TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, JANUARY 1, 2015 - 12:00 NOON

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1. Meeting called to order by Municipal Clerk Joyce Santimauro
2. Presentation of Colors by the Wyckoff Volunteer Fire Department Color Guard
3. Flag Salute Given by Miss Rebecca "Becca" Salmins
4. Invocation Given by Reverend Fred Provencher from Cornerstone Church
5. Singing of God Bless America Performed by Miss Cassidy Rooney
6. Reading of "Open Public Meetings Act" statement by Municipal Clerk Joyce Santimauro
7. Recognize former Township Committee Chairmen in attendance.
8. Municipal Clerk Joyce Santimauro to Administer Oath of Office to Township Committeemen Douglas J. Christie & Brian D. Scanlan.

9. Township Committee nomination for 2015 Township Committee Chairman

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

10. Recess for Chairman to take his place on the dais

11. Remarks by Chairman

12. **CONSENT AGENDA:** The consent agenda has been posted on our website since Tuesday and copies have been made available to members of the public who have requested the same.

12.1 2015 CONSENT AGENDA RESOLUTIONS:

#15-1 Designation of Deputy Chairman of Township Committee
#15-2 Township Committee Liaison Assignments to Departments and Boards
#15-3 Fire Department Officers
#15-4 Board and Commission Appointments
#15-5A Professional Service Appointment
#15-5B Professional Service Appointment
#15-5C Professional Service Appointment
#15-5D Professional Service Appointment
#15-5E Professional Service Appointment
#15-5F Professional Service Appointment
#15-5G Professional Service Appointment
#15-5H Professional Service Appointment
#15-5I Professional Service Appointment
#15-5J Professional Service Appointment
#15-5K Professional Service Appointment
#15-5L Professional Service Appointment
#15-5M Professional Service Appointment
#15-6 Schedule of Township Committee Meetings
#15-7 Establish Holidays That Town Hall is Closed
#15-8 Temporary Budget
#15-9 Temporary Sewer Utility Budget
#15-10 Authorize Filing of Signatures of Chairman and Clerk Signatures to Vouchers to Authorize Payment
#15-11 Establish a Cash Management Plan
#15-12 Township Committee Members to Review and Affix Their Signatures to Vouchers

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

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#15-55 Appointment of JIF Representatives
#15-56 Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members
#15-57 Authorize Waiving of Fees
#15-58 Approve Emergency Management Plan
#15-59 Establish a Procedure and Adopt Forms to Provide Access to Public Records
#15-60 Appointment of Community Development Representatives
#15-61 Policy for Wyckoff Community Park and Memorial Field Snack Bars
#15-62 Telephone/Electronic Transfer of Funds
#15-63 Continue Employee Compensation
#15-64 Issuances of Checks Between Township Committee Meetings
#15-65 Township Committees By Laws
#15-66 Police Private Duty Assignments
#15-67 Extraordinary Unspecifiable Service Appointments
#15-68 Adoption of Policy for ADA Parking Specifications and Posting Policy
#15-69 Authorize Language for Municipal Purchase Orders
#15-70 Municipal Internet Policy
#15-71 Rapid Deployment Force
#15-72 Authorize Disposition of Public Property No Longer Needed for Public Use
#15-73 Adoption and Endorsement of New Jersey Ethics Law
#15-74 Void Checks in Excess of 180 Days
#15-75 Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
#15-76 Small Balances to be cancelled
#15-77 Establish Employee Benefits Cafeteria Plan
#15-78 Designation of NIMS for Incident Management
#15-79 Adoption of Approved Forms of Surety
#15-80 Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
#15-81 Procedure to Receive Donations /Plaques or Name Municipal Property
#15-82 Requirements and Procedures for the Wyckoff CERT Program
#15-83 Adoption of Accounting and Fiscal Internal Control Manual
#15-84 Authorize a Shared Service Agreement with Wyckoff Library to Provide Payroll Service
#15-85 Re-appointment of Zabriskie House Trustee
#15-86 Authorize Shared Service Agreement With Bergen County to Provide Dispatch and E-911 Service
#15-87 Authorize PBA Salary Agreement

11.2 **2015 ORDINANCES - INTRODUCTIONS:**

#1760 - AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR CERTAIN OFFICER AND EMPLOYEES OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2015.

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#1761 - AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF WYCKOFF, CHAPTER 175, "TOWERS AND TOWING', SECTION 175-8, "FEES" AND SECTION 175-15, "INSURANCE" AND SECTION 175-14, "TOWING AND STORAGE CHARGES"

#1762 - AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR EACH OFFICER OF THE POLICE DEPARTMENT OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2015

Following is the vote on the Consent Agenda:

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

12. Municipal Clerk to Administer Oath of Office to Residents Appointed to Serve the Township as Volunteers on Various Municipal Boards and Commissions

13. Clerk to Administer Oath of Office to Fire Department Officers.

14. Adjourn

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

FORMAL ACTION WILL BE TAKEN DURING THIS MEETING

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Meeting Called to Order
The 2015 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Municipal Clerk Joyce C. Santimauro.

Flag Salute
Miss Rebecca "Becca" Salmins led the Township Committee and audience in the Salute to the Flag.

Invocation
The Invocation was given by Reverend Fred Provencher from Cornerstone Church.

Soloist
"God Bless America" was sung by Cassidy Rooney.

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.

Open Public Meeting Act Statement
Municipal Clerk Joyce C. Santimauro read the "Open Public Meeting Act" Statement: "This January 1, 2015 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."

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

Committeeman Kevin J. Rooney, Mr. J. Gordon Stanley, Mrs. Marsha Shotmeyer on behalf of former Mayor Henry J. Shotmeyer, Mr. John Spizziri, Mrs. Betty Vander Platt on behalf of former Mayor John C. Vander Plaat, Mr. Douglas A. Dial, Mr. Christopher P. DePhillips, Committeeman Doug J. Christie and Committeeman 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
Joyce C. Santimauro administered the Oaths of Office to re-elected Township Committeemen Douglas J. Christie and Brian D. Scanlan.

Township Committee Nomination for 2015 Township Committee Chairman
Township Committeeman Rudy Boonstra made a motion to nominate Township Committeeman Kevin J. Rooney as Chairman of the Wyckoff Township Committee for 2015. The motion was seconded by Township Committeeman Douglas J. Christie.

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

Recess for Chairman to take his place on the dais
Remarks by Chairman

Happy New Year and Good Afternoon. I would like to welcome everyone to the Township of Wyckoff's 2015 Reorganization Meeting.

To my wife Hayley, my children Tori, Jordan, Austin and Cassidy, all previous Wyckoff mayors, elected officials, friends, residents and family who join us today, "Welcome".

Thank you for taking the time out of your holiday to be here with us today.

To my colleagues on the Township Committee, it has been a pleasure and honor to work with each and every one of you. I know each of you spend countless hours working to make a positive difference in our community. I would like thank you for selecting me as the Mayor of Wyckoff for 2015.

I want to congratulate to my two colleagues Doug Christie and Brian Scanlan on their re-election to the Township Committee.

This past year the Township of Wyckoff documented some very significant achievements.

The 2014 municipal budget limited the growth of the budget and provides a stable tax rate. Despite many State---mandated, uncontrollable expenses such as pension costs and employee health care costs, the 2014 budget resulted in a budget increase of 0.75 percent (or less than one percent).

The 2014 municipal budget reflected a decision to significantly invest in the township's infrastructure. Early and excessive snow and ice storms resulted in seventeen (17) snow responses to deal with 72.5 inches of snow and ice at a cost of $170,000. The harsh winter had a devastating impact to our roads requiring the Township Committee to authorize $1.3 million on road repaving, an increase of $1 million from the $300,000 spent in 2013.

Our road department supervised the paving of a total of 34 roads while numerous others roads were patched and filled. The budget was accomplished with the support of our Borough Administrator and Chief Financial Officer; however it could never have happened without the work of our department heads and all of our Town Hall employees who are consistently doing more with less. Townships Municipal Clerk's office issued 30 legalized games of chance permits, allowing Wyckoff's non---profits additional resources to aide in their fundraising efforts.

The Township's re-designed and re-launched, the municipal website. In addition residents can now pay their taxes, sewer and rec fee payments on-line.

The Office of Emergency Management, Wyckoff Police Department, Wyckoff Recreation Department and the Wyckoff Free Public Library

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established Facebook pages for residents to follow their activities and programs.

The Township successfully renewed its Tree City USA designation for the 5th consecutive year. Russell Farms Community Park received donations of benches in remembrance of loved ones, along with a Gazebo.

We celebrated at Russell Farms Community Park with the dedication of the Almstead Educational Arboretum consisting of 130 donated trees, in addition girl scout troop # 76 released as part of their bronze award project 10,000 lady bugs into the environment to help preserve the trees.

The Larkin House benefited with donations this past year; members from the Townships Shade Tree Commission donated trees, shrubs and labor this past Arbor Day.

Members from Girl Scout troop #24 installed a Bee Hive, Owl Houses and landscaping to achieve their Bronze & Silver awards respectively.

The Wyckoff Rose Gardens was also the recipient of Landscaping and a bench donation by members of Girl Scout Troop # 28 so that they also could achieve their Silver Award.

Additional commuter parking needs required the current commuter-parking program to be expanded to include more parking spaces in the adjacent Wyckoff Community Park.

The township completed a town wide revaluation of all properties both residential and commercial, this revaluation was ordered by The Bergen County Board of Taxation.

Our community is very fortunate to have so many dedicated to making Wyckoff Better, this past year the following township employees achieved milestones, Chief Benjamin Fox, 37 years; Administrator Bob Shannon, 30 years; Joyce Santimauro, 26 years; Peg Keen, 26 years; Scott Fisher, 26 years and Andy Wingfield, Recreation Director, 10 years of service.

This past month we broke ground on the new The Pulis Recreation Complex; a vision brought to the Township Committee back in 2010 by a group of Wyckoff residents committed to making our fields safer. Their vision was realized through a creative public private partnership. The Township Committee authorized two (2) leases and with donations from the Parks & Recreation Foundation, two (2) new Artificial Turf Soccer & Lacrosse fields will be constructed and are slated for completion in the spring of 2015. The Wyckoff Family YMCA the principal contributor, Torpedo Soccer Club and resident volunteers donated monies to the Wyckoff Parks & Recreation Foundation to fund these artificial turf fields.

The groups I just mentioned need to congratulated for their dedication to making this vision become a reality.

Today I signed the contract with Bergen County authorizing a shared service to provide dispatch service and enhanced 911 dispatch. In addition to gaining the advantage of the most advanced technology, the shared service agreement with Bergen County will result in a significant decrease in the

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cost as compared to the current cost of performing dispatch in-house. The shared service cost of $180,000 with a 2% increase starting in year 4 is less than the current cost for salaries, pension, over--- time and health benefits alone, which was approximately $641,000 for 2014. Our decision was made only after countless hours investigating and testing the Bergen County Dispatch system ensuring our Police Department, Fire Department, Ambulance Corp and residents would benefit significantly from making the change.

Cutting-edge technology was purchased for the Police Department. Two (2) automatic digital license plate readers were installed in two police patrol vehicles. This technology will keep motorists safer by ensuring through enforcement that vehicles driving on roads in Wyckoff have valid registrations and their vehicles have satisfied vehicle safety inspections.

The Police Department was again awarded the American Automobile Association's highest award, the Award of Excellence for pedestrian and traffic safety. Wyckoff was one of only six (6) municipalities in North Jersey to receive this award. The Bergen Record and PATCH News media reported that the Township of Wyckoff was ranked the 12th safest municipality in New Jersey out of 566 New Jersey's municipalities.

Special public information features were issued to use creative symbols and scenes to educate motorists to stop for pedestrians in crosswalks through the iconic Beatles' Abbey Road photo and for motorists to refrain from texting and driving with a thought provoking and emotional photo of a hearse and a police car in front of a cemetery. The photo went viral and was seen in many major news outlets and papers worldwide.

The police department unveiled a separate web page for police information to comply with mandates from the Office of Homeland Security and the NJ State Criminal Justice System.

The Township Committee will approve a resolution today that authorizes the signing of a new four (4) year Labor Agreement between PBA Local 261 and the Township of Wyckoff. The agreement shall include years 2015 through 2018

In light of all the recent and tragic news throughout the country, I would to read a quote I recently read.

"Law enforcement officers are never 'off duty.' They are dedicated public servants who are sworn to protect public safety at any time and place that the peace is threatened. They need all the help and support they can get."

The Wyckoff Volunteer Fire department, under the leadership of Chief Lou Graglia and Assistant Chief Tim Brock responded to 505 calls of service this past year. Both Lou & Tim were reelected this past year.
A new 2014 Spartan fire pumper #234 was received and assigned to Fire House #1. Fire Company #3 won the annual fire inspection contest between the three fire companies.

The Wyckoff Volunteer Ambulance Corp under the leadership of Captain Charlie Bellucci responded to 1084 calls of service this past year. I would like to thank Charlie for his leadership during his term as Captain and

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welcome Sue Hook as the Wyckoff Ambulance Corp new Captain for 2015.

On behalf of my family and the Township Committee, I wish each and every one of you and your families a very Happy and Healthy New Year. After the conclusion of todays meeting we invite you to join us at Fire Department Company #1 located to the rear of town hall for some refreshments.

2015 CONSENT AGENDA RESOLUTIONS:

#15-1 Designation of Deputy Chairman of Township Committee

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Rudolf E. Boonstra is hereby designated Deputy Chairman of the Township Committee for the current year.

BE IT FURTHER RESOLVED, that said Rudolf E. Boonstra shall have full power to act in place of the Chairman in the latter's absence.

#15-2 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 KEVIN J. ROONEY
Mayor
Planning Board
Library Board
Wyckoff Day YMCA Liaison
Public Policy Committee
Police Commissioner
Finance Chairman

DEPUTY RUDY BOONSTRA
Deputy Mayor
Planning Board
Zoning Board
Deputy Police Commissioner
Ambulance Corp Liaison
Public Policy Committee

DOUGLAS J. CHRISTIE
Fire Commissioner
Road Commissioner
Deputy Finance
Design Review Board
Shade Tree Liaison

HAAKON JEPSEN
Municipal Alliance
Ramapo Indian Hills High School Board of Education Liaison
Co Liaison Zabriskie House
Environmental Commission

BRIAN D. SCANLAN
K-8 School Board of Education Liaison
Chairman Personnel Committee
Board of Health Liaison
CERT Liaison
Recreation & Parks Department Advisory Board Liaison

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Co Liaison Zabriskie House

#15-3 Fire Department Officers

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

FIRE DEPARTMENT CHIEF
Fire Department Chief Louis Graglia

FIRE DEPARTMENT ASSISTANT CHIEF
Fire Department Assistant Chief Timothy Brock

FIRE DEPARTMENT ADMINISTRATIVE OFFICERS
Colin Bell, Treasurer
Thomas Risseeuw, Secretary

Co #1
Battalion Chief Scott Fisher
Captain Tom Durkin
Captain Matthew Capomaggi
Lieutenant Brian DeHaas
Lieutenant Joseph VanderPlaat

Co #2
Battalion Chief Brian Hendrickson
Captain Fred Depken
Lieutenant Christopher Joachim
Lieutenant Christopher Charnesky

Co #3
Battalion Chief Andrew Forsyth
Captain Aaron Gettleman
Lieutenant Matthew Tani
Lieutenant Michael LaBarck

Fire Prevention: Fire Prevention Officer Fred Depken

Mandate Compliance: Respiratory Program Administrator Carl Kofler

Fire Police

Fire Police Chief Russ Hoeffs	Robert Buono	Jack Tanucilli
Captain Robert Kehoe	Peter Tani	
Captain Ken Dyer	John Harrigan	
Wayne Remo	Joseph Salerno	
George Kranich	Peter Saliu	
Kevin McCracken	Ed Scott	

#15-4 Board and Commission Appointments

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

POSITION	APPOINTEE	TERM
Chaplain	Rev. Fred Provencher	1 year
Local Assessment Search Officer *	Joyce C. Santimauro	1 year
Tax Search Officer(s) *	Margaret Keen	1 year
Public Defender	Robert Fortunato	1 year
1st Alternate Public Defender	Matthew M. Durkan	1 year
2nd Alternate Public Defender	Joseph Nackson	1 year
Prosecutor	Mark DiMaria	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	*3 years

*(2nd year of 3 year term)

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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 & Robert J. Shannon	1 year
Deputy Municipal Clerk	Robert J. Shannon	1 year
Municipal Court Judge*	Russel Teschon – (2015 is the (Judge's 1st year of 3 year term)	

(*) Required by statute

Zoning Board of Adjustment

Mark Borst	4 years
Carl Fry	4 years
Susan Yudin	4 years
Brian Hubert	(unexpired term ending 12/31/17)
Edward Kalpagian (Alt 1)	2 years
Brian Tanis (Alt 2)	1 year

Design Review Advisory Committee

Timothy Shanley	3 years
James Higgins	3 years
Richard Bandazian (Alt 2)	1 year

Environmental Commission

Randy Hoogerheyde	3 years
Janice Reynen	3 years
Thomas Madigan (PBM)	1 year

Planning Board

Thomas Madigan	(unexpired term ending 12/31/15)
Scott Fisher (Cl. 2)	1 year
Kevin Rooney (Mayor)	1 year
John Haboob (Alt 2)	1 year

Recreation & Parks Advisory Board

Robert LaHue	3 years
Mohammad Ismael	3 years
Sue Buchanan	3 years
Doug Arone	3 years

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Board of Health

Donna Garbaccio	2 years
Steve Clarke	2 years
Richard Morski (MD)	3 years
Lynne Spreen-Raffo (Alt 2)	1 year
Brian Scanlan (TCR)	1 year

Library Board

Lauren DeKorte	5 years
Vince Antonacci	5 years
Kevin Rooney (Mayor)	1 year
Grace White (Sch. Supt Rep)	1 year

Shade Tree Commission

Glenn Sietsma	5 years

Zabriskie House Board of Trustees

Richard Lynch	4 years

#15-5A <u>Professional Service Appointment</u>

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

WHEREAS, the Township Committee has determined to appoint Robert E. Landel, Esq. of Landel, Bernstein and Kalosieh as its Township Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough and complete legal advice he has rendered to the Township Committee in previous years: Mr. Landel has also managed and resolved complex zoning enforcement and affordable housing matters in previous years; and,

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the

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Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Robert E. Landel, Esq., Landel, Bernstein & Kalosieh, 279 Franklin Avenue, Wyckoff, NJ 07481 for Township Attorney services, $135.00 per hour/$13,455.00 annual retainer, compensation up to $70,000.00 when vouchers are approved by the Township Committee.

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

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

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

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

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

#15-5B Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line items: engineering services and cost-other expense, various developers trust accounts and other expense accounts for capital projects are created when projects are funded due to the receipt of a grant.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Boswell Engineering, 330 Phillips Avenue, South Hackensack, NJ 07606 for Consulting Engineer and LSRP services, $141.00 per hour, up to $120,000.00 when approved by the Township Committee.

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

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

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

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

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

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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.

#15-5C Professional Service Appointment

WHEREAS, the Township Committee of the Township of Wyckoff has a need for professional legal bond counsel services to comply with the New Jersey Local Fiscal Affairs Law and the New Jersey Local Bond Laws; and,

WHEREAS, the Township has determined that the value of this service will not exceed the bid threshold of $36,000 for this one (1) year contract; and,

WHEREAS, the Township of Wyckoff, under NJSA 19:44A-20.7 conducted a fair and open procurement process which included posting a notice soliciting RFQs on Wyckoff on the Web. www.wyckoff-nj.com on 11/21/2014 and published a notice in the Ridgewood News on 11/21/14; and,

WHEREAS, on 12/9/2014 at 11:00 a.m. responses to the request for qualifications (RFQ) were publicly received, opened and announced as follows:

1. HAWKINS DELAFIELD & WOOD LLP
   One Gateway Center, 24th Floor
   Newark, New Jersey 07102-5311

2. KRAFT & CAPIZZI
   505 Thornall Street, Suite 206
   Edison, New Jersey 08837

3. GIBBONS PC
   One Gateway Center
   Newark, New Jersey 07102-5310

4. WOLFF & SAMSON PC
   One Boland Drive
   West Orange, New Jersey 07052

WHEREAS, the Township's Procurement Review Team of the Chief Financial Officer and the Administrator met on 12/9/2014 and reviewed the responses to the RFQ; and,

WHEREAS, the Procurement Review Team made a recommendation to the Township Committee on the basis of the most advantageous, all relevant factors considered to award a contract to Wolff & Samson PC for a not to exceed amount of $3,500; and,

WHEREAS, this recommendation is predicated upon a careful review performed and a conclusion that Wolff & Samson complies with the RFQ requirements and has submitted the lowest price; and,

WHEREAS, the evaluation criteria was publicly announced and disclosed in Resolution #14-269 adopted on 11/17/2014 and the evaluation criteria was publicly published (announced) and disclosed in the RFQ document (referenced as if set forth at length); and,

WHEREAS, this procurement was reviewed by the Township Attorney and determined to satisfy and exceed the fair and open procurement opportunity available to municipalities under NJSA 19:44A-20.7; and,

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WHEREAS, the Chief Financial Officer has issued a certificate of available funds indicating adequate funds for this purchase is available in account # 4-01-20-155-020.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract is awarded under the fair and open procurement process authorized by NJSA 19:44A-20.7 to Wolff & Samson PC, One Boland Drive, West Orange, New Jersey 07052 for a not to exceed cost of $3,500 on the basis of the most advantageous, all relevant factors considered.

BE IT FURTHER RESOLVED, that in accordance with NJSA 19:44A-20.7, the decision of the Township Committee as to what (this process) constitutes a fair and open process shall be final.

#15-5D <u>Professional Service Appointment</u>

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item administrative and executive – other expense.

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

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

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

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

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

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

#15-5E Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item assessment of taxes – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to John Lloyd, Esq,, Nowell, Amorosa, Klein, Bierman, P.A., 155 Polifly Road, Hackensack, NJ 07601 for Tax Appeal Attorney services based on the attached fee schedule, $150.00 per hour, up to $75,000.00 when approved by the Township Committee.

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

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

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

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

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

#15-5F Professional Service Appointment

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

WHEREAS, the Township Committee has determined to appoint Elizabeth C. McKenzie PP as its' Professional Planner/Affordable Housing Planner due to her extensive planning experience with the New Jersey Municipal Land Use Law in New Jersey, her skill and acumen as a professional planner licensed to practice

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planning in New Jersey. Ms. McKenzie is an expert planner with matters regarding affordable housing and has been appointed by various courts to assist the judiciary as a land use master in affordable housing litigation. Planner McKenzie has provided thorough and complete planning advice to the Township Committee in past years.

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item planning services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Elizabeth C. McKenzie, PP, Ms. Elizabeth McKenzie, 9 Main Street, Flemington, New Jersey 08822 for Township Planner/Affordable Housing Planner services, $144.00 per hour/$673.00 per meeting, compensation up to $15,000.00 when vouchers are approved by the Township Committee.

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

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

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the

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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.

#15-5G Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Robert A. Fortunato, Esq., 7211 Kennedy Blvd, 5th Floor, North Bergen, NJ 07047 for Public Defender services, $300.00 per court session and compensation up to $4,500.00 when vouchers are approved by the Township Committee.

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

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

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

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

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

#15-5H Professional Service Appointment

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

WHEREAS, the Township Committee has determined to appoint Mark DiMaria, Esq. of DiMaria, and DiMaria as its Municipal Court Prosecutor due to his significant legal experience with criminal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the thorough and complete prosecutor service he has rendered to the municipal court in previous years; and,

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2015 Temporary Budget and will be appropriated in the 2015 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Mark. R. DiMaria, DiMaria & DiMaria, 36 Farview Terrace, PO Box 95, Paramus, NJ 07652 for Prosecutor services, $292.24 per session or $10,520. per year; Special Session (if needed)- $163.00; Hourly Rate–For Litigation if authorized - $90.00; Suppression brief (if needed) - $100.00 when vouchers are approved by the Township Committee.

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

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

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

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

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

#15-5l Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item affordable housing – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Cheryl Zega, CPA,
100 – 76 Broadway, PMB 382, Westwood, New Jersey 07675-4848 for accounting/affordable housing services, $45.00 per hour, compensation up to $7,000.00 when vouchers are approved by the Township Committee.

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

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

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns

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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.

#15-5J Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item tax assessment – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Stephen P. Eid, L.S. of Eid and Lapatka, LLC, 495 Susquehanna Avenue, Franklin Lakes, NJ 07417 for Township Licensed Surveyor services, $80.00 per hour for deed description review and tax map changes, $125. per hour for L.S. services, $135. per hour for L.S. field survey work, up to $10,000.00 when vouchers are approved by the Township Committee.

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

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

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

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

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

#15-5K Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Raymond Wiss, Esq. Wiss & Bouregy, PC, 345 Kinderakmack Road, Westwood, NJ 07675for Labor Attorney services, $125.00 per hour, compensation up to $40,000.00 when vouchers are approved by the Township Committee.

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

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

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

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

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

#15-5L Professional Service Appointment

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

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

and completeness and his license to practice in New Jersey; and,

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

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

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

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

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

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

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

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

#15-5M Professional Service Appointment

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2014 Temporary Budget and will be appropriated in the 2014 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Appraisal Consultants Corp for tax appeal/revaluation services at $125.00 per hour and Up to $135,000.

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

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with

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NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

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

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

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

#15-6 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

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of meetings, together with any revisions thereof shall remain posted thereon throughout the calendar year.

WYCKOFF TOWNSHIP COMMITTEE 2015 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	Thursday	Reorganization Meeting	12:00 Noon Regular Meeting
January 13	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
February 3	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
February 17	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
March 3	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
March 17	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
April 14	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
April 28	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
May 5	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
May 19	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
June 1	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
June 16	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
July 7	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
July 21	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
August 4	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
August 18	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
September 1	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
September 21	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
October 6	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
October 20	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
November 2	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
November 16	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
December 1	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
December 15	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

(9-29-2014)

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#15-7 Establish Holidays That Town Hall is Closed

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

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

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

1.	New Year's Day	Thursday	January 1, 2015
2.	President's Day	Monday	February 16, 2015
3.	Good Friday	Friday	April 3, 2015
4.	Memorial Day	Monday	May 25, 2015
5.	July 4th- Observed	Friday	July 3, 2015
6.	Labor Day	Monday	September 7, 2015
7.	Columbus Day	Monday	October 12, 2015
8.	Veteran's Day - Observed	Wednesday	November 11, 2015
9.	Thanksgiving Day	Thursday	November 26, 2015
10.	Day after Thanksgiving (In lieu of Election Day)	Friday	November 27, 2015
11.	Christmas Eve Holiday (In lieu of Washington's Birthday)	Thursday	December 24, 2015
12.	Christmas Day	Friday	December 25, 2015

#15-8 Temporary Budget

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

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

WHEREAS, the total of the following 2015 temporary appropriations does not exceed 26.25% of the total appropriations in the 2015 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 2015 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.

#15-9 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2015 Temporary Sewer Utility Budget:

DEPARTMENT	SALARIES	OTHER EXPENSE	DEPARTMENT TOTAL
Operations	$17,495.00	$450,500.00	$467,995.00

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#15-10 Authorize Filing of Signatures of Chairman and Clerk

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.

#15-11 Established 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 2015 by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that:

1. TD Bank
   Valley National Bank
   New Jersey Cash Management Fund P.L. 1977, C. 281
   (C.52:18A-90, 4)
   Bank of America
   Lakeland Bank

be and are hereby designated as depositories for the Township of Wyckoff for the year 2014.

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).

#15-12 Township Committee Members to Review and Affix Their Signatures of Vouchers

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.

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#15-13 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.

#15-14 Authorization of Signatures on Specific Accounts

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

ACCOUNTS	BANK
Current Collections	B of A
Claims Account	B of A
General Capital	B of A
Dog Trust	B of A
Sewer Utility	B of A
Unemployment Insurance Trust	B of A
Trust	TDB
Community Development Block Grant	TDB
Payroll	TDB
Agency Disbursement	TDB
Developer's Trust (Accutrack)	B of A
Investment Account	TDB
Affordable Housing Development Fee Trust	TDB
Employee Flexible Spending Account	TDB
Municipal Open Space Trust	TDB
On-line Tax Collection	TDB
On-line Recreation Pmnts.	TDB

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

Petty Cash – Treasurer	B of A

The signature of the Municipal Court Clerk is the official signature affixed on all checks from:

Municipal Court	B of A
Municipal Court Bail	B of A

B of A = Bank of America
TDB = TD Bank North

#15-15 Reinstatement of Petty Cash Funds

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

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1. The Petty Cash Fund previously established be re-instated as of January 1, 2014, and the check be drawn against the Current Account and deposited in a Petty Cash Account for the sum of $300.00 in the name of the Township Treasurer.

2. The Petty Cash Funds in the amount of $100.00 in the name of the Chief of Police & the amount of $400.00 in the name of the Recreation Director.

3. A change fund of $400.00 is established with the Municipal Clerk for use exclusively at the dog and cat rabies prevention program.

4. Change funds are established in the amount of $200.00 for the Tax Collector, $200.00 for the Municipal Clerk and $100.00 for the Municipal Court.

5. Each petty cash account will have a maximum of any individual expenditure of $100.00.

#15-16 Authorizing Investment of Idle Funds and Fund Transfer

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

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

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

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

1. To or from Township checking or savings accounts to other Township accounts.

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

#15-17 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.

#15-18 Interest Rate to be Charged on Delinquent Taxes and Sewer Service

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

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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.

#15-19 Amount Required to Redeem Tax Sale Certificates

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

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

#15-20 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.

#15-21 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.

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:

WHEREAS, this resolution amends Resolution #13-124 adopted on March 27, 2013.

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

PROGRAM	FEE PER PERSON
1. Recreation Basketball	
Summer Clinic	55.00
Boys & Girls grades 1-4	60.00
Boys & Girls grades 5-8	85.00
High School, winter	85.00
Men Open Gym, winter	65.00

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2. Traveling Select Basketball	175.00
3. Recreation Baseball	
Kindergarten T-Ball & 1st Grade	65.00
Grades 2 – 8	85.00
Summer Clinic	55.00
4. Traveling Select Baseball	
Leagues:	
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. Cheerleading	
Summer Clinic	55.00
Basketball Select; Football Recreation	80.00
Competition Squad	125.00
6. Football	
Pee Wee, Junior, Senior (Grades 3-8)	195.00
Flag Football (Grades K-2)	60.00
7. Recreation Soccer	
Kindergarten Soccer	60.00
Kinder-Kickers (Grades 1-2)	60.00
Fall League (Grades 3-4)	80.00
Northwest Bergen (Grades 5-8)	85.00
Northwest Bergen (Grades 9-12)	85.00
Summer Clinic	55.00
8. Recreation Softball	
Grade K-1	60.00
Grade 2 - 8	80.00
Women; Men (Summer)	65.00
9. Traveling Select Softball	
u10, u12, u14, u17	175.00
10. Summer Camp Programs:	
Grades K-5 per week	85.00
Grades 6-8 per week	120.00
Tennis	
Clinics-Spring & Fall	85.00
Summer Camp:	
Pee Wee - K&1	85.00
2nd grade-adult	230.00
11. Wrestling:	
Winter League	80.00
12. Roller Hockey	

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Winter Clinic (Grades 1-3)	60.00
League (Grades 4-12)	85.00
Summer Clinic	55.00

13. Lacrosse

Winter Clinic	60.00
Spring League:	
a. Registration fee	85.00

14. Adult Team Tennis

Summer	65.00
Fall	65.00

15. Tennis Badges

Family badge	55.00
Adult badge	35.00
Child badge	25.00
Senior citizen badge	25.00
One day guest pass	5.00

16. Girls Volleyball

Grades 6-8	80.00

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 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. If approved by the Township Committee, each group shall also be required to provide a Hold Harmless Agreement with its application. Any exceptions to the monetary fees must be reviewed and approved by the Board of Recreation & Parks. The $25.00/$50.00/hr. fee is waived for Group 1.

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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.

#15-22 <u>Authorize Purchasing From Bergen County Cooperative Pricing System</u>

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 authorized and directed.

#15-23 <u>To Authorize Purchasing from Various Cooperative Pricing Systems</u>

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

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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.

#15-24 Authorize Purchasing through State Agency

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that it authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract vendors, National Cooperative Contract vendors, Cranford Police Cooperative Pricing System vendors and Bergen County Cooperative Pricing System vendors on the attached list and other as they become available, pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED that the duration of the contracts between the Township of Wyckoff and the Referenced State Contract Vendors, National Cooperative Contract vendors, Cranford Police Cooperative Pricing System vendors and Bergen County Cooperative Pricing System vendors shall be from January 1, 2015 to December 31, 2015.

#15-25 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,

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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.

#15-26 <u>Approval of Personnel Manual</u>

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

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

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

#15-27 <u>Anti-Discrimination Policy</u>

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

EQUAL EMPLOYMENT OPPORTUNITY

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, creed, ancestry, political affiliation, age, marital status, 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,

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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.

TOWNSHIP OF WYCKOFF
MEMORIAL TOWN HALL
WYCKOFF, NEW JERSEY 07481-1907

TEL: 201-891-7000
FAX: 201-891-9359

EQUAL EMPLOYMENT OPPORTUNITY

POLICY

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, creed, ancestry, political affiliation, age, marital status, sex or because of physical disability that does not interfere with the ability to do the work required; or for liability for services 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 condition, layoff, recall, discharge, disciplinary action, performance evaluation and use of all Township facilities.

Age or sex shall be a factor for employment only where they are bonafide occupational qualifications as provided by law.

PROCEDURE

The Township Administrator or the CFO/Assistant Administrator have been designated as the Affirmative Action Officer and will receive any complaints of alleged discrimination from employees and applicants. Upon receipt of a complaint, he/she shall immediately meet with the appropriate person concerning the nature and content of the complaint. A judgment as to the validity of the complaint will be rendered and reported to the Township Administrator for appropriate action.

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#15-28 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.

TOWNSHIP OF WYCKOFF
MEMORIAL TOWN HALL
WYCKOFF, NEW JERSEY 07481-1907

TEL: 201-891-7000
FAX: 201-891-9359

TO: **ALL EMPLOYEES**

FROM: Robert J. Shannon, Jr. Township Administrator

DATE: Re-Issued – January 1, 2010

RE: **SEXUAL HARRASSMENT**

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

If you have been harassed by a supervisor or co-worker, you should immediately instruct that person to stop said behavior and notify me or if you prefer, Diana McLeod, the CFO/Assistant Township Administrator or Police Chief Ben Fox immediately.

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

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

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

Robert J. Shannon, Jr.
Township Administrator

RJSJr:ec
Cc: Township Committee
Robert E. Landel, Township Attorney
Benjamin Fox, Chief of Police
Raymond R. Wiss, Labor Council
Diana McLeod, CFO,CTC,ATA

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

2010/clerk.harassment

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#15-29 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.

TO: Town Hall Employees

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

DATE: February 4, 1999 **Updated:** **January 12, 2005**

RE: **SMOKING CONTROL POLICY**

This memo was originally issued on July 22, 1992.

I have received complaints recently from residents and employees regarding smoking in Town Hall. This memo shall serve as the Township's written Smoking Control Policy and is designed to conform to Public Law, Chapter 381, adopted December 18, 1985 and PEOSHA rule that was incorporated into N.J.A.C. 5:23-11 December 19, 1991.

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

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

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

Robert J. Shannon, Jr.
Township Administrator

RJSJr:eb
cc: Township Committee
Robert E. Landel, Esq.
smoke.pol

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#15-30 Designate a Public Agency Compliance Officer

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

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

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

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

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

#15-31 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions

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

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

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

#15-32 Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township

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

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

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

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

1. The attached 15 page Notice of Tort Claim Form be and is hereby adopted as the official Notice of Tort Claim Form for the Township of Wyckoff.

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

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#15-33 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.

#15-34 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
Police Matrons	-	Pam Abma	1 year
	-	Debra Hooyman	1 year
	-	Susan Moffa	1 year
	-	Laura Schade	1 year
	-	Tracy Casson	1 year

#15-35 Civil Rights Policy

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

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

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

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

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

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.

#15-36 Establish Fees for Towing

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
Approved Towing Fees
Resolution #15-36

DESCRIPTION OF WORK	2015 FEES
Light duty vehicles	Tow truck $85 per vehicle Flat bed $95 per vehicle
Heavy duty vehicles	Up to 16 feet in length - $150.00 maximum 16 feet to 20 feet - $200.00 maximum
Motorcycles	$60.00
Extraordinary recovery services	$150.00 per hour w/ one hour minimum Vehicle over on side $120 per vehicle Vehicle overturned $140 per vehicle Heavy duty $225 w/one hour min. Subsequent charges to be based on computed one half hour increments.
Mileage charge	$3 per mile Heavy duty $5 per mile Note: There shall be no fee for vehicles towed within Wyckoff to towing contractor's facility.
Inside Building Storage Facility 21 or more spaces 10 – 20 spaces Less than 10 spaces	 $20 + tax per 24 hour period $25 + tax per 24 hour period $30 + tax per 24 hour period
Outside Secured Storage Facility	$20 + tax per 24 hour period
Road Service	Light duty $55 Heavy duty $75
Clean up fees	$35 includes first bag of Speedy Dry or equivalent + $12 each additional bag
Crash wrap Side window Front or rear window	 $25 per side of vehicle $40 each window
Decoupling fee	$45 maximum

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If the owner of a towed vehicle has not contacted the tow operator within 48 hours following a tow, a $5.00 administrative fee may be assessed for notification costs.

Proper notification will include contact with the Wyckoff Police Department for owner/leinholder information and tow contractor to notify owner/leinholder by certified mail, copy to Wyckoff Police Department

j. Standard forms of payment include cash; check or credit cards may be accepted.

e. Motorcycle Rate: $60.00 maximum.

f. Mileage charge – there shall be no fee for vehicle towed from within Wyckoff to towing contractors facilities.

For tows from within Wyckoff to a Wyckoff location, the fee of $3.00 per mile for light duty tow and 5.00 per mile for heavy duty tow shall be allowable.

For tows to locations outside of Wyckoff, tow truck or flatbed, a maximum rate of $4.00 per mile anywhere in New Jersey shall be allowable.

g. Daily charge for storage of damaged or impounded vehicles for each 24 hour period beginning from the time the vehicle reaches the storage yard:

Inside Building: Storage Facility Capacity:

21 or more spaces	$20.00 plus tax per 24 hour period
10-20 spaces	$25.00 plus tax per 24 hour period
Less than 10 spaces	$30.00 plus tax per 24 hour period

Outside Secured Facility Storage Charge:
$20.00 plus tax per 24 hour period

h. Emergency Road Service: Response to change flat tire, jump start vehicle to bring gasoline to stranded motorist, or for locked vehicles

For light duty cars, vans, SUV's	$55.00 maximum
For heavy duty vehicles	$75.00 maximum

Gasoline and/or parts necessary for the repair may be added on to the road service fee. If a tow results, there will be no charge for road service, except cost of gas if placed in the vehicles tank.

i. Additional Services:

Decoupling fee - $45.00 maximum

Crash Wrap fee – (If windows are broken or will not close)

Side windows of vehicle -	$25.00 each side
Front or rear window	$40.00 per window

Clean up fees: $35.00 – including first bag of Speedy Dry or equivalent. Each additional bag - $12.00

TOWNSHIP OF WYCKOFF

Charges for Towing/Road Services on Public Roads
In the Township Of Wyckoff Effective January 1, 2015

1. The fees for furnishing towing and road services shall be as follows:

a. Towing damaged or impounded automobiles or light trucks having a load capacity of one (1) ton or less, (manufacturing rating – gross vehicle weight 10,000 lbs or less) with a standard tow or flatbed tow, from Wyckoff or contiguous communities. This includes off road recovery.

Maximum charge:

Tow truck fee - $85.00
Flat bed fee - $95.00

b. Towing damaged or impounded trucks having a load capacity in excess of one (1) ton (manufacturing rating – gross vehicle weight in excess of 10,000 lbs) from Wyckoff or contiguous communities. This includes off road recovery:

Heavy Duty Vehicles:

Up to 16 feet in length - $150.00 maximum
16 feet to 20 feet - $200.00 maximum

c. Extraordinary recovery services when confirmed by the Chief of Police or the highest ranking superior officer as necessary, for any automobile or truck having a load capacity of one (1) ton or less, (manufacturing rating – gross vehicle weight of 10,000 lbs or less):

Maximum $150.00 per hour with a one hour minimum
Vehicle over on side - $120.00 fee
Vehicle overturned - $140.00 fee

d. In the event that extraordinary services are required for the recovery or storage of any trucks exceeding a load capacity of one (1) ton (manufacturing rating – gross vehicle weight in excess of 10,000 lbs) the authorized towing service may apply to the Chief of Police or highest ranking superior officer for authorization to increase the maximum charges provided herein, commensurate with the amount of time and nature of services required to recover such vehicle.

Maximum - $225.00 per hour with a one (1) hour minimum.

NOTE: Subsequent charges to be based on complete one half hour increments.

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#15-37 Re-establish 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.

#15-38 North Bergen Mutual Aid Association

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

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

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

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

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

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

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 Wyckoff emergency response units (police, fire, ambulance, public works and CERTS) and said emergency responses shall be conducted pursuant to state law and in accordance with standard emergency operating practices.

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

#15-39 Waive Annual Sewer Service Charge for Fire Co. #3

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

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

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

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

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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.

#15-40 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

#15-41 Renew Agreement for Commuter Park and Ride at Cornerstone Church

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

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

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

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

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

WHEREAS, the 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.

#15-42 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,

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

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, that the rules and regulations described herein below shall serve as the Township Facilities Use Policy for the following municipal facilities:
Public Library; Recreation Fields; Town Hall Meeting Rooms;
Police Pistol Range, and Fire Co. #1, Scott Plaza;

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

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

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

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

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

1.

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

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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.

#15-43 Quasi-Municipal Groups for Insurance Purposes

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

WHEREAS, the "Fund" has adopted certain criteria to distinguish between bona fide municipal activities and other quasi-public entities not sponsored by the municipality and therefore, not subject to Coverage, by the "Fund"; and,
WHEREAS, it has been determined that, in order to be covered by the "Fund", an organization or activity meet the test that its function is of the type that historically the Township has provided with coverage and/or which services a bona fide public purpose typically met by the local government, and the benefits of which are available to the municipality in general; and,

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

The Township of Wyckoff municipal government includes the following:

1. Wyckoff Police Department
2. Police Department Softball
3. Fire Department Annual Fireworks display
4. Rabies Prevention Program
5. Memorial Day Parade Committee
6. Wyckoff Free Public Library Operation and Board of Trustees
7. Emergency Management Committee
8. Bergen County Community Development Programs or Projects
9. Team Up to Tidy Up Day and volunteers
10. Wyckoff Township Committee
11. Planning Board
12. Board of Adjustment
13. Environmental Commission
14. Board of Health
15. Community Development Committee
16. Zabriskie House Trustees
17. Department of Parks and Recreation
18. Wyckoff Municipal Band

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19. April Baseball Parade
20. Recreation coaches
21. Senior Citizens' Club and activities
22. Basketball "Fowl" Shooting Contest
23. Punt, Pass and Kick Contest
24. Youth Activity Council
25. Recreation basketball
26. Competitive (Select) traveling basketball
27. Recreation baseball
28. Competitive (Select) traveling baseball
29. Cheerleading
30. Fencing
31. Football
32. Gymnastics
33. Croquet
34. Lacrosse
35. Roller Hockey
36. Recreation soccer
37. Recreation softball
38. Competitive (Select) traveling softball
39. Summer camp
40. Tennis
41. Wrestling
42. Volley ball
43. Design Review Committee
44. Welfare Board
45. Sewer Assessment Commission
46. Wyckoff Drug Alliance Committee
47. The Gardens of Wyckoff Committee
48. Partners in Pride Cleanup days
49. Intermediate Sanctions Program volunteers
50. D.A.R.E. programs, activities and event trips
51. Juvenile & Adolescent Suicide Prevention Committee
52. Department of Public Works
53. Recycling Center and Activities
54. Charles Avenue Compost Facility and Facilities
55. Volunteer Interns in Municipal Government
56. Arbor Day Activities and Volunteers
57. Shade Tree Commission and their activities

<u>CLASS I - Public Safety Associations and Auxiliaries:</u>

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

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CLASS II - Volunteer Ambulance Corps and Fire District:

1. Wyckoff Volunteer Ambulance Corps

CLASS III - All other non-athletic organizations:

1. Wyckoff Football Boosters
2. Wyckoff Traveling Baseball & Softball Boosters
3. Wyckoff Traveling Basketball Boosters
4. Wyckoff Wrestling Boosters
5. 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.

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.

#15-44 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.

#15-45 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

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use of the front lawn.

3. The Township is caught between the conflicting demands of numerous interest groups and is threatened with lawsuits should it make a misstep in its response to their demands.

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

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

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

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

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

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

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

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

#15-46 <u>State Health Benefits</u>

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

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

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

1. Full time status for consideration of health benefits for administrative and clerical workers will be 32 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 32 hour work

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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.

#15-47 Re-establish the Recreation Policy Manual

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

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

#15-48 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 2015.

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 2015.

#15-49 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.

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6. The Wyckoff Recreation Director is provided with a car allowance for mileage reimbursement for the use of his personal car amounting to $35.00 per month to direct, inspect and observe recreation programs, player drafts, problems, activities and events.

#15-50 Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan

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

#15-51 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 Committee.

4. Township Administrator, Assistant Township Administrator or Administrator designee.

#15-52 Municipal Alliance Committee

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

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

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

#15-53 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

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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

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

#15-54 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.

#15-55 Appointment of JIF in Representatives

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

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

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

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

#15-56 Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members

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

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

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

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

#15-57 Authorize Waiving of Fees

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

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

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

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

Definitions.

The following definitions shall apply.

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

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

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

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

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

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arrears and their families, shall be entitled to the following benefits:

Exemption from fees for recreational programs conducted within the Township of Wyckoff by the Recreation Department.

Exemption from the municipal portion of dog, cat and marriage licenses.

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.

Exemption from Planning Board and Board of Adjustment application fees.

Exemption from the Affordable Housing application fee.

Exemption from the Cornerstone Christian Church Park & Ride Permit fees.

Administration

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

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.

All active members and their families must comply with all registration procedures and complete all application forms established by the Township of Wyckoff.

Exclusions

Fees, licenses and permits associated with any for-profit activity.

Inclusion in programs when registration for a program is received after the maximum registration has been reached.

Late fees or delinquent charges.

#15-58 Approve Emergency Management Plan

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

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

BE IT FURTHER RESOLVED, that Lieutenant Charles Van Dyk is the Emergency Management Coordinator and Lieutenant Dave Murphy, Sergeant

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Brian Zivkovich, Patrolman Kyle Ferreira and Township Administrator Robert Shannon are the Deputy Emergency Management Coordinators.

#15-59 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 seven (7) business days after the request is received; and,

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

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

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

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

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

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

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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; and,

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

1. Wyckoff on the Web, which is the township website, provides a wide range of information that is available to the public 24/7. The website provides information on township services, offices, events, e-mails to site registrants, links to county and state sites and township board and commission agendas and minutes. The State of New Jersey Records Request form can be downloaded from the Township of Wyckoff's website.

2. Tax map of the Township of Wyckoff (Tax Collector's office and west wing hallway table next to Recycling office).

3. The Code of the Township of Wyckoff - library reference room, Municipal Clerk's office, the bookcase in the Building Department's office and posted on the home page of Wyckoff on the Web.

4. Building Department bookcase in the lower level of Town Hall which includes:

a. New Jersey State Sanitary Code Chapter XII, Sanitation Retail Food establishments and Food & Beverage Vending Machines.

b. Standard sanitary sewer specifications for the Township of Wyckoff.

c. State of New Jersey Public Health Nuisance Code (1953). Township of Wyckoff Board of Health (Ordinance #17).

d. Standards for individual Subsurface Sewage disposal systems. Chapter 9A Standards for Individual Subsurface Sewage Disposal System.

e. Properties within 100 year flood plain or wetlands area map.

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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.

#15-60 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, 2015 shall be effectively appointed from July 1, 2014 to June 30, 2015.

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

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

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

#15-61 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:

I. **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.

1. December 2 through August 14

Only a Wyckoff sports booster association and the Torpedoes

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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,
1) Recreation Director approves application(s) on a first come first serve basis
3) 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.
4) 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,

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.

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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.

#15-62 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.

#15-63 Continue Employee Compensation

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

#15-64 Issuances of Checks Between Township Committee Meetings

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

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

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

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#15-65 Township Committees 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.

#15-66 Police Private Duty Assignments

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

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

Section 54-21(A)

(1) Traffic and Security Assignment cost: one hundred and twenty dollars, ($120) per hour, paid to the Township of Wyckoff, of which the overtime rate per hour shall be paid to the police officer performing the off-duty service.

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

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

(4) Traffic safety review fee to be paid by private companies, utility contractors or similar entities, to the Township of Wyckoff of seventy five dollars ($75).

(5) A four (4) hour minimum shall be required for each private duty assignment.

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

#15-67 Extraordinary Unspecifiable Service Appointments

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

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

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when adopted under the following line item in said Budgets:

Administration - other expense

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

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

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

#15-68 <u>Adoption of Policy for ADA Parking Specifications and Posting Policy</u>

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

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

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

TOWNSHIP OF WYCKOFF
AMERICANS WITH DISABILTY ACT (ADA)

NOTICE

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

Joyce C. Santimauro
Municipal Clerk

Dissemination:

1. **Place on Township's Internet Page**

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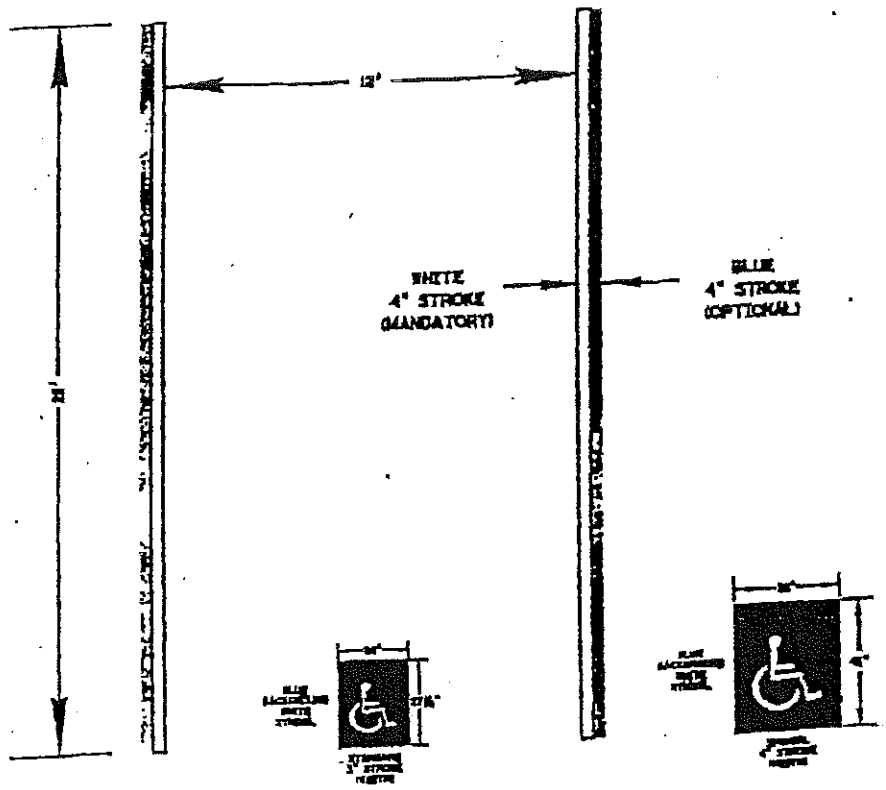
NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF TRAFFIC ENGINEERING AND SAFETY PROGRAMS



SCALE: 1/4" = 1'

NOTE: PARKING SPACE MARKINGS SHALL BE WHITE; BLUE LINES FOR EMPHASIS ARE OPTIONAL.

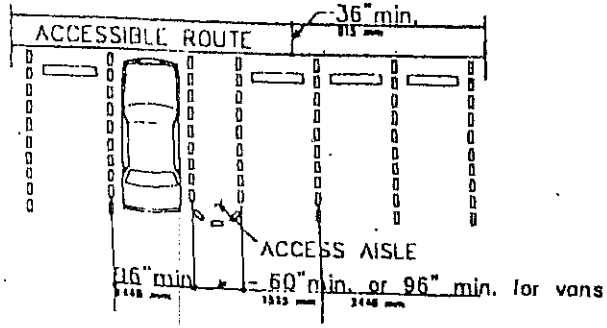
HANDICAPPED PARKING SPAC
AND LOGO
AS PER FHWA 11-08-93

Accessible Parking Spaces

1. Parking spaces for persons with disabilities shall be a minimum of 96-inches wide and have an adjacent access aisle of at least 60-inches wide. Parking access aisles shall be part of the accessible route to the building or facility entrance. Two accessible parking spaces shall be permitted to share a common access aisle. Parked vehicle overhangs shall not reduce the clear width of an accessible circulation route.

The following illustration can be used for designing accessible parking spaces. This does not preclude designing parallel and angle-accessible parking spaces as long as they meet the above requirements.

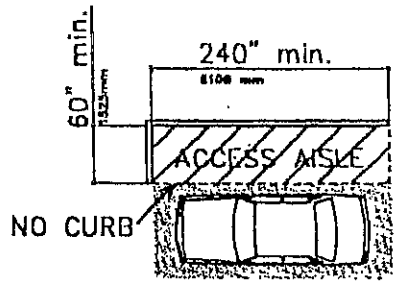
Perpendicular Parking Spaces



ADAAG Section 4.6.3 Parking Spaces - Figure 9
[This illustration also applies to CABO/ANSI A117.1-1992. See CABO/ANSI A117.1-1992, Appendix B - Figure B 4.6.2]

2. Passenger loading zones shall provide an access aisle at least 60-inches wide and 20-feet long. The space shall be adjacent and parallel to the vehicle pull-up space and at the same level as the roadway.
The following illustration is an example of the configuration that can be used for passenger loading zones.

Passenger Loading Zones



ADAAG Section 4.6.6 Passenger Loading Zones - Figure 10
[This illustration also applies to CABO/ANSI A117.1-1992. See CABO/ANSI A117.1-1992, Appendix B - Figure B 4.6.3]

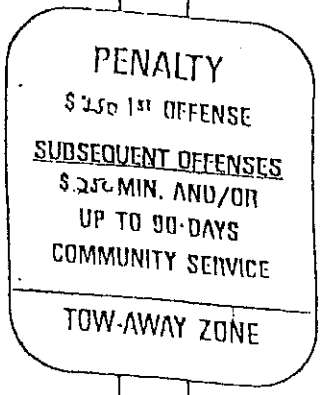
level as possible, with surface slopes not exceeding 1:40 (1/4 inch per foot) in all directions.

Each parking space shall be marked with an R7-8 sign from the Manual of Uniform Traffic Control Devices displaying the International Symbol of Accessibility.

1. Beneath the R7-8 sign, each parking space must be marked with an R7-8P sign as required by N.J.S.A. 39:4-197.3.c, which contains the following language:

PENALTY
$250 1st OFFENSE
SUBSEQUENT OFFENSES
$250 MIN. AND/OR
UP TO 90 DAYS COMMUNITY SERVICE
TOW-AWAY ZONE

2. The bottom edge of the R7-8 sign shall be mounted approximately 60 inches above the parking lot surface.



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#15-69 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.

#15-70 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.

POLICY FOR ALLOWING LINKS TO THE TOWNSHIP OF WYCKOFF MUNICIPAL WEB PAGE

Any request for a link from anyone/entity to the Township's Municipal Web Page shall be presented in writing to the Township Administrator, listing the reason for said link request and precisely stating and describing said link. The Township Administrator will review that request with the Township Web Project Team, the Municipal Attorney and Township Committee for compliance with the Township's policy.

The Township's policy for allowing links shall be limited to:

- Wyckoff civic and Wyckoff non-profit community groups located in the Township of Wyckoff, which serve primarily the Township of Wyckoff, and serve to benefit the public health, safety, morals, general welfare and the common good of the residents of the Township of Wyckoff and which are non-political.
- Newspapers appointed by the Township Committee for the publication of ordinances, bid notices and other governmental public notices.
- Schools and Houses of Worship located in the Township of Wyckoff.
- NJ State authorized utilities and transportation serving the Township of Wyckoff.
- Government entities that serve all the residents of the Township of Wyckoff.

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#15-71 Rapid Deployment Force

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

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

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

WHEREAS, this Plan 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

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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.

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.

#15-72 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.

#15-73 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,

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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.

#15-74 Void Checks in Excess of 180 Days

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

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

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

#15-75 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 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

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.

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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.

#15-76 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.

#15-77 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
F. Library Employees – minimum 35 hours per week and approved by the Library Board

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

A. Upon date of hire as a full-time employee as categorized above.

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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 and approved full-time employees may participate in any of the following benefit plans:

1. Horizon Dental Insurance, (employee paid) (pre-tax)
2. AFLAC Disability and Life Insurance (post-tax) and Accident Insurance, Cancer Plan and Dental (employee paid)(pre-tax)
3. State Health Benefits Program Medical and Hospitalization Insurance (pre-tax) or
4. Taxable Cash payment in-lieu of receiving Health Benefits (benefits waiver)(post-tax)
5. Beneflex-Flexible Spending Account (pre-tax)
6. Nationwide Deferred 457 Plan (Employee Paid)

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

#15-78 Designation of NIMS for Incident Management

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

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

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

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

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

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

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

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

#15-79 Adoption of Approved Forms of Surety

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that the Township Committee does hereby adopt the attached form of bid bond, consent of surety (also known as a certificate of surety) and performance and payment bond and the township's purchasing agent is directed to use these forms of surety bonds when required or bonding is recommended.

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

#15-80 Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities

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

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

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

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

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

#15-81 Procedure to Receive Donations/Plaques or Name Municipal Property

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

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

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

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

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

#15-82 Requirements and Procedures for the Wyckoff CERT Program

WHEREAS, the Township of Wyckoff solicits residents to serve their community during
emergency situations as Community Emergency Response Team (CERT) volunteers under the supervision of the Wyckoff Office of Emergency Management in the Wyckoff Department of Police; and,

WHEREAS, the role of a volunteer CERT member has expanded to include aiding the Township of Wyckoff in not only emergency situations but to assist the Township when the Township provides municipal and civic events and activities when authorized by the Wyckoff Emergency Management Coordinator; and,

WHEREAS, the CERT program shall be annually re-established by the Wyckoff Township Committee and

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WHEREAS, approved CERT members shall assist the Township of Wyckoff under the supervision and through the Office of Emergency Management in the Wyckoff Department of Police for the following activities and events when approved: and,

- Emergency and disaster situations
- Dog & Cat Rabies Clinic
- Memorial Day and Memorial Parades
- Wyckoff Fire Department Fireworks Fundraiser
- Free Personal Paper Shredding events
- Assistance at Fire Department, Ambulance and Office of Emergency Management (OEM) training events
- Notifications to Seniors who may not be able to leave their homes
- Participation in emergency events and training exercises with the Northwest Region Mutual Aid Association, the WOLF Shared
  Services Group and Bergen County OEM events.
- Any other event approved by the Emergency Management Coordinator or the Chief of Police
- Wyckoff Board of Health Fair
- YMCA's Wyckoff Day, the YMCA's Roll Call for Veteran's Program, the YMCA's Salute to Veteran's Program and the Bergen Buddy walk all held at 691 Wyckoff Ave, Wyckoff
- YMCA and Wyckoff/Midland Park Rotary Club's Triathlon (YMCA to provide a certificate of insurance to Wyckoff)

WHEREAS, in order for a Wyckoff volunteer to become a CERT member and maintain status as a Wyckoff approved CERT volunteer member, a CERT shall:

1. Successfully complete the CERT/**C**ommunity **A**nimal **R**escue **T**eam (CART) course provided at the Bergen County EMS Academy,
2. Successfully complete the Township of Wyckoff required Traffic Control Course.
3. Attend 50% of the Wyckoff CERT Training events each calendar year.
4. Attend any future required training for CERT volunteers.

WHEREAS, the authorized role of a trained CERT member includes: performing traffic control, assisting as a shelter aide, performing public assistance checks at homes of senior citizens and folks with disabilities, providing information at public information centers during emergencies, staffing first aid booths and preparedness displays at health fairs and similar community events, assist with traffic and crowd management at community events, planning and conducting training events and serving on emergency planning teams, assisting residents change batteries in their smoke alarms and providing general assistance at non-disaster events and emergencies; and

WHEREAS, CERT volunteers may only serve at emergencies, and authorized events and activities when approved by the Wyckoff Emergency Management Coordinator or in his absence, the Wyckoff Chief of Police and,

WHEREAS, the current roster of trained and approved CERT volunteer members is attached as if set forth at length.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached roster of trained and approved volunteer CERT members is hereby approved for

the current calendar year and the requirements contained in this Resolution are hereby authorized to serve as program procedures and shall constitute requirements for the Township of Wyckoff CERT program.

BE IT FURTHER RESOLVED, that the Municipal Clerk of the Township of Wyckoff shall provide a certified copy of this resolution with the attached list of trained and approved CERT volunteer members to the Bergen County Joint Insurance Fund, Police Chief and Wyckoff's Emergency Management Coordinator.

#15-83 Adoption of Accounting and Fiscal Internal Control Manual

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

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

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

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

#15-84 Authorize a Share Service Agreement with Wyckoff Library to Provide Payroll Service

WHEREAS, the Township Committee strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

WHEREAS, the State of New Jersey encourages it's municipalities to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

WHEREAS, the Township of Wyckoff (provider) and the Wyckoff Library Board of Trustees (recipient) seek to participate in an Inter-local Services Agreement in order to save tax payer dollars and/or provide services more efficiently; and,

WHEREAS the Township Administrator and the Chief Financial Officer recommend that the Township of Wyckoff enter into an Inter-local Services Agreement to provide payroll services to the Wyckoff Public Library.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wyckoff hereby agrees to provide, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), payroll services to the Wyckoff Public Library.

BE IT FURTHER RESOLVED, that the Township agrees to provide this shared service as described in the Inter-local Service Agreement as follows but not limited to:

1. This Agreement shall be effective commencing on January 1, 2014 and continuing through December 31, 2017. Either party has the right to cancel as per signed agreement by providing ninety (90) day written notification.

2. The Wyckoff Public Library shall receive from Wyckoff, payroll services as per the agreement.

3. In consideration for this service, the Wyckoff Public Library shall pay Wyckoff annual fee in 2014 of $9,900.00 payable in two (2) equal installments each due on February 1 and July 1 of each year the contract is in effect. Payments for years 2015, 2016 and 2017 shall be increased by 2% each year as provided for in the signed agreement.

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4. All other services as described in the Inter-local Service Agreement between the Township of Wyckoff and the Wyckoff Library Board.

BE IT FURTHER RESOLVED, that the Mayor and the Municipal Clerk are hereby authorized to sign the Inter-local Service Agreement.

#15-85 Re-appointment of Zabriskie House Trustee

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

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

WHEREAS, an Order appointing successor Trustees which was executed by the Honorable Gerald Escala, J.S.C., on October 20, 2005, permits the Township of Wyckoff to appoint future successor Trustees and to re-appoint trustees by way of Resolutions adopted by the governing body; and,

WHEREAS, Resolution #11-04 appointed William H. Bushman as Trustee for a new term commencing January 1, 2011 through December 31, 2014; and,

WHEREAS, William H. Bushman has submitted his resignation as a Trustee and the Township Committee appointed Richard Lynch to the vacancy created by William H. Bushman for the remainder of the term which commenced on January 1, 2011 and expires on December 31, 2014.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Ninth of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen State of New Jersey does hereby re-appoint Richard Lynch, 377 Sicomac Avenue, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust for a term commencing January 1, 2015 and expiring December 31, 2017.

BE IT FURTHER RESOLVED, that the Mayor and the Municipal Clerk of the Township of Wyckoff are hereby authorized and directed to execute any and all necessary documentation to be filed in the Bergen County Surrogate's Court, and to take such other steps or actions as may be necessary to cure this Resolution into effect.

BE IT FURTHER RESOLVED, that the Mayor and the Township Committee of the Township of Wyckoff hereby request the Bergen County Surrogate's Court to issue Letters of Trusteeship in the name of Richard Lynch, for the John B. and Grace Q. Zabriskie Memorial Trust, if required on a re-appointment action.

#15-86 Authorize Shared Service Agreement With Bergen County to Provide Dispatch and E-911 Service

WHEREAS, the Township of Wyckoff has evaluated the dispatch service and 9-1-1 PSAP service provided by the Bergen County Department of Public Safety at their state of the art dispatch center in Mahwah; and,

WHEREAS, the Police Committee recommends the Township Committee authorize the Township to enter into a shared service agreement to utilize the latest technology and achieve economies of scale; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to sign a shared service agreement with Bergen County for dispatch service and
9-1-1 PSAP service.

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#15-87 Authorize PBA Salary Agreement

WHEREAS, the Township of Wyckoff Police Subcommittee of the Township Committee has conducted numerous negotiation meeting with representatives of PBA 261; and

WHEREAS, after careful study, review and negotiation the parties have reached an agreement for a successor agreement to the current contract which expires on December 31, 2014; and,

WHEREAS, the Police Subcommittee of the Township Committee recommends that the Township Committee approve the recommended labor agreement.

NOW THEREFOR BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the recommendation of the Police Subcommittee of the Township Committee for a successor labor agreement for calendar years 2015, 2016, 2017 and 2018 is hereby approved, and the Mayor and Municipal Clerk are authorized to sign this agreement.

2015 ORDINANCES- INTRODUCTIONS:

ORDINANCE #1760

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR CERTAIN OFFICER AND EMPLOYEES OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2015.

BE IT ORDAINED, by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, as follows:

Section 1. The rate of compensation for the following employees of the Township of Wyckoff for the year 2015 whose compensation shall be on an annual basis within the range, and shall be paid semi-monthly, is as follows:

Special Court Officer.....$30.00 to $50.00 per hour
Class 2 Appointment to Planning Board..... $35.00 per meeting

Officials and Umpires

Basketball.....up to $35.00 per game

SECTION 7. If any section or part of this ordinance shall be adjudged invalid, such adjudication shall apply only to such section or part, and the remainder of the ordinance shall be deemed valid and effective.

SECTION 8. This ordinance shall take effect after final passage and publication as required by law.

ORDINANCE #1761

AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF WYCKOFF, CHAPTER 175, "TOWERS AND TOWING', SECTION 175-8, "FEES" AND SECTION 175-15, "INSURANCE" AND SECTION 175-14, "TOWING AND STORAGE CHARGES"

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BE IT ORDAINED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that Chapter 175 of the code of the Township of Wyckoff, Towers and Towing, be amended as follows:

SECTION 1 – 175-8 Fees

175-8
B. License fee: ~~$100.00~~, $250.00, per year, payable before January 1 of the license year.

SECTION 2 - Except as hereby amended all other sections of 175-8, "Fees" shall remain in full force and effect.

SECTION 3 – 175-15 Insurance

The licensee shall have in effect, prior to application and at all times during the term of the license, the following

A. Primary Garage keepers' liability insurance policy in the amount of $500,000 for any one claimant, and $1,000,000 for more than one claimant with $500,000 coverage for property damage for one event. Coverage shall include damage to vehicle(s) in storage, loss or physical damage to vehicle(s) by theft, fire or other perils.

B. Automobile liability insurance issued by a company authorized to transact business in the State of New Jersey with an AM best rating of A- or better ~~or authorized to transact business in, the state,~~ insuring the licensee and every tow truck operator against liability imposed by law for damages because of bodily injury, including death, sustained by any person and injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of the tow trucks of the licensee. The amount of the limits of liability coverage to be offered by such policy shall be $500,000 for bodily injury to each person, $1,000,000 for bodily injuries in each accident and $500,000 for property damage in each accident.

C. The licensee shall supply a certificate of insurance to the Wyckoff Chief of Police describing every policy of insurance including; general liability, automobile and primary garage keepers liability and designating the Township as an additional insured party. The certificate of insurance shall designate the Township of Wyckoff as an additional insured and shall contain a thirty-day notice of cancellation whereby the Municipal Clerk will provided with a written notification of cancellation.

D. Workers' compensation insurance, New Jersey statutory coverage, including employers' liability coverage. The licensee shall supply a certificate of insurance that contains a thirty-day notice of cancellation whereby the Municipal Clerk will be provided with a written notification of cancellation.

SECTION 4 – Except as hereby amended all other sections of 175-15, "Insurance", shall remain in full force and effect.

SECTION 5 – 175-14, "Towing and Storage Charges"

D. The owner of a vehicle impounded by the Wyckoff Police Department (vehicles taken under legal authority or without the owner's consent) shall pay an

impound fee of $75 to the Township of Wyckoff in order to have the vehicle released by the towing vendor. This fee is in addition to any towing or storage fees charged by the towing vendor. A fee of $50.00 shall be due and payable to the Township of Wyckoff for each check returned for insufficient funds or for any other reason.

SECTION 6 – Except as hereby amended all other sections of 175-14, "Towing and Storage Charges" shall remain in full force and effect.

SECTION 7 – Except as herein amended and supplemented, all other provisions of Chapter 175 of The Code of the Township of Wyckoff, "Towers and Towing", shall remain in full force and effect.

SECTION 8 – This ordinance shall take effect immediately upon final passage and publication as required by law.

ORDINANCE #1762

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR EACH OFFICER OF THE POLICE DEPARTMENT OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2015

BE IT ORDAINED, by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, as follows for year 2015:

SECTION 1A. The rate of compensation for each officer of the Police Department of the Township of Wyckoff hired before January 1, 2010 for the year 2015 whose compensation shall be on an annual basis and shall be paid semi-monthly is as follows:

	2015
Academy	$41,384
Completion of Academy	$46,919
Step 1	$65,723
Step 2	$74,583
Step 3	$83,983
Step 4	$93,115
Step 5	$102,246
Step 5	$111,376
Step 7	$122,458
Sergeant	$128,463
Lieutenant	$134,465
Captain	$140,465

SECTION 1B. The rate of compensation for each officer of the Police Department of the Township of Wyckoff hired on or after January 1, 2010 for the year 2015 whose compensation shall be on an annual basis and shall be paid semi-monthly is as follows:

	2015
Probation 1st Year	$41,000
Probation 2nd Year	$49,000
Step 1	$58,856
Step 2	$66,242
Step 3	$73,628

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Step 4	$81,014
Step 5	$88,400
Step 6	$95,786
Step 7	$103,172
Step 8	$110,558
Step 9	$122,458
Sergeant	$128,463
Lieutenant	$134,465
Captain	$140,465

SECTION 2A. In addition to their annual salary, each officer hired before January 1, 1998 shall receive longevity compensation computed at a percentage of their annual salary as follows:

Six to ten years..... 2%
Eleven to fourteen years..... 4%
Fifteen to eighteen years..... 6%
Nineteen to twenty two years..... 8%
Twenty three years or more..... 10%

SECTION 2B. In addition to their annual salary, each officer hired between January 1, 1998 and December 31 2014 shall receive longevity compensation computed at a percentage of their annual salary as follows:

6th year.....1%
7 to 10 years..... 2%
11th year 3%
12 to 14 years..... 4%
15th year.....5%
16 to 18 years..... 6%
19th year..... 7%
20 years or more.....8%

SECTION 2C. In addition to their annual salary, each officer hired on or after January 1, 2015 shall receive longevity compensation computed at a percentage of their annual salary as follows:

10 to 19 years.....1%
20 years or more 2%

SECTION 3. Commencing January 1, 2015, employees shall commence contributions mandated by Chapter 78 or such other laws as may be enacted during the term of the contract governing employee health care insurance contributions.

SECTION 4. The work period shall begin as of 12:01 A.M. Saturday and end as of 12:00 midnight Friday.

SECTION 5. The officer in charge of the Detective Bureau as assigned by the Chief, shall be paid the sum of $2,500.00 annually. The amount shall be paid as part of that officer's regular pay and in addition to his base salary. Other Detective Bureau personnel, excepting the officer in charge, regularly assigned to the Detective Bureau by the Chief, shall be paid the annual sum of $2,000.00.

SECTION 6. Court time, excluding civil court, and excluding regular tour of duty, shall be considered overtime, and shall be compensated at time and one half (1-1/2).

SECTION 7. Each member of the Police Department shall be allowed a clothing allowance of $875.00 per year.

SECTION 8. Employees authorized overtime shall be paid an hourly wage equal

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to one and one half (1-1/2) time, after working 40 hours or working in excess of a tour of duty for a day. To compute the base hourly rate of any employee for overtime or other purposes, the employee's base salary plus yearly longevity increment shall be divided by 2080 hours.

SECTION 9. Annual vacation with pay is authorized in accordance with the employment contract.

SECTION 10. All salaries and compensation provided for herein shall be effective as of January 1, 2015.

Following is the vote on the Consent Agenda:

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

12. The Municipal Clerk Administered the Oath of Office to Residents Appointed to Serve the Township as Volunteers on Various Municipal Boards and Commissions

13. The Municipal Clerk Administered the Oath of Office to Fire Department Officers.

14. Meeting adjourned 12:55 p.m.

Kevin J. Rooney
Mayor

Joyce C. Santimauro
Municipal Clerk