DEPARTMENT

RULES AND REGULATIONS

INDEX

Page

**FORMAL ORGANIZATION
ORGANIZATIONAL CHART**

2

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

CHIEF OF POLICE	3
CAPTAIN OF POLICE	4
SUPERVISING OFFICERS	5
HEADQUARTERS	7
<u>ADMINISTRATION DIVISION</u>	8
<u>OPERATION DIVISION</u>	10
Patrol Bureau	10
Traffic Bureau	12
Detective Bureau	16
<u>SERVICE DIVISION</u>	19
Bureau of Records	19
Communication & Desk Bureau	20
Transportation & Equipment Bureau	22
Weapons Unit	23
Lost Property Unit	23
Temporary Detention Bureau	23
Identification & Lab Bureau	24
DUTIES	25
CONDUCT REGULATIONS	27
DUTY REQUIREMENTS	31
REGULATIONS FOR THE OPERATION OF POLICE VEHICLES	32
BENEFIT DETERMINATION, ABSENCE, LEAVES, INJURIES, VACATIONS, HOLIDAYS	34
MISCELLANEOUS REGULATIONS	35
POLICE PERSONNEL ELIGIBILITY, QUALIFICATION, AND PERMANENT APPOINTMENT	37

WYCKOFF POLICE DEPARTMENT

FORMAL ORGANIZATION

The Wyckoff Police Department shall consist of a Headquarters and three divisions:

Administrative Staff Division
Operation Division
Service Division

Headquarters: Shall comprise the Chief of Police as the head of the Department, and such other personnel that exists under the current rank structure.

Administrative Staff Division: Shall consist of the following:

Personnel
Training
Planning and research
Intelligence
Public Relations
Budget Planning and Control
Warden Service
Legal Advisor

Operation Division: Shall consist of the following bureaus:

Patrol
Traffic

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Detective
Juvenile

Service Division: Shall consist of the following bureaus:

Records
Communication and Desk
Laboratory and Identification
Temporary Detention
Equipment and Transportation

CHIEF OF POLICE

The Chief of Police is the head of the Police Department with all power, rights, and duties prescribed by law. He is responsible only to the Township Committee for the administration and discipline of the Police Department. He is charged with, and responsible for the execution of all police services; enforcement and execution of all laws, ordinances, and regulations of the department; and maintaining proper community relations.

AUTHORITY: The Chief may establish all needful directives, orders, rules and regulations for the efficiency, administration, supervision, and operation of the Police Department, subject to the provisions of the law. He shall prescribe standards for the qualification, appointment, organization, powers, duties, conduct, discipline, and control of members of the Police Department. He may establish from time to time such divisions, bureaus, and units in the Police Department as is necessary for the proper and efficient structure and functioning of the Police Department.

ABSENCE: In the absence of the Chief of Police the department shall be under the command of the senior officer present or if two officers of equal rank are present, the one with the greatest seniority shall be in command, except by specific designation by the Chief of Police.

REPORTS: The Chief of Police shall report annually in writing to the Governing Body setting forth the condition and activity of the Police Department. He shall report monthly on such matters as the Body may deem necessary. He shall submit to the Governing Body an estimate of budgetary requirements for the operation of the Police Department. He shall maintain and control budget disbursements. He shall make such financial reports as the Governing Body may require.

TRANSFERS: The Chief of Police may assign, detail, or transfer any member or employee of the department to or from any division, bureau, unit, or assignment, whenever he shall deem such action to be in the best interest of the efficiency, discipline, or morale, of the department.

RECOMMENDATIONS: The Chief of Police shall recommend to, and assist the Township Committee in, implementing ways to improve and enable efficient police administration, supervision, and operation.

HEARINGS: The Chief of Police shall prepare all proceedings of charges to be brought against any member of the Police Department for a violation of these regulations, insubordination, or violation of the criminal laws.

CAPTAIN OF POLICE

The Captain shall be under the direction of the Chief of Police.

Authority: Subject to pertinent laws, these General Orders, and the orders of the Chief, the Captain shall have the authority over all units of the Police Department, and over all of its members and employees. The Captain may promulgate to the department such orders or

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

instructions written or oral, which are not inconsistent with the law, these orders, or any order or instruction of the Chief of Police. Orders to the department shall be issued in the following forms: General orders, special orders, manuals, memoranda, bulletins, and verbal orders.

Absence: In the absence of the Captain, his duties and responsibilities shall be charged to the senior officer present, or if two officers of equal rank are present, the one with the greatest seniority shall be in command except by specific designation.

Responsibility: The Captain shall be personally and directly responsible to the Chief of Police for the execution of the police mission. He shall promptly execute all orders, and observe all directives prescribed by the Chief of Police, and shall be responsible that all such orders and directives are obeyed and carried out. He shall be directly responsible to the Chief of Police for the discipline, training, efficiency and morale, of the department.

Duties: The Captain shall make certain that the operation of all divisions of the Police Department mutually support one another, and that lateral cooperation and coordination and an exchange of information is maintained.

He shall, through Headquarters Division, and under the direction of the Chief of Police, direct and supervise Administrative, Operation, and Service Divisions.

He shall promote community and public relations to further community support and respect.

He shall investigate, review, analyze, evaluate, and from the conclusions drawn, innovate improved police procedures, methods of operation, training programs, hiring practices, law enforcement, crime prevention, and public relations.

He shall review, analyze, evaluate, and from the conclusions drawn innovate improved police procedures, regulations, reports, statistics, special studies, personnel performance records, all department records and documents, physical facilities and equipment.

He shall establish such systems of inspection and control as may be necessary to ensure the efficient administration of the Police Department.

He shall recommend to the Chief of Police innovations and implementations to improve and enable efficient police administration, supervision, and operation.

SUPERVISING OFFICERS

Supervising officers shall take precedence by seniority, that is the date of appointment to present rank, unless otherwise ordered by proper authority. If the dates are the same, the position on the order announcing the elevation to present rank shall be the factor determining the seniority. The assigned senior officer present for duty for the department, or for each subdivision of the department, shall be in command of the department or subdivision of the department unless otherwise ordered by competent authority.

Authority: Every supervising officer on the force, by law, and by these regulations has sufficient authority to perform his assigned mission, and any supervising officer who is directed to act in a capacity of rank above his ordinary or usual rank, shall for that necessary time, possess the authority of that rank.

Responsibility: Every member of the force has a supervisory officer, namely, the next officer above him in the line of command. All supervisory officers are accountable for the proper execution of every order, and therefore, are required to supervise the execution of every order, written regulation, oral instruction, or delegation of authority. The lack of his physical presence does not relieve the superior of his supervisory responsibilities. It is his specific duty to know

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

who his immediate supervisory officer is, and his duty to ensure that all subordinates know their supervisory officer.

Duties: The supervisor of any division, bureau, or unit of the department shall, at all times, lead his division, bureau or unit; make plans and decisions for its efficient operation; provide for the training and supervision of the members of his division, bureau, or unit; shall foster discipline and morale, and shall ensure that the mission of his division, bureau, or unit, is efficiently carried out.

A supervising officer in command shall establish whatever details and assignments that are necessary for the efficient performance of his division, bureau, or unit assignment.

A supervising officer shall be responsible for keeping the department's standard records, reports and accounts which pertain to the operation and execution of the activities of the division, bureau, or unit, under his command.

A supervising officer shall be held responsible for effective performance of his assigned duties as detailed in the department regulations, manuals, orders, written or oral, or in the generally accepted and traditional customs of the police service. He shall convey the intent and spirit of orders and directives to all subordinates.

A supervising officer shall display personal and supervisory qualities that foster efficiency, discipline, and morale, in his subordinates. He shall set an example in sobriety, courtesy, initiative, courage, integrity, sincerity, decisiveness, judgment, fairness, and devotion to duty.

A supervising officer shall be continually responsible to members of higher rank and shall always follow through on his assignments to insure that subordinates know and understand department policies, procedures, and orders.

SUPERVISING OFFICERS (CONT'D):

A supervising officer shall promptly obey all orders of his commanding officer, and he shall issue orders in a clear, concise, and definite manner to his subordinates. He shall not issue any order that is unlawful or in violation of department regulations.

A supervising officer shall make an immediate, impartial report to his commanding officer relating any incident which he is aware of that involves a violation of law or department regulation by any subordinate member or employee of the department. He shall similarly bring to the attention of his commanding officer any complaint lodged against any member of the department.

A supervising officer shall make certain that subordinates observe regulations, obey orders, and properly execute the details, assignments, and functions of the Police Department, and otherwise maintain high standards of discipline.

A supervising officer shall be responsible for the development and maintenance of proper professional attitudes of his subordinates in their dealings with the public.

HEADQUARTERS

Organization: Headquarters may be comprised of the next ranking officer under Chief of Police as executive officer under the direction of the Chief of Police, and such other police personnel as may be assigned.

Responsibilities: The Captain or Lieutenant shall be personally and directly responsible to the Chief of Police for the execution of the police mission. He shall promptly execute all orders and observe all regulations prescribed by the Chief of Police, and shall be responsible that all such

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

orders and regulations are obeyed and carried out. He shall be directly and personally responsible to the Chief of Police for the discipline, training, efficiency, and morale of the Police Department.

Duties: The Captain or Lieutenant shall make certain that the operation of all divisions under his control mutually supports one another, and that the lateral cooperation and coordination, and an exchange of information is maintained. He shall make certain that the relationship of the organizational structure of the Police Department between the bureaus of the Operation Division and the Service Division is properly maintained, and that their functions are properly related to the staff functions of the Administrative Division.

ADMINISTRATIVE DIVISION

Organization: The Administrative Division shall be comprised of the following units:

Personnel
Training
Planning & Research
Intelligence
Public Relations
Budget Control
Warden Service
Legal Aid

Administrative Staff: Shall provide the Chief of Police and the other divisions of the Police Department with the detailed advice, information, and data, on matters pertaining to departmental operations; identify and evaluate problems requiring decisions; study these problems and propose solutions and plans for their approval or acceptance by the Chief of Police.

Duties and Responsibilities: The officer in charge of the Administrative Division shall be responsible to the Chief of Police, through Headquarters, for the execution of the Administrative Division missions. All advice, information, and data, emanating from the Administrative Division shall pass through Headquarters, subject to the approval of the Chief of Police. Requests for advice, information, or data, by the Operation or Service Division to the Administrative Division shall be conducted through headquarters. The commanding officer of the administrative functions shall supervise and actively participate in the diverse functions. He shall, from time to time, consult with the superior officers to acquire sufficient knowledge of overall departmental programs, policies, procedures, or other activities, in order that he may advise the Chief, through headquarters, on all problems relating to the assignment and deployment of personnel, morale, discipline, training, manpower requirements, public relations, and other departmental needs, situations or conditions. He shall cause to be made various studies, surveys and evaluations of all functions relating to, or affecting the efficient operation of the police department and its services to the community, and shall require the members to submit plans and recommendations.

Personnel: Shall handle all personnel matters of the department relating to recruitment, promotion, resignation, retirements, sickness or injury, leaves of absence, and breaches of discipline.

Training: The complexities of present day police functions require modern police training methods with a broad base of police education. The Training should develop in the trainee and the young policeman a professional attitude, a high sense of duty, and those attributes of character, motivation, and discipline so necessary to the police profession. It should also aid the policeman of longer experience, including candidates for promotion, to improve his performance and his police professionalism.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

The Training Unit shall evaluate current and future training needs of all units of the department. It shall formulate and establish training programs covering the needs of the department.

Planning and Research: This unit shall assist in matters pertaining to the department's operation by providing him with information of all circumstances affecting the tactics best suited for carrying out the department's law enforcement responsibilities, and for the budget requirements of the department.

Intelligence: This unit shall establish special details for the investigation of organized crime or vice. It shall be alert to uncover any unlawful activities committed by any person or persons within the department.

Public Relations: This unit shall provide information to the public as necessary.

Budget Control: This unit will manage the departmental budget in a fiscally prudent manner.

OPERATION DIVISION

Organization: This division shall be comprised of the following bureaus:

Patrol
Traffic
Detective (which shall include a Juvenile subdivision)

Duties and Responsibilities: The Operation Division, functioning as the tactical arm of the Police Department, shall comprise those units directly concerned with police community services, and with violations and violators so necessary to the accomplishment of the police mission to protect life, liberty, and property; respond to and provide for emergency assistance; provide assistance and information to the community; enforcement of all laws and ordinances; preservation of the peace and public order; prevention and repression of crime; detection of all violations of the law; and the apprehension of all violators of the law for prosecution.

Patrol Bureau:

Commanding Officer

Authority: The commanding officer of the Patrol Bureau has, by law, and by these regulations, sufficient authority to perform his assigned mission.

Responsibility: The commanding officer shall be responsible to Headquarters for the execution of the patrol mission.

Duties: He shall promptly execute all orders and observe all regulations of the department.

He shall be responsible for the discipline, training efficiency, and morale, of the Patrol Bureau.

He may, subject to approval of headquarters, assign his force to designated duties to efficiently perform the patrol mission.

He shall make frequent inspections of the Township at random times to determine that all police services are efficiently maintained, and that the members of the Patrol Bureau are properly carrying out their mission.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

He shall be alert to discover criminal activities which may indicate a need to augment regular patrols at a specific time and place.

He shall see that all complaints made anywhere in the Township are promptly and properly investigated by members of the patrol bureau and that appropriate police action is taken.

He shall require, from his subordinates, a proper attitude of respect and obedience at all times.

He shall review all reports from whatever source submitted or compiled by the patrol bureau for proper form and content.

He shall be responsible for the proper administration and operation of the inspection of vacant houses and of all commercial establishments.

He shall see that all members functioning in the patrol bureau are properly trained to carry out the patrol mission

He shall investigate, review, analyze, and evaluate, the administration, supervision, and operation of the patrol bureau and file written reports, drawn from his conclusions, to Headquarters indicating the adequacy of the patrol bureau, and recommending any implementation to improve the efficiency of the patrol bureau.

Functions, Duties and Responsibilities: The mission of the patrol bureau covers a wide scope of traditional police services which may be generally defined as the patrolling of the Township streets for the purpose of providing immediate emergency assistance, general community assistance and information, mediating community problems, preventing crime, preserving the peace, protecting life and property, enforcing the laws and ordinances, inspection of commercial establishments and vacant homes and the investigation of suspicious situations and persons.

Members of the patrol bureau shall alertly patrol the Township, and at all times be prepared to render immediate emergency assistance to the community.

Members of the patrol bureau shall maintain frequent and conspicuous patrol to prevent crime and to ensure the security of persons and property. They shall render immediate assistance in aiding the sick, lost, or injured persons.

They shall observe for, and report fires and fire hazards, leaking water and gas mains, sidewalk and highway defects, defective street lights, obstructions in the highway, and the checking of licenses and permits.

They shall observe conditions which may facilitate or promote the commission of crimes and unwholesome conditions, questionable characters, or other police hazards that may threaten the peace and welfare of the community.

Members shall respond to accident scenes, fires, catastrophes, calls for assistance, or any incidents that require police service, and where these situations attract a spontaneous gathering of people, they shall maintain control and order.

They shall obtain and record all necessary and required data relative to each incident coming to their attention.

Patrol Bureau:

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Functions, Duties and Responsibilities (Cont'd)

They shall make every effort to adjust and settle minor disputes amongst the public peacefully by persuasion or explanation of the laws or regulations involved. Whenever a member receives complaints over which he lacks authority as a police officer, he shall explain the limit of his jurisdiction to the parties concerned, and refer them to the proper individual, agency or agencies capable of handling their problem.

Members shall investigate door-to-door canvassers, beggars, suspiciously acting persons and vehicles, and they shall note any evidence of gambling, juvenile delinquency and truancy.

They shall enforce all traffic laws.

They shall, upon the discovery of a serious crime, notify their superior officer who shall, in turn, notify the officer in charge of the detective bureau. They shall protect the crime scene and shall prevent the removal or destruction of, or the tampering with, any evidence by anyone, and shall preserve the scene until the arrival of a superior officer, a detective, or an identification specialist. They shall be responsible for the preliminary investigation report.

They shall make arrests of subjects in accordance with arrest laws, and established police procedures. Every person arrested for any cause, unless in need of medical aid, shall be taken at once to police headquarters and registered in accordance with our recording procedures.

Members are required to keep accurate and complete notes and records so as to enable them to effectively present testimony in court, before a grand jury, or at an official hearing.

Members shall cooperate with the members of all other divisions, bureaus, and units of the department.

OPERATION DIVISION

Traffic Bureau

The officer in charge of the traffic bureau shall be responsible to headquarters for the execution of the traffic bureau mission. The officer in charge shall be designated "traffic officer".

General Duties and Responsibilities: From time to time, the officer in charge of the Traffic Bureau shall observe, evaluate, and analyze traffic conditions, draw conclusions therefrom, prepare plans and make recommendations for traffic control improvement to Headquarters, the Township Engineer, or to other officials or agencies concerned with traffic safety.

He shall give attention to all traffic problems in the Township arising from special occasions, and shall cause them to be properly policed.

He shall supervise the investigation of traffic accidents, and assist in the prosecution of persons charged with violations of the law which cause or contribute to such accidents.

He shall maintain the highest possible traffic law enforcements index to bring about a reduction in the Township's accident rate.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

The traffic officer shall take whatever steps are necessary for the prevention of accidents in the operation of police equipment.

He shall cause an investigation to be made of all accidents which involve any vehicles of the Police Department.

He shall require all personnel assigned to traffic control duty to remain on the street, and shall not permit personnel to loiter in or about the headquarters.

He shall supervise the taking of accident reports and shall review for accuracy all reports from whatever source which may be submitted or compiled.

Specific Duties:

Speed Ordinances – Township Roads:

The traffic officer shall coordinate requirements between the Governing Body and outside agencies, to maintain proper ordinances, maintain presently approved limits by conducting re-surveys when required; conduct surveys for the establishment of approved speeds on new streets; and coordinate requirements with the state Traffic and Safety Department to maintain and acquire approvals from the Motor Vehicle Director.

Speed Ordinances – County Roads:

The traffic officer shall coordinate requirements with the County Engineer to maintain presently approved streets, and to secure new approvals.

Traffic Ordinances

He shall conduct surveys to determine traffic flow and traffic control needs, and coordinate requirements between the Governing Body and the State Traffic Safety Department for approvals for parking limitations, turning, one-way streets, and through streets.

OPERATION DIVISION

Traffic Bureau

Traffic Officer

Traffic Signals:

The traffic investigator shall conduct surveys and cooperate with the County Engineer in properly maintaining present traffic signals, and in the establishment of the new signals.

Sign Installation and Maintenance:

He shall determine that all proper signs are installed and maintained to conform to State requirements.

School Safety Guards:

He shall establish posts that are deemed necessary. He shall hire, instruct, keep time records, provide relief, and supervise all school guards.

Safety Lectures:

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

He shall conduct safety lectures for schools, municipal department, and civic groups.

Motor Vehicle Accident Records:

He shall maintain a graphic wall map for each year indicating the number, type, and location of accidents for accident analysis.

Street Lights

The traffic investigator shall recommend the installation of new street lighting.

Township Meetings:

He shall attend such meetings as are required for the introduction of a traffic ordinance, or when traffic problems are on the agenda.

Traffic Safety Filing System:

He shall maintain files for the following categories:

1. Speed limits – Municipal Streets, County Roads; with subdivisions for approvals, surveys, improvements, in and out correspondence.
2. Traffic signals – with subdivisions for approvals, surveys, in and out correspondence.
3. Engineering studies for the planning, coordinating, and installation of sidewalks.
4. Traffic signs and repair.
5. Through streets with subdivisions for approvals, surveys, in and out correspondence.
6. Planning Board Reports.

Information:

He shall issue by memo, special or general order information and revisions of motor vehicle statutes, and local ordinances affecting the traffic officer.

Traffic Patrol

A patrol officer assigned to patrol duty, and an officer assigned to specific traffic duty is charged with the enforcement of laws, ordinances, and regulations pertaining to the public use of highways.

He shall acquire a thorough knowledge of all criminal laws, ordinances, and traffic regulations of which this department takes cognizance, and all the elements that constitute violations thereof, particularly those relating to traffic and the use of motor vehicles.

He shall be at his assigned post promptly at the time specified, and shall give his whole attention to duty at all times; he shall not engage in conversation with civilians, or other police officers except in the line of duty, and then such conversation shall be as brief as possible.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

He shall particularly direct and expedite the flow of traffic at his assigned intersection or area, and shall be responsible for the control of all parking violations on his post.

He shall note instances of recurring traffic violations or trends which he considers dangerous to general welfare of the public, and, in his opinion, require special treatment or additional manpower. He shall refer such notations to his commanding officer or immediate superior.

OPERATION DIVISION

He shall cooperate with other department personnel assigned to traffic duties, particularly in the moving of double-parked vehicles and other problems relating to parking or traffic congestion.

He shall patrol such area or thoroughfares as his commanding officer shall direct and inspect and patrol these areas of thoroughfares in the best manner possible in order to decrease accidents and improve the free flow of traffic.

He shall take such action as he deems advisable, which is consistent with departmental policy, good police work, and common sense; such as, to instruct, warn, or arrest violators. He shall not warn traffic violators when good police work dictates that he issue a citation or make an arrest, and he shall not show favoritism in any manner.

When it is necessary to warn or correct a person for a slight infraction of traffic regulations, he shall do so in a firm, but brief and courteous manner, without obstructing the flow of traffic or creating a traffic congestion.

When a patrolman on traffic post is called upon for emergency police service within a reasonable distance from his post, he shall respond immediately, and notify the station at his earliest opportunity; if it is not a police emergency, he shall first obtain permission from a supervisor before leaving his post.

He shall assist members of other bureaus or units at incidents of a serious nature where it is practicable to do so. He shall respond to the scene of any accident or incident as directed, and all those which seem likely to produce an interruption in the normal traffic condition.

He shall submit a written report of his traffic enforcement activities at the expiration of his tour of duty.

Detective Bureau

The officer in charge of the Detective Bureau shall be responsible to the Chief of Police for the execution of the Detective Bureau mission.

The Detective Bureau shall have the role of supporting the uniformed arm of the force. While this bureau provides specialists services, its member, nevertheless, are still policemen and have the same responsibility as do all other members of the force. The bureau shall have the special mission to investigate all serious crimes; to clear crimes by arrest; to prosecute lawbreakers; and to recover stolen property.

The Detective Bureau shall consist of an officer who shall serve as commanding officer, and such other members of the department as may be designated by the Chief of Police.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

The Juvenile Section shall be a unit of the Detective Bureau. The aim of this unit is not necessarily to arrest or prosecute, but rather on the solution and adjustment of the child's problems so that he may become a useful citizen. The Juvenile unit shall be headed by a member of the department assigned by the Chief of Police.

Functions: The Detective Bureau has the responsibility for the investigation of all crimes except those assigned to the Juvenile unit by the commanding officer; for effecting the arrest and prosecution of the perpetrator of a crime, and the recovery of stolen property in crimes involving theft. It shall provide for the continuance of crime investigations initiated by other bureaus and shall provide assistance to other bureaus in their preliminary investigations. Preparing, maintaining, recording, and accounting for firearms registration.

Records: The Detective Bureau shall provide for and maintain a complete, accurate, and timely written account of all investigations that is consistent with our record procedures.

Duties of Officer in Charge:

The officer in charge of the Detective Bureau shall have complete responsibility for the operation of the detective bureau, and shall be held accountable for the successful completion of the investigation of all crimes that are assigned to his bureau, and he shall require the best effort in the investigation of such crimes and their clearance by arrest.

He shall make certain that all reports required by law, these regulations, or department procedures are properly completed.

He shall assist, whenever practicable, in returning lawbreakers from other jurisdictions, and shall maintain proper police relations with other law enforcement agencies outside of his jurisdiction.

He shall make investigations and provide information to outside police agencies when compliance with such request does not conflict with any investigation being conducted by this department.

He shall actively train subordinates in the proper techniques of criminal investigation, and shall instruct them in the proper method of report writing.

He shall ensure that proper arrest charges are placed against offenders; that cases are properly prepared for court or grand jury action, and shall oversee the activities of detectives in the presentation of cases to the grand jury.

He shall perform whatever special assignments are designated by his superiors.

He shall follow up all case assignments until there is a final disposition, or the case is declared inactive. He shall keep his superior advised of the progress and developments in each case.

He shall be responsible for the interviews of complainants, victims, and witnesses in all cases without delay.

SERVICE DIVISION

The Service Division exists for the purpose of giving prompt and effective service to the line and staff divisions so that they may execute their primary mission. It has the objective and the duty to provide continually and automatically all the technical and personnel services, equipment,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

and supplies required to enable the department to function without being hampered by shortages of needed services of material.

Organization: The Service Division shall be comprised of the following:

Bureau of Records
Communication and Desk
Equipment and Transportation
Temporary Detention
Identification and Laboratory

Bureau of Records:

The most important single function of written reports is that they provide the police department with factual information necessary for proper police administration.

Responsibility of Bureau of Records: The Record Bureau shall have the responsibility for the compilation of statistics and the summarization and analysis of all reports and offenses. It shall be the information center of the department, and shall serve as the repository for all official and permanent plan records or reports.

The Record Bureau shall be comprised of the following:

Records
Traffic Accident Analysis
Statistics
Photocopy
License Applications
Record Checks
Criminal Records
Fingerprint Files
Photographs
Recorded Persons Arrested

The officer in charge of the Record Bureau shall be responsible to Headquarters for the execution of the Record Bureau mission.

Duties and Responsibilities of Officer in Charge:

The officer in charge of the Record Bureau shall be responsible for the accurate filing and recording of all department records and reports not otherwise specifically and properly retained at other bureaus.

He shall supervise and be responsible for the work performance of the Record Bureau.

He shall prepare, or cause to be prepared, the monthly municipal and state reports, and the annual municipal and state reports and such other reports as may be required.

He shall be responsible for the giving of police information to the public from any report of record under his charge in accordance with department policy.

He shall be responsible for the care of money paid by the public for the sale of photocopied police information. He shall keep accurate and complete records of all money transactions.

He shall be responsible for the operation of the recovered property and evidence storage of the Record Bureau, and shall take custody of the property and the records thereon.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

He shall be responsible for the ready operation of all the business machines and technical machines of the bureau, and shall see that necessary repairs are made.

He shall prepare or cause to be prepared the receiving, indexing, and filing of all reports of the Police Department.

He shall prepare, or cause to be prepared, traffic accident data statistics from all traffic accidents reported to the department. This information shall be placed on a graphic accident map.

He shall forward copies of reports and statistics for local, county and state agencies.

Communication and Desk Bureau:

The Communication and Desk Bureau assumes a vital role in the control of the field operations of the Police Department during emergencies. The radio dispatcher issues command instructions for field operations. This bureau provides round-the-clock service to ensure the immediate availability of police functions for public need. It has the mission of maintaining an effective and efficient operation of the department's telephone board, teletype, police radio, and fire alarm system.

Functions: The various functions of this bureau provide for a police communications systems which enables the department to maintain immediate communication with the public, other agencies of government, field personnel and other law enforcement agencies. Radio and telephone communications facilitate a unity of command that coordinates police action by transmission of orders throughout the department.

Duties and responsibilities of officer in charge: The officer in charge of the Communication and Desk Bureau shall be responsible to Headquarters for the execution of the Communication and Desk Bureau mission.

He shall be responsible for the proper receipt and handling of all communications from the public, inter-departmental bureaus and units, and from other law enforcement agencies, and for the broadcast or re-broadcast to all mobile units within the department, and information which will be useful in the preservation of the public peace, the prevention of crime, and the apprehension of lawbreakers.

He shall see that all personnel under this bureau are instructed in the proper techniques involved in the efficient use of all equipment. He shall be especially alert to detect and correct any misuse of equipment discourtesy on the part of personnel toward the public, and any ineptness on their part.

He shall be responsible for the ready operating condition of all equipment and shall instantly contact the radio technician, or that utility responsible for its repair or replacement.

He shall not permit any unauthorized persons to enter, loaf, or loiter, in any part of the quarters occupied by this bureau.

He shall supervise the completeness and accuracy of all files, records, radio logs, and reports as are necessary for the efficient operation of this bureau, and which may be required by regulator authorities.

Dispatcher or desk officer:

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Shall answer all calls promptly and courteously and shall expeditiously route calls to their proper destination.

Shall receive all incoming telephone complaints referred to him, shall make record thereof, and shall assign a complaint number as required.

Shall be accurate and exact in the performance of his duties and shall keep his commanding officer fully informed of all serious complaints or unusual request for police service. When in doubt about any procedure to be followed, or action to be taken on any request for police service, he shall forthwith consult his commanding officer.

Shall dispatch immediately, without waiting for specific instructions, such policemen, ambulance, fire apparatus, or other personnel and equipment as may be needed to handle all complaints and requests.

Shall alert field personnel being sent on hazardous calls with such information relating to the nature of the call as will enable them to take suitable precautions, and shall so advise the officer when such information is not available.

Shall be calm, articulate, and concise, when broadcasting. He shall be courteous in his manner, shall not use profanity or vulgarity, and shall refrain from using any angry or impatient tone of voice while broadcasting. He shall not indulge in any conversations over the air which do not pertain strictly to police matters.

Shall acknowledge all radio messages transmitted from mobile units and take appropriate action.

Shall remain at his desk at all times while on duty unless relieved by competent person, and shall not allow anyone to use the broadcasting equipment unless authorized.

Shall familiarize himself with all emergency procedures of the department requiring urgent police attention.

Transportation and Equipment Bureau:

The officer in charge of the Transportation and Equipment Bureau shall be responsible to headquarters for the execution of the Transportation and Equipment Bureau mission.

Function: The mission of the bureau provides for a continual and automatic procurement, storage, issuance, inspection, maintenance, and accounting of all the physical property of the department.

Duties and responsibilities of the officer in charge:

He shall assist in the compilation of specifications and requisitions for equipment and supplies and shall arrange for the follow thru of all procurements, provide storage for the same, keep necessary property records, and submit detailed reports.

He shall conduct inventories regularly to determine the status of the department equipment, and he shall keep an accurate inventory of the department equipment.

He shall conduct weekly inspections of department equipment to determine its serviceability.

He shall be responsible for establishing maintenance schedules pertaining to the inspection, servicing and repair and upkeep of motor vehicles in accordance with the manufacturer's specifications, and in accordance with our maintenance contracts.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

He shall require that all incidents causing possible damage to police vehicles be reported in writing.

He shall inspect every department vehicle involved in an accident to determine the extent of damage or serviceability of the vehicle, and shall make recommendation relative to the repair or replacement of the vehicle.

He shall inspect all department vehicles for signs of any damage.

He shall issue department equipment in accordance with department requirements and procedures.

Weapons Unit:

The Weapons Unit shall be under the Bureau of Transportation and Equipment.

Function: The primary function of the Weapons Unit shall be to provide for the inspection, repair, and upkeep of all weapons, and the maintenance of the department arsenal.

Duties and responsibilities of the officer in charge:

He shall record the serial number of each firearm issued to a member of the department, on the equipment portion of the personnel summary sheet.

He shall periodically inspect, or cause to be inspected, all departments weapons, ammunition, gas supplies, and gas masks, to determine their serviceability and security, and shall effect whatever repair or replacement that is necessary.

He shall maintain the effectiveness of the department arsenal and shall be responsible for its security at all times.

Lost Property Unit:

The Lost Property Unit shall be under the Bureau of Transportation and Equipment.

Temporary Detention Bureau:

The officer in charge of the Temporary Detention Bureau shall be responsible to the Chief of Police for the execution of the Temporary Detention Bureau mission.

SERVICE DIVISION:

Identification and Laboratory Bureau:

Duties and responsibilities of officer in charge:

The officer in charge of the Identification and Laboratory Bureau shall be responsible to the Chief of Police for the execution of the Identification and Laboratory Bureau mission.

He shall collect, identify, preserve, handle, and transport significant evidence pertaining to crime. He shall perform fingerprinting and photography tasks necessary for the proficient investigation of a crime.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

He shall process all physical evidence, classify fingerprints, and file fingerprint records and photographs. He shall photograph and process persons taken into custody by the police.

He shall preserve the chain of custody of evidence by giving or receiving a standardized receipt whenever evidence is received or transferred to another.

He shall receive, mark for identification, prepare, package, make a record of, and forward to other laboratories all evidence that requires further processing.

DUTIES – GENERAL

Authority – The Chief of Police has the authority to make all needful orders for the discipline and control of the members of the Police Department.

Duty to Obey – Every member of the force has the sworn duty to obey the orders set forth in this manual, as well as all special orders and all orders of superior officers. The Chief of Police has the power to institute charges against any member of the department before the Governing Body. After a hearing for failure to so observe and obey, the Governing Body may reprimand, suspend, find, reduce in rank, or dismiss from the department under appropriate conditions.

Violation of Regulations – When a person takes the oath as a policeman he has, of his own free will, placed himself under the jurisdiction of the police administration. He has assumed the consequences of his own violations of the orders established by that administration. A violation of orders need not be a punishable offense under existing statutes or ordinances for it to be considered as punishable under the provisions of issued orders. There may be no moral turpitude or intent to violate the orders. Nevertheless, the orders are promulgated to be obeyed. Failure to obey then, regardless of motive, is sufficient cause for corrective action.

Correction and Admonition – All superiors have the duty to administer timely corrections and/or admonitions to subordinates of their command when and where necessary to maintain discipline, efficiency, and good order. Such correction and/or admonishment shall not be construed as punitive in nature, and imposition of same shall not be a bar to trial. Properly administered, it is intended to prevent the necessity for later and more severe corrective measures. A written report shall be required stating the circumstance requiring the correction or admonition. The report shall be filed in the personnel folder of the member receiving the correction or admonition.

Removal or Correction – No member of the department shall be removed from office for political reasons or for causes other than incapacity, insubordination, misconduct, improper domicile, or violation of the rules and regulations of the department that may be established.

No member shall be subject to final judgments or penalties hereinafter provided except only upon written charge or charges preferred against such member, signed by the person or persons making such charge or charges, and filed with the Chairman of the Township Committee, and only after the charges shall have been publicly examined by the Township Committee, and upon a fair trial, and after reasonable notice to the member charged.

A member of the department upon whom a charge or charges have been instituted shall be served with a copy of the charge or charges, and filed with the Chairman of the Township Committee, and only after the charges shall have been publicly examined by the Township Committee, and upon a fair trial, and after reasonable notice to the member charged.

A member of the department upon whom a charge or charges have been instituted shall be served with a copy of the charge or charges within 15 days of the filing of the charge or charges with the Chairman of the Township Committee. The examination shall be commenced not less

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

than 15 days nor more than thirty days after said copy of such charge or charges shall have been so served.

DUTIES – GENERAL (Cont'd)

A member of the department against whom a charge or charges have been preferred may be suspended by the Township Committee pending the determination of such charge or charges, and in case such member shall be found guilty, the Township Committee may: (a) Reduce in rank. (b) Dismiss such person from the department. (c) Impose a reasonable fine. (d) Reprimand. (e) Suspend from active duty without pay during a reasonable number of days. (f) Suspend sentence.

Summary Suspension – The Chief of Police, after an investigation of the charge or charges against a member of the police department may suspend a member pending hearing by the Township Committee. The suspension shall only be effective until such time as the Governing Body shall have opportunity to meet on the matter.

Summary Power – The Chief of Police, after investigation of a violation of these regulations, orders, or instructions, may impose upon any member of the department, a maximum of 40 hours of extra duty. A member of the department may appeal such extra duty on written application to the Chief of Police. After the filing of such an appeal, the Chief of Police shall file written charges against the member so appealing as required under removal and correction. Such extra duty shall not be imposed after the charge or charges have been referred to the Township Committee. The summary suspension rule may apply.

Unreasonable Complaint – No charges of an unreasonable or frivolous nature shall be lodged against a member of the department. No charges shall be instituted unless there is sufficient reason to believe that the accusations can be proved by presentation of factual evidence.

Failure to Appear for Hearing – If the accused, being duly notified shall fail to appear for hearing, a plea of "Not Guilty" shall be entered in his behalf, and the trial shall proceed summarily with the presentation of evidence and the rendering of judgment.

Suspension – A member of the department against whom charges have been lodged and while under summary suspension by the Chief of Police or suspension by the Township Committee shall be carried on the rolls of the department. If found guilty, he shall receive no compensation for the period that he was under suspension.

Wearing of Uniform Forbidden – While under suspension, a member shall not wear the uniform or insignia of his rank, except during trial, and shall surrender all police department property to his superior on demand.

Physical or Psychological Incapacity – The Chief of Police may require a physical or psychological examination of a member of the department to determine his fitness for duty or incapacity. Such examination shall be conducted by a qualified medical doctor approved by the Governing Body.

CONDUCT REGULATIONS

Punishable Offenses: Among the offenses for which a member of the department may be subject to reprimand, fine, suspension, reduction in rank, or dismissal upon hearing by the Township Committee:

- a. Commission of a crime or misdemeanor under any statute or law.
- b. Disobedience or violation of any department regulation, rule, order, instruction, or memorandum.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- c. Insubordination.
- d. Disobedience of a lawful order.
- e. Neglect of duty.
- f. Gross inefficiency.
- g. Any malfeasance, nonfeasance, or misfeasance.
- h. Gross incompetence.
- i. Failure to keep in reasonably fit physical and psychological condition as duty status requires.
- j. Disrespect towards a superior officer.
- k. Arrogance, oppression, or tyranny in discharge of duty.
- l. Unnecessary violence or indignity to a citizen or prisoner.
- m. Indecent, profane or unnecessarily harsh language.
- n. Absence from duty, post, or station, without proper leave.
- o. Sleeping or loafing while on post.
- p. Failure to reasonably discover a detectable crime in an area of responsibility.
- q. Negligence in the care of public property: its abuse, misuse, waste, or willful destruction.
- r. False official statement, oral or written.
- s. Contracting a debt under false or fraudulent pretenses.
- t. Communicating information relating to police business to unauthorized persons.
- u. Intoxication.
- v. Immorality of any kind.
- w. Conduct unbecoming an officer.
- x. Conduct prejudicial to the public peace or welfare.
- y. Reporting in an unfit condition for duty.
- z. Conduct tending to cast disrepute on the department.
- aa. Any other act or omission contrary to good order and discipline.
- bb. Unlawful use of narcotic, exhilarant, hypnotic, or other drug.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

cc. Making recommendation for the disposition of any case pending in courts without proper authorization of the prosecutor or supervising officer.

Duty – Every member of the department shall promptly obey, without reservation, the regulations of the department, and all the lawful orders of a superior officer, and shall conduct his or her personal and official life so as to bring credit to the police department.

Civility – All personnel of the department shall be civil, orderly, diligent, discreet, courteous, and patient, as a reasonable person is expected to be in any situation, and shall not engage in any altercation, physical or otherwise, whether on duty or not.

Question of Citizens: All personnel of the department shall answer questions from citizens in a courteous manner, and if unable to supply an answer, shall make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation.

Divulging Information – A member of the department shall not divulge to any unauthorized person in or out of the department (one who does not have an official need to know) any information concerning the business of the department, and shall not talk for publication, be interviewed, make public speeches on police business, or impart information relating to the official business of the department unless authorized by some proper authority.

Respect – On or off duty, in uniform or out of uniform, a member of the department shall extend the proper courtesy and respect toward all officers of the department.

Truthfulness – A member of the department shall speak the truth at all times and under all circumstances. In cases in which he is not allowed by the regulations of the department to divulge facts within his knowledge, he shall decline to speak on the subject.

Criticism and Malicious Gossip – A member of the department shall not criticize any other member or employee, except in the line of duty as a supervisor to a subordinate, nor shall the member maliciously gossip about any supervisor, order, policy, procedure, case, or event that should remain police information, nor shall a member cause to discredit, lower, or injure the morale of the personnel of the department, or that of any individual of the department.

Political Activity – A member of the department shall refrain from actively engaging in politics in behalf of, or against, any candidate or political questions in the Township of Wyckoff.

Use of Intoxicants – A member of the department shall not drink intoxicating beverages or use intoxicants in any manner while on duty, or in uniform. When off duty, a member of the department shall not drink intoxicating beverages to an extent to discredit the department.

Use of Drugs – A member of the department shall not use or render himself unfit for duty, through the use of narcotics, exhilarants, hypnotics, or hallucinogens or other toxic drugs unlawfully administered.

Smoking – A member of the department shall not smoke when marching in uniform, standing in ranks, or under any condition which might bring discredit upon the department.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Gambling – No gambling of any kind shall be permitted in any police building.

Written Communications – No member of the department shall send any written communication about police business to any person, firm, or other law enforcement or public agency, that is inconsistent with our procedures, without the consent of his supervising officer.

False Information on Records - A member of the department shall not make false official reports or knowingly or willingly enter, or cause to be entered into any department books, records, or reports, any inaccurate, false, or improper police information, or material matter.

Misappropriation of Property – A member of the department shall not appropriate for his own use, any lost, found, or stolen property, nor convert to his own use any property of the Township of Wyckoff, or property held by the department for evidence.

Marking or Altering Department Notices – A member of the department shall not mark, alter, mar, or deface any printed or written notice, memorandum, general order, or directive relating to police business.

Prohibited Places – Except in the line of duty a member of the department shall not visit or loiter near any bar, tavern, or other establishment suspected by the police as being a place of actual or probable law violations or place that is frequented by people of ill repute, or any other place that might bring discredit to the department.

Loitering by Members – During his tour of duty, a member of the department shall not loiter in restaurants, service stations, or other public places, except for the purpose of police business. Members on duty shall not loiter in headquarters unless conducting police business. Members off duty shall not loiter in the public area of police headquarters, but may have free access to the squad room.

Interfering with Course of Justice – All members of the department are forbidden to take part in, or be concerned with, any negotiation between the accused and the accuser, or any witness.

Recommendation for Disposition of Cases – A member of the department shall not make recommendation for the disposition of any case pending in the courts without the consent of the prosecutor and supervising officer.

Statements Concerning Liability – A member of the force shall not make any oral or written statements to anyone concerning liability in connection with the operation of police vehicles or performance of any other police duty, unless specifically authorized to do so by the Chief of Police.

Withholding Evidence – A member of the force shall not fabricate, withhold, or destroy any evidence of any kind.

Testimony in Civil Cases – A member of the force shall not testify in any civil case in court unless legally summonsed to do so, or unless he shall have received permission or order from the Chief of Police.

Seeking Gifts – No member of the department shall seek, directly or indirectly, any gift, present, or gratuity, from any person, firm, group, or any other person, on the basis of his membership in the Department, nor shall any member of the

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

department accept any gift, present, or gratuity from any person who expects or seeks preferential treatment, and in fact, influences the conduct of the recipient.

Payment of Debts – All members of the department shall reasonably pay their legal debts.

Use of Force – A member of the department shall use no more force than is necessary under the circumstances, nor shall he exceed his legal authority in the use of force.

DUTY REQUIREMENTS

Effectiveness of Orders – All orders that have been approved by the Chief and promulgated by a supervisor shall have the force and effect of a department regulation. All members of the department shall become familiar with the regulations and provisions thereof.

Instant Action – Every member of the department, regardless of rank or assignment, shall act instantly to protect life, liberty or property; to enforce all laws, and to detect the commission of crimes; and to apprehend law violators.

Duty Status - Although certain workday hours are allotted to every member of the department, a member shall be prepared, at all times, and under all circumstances, to perform immediately a police duty whether or not the member is in uniform or off workday duty, whenever the member is cognizant of a need for police service. A member of the force shall be fit for duty at all times except when carried on sick or injured report.

General Knowledge and Performance – Every member of the force shall familiarize himself with all the laws, statutes, ordinances and regulations necessary for the proficient execution of his duty as a police officer. Any member who fails to efficiently perform his assigned duty may be charged with neglect of duty.

Attention to Duty – Every member of the force who has occasion to handle any complaint, assistance call, arrest, or other duty, shall attend to such duty with a business-like dispatch and courtesy, and without any unnecessary loss to time. He shall furnish information or render police aid to all persons with due courtesy whenever such request is consistent with his duty.

Rendering Assistance – Department personnel shall render police assistance to all persons who request it so far as such assistance is consistent with police duties, and personnel shall cooperate with all other agencies engaged in the administration of criminal justice or public welfare, affording them all the aid and authorized information such organizations are entitled to receive.

Duty to Report Information – It shall be the duty of every member of the force to report to this supervising officer any information given to him in good faith by any citizen regarding matters that indicate the need for police action.

Assisting Fellow Members of the Force – Members of the force are expected to be firm and calm in their actions at all times, and at times of peril, shall act together to protect each other from danger, and for the restoration of peace and order. A member of the force who shrinks from danger or responsibility when duty requires that he meet it shall be deemed unworthy of a place on the force.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Reporting for Duty – Every member of the department shall report for duty and be present at the time and place specified by his supervising officer. He shall be properly dressed and equipped.

Physical Fitness – Every member of the department shall keep himself in reasonable physical condition considering his age. A member on sick leave shall submit to a physical or psychological examination by a qualified doctor upon the direction of the Chief.

Hair Regulations

1. The hair is to be neat and properly groomed at all times.
2. Sideburns may be displayed, but they shall not extend below the Bottom of the ear, and they shall be neatly trimmed at all times.
3. The ears are not to be covered with hair, nor is the hair to extend beyond the ears at any time.
4. The hair is not to abruptly protrude out from under the uniform hat.
5. The hair shall taper from the hat to ½ inch above the collar.
6. On no part of the head shall the hair exceed 6" in length.
7. The face shall be cleanly shaven except that a mustache may be displayed with the following limitations:
 - a. The hair shall not exceed ½ inch in length.
 - b. The mustache shall not extend beyond or below the upper lip.
 - c. The mustache shall not extend upward to the nose.
8. Female personnel shall be permitted to wear hair in a manner acceptable to the Chief of Police.

Knowledge of the Township – Every member shall familiarize himself with the geography of the Township, including streets, public buildings, and such other information as may be disseminated by superiors from time to time.

REGULATIONS FOR THE OPERATION OF POLICE VEHICLES

License Requirements – No person shall operate a department vehicle of any kind unless he has a valid license to operate such vehicle.

Safe Driving of Police Vehicles – The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment at all times. He shall operate the police vehicle in compliance with the motor vehicle laws and traffic regulations, except when in actual pursuit or in responding to an emergency, during which time he shall strictly exercise due caution and circumspection in the protection of life and property.

Authority to Operate – No person shall operate a department vehicle inconsistent with the department schedule without receiving orders or permission from a supervisor to give such orders or permission.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Riders – No person shall be permitted to ride as a passenger in a department vehicle, except when necessary for the proper performance of police duty, or as approved by the Chief of Police.

Accidents Involving Police Vehicles – All accidents involving police vehicles shall be investigated by a superior officer who shall respond to the scene and shall conduct an investigation and make a report thereon. In addition to reports required by the state, a complete report shall be filed with the Chief.

Injuries Inflicted to Persons or Property – Whenever a member of the department is involved in an accident while operating a police vehicle, or in any way injures a person or damages property, the member shall immediately notify the supervising officer in charge of headquarters at the time.

Responsibility for Vehicle – A member of the department who is assigned to the duty as operator of a department vehicle shall be responsible for the instant serviceability of the vehicle assigned to his use. Except when the vehicle is in emergency use, the member shall inspect the vehicle when it is turned over to him, and shall render a written report to his supervisor of any defect, damage, or unserviceability of said vehicle. Furthermore, the member shall inspect the interior of the vehicle on commencing each tour to determine that all proper equipment is in the vehicle. Once a week the operator of each vehicle shall be called in and all interior equipment shall be checked and cleaned. The results of the inspection shall be noted on any inspection form. Failure to inspect the condition of the vehicle upon receipt by the member shall be regarded as neglect of duty.

Operation of Department Vehicle – No person shall use a department vehicle for the purpose of pushing another vehicle. No person shall operate a department vehicle that has a deflated tire, or when there is evidence of serious mechanical defect.

Unattended Police Vehicle – The operator of a department motor vehicle shall lock the ignition and remove the key from his vehicle upon dismounting, and when leaving the vehicle unattended for more than a brief period, he shall lock the doors of such vehicle. All reserve police vehicles shall be locked and parked in the appropriate parking locations at police headquarters.

BENEFIT DETERMINATION, ABSENCE, LEAVES, INJURIES, VACATIONS, HOLIDAYS

Benefit Determination - Unless otherwise provided for in these regulations, Township Ordinances, or contracts, the benefits to a member of the department where time of service is a factor shall be based on his initial appointment date. A member of the department whose anniversary date falls prior to July 1, shall be considered appointed on the preceding January 1. A member of the department whose anniversary date falls on July 1, or thereafter shall be considered appointed on the subsequent January 1.

Absence – No member of the police department shall be absent from duty without permission. The Chief of Police may grant a limited absence from duty for a period of not more than three days.

Leave of Absence – All requests for leaves of absence must be in writing addressed to the Chief of Police, and shall set forth the purpose for which the leave is requested. The Chief of Police shall submit such request for a leave of absence with his recommendations to the Governing Body for their consideration. A leave of absence may be granted subject to the following conditions: that the efficiency of the department will not be affected, that the request is reasonable and not of a capricious nature, that for a member of the department with less than five years service, the leave of absence shall not exceed six months, that no leave of absence shall exceed twelve months, that before a member of the department shall return to duty from a

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

leave of absence, he shall submit to any physical or psychological examination that may be required by the Chief of Police and/or the Township Committee, that a member of the department shall not be granted more than one leave of absence in any five year period, that a member of the department granted a leave of absence will not lose his seniority for the service time completed prior to his leave of absence, nor his rank, but the period of his leave of absence will not be considered as part of his service time for privileges or benefits based on service time.

Sick Leave – In accordance with the collective bargaining agreement.

Injuries – Members of the department who are injured in the line of duty shall receive full salary while their incapacity exists, or until they are placed on disability retirement. All injuries, and recurrence of injuries, shall be reported immediately as prescribed by department regulations, insurance coverage, and pension requirements. The Chief of Police may require at any time a physical examination to determine the validity of the reported injury and to determine whether the injury was service connected. A refusal of a member to submit to such an examination shall be a violation of the regulations of the department. The Chief of Police may require a doctor's certificate when the incapacity, because of the injury, extends beyond three days.

Reporting – Any member of the department unfit for duty because of sickness or injury shall immediately report, or cause to be reported, this fact to the officer in charge of the department at the time. The officer in charge of the department shall verify such report if he deems it necessary, and record such information in accordance with department recording procedure.

Vacations – Shall be entitled to vacation in accordance with the collective bargaining agreement.

Paid Holidays – All permanently appointed members of the department shall receive paid holidays in accordance with our scheduling procedure and collective bargaining agreement.

False Sick Claim – Willful violation of the provisions of this section, or the willful making of any false claim for sick leave or sick leave pay, will subject the member or employee to disciplinary action, and shall be sufficient cause for dismissal.

MISCELLANEOUS REGULATIONS

Interpretation – In the event any regulation requires interpretation, or is void in delineation, and is not supplemented by general or special order, the current practice of the department shall be followed.

Basic Work Week – The basic work week for members of the department is established in the collective bargaining agreement.

Basic Work Day – The basic work day for members of the department is established as being eight hours.

Overtime – A member of the department required to extend the basic work day beyond eight hours shall be compensated for the hours extended beyond the basic work day. A member of the department required to extend the basic work week shall be compensated for the hours extended beyond the basic work week. But this is not to be construed as compensable overtime when the basic work day or basic work week is extended by our current scheduling practices where the additional hours are returned in subsequent work day or work week. Overtime shall be compensable for all required police duties including all court time. A member's overtime hourly rate shall be pro-rated from his present yearly salary.

Use of Weapons – A member of the department who finds it necessary to use his asp or baton in making an arrest or attempting to make an arrest, or who shall find it necessary to discharge his service revolver, under any conditions, or who accidentally discharges his service revolver,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

shall immediately notify his supervising officer and then submit a written report at the earliest possible time to his supervising officer. The supervising officer shall immediately conduct an investigation as to the possibility of injury to any person or property, and to the propriety of the member's use of his weapon. The supervising officer shall immediately notify the Chief of Police of the incident.

Condition, Loss, or Damage to Firearms – A member of the department shall maintain his service revolver in a serviceable condition at all times. Unserviceability, damage, or loss of the firearm, shall be immediately reported to the department equipment officer.

Custody of Department Weapons or Ammunition – A member of the department having temporary or permanent custody of department weapons or ammunition, in addition to his service revolver and associated ammunition, shall be held accountable for the security, amount, and condition of said weapons and ammunition throughout the period that said weapons or ammunition remain in his custody.

Telephone Requirement – Every member of the department shall maintain a telephone and provide the phone number to the department.

Responsibility for Township Property – The actual custodian or user of any township property shall be responsible for the safekeeping and proper use of the property, and he shall return the property upon the demand of the department property officer.

Care of Township Property – Every member of the department shall make every effort to conserve the physical resources of the department. Culpable negligence in the use or care of Township property, abuse, misuse, willful or negligent loss or destruction is not only cause for department punitive measures, but also requires restitution.

Custody of Prisoners – Any member of the department who has at any time the custody of any person or persons under arrest or detention shall be responsible for the proper safeguard of such person or persons and their property for the period of time they remain in his custody.

Handling Money and Property – All money or other property coming into the possession of any member of the force through the normal course of police duty, which is not his own, shall be delivered to the proper custodian of the department, or to a superior officer, and a report shall be made of the transaction.

Return of Personal Property to Rightful Owner – Whenever any member of the department has an occasion to return personal property held by the police to the rightful owner, or to the owner's authorized representative, the member shall obtain from either the owner or the representative, his signature on the form that recorded the original report of the property as an acknowledgment of the return of the property.

Trials and Hearings – All members of the department concerned with cases before the courts, grand jury, or hearing boards, shall be punctual in attendance, and shall make a clean and neat appearance. All members shall have the cases in which they are complainants or witnesses property prepared; the witnesses shall be present, and all property that is to be used in evidence shall be suitably arranged for presentation to the court, grand jury, or hearing board. They shall afford the utmost respect toward officers of the court, and members of the jury. When presenting evidence or testimony, they shall speak calmly and explicitly in a clear, distinct, and audible tone, so as to be easily understood. They shall give evidence with accuracy, confining themselves to the case before the court, and shall neither suppress nor overstate the slightest circumstance with an intention of favoring any person or projecting ill-will to either the complainant or the defendant.

Knowledge of Police Regulations – Every member of the department shall be familiar with the regulations of the Wyckoff Police Department.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Seniority – A member's seniority status in the department shall be determined according to the date of his appointment to his present rank. Where two or more members of the same rank are appointed on the same day, the first named in the order of appointment shall be the ranking member.

Membership in Military Organizations – A member of the department is prohibited from voluntarily joining any federal or state military organization without the permission of the Chief. Nothing contained in this regulation is intended to interfere with, or affect the discharge of a member's compulsory military obligation.

Use of Department Reports, Records, and Communications – A department record, report, or communication, shall not be removed from the record bureau headquarters except with the permission of the supervising officer. A receipt shall be left in place of the record, report, or communication, indicating the identity of the record, report, or communication, and the officer removing such record, report, or communication.

Recordations – All recordations in the department shall be made without unnecessary delay;

Lost or Damaged Department Property – Members or employees of the department shall promptly report in writing to their supervising officer, the loss, damage, or unserviceable conditions of any department property assigned to them, or under their control. The supervising officer shall forward the report to the Chief and the equipment officer.

Uniforms – The Chief of Police shall prescribe the uniform that shall be worn by all members of the Police Department.

POLICE PERSONNEL ELIGIBILITY, QUALIFICATIONS, AND PERMANENT APPOINTMENT

Eligibility – Applicants for the position of patrolman on the Wyckoff Police Department shall have the following requisites:

- a. He shall be a citizen of the United States and the State of New Jersey.
- b. He shall be a resident of New Jersey.
- c. He shall not be less than twenty one years, or more than thirty five years of age at the time of appointment.
- d. He shall be of good moral character and shall never have been convicted of an indictable offense. Conviction of a lesser offense shall be a consideration in the overall evaluation of the applicant.
- e. He shall be of sound body and in good health sufficient to satisfy the Board of Trustees of the Police Retirement System.
- f. He shall not be less than five feet seven inches tall, and shall be not less than 135 pounds in weight, but this is not to be an absolute disqualification of an applicant, and a variance may be granted in the overall evaluation of the applicant.
- g. He shall possess a high school diploma, or an approved high school equivalent certificate and a minimum two year degree from an accredited college.

Qualification – The qualifications of an applicant for the position of patrolman on the Wyckoff Police Department shall be determined by the following examinations and conditions:

- a. He shall be fingerprinted and cleared through the New Jersey State Bureau of Identification and the Federal Bureau of Investigation.
- b. He shall pass a written and oral examination conducted by a board and approved by the Chief of Police and/or the Township Committee.
- c. He shall pass a medical and/or psychological examination conducted by a Doctor and approved by the Chief of Police and/or the Township Committee.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- d. He shall pass any psychological or psychiatric examination that may be required by the Chief and/or the Township Committee.
- e. He shall satisfactorily complete a qualified police training course during his probationary period, and shall be granted a qualifying certificate, or he shall have completed a qualified police training course prior to his appointment.
- f. He shall satisfactorily complete any interview conducted by the Chief of Police and/or the Township Committee.

Appointment –

- a. He shall be a resident of New Jersey.
- b. He shall be appointed by the Township Committee for an initial, probationary period of twenty four months.
- c. Upon the completion of the 24 month probationary period, upon securing a police qualifying certificate, and upon the recommendation of the Chief of Police, the Township Committee may appoint the member as a permanent member of the department.

The provisions for eligibility, qualification, and appointment shall be subject to the provisions of the Wyckoff Township Ordinances and N.J.S.A. 40:7-1.

#13-34 Designation of Special Police

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following persons are designated as Special Police or Police Matrons for the current year:

Special Class 1B	-	Tracy Casson	1 year
		William Reade	1 year
		Michael Teegan	1 year

#13-35 Civil Rights Policy

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

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

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

behalf of the Township of Wyckoff's business or using the facilities or property of the Township of Wyckoff.

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

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

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

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

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

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

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

Section 9: This resolution shall take effect immediately.

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

#13-36 Establish Fees for Towing Services

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON

#13-37 Fire Department Rules, Regulations and Policies

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Wyckoff Volunteer Fire Department By-Laws dated March 15, 1999 be approved for the current year.

BYLAWS

WYCKOFF VOLUNTEER FIRE DEPARTMENT INC. WYCKOFF, NEW JERSEY

Article 1. - Organization

The Wyckoff Volunteer Fire Department, Inc. of the Township of Wyckoff shall consist of the following volunteer fire companies: Protection Fire Company #1, Community Engine Co. #2, Sicomac Community Engine Co. #3, and such other companies as may hereafter be organized under the authority and jurisdiction of the Township Committee of the Township of Wyckoff.

Article 2. - Membership

1. The membership of the Department shall consist of, active, active exempt, exempt, overage and non-responding members of said Protection Fire Co. #1, Community Engine Co. #2, Sicomac Community Engine Co. #3, and such other companies as may hereafter be organized under the authority of the Township of Wyckoff in the County of Bergen, State of New Jersey.
2. Qualifications for Membership
In order to qualify for membership in the Fire Department, a person shall, at the time of application, be not less than eighteen (18) years of age and:
 - a) Be a citizen of the United States
 - b) Be of sound body and of good health, physically fit to perform the duties of a firefighter and shall produce evidence of physical fitness in the form of a certificate to that effect by a licensed, practicing physician of New Jersey approved by the Wyckoff Township Committee after physical examination by such physician. Such evidence of good health shall comply with the reasonable rules and regulations as established by the Executive Committee of the New Jersey State Fireman's Association in accordance with N.J.S.A 43:17-9.
 - c) Be able to read and write the English language well and speak intelligently.
 - d) Be of good moral character.
 - e) Have not been convicted of a crime of the First, Second or Third Degree.
 - f) Hold a valid New Jersey Drivers license without evidence of chronic Motor Vehicle infractions.
- 3) Such applicant shall have been a resident of the Township of Wyckoff for at least one (1) year or be presently employed full time (35 hour week) within the Township of Wyckoff.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- 4) Persons who were previously firefighters in other municipalities within the State of New Jersey shall be eligible for membership in the Wyckoff Volunteer Fire Department after residing in Wyckoff for 3 months or a bordering municipality providing they meet all other existing membership conditions as per Township Ordinance #1550.
- 5) Persons who are admitted after their forty sixth (46th) birthday shall waive all rights to benefits provided by the State of New Jersey and the Township of Wyckoff unless such person is within the quota of a Fire Department of another municipality of this state, and in that event such benefits shall not be deemed waived.
- 6) Any current employee of the Township of Wyckoff who is an active and qualified firefighter in any other jurisdiction is eligible for membership to the Wyckoff Fire Department. This person will have to meet all current departmental rules and regulations at the time of his or her application regarding mandatory training, respiratory programs and meeting and participation guidelines as stipulated in the By Laws of the Wyckoff Fire Department.
- 7) Any current member of the Wyckoff Volunteer Fire Department who is 18 years of age and attending High School, either during the day or attending night school and has not yet graduated, shall NOT RESPOND to a fire call from their high school, or while attending any school activity or school sponsored sporting event that he or she is participating in.
- 8) Any current member of the Wyckoff Volunteer Fire Department, who is 18 years of age and attending High School, either during the day or attending night school and has not yet graduated, shall NOT RESPOND to a fire call while school is in session in their personal vehicle with passengers in the vehicle.
- 9) Any current member of the Wyckoff Volunteer Fire Department, who is 18 years of age and attending High School, either during the day or attending night school and has not yet graduated, shall NOT RESPOND to fire calls before 7AM or after 10PM except for weekends, holidays of if the high school they are attending is not in session.
- 10) At the discretion of the Chief of the Department, a violation of these restrictions shall result in the member being suspended until the member graduates from high school or obtains a GED. Any decision by the Chief of the Department is final and the member has no right of appeal.
- 11) Any 18 year old that joins the Wyckoff Volunteer Fire Department and is still attending high school shall be made aware of the restrictions imposed on him or her by these bylaws and shall sign an agreement that he or she will comply with all of the restrictions.

3. Membership Committee

A Membership Committee consisting of not more than fifteen members shall be appointed yearly by the Chief of the Department with the concurrence of the Deputy Chiefs subsequently elected. This committee shall elect its own Secretary and shall be guided by, and conform to the By-Laws and to the New Jersey Administrative Code, Sub-Chapter 1, entitled "Membership Procedures, Section 13" 12.1.1".

4. Application for Membership

Every person seeking to join the Fire Department shall make application to the company in the area in which the applicant resides. All applications shall be delivered to the secretary or officer designated to receive the applications, who shall date each application with the time of receipt and shall number the application according to its order of receipt relative to other applications. The secretary or designated officer shall promptly send a letter or postcard to each applicant stating the number of the application and the date and time in which it was received. Before sending the application to the Membership Committee for evaluation, the Secretary or designated officer shall instruct the applicant to report to Wyckoff Police Headquarters to be fingerprinted. The Wyckoff Police Department shall then perform a

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

criminal background review of the applicant and report the results of that review to the Chief of the Fire Department who will then approve or disapprove the application.

The membership committee shall be solely responsible for evaluating and ruling upon applications for membership. The committee, within sixty (60) days of receipt of an application shall make a report to the department as to whether or not the applicant qualifies for membership. Its decision shall be binding on the Department and no vote of the membership shall be conducted on the issue of whether the applicant shall be admitted to membership.

Qualified applicants shall be admitted in the order in which their applications were received in the manner set forth above, as soon as vacancies exist. If, at any time, the numbers of qualified applicants exceed the number of current vacancies, a waiting list shall be established according to the order in which the applications were received and appointments shall be made there from in the same order in the company in which they apply. If the membership committee determines that the applicant does not meet the minimum requirements for membership, the committee secretary shall promptly advise the applicant in writing of their rejection and the qualifications described with particularity which the applicant has not substantially met. Immediately after being admitted to membership, all applicants shall become a probationary member in good standing, and members names shall be entered on the roll of membership kept by the Township Clerk. Throughout a one (1) year probationary period, the officers of the department shall evaluate the member's record and determine whether the member has complied with the standards established by the Fire Department. After such review, the member shall be entitled to all rights and privileges of a Fire Department member unless the company officers determine such standards have not been complied with, in which event, the member shall be dismissed. In dismissing a member, written notification must be given the member with particular reasons of rejection included therein. In the event any person is not approved after the initial one (1) year probationary period, an additional maximum probationary period of six months may be given a probationary member by the officers of the company due to unusual or special circumstances.

A member shall be enrolled in Firefighter 1 class during his probationary period and shall successfully complete same. Any member who shall move their residence from the Township of Wyckoff may remain a member in good standing of the Wyckoff Fire Department so long as his/her residence remains in a municipality which borders on the Township of Wyckoff or their full time (35 hour week) employment is within the Township of Wyckoff. In the event their employment is no longer within the Township of Wyckoff or their residence is not within the Township or a bordering municipality the member may request a leave of absence for one year. If such a request is not received within sixty (60) days after moving from the Township of Wyckoff, the Company fire officers shall notify said member by letter that the member has been removed from the rolls of the Wyckoff Fire Department. If after a leave of absence for one (1) year, a member still resides outside of the Township of Wyckoff or an adjoining municipality or is not employed within the Township of Wyckoff, he/she shall cease to be a member of the Wyckoff Fire Department and shall forfeit all rights and privileges accruing from such membership, except those benefits provided Exempt members by State Statute.

5. CURRENT MEMBERS – CHANGE OF RESPONSE COMPANY AREA

Any member of the various companies who changes residence from one company area to another shall have the privilege of retaining membership in the members present company or transferring to the company in which area the member moved, provided there is room in the quota, per Article 3, of the company the member is to be transferred to and approval is granted by the Board of Fire Officers.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

6. MEMBERSHIP CLASSIFICATION

All members of the Wyckoff Volunteer Fire Department shall fall into one of the following classifications:

- 1) **ACTIVE** - Shall include all members on the quota established by the New Jersey State Fireman's Association and those eligible for that quota but not yet included thereon. These members are required to perform a minimum of fifty percent (50%) duty each year and have completed all training mandated by state and federal law.
- 2) **ACTIVE EXEMPT** - Shall include those members who have earned Exempt Status as described in Article 2, Section 3 (a) & (b) but who wish to remain fully active. They are required to perform at least forty percent (40%) duty each year, of which the member must make at least eight (8) drills not including attendance at meetings and have completed all training mandated by state and federal law.
- 3) **EXEMPT** - Shall include:
 - (a) Those members who have completed seven (7) years of sixty percent (60%) duty or more each year on the quota noted in Section 1 and have been awarded a Qualifying Certificate by the New Jersey State Firemen's Association and/or an Exempt Certificate by the Township of Wyckoff and have completed all training mandated by state and federal law.
 - (b) Those members who cannot qualify for the quota noted in Section (1) but who have completed seven (7) years at sixty percent (60%) or more duty per year or ten (10) years at forty percent (40%) or more duty per year and have been awarded a Certificate of Service by the Township of Wyckoff and have completed all training mandated by state and federal law.
- 4) **OVER AGE** - Those members who join the department after to their 46th birthday are required perform at least seven (7) years of sixty percent (60%) duty each year or ten (10) years at forty percent (40%) duty each year and, having completed all training mandated by state and federal law, are to be awarded a Certificate of Service by the Township of Wyckoff.
- 5) **NON-RESPONDING** - Shall include:
 - (a) Those members who have served twenty (20) years or more and wish to withdraw from all duties and privileges except those of comradeship, social affairs, fund raising, parades, etc. These members will not be required to perform fire fighting functions.
 - (b) Members who desire to retire must request this classification and this request must be approved by the Board of Fire Officers.
 - (c) Retired members are not included in Company quotas.
- 6) **STUDENT/ MILITARY**
Shall include:
 - (a) Any current member, 18 years of age or older, who is currently attending college or is currently serving in any branch of the United States military.
 - (b) Those members, while in this status, shall not have their percentage adversely affected by lack of response to drills and/or fires and will be considered as members of the Wyckoff Vol. Fire Department.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

(c) Those members, once having completed their College studies or Military service requirements, shall be required to fulfill all of the mandated training requirements as per the current Wyckoff Fire Department By-Laws and Rules and Regulations.

6.1) LEAVE OF ABSENCE

A member may request a leave of absence of up to one (1) year, and such request is subject to the approval by the company officers.

6.2) MEDICAL LEAVE OF ABSENCE:

If the requested leave of absence is required because of medical reasons, the member shall supply to the Departmental Chief as well as to the Deputy Chief of the members Fire Company, a note signed by the members attending physician saying the member has a medical condition that requires the member to take a leave of absence from their duties in the Wyckoff Fire Department. While on this medical leave, the members' lack of response to Drills and Fires will not adversely affect the member's percentage. A member is also entitled to a Military Leave of Absence as per the rules and regulations of the N J State Firemen's Association.

a. STUDENT / MILITARY LEAVE OF ABSENCE:

1. Any member 18 years of age or older currently attending college or serving in the United States Military is eligible for leave.
2. Those members while under this status will not have their percentages adversely affected by lack of response to drills or alarms and will still be considered a Wyckoff Volunteer Firefighter.
3. Those members once completed with college or military service will be required to fulfill all mandatory requirements as per the Wyckoff Fire Department by-laws and rules and regulations.

7) FIRE DESK AND FIRE POLICE PERSONAL

This section pertains to individuals requesting membership for service with the Fire Police and the Fire Desk only.

Each applicant will be required to complete the membership application process as described in article 2 section 4 of the by-laws except that they shall not be required to obtain certification under the respiratory program.

Fire Police and Fire desk members will not be eligible to participate in any form of fire fighting activity and shall be exempt from completing Firefighter One as described on page 3 paragraph two of the by-laws.

Said member would be required to complete all training as required by the State and Federal Government as well as training mandated by the Department Chief, Fire Police Chief and director of the Fire Desk. These members will be required to perform a minimum of 40% duty each year.

Fire Police and Fire Desk members in good standing are eligible for all membership benefits from the department, state and federal government that apply, including but not limited to voting in company and departmental elections.

8) ILLNESS and INJURIES

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Members are required to report any and all illnesses that require medical attention at a medical facility to the Respiratory Program Administrator or Assistant Administrator in a sealed envelope. (This does not relieve the member of reporting any injury to the proper personnel regarding Workmen's Compensation coverage) The member will be considered on medical leave until a medical release form signed by a licensed physician is given to the Respiratory Program Administrator. The Township's Fire Department medical provider will review the form before the member is cleared to return to active fire service duty. When obtaining the medical release from the physician, it is extremely important that the injured/ill firefighter fully explain his or her volunteer firefighter requirements to the physician.

9) JUNIOR FIREFIGHTERS

Members of the Junior Firefighters shall be governed under rules known as "Rules and Regulations of the Wyckoff Junior Firefighters Program" Those rules and regulations are hereby made a part of the bylaws of The Wyckoff Volunteer Fire Department and shall be located under Appendix A.

Article 3. - Company Quotas

(This is not the N.J. State Fireman's Assn. membership quota)

The number of active, active-exempt and overage members of an engine company shall not exceed forty five (45) members. A combined Engine & Truck company shall not exceed sixty five (65) members and a truck company shall not exceed thirty (30) members. The Area Officers shall review the membership lists at least once a year and post the list in each company quarters. The list of the membership shall include the status of each member, such as: Active, Active Exempt, Exempt, Retired and Overage. Exempt members must notify their Company Captain of their desired status or their Captain will classify them.

Article 4. - Officers

The officers of the Fire Department shall consist of a Chief, Assistant Chief, Secretary and Treasurer and such other officers as the Township Committee may from time to time provide for by resolution. The Fire Chief shall be responsible to the Township Committee for the training and efficient operation of the Department and the Chief shall also be designated as the President of the Wyckoff Fire Department, Inc. The Chief shall keep or cause to be kept an accurate inventory record of all equipment and property of the Department and shall be in charge of all fire fighting and/or emergency operations of the Department as well as administration.

The Chief shall report monthly to the Township Committee regarding the activities and general condition of the Department including such suggestions and recommendations, as may be proper and necessary. Reports made to the Fire Commissioner shall constitute reports to the Township Committee. The Secretary shall be responsible for keeping or causing to be kept accurate records of the Department. The Secretary shall be designated as the Registered Agent of the Corporation. The Treasurer shall be responsible for keeping accurate records of the finances of the Department.

Article 5. - Areas

The Township of Wyckoff shall be divided by the Chief subject to the advice of the Board of Fire Officers and subject to the approval of the Township Committee into several areas, each of which shall be in charge of a Deputy Chief and Battalion Chief. There shall be one (1) or more fire companies serving each area and each company shall have a Captain and Lieutenant. A combined engine and truck company shall have two (2) Captains and two (2) Lieutenants.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Article 6 - Meetings

1. The Department shall hold quarterly meetings with the various companies acting as hosts. Meetings shall be held on the third Mondays of March, June and September, and on the first Monday of December. The annual meeting for election of officers, if and when their terms are expiring shall be held on the third Monday of September, unless decided otherwise by the Board of Fire Officers.
2. The meetings shall be held in the company quarters designated by the presiding officer and shall begin at 8:00 P.M.
3. Special meetings may be called when needed by the Chief. Notice of Special meetings must be posted on the bulletin boards of all company quarters at least five (5) days prior to the date of same. Also special meeting notices shall be announced on the home alarm system five days prior to the date and also on the day of the meeting.
4. The Chief will be presiding officer of the meeting. In the Chiefs absence, Deputy Chief, host area. Deputy Chief, previous host area.
5. Quorum at meetings. A minimum of twenty five (25) members must be present to hold a Departmental meeting.

Article 7 - Election of Department Officers

1. The Chief, Assistant Chief, Secretary and Treasurer shall be elected annually, except as otherwise hereinafter provided, at an election to be held on the day of the annual September Departmental meeting and by a plurality vote of the members of the Fire Department qualified to vote and voting. Upon confirmation thereafter by the Township Committee, they shall assume office commencing on the first day of January after their election and they hold office for two (2) years or until their respective successors are elected and confirmed as hereinafter provided. An incumbent Chief and Assistant Chief may run for reelection and the succession shall be limited to two (2) one (1) year terms and the total term of office shall not exceed three (3) consecutive elected terms or four (4) consecutive elected years. The restrictions on the office of Chief of Department, do not apply when an unexpired term of office is filled. An incumbent Secretary and Treasurer may succeed themselves for an unlimited number of one-year terms.
2. When the incumbent officers terms are expiring at the end of the year, a nominating committee composed of two (2) members from each company shall be designated by each company at the June Departmental meeting. This committee shall attempt to present the names of at least two (2) nominees for each office, and shall place those names in nomination. These names shall be presented to the Secretary one (1) month prior to the election for the preparation of ballots and notification to each company headquarters.
3. The presiding officer at the June meeting shall appoint a Judge and three (3) Tellers for the election if the terms of officers are expiring at the end of the year.
4. If an election is required, the Captains of each company are to present a list of eligible voters to the Township Clerk prior to the day of the annual meeting in September.
5. If an election is required, it shall be held on the day of the annual meeting in September. Voting shall be open during normal business hours in the Township Clerk's office and from 7:30 P.M. to 9:00 P.M. at the Host company headquarters. A registration of all signatures of members voting shall be kept by the Township Clerk and the tellers. It shall be the duty of the Election Judge to obtain from the Township Clerk, a list of the members voting in the Clerks office. This list shall be made available to the tellers prior to the commencement of voting at the Host Company Quarters. Absentee ballots may be obtained by a member eligible to vote from the Captain of their company at any time during the preceding two (2) weeks prior to the election. The ballot shall be returned to the Captain or the Judge and tellers of the election.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

6. All elections shall be by secret ballot.
7. In the event that the office of Departmental Secretary or Departmental Treasurer becomes vacant during that officers term and no qualified department member offers to fill the unexpired portion of the term, the Departmental Chief is hereby authorized to appoint a qualified member to fill the unexpired term.
8. If at the time of Departmental Elections, there is no qualified candidate for the office of Departmental Treasurer or Departmental Secretary and these offices need to be filled for the ensuing term, the Departmental Chief is authorized to appoint qualified members to fill these positions.

Article 8. - Election of Area and Company Officers

1. Deputy Chiefs, Battalion Chiefs, Captains and Lieutenants shall be elected by the members of their respective companies by a plurality vote of the members qualified to vote and voting, either by a valid absentee ballot, or at the annual meeting of each company which shall be the regular December meeting of the respective companies.
2. All officers shall be subject to confirmation by the Township Committee and, upon confirmation, the terms of office shall commence on the first day of January after their election and continue for a term of one (1) year or until their respective successors are elected and confirmed.
3. Upon a firmatic officer's election by the Department or Company, the Chief of Department shall promptly notify the Township Committee of the names of all such elected officers for approval. The Township Committee shall indicate, in writing, the committee's approval or disapproval of the officers-elect not later than the second regular December meeting of the Township Committee.

Should the Township Committee disapprove of the election of an officer-elect, they shall promptly thereafter notify the Department and the Company affected, setting forth their reason for the disapproval in writing. The Department or Company shall conduct a new election within ten (10) days of the receipt of the written disapproval. In the event that the election and confirmation by the Township Committee has not been accomplished prior to the starting day of the term of the officer-elect, specifically the 1st day of January, the incumbent officers will continue in office until the officer(s)-elect have been confirmed by the Township Committee. However, if approval or disapproval by the Township Committee is not received by December 31st, it shall be assumed that the officer(s) election is confirmed.

Article 9. - Voting

1. Only Active, Active-Exempt, Overage and Exempt members shall be eligible to vote in Departmental elections providing they have performed at least forty percent (40%) duty for the period January 1st to August 15th utilizing the greater of a members two response percentages as calculated utilizing the DAY/NIGHT platoon system. For Company elections, the (40)% duty shall be performed in period between January 1st and Nov 15th of the election year. Non Responding and Probationary members are not eligible to vote.
2. Any regular member of the Fire Department, who is eligible to vote in the election and will not be in the township on the day of the election, may cast an absentee ballot as per Article 7, Section 5.
3. This shall apply to both Departmental and Company elections.
4. Any member, who is SUSPENDED at the time of any Departmental, Company or Association election, shall not be eligible to cast a vote in that election.
5. Any Ex-Departmental Chief may vote in any Departmental Election regardless of his or her current percentage, unless they have been suspended, as per Article 11.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Article 10. - Board of Fire Officers

1. The Department and Company Officers shall comprise the Board of Fire Officers, which shall assist and advise the Department Chief who shall preside over said Board. The Deputy Chiefs shall also act as the trustees of the Corporation.

Article 11. - Suspension

1. Charges warranting disciplinary action may be recommended to the Departmental Chief by:
 - A. A member of the Wyckoff Volunteer Fire Department.
 - B. An officer of the Wyckoff Volunteer Fire Department against any member of the department except the Departmental Chief.
 - C. Any or all charges against the Departmental Chief shall be recommended to the Township Committee through the Municipal Clerk or by the Township Committee directly.

All recommended charges must be in writing and shall specifically list the infraction(s) and it shall include a complete description of the occurrence.

2. The Departmental Chief shall investigate the charges and after careful review may counsel the member, suspend the member or terminate membership with the Wyckoff Volunteer Fire Department. The Departmental Chief shall meet with the member and review the situation with him or her prior to taking any action. Infractions requiring counseling session(s) may be delegated to the Deputy Chief, however, a written counseling notice must be provided to the Departmental Chief immediately after said counseling session.
3. Any member who shall be suspended or terminated by the Departmental Chief shall be able to appeal said decision to a special Board of Past Departmental Fire Chiefs. Notice of appeal must be provided to the Departmental Chief within ten (10) days after the written decision of the Departmental Chief's action. The Departmental Chief shall assemble the special Board of Past Departmental Chiefs and this Special Board shall conduct a review of the Departmental Chief's decision within twenty (20) days from the date of receiving the notice for an appeal to the special Board of Past Fire Chiefs. The Board of Past Fire Chief's decision shall be binding.

Article 12. - Succession

1. In the event of the resignation, death or incapacity of the Chief of the Department, the Township Committee shall appoint a qualified member of the Fire Department to such office to act in place of and instead of the Chief of the Department until an election can be held. Subject to overall command by the Departmental Chief, Deputy Chiefs of each area shall have sole command over their companies' equipment, and it shall be their duty to direct all other officers and members of their respective companies in the performance of their duties and to examine and account for the companies equipment.

Article 13. – Funds

1. All monies accruing to the department shall be deposited or invested to the account of the Wyckoff Fire Department, Inc. upon recommendation of the Treasurer and approval of the Board of Fire Officers.

2A: All expenditures of departmental funds require the expenditure to be documented on the Wyckoff Fire Department Voucher Request Form. This form will document all details of transaction and the signature of party requesting funds and party approving expenditures.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

2b: All expenditures of departmental funds over \$2500.00 must be approved by a department finance committee which will be comprised of the three company presidents and in the case where one of the presidents is unavailable, the company vice president can be called upon. All of these said expenditures shall be documented utilizing the Wyckoff Fire Department Voucher Request Form as described in line 2A.

2C: Checks drawn for payment of debts of this department shall be signed by a minimum of 2 signatories consisting of the Departmental Chief, Departmental Treasurer or Departmental Secretary

3. When soliciting for funds for individual company affairs, each company shall stay within the boundaries of the areas normally assigned for fire coverage, except for soliciting for paid advertising.
4. An auditing committee consisting of one member from each company shall be appointed by the Chief at the December meeting. This committee shall audit the books of the Treasurer and report at the March meeting.

Article 14. Committees

1. All committees shall be appointed by the Chief and shall be composed of equal representation from each area. Said committee shall elect their own chairman.

Article 15. - Return to Duty

1. Any member who has been admitted to a hospital or suffered illness requiring bedrest medical treatment or who has undergone psychiatric treatment may return to duty only on submission of a note from the attending physician indicating fitness for duty.

Article 16.- Uniforms and Insignia

1. Official Department Uniform

The official uniform of the department shall be uniform blue pants, a double breasted blue uniform coat with four (4) buttons, black shoes, black socks, long or short sleeve white shirt, black tie, uniform blue bell cap and black belt and approved Trench Coat. The Chiefs and Deputy Chiefs shall wear uniform white caps of similar design.

A. The Department shall pay two thirds of the cost of an official uniform for new members after successful completion of probation and acceptance by the Department. The Department shall purchase the following parts of the official uniform. The Uniform Jacket, Pants, Belt, Black Tie, Bell Cap and Long Sleeve White Uniform shirt. The Department shall also pay two thirds of the cost of a replacement uniform for an Active Member when such replacement is due to normal wear and tear. If a member leaves the Department prior to the end of the members seventh year, the complete official uniform shall be returned to the Deputy Chief of the company of which he or she is a member.

2. Badges - Types

- A. Badges of the members shall be the standard Maltese cross of silver with the company number or emblem.
- B. All Chief Badges shall be gold with the eagle mounted on the top flange. The rank shall be indicated on each, and in the center shall be:

Five Horns - Chief's Badge

Three Horns - Deputy Chief's Badge

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Two Horns - Battalion Chief's Badge
Three Horns - Fire Marshall Badge
Two Horns - Deputy Fire Marshall Badge
State Seal - Fire Police Chief Badge

- C. Captain and Lieutenant Badges shall be silver with an eagle mounted on the top flange except for the Fire Police Captain's badge which will be gold. The rank shall be indicated on each. In the center of each shall be:

Two Horns - Captain
One Horn - Lieutenant
State Seal - Fire Police Captain Badge

- D. An ex-officers badge shall be given to all ex-chiefs, ex-deputy chiefs, ex-battalion chief, ex-fire marshal, ex-deputy fire marshal and ex-fire police chief. The badge shall indicate the rank obtained and shall be the same as the rank obtained with the letters "EX" on the middle of a blue center.
- E. Any other special badges such as Departmental Secretary Badge, Treasurer's Badge or Chaplain's Badge shall have appropriate insignia and rank. The Secretary and Treasurer's badge shall be silver and the Chaplain's badge shall be gold.

3. Badges - Regulations concerning display of badges.

A. Concerning regulation uniforms: Active officers consisting of Chiefs, Fire Marshall, Deputy Fire Marshall and Chaplain shall be permitted to wear gold badges on the regulation uniform. Ex-officers, who have been given "EX" badges, are permitted to wear them on this uniform. Matching buttons are also permitted to be worn.

Appointed ex-officers are to wear only breast badges of their highest rank.

The Association president and ex-president's badge may be worn in place of or in addition to the regulation company badge if so desired on this uniform. Badges awarded to members for life membership or duty in firematic service or associations, such as N.J.State Exempt Firemen's Association Life Membership badge, N.J.State Firemen Association Life Membership Badge etc. may be worn to the left or below the badge on the uniform.

B. Concerning Parade uniforms: Active officers consisting of Chief, Deputy Chiefs, Battalion Chiefs, Fire Marshall, Deputy Fire Marshall and Chaplain shall be permitted to wear gold badges on this uniform.

4. Emblems designating successful completion of a Drivers and/or Engineers Course may be worn upon the left sleeve of the regulation uniform midway between the shoulder and the elbow, providing the course was approved by the Chief, Deputy Chief in Charge of Training and the affected Battalion Chief. An exempt emblem shall be worn at the left shoulder line of the regulation uniform.
5. Service stripes, a gold bar one quarter (1/4) inch wide by one (1) inch long for each five (5) years of service including years of service in any other Fire Department, may be worn on the left cuff of the regulation uniform. Service stripes must be attached in a manner parallel to the cuff line and shall start no closer than two (2) inches from the cuff. In order to be eligible for service stripes, a member must be actively performing some duty in the fire department. (This duty to include attendance at meetings, committee work, or association duty - fire service is not necessary). The Fire Chief, Deputy Chiefs, Fire Marshall, Fire Police Chief, Association Presidents shall determine the award of the stripes.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

6. A departmental insignia shall be worn on the right sleeve one (1) inch below the shoulder on the regulation uniform.
7. The Flag of the United States of America shall be worn on the left sleeve of the parade uniform three (3) inches below the shoulder seam.
8. A name bar shall be worn by the active firematic officers and any other "ex" officer that obtained same for duty in active firematic office. This bar shall be worn on the right hand side of the uniform at a height equal to the middle of the badge.
9. A valor award (ribbon or bar) shall be worn above the badge.
10. No other badge, emblem or stripe may be worn on the regulation or parade uniform except when authorized by departmental officers. All badges and department or company property except "EX" badges shall be returned upon dismissal or resignation from the Department.

Article 17 - Drills

1. Drills shall be held by each unit every Monday at 7:30 p.m. except when meetings are scheduled or on holidays. Each member shall be accountable for twenty (20) posted drills. Probationary members must attend a minimum of sixty (60) percent of all company drills in order to be accepted as a regular member.
2. Departmental drills shall be under the direction of the Deputy Chief in charge of Training and shall be held at the Deputy Chief's discretion.
3. Drills, other than those regularly scheduled, may be called at the discretion of the officers.

Article 18 - Qualifications of Officers

1. Chief - Shall have served at least four (4) years as a line officer in one (1) or more of the companies. For at least one (1) of those years, the member shall have held the office of Deputy or Battalion Chief.
2. Assistant Chief - Shall have served at least four (4) years as a line officer in one (1) or more of the companies. For at least one (1) of those years, the member shall have held the office of Deputy or Battalion Chief.
3. Deputy Chief - Shall have served at least one (1) year as a Battalion Chief or Captain and have successfully completed Firefighter III and/or a recognized Officers Training Course or equivalent.
4. Battalion Chief - Shall have served at least one (1) year as a Captain or Lieutenant and shall have successfully completed Firefighter III and/or a recognized Officers Training Course or its equivalent.
5. Captain - Shall have served at least five (5) years as a regular firefighter or one (1) year as a Lieutenant and shall have successfully completed Firefighter I & II, the Driver-Pump Operator course of the Wyckoff Fire Department and a recognized Officers Training Course or its equivalent.
6. Lieutenant - Shall have served at least three (3) years as a regular firefighter and shall have successfully completed Firefighter I & II and the Driver Operator Course of the Wyckoff Fire Department.
7. Fire Marshall - Shall have successfully completed a recognized course in Fire Prevention and Arson Detection and be certified according to the requirements of the New Jersey Uniform Fire Code.
8. Deputy Fire Marshall - Shall have successfully completed a recognized course in Fire Prevention and Arson Detection and be certified according to the requirements of the New Jersey Uniform Fire Code.
9. Inspector, Fire Prevention Bureau - Shall have served at least five (5) years as a regular Firefighter, and be certified according to the requirements of the New Jersey Uniform Fire Code.
10. Chief, Fire Police - Shall have served at least one (1) year as Captain, Fire Police, three (3) years as a Fire Police member or five (5) years as a regular member.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

11. Captain, Fire Police - Shall have served at least two (2) years as a Fire Police member or three (3) years as a regular member.
12. The above service requirements shall not necessarily be confined to the Wyckoff Fire Department provided the members service in other fire departments be substantiated and approved by the Board of Fire Officers.
13. In the event any of the above listed qualifications cannot be met, the requirements may be waived by the Departmental Chief and the Deputy Chiefs.

Article 19 - Appointment of Special Officers

1. Fire Marshall - Shall be appointed by the Chief of Department upon assumption of office with the concurrence of the Deputy Chiefs subsequently elected.
2. Deputy Fire Marshall, Fire Prevention Bureau - Shall be appointed by the Chief of Department and concurred with the Fire Marshall.
3. Inspector, Fire Prevention Bureau - The Chief of the Fire Department may appoint one or more Fire Inspector(s) for the duration of that calendar year from each area served by the Fire Department and such appointments are subject to the approval of the Deputy Chief in charge of the area where the inspector is assigned duty, and subject to the approval of the Fire Marshall, Fire Prevention Bureau.
4. Chief, Fire Police - Shall be appointed by the Chief of Department and concurred with the Chief of Police.
5. Captain, Fire Police - One Captain in each area shall be appointed by the Chief of Department and concurred with by the Chief, Fire Police and the Chief of Police.
6. All appointments shall be for a period of one (1) calendar year, and the appointments of Fire Marshall, Deputy Fire Marshall and Chief, Fire Police shall be subject to the approval of the Township Committee.
7. Any other appointments necessary for the efficient operation of the department may be made by the Chief of Department with the concurrence of the Deputy Chiefs.

Article 20 -Duties of Area, Company and Appointed Officers

1. Deputy Chief - Each Deputy Chief shall be in Charge of an area, responsible to the Chief of Department. In the absence of the Chief, they shall be in charge of all fire fighting and/or other emergency operations in their area. They shall also be in charge of operations in an adjoining area. In the absence of the Chief and the Deputy Chief in charge of the area, the first arriving Deputy Chief from an adjoining area shall be in charge. The following administrative duties shall be assigned to the Deputy Chiefs by the Chief of Department: 1) Training. 2) Mutual Aid. 3) Equipment. 4) Alarm Systems. 5) Hydrants and water sources.
2. Battalion Chief - Shall be in charge of the company or companies in their area, and shall be responsible for the training of the personnel and the equipment under their command. In the absence of the Chief and the Deputy Chief of their area, they shall be in charge of all fire fighting and/or emergency operations in their area until the arrival of the Deputy Chief of an adjoining area. They shall be in charge of operations in an adjoining area in the absence of the Chief, Deputy Chiefs and the Battalion Chief of the Area. The first arriving Chief from the adjoining area shall be in charge.
3. Captain - Shall be in direct command of the company personnel, shall see that hose lines are properly laid, and/or ladders properly placed and that nozzles are manned. The Captain shall lead and guide the members in the extinguishment of the fire, shall be responsible for, and

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

maintain membership and fire records of the company, and shall report to the Battalion Chief.

4. Lieutenant - Shall be in direct command of the personnel of the company in the absence of the Captain, and shall be responsible for the supply of water for fire fighting, that the equipment is available and properly maintained.
5. Fire Marshall, Fire Prevention Bureau - Shall be in charge of the operations of the Fire Prevention Bureau, responsible to the Chief of Department.
6. Deputy Fire Marshall, Fire Prevention Bureau - Shall prepare and maintain records of the Fire Prevention Bureau, responsible to the Fire Marshall, Fire Prevention Bureau.
7. Inspector, Fire Prevention Bureau - Shall be assigned duties as per instructions from the Fire Marshall.
8. Chief, Fire Police - Shall be responsible for the efficient operation of the unit, which includes traffic control at fire fighting and/or other emergency operations and other protective assignments. The Fire Police Chief shall be responsible to the Chief of Department and the Chief of Police.
9. Captain, Fire Police - Shall assist the Chief, Fire Police in the discharge of the Chief's duties. In the absence of the Chief of Fire Police, the first arriving Captain of the Fire Police shall be in charge of the Fire Police Unit.

Article 21 - Departmental Inspection

Once a year a Departmental Inspection shall be held under the direction of the Chief of the Fire Department who shall establish the rules and regulations necessary for the inspection. These inspection rules shall be concurred in with the Fire Commissioner and the Deputy Chiefs.

Stripes for years of service, Certificates of service and education, driver's emblems and other special awards shall be presented at each inspection.

Article 22 - Certificate of Service

Those members who cannot qualify for the quota established by the New Jersey State Firemen's Association and have completed seven (7) years at sixty (60) percent or more or ten (10) years at forty (40) percent or more, may apply to the Board of Fire Officers for a Certificate of Service. The Captain of the company to which the member is assigned shall present the duty records of the member to the Board of Officers. If the qualifications for the Certificate are complied with, the Board of Officers shall recommend to the Township Committee that a Certificate of Service be granted. In the event that the Township Committee does not wish to issue such a certificate, its refusal must be reasonable and in writing to the Board of Officers.

Article 23 - Awards Function - Membership Requirements

1. All members having a duty percentage of forty (40) percent or more for the designated year shall be eligible to attend free of charge.
2. Members having a duty percentage of less than forty (40) percent for the designated year shall be eligible to attend but must pay their own way.
3. Members who have a duty percentage under twenty five (25) percent for the designated year will be ineligible to attend. The percentage will be computed for the period beginning Jan. 1 to Sept.30.

Article 24 - New Jersey State Firemen's Association

Life Members Convention Expense

In order to be eligible for expense payments provided by the Wyckoff Fire Department for attendance at the New Jersey State Firemen's annual convention, the Life Member must attend a

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

minimum of three (3) previous Wyckoff Fire Department Relief Association meetings of the previous five (5) Relief meetings.

Article 25 - Disciplinary Code

The Wyckoff Fire Department is a voluntary organization and it is expected that all members will follow the rules and regulations of the department. Certain situations may arise that require disciplinary action.

If it is necessary, charges may be brought against any member subject to the conditions set forth in this section.

These charges are as follows:

1. Refusal of a direct order by an officer.
2. Insubordination.
3. Unsafe practices.
4. Action unbecoming a member of the department.
5. Conviction of a crime of the First, Second or Third degree.
6. Striking an officer or other member during a drill, fire or at any time on fire duty or in a building housing the fire apparatus.
7. Failure to accept and perform special assignments.
8. Failure to perform required percentage of duty for a year without sufficient reason.

Any officer or any member may bring any of the above written charges against any member of the Department to the Departmental Chief. Any such charge or charges must be brought within 72 hours of the incident that precipitated the charge or charges. At the discretion of the Departmental Chief as a part of his investigation of the charges, a special meeting of the Department Officers may be held to recommend if any disciplinary action should be taken by the Departmental Chief or, he may refer the problem to the area Deputy chief for recommendation by the company officers. These charges must be written and presented to each and every officer of the company at least two (2) weeks prior to the company officer's meeting. If the company officers feel there is sufficient justification to proceed, they may;

1. Hold a special meeting of the company officers to decide what, if any, disciplinary action should be taken.
2. Refer it to the Departmental Chief for disciplinary action.

In any event, the accused member shall be notified in writing of the preferred charge or charges and the action taken following a review meeting with the Departmental Chief. The accused member has ten (10) days to appeal in writing and:

1. The accused member may make a request within ten (10) days to the Chief for a final appeal to a special board composed of Past Departmental Chiefs available, chaired by the present Chief, who has no vote. This special Board shall meet within twenty (20) days to review the case for finalization.
All decisions by this Board Shall be final.
2. Should the accused member fail to appear at this hearing, without good cause shown, the complaint shall be considered prima facie evidence of the acts contained therein.

If the infraction is of a nature whereby the morale of the members or the effectiveness of the company could be damaged, the officer may recommend immediate suspension to the Departmental Chief.

An accused member is entitled to be represented by any member of the Department or personally present his or her case to the Departmental Chief.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Any complaint received by the Mayor and/or Township Committee against any member of the Fire Department, except the Chief, shall be forwarded immediately to the Chief of the Fire Department, and may not be made public.

Any member suspended shall be on probation for the same length of time as the suspension following completion of the suspension period.

If any other charges are made and proven by the affected company officers during the probation, the member shall be removed from the rolls of the Wyckoff Fire Department. A complete record of the suspension and the action taken shall be made part of the member's personnel record. In the event of a successful appeal, all charges so appealed shall be erased from the record.

Article 26 - Suspension of Articles 16 Thru 25

In special cases, Articles 16 thru 25 may be suspended by a three-fourths (3/4) vote of those members present and voting at a departmental meeting.

Article 27 - Amendments

1. Every five (5) years, or when necessary, the Chief of Department shall appoint a committee of three (3) members who shall examine the By-Laws for their adequacy. If the committee deems it necessary, they shall propose amendments to conform the By-Laws to current conditions.
2. Any proposed amendments to these By-Laws are to be presented to the Board of Fire Officers for their review prior to their presentation at the next Departmental meeting.
3. Amendments to the By-Laws may be made by a two-thirds (2/3) vote of the members present and voting after a second reading, at a regular or special Departmental meeting which shall follow by three (3) months a meeting at which the amendments were passed by a two thirds (2/3) vote of the members present and voting.

Article 28 - Procedures

Roberts Rules of Order shall govern proceedings of meetings of this organization and/or its committee's.

#13-38 Northwest Bergen Mutual Aid Association

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

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

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

1. The Township of Wyckoff renews its participation in the Northwest Bergen Mutual Aid Association.
2. The Township of Wyckoff renews its mutual aid relationship with the Borough of North Haledon and Borough of Hawthorne.
3. The adoption of this resolution shall serve as the formal written mutual aid agreement for all emergency response units and said emergency responses shall be conducted pursuant to state law and in accordance with standard emergency operating practices.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide four (4) certified copies of this resolution to the Fire Chief and he shall file said resolutions with the President of the Northwest Bergen Mutual Aid Association and the Fire Chiefs of Hawthorne and North Haledon.

#13-39 Waive Annual Sewer Service Charge for Fire Company #3

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

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

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

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

13-40 Waive Annual Rent for Ambulance Corps Land Lease

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

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

#13-41 Renew Agreement for Commuter Park and Ride

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

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

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

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

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of commuter parking as follows: \$65.00 per resident per year and \$200.00 per non-resident per year; and,

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

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

#13-42 Establish Rules and Regulations Which Shall be the Township Facilities Policy

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

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

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

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

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

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

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

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

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

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

No exceptions to this policy shall be approved.

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

#13-43 Quasi-Municipal Groups for Insurance Purposes

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

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

The Township of Wyckoff municipal government includes the following:

- Wyckoff Police Department
- Police Department Softball
- Fire Department Annual Fireworks display
- Rabies Prevention Program
- Memorial Day Parade Committee
- Wyckoff Free Public Library Operation and Board of Trustees
- Emergency Management Committee
- Bergen County Community Development Programs or Projects
- Team Up to Tidy Up Day and volunteers
- Wyckoff Township Committee
- Planning Board
- Board of Adjustment
- Environmental Commission
- Board of Health
- Community Development Committee
- Zabriskie House Trustees
- Department of Parks and Recreation
- Wyckoff Municipal Band
- April Baseball Parade
- Recreation coaches
- Senior Citizens' Club and activities
- Basketball "Fowl" Shooting Contest
- Punt, Pass and Kick Contest
- Youth Activity Council
- Recreation basketball
- Competitive (Select) traveling basketball
- Recreation baseball
- Competitive (Select) traveling baseball
- Cheerleading
- Fencing
- Football
- Gymnastics
- Croquet
- Lacrosse
- Roller Hockey
- Recreation soccer
- Recreation softball
- Competitive (Select) traveling softball
- Summer camp
- Tennis
- Wrestling
- Volley ball
- Design Review Committee
- Welfare Board

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Sewer Assessment Commission
Wyckoff Drug Alliance Committee
The Gardens of Wyckoff Committee
Partners in Pride Cleanup days
Intermediate Sanctions Program volunteers
D.A.R.E. programs, activities and event trips
Juvenile & Adolescent Suicide Prevention Committee
Department of Public Works
Recycling Center and Activities
Charles Avenue Compost Facility and Facilities
Volunteer Interns in Municipal Government
Arbor Day Activities and Volunteers
Shade Tree Commission and their activities

CLASS I - Public Safety Associations and Auxiliaries:

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

CLASS II - Volunteer Ambulance Corps and Fire District:

1. Wyckoff Volunteer Ambulance Corps

CLASS III - All other non-athletic organizations:

1. Wyckoff Football Boosters
1. Wyckoff Traveling Baseball & Softball Boosters
2. Wyckoff Traveling Basketball Boosters
3. Wyckoff Wrestling Boosters
4. Wyckoff Lacrosse Boosters

CLASS IV - Athletic Organizations:

None

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

#13-44 Approval of Local Supplemental Violations Bureau Schedule

WHEREAS, the New Jersey Supreme Court has approved a form of revised Local Supplemental Violations Bureau Schedule, effective September 1, 2004, which has been incorporated into an Order of the Wyckoff Municipal Court with the approval of the Assignment Judge and in accordance with Rule 7:12-4; and,

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

NOW, THEREFORE, be it approved by the Township Committee of the Township of Wyckoff that the attached revised Local Supplemental Violations Bureau Schedule dated September 1, 2004, as approved by the Supreme Court, Assignment Judge of the Township of Wyckoff, be and the same is hereby approved for use by the Wyckoff Municipal Court and Violations Bureau.

#13-45 Town Hall Front Lawn Policy

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

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

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

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

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

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

WHEREAS, it is in the best interest of the Township of Wyckoff to adopt a clear and consistent policy for the use of the Town Hall front lawn which will minimize or eliminate the possibility of litigation, traffic hazards and the expenditure of time, effort and money.

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

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

#13-46 State Health Benefits

WHEREAS, the State Health Benefit's Commission voted on September 21, 1995 to amend the Administrative Code, NJSA 17:9-4.6. to eliminate the 20 hours per week standard for health benefits and allow local governments by resolution to determine the number of hours that will constitute full time status to receive health benefits; and,

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

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

1. Full time status for consideration of health benefits for administrative and clerical workers will be 35 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 35 hour work week on a seasonal basis shall not be considered full time for consideration of health benefits.
2. Full time status for consideration of health benefits for blue collar laborers, sworn police officers and civilian employees assigned to the police department will be 40 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 40 hour week on a seasonal basis shall not be considered full time for the consideration of health benefits.

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

#13-47 Re-establish the Recreation Policy Manual

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

revised; and,

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

#13-48 Appointment of School Crossing Guards

WHEREAS, the Chief of Police recommends the persons listed on the attached page to be appointed school crossing guards for the calendar year 2013.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached list of persons be appointed as school crossing guards for the calendar year 2013.

#13-49 Travel Reimbursement Policy

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

1. Reimbursement at the current IRS approved rate per mile for personal vehicle use on Township authorized business.
2. A car allowance for use of his personal car of \$300.00 per month is re-confirmed for the Township Administrator for regular daily business use since he is the only employee when hired was required to reside in Wyckoff and he is required to be available 24 hours per day for emergencies.
3. The Police Chief is authorized to utilize a municipal un-marked police car for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be available 24 hours per day for emergencies & police business.
4. The Department of Public Works Manager is authorized to utilize a municipal pick up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff, since he is required to be on-call 24 hours per day for emergencies.
5. The Department of Public Works Foreman is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be on-call 24 hours per day for emergencies.

#13-50 Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan

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

1. Reimbursement at the current IRS approved rate per mile for personal vehicle use on Township authorized business.
2. A car allowance for use of his personal car of \$300.00 per month is re-confirmed for the Township Administrator for regular daily business use since he is the only employee when hired was required to reside in Wyckoff and he is required to be available 24 hours per day for emergencies.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

3. The Police Chief is authorized to utilize a municipal un-marked police car for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be available 24 hours per day for emergencies & police business.
4. The Department of Public Works Manager is authorized to utilize a municipal pick up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff, since he is required to be on-call 24 hours per day for emergencies.
5. The Department of Public Works Foreman is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be on-call 24 hours per day for emergencies.

#13-51 Establish Hearing Officer(s)/Committee(s)

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee establishes the following hearing officer(s):

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

#13-52 Municipal Alliance Committee

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

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

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

2013 MUNICIPAL ALLIANCE MEMBERS

Wendy Coffey, Chairman
Rudy Boonstra, Mayor
Haakon C. Jepsen, Township Committee Member
Police Chief B. Fox
Joseph Soto, Detective Sergeant/DARE Officer

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON

Andy Wingfield, Recreation Director
Robert J. Shannon, Township Administrator

#13-53 Re-Establish Cooperative Efforts With the Board of Education

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

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

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

1. Fuel dispensing facility
2. Salt dome usage
3. Street sweeper usage and the usage of other equipment and vehicles
4. Wyckoff Community Park property usage
5. Washington School lower lot for business employee parking
6. Sharing of public property for municipal and school uses
7. School fields and facilities for recreation programs
8. Baseball/softball diamond renovation program
9. Use of schools as polling places for municipal and school elections

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

#13-54 Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators

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

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

#13-55 Appointment of JIF Representatives

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

JIF Fund Committee	Robert J. Shannon, Township Administrator
JIF Deputy Fund Commissioner	Scott Fisher Manager, Department of Public Works
Safety Delegate(s)	Scott Fisher Manager, Department of Public Works
	Mark DiGennaro Township Engineer

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Andy Wingfield
Recreation Director

Police Chief Ben Fox

Fire Chief Lou Graglia

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

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

**#13-56 Authorize Participation in Bergen County Community
College's Tuition Credit Program for Volunteer Firefighters
And Ambulance Corps Members**

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

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

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

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

#13-57 Authorize Waiving of Fees

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

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

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

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

1. Definitions.

The following definitions shall apply.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

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

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

Township of Wyckoff - #13-57 – January 1, 2013 - Page 2

2. Incentives

All active members who have satisfactorily completed their probationary period and are in good standing within the Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps. and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears and their families, shall be entitled to the following benefits:

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

3. Administration

2. On or about January 10 of each calendar year, the Fire Chief of the Wyckoff Volunteer Fire Department and the Captain of the Wyckoff Volunteer Ambulance Corps shall submit to the Township Clerk a list of all residents who meet the definition of an active member in good standing and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears. Such list shall be updated on a periodic basis by the volunteer organization to add those individuals who have completed their probationary status or to delete individuals who have been dropped from their membership or who no longer meet the criteria for active member

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON

status.

- 3. On a form provided by the Township Clerk, each active member shall provide information related to family status to assist the various municipal officials in order to determine eligibility for the waiving of fees.
- 4. All active members and their families must comply with all registration procedures and complete all application forms established by the Township of Wyckoff.

4. Exclusions

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

TOWNSHIP OF WYCKOFF
Volunteer Firefighters/Ambulance Corps Members
Family Status - Resolution #13-57

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

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

Name	Home Address			
	Current Age	Marital Grade	Same as above Status	Yes or No
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature: Volunteer Firefighter/
Ambulance Corp member

Date

Tax Office:

Tax Collector

cc: Recreation Dept.
Building Dept.
Planning Board
Board of Adjustment
Clerk's fill

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

#13-58 Emergency Management Plan

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

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

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

JURISDICTION: TOWNSHIP OF WYCKOFF COUNTY: BERGEN

DATE OF APPOINTMENT AND RESOLUTION JANUARY _____

REPRESENTING GROUP
(SEE KEY AT BOTTOM)

NAME	WORKING TITLE	1	2	3	4	5
Rudy Boonstra	Mayor	X				
Robert J. Shannon, Jr.	DEMC, Twsp. Administrator, Resources, Public Info.		X	X		
Thomas Gensheimer	Construction Code Official, Damage Assessment		X			
David V. Murphy	EMC Police Lieutenant		X			
Nicolo Ciampo	Fire and Rescue Coordinator		X			
Benjamin Fox	Police Chief		X	X		
Scott Fisher	DPW Superintendent, Comm. RTK		X			
Craig Simko	EMS Coordinator		X			
Rob Pavlik	Red Cross Liaison				X	
Richard Alnor	Resource Mgt		X			
Joseph Alvarez	RADEF, Fire & Rescue		X			
Charles Van Dyk	Police Lieutenant/DEMC		X			
Angela Musella	Health Department, BCDOHS		X			
John Ciampo	Resource Management, Fire and Rescue		X			
Carl Kofler	Evacuation Coordinator, Fire and Rescue		X			

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

Matthew Fenkart	Communications, Resource Management		X			
Lcn DeBlock	Resource Management, Public Works		X			

GROUP REPRESENTATION KEY
(PLEASE EXPLAIN ANDY SUBSTITUTED POSITIONS)

1. ELECTED OFFICIALS (MAYORS/FREEHOLDERS)
2. POLICE, FIRE EMERGENCY MANAGEMENT, FIRST AID, HEALTH, ENVIRONMENTAL, HOSPITAL, AND PUBLIC WORKS
3. BROADCAST AND PRINT MEDIAS
4. COMMUNITY GROUPS (RED CROSS, SALVATION ARMY, ETC.)
5. OWNERS/OPERATORS OF FACILITIES SUBJECT TO SARA TITLE III

#13-59 Establish a Procedure and Adopt Forms to Provide Access to Public Records

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

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

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

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

WHEREAS, in accordance with OPRA the Municipal Clerk is designated as the Records Custodian, the Chief of Police is designated Deputy Records Custodian for public records in the Police Department and the Library Director is the Deputy Custodian for public records at the Wyckoff Free Public Library; and,

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

WHEREAS, the Records Custodians must adopt forms for requests, locate and redact documents; isolate exempt documents; assess fees and means of production, identify requests

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

that require "extraordinary expenditure of time and effort" and warrant assessment of a "special service charge" and when unable to comply with a request and "indicate the specific basis"; and,

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

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

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

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

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

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

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

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

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

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

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

1. Wyckoff on the Web, which is the township website, provides a wide range of information that is available to the public 24/7. The website provides information on township services, offices, events, e-mails to site registrants, links to county and state sites and township board and commission agendas and minutes. The State of New Jersey Records Request form can be downloaded from the website.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

2. Tax map of the Township of Wyckoff (Tax Collector's office and west wing hallway table next to Recycling office).
3. The Code of the Township of Wyckoff - library reference room, Municipal Clerk's office, the bookcase in the Building Department's office and posted on Wyckoff on the Web..
4. Building Department bookcase in the lower level of Town Hall which includes:
 - a. New Jersey State Sanitary Code Chapter XII, Sanitation Retail Food establishments and Food & Beverage Vending Machines.
 - b. Standard sanitary sewer specifications for the Township of Wyckoff.
 - c. State of New Jersey Public Health Nuisance Code (1953). Township of Wyckoff Board of Health (Ordinance #17).
 - d. Standards for individual Subsurface Sewage disposal systems. Chapter 9A Standards for Individual Subsurface Sewage Disposal System.
 - e. Properties within 100 year flood plain or wetlands area map.
 - f. Township of Wyckoff zoning map.
5. Fees charged by each Municipal office are posted at the entrance of each office for public inspection.
6. Pending applications before the Planning Board and Board of Adjustment.
7. Currently advertised bid specifications

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

#13-60 Appointment of Community Development Representatives

WHEREAS, the Bergen County Community Development Office has notified the Township that the Community Development representatives from Wyckoff appointed on January 1, 2011 shall be effectively appointed from July 1, 2013 to June 30, 2014.

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

Joyce C. Santimauro
Business Phone: 891-7000

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON

#13-61 Policy for Wyckoff Community Park and Memorial Field
Snack Bars

WHEREAS, the Township of Wyckoff is desirous of operating its two (2) snack bars through the Wyckoff Recreation program volunteers; and,

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

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

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

MEMORIAL FIELD SNACK BAR

1. August 15 through December 1

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

2. December 2 through August 14

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

- 1) complete a permit application from the Recreation Director's Office,
- 2) pay a refundable cleanup/damage deposit of \$50.00 per event,
- 3) Recreation Director approves application(s) on a first come first serve basis,

- 2 -

- 4) since the Torpedoes are a private Wyckoff based sports club, they must also provide a certificate of insurance listing Wyckoff as an additionally insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

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

II. WYCKOFF COMMUNITY PARK SNACK BAR

A. January 1 through December 31

1. Only Wyckoff sports booster associations and the Torpedoes Soccer Club may utilize the snack bar if they;
 - 1) complete a permit application from the Recreation Director's office,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- 2) pay a refundable cleanup/damage deposit of \$50.00 per event,
- 3) the Recreation Director approves application(s) on a first come first serve basis,
- 4) the Recreation Director shall be the final determiner of whether the cleanup/damage deposit shall be refundable,
- 5) since the Torpedoes Soccer Club is a private sports club they must provide a certificate of insurance naming the Township of Wyckoff as additionally named insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

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

III. RECIPROCAL CONSIDERATIONS

1. The Cornerstone Christian Church and St. Elizabeth's Church are permitted to utilize the snack bar facilities due to the use of their properties by the Recreation Department programming. The permit process must be followed and the \$50.00 refundable cleanup/damage fee is applicable.
2. Provision of a certificate of insurance evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification providing the attached completely signed hold harmless agreement.

IV INSURANCE

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

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

BE IT FURTHER RESOLVED, that a copy of this resolution is sent to the Board of Health for the issuance of the annual food handlers license in favor of the Township for both snack bars, the Recreation Director and the Municipal Risk Manager.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

#13-62 Telephone/Electronic Transfer of Funds

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

#13-63 Employee Compensation

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

#13-64 Issuance of Checks Between Township Committee Meetings

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Wyckoff Chief Financial Officer with consent by the Wyckoff Township Administrator be and are hereby authorized to issue checks for payment of Township bonds and interest thereon, school taxes, bond anticipation notes and interest thereon, county taxes, State health benefit payments, Social Security contributions, and construction services under the Prompt Payment Law, regular and seasonal payroll and other miscellaneous items when such payments become due between Township Committee meetings. Ratification at the next Township Committee meeting is required.

#13-65 Township Committee By Laws

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

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

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

PURPOSE.

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

MEETINGS.

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

Public Annual Meeting. Pursuant to N.J.S.A. 40:146-13.1, the Township Committee shall meet annually for organization during the first seven (7) days of January in any year.

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

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

Worksession Meetings. Worksession Meetings shall be conducted on the first and third Tuesday of the month; 7:30 p.m. prevailing time. Meetings shall conclude no later than 11:30 p.m.

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

Public Comment. Public Comment shall be allowed at Worksession Meetings for a ten (10) minute total public comment period with members of the public provided with two (2) minutes for their comments.

The public comment period at Regular Business Meetings shall provide each member of the public desiring to address the Township Committee with up to five (5) minutes for their comments.

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

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

CHAIRMAN.

The Township Committee shall annually elect one (1) of its members as Chairman at the annual meeting. He shall be referred to as "Mayor" and shall perform all duties of the Chairman. Duties of the Chairman shall include:

- C. Chair Township Committee meetings.
- D. Sign Municipal contracts when authorized by Township Committee action.
- E. Perform marriages.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

- F. Issue Proclamations authorized by Township Committee action.
- G. Serve as the Township's chief official at meetings and ceremonies.

DEPUTY CHAIRMAN.

The Township Committee shall annually elect one (1) of its members as Deputy Chairman. (Deputy Mayor). In the absence of the Mayor, the Deputy Chairman shall perform all the duties of the Chairman except the Deputy Chairman cannot perform marriages.

ADMINISTRATION: Legislative Liaison Assignments.

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

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

The legislative assignments may include: Fire, Police, Health, Public Works, Finance, Sewer, Personnel, Property Development, Library, Planning Board, Board of Adjustment, Environmental Commission, Recycling/Sanitation, Transportation, Shade Tree Commission, Recreation, Design Review Committee, Buildings & Grounds or Uniform Construction Code/Zoning.

CONDUCT OF MEETINGS.

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

AGENDA.

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

ORDINANCE PROCEDURE; CONTRACTS AND OTHER DOCUMENTS.

- A. Preparation. All proposed ordinances shall be prepared by or approved by the Township Attorney or his duly elected substitute, upon direction of the Township Committee. Prior to its introduction, each proposed ordinance requiring or permitting administrative action shall be submitted to the Administrator and the Department Manager concerned.
- B. Passage; advertisement. All ordinances shall be passed and advertised in the manner provided by law.
- C. Contracts. All contracts, agreements and other legal documents requiring execution by a Township official shall be so authorized by resolution of the Township Committee designating the Mayor or other Township official to execute the same.

ELECTED OFFICIAL TRAINING

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

#13-66 Police Private Duty Assignments

WHEREAS, Ordinance #1172 established a system of managing and controlling police private duty assignments; and,

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

Section 54-2(A)

- 1. Other traffic or security assignments for non - profit/charitable organizations and religious institutions. Sixty five dollars (\$65.00) per hour plus fifteen dollars (\$15.00) per hour to cover Township costs such as payroll and insurance costs required to be paid by the Township for a police officer.
- 2. Other traffic or security assignments for Wyckoff residents and businesses. Sixty five dollars (\$65.00) per hour plus fifteen dollars (\$15.00) per hour to cover Township costs such as payroll and insurance costs required to be paid by the Township for a Police Officer.
- 3. Other traffic and security for outside contractors, the individual officer's overtime rate plus fifteen dollars (\$15.00) per hour to cover Township costs such as payroll and insurance costs required to be paid by the Township for a Police Officer.
- 4. Traffic Safety Review fee to be paid by private contractor to the Township of Wyckoff of seventy five dollars (\$75.00).
- 5. A charge of \$25.00 per hour shall be paid when a police patrol vehicle is required and/or requested for use in the private duty assignment detail. The \$25.00 per hour charge shall apply to numbers (2), (3) and (4) above.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

#13-67 Extraordinary Unspecifiable Service Appointments

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

- I. Graphic Artist/Public Relations Consultant/Web Site Designer

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Availability indicating that adequate funds have been appropriated in the current year Temporary Budget and adequate funds will be appropriated in the current year Municipal Budget when adopted under the following line item in said Budgets:

Administration - other expense

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

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

1. Rocket Graphics
 5 Sicomac Road
 North Haledon, NJ 07508
 \$70.00 per hour/ Up to \$12,500
2. The Municipal Clerk is directed to issue an E.U.S. contract letter.
3. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "E.U.S. Services".
4. The Township Clerk shall execute a public notice of said appointments in the official newspaper of the township as required by law.

#13-68 Adoption of Policy for ADA Parking Specifications and Posting Policy

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

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

#13-69 Authorize Language for Municipal Purchase Orders

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

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

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

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

#13-70 Municipal Internet Policy

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

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

WHEREAS, the Township of Wyckoff in good faith has developed the attached Internet Link Policy.

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

#13-71 Rapid Deployment Force

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013 – 12:00 NOON**

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

WHEREAS, the Township Committee of the Township of Wyckoff supports the efforts of the Bergen County Police Chief's Association to formulate a Mutual Aid Plan and a Rapid Deployment Force to deal with emergencies.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff supports the efforts of the Bergen County Police Chief's Association to create and put into place a Mutual Aid Plan and Rapid Deployment Force under the following terms and conditions:

1. This resolution is not to be construed as a mutual aid agreement between the Township of Wyckoff and any other contiguous or non-contiguous municipality.
2. Pursuant to N.J.S.A. 40A:14-156, if any member of the Wyckoff Police Department while assigned to the Rapid Deployment Force and while rendering assistance in a contiguous or non-contiguous municipality shall suffer a casualty or death, he or his designee or legal representative shall be entitled to all salary, pension rights, workman's compensation and other benefits to which such member or officer of the Wyckoff Police Department would be entitled if such casualty or death occurred in performance of his normal duties in the Township of Wyckoff.
3. The Township of Wyckoff will not provide any funding to the Rapid Deployment Force or the Bergen County Police Chief's Association for the purpose of acquiring any lands for the Rapid Deployment Force or the Bergen County Police Chief's Association or for the establishment and maintenance of a central office for the Rapid Deployment Force of another municipality or the Bergen County Police Chief's Association.
4. The Township of Wyckoff will not provide any funds for the payment of salaries or any other compensation to any member of the Rapid Deployment Force other than as provided by N.J.S.A. 40A:14-156.
5. Members of the Wyckoff Police Department assigned to the Rapid Deployment Force shall be permitted to take part in no more than two (2) and one half days of Rapid Deployment Force initial training and not more than four (4) days of Rapid Deployment Force training per year.
6. The Chief of Police of the Township of Wyckoff shall provide a report to the Township Committee for their annual review advising the Township Committee of the number of times members of the Wyckoff Police Department were activated as part of the mobilization of the Rapid Deployment Force, the nature and location of the incidents which required the mobilization of the Rapid Deployment Force and any and all costs incurred by the Township of Wyckoff as a result of such activation of the members of the Wyckoff Police Department.
7. The Township of Wyckoff will not reimburse any municipality or municipalities rendering assistance to the Township of Wyckoff, for any damage to police equipment or other property or for the payment to any member of a police force, or to a surviving spouse or other dependent if death results as a result of injury sustained while rendering assistance to the Township of Wyckoff.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

8. The activation of Rapid Deployment shall only be after existing local police resources and contiguous mutual aid agreements are exhausted and the Coordinating Council of Police Chief's approve the activation.

#13-72 Authorize Disposition of Public Property No Longer Needed for Public Use

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

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

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

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

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

#13-73 Adoption and Endorsement of New Jersey Ethics Law

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

WHEREAS, the Municipal Clerk shall provide Section 40A:9-22.5 of the New Jersey Ethics Law "Provisions requiring compliance by local government officers and employees" to be posted by Department Managers on the various department bulletin boards"; and,

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

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

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

#13-74 Void Checks Within Excess of 180 Days

WHEREAS, there exists various outstanding checks in the Claims Account and Payroll Account

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

drawn from the current fund that exceed 180 days of age; and

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

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

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

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

**#13-75 Permitting and Regulating Still Photography, Video Taping
And Audio Recording of Public Meetings**

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

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

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

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

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

1. Equipment and personnel.
 - A. Not more than two portable video tape electronic cameras, operated by no more than one person each shall be permitted at any public meeting.
 - B. Not more than two still photographers shall be permitted at any public meeting.

2. Sound and light criteria.
 - A. Only video tape cameras and audio equipment used in conjunction with the video camera which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting device of

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

any kind shall be employed in connection with the use of video tape cameras.

- B. Only still camera equipment which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting of any kind shall be employed in connection with a still camera.

3. Notice.

- A. Notice shall be given to the Municipal Clerk prior to the close of the last business day preceding the day of the meeting for which an individual is seeking permission to video tape or photograph public meetings.
- B. Permission to video tape or photograph a public meeting shall be granted by the Municipal Clerk on a first come, first served basis, subject to compliance with the provisions contained in these guidelines.

4. Location of equipment and personnel.

- A. Video tape cameras shall be placed in the rear of the meeting room behind the last row of chairs. The person video taping the public meeting shall not move about the meeting room while the public meeting is in session. It is the responsibility of the camera operator to ensure that the camera is operated in a safe manner and does not create an unsafe or hazardous environment by blocking pedestrian traffic in areas within the public meeting room.
- B. Still camera photographers shall be positioned in the rear of the meeting room behind the last row of chairs. Still camera photographers shall assume fixed positions within the designated areas and once the photographers are positioned, such photographers shall not be permitted to move about in any way to attract attention through further movement.
- C. Video tape and related audio equipment and still camera equipment shall not be placed in or removed from the meeting room except prior to the commencement and after adjournment of the public meeting or during a recess.

Article III. Audio tape recording of public meetings.

- 1. In addition to photography and video tape recording of public meetings, an individual may audio tape record a public meeting subject to the following conditions

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

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

Article IV. Prohibitions.

- 1. Meetings or portions of meetings which are permitted by law to be closed to the public shall not be videotaped, photographed or audio taped.
- 2. In order to comply with and protect the attorney/client privilege, there shall be no audio pick-up or video taping of conferences which occur at a public meeting or in a public facility between the an attorney representing the Township and/or one of the Township's public bodies and any member of the Township Committee, member of the public body, the Municipal Clerk, or any officer or employee of the Township of Wyckoff.
- 3. No recording, whether audio or video, may be used in any Court proceeding, nor may same be used to contest the accuracy of an official record of the public meeting. The recordings may not be represented as an official transcript in any manner and/or for any purpose.

Article V. Ceremonial proceedings.

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

Article VI. Duplication of video recordings, photographs and audio recordings.

- 1. The Municipal Clerk may request the original video recording, tape recording or photograph for the purpose of duplication. If such request is made, the original video tape, audio tape or photograph shall be immediately provided to the Municipal Clerk so that the Township may make a duplicate. The original shall be returned to the individual producing the same within five (5) business days.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

2. The individual who made the recording or photograph shall maintain the original video tape, audio tape or photograph for a period of one year.

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

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff that the Municipal Clerk shall be and is hereby authorized to send one certified copy of this Resolution to the Township Attorney, Robert Landel, Board of Adjustment Attorney, Harold Cook; Planning Board Attorney, Joseph Perconti; Municipal Court Administrator Paulette Scandone; Board of Adjustment and Planning Board Secretary, Susan Schilstra.

#13-76 Small Balances to be Cancelled

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

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

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

#13-77 Establish Employee Benefits Cafeteria Plan

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

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

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

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

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

- A. Sworn Police Officers -- minimum 40 hours per week
- B. Civilians assigned to Police Department -- minimum 40 hours per week
- C. DPW Employees -- minimum 40 hours per week
- D. Town Hall Employees -- minimum 34.5 hours per week
- E. Tax Assessor -- as per ordinance

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

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

- A. Upon date of hire as a full-time employee as categorized above.
- B. Coverage election changes may be made at open enrollment periods only.
- C. Changes in qualified status (i.e. change in number of dependents; marriage, divorce, new child etc.) may be made outside of enrollment periods through contact with the Township's Payroll Control Officer.
- D. Benefits may terminate if employee is no longer working for the Township or no longer meets the eligibility requirements as set forth above

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

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

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

#13-78 Designation of NIMS for Incident Management

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

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

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013**

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

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

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

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

2013 ORDINANCES - INTRODUCTIONS

ORDINANCE #1705

AN ORDINANCE TO AMEND CHAPTER 186 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "ZONING" TO AMEND SECTION 186-6, "DEFINITION OF TERMS" TO ADD THE DEFINITION OF ADMINISTRATIVE OFFICER PURSUANT TO THE TOWNSHIP'S CODE AND THE NEW JERSEY MUNICIPAL LAND USE LAW

BE IT ORDAINED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that Section 186-6, Definition of Terms, is amended pursuant to the Township's code and the New Jersey Municipal Land Use Law by the addition of a new definition, Administrative Officer:

Chapter 186, Zoning, Section 186-6, Definitions of Terms

For the purpose of this Chapter, specific words and phrases are to be interpreted in accordance with the following definitions and shall be deemed to have the following meanings:

ADMINISTRATIVE OFFICER – The following individuals shall be designated as Administrative Officers as permitted by and pursuant to NJSA 40:55D-3, the Township's Construction Code Official, the Township Engineer, Township Zoning Official, Planning Board Secretary and the Secretary to the Board of Adjustment.

SECTION 2 – Except as hereby amended, all other Sections of Chapter 186 shall remain in full force and effect.

SECTION 3 – This Ordinance shall take effect upon final passage and publication as required by law.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2013

TOWNSHIP OF WYCKOFF

ORDINANCE #1706

AN ORDINANCE TO AMEND CHAPTER 168 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "SUBDIVISION AND SITE PLAN REVIEW" TO AMEND SECTION 168-3 "DEFINITION OF TERMS" TO STATE TITLES OF MUNICIPAL EMPLOYEES WHO WILL SERVE AS ADMINISTRATIVE OFFICERS PURSUANT TO THE TOWNSHIP'S CODE AND THE NEW JERSEY MUNICIPAL LAND USE LAW

BE IT ORDAINED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that Section 168-3, "Definitions of Terms" is amended as follows:

SECTION 1

Chapter 168, Subdivision and Site Plan Review, Section 168-3, Definitions of Terms:

ADMINISTRATIVE OFFICER – The following individuals shall be designated as Administrative Officers as permitted by and pursuant to NJSA 40:55-D-3, the Township's Construction Code Official, Township Engineer, Township Zoning Officer, Planning Board Secretary and the Secretary to the Board of Adjustment.

SECTION 2 – Except as hereby amended, all other Sections of Chapter 168 shall remain in full force and effect.

SECTION 3 – This Ordinance shall take effect upon final passage and publication as required by law.

Mayor Rudy Boonstra

Joyce C. Santimauro,
Municipal Clerk