

TOWNSHIP OF WYCKOFF

Open Public Meetings Act Notice

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., the Township Committee of the Township of Wyckoff shall conduct its 7:00 pm, Tuesday, November 15, 2021 Work Session meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment or call 201-891-7000, ext. #2220 should they wish to provide public comment during the public comment period.

These measures are implemented to allow members of the public to observe the Township Committee meeting in person and via live streaming and to provide to the public the ability to comment telephonically during the period for public comment which appears on the agenda for the meeting.

This notice and agenda have been posted on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas" on Friday, November 12, 2021. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Friday, November 12, 2021, by 4:30 pm.

To view the Township Committee meeting via live stream, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on November 15, 2021.

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

NOTICE TO PUBLIC

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

There may be situations when, due to technical difficulties, live streaming or the recording of a meeting may not be available. A recording of the meeting will be available immediately after the meeting concludes on the Township's YouTube channel, "Township of Wyckoff. The Township shall not be responsible for and accepts no liability if the recording technology or live video streaming technology of the meeting is unavailable.

Nancy A. Brown
Acting Municipal Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 15, 2021 - 7:00 P.M.**

PAUSE – Municipal Clerk will post the link to the live meeting on our website's homepage.

1. **7:00 pm Work Session Meeting called to order by Mayor Melissa D. Rubenstein**

2. **Roll call of Township Committee**

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

3. **Reading of "Open Work Session" statement by Acting Clerk, Nancy A. Brown**

4. **Confirm Finance Committee has reviewed and signed vouchers and that Mayor and Municipal Clerk have signed any necessary documents.**

5. **Motion to open the Ten (10) Minute Public Comment period:**

Ten Minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff.

Please step forward to the microphone or call 201-891-7000, ext. #2220 if you wish to make a comment.

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

Motion to close the Public Comment period:

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

6. **Review of 8:00 p.m. Business Meeting Agenda – Administrator**
7. **Review of Policy Action Items – Administrator**
8. **Reports of Township Committee Members**
9. **Report of Township Attorney**

(Items 10 through 14 will only be utilized if the business of the Township conducted at this meeting requires them to be utilized. They are added to the agenda as placeholders should their use be required.)

10. **Recess Open Work Session Meeting to Conduct the 8:00 pm Business Meeting**

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

At the conclusion of the 8:00 pm Business Meeting the Township Committee will reconvene the Open Work Session meeting if necessary.

11. **Motion to reconvene the Open Work Session:**

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

12. **Motion to adopt Resolution #20-CXX and enter a Closed Session Discussion.**

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

13. **Motion to Exit the Closed Session Discussion and re-enter the open section of the Open Work Session Meeting:**

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

14. **Adjourn**

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

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

FORMAL ACTION MAY BE TAKEN AT THIS WORK SESSION

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 15, 2021 - 8:00 PM**

1. **Regular Meeting of the Wyckoff Township Committee called to order by Mayor Melissa D. Rubenstein**
2. **Flag Salute**
3. **Invocation**
4. **Reading of the "Open Public Meetings Act" statement by Nancy A. Brown**

5. **Roll Call of the Township Committee Members Present:**

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

6. **Request motion to open the Public Comment Period:**

Public Comment period, five (5) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff.

Please step forward to the microphone or call 201-891-7000, ext. #2220 if you wish to make a comment.

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

Request motion to close the Public Comment Period:

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

7. **Approval of the October 29, 2021, November 4, 2021, and November 9, 2021, Special Meeting Minutes and the November 4, 2021, Township Committee Work Session and Regular Business meeting minutes:**

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

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

I Resolutions (Adoption of the following):

- #21-289 Release Performance Cash Surety – Sewer Connection, 721 Hickory Hill Road, Block 442, Lot 13
- #21-290 Authorization of Vouchers and Payment of Bills
- #21-291 Release Performance Cash Bond & Performance Bond – DECA Associates, 300 Godwin Avenue, Block 219, Lots 17.02 and 18.
- #21-292 Return of Certain Overpaid Taxes, Escrow Monies, etc.
- #21-293 Award of Contract P2P Compliance – Mitel Communication Services
- #21-294 Adopt a Business Continuity Plan #7060PL
- #21-295 Authorize Shared Service – Municipal Court Administrator
- #21-296 Authorize Shared Service – Bloodborne Pathogen Compliance
- #21-297 Transfer of Funds
- #21-298 Authorize Change Order #1 – Shade Tree Contract

II Ordinances – Introduction

NONE

III Motions

A. Approve and memorialize request by the Zabriskie House Trustees to post five (5) sandwich board signs on private property advertising their Holiday Open House beginning November 21, 2021, up to and including December 4, 2021.

B. Approve Request for Proposal and authorize sealed, competitive bidding for Tax Appeal Appraisal Consultant.

Clerk: May I have a motion and a second to approve the consent agenda?

The Following vote is the vote on the Consent Agenda:

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

9. Ordinances – Public Hearing / Further Consideration:

Madam Chairperson, I have one Ordinance for Public Hearing / Further Consideration.

The **Ordinance is #1951** which is

AN ORDINANCE TO PROVIDE A CERTAIN CAPITAL IMPROVEMENT IN THE TOWNSHIP OF WYCKOFF AND TO PROVIDE FOR THE RECEIPT, ACCEPTANCE AND DEPOSIT OF GRANT FUNDS THEREFORE, AND TO AUTHORIZE APPROPRIATIONS OF \$193,000.

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

COMMITTEE PERSON _____: I move the Ordinance on second reading by Title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #1951, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #2220.

(Public Comments are heard here.)

At the Conclusion of public comments:

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #1951 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1951, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

COMMITTEE PERSON _____: I move the resolution.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

10. Adjourn

Chair: May I have a motion to and a second to adjourn the Business Meeting?

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

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

FORMAL ACTION MAY BE TAKEN DURING THIS MEETING

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-290

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

REFERENCE: Approval of Vouchers and
Authorization to Pay Bills

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
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WHEREAS, the Township of Wyckoff is a municipality in the State of New Jersey operating under the authority from NJSA 40A:63-1 et seq; and,

WHEREAS, the Township of Wyckoff has received vouchers in claim for payment of materials supplied and/or services rendered; and,

WHEREAS, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and,

WHEREAS, the Township Committee has a practice of each Township Committee member participating in the reviewing and signing of vouchers; and,

WHEREAS, the vouchers which comprise this bill list have been reviewed and signed by two (2) Township Committee members and they have found them to in order; and,

WHEREAS, the Township Treasurer has certified that sufficient funds are available for payment of said vouchers.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the action of the said Finance Committee be approved; and, that the payments of these bills are hereby authorized and the Chief Financial Officer is directed to issue checks for their payments as listed on the bill list attached to this date's meeting minutes and covered by checks no. Payroll A/C, Direct Deposit Vouchers no., Library Payroll check nos., Library Direct Deposit Vouchers no., Claims Wire nos., check no. Accutrack A/C, Claims check nos. and Voided Claims checks no..

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-289**

INTRODUCED:

SECONDED:

MEETING DATE: November 5, 2021

**REFERENCE: Release
Performance Cash Surety –
721 Hickory Hill Road, Block 442, Lot 13**

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
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WHEREAS, Mr. Richard J. Brady, Esq., 112 Franklin Turnpike, Waldwick, New Jersey, 07463, has requested the release of a \$4,500 Performance Cash Surety on behalf of the homeowners, Mr. Nicholas and Mrs. Alissa Tria, 721 Hickory Hill Road, New Jersey 07481 for work performed at 721 Hickory Hill Road; and

WHEREAS, the Township issued a road opening permit for a sewer connection to Mr. Nicholas and Mrs. Alissa Tria, 721 Hickory Hill Road, New Jersey 07481, for sewer work to be completed at 721 Hickory Hill Road; and

WHEREAS, the Township's Engineer, Mr. Mark Di Gennaro, in an email dated November 3, 2021, states that the \$4,500.00 being held as Performance Cash Surety is approved to be released; and

WHEREAS, Mr. Richard J. Brady, Esq., 112 Franklin Turnpike, Waldwick, New Jersey, 07463 posted the following with the Municipal Clerk on January 28, 2020, for sewer connection/road opening permit:

Performance Cash Surety \$4,500.00

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby accept the recommendation of the Township Engineer, Mr. Mark Di Gennaro to release the \$4,500.00 Performance Cash Surety.

BE IT FURTHER RESOLVED, that the Municipal Clerk will forward a copy of this resolution to the Township Engineer, Mr. Mark Di Gennaro, homeowner's to Nicholas and Alissa Tria, 721 Hickory Hill Road, New Jersey 07481, and to Mr. Richard J. Brady, Esq., 112 Franklin Turnpike, Waldwick, New Jersey, 07463

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-291**

INTRODUCED:

SECONDED:

MEETING DATE: November 5, 2021

**REFERENCE: Release
Performance Cash Surety & Performance
Bond – 300 Godwin Avenue
Block 219, Lots 17.02 & 18**

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
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WHEREAS, Mr. Erich Kamm, Esq., 9 Greene Way, Oakland, New Jersey, 07436, has requested the release of a \$3,924.00 Performance Cash Surety and a \$35,316.00 Performance Bond on behalf of DECA Associates, LLC. for improvements performed at 300 Godwin Avenue; and,

WHEREAS, DECA Associates, LLC. developed the property at 300 Godwin Avenue and constructed Jersey Mikes on Block 219, Lots 17.02 & 18; and,

WHEREAS, the Township's Consulting Engineer, Mr. Peter Ten Kate, in a letter dated October 6, 2021, states that all site work has been satisfactorily completed in accordance with the approved plans and all required close out documents have been received by the Township; and,

WHEREAS, the Township's Consulting Engineer, Mr. Peter Ten Kate states that the \$3,924.00 being held as Performance Cash Surety is approved to be released; and,

WHEREAS, the Township's Consulting Engineer, Mr. Peter Ten Kate, in a letter dated October 6, 2021, states that the \$35,316.00 being held as Performance Bond is approved to be released; and,

WHEREAS, DECA Associates posted the following with the Municipal Clerk on September 14, 2018, for site improvements:

Performance Cash Surety	\$ 3,924.00
Performance Bond	\$35,316.00

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby accept the recommendation of the Township's Consulting Engineer, Mr. Peter Ten Kate to release the \$3,924.00 Performance Cash Surety and the \$35,316.00 Performance Bond.

BE IT FURTHER RESOLVED, that the Municipal Clerk will forward a copy of this resolution to the Township's Consulting Engineer, Mr. Peter Ten Kate and to Mr. Erich Kamm, Esq., 9 Greene Way, Oakland, New Jersey, 07436

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY

RESOLUTION #21-292

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

REFERENCE: Return of certain overpaid taxes,
escrow monies, recreation fees, etc.

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Treasurer is hereby authorized and directed to return certain monies as follows:

BUILDING DEPARTMENT:

Virginia Nahas, 194 Levinberg Lane, Wayne, New Jersey 07470 – Refund of overpaid Certificate of Approval – Block 352/Lot 37.01 – 268 Wyckoff Avenue - \$50.00

TAX REFUND:

Mc Carter & English, LLP, 100 Mulberry Street, Newark, New Jersey 07101 – 2018-2019 State Tax Court Judgements – See attached List – Block 449/Lots C164 & C216-C287 - \$58,484.94

BCUW Madeline Housing Partners, LLC, 6 Forest Avenue, #210, Paramus, New Jersey 07652 – Refund of 2021 Taxes due to Tax Exemption Status – Block 238/Lot 2 - \$3,471.82

Law Office of Stephen P. Sinisi, Esq., 2 Sears Drive, 2nd Floor, Paramus, New Jersey 07562 – 2020 State Tax Court Judgement – Block 421.01/Lot 24 – 493 Coudert Place - \$4,123.25

McCarty & English, LLP
 Four Gateway Center
 100 Mulberry Street
 Newark, NJ 07101

2018 State Tax Court		(as billed)			2018	2018
Name	Address	Original assmnt	Judgment	Reduction	Rate	Tx Credit
Zier	164 Brewster	1,057,300	917,000	140,300	1.782	2,500.15 ✓
Weinstock	216 Barnstable	763,900	656,000	107,900	1.782	1,922.78 ✓
Dadekian	222 Barnstable	1,026,600	837,000	189,600	1.782	3,378.67 ✓
Brawer	226 Barnstable	778,900	722,500	56,400	1.782	1,005.05 ✓
Bedevian	232 Barnstable	1,033,000	857,000	176,000	1.782	3,136.32 ✓
Schotz	242 Barnstable	989,200	857,000	132,200	1.782	2,355.80 ✓
Edlin	244 Barnstable	778,300	645,000	133,300	1.782	2,375.41 ✓
Anderson	246 Barnstable	785,700	753,800	31,900	1.782	568.46 ✓
Falco LLC	256 Barnstable	754,500	722,500	32,000	1.782	570.24 ✓
Shenkler	272 Barnstable	1,010,300	857,000	153,300	1.782	2,731.81 ✓
Atkins	275 Barnstable	767,300	722,500	44,800	1.782	798.34 ✓
Plante	277 Barnstable	775,700	645,000	130,700	1.782	2,329.07 ✓
Marsh	279 Barnstable	992,600	857,000	135,600	1.782	2,416.39 ✓
Lund	284 Barnstable	729,800	645,000	84,800	1.782	1,511.14 ✓
Krug/Burak	285 Barnstable	762,300	755,500	6,800	1.782	121.18 ✓
Antonelli	286 Barnstable	787,900	753,800	34,100	1.782	607.66 ✓
Cohen	287 Barnstable	767,500	729,000	38,500	1.782	686.07 ✓

Refund Total 29,014.52

2019 State Tax Court		(as billed)			2019	2019
Name	Address	Original assmnt	Judgment	Reduction	Rate	Tx Credit
Zier	164 Brewster	1,057,300	917,000	140,300	1.810	2,539.43 ✓
Weinstock	216 Barnstable	763,900	656,000	107,900	1.810	1,952.99 ✓
Dadekian	222 Barnstable	1,026,600	837,000	189,600	1.810	3,431.76 ✓
Brawer	226 Barnstable	778,900	722,500	56,400	1.810	1,020.84 ✓
Bedevian	232 Barnstable	1,033,000	857,000	176,000	1.810	3,185.60 ✓
Schotz	242 Barnstable	989,200	857,000	132,200	1.810	2,392.82 ✓
Edlin	244 Barnstable	778,300	645,000	133,300	1.810	2,412.73 ✓
Anderson	246 Barnstable	785,700	753,800	31,900	1.810	577.39 ✓
Falco LLC	256 Barnstable	754,500	722,500	32,000	1.810	579.20 ✓
Shenkler	272 Barnstable	1,010,300	857,000	153,300	1.810	2,774.73 ✓
Atkins	275 Barnstable	767,300	722,500	44,800	1.810	810.88 ✓
Plante	277 Barnstable	775,700	645,000	130,700	1.810	2,365.67 ✓
Marsh	279 Barnstable	992,600	857,000	135,600	1.810	2,454.36 ✓
Lund	284 Barnstable	729,800	645,000	84,800	1.810	1,534.88 ✓
Krug/Burak	285 Barnstable	762,300	755,500	6,800	1.810	123.08 ✓
Antonelli	286 Barnstable	787,900	753,800	34,100	1.810	617.21 ✓
Cohen	287 Barnstable	767,500	729,000	38,500	1.810	696.85 ✓

Refund Total 29,470.42

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-293**

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

**REFERENCE: Award of Contract – Pay to
Play Compliance –
Mitel Cloud Services, Inc.**

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ RUBENSTEIN ___ SHANLEY ___
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WHEREAS, the Public Works Manager has determined a need exists to replace tires on various municipal vehicles; and,

WHEREAS, N.J.S.A. 19:44A-20.4 et seq., requires contracts procured through price quotations that are below the municipalities bid threshold but over the Pay to Play threshold of \$17,500 to be authorized after municipalities obtain the political contributions disclosure forms and the business entity disclosure certification.

WHEREAS, the aforementioned documentation has been obtained and it is available for public inspection in the Municipal Clerk's office; and,

WHEREAS, an encumbrance of funds certification is a requirement before a purchase order may be issued.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee authorizes an award of a purchase order to Mitel Cloud Services, Inc., 1146N. Alma School Road, Mesa, Arizona, 85201 for \$7,967.18 amounting to total expenditures of \$24,951.22

BE IT FURTHER RESOLVED, that this contract has been awarded to this contractor based on the merits and abilities of the contractor to provide the goods or service as described herein. This contract was awarded through the alternate method pursuant N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigned or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19-:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c. 19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (B) 2, CERTIFY THAT THIS CONTRACT AWARD WILL TAKE PLACE ON JULY 20, 2021 AND APPROPRIATED IN 2021 BUDGET ACCOUNT 1-1-26-315-020. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (C) AND 5:30 – 5.4 (B) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4 (A).

DIANA Mc LEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-294**

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

**REFERENCE: Adopt a Business Continuity
Plan #7060PL Policy**

VOTE:BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY___ RUBENSTEIN ___

WHEREAS, The Township of Wyckoff is a member of the Bergen County joint Insurance Fund (JIF) and has obtained the highest level of coverage based on risk management precautions and policies; and,

WHEREAS, effective January 1, 2022, Bergen County JIF is requiring new risk management procedures and precautions and offering various level of coverages and deductibles on a sliding scale; and,

WHEREAS, the Township Committee has authorized a project team that has been working to develop a program that is compliant with the JIF Tier 3 Cyber Security Program to provide the greatest level of coverage with the lowest deductible possible; and,

WHEREAS, the Project Team recommends the Township Committee adopt the additional below listed policy to establish cybersecurity procedures and precautions:

- **Business Continuity Plan #7060PL Policy**

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the aforementioned policy is authorized and approved for use to protect the Township of Wyckoff and the Township Administrator is authorized to sign the policies, and

BE IT FURTHER RESOLVED, that this policy shall be disseminated to employees and the Project Team (Task Force) including the Township of Wyckoff's Information Technology Consultant, current year Mayor as governing body cyber security awareness liaison, Municipal Administrator as Compliance Coordinator, CFO as Security Coordinator Police Chief as Police Department Compliance Coordinator, and Sgt. Ferreira as Police Dept. Security Coordinator and they shall all continue to function as a Project Team to address, perform and manage; operational controls, administrative controls (including employee training) and technical controls.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON OCTOBER 5, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-295**

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

**REFERENCE: Authorize Shared Service
Municipal Court Administrative Services**

VOTE: BOONSTRA ___ RUBENSTEIN ___ SCANLAN ___ SHANLEY ___ MADIGAN ___
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WHEREAS, New Jersey’s Shared Services Act (“Shared Services Act”), NJSA 40A:65-1 et seq. permits municipalities to enter into agreements for the shared provision of services which a municipality is “empowered to provide or receive within its own jurisdiction”; and,

WHEREAS, the Shared Services Act permits shared use of public employees between municipalities; and,

WHEREAS, the legislative intent of the Shared Services Act is to “facilitate and promote interlocal and regional service agreements” and to interpret the grant of power to municipalities under the Shared Services Act “as broad as is consistent with general law relating to local government”; and,

WHEREAS, the Borough of Glen Rock (Glen Rock) has entered into a shared services agreement in March 2019 for Municipal Court Administrative services with the Township of Wyckoff (Wyckoff) upon the terms and conditions as set forth in the Shared Services Agreement; and,

WHEREAS, Glen Rock and Wyckoff will duly adopt substantially similar resolutions authorizing the shared use of Kimberly Mc Williams, Certified Municipal Court Administrator and Violations Bureau staff, which shared use shall be governed by an agreement unless otherwise superseded by law; and,

WHEREAS, Glen Rock and Wyckoff wish to continue the Municipal Court Administrative Services shared service for an additional three (3) years, commencing March 1, 2022; and,

WHEREAS, the Chief Financial Officer has attached to this resolution a certificate of funds that certifies funding once the AOC approves the shared service agreement in amounts not to exceed \$55,395.00 for the first twelve (12) months consecutive months, \$56,503.00 for the second twelve (12) consecutive months and \$57,633.00 for the third twelve (12) consecutive months.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Shared Service Agreement for Certified Court Administrator Services is approved and the Mayor and Municipal Clerk are authorized to sign the Shared Service Agreement.

BE IT FURTHER RESOLVED, that the Municipal Administrator shall provide the signed copies of the agreement to the Borough of Glen Rock Administrator for transmission to the Bergen County Vicinage for approval from the Municipal Division Manager and the Bergen County Assignment Judge.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MC LEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5(B)2 CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON JANUARY 1, 2022, IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2022 ANNUAL BUDGET ACCOUNT 2-1-43-490-020 AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (C) AND 5:30 -5.4 (B) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS SET FORTH IN NJAC 5:30-5.4 (A).

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-296**

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

**REFERENCE: Authorize Shared
Service Agreement for Compliance
With Bloodborne Pathogen Mandate**

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ RUBENSTEIN ___ SHANLEY ___

WHEREAS, the Township of Wyckoff is required to comply with the unfunded mandate for bloodborne pathogen training and record keeping; and,

WHEREAS, Bergen County provides a bloodborne pathogen compliance program; and,

WHEREAS, the Township Committee desires to contract with Bergen County for this mandate compliance; and,

WHEREAS, the contract with Bergen County requires the municipality to pay \$25.00 per each trained employee for bloodborne pathogen training services and administrative costs; and,

WHEREAS, in accordance with NJSA 40A:11-15 this contract award is subject to the availability and appropriation of sufficient funds in 2022 & 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a two (2) year contract with Bergen County is authorized for Bergen County to assist the Township achieve bloodborne pathogen compliance. The Mayor and Municipal Clerk are authorized to sign the contract.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

CERTIFICATION

I, DIANA MC LEOD, CHIEF FINANCIAL OFFICER FOR THE TOWNSHIP OF WYCKOFF HEREBY CERTIFY THAT THE AVAILABILITY OF THESE FUNDS ARE SUBJECT TO THE 2022 ANNUAL APPROPRIATION IN THE 2022 & 2023 MUNICIPAL BUDGET.

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-297**

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

REFERENCE: Transfer of Funds

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
.....

WHEREAS, NJSA 40A:4-58 permits transfers of funds during the last two (2) months of the fiscal year; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the transfer of the following funds is hereby authorized and directed

From:

DPW Vehicle	26-315-020	OE	15,000
Electricity	31-430-000	OE	5,000
Gasoline	31-460-000	OE	5,000
			\$25,000
			=====

To:

Fire Vehicle Main	26-317-020	OE	15,000
Telephone	31-440-000	OE	10,000
			\$25,000
			=====

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-298**

INTRODUCED:

SECONDED:

MEETING DATE: November 15, 2021

REFERENCE: Authorize Change Order #1

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
.....

WHEREAS, the Township Committee of the Township of Wyckoff has awarded a contract for semi-annual right-of-way tree service to the lowest bidder – Downes Tree Service, Inc., 65 Royal Avenue, Hawthorne, New Jersey 07506 via Resolution #21-251, dated August 17, 2021 for \$44,630; and,

WHEREAS, the Township Administrator has filed with the Township Committee, in accordance with a recommendation from the DPW Manager, a written request for a change order in accordance with NJAC 5:34-4.4 prior to the adoption of this resolution; and,

WHEREAS, the Chief Financial Officer has attached a Certificate of Available Funds indicating that funds are available in the attached accounts; and,

WHEREAS, the Township Attorney has reviewed this information and NJAC 5:34-4 and recommends the Township Committee adopt this resolution as for form and procedure.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Change Order is hereby authorized in the amount of \$5,350 or 11.98% for a total contract cost of \$49,980.

BE IT FURTHER RESOLVED that the attached amendatory contract be approved.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 15, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (b) 2 CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON NOVEMBER 15, 2021, AND IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2021 BUDGET ACCOUNT NUMBER 1-01-26-292-020 AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30 – 5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4 (a).

DIANA MC LEOD
CHIEF FINANCIAL OFFICER