TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

TOWNSHIP OF WYCKOFF
48 HOUR NOTICE

The Township Committee of the Township of Wyckoff will hold its Sine Die meeting at 11:00 am and Reorganization meeting at noon on January 1, 2016 at Town Hall, in the Municipal Court Room, which is located at 340 Franklin Avenue, Wyckoff, NJ.

Formal action will be taken during these meetings.

Joyce C. Santimauro
Municipal Clerk

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

1. Meeting called to order by Municipal Clerk Joyce Santimauro
2. Presentation of Colors by the Wyckoff Volunteer Fire Department Honor Guard
3. Flag Salute led by Access for All Committee Members & Their Families
4. Invocation Given by Pastor Chris Pedersen from Cedar Hill Christian Reformed Church
5. Singing of God Bless America Performed by William Brock, Jr.
6. Reading of "Open Public Meeting Act 48 Hour" statement by Municipal Clerk Joyce Santimauro
7. Recognize former Township Committee Chairmen in attendance
8. Bergen County Sheriff Michael Saudino to Administer Oath of Office to Township Committeeman Kevin J. Rooney
9. Municipal Clerk Joyce Santimauro to Administer Oath of Office to Township Committeemen John A. Carolan and then Thomas J. Madigan

10. Township Committee nomination for 2016 Township Committee Chairman

MOTION: _____SCANLAN_____ SECOND _____BOONSTRA_____
BOONSTRA _YES__CAROLAN _YES__MADIGAN _YES__ROONEY _YES__
SCANLAN_YES__

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

12. Remarks by Chairman

13. **CONSENT AGENDA:** All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately:

13.1 2016 CONSENT AGENDA RESOLUTIONS:

#16-1	Designation of Deputy Chairman of Township Committee
#16-2	Township Committee Liaison Assignments to Departments and Boards
#16-3	Fire Department Officers
#16-4	Board and Commission Appointments
#16-5A	Professional Service Appointment
#16-5B	Professional Service Appointment
#16-5C	Professional Service Appointment
#16-5D	Professional Service Appointment

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-5E	Professional Service Appointment
#16-5F	Professional Service Appointment
#16-5G	Professional Service Appointment
#16-5H	Professional Service Appointment
#16-5I	Professional Service Appointment
#16-5J	Professional Service Appointment
#16-5K	Professional Service Appointment
#16-5L	Professional Service Appointment
#16-5M	Professional Service Appointment
#16-5N	Professonal Service Appointment
#16-5O	Professional Service Appointment
#16-5P	Professional Service Appointment
#16-6	Schedule of Township Committee Meetings
#16-7	Establish Holidays That Town Hall is Closed
#16-8	Temporary Budget
#16-9	Temporary Sewer Utility Budget
#16-10	Authorize Filing of Signatures of Chairman and Clerk Signatures to Vouchers to Authorize Payment
#16-11	Establish a Cash Management Plan
#16-12	Township Committee Members to Review and Affix Their Signatures to Vouchers
#16-13	Authorize Signatures on Drafts and Checks Against Township Funds
#16-14	Authorization of Signatures on Specific Accounts
#16-15	Reinstatement of Petty Cash Funds
#16-16	Authorizing Investment of Idle Funds and Fund Transfers
#16-17	Authorize Tax Assessor and Township Attorney to File Stipulations of Settlement
#16-18	Interest Rate to be Charged on Delinquent Taxes and Sewer Service
#16-19	Amount Required to Redeem Tax Sale Certificates
#16-20	Surety Bonds
#16-21	Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
#16-22	Authorize Purchasing From Bergen County Cooperative Pricing System
#16-23	To Authorize Purchasing from Various Cooperative Pricing Systems
#16-24	Authorize Purchasing through State Agency
#16-25	Approve Central Purchasing System and Purchasing Manual
#16-26	Approval of Personnel Manual
#16-27	Anti-Discrimination Policy
#16-28	Approve Township Anti-Sexual Harassment Prohibition Policy
#16-29	Approve Smoking Control Policy

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-30	Designate a Public Agency Compliance Officer
#16-31	Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions
#16-32	Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
#16-33	Approval of Police Department Rules & Regulations
#16-34	Designation of Special Police
#16-35	Civil Rights Policy
#16-36	Establish Fees for Towing Services
#16-37	Re-establish Fire Department Rules, Regulations and Policies
#16-38	Northwest Bergen Mutual Aid Association
#16-39	Waive Annual Sewer Service Charge for Fire Co. #3
#16-40	Waive Annual Rent for Ambulance Corps Land Lease
#16-41	Renew Agreement for Commuter Park and Ride at Cornerstone Church
#16-42	Establish Rules and Regulations Which Shall be the Township Facilities Policy
#16-43	Quasi-Municipal Groups for Insurance Purposes
#16-44	Approval of Local Supplemental Violations Bureau Schedule
#16-45	Town Hall Front Lawn Policy
#16-46	State Health Benefits
#16-47	Re-establish the Recreation Policy Manual
#16-48	Appointment of School Crossing Guards
#16-49	Travel Reimbursement Policy
#16-50	Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
#16-51	Establish Hearing Officer(s)/Committee(s)
#16-52	Municipal Alliance Committee
#16-53	Re-establish Cooperative Efforts with the Board of Education
#16-54	Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
#16-55	Appointment of JIF Representatives
#16-56	Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members
#16-57	Authorize Waiving of Fees
#16-58	Approve Emergency Management Plan
#16-59	Establish a Procedure and Adopt Forms to Provide Access to Public Records
#16-60	Appointment of Community Development Representatives
#16-61	Policy for Wyckoff Community Park and Memorial Field Snack Bars
#16-62	Telephone/Electronic Transfer of Funds

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-63	Continue Employee Compensation
#16-64	Issuances of Checks Between Township Committee Meetings
#16-65	Township Committees By Laws
#16-66	Police Private Duty Assignments
#16-67	Extraordinary Unspecifiable Service Appointments
#16-68	Adoption of Policy for ADA Parking Specifications and Posting Policy
#16-69	Authorize Language for Municipal Purchase Orders
#16-70	Municipal Internet Policy
#16-71	Rapid Deployment Force
#16-72	Authorize Disposition of Public Property No Longer Needed for Public Use
#16-73	Adoption and Endorsement of New Jersey Ethics Law
#16-74	Void Checks in Excess of 180 Days
#16-75	Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
#16-76	Small Balances to be cancelled
#16-77	Establish Employee Benefits Cafeteria Plan
#16-78	Designation of NIMS for Incident Management
#16-79	Adoption of Approved Forms of Surety
#16-80	Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
#16-81	Procedure to Receive Donations /Plaques or Name Municipal Property
#16-82	Requirements and Procedures for the Wyckoff CERT Program
#16-83	Adoption of Accounting and Fiscal Internal Control Manual
#16-84	Fund Balance Annual Review
#16-85	Re-appointment of Zabriskie House Trustee
#16-86	Confirm Social Media Policy

Following is the vote on the Consent Agenda:
MOTION: _____SCANLAN_____ SECOND _____BOONSTRA_____
BOONSTRA __YES_CAROLAN_YES_MADIGAN _YES__ROONEY _YES__
SCANLAN_YES__

14. Mayor to Administer Oath of Office to Residents Appointed to Serve the Township as Volunteers on Various Municipal Boards and Commissions.
15. Mayor to Administer Oath of Office to Fire Department Officers.
16. Adjourn

PAYMENT OF CLAIMS MAY BE PAID AT ALL TOWNSHIP COMMITTEE WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE REGULAR MEETINGS
FORMAL ACTION WILL BE TAKEN DURING THIS MEETING

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Meeting Called to Order
The 2016 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Municipal Clerk Joyce C. Santimauro.

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

Flag Salute
The Access for All Committee members and their families led the Township Committee and audience in the Salute to the Flag.

Invocation
The Invocation was given by Pastor Chris Pedersen from Cedar Hill Christian Reformed Church.

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

Attendance
She noted those present: Township Committeemen Rudolf E. Boonstra, John A. Carolan, Kevin J. Rooney, Brian D. Scanlan and Thomas J. Madigan.
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 48 Hour Notice" Statement: "This Special re-organization Meeting of the Township Committee of the Township of Wyckoff is now in session. In accordance with the provisions of Section 8 of the Open Public Meeting Act, I wish to advise that on December 28, 2015 the 48 hour notice and agenda were posted in the lower level of the Memorial Town Hall and a copy was filed with the Township Clerk, Ridgewood News, Record, and North Jersey Herald and News, all papers with general circulation throughout the Township of Wyckoff.

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

Mr. Kevin J. Rooney, Mrs. Nancy Drabik, Mr. Gordon Stanley, Mrs. Dial on behalf of former Mayor Douglas Dial, Mrs. Betty Vander Platt on behalf of former Mayor John C. Vander Plaat, Mr. Christopher P. DePhillips and Committeeman Rudolf E. Boonstra.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

Bergen County Sheriff Michael Saudino to Administer Oath of Office to Township Committeeman Kevin J. Rooney
Michael Saudino, Bergen County Sheriff administered the Oath of Office to Township Committeeman Kevin J. Rooney.

Administration of Oath of Office for Newly Elected Township Committeemen
Joyce C. Santimauro administered the Oaths of Office to newly elected Township Committeemen John A. Carolan and Thomas J. Madigan.

Township Committee Nomination for 2016 Township Committee Chairman

Township Committeeman Brian Scanlan made a motion to nominate Township Committeeman Kevin J. Rooney as Chairman of the Wyckoff Township Committee for 2016. The motion was seconded by Township Committeeman Rudy Boonstra.

MOTION: ___SCANLAN_____ SECOND _____BOONSTRA____
BOONSTRA__YES_ CAROLAN __YES_ MADIGAN __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 2016 Reorganization Meeting.

To my wife Hayley, my children Tori, Jordan, Cassidy my grandson Gryffin, Peter and Brian, my son Austin who couldn't be with us today and to all previous Wyckoff mayors, elected officials, friends, residents and family who join us today, "Welcome".

A special thank you to Bergen County Sheriff Michael Saudino for taking time out of his busy day to swear me in.

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 2016.

I would like to congratulate John Carolan & Tom Madigan on their election to the Township Committee, welcome back John & Tom. I would also like to thank Haakon Jepsen for his service and commitment over the past three years as a committeeman; you touched and helped so many residents of Wyckoff.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

On Saturday June 13th we celebrated the Official Opening of 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. Two (2) Artificial Turf Soccer & Lacrosse fields were constructed and replaced the grass playing fields. The Wyckoff Family YMCA the principal contributor, Torpedo Soccer Club and Wyckoff Parks & Recreation Foundation spent countless hours of hard work fundraising, reviewing plans and the needs of the community. Those efforts along with the thousands of families made a vision a reality. Bryan Hekemian and his family donated $35,000 to fund the concession stand and bathroom facility. Larry Inserra donated $50,000 to fund a playground and workout stations. This past November the field lights were installed and over the next few months, parking lot lights, concession stand and bathroom facility, playground and walking path will be installed, 2016 will be another exciting year for Wyckoff Lacrosse & Soccer. I encourage the same community spirit that made this monumental achievement become a reality by continuing to work together and revisit your design plans for Memorial Field, I along with the rest of the township committee will be there every step of the way to assist you. A special thank you to Scott Fisher and Robert Landel for all your help and insight to making this a reality.

The 2015 municipal budget limited the growth of the budget, the increase of the tax levy was below the state 2% cap and reflected an increase of 1.3% or $68.34 per year for the average accessed home.

The Township Tax Assessor completed a State mandated order to perform a revaluation in 2015.

Last year on January 1st,I signed the contract with Bergen County authorizing a shared service to provide dispatch service and enhanced 911 dispatch. Through the use of this 5-year Shared Service Agreement with Bergen County, the Township has saved substantial taxpayer's dollars by outsourcing its emergency services dispatch function to Bergen, I would like to report that the service provided by the county has exceeded our expectations.

A Mayor's Wellness Campaign was established to improve the health and wellness of all segments of the Wyckoff population. The Mayor's Wellness Campaign issued a logo contest with the K-8 school children. The 2016 municipal calendar was prepared featuring the theme – "The Mayor's Wellness Campaign." The winning logo is featured on the 2016 calendar cover and the logos of the 16 finalists are included in the calendar. Since its inception in June 2015, the Mayor's Wellness Campaign Facebook page has regular weekly Tuesday posts that give timely and helpful information regarding health and wellness. The Mayor's wellness Campaign Facebook page is updated weekly with tips on maintaining healthy diets to the benefits of regular exercise.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

The Mayors' of Wyckoff, Franklin Lakes and Oakland collaborated to develop a new anti-drug strategy to combat the heroin and opiate epidemic. Wyckoff, Oakland and Franklin Lakes united to fight illicit drug use through an amnesty and education program. The effort includes police departments, municipal officials, schools superintendents and substance abuse prevention professionals. As part of the program, police in all three towns won't make any arrests when responding to parents' reports of illicit drug use. Instead, drugs will be confiscated and families will be connected to social workers and other experts.

We adopted an ordinance, which prohibits the sale of tobacco and tobacco products, such as: e-cigarettes to individuals under 21, banning cigarette machines and smoking on all municipal property and parks.

The Township Committee established an "Access for All" committee in 2015. This committee that consists of residents with family members with developmental disabilities and representatives from municipal government, the local school district and the Chamber of Commerce meet periodically. The purpose of the committee is to provide the Township Committee with advice on; access issues and further the implementation of the Americans with Disabilities Act (ADA), employment practices and "Open Doors of Opportunity" to folks with disabilities.

A policy was established as a component of the newly formed Access for All Committee to provide housing for folks with developmental disabilities in Wyckoff. An ordinance was adopted which authorized the sale of Township owned property at 370 Clinton Avenue to the non-profit organization United Way of Bergen County for the construction of Special Needs housing.

Wyckoff is a "Stigma Free Zone". Stigma Fee Zones aim to inspire public interest and raise awareness of the disease of mental illness and create a culture wherein residents feel supported by their community and feel free to seek treatment without the fear of stigma.

The following Facebook and Twitter pages were created and maintained daily with information posted in real time, our township accounts are.

a. Twitter: @WyckoffTownship
b. Facebook: Wyckoff Local Government
c. Facebook: Wyckoff Mayor's Wellness Campaign
d. Facebook: Wyckoff OEM
Please follow us on these pages for useful and timely information.

This past year our Wyckoff Volunteer Ambulance Corps responded to over 970 calls for service, under the leadership of Captain Sue Hook. The WVAC is a dedicated group of volunteers; their commitment to respond to emergencies every hour and every day of the year is unparalleled. As part of their community outreach they offer First Aid and CPR, training. Please consider joining this very special group of committed people in service to our community.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Under the leadership of Chief Lou Graglia and Assistant Chief Tim Brock the Wyckoff Volunteer Fire Department responded to over 551 calls for service. Thousands of hours were spent training and perfecting the skills of firefighting. The WFD is a fine-tuned dedicated group of volunteers, highly skilled in firematics, tactics, first aid and firefighter safety, you make Wyckoff proud.

The American Automobile Association once again awarded their highest award, the "Award of Excellence" for pedestrian and traffic safety to the Wyckoff Police Department. Wyckoff was one of only ten municipalities of the 98 municipalities in Bergen, Passaic, and Hudson to receive this award.

Under the leadership of Chief Ben Fox, Wyckoff's Police department provided the security, community policing and professional response that sets the standard for other departments to strive to attain.

The backbone of our community is our town employees, captained by township administrator Robert Shannon. As a member of the township committee, one can see on a daily basis just how much care for our residents our employees demonstrate every day. Whether overseeing our sports programs, answering residents' questions, issuing and overseeing building permits, filling OPRA requests, or managing over 90 miles of roads, Wyckoff's employees are some of the finest folks I have ever worked with.

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 today's meeting we invite you to join us at Fire Department Company #1 located to the rear of town hall for some refreshments.

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

2016 CONSENT AGENDA RESOLUTIONS:

#16-1 Designation of Deputy Chairman of Township Committee

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that
Brian D. Scanlan is hereby designated Deputy Chairman of the Township Committee for the current year.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

BE IT FURTHER RESOLVED, that said Brian D. Scanlan shall have full power to act in place of the Chairman in the latter's absence.

#16-2 Township Committee Liaison Assignment 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
Wyckoff Day YMCA Liaison
Public Policy Committee
Police Commissioner
Finance Chairman

BRIAN D. SCANLAN
Deputy Mayor
Board of Health Liaison
CERT Liaison
Recreation & Parks Department Advisory Board Liaison
Design Review Board

RUDY BOONSTRA
Planning Board
Fire Commissioner
Zoning Board
Deputy Police Commissioner
Public Policy Committee
Co Liaison Zabriskie House

JOHN A. CAROLAN
Road Commissioner
K-8 School Board of Education Liaison
Ambulance Corp Liaison
Deputy Finance
Shade Tree Liaison
Chairman Personnel Committee

THOMAS J. MADIGAN
Municipal Alliance
Ramapo Indian Hills High School Board of Education Liaison
Co Liaison Zabriskie House
Environmental Commission
Mayors Liaison/Library Board

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-3 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 Stephen Kopshaw
Lieutenant Scott Amantea

Co #2
Battalion Chief Fred Depken
Captain Christopher Joachim
Lieutenant Tom Risseeuw
Lieutenant EJ Lawler

Co #3
Battalion Chief Len De Block
Captain Matthew Tani
Lieutenant (Vacant)
Lieutenant Michael LaBarck

Fire Prevention: Fire Prevention Officer Fred Depken

Mandate Compliance: Respiratory Program Administrator Carl Kofler

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-4 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	Matthew M. Durkan	1 year
1st Alternate Public Defender	Joseph Nackson	1 year
2nd Alternate Public Defender	Vacant1 year	
Prosecutor	Mark DiMaria	1 year
First Assistant Prosecutor	Joseph Haftek	1 year
Second Assistant Prosecutor	Douglas Doyle	1 year
Township Engineer	Mark DiGennaro, P.E.	1 year
Emergency Mgmt. Coordinator*	Sergeant Brian Zivkovich	1 year
	*(3rd year of 3 year term)	(fill unexpired term)
Deputy Emerg. Mgmt. Coordinator	Lieutenant Charles VanDyk	1 year
Deputy Emerg. Mgmt. Coordinator	Lieutenant David Murphy	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, Jr.	1 year
Deputy Municipal Clerk	Robert J. Shannon, Jr.	1 year
Municipal Court Judge*	Russel Teschon – (2016 is the Judge's 2nd year of a 3 year term)	

(*) Required by statute

Zoning Board of Adjustment

Tim Shanley	4 years
Richard DeLeo (Alt #2)	1 year

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Design Review Advisory Committee

Richard Bandazian	3 year unexpired term
Linda Ammerman (Alt #1)	2 years
James Higgins (Alt #2)	1 year

Environmental Commission

John McCauley	3 years

Planning Board

Robert Fortunato	4 years
Scott Fisher	1 year
Rudy Boonstra	1 year
Kevin Rooney	1 year
Kevin Hanly (Alt #1)	2 years
Justin Hoogerheyde (Alt #2)	1 year

Recreation & Parks Advisory Board

Thomas Valente	3 years
Ed Pettit	3 years
Hayley Rooney (Alt #2)	1 year

Board of Health

Wendy Coffey	2 years
Linda Brock	2 years
Carol Hertenstein	2 years
Michael Sparozic (Alt #1)	2 years
Lynne Spreen-Raffo (Alt #2)	1 year
Brian Scanlan	1 year

Library Board

Brian Eller	5 years
Tom Madigan (Mayor Rep)	1 year
Grace White (Supt Rep)	1 year

Shade Tree Commission

Mark Borst	5 years
Bill Butler	5 years

Zabriskie House Board of Trustees

Jim Abma	4 years

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-5A **Professional Service Appointment**

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2016 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

#16-5B **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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-5C **Professional Service Appointment**

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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 2016 Municipal Budget when adopted for fees reasonably required in the line item legal services – other expense.

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

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

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-5D **Professional Service Appointment**

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2015 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item administrative and executive – other expense.

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

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

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding “Professional Services” rendered

by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

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

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

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

#16-5E **Professional Service Appointment**

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

($300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions ($300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2015 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item assessment of taxes – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to John Lloyd, Esq,, Chiesa, Shahinian & Giantomasi, PC, One Boland Drive, West Orange, New Jersey 07052 for Tax Appeal Attorney services based on the attached fee schedule, $150.00 per hour, up to $75,000.00 when approved by the Township Committee.

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

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

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company

has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

#16-5F **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 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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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, $147.00 per hour/$673.00 per meeting, compensation up to $18,000.00 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-5G **Professional Service Appointment**

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

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

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

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

WHEREAS, the Township Committee awards a one year contract for 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 2015 Temporary Budget and will be appropriated in the 2016 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 Matthew M. Durkan, Esq., 152 Harrison Avenue, Garfield, NJ 07026 for Public Defender services, $300.00 per court session and compensation up to $4,500.00 when vouchers are approved by the Township Committee.

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-5H **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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

($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 2015 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

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

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

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

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a “fair and open process” pursuant to

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-5I **Professional Service Appointment**

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

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

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

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2015 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item affordable housing – other expense.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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 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.

#16-5J **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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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 2015 Temporary Budget and will be appropriated in the 2016 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.

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-5K **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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2015 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Raymond Wiss, Esq. Wiss & Bouregy, PC, 345 Kinderakmack Road, Westwood, NJ 07675 for Labor Attorney services, $125. per hour, compensation up to $40,000. when vouchers are approved by the Township Committee.

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

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

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

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

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

contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

#16-5L **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 2015 Temporary Budget and will be appropriated in the 2016 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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

$170. per hour; Managers - $100.-$125 per hour; Senior Accountant/Supv. - $80.-$100. per hour; Staff Accountants - $70.-$80. per hour; Other Personnel - $45. per hour; Up to $20,000.

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

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

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

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

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

#16-5M **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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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. per hour and Up to $135,000.

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-5N **Professional Service Appointment**

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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 2016 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-5O **Professional Service Appointment**

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

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

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

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

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

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

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

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

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-5P **Professional Service Appointment**

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2016 Temporary Budget and will be appropriated in the 2016 Municipal Budget when adopted for fees reasonably required in the line item, insurance services and costs – other expense.

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

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

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

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-6 Schedule of Township Committee Meetings

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

WYCKOFF TOWNSHIP COMMITTEE 2016 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	Friday	Reorganization Meeting	12:00 Noon Regular Meeting
January 12	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
February 2	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
February 16	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
March 1	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
March 15	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
April 5	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
April 19	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
May 3	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
May 17	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
June 6	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
June 21	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
July 5	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
July 19	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
August 2	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
August 16	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
September 6	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
September 20	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
October 4	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
October 25	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
November 1	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
November 14	Monday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
December 6	Tuesday	7:30 P.M. Work Session	8:00 P.M. Regular Meeting
December 20	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
(9-30-15)

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-7 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	Friday	January 1, 2016
2.	President's Day	Monday	February 15, 2016
3.	Good Friday	Friday	March 25, 2016
4.	Memorial Day	Monday	May 30, 2016
5.	July 1st (In lieu of Lincoln's Birthday)	Friday	July 1, 2016
6.	July 4th	Monday	July 4, 2016
7.	Labor Day	Monday	September 5, 2016
8.	Columbus Day	Monday	October 10, 2016
9.	Veteran's Day	Friday	November 11, 2016
10.	Thanksgiving Day	Thursday	November 24, 2016
11.	Day after Thanksgiving (In lieu of Election Day)	Friday	November 25, 2016
12.	Christmas Day-Observed	Monday	December 26, 2016

#16-8 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 2016 temporary appropriations does not exceed 26.25% of the total appropriations in the 2016 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 2016 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-9 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2016 Temporary Sewer Utility Budget:

DEPARTMENT	SALARIES	OTHER EXPENSE	DEPARTMENT TOTAL
Operations	$18,008.00	$474,639.00	$492,647.00

#16-10 Authorize Filing of Signatures of Chairman and Clerk Signatures to Vouchers to Authorize Payment

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

#16-11 Establish a Cash Management Plan

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

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

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

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

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

BE IT FURTHER RESOLVED, on the 1st day of January 2016 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)

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Bank of America
Lakeland Bank
be and are hereby designated as depositories for the Township of Wyckoff for the year 2016.

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).

#16-12 Township Committee Members to Review and Affix Their Signatures to Vouchers

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the names of Committeeman Kevin J. Rooney and Committeeman John A. Carolan, 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.

#16-13 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.

#16-14 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	LKD
Claims Account	LKD
General Capital	LKD
Animal Control	LKD

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Sewer Utility	LKD
Unemployment Insurance Trust	LKD
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

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

Petty Cash – Treasurer	LKD

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

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

#16-15 **<u>Reinstatement of Petty Cash Funds</u>**

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

1. The Petty Cash Fund previously established be re-instated as of January 1, 2016, 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

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

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

#16-17 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.

#16-18 Interest Rate to be Charged on Delinquent Taxes and Sewer Service

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

No interest rate shall be charged if payment on any installment is made within the tenth calendar day following the date upon which the same becomes payable; 8% per annum on the

first $1,500 of the delinquency and 18% per annum on any amount in excess of $1,500 to be calculated from the date the tax was payable until the date of actual payment.

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

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

#16-19 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.

#16-20 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.

#16-21 Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs

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

WHEREAS, Resolutions #15-21 and #15-111 are revised to reflect the below program user fees.

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

PROGRAM	FEE PER PERSON
1. Recreation Basketball	
Summer Clinic	55.00
Boys & Girls grades 1-4	*78.00
Boys & Girls grades 5-8	*98.00
High School, winter	85.00
Men Open Gym, winter	75.00
*Board of Education Facility Use Fee -	*13.00
Included in recreational basketball fee-boys & girls grades 1-8	
2. Traveling Select Basketball	*213.00
Try-Out Fee	15.00
*Board of Education Facility Use Fee -	*13.00
Included in traveling select basketball fee	
3. Recreation Baseball	
Kindergarten, T-Ball	65.00
1st Grade	70.00
Grades 2 – 8	90.00
Summer Clinic	55.00
4. Traveling Select Baseball	
Leagues:	
Clemente (8u), Glanville (9u)	175.00
Mays (10u), Hodges (11u)	200.00
Reese (12u), Murphy (13), Koufax (14u)	225.00
High School Level & Above	225.00
Try-Out Fee	15.00
5. Cheerleading	
Summer Clinic	55.00
Basketball Select; Football Recreation	85.00
Competition Squad	125.00
6. Football	
Pee Wee, Junior, Senior (Grades 3-8)	210.00
Flag Football (Grades K-2)	65.00
7. Recreation Soccer	
Kindergarten Soccer	65.00

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Kinder-Kickers (Grades 1-2)	65.00
Fall League (Grades 3-4)	90.00
Northwest Bergen (Grades 5-8)	90.00
Northwest Bergen (Grades 9-12)	90.00
Summer Clinic	55.00

8. Recreation Softball

Grade Kindergarten, T-Ball	65.00
Grade 1	70.00
Grade 2 - 8	90.00
Women's League	65.00
Men's League	85.00

9. Traveling Select Softball

u10, u12, u14, u17	200.00
Try-Out Fee	15.00

10. Summer Day Camp Programs:

Grades K-4	
per week	85.00
Grades 5-8	
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	85.00

12. Roller Hockey

Winter Clinic (Grades 1-3)	65.00
League (Grades 4-12)	90.00
Summer Clinic	55.00

13. Lacrosse

Winter Clinic	60.00
Spring League: (Grades 3-8)	100.00

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

14. Adult Team Tennis

Summer	75.00
Fall	75.00

15. Tennis Badges

Family badge	65.00
Adult badge	40.00
Child badge	25.00
Senior citizen badge	25.00
One day guest pass	5.00

16. Girls Volleyball

Grades 6-8	90.00
Summer Clinic	55.00

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

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

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

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

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

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

DONATION OF USED SPORTS TEAM CLOTHING
Used sports team clothing which has reached its useful life and is no longer used by Wyckoff Recreation teams may be donated to the Wyckoff PTO Economy Shop, Inc. only after receiving

approval from the Parks & Recreation Advisory Board. This type of donation will then result in revenue for Wyckoff Schools.

FIELD AND FACILITY RENTALS:

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

Group 1 shall consist of the following:

a. Wyckoff K-8 School District & Ramapo/Indian Hills Regional School District-affiliated groups; Wyckoff parent-teacher-student organizations; Board of Education advisory groups and Wyckoff Adult Education.
b. Wyckoff Municipal government agencies; Wyckoff Recreation Board, Wyckoff Volunteer Ambulance Corps, Wyckoff Volunteer Fire Department, and groups appointed by the Township Committee.
c. Wyckoff non-profit recreation youth sports groups; Wyckoff Boys and Girls Scout Troops, and Wyckoff houses of worship-sponsored youth groups for sports.

Group 2 shall consist of the following:

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

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

FEES:

A. Daylight Hours. The fee for use of a recreation natural grass field facility shall be $100 for a three (3) hour block of time during daylight hours. Any event exceeding the three (3) hour rental shall be charged $100 for the next three (3) hour block of daylight time or

portion thereof. The fee for use of one (1) recreational artificial turf field shall be $300 for a three (3) hour block of time during daylight hours and $150 every additional hour.

B. **Evening Hours.** The fee for use of a recreation natural grass field facility shall be $150 for the time the outdoor sports lights are activated or part thereof up to 10:00 p.m. as restricted by Chapter 146 of the Code of the Township of Wyckoff. The fee for use of one (1) recreational artificial turf field shall be $200 per hour or part thereof up to 10:00 pm as restricted by the Code of the Township of Wyckoff, Chapter 146 with a minimum of a three (3) hour rental period.

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

#16-22 **Authorize Purchasing From Bergen County Cooperative Pricing System**

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

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

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

#16-23 **To Authorize Purchasing from Various Cooperative Pricing Systems**

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

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

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

The Northern New Jersey Cooperative Pricing System
The Northwest Bergen Cooperative Pricing System
The Bergen County Cooperative Pricing System
The Middlesex Regional Educational Services Cooperative Pricing System
The Cranford Police Cooperative Pricing System
The Somerset County Cooperative Pricing System

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

The Wyckoff, Oakland, Franklin Lakes (WOLF) Cooperative Pricing System (the Township of Wyckoff is the Lead Agent)
The Township of Wyckoff/Wyckoff K-8 Cooperative Pricing System (the Township of Wyckoff is the Lead Agent)
The Wyckoff K-8 School District/Township Commodity Resale Price Agreement Shared Service

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

#16-24 **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, 2016 to December 31, 2016.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-25 **Approve Central Purchasing System and Purchasing Manual**

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

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

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

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

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

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

1) The Purchasing Manual and Central Purchasing System is approved for use and all township officials, employees, boards and commission members shall comply with its' rules and regulations.
2) Contracts less than 15% of the bid threshold may be awarded without soliciting competitive quotations.
3) The Township of Wyckoff invokes the bidding threshold of $40,000 and states that its' Administrator possesses a Qualified Purchasing Agent Certificate issued by NJDCA.
4) The Township Committee member designated as Finance Committee Chairman is authorized pursuant to NJAC 5:34-8.3(d)1 to determine whether to solicit quotations or perform public bidding for the remaining amount for aggregation determination.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

TOWNSHIP OF WYCKOFF

CENTRAL PURCHASING SYSTEM

USER'S MANUAL

Central Purchasing Team
Robert J. Shannon, Jr. Twp Adm., Purchasing Agent
Diana McLeod, CFO, CTC, ATA
Darlene King, Accounts Payable Control Clerk

Issued: 01-85
Revised:
01-93
07-96
10-02
09-08
11-13

TABLE OF CONTENTS

FORWARD PAGE

I. GENERAL PURCHASING GUIDELINES 1

II. NORMAL PURCHASING PROCEDURES 2-4
Requests for routine office supplies
Requisition Form
Solicitation of Quotations Form

III. RECEIVING GOODS OR SERVICES 5-7
Purchase Order Form

IV. EMERGENCY PURCHASE ORDER PROCEDURES 8-10

V. BLANKET PURCHASE ORDER PROCEDURE 11

VI. ETHICS 13-17
NJ Ethics Law (NJSA 40A9-22.1 et. seq.)
Township Administrator/Purchasing Agent memo

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Dated October 25, 1989
Senate Bill 691
NJ Department Community Affairs letter dated August 4, 1989

VII.	SALE AND DISPOSITION OF MUNICIPAL PERSONAL PROPERTY NO LONGER NEEDED FOR MUNICIPAL USE	18
VIII.	GREEN PURCHASING POLICY	18-30

FORWARD

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

I. GENERAL PURCHASING GUIDELINES

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

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

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

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

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

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

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

II. NORMAL PURCHASING PROCEDURES

1. All Department Managers will either type or clearly write the information required on a Requisition (sample attached). The Department Manager must keep the YELLOW copy for his/her records. The WHITE copy is to be forwarded to the Finance Office. This procedure does not pertain to routine requests for routine office supplies – which is described on page 3.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

2. The Requisition, which must be accompanied by a quotation form as described in #4 below, will be reviewed by the Administrator. If, in his opinion, it is a requisition for goods or service which have been budgeted for, a Purchase Order will be computer generated. All Purchase Orders will be computer generated and mailed by the Finance Office after having been signed by the Purchase Agent and Finance Officer who certifies as to the availability of funds.

3. The Department Manager will receive a numerical copy of the Purchase Order (GREEN copy) to be files and stapled with the Requisition (YELLOW copy). Note: all departments should review the copy of the Purchase Order to be aware of any substitutions made by the Administrator.

4. **Solicitation of Quotes**. It is important to stretch the municipal dollar through obtaining quotes to ensure the Township is paying the lowest price for goods and services.

   _√__ 1. All quotation forms must be accompanied by a copy of the suggested vendor's NJ Business Registration Act Certificate and a completed Taxpayer Identification form W-9. If you are not sure if the vendor has been utilized previously, ask the Accounts Payable Control Clerk, Darlene King at ext. 107.

   _√__ 2. Requisitions for goods or services with a value between $1,000 to $6,000 must have at least two (2) price quotations.

   _√__ 3. Requisitions for goods and services with a value between $6,000 and $17,500 must have three (3) written price quotations, whenever possible.

   _√__ 4. $17,500 to $40,000 – Any purchase $17,500 or above requires a Township Committee Resolution pursuant to the NJ Pay to Play Law (P2P). Other than for an emergency (lack of proper planning does not constitute an emergency), no purchases for goods or services exceeding $17,500 can be made without a PRIOR Resolution of the Township Committee. At the beginning of each year, a $17,500 threshold is established for all vendors and this amount cannot be exceeded without the PRIOR approval of the BA unless authorized by a bid award. Once the $17,500 threshold has been met, the need for a Resolution will be discussed with the using department. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER. PAY TO PLAY THRESHOLDS APPLIES TO THE VENDOR AND NOT JUST A SPECIFIC PROJECT.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

II. NORMAL PURCHASING PROCEDURES (CON'T.)

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

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

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

   ALL requisitions utilizing the above cited contract prices shall include:
   - The name of the cooperative pricing system
   - The contract number
   - The copy of the page of the contract which clearly shows:
     a. The contract is valid for the date of the requisition
     b. The contract exists for the specific commodity or service listed on the requisition.
     c. The page listing the Vendor's name and address.
     d. The page of the contract that lists the cost of the item or items and the discount.
   - All requisitions shall be rejected if the using department does not attached this information.

6. Each Department Manager shall be informed of the account numbers utilized by the department. To assist in requisitioning, a monthly printout of monies encumbered and paid can be obtained from the Chief Financial Officer.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

REQUESTS FOR ROUTINE OFFICE SUPPLIES

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

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

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

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

III. RECEIVING GOODS OR SERVICES

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

PROCEDURE FOR RECEIVING DELIVERIES

All deliveries must only be accepted at the appropriate location. For example, we should not accept a delivery for the Rec Department at Police Headquarters or a delivery for the DPW at Town Hall. When receiving deliveries, all employees must sign their name legibly and write "subject to inspection" immediately next to their legible signature. This language allows the Department Manager to inspect the items received within 24 hours. Inspection includes determining if there is any breakage, spillage of

the correct item(s) and the correct number of items. If any part of the delivery is incorrect, **you must advise Darlene immediately** in writing describing the defect and you must contact the vendor: 1) verbally within 24 hours and 2) follow-up this contact in writing to the vendor. We do not purchase or accept item(s) which we did not specify on a Purchase Order or in any condition less than new and free of defect(s). ***Any questions, ask me***.

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

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

IV. EMERGENCY PURCHASES

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

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

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

V. BLANKET PURCHASE ORDERS

Blanket Purchase Orders will be issued at the beginning of each year up to $6,000 per Blanket Purchase Order for certain local vendors who have been utilized in the past for small items under $500 per month that have been determined to be required in the middle of a work project, and

also for those vendors from whom purchases are made or services are required on a monthly basis.

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

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

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

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

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

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

VI. ETHICS

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

VIII. GREEN PURCHASING POLICY

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

#16-26 **Approval of Personnel Manual**

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-27 Anti-Discrimination Policy

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

EQUAL EMPLOYMENT OPPORTUNITY

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, creed, ancestry, political affiliation, age, marital status, sex, or because of physical disability that does not interfere with the ability to do the work required, or for liability for service in the Armed Forces of the United States.

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

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

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

#16-28 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
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-29 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.

#16-30 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.

#16-31 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.

#16-32 Adoption of Form Required to be Used for Filing of Notice of Tort Claim Against the Township

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-33 **Approval of Police Department Rules & Regulations**

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

WYCKOFF POLICE DEPARTMENT

RULES AND REGULATIONS

INDEX

	Page
FORMAL ORGANIZATION	**2**
ORGANIZATIONAL CHART	
CHIEF OF POLICE	**3**
CAPTAIN OF POLICE	**4**
SUPERVISING OFFICERS	**5**

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

HEADQUARTERS 7

ADMINISTRATION DIVISION 8

OPERATION DIVISION 10
- **Patrol Bureau** 10
- **Traffic Bureau** 12
- **Detective Bureau** 16

SERVICE DIVISION 19
- **Bureau of Records** 19
- **Communication & Desk Bureau** 20
- **Transportation & Equipment Bureau** 22
  - **Weapons Unit** 23
  - **Lost Property Unit** 23
- **Temporary Detention Bureau** 23
- **Identification & Lab Bureau** 24

DUTIES 25

C0NDUCT REGULATIONS 27

DUTY REQUIREMENTS 31

REGULATIONS FOR THE OPERATION OF POLICE VEHICLES 32

BENEFIT DETERMINATION, ABSENCE, LEAVES, INJURIES, VACATIONS, HOLIDAYS 34

MISCELLANEOUS REGULATIONS 35

POLICE PERSONNEL ELIGIBILITY, QUALIFICATION, AND PERMANENT APPOINTMENT 37

WYCKOFF POLICE DEPARTMENT

FORMAL ORGANIZATION

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

Administrative Staff Division

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Operation Division
Service Division

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

Administrative Staff Division: Shall consist of the following:

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

Operation Division: Shall consist of the following bureaus:

Patrol
Traffic
Detective
Juvenile

Service Division: Shall consist of the following bureaus:

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

CHIEF OF POLICE

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

AUTHORITY: The Chief may establish all needful directives, orders, rules and regulations for the efficiency, administration, supervision, and operation of the Police Department, subject to the provisions of the law. He shall prescribe standards for the qualification, appointment,

organization, powers, duties, conduct, discipline, and control of members of the Police Department. He may establish from time to time such divisions, bureaus, and units in the Police Department as is necessary for the proper and efficient structure and functioning of the Police Department.

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

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

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

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

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

CAPTAIN OF POLICE

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

Authority: Subject to pertinent laws, these General Orders, and the orders of the Chief, the Captain shall have the authority over all units of the Police Department, and over all of its members and employees. The Captain may promulgate to the department such orders or instructions written or oral, which are not inconsistent with the law, these orders, or any order or instruction of the Chief of Police. Orders to the department shall be issued in the following forms: General orders, special orders, manuals, memoranda, bulletins, and verbal orders.

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

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

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

SUPERVISING OFFICERS

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

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

SUPERVISING OFFICERS (CONT'D):

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

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

to the attention of his commanding officer any complaint lodged against any member of the department.

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

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

HEADQUARTERS

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

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

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

ADMINISTRATIVE DIVISION

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

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

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

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

OPERATION DIVISION

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

Patrol
Traffic
Detective (which shall include a Juvenile subdivision)

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

Patrol Bureau:

Commanding Officer

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

Patrol Bureau:

Commanding Officer (Cont'd)

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

Patrol Bureau:

Functions, Duties and Responsibilities (Cont'd)

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

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

They shall enforce all traffic laws.

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

detective, or an identification specialist. They shall be responsible for the preliminary investigation report.

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

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

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

Traffic Bureau

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

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

Traffic Bureau

General Duties and Responsibilities (Con't.)

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

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

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

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

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

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

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

Specific Duties:

Speed Ordinances – Township Roads:

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

Speed Ordinances – County Roads:

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

Traffic Ordinances

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

Traffic Bureau

Traffic Officer

Specific Duties (Cont'd)

Traffic Signals:

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Sign Installation and Maintenance:

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

School Safety Guards:

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

Safety Lectures:

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

Motor Vehicle Accident Records:

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

Street Lights

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

Township Meetings:

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

Traffic Safety Filing System:

He shall maintain files for the following categories:

1. Speed limits – Municipal Streets, County Roads; with subdivisions for approvals, surveys, improvements, in and out correspondence.

2. Traffic signals – with subdivisions for approvals, surveys, in and out correspondence.

Traffic Bureau

Traffic Officer

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Specific Duties

Traffic Safety Filing System: (Cont'd)

3. Engineering studies for the planning, coordinating, and installation of sidewalks.

4. Traffic signs and repair.

5. Through streets with subdivisions for approvals, surveys, in and out correspondence.

6. Planning Board Reports.

Information:

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

Traffic Patrol

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

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

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

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

He shall note instances of recurring traffic violations or trends which he considers dangerous to general welfare of the public, and, in his opinion, require special treatment

or additional manpower. He shall refer such notations to his commanding officer or immediate superior.

OPERATION DIVISION

Traffic Bureau

Traffic Officer

Specific Duties

Traffic Patrol (Cont'd)

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

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Detective Bureau

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

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

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

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

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

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

Duties of Officer in Charge:

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

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

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

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

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

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

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

OPERATION DIVISION

Detective Bureau

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

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

SERVICE DIVISION

The Service Division exists for the purpose of giving prompt and effective service to the line and staff divisions so that they may execute their primary mission. It has the objective and the duty to provide continually and automatically all the technical and personnel services, equipment, and supplies required to enable the department to function without being hampered by shortages of needed services of material.

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

Bureau of Records
Communication and Desk
Equipment and Transportation
Temporary Detention

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Identification and Laboratory

Bureau of Records:

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

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

The Record Bureau shall be comprised of the following:

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

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

Duties and Responsibilities of Officer in Charge:

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

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

SERVICE DIVISION

Duties and responsibilities of officer in charge (Cont'd):

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

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

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

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

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

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

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

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

Communication and Desk Bureau:

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

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

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

SERVICE DIVISION

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Records Bureau (Cont'd)

Communication and Desk Bureau:

Duties and responsibilities of officer in charge (Cont'd):

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

He shall see that all personnel under this bureau are instructed in the proper techniques involved in the efficient use of all equipment He shall be especially alert to detect and correct any misuse of equipment discourtesy on the part of personnel toward the public, and any ineptness on their part.
He shall be responsible for the ready operating condition of all equipment and shall instantly contact the radio technician, or that utility responsible for its repair or replacement.

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

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

Dispatcher or desk officer:

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

SERVICE DIVISION

Records Bureau (Cont'd)

Communication and Desk Bureau:

Dispatcher or desk officer:

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

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

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

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

Transportation and Equipment Bureau:

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

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

Duties and responsibilities of the officer in charge:

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

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

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

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

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

SERVICE DIVISION

Records Bureau (Cont'd)

Communication and Desk Bureau:

Duties and Responsibilities of the Office in Charge:

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

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

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

Weapons Unit:

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

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

Duties and responsibilities of the officer in charge:

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

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

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

Lost Property Unit:

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

Temporary Detention Bureau:

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

SERVICE DIVISION:

Identification and Laboratory Bureau:

Duties and responsibilities of officer in charge:

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

DUTIES – GENERAL

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

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

A member of the department upon whom a charge or charges have been instituted shall be served with a copy of the charge or charges within 15 days of the filing of the charge or charges with the Chairman of the Township Committee. The examination shall be commenced not less than 15 days nor more than thirty days after said copy of such charge or charges shall have been so served.

DUTIES – GENERAL (Cont'd)

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

CONDUCT REGULATIONS

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

a. Commission of a crime or misdemeanor under any statute or law.

b. Disobedience or violation of any department regulation, rule, order, instruction, or memorandum.

c. Insubordination.

d. Disobedience of a lawful order.

e. Neglect of duty.

f. Gross inefficiency.

g. Any malfeasance, nonfeasance, or misfeasance.

h. Gross incompetence.

i. Failure to keep in reasonably fit physical and psychological condition as duty status requires.

j. Disrespect towards a superior officer.

k. Arrogance, oppression, or tyranny in discharge of duty.

l. Unnecessary violence or indignity to a citizen or prisoner.

m. Indecent, profane or unnecessarily harsh language.

n. Absence from duty, post, or station, without proper leave.

o. Sleeping or loafing while on post.

p. Failure to reasonably discover a detectable crime in an area of responsibility.

q. Negligence in the care of public property: its abuse, misuse, waste, or willful destruction.

r. False official statement, oral or written.

s. Contracting a debt under false or fraudulent pretenses.

t. Communicating information relating to police business to unauthorized persons.

u. Intoxication.

v. Immorality of any kind.

w. Conduct unbecoming an officer.

x. Conduct prejudicial to the public peace or welfare.

y. Reporting in an unfit condition for duty.

z. Conduct tending to cast disrepute on the department.

aa. Any other act or omission contrary to good order and discipline.

bb. Unlawful use of narcotic, exhilarant, hypnotic, or other drug.

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

Seeking Gifts – No member of the department shall seek, directly or indirectly, any gift, present, or gratuity, from any person, firm, group, or any other person, on the basis of his membership in the Department, nor shall any member of the department accept any gift, present, or gratuity from any person who expects or seeks preferential treatment, and in fact, influences the conduct of the recipient.

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

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

DUTY REQUIREMENTS

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

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

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

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

Attention to Duty – Every member of the force who has occasion to handle any complaint, assistance call, arrest, or other duty, shall attend to such duty with a

business-like dispatch and courtesy, and without any unnecessary loss to time. He shall furnish information or render police aid to all persons with due courtesy whenever such request is consistent with his duty.

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

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

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

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

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

Hair Regulations

1. The hair is to be neat and properly groomed at all times.

2. Sideburns may be displayed, but they shall not extend below the Bottom of the ear, and they shall be neatly trimmed at all times.

3. The ears are not to be covered with hair, nor is the hair to extend beyond the ears at any time.

4. The hair is not to abruptly protrude out from under the uniform hat.

5. The hair shall taper from the hat to ½ inch above the collar.

6. On no part of the head shall the hair exceed 6” in length.

7. The face shall be cleanly shaven except that a mustache may be displayed with the following limitations:

    a. The hair shall not exceed ½ inch in length.

    b. The mustache shall not extend beyond or below the upper lip.

    c. The mustache shall not extend upward to the nose.

8. Female personnel shall be permitted to wear hair in a manner acceptable to the Chief of Police.

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

REGULATIONS FOR THE OPERATION OF POLICE VEHICLES

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

Operation of Department Vehicle – No person shall use a department vehicle for the purpose of pushing another vehicle. No person shall operate a department vehicle that has a deflated tire, or when there is evidence of serious mechanical defect.
Unattended Police Vehicle – The operator of a department motor vehicle shall lock the ignition and remove the key from his vehicle upon dismounting, and when leaving the vehicle unattended for more than a brief period, he shall lock the doors of such vehicle. All reserve police vehicles shall be locked and parked in the appropriate parking locations at police headquarters.

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

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

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

Leave of Absence – All requests for leaves of absence must be in writing addressed to the Chief of Police, and shall set forth the purpose for which the leave is requested. The Chief of Police shall submit such request for a leave of absence with his recommendations to the Governing Body for their consideration. A leave of absence may be granted subject to the following conditions: that the efficiency of the department will not be affected, that the request is

reasonable and not of a capricious nature, that for a member of the department with less than five years service, the leave of absence shall not exceed six months, that no leave of absence shall exceed twelve months, that before a member of the department shall return to duty from a leave of absence, he shall submit to any physical or psychological examination that may be required by the Chief of Police and/or the Township Committee, that a member of the department shall not be granted more than one leave of absence in any five year period, that a member of the department granted a leave of absence will not lose his seniority for the service time completed prior to his leave of absence, nor his rank, but the period of his leave of absence will not be considered as part of his service time for privileges or benefits based on service time.

Sick Leave – In accordance with the collective bargaining agreement.

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

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

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

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

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

MISCELLANEOUS REGULATIONS

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

Use of Weapons – A member of the department who finds it necessary to use his asp or baton in making an arrest or attempting to make an arrest, or who shall find it necessary to discharge his service revolver, under any conditions, or who accidentally discharges his service revolver, shall immediately notify his supervising officer and then submit a written report at the earliest possible time to his supervising officer. The supervising officer shall immediately conduct an investigation as to the possibility of injury to any person or property, and to the propriety of the member's use of his weapon. The supervising officer shall immediately notify the Chief of Police of the incident.

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

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

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

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

Care of Township Property – Every member of the department shall make every effort to conserve the physical resources of the department. Culpable negligence in the use or care of

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Township property, abuse, misuse, willful or negligent loss or destruction is not only cause for department punitive measures, but also requires restitution.

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

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

MISCELLANEOUS REGULATIONS (Cont'd)

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

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

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

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

POLICE PERSONNAL ELEGIBILITY, QUALIFICATIONS, AND PERMANENT APPOINTMENT

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

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

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

a. He shall be fingerprinted and cleared through the New Jersey State Bureau of Identification and the Federal Bureau of Investigation.

b. He shall pass a written and oral examination conducted by a board and approved by the Chief of Police and/or the Township Committee.

c. He shall pass a medical and/or psychological examination conducted by a Doctor and approved by the Chief of Police and/or the Township Committee.

d. He shall pass any psychological or psychiatric examination that may be required by the Chief and/or the Township Committee.

e. He shall satisfactorily complete a qualified police training course during his probationary period, and shall be granted a qualifying certificate, or he shall have completed a qualified police training course prior to his appointment.

f. He shall satisfactorily complete any interview conducted by the Chief of Police and/or the Township Committee.

Appointment –

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

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

#16-34 **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
Police Matrons	-	Pam Abma	1 year
	-	Debra Hooyman	1 year
	-	Susan Moffa	1 year
	-	Laura Schade	1 year
	-	Tracy Casson	1 year

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-35 **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.

#16-36 **Establish Fees for Towing Services**

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

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

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

Wyckoff's Schedule of Towing Fees
(Effective January 1, 2016 at 12:01am)

This Schedule of fees is in effect as of January 1, 2016 at 12:01am.

I For purposes of this schedule, vehicles shall be identified and charged the appropriate fee by vehicle weight as follows:

- Light Duty (Gross Vehicle Weight Rating up to 10,000 lbs)
- Medium Duty (GVWR 10,001 – 16,000 lbs)

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

- Heavy Duty (GVWR 16,001 and above)

II Towing fees:

- Light Duty - $105.00
- Medium Duty - $225.00
- Heavy Duty- $350.00
- Motorcycle- $ 80.00

All towing fees are the same regardless of whether a tow truck or a flatbed is used.

III Mileage Charge: $5.00 per mile regardless of the vehicle type
There is no mileage charge for a vehicle towed within Wyckoff to the towing vendor's facility, or from within Wyckoff to another location in Wyckoff.

IV Towing Township of Wyckoff owned vehicles:

- Light Duty- No Charge
- Medium Duty - $ 50.00
- Heavy Duty- $100.00

V Storage of Towed Vehicle:

- Light Duty - $30.00 + tax per 24 hour period
- Medium Duty- $55.00 + tax per 24 hour period
- Heavy Duty- $75.00 + tax per 24 hour period

VI Fee for release of towed vehicle in storage:

Tow vendors will be available Monday through Friday 8:00am to 4:30PM and Saturdays 9:00am to 3:00pm (except holidays or the Saturday preceding a Monday holiday) to release vehicles in their storage. Outside of those hours an additional fee of $50 may be charged to release a vehicle. A customer must be advised in advance of the additional release fee after hours.

VII Service Fees for Disabled Vehicles:

Use of a winching cable to overturn a vehicle or recover a vehicle from its location in preparation for towing:

- Light Duty- $150.00

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

- Medium Duty- $225.00
- Heavy Duty- $325.00

Road Service-Is defined as a response to change a flat tire, jump start a vehicle or provide gasoline:

- Light Duty- $ 60.00
- Medium Duty- $ 85.00
- Heavy Duty- $100.00

Gasoline cost or other necessary parts may be added to the road service fee. If a tow results, there shall be no charge for road service, except the cost of gasoline if placed in the vehicles tank.

VIII Additional Services:

- Decoupling Fee- $45.00
- Crash Wrap Fee- To be used if windows are broken or will not close to protect a vehicle that is not totaled from the weather.
  Side Windows- $25.00
  Front or rear window- $40.00 each window
- Clean up Fee- Sweeping of roadway to clean up glass and general debris – No Charge
- Fluid Spills
  First bag of Speedy Dry or equivalent - $35.00
  Each additional bag – $12.00
- Additional personnel to assist in extraordinary recoveries - $75 per person per hour
- Air Line Hook Up - $25.00
- Remove Drive Shaft - $45.00
- Air Brake Release - $45.00

VIII Additional Services: - Continued

- In the event of extraordinary recovery services that require actions beyond that of a normal towing response, upon approval by the Chief of Police or the highest ranking officer at a crash scene, the following additional fees may be charged:

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

- Light Duty - $150 per hour with a one hour minimum
- Medium Duty - $225 per hour with a one hour minimum
- Heavy Duty - $300 per hour with a one hour minimum

IX Acceptable forms of payment and documentation

If the owner of a towed vehicle has not contacted the tow operator within 72 hours to discuss their intent regarding the vehicle in the tow operator's possession, a $10.00 administrative fee may be assessed for notification costs. Proper notification may include contacting the Wyckoff Police Department to obtain owner information. If no contact can be made to the owner via telephone, the towing vendor shall attempt to notify the owner at the last known address via certified mail, copied to the Wyckoff Police Department. If certified mail is necessary to contact the owner, an additional $20 fee may be applied.

Acceptable forms of payment to the towing vendor shall be cash or credit card. The towing vendor has the option of accepting checks for payment.
Towing vendors shall prepare their bills for services performed in the Township of Wyckoff in accordance with the provisions of Ordinance 175-13(m). These bills will be provided to the Wyckoff Police Department on demand for inspection and investigation to assure that the correct fees are being charged. Such bill inspections will typically take place once each month.

#16-37 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.

#16-38 Northwest Bergen Mutual Aid Association

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-39 **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 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-40 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.

#16-41 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-42 **Establish Rules and Regulations Which Shall be the Township Facilities Policy**

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

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

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

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

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

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

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

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

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

1. Citizen pistol and rifle clubs
2. Bachelor parties
3. Wedding receptions
4. Religious parties such as baby christenings, etc.
5. Receptions following wakes/funerals
6. Birthday Parties
7. Retirement parties

8. Anniversary parties
9. Other similar non-police functions

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

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

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

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

No exceptions to this policy shall be approved.

#16-43 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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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
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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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 Alliance Committee to Combat Drug & Alcohol Addictions
47. The Gardens of Wyckoff Committee
48. Partners in Pride Cleanup days
49. Intermediate Sanctions Program volunteers
50. 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
58. Charles Avenue and Demarest Avenue Railroad Grade Crossings

CLASS I - Public Safety Associations and Auxiliaries:

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

CLASS II - Volunteer Ambulance Corps and Fire District:

1. Wyckoff Volunteer Ambulance Corps

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

CLASS III - All other non-athletic organizations:

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

CLASS IV - Athletic Organizations:

None

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

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

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.

#16-44 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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

and the same is hereby approved for use by the Wyckoff Municipal Court and Violations Bureau.

#16-45 **Town Hall Front Lawn Policy**

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

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

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

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

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would 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.

#16-46 **State Health Benefits**

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

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

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

1. Full time status for consideration of health benefits for administrative and clerical workers will be 32 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 32 hour work week on a seasonal basis shall not be considered full time for consideration of health benefits.

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-47 **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.

#16-48 **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 2016.

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 2016.

#16-49 **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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-50 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.

#16-51 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.

#16-52 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-53 Re-establish Cooperative Efforts with the Board of Education

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

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

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

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

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

#16-54 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.

#16-55 Appointment of JIF Representatives

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

JIF Fund Committee	Robert J. Shannon, Township Administrator
JIF Deputy Fund Commissioner	Scott Fisher Manager, Department of Public Works

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-56 **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.

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-57 **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.

1. 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

2. Incentives

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

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

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

3. Exemption from the municipal portion of the fee for building permit applications, fence permits, certificate of compliance/approval for a firefighter or Corps member primary residence.

4. Exemption from Planning Board and Board of Adjustment application fees.

5. Exemption from the Affordable Housing application fee.

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

3. Administration

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

3. On a form provided by the Township Clerk, each active member shall provide information related to family status to assist the various municipal officials in order to determine eligibility for the waiving of fees.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

4. Exclusions

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

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

3. Late fees or delinquent charges.

#16-58 Approve Emergency Management Plan

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

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

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

Township of Wyckoff

EMERGENCY MANAGEMENT COUNCIL LEDGER

JURISDICTION: Township of Wyckoff COUNTY: Bergen

DATE OF APPOINTMENT AND RESOLUTION: 1 January, 2014

REPRESENTING GROUP (SEE KEY AT BOTTOM)

NAME	WORKING TITLE	1	2	3	4	5
Current Mayor	Mayor	X				
Robert J. Shannon, Jr.	Twsp. Administrator,Resources,Public Info.		X	X		
Thomas Gensheimer	Construction Code Official		X			

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

David V Murphy	DEMC/ Police Lieutenant		X			
Lou Graglia-Nick Ciampo-Alt.	Fire and Rescue Coordinator		X			
Benjamin Fox	Police Chief		X			
Scott Fisher	DPW Superintendent, Comm. RTK		X			
Ryan Noon-Craig Simko Alt	EMS Coordinator		X			
Rob Pavlik	Red Cross Liaison				X	
	Resource Mgt.		X			
Joseph Alvarez	RADEF , Fire & Rescue		X			
Charles Van Dyk	Police Lieutenant./ EMC		X			
Angela Musella	Health Department, BCDOHS		X			
John Ciampo	Resource Management, Fire/Rescue		X			
Carl Kofler	Evacuation Coordinator, Fire and Rescue		X			
Matthew Fenkart	Communications, Resource Management		X			
Len DeBlock	Resource management, Public Works		X			
Mark DiGennaro	Township Engineer,Damage Assessment		X			
Michael Miklas	CERT Coordinator		X			
Rich Kuder	BOE-Superintendant		X			
Carol Hertenstein	Wyckoff BOH President		X			
Brian Zivkovich	Police Sergeant/DEMC		X			
Kyle Ferreira	Police Officer/ DEMC		X			

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

GROUP REPRESENTATION KEY

(PLEASE EXPLAIN ANY SUBSTITUTED POSITIONS)

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

SIGNATURE OF COORDINATOR: _____

DATE: _____

Rev-12/12

#16-59 **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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

WHEREAS, the Municipal Clerk in accordance with OPRA provides immediate access to the current budget, vouchers, labor contracts and government employee salary information; and,
WHEREAS, OPRA establishes copying costs per page for municipal records at $.05 for 8 ½ x 11 and 8 ½ by 14 photocopies; special service charges for "extraordinary" requests must be reasonable and based on actual direct cost as warranted by outsourced reproduction and any special service charge must fit the guidelines of GRC's "14 Point Analysis" which is attached as if set forth in length; and;

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

   f. Township of Wyckoff zoning map.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-60 **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, 2016 shall be effectively appointed from July 1, 2016 to June 30, 2017.

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

#16-61 **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:

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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 Soccer Club may utilize the snack bar if they;

1) complete a permit application from the Recreation Director's Office,
2) pay a refundable cleanup/damage deposit of $50.00 per event,

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

4) since the Torpedoes are a private Wyckoff based sports club, they must also provide a certificate of insurance listing Wyckoff as an additionally insured evidencing $500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

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

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

A. January 1 through December 31

1. Only 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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

4) the Recreation Director shall be the final determiner of whether the cleanup/damage deposit shall be refundable,

5) since the Torpedoes Soccer Club is a private sports club they must provide a certificate of insurance designating the Township of Wyckoff as additionally insured evidencing $500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

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

III. RECIPROCAL CONSIDERATIONS

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

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

IV INSURANCE

1. The Recreation Director will include the recreation volunteers on the supplemental accident policy provided by the Township.

2. The Township of Wyckoff hold harmless and indemnification agreement which is attached must be signed. The signatory's name and title must be legibly printed on the hold harmless form.

3. A **Certificate of Insurance** must show minimum limits of $500,000.00 per occurrence for general liability. This certificate shall designate the Township of Wyckoff as an additional insured along with the enclosed hold harmless must be received prior to granting use of the facilities.

4. Alcoholic beverages are not allowed at either facility.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

#16-62 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.

#16-63 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.

#16-64 Issuances of Checks Between Township Committee Meeting

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-65 **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.

TOWNSHIP OF WYCKOFF
BY-LAWS OF THE
WYCKOFF TOWNSHIP COMMITTEE

1. PURPOSE.

These By-Laws are established to provide a framework to allow the Township Committee to conduct the business of local government at Public Meetings in an effective and efficient manner and to establish Township Committee legislative liaison assignments.

2. MEETINGS.

Public Regular Business Meetings. Regular meetings of the Township Committee will be held on the first and third Tuesday of each month at 8:00 p.m., prevailing time. Meetings shall conclude no later than 11:30 p.m.

Public Annual Meeting. Pursuant to N.J.S.A. 40:146-13.1, the Township Committee shall meet annually for organization during the first seven (7) days of January in any year.

Public Worksession Meetings. The Township Committee may meet in informal worksessions for such purposes as may be deemed appropriate, including preparing for meetings, studying matters before it and consulting with professional advisors. Such informal conferences shall be designated work sessions and shall be open to the public.

Place of meetings. All meetings of the Township Committee shall be held in the Town Hall Municipal Building, except that when, in the opinion of a majority of the Township Committee, it is desirable to meet at some other location of a public nature, the Township

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Committee, upon such reasonable public notice as the circumstances permit, may meet in or adjourn to any other public building in the Township.

Worksession Meetings. Worksession Meetings shall be conducted on the first and third Tuesday of the month; 7:30 p.m. prevailing time. Meetings shall conclude no later than 11:30 p.m.

Meeting locations and times may be changed as needed by issuing a 48 hour notice.

Public Comment. Public Comment shall be allowed at Worksession Meetings for a ten (10) minute total public comment period with members of the public provided with two (2) minutes for their comments.
The public comment period at Regular Business Meetings shall provide each member of the public desiring to address the Township Committee with up to five (5) minutes for their comments.

Closed Session Discussion(s). The Township Committee upon adoption of a resolution at a Public Work Session Meeting or a Public Regular Business Meeting may conduct a Closed Session discussion pursuant to NJSA 10:4-12b(1) through (9). Township Committee members shall be prohibited from disclosing the discussion(s) or the import of discussion(s) conducted in Closed Session. Only after the Township Committee votes to release the Closed Session Meeting Minutes, may a governing body member be authorized to speak of the discussion(s) conducted in the Closed Session or the import of the discussion(s) conducted in Closed Session.

Quorum. A majority of all the members elected to the Township Committee shall constitute a quorum at any meeting of the Committee. A lesser number than a quorum may adjourn any meeting thirty (30) minutes after the appointed hour in the absence of a quorum.

3. CHAIRMAN.

The Township Committee shall annually elect one (1) of its members as Chairman at the annual meeting. He shall be referred to as "Mayor" and shall perform all duties of the Chairman. Duties of the Chairman shall include:

A. Chair Township Committee meetings.
B. Sign Municipal contracts when authorized by Township Committee action.
C. Perform marriages.
D. Issue Proclamations authorized by Township Committee action.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

E. Serve as the Township's chief official at meetings and ceremonies.

4. DEPUTY CHAIRMAN.

The Township Committee shall annually elect one (1) of its members as Deputy Chairman. (Deputy Mayor). In the absence of the Mayor, the Deputy Chairman shall perform all the duties of the Chairman except the Deputy Chairman cannot perform marriages.

5. **ADMINISTRATION**:

a. Administration. The Township Committee shall appoint a Township Administrator to function as the administrative officer of the Township.
The Township Committee shall exercise administrative supervision and control through the Administrator.

6. **LEGISLATIVE LIAISON ASSIGNMENTS:**

A. Legislative Liaison Assignments Members of the Township Committee shall be assigned as legislative liaisons to the several Township departments by vote of a majority of the Township Committee at each annual meeting. Each member shall be assigned as a legislative liaison to at least one (1) department. The legislative liaison shall meet periodically with the department manager and Administrator and report to the full Township Committee as to the legislative needs of the department and of any need for policy guidance for the department by the Township Committee.

F. The legislative assignments may include: Fire, Police, Health, Public Works, Finance, Sewer, Personnel, Property Development, Library, Planning Board, Board of Adjustment, Environmental Commission, Recycling/Sanitation, Transportation, Shade Tree Commission, Recreation, Design Review Committee, Buildings & Grounds or Uniform Construction Code/Zoning.

7. **CONDUCT OF MEETINGS**.

The order of business, agenda, procedures, voting decorum and any and all matters pertaining to the conduct of meetings of the Township Committee shall be in accordance with the latest revised edition of the Robert's Rules of Order. The Township Attorney shall serve as the Parliamentarian.

8. **AGENDA.**

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

The agenda for each meeting of the Township Committee shall be prepared by the Municipal Clerk with approval from the Administrator. The Agenda shall include only such matters of Township Committee business as have been presented or delivered by Township Committee as a whole, through its Chairman to the Administrator not later than 12:00 noon, Thursday, the week prior to the Work Session preceding the meeting, except for important or timely matters which may be added to the agenda at any time with the approval of a majority of those present of the Township Committee. The agenda for each meeting shall be available to each Committeeman and the Township Attorney every Friday at 5:00 PM in the Township Committee bins in the Township Administrator's office or through access on the Township website. The Agenda shall also be posted the Friday before the next Tuesday's Township Committee meeting on the Township web site by Friday, 5:00 pmBY-LAWS OF THE TOWNSHIP COMMITTEE

9. **ORDINANCE PROCEDURE; CONTRACTS AND OTHER DOCUMENTS.**

B. Preparation. All proposed ordinances shall be prepared by or approved by the Township Attorney or his duly elected substitute, upon direction of the Township Committee. Prior to its introduction, each proposed ordinance requiring or permitting administrative action shall be submitted to the Administrator and the Department Manager concerned.

C. Passage; advertisement. All ordinances shall be passed and advertised in the manner provided by law.

D. Contracts. All contracts, agreements and other legal documents requiring execution by a Township official shall be so authorized by resolution of the Township Committee designating the Mayor or other Township official and the Municipal Clerk to execute the same.

10. **ELECTED OFFICIAL TRANING**

A. Training. The Township Committee endorses its members to attend one (1) training session for elected officials annually. The Township Administrator shall schedule the training session(s) or provide such training.

#16-66 **<u>Police Private Duty Assignments</u>**

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-67 **Extraordinary Unspecifiable Service Appointments**

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

Graphic Artist/Public Relations Consultant

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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Availability indicating that adequate funds have been appropriated in the current year Temporary Budget and adequate funds will be appropriated in the current year Municipal Budget when adopted under the following line item in said Budgets:

Administration - other expense

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

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

1. Rocket Graphics
   5 Sicomac Road
   North Haledon, NJ 07508
   $70.00 per hour/ Up to $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.

#16-68 **Adoption of Policy for ADA Parking Specifications and Posting Policy**

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

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

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

TOWNSHIP OF WYCKOFF
AMERICANS WITH DISABILTY ACT (ADA)

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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**

#16-69 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.

Updated: 02-04-15

REQUIREMENTS OF VENDORS CONDUCTING BUSINESS WITH THE TOWNSHIP OF WYCKOFF &

REQUIREMENTS TO RECEIVE PAYMENT FROM THE TOWNSHIP OF WYCKOFF

TERMS AND CONDITIONS OF WYCKOFF MUNICIPAL PURCHASE ORDER CONTRACTS:

1. No official, employee or agent of the Township of Wyckoff is permitted to accept gift(s) from vendors or others conducting business with the Township of Wyckoff.
2. All materials or services furnished on this Purchase Order are specific and subject to Township inspection and approval within a reasonable time after delivery at the Wyckoff destination indicated on the Purchase Order. Materials or services other than those specified in this Purchase Order shall not be substituted without prior, written authority from the Wyckoff Township Administrator. Material rejected will be returned at the vendor's risk and expense.
3. The quantity of material ordered must not be exceeded without prior written authority being first obtained from the Wyckoff Township Administrator. Back orders are prohibited!

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

4. Damage to any material not packed to ensure proper protection to same shall be charged to vendor. Packages must be marked plainly with shipper's name and Township's delivery destination. No charges are allowed for boxing or crating unless previously agreed upon in writing by the Township.
5. Failure of a Bidder to execute a Purchase Order awarded to him/her or to comply with any of the terms and conditions therein, may disqualify him/her from receiving future orders and shall be considered a breach.
6. The Township of Wyckoff when requesting a price quotation, shall request your most competitive price per item(s) only once. All prices quoted shall include all transportation, delivery and unloading costs fully prepaid, F.O.B. destination.
7. All materials, supplies, equipment and vehicles shall be shipped F.O.B. destination, unloaded, inside delivery, upstairs/downstairs and debris removed. The Township will not pay freight or express delivery charges. Deliveries shall be made between 9:00 a.m. and 4:00 p.m., Monday through Friday at the location indicated on the Purchase Order.
8. The Township can only purchase materials, supplies, services, equipment and vehicles via a fully executed Township of Wyckoff Purchase Order. Employees or officials do not have the authority to purchase on behalf of the Township of Wyckoff.
9. All materials and supplies purchased must be labeled according to the NJ Worker & Community Right To Know Act, N.J.S.A. 34:5-1 et. seq. Specifically, 34:5A-30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.
10. Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.
11. The Vendor acknowledges receipt of Affirmative Action Exhibit A and the vendor agrees to comply with NJSA 10:5-31 et. seq. and NJAC 17:27.
12. Your Business Registration Certificate according to P.L. 2004, C57 must be submitted to the municipality prior to conducting business with the Township.
13. The Township of Wyckoff complies with the NJ Prompt Payment Law for construction work. Visit the municipal website described below to submit a "Township of Wyckoff complete voucher" and other requirements.
14. Chapter 271, PL 2005 requires all business entities who receive $50,000 or more from public contracts with public entities to file a report with the NJ Election Law Enforcement Commission. (ELEC) Additional information is available from ELEC at 888-313-3532 or at www.elec.state.nl.us.
15. Only the terms and conditions of this Municipal Purchase Order contract shall govern this transaction. The vendor shall not attach any other terms or conditions.
16. The vendor shall pay prevailing wage rates where applicable for public work.
17. All vendors doing business with the Township of Wyckoff must submit a completed W-9 Form Request for Taxpayer ID#.
18. It is the policy of the Township Committee of the Township of Wyckoff that all contractors, vendors or entities performing work or service that could otherwise be performed by the Township of Wyckoff to treat the public, employees, volunteers and other persons 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. Discrimination, harassment and civil rights shall be defined for purposes of this policy using the latest definitions contained in the applicable Federal and State Laws concerning discrimination, harassment and civil rights.
19. All Vendors shall comply with Truth in Contracting Laws: NJSA 2C:21-34, 2C:27-10 and 2C:27-11.
20. In accordance with NJAC 17:44-2.2 the vendor, shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
21. All vendors shall comply with the Township of Wyckoff Social Media Policy posted on www.wyckoff-nj.com and are prohibited from posting comments (information, articles and pictures) on the Township's social media sites including Facebook, YouTube and Twitter.

CLICK ON www.wyckoff-nj.com, then BIDS & JOBS for bidding opportunities, Wyckoff's requirement for compliance with the NJ Prompt Pay Law for Construction and vendor's responsibilities relative to Pay to Play and Wyckoff's Civil Rights Policy and Americans with Disabilities Act and Affirmative Action.

PAYMENT POLICY FOR NON-CONSTRUCTION SERVICES AND GOODS

1. Vendor must sign the Township of Wyckoff voucher (attached to the Purchase Order), certifying that their claim for payment is correct and the vendor accepts the terms and conditions as set forth herein. The vendor then immediately returns the Township voucher to the Township of Wyckoff Finance Department, Memorial Town Hall, Scott Plaza, Wyckoff, NJ 07481-1907 upon placement of order or furnishing the goods or services to the Township.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Do not send the Township voucher and your invoice to the shipping address.
2. The Wyckoff Department Manager who received the item(s) or service(s) is required to sign the Purchase Order, certifying all items were received in full as listed on the Purchase Order.
3. Payments are approved by the Township Committee at its business meetings held on the first and third Tuesday of each month. Completed and signed Township vouchers must be submitted to the Finance Department at least one (1) week prior to the aforementioned meeting dates for payment consideration.
4. The Township of Wyckoff does not pay any late fees or interest charges.
5. The Township of Wyckoff is tax-exempt from Federal or State taxes under the provision of the New Jersey Sales & Use Tax Act (Chapter 30, Laws of 1960). Wyckoff's Tax Identification No. is: 22-600-2425.

Requirevendor020415.pol

#16-70 Municipal Internet Policy

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

WHEREAS, the Township of Wyckoff has implemented a municipal public information internet site (Wyckoff-nj.com) as a municipal public information site; and,
WHEREAS, the Township of Wyckoff in good faith has developed the attached Internet Link Policy and e-blast policy.

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

#16-71 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 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.

#16-72 **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.

#16-73 **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,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

#16-74 **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.

#16-75 **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;

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

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, David Becker; Planning Board Attorney, Joseph Perconti; Municipal Court Administrator Paulette Scandone; Board of Adjustment and Planning Board Secretary, Susan Schilstra.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-76 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.

#16-77 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:

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

A. Upon date of hire as a full-time employee as categorized above.
B. Coverage election changes may be made at open enrollment periods only.
C. Changes in qualified status (i.e. change in number of dependents; marriage, divorce, new child etc.) may be made outside of enrollment periods through contact with the Township's Payroll Control Officer.
D. Benefits may terminate if employee is no longer working for the Township or no longer meets the eligibility requirements as set forth above.

BE IT FURTHER RESOLVED, that all qualifying 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) <u>or</u>
4. Taxable Cash payment in-lieu of receiving Health Benefits (benefits waiver)(post-tax)
5. Beneflex-Flexible Spending Account (pre-tax)
6. Nationwide Deferred Compensation Plan (Employee Paid)

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

#16-78 **<u>Designation of NIMS for Incident Management</u>**

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;
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.

#16-79 **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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-80 **Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities**

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

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

#16-81 **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.

#16-82 **Requirements and Procedures for the Wyckoff CERT Program**

WHEREAS, the Township of Wyckoff solicits residents to serve their community during emergency situations as **C**ommunity **E**mergency **R**esponse **T**eam (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,

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

- 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.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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.

#16-83 **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.

TOWNSHIP OF WYCKOFF
CENTRAL PURCHASING SYSTEM
USER'S MANUAL

Central Purchasing Team

Robert J. Shannon, Jr. Twp Adm., Purchasing Agent
Diana McLeod, CFO, CTC, ATA
01-93
Darlene King, Accounts Payable Control Clerk
07-96

Issued: 01-85
Revised:
10-02
09-08
11-13

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

TABLE OF CONTENTS

	PAGE
FORWARD	
IX. GENERAL PURCHASING GUIDELINES	1
X. NORMAL PURCHASING PROCEDURES	2-4
Requests for routine office supplies	
Requisition Form	
Solicitation of Quotations Form	
XI. RECEIVING GOODS OR SERVICES	5-7
Purchase Order Form	
XII. EMERGENCY PURCHASE ORDER PROCEDURES	8-10
XIII. BLANKET PURCHASE ORDER PROCEDURE	11
XIV. ETHICS	13-17
NJ Ethics Law (NJSA 40A9-22.1 et. seq.)	
Township Administrator/Purchasing Agent memo	
Dated October 25, 1989	
Senate Bill 691	
NJ Department Community Affairs letter dated August 4, 1989	
XV. SALE AND DISPOSITION OF MUNICIPAL PERSONAL PROPERTY NO LONGER NEEDED FOR MUNICIPAL USE	18
XVI. GREEN PURCHASING POLICY	18-30

FORWARD

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

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

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

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

III. GENERAL PURCHASING GUIDELINES

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

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

No purchases are to be made without a signed Purchase Order, unless it is an emergency situation as described within this manual. "Emergency" is not a substitute for poor planning or lack of planning.
The Purchasing Agent has the obligation of coordinating vendor and using department requirements in such a manner as to assure satisfaction of the department's needs, the greatest possible benefit to the Township, and fairness to the vendor.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

IV. NORMAL PURCHASING PROCEDURES

1. All Department Managers will either type or clearly write the information required on a Requisition (sample attached). The Department Manager must keep the YELLOW copy for his/her records. The WHITE copy is to be forwarded to the Finance Office. This procedure does not pertain to routine requests for routine office supplies – which is described on page 3.

2. The Requisition, which must be accompanied by a quotation form as described in #4 below, will be reviewed by the Administrator. If, in his opinion, it is a requisition for goods or service which have been budgeted for, a Purchase Order will be computer generated. All Purchase Orders will be computer generated and mailed by the Finance Office after having been signed by the Purchase Agent and Finance Officer who certifies as to the availability of funds.

3. The Department Manager will receive a numerical copy of the Purchase Order (GREEN copy) to be files and stapled with the Requisition (YELLOW copy). Note: all departments should review the copy of the Purchase Order to be aware of any substitutions made by the Administrator.

4. Solicitation of Quotes. It is important to stretch the municipal dollar through obtaining quotes to ensure the Township is paying the lowest price for goods and services.

_√__ 1. All quotation forms must be accompanied by a copy of the suggested vendor's NJ Business Registration Act Certificate and a completed Taxpayer Identification form W-9. If you are not sure if the vendor has been utilized previously, ask the Accounts Payable Control Clerk, Darlene King at ext. 107.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

_√__ 2. Requisitions for goods or services with a value between $1,000 to $5,400 must have at least two (2) price quotations.

_√__ 3. Requisitions for goods and services with a value between $5,400 and $17,500 must have three (3) written price quotations, whenever possible.

_√__ 4. $17,500 to $36,000 – Any purchase $17,500 or above requires a Township Committee Resolution pursuant to the NJ Pay to Play Law (P2P). Other than for an emergency (lack of proper planning does not constitute an emergency), no purchases for goods or services exceeding $17,500 can be made without a PRIOR Resolution of the Township Committee. At the beginning of each year, a $17,5000 threshold is established for all vendors and this amount cannot be exceeded without the PRIOR approval of the BA unless authorized by a bid award. Once the $17,500 threshold has been met, the need for a Resolution will be discussed with the using department. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER. PAY TO PLAY THRESHOLDS APPLIES TO THE VENDOR AND NOT JUST A SPECIFIC PROJECT.

III. NORMAL PURCHASING PROCEDURES (CON'T.)

_√__ 5. $36,000 and over – These purchases shall require Public Bidding pursuant to the Local Public Contracts Law, NJSA 40A:11-1 et. seq. and the contract must be awarded by the Township Committee before any commitment is made to a vendor. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER.

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

ALL requisitions utilizing the above cited contract prices shall include:

- The name of the cooperative pricing system
- The contract number
- The copy of the page of the contract which clearly shows:
  e. The contract is valid for the date of the requisition
  f. The contract exists for the specific commodity or service listed on the requisition.
  g. The page listing the Vendor's name and address.
  h. The page of the contract that lists the cost of the item or items and the discount.
- All requisitions shall be rejected if the using department does not attached this information.

6. Each Department Manager shall be informed of the account numbers utilized by the department. To assist in requisitioning, a monthly printout of monies encumbered and paid can be obtained from the Chief Financial Officer.

II NORMAL PURCHASING PROCEDURES (CON'T.)

REQUESTS FOR ROUTINE OFFICE SUPPLIES

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

III. RECEIVING GOODS OR SERVICES

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

PROCEDURE FOR RECEIVING DELIVERIES

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

IV. EMERGENCY PURCHASES

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

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

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

IX. BLANKET PURCHASE ORDERS

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

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

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

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

X. ETHICS

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

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

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

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

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

Department Managers shall provide a written report to the Administrator when municipal personal property is no longer need for public use. This includes; police vehicles, Department of

Public Works equipment and fire apparatus that has reached its useful life. Municipal personal property shall not be removed or given to municipal employees, private persons or agencies, other municipalities, recycled or placed as solid waste without a Township Committee Resolution in accordance with NJSA 40A:11-36. This includes; furniture, fire gear, computers and all other municipal personal property.

XII. GREEN PURCHASING POLICY

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

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

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

XIV. GREEN PURCHASING POLICY

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

#16-84 **Fund Balance Annual Review**

WHEREAS, the State of New Jersey has issued Best Practices Inventory which states in part: in preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial

solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually; and,

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

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

NOW THEREFOR BE IT RESLOVED, it shall be the policy of the Township Committee of the Township of Wyckoff that surplus shall be carefully considered each year by the Governing Body during the budget process and the amount of surplus shall be sufficient to assure that any contingencies likely to face the Governing Body can be met; and,
BE IT FURTHER RESOLVED, in order to fix the appropriate amount of surplus each year, the Governing Body shall consider budget limitations, any known factors that may either increase or decrease the amount of needed surplus, an analysis of the historical surplus maintained in comparison to the applicable budgets, and any other factors they may choose to consider in order to assure that maintained surplus is both adequate to cover likely needs and fair to taxpayers.

#16-85 **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 #08-151 appointed Charles A. Lota as a Trustee for a new term commencing July 1, 2008 and expiring on December 31, 2011; and,

WHEREAS, Charles A. Lota submitted his resignation as a Trustee and the Township Committee appointed Jim Abma to the vacancy created by Mr. Lota for the remainder of the term which commenced on July 1, 2008 and expires December 31, 2011; and,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

WHEREAS, Resolution #15-228 memorialized the re-appointment of Jim Abma by the Township Committee to a new term for a period from 1/1/2012 to 12/31/2015; and,

WHEREAS, the Township Committee wishes to confirm and memorialize the re-appointment of Jim Abma for the term of 1/1/16-12/31/19.

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 and State of New Jersey does hereby appoint Jim Abma, 710 Lawlins Road, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust for a term commencing January 1, 2016 to December 31, 2019.

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 carry this Resolution into effect.

BE IT FURTHER RESOLVED, that the Mayor and Township Committee of the Township of Wyckoff hereby request the Bergen County Surroagte's Court to issue Letters of Trusteeship in the name of Jim Abma, for the John B. and Grace Q. Zabriskie Memorial Trust.

#16-86 **Confirm Social Media Policy**

WHEREAS, the Township of Wyckoff utilizes its web page and social media to provide municipal public information; and,

WHEREAS, the Township's program of insurance recommends that its member municipalities develop and post a social media policy; and,

WHEREAS, the attached social media policy was adopted on 2/3/2015 and it is recommended it be readopted for the new year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached social media policy be re-authorized for the new year and posted on the Township of Wyckoff website, www.wyckoff-nj.com.

BE IT FURTHER RESOLVED, that this social media policy be re-distributed to all employees.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON

Following is the vote on the Consent Agenda:

MOTION: _____SCANLAN_____ SECOND _____BOONSTRA_____
BOONSTRA __YES_CAROLAN_YES_MADIGAN _YES__ROONEY _YES__
SCANLAN_YES__

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

Mayor to Administer Oath of Office to Fire Department Officers.

Meeting adjourned 1:15 p.m.

Kevin J. Rooney Mayor	Joyce C. Santimauro Municipal Clerk

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2016 – 12:00 NOON