

TOWNSHIP OF WYCKOFF
OPEN PUBLIC MEETINGS ACT

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act N.J.S.A. 10:4-6 et seq., the Township Committee of the Township of Wyckoff shall conduct its 7:00 pm, Tuesday, September 2, 2025 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.

This notice and agenda have been posted on the Township's home page wyckoffnj.gov at the Quick Link for "Minutes & Agendas" on Friday, August 29, 2025. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available. This agenda is subject to change.

Access to the Township's YouTube channel can be located in the bottom right corner of the homepage at wyckoffnj.gov.

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, RMC
Township Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 2, 2025 - 7:00 P.M.**

1. **7:00 pm Work Session Meeting called to order by Mayor Rudolf E. Boonstra**
2. **Roll call of Township Committee**

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

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

4. **Confirm Finance Committee have 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 if you wish to make a comment.

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

Motion to close the Public Comment period:

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

6. **Presentation of Proclamation to 2025 U12 Raiders Girls Travel Softball Championship Team**
7. **Review of 8:00 p.m. Business Meeting Agenda – Administrator**
8. **Review of Policy Action Items – Administrator**
9. **Reports of Township Committee Members**
10. **Report of Township Attorney**

(Items 11 & 12 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.)

11. **Motion to adopt resolution #25-CX and enter a Closed Session**

Discussion:

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

12. **Motion to Exit the Closed Session Discussion and to re-enter the Open Work Session:**

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

13. **Adjourn**

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

**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, SEPTEMBER 2, 2025 - 8:00 PM**

1. **Regular Meeting of the Wyckoff Township Committee called to order by Mayor Rudolf E. Boonstra**
2. **Flag Salute**
3. **Invocation**
4. **Reading of the "Open Public Meetings Act" statement by Municipal Clerk, Nancy A. Brown**
5. **Roll Call of the Township Committee Members Present:**

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

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 if you wish to make a comment.

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

Request motion to close the Public Comment Period:

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

7. **Approval of the August 19, 2025 Work Session & Business meeting minutes.**

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

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):

- #25-211 Cancel Taxes as per N.J.S.A. 54:4-3.3 Tax Exempt – 75 Frost Ct.
#25-212 Authorization of Vouchers and Payment of Bills
#25-213 Appointing SLEO III's for the 2025/2026 School Year

II Ordinances – Introduction

NONE

III Motions

- A. Approve Hope Christian Services Country Fair fundraiser, to be held on Saturday, September 27, 2025 at Cedar Hill Christian Church's parking lot. This approval includes the posting of temporary signage at Cedar Hill Christian Church on the day of the event.

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: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

9. **Ordinances – Public Hearing / Further Consideration:**

Mayor Boonstra, I have four Ordinances for Public Hearing / Further Consideration on tonight's agenda. The first is **ORDINANCE 2044** which is

AN ORDINANCE AMENDING CHAPTER 57, "RESTRICTED AREAS," OF THE CODE OF THE TOWNSHIP OF WYCKOFF TO ESTABLISH ACCESS LIMITATIONS AND SAFEGUARDS FOR MUNICIPAL PROPERTY

for second reading, by title only, and a copy of this Ordinance has been posted on our municipal website, 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.

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #2044, and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2044 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2044, 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 Ordinance #2044 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

Mayor Boonstra, I have a second Ordinance for Public Hearing / Further Consideration on tonight's agenda. It is **ORDINANCE 2045** which is

#2045 - AN ORDINANCE AMENDING AND RESTATING CHAPTER 56 OF THE CODE OF THE TOWNSHIP OF WYCKOFF ENTITLED "PUBLIC ACCESS TO GOVERNMENT RECORDS" TO REFLECT CURRENT LEGAL REQUIREMENTS, TECHNOLOGY, AND PRACTICE UNDER THE AMENDED OPEN PUBLIC RECORDS ACT

for second reading, by title only, and a copy of this Ordinance has been posted on our municipal website, 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.

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #2045, and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2045 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2045, 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 Ordinance #2045 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

Mayor Boonstra, I have a third Ordinance for Public Hearing / Further Consideration on tonight's agenda. It is **ORDINANCE 2046** which is

AN ORDINANCE AMENDING CHAPTER 9 OF THE CODE OF THE TOWNSHIP OF WYCKOFF TO RECLASSIFY EXISTING SECTIONS AS ARTICLE I, RESERVE SECTIONS 9-5 THROUGH 9-10, AND ESTABLISH A NEW ARTICLE II ENTITLED "TOTALLY DISABLED VETERAN'S AND SURVIVING SPOUSE PROPERTY TAX EXEMPTION POLICY"

for second reading, by title only, and a copy of this Ordinance has been posted on our municipal website, 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.

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #2046, and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2046 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2046, 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 Ordinance #2046 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

Mayor Boonstra, the fourth and final Ordinance for Public Hearing / Further Consideration on tonight's agenda is **ORDINANCE 2047** which is

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF THE TOWNSHIP OF WYCKOFF TO ADD § 165-24.1 ENTITLED "PLACEMENT, REPLACEMENT OR REMOVAL OF PUBLIC UTILITY POLES OR UNDERGROUND FACILITIES"

for second reading, by title only, and a copy of this Ordinance has been posted on our municipal website, 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.

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #2047, and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2047 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2047, 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 Ordinance #2047 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

11. Adjourn

MOTION: _____ SECOND: _____
BOGDANSKY _____ LANE _____ MADIGAN _____
MELCHIONNE _____ BOONSTRA _____

**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
AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #25-211**

MEETING DATE: September 2, 2025

**REFERENCE: 2025 Cancel Taxes as per
N.J.S.A. 54:4-3.3 Tax Exempt – 75 Frost Court**

INTRODUCED:

SECONDED:

VOTE: BOGDANSKY ___ LANE ___ MADIGAN ___ MELCHIONNE ___ BOONSTRA ___

WHEREAS, N.J.S.A. 54:4-3.3 authorizes the Department of Veterans Affairs to certify service-connected total disability entitling a veteran to exemption from real property taxation; and

WHEREAS, the property owner of the below-listed property received approval of 100% Disabled Veteran status from the United States Department of Veterans Affairs effective January 2024, with the formal written certification letter issued in July 2025; and

WHEREAS, pursuant to § 9-11(e) of the Township Code, the Township ordinarily prorates such exemptions from the later of (1) the date the written application is filed with the Tax Assessor, or (2) the date of approval by the Department of Veterans Affairs, with no retroactive refund granted for any period prior to that date; and

WHEREAS, due to the vacancy of the Township Tax Assessor's Office at the time of application, the matter was adjudicated by the Bergen County Board of Taxation; and

WHEREAS, by Judgment of Tax Appeal, the Bergen County Board of Taxation has established the effective date of exemption for the below-listed property as January 1, 2025; and

WHEREAS, the Township is bound to apply the exemption in accordance with the Judgment of the Bergen County Board of Taxation;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey that the Tax Collector is hereby authorized and directed to cancel all taxes on the property listed below as of the effective date established by the County Board of Taxation, and to refund any taxes paid for the period on or after that date.

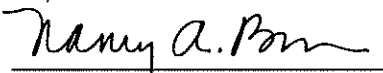
Block/Lot
217/24

Address
75 Frost Ct

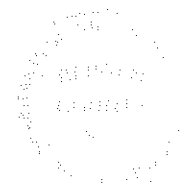
Effective Date
01/01/2025

CERTIFICATION

I, NANCY A. BROWN, 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 SEPTEMBER 2, 2025.



NANCY A. BROWN
MUNICIPAL CLERK



**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #25-212**

MEETING DATE: September 2, 2025

**REFERENCE: Approval of Vouchers
and Authorization to Pay Bills**

INTRODUCED:

SECONDED:

VOTE: BOGDANSKY ___ LANE ___ MADIGAN ___ MELCHIONNE ___ BOONSTRA ___

WHEREAS, the Township of Wyckoff is a municipality in the State of New Jersey operating under the authority from N.J.S.A. 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,

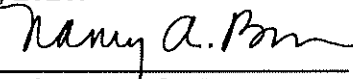
WHEREAS, the vouchers which comprise this bill list have been reviewed and signed by two (2) Township Committee members and they have found them to in order; and,

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 as follows: Payroll A/C; Town Hall payroll checks #, Payroll Void Checks #0, Direct Deposit Voucher #, Void Claims #, Library Payroll Checks #, Library Direct Deposit Vouchers #, Claims Wire #, Claims check #, AHDFT #, Accu-track #, and Trs. Dog Trust - \$0.00.

CERTIFICATION

I, NANCY A. BROWN, 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 SEPTEMBER 2, 2025.



NANCY A. BROWN
MUNICIPAL CLERK



TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #25-213

MEETING DATE: September 2, 2025

REFERENCE: Appointing SLEO III's for the
2025/2026 School Year

INTRODUCED:

SECONDED:

VOTE: BOONSTRA ___ BOGDANSKY ___ LANE ___ MADIGAN ___ MELCHIONNE ___
.....

WHEREAS, Chief David V. Murphy has recommended to the Township Committee of the Township of Wyckoff the appointment of Special Law Enforcement Officers Class Three (SLEO III) for the 2025/2026 School year; and

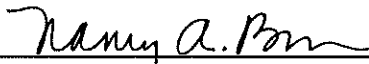
NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the following SLEO III police officers are appointed for one year commencing September 2, 2025:

1. Francesco Aquila	SLEO III
2. Robert Feeney	SLEO III
3. Anthony Ferreira	SLEO III
4. Luis Mendez	SLEO III
5. Robert Rapp	SLEO III
6. James Sisto	SLEO III

BE IT FURTHER RESOLVED that a copy of this resolution shall be provided to the Police Chief and the Payroll Certifying Officer.

CERTIFICATION

I, NANCY A. BROWN, 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 SEPTEMBER 2, 2025.


NANCY A. BROWN
MUNICIPAL CLERK



TOWNSHIP OF WYCKOFF
MUNICIPAL CLERK'S OFFICE

SPECIAL EVENT APPLICATION

(All Special Events are Permitted for a Maximum ten-day period)

Please type or print clearly and submit original copy with a detailed event description and any layout schematics:

Hope Christian Services

Applicant/Business Name

700 Mountain Avenue Wyckoff NJ 07481

Business Address

Block/Lot

2019813568

Marlene Griffin

Business Telephone

Contact/Applicant Name

2019813568

marlene.griffin@hopechristian.org

Contact Telephone

Contact Email Address

September 27, 2025

1100am-300pm

Date of Event

Duration of Event (Days and/or hours)

eSigned via GovOS.com
Marlene Griffin
Key: 13f79514b5e5092e1fcd268a2d0d

Applicant Signature

REQUIRED INFORMATION: (Check all that apply)

☒ **Temporary Signage**

Attach detailed drawing/art including dimensions; location(s) of temporary sign(s) and dates of the ten-day period requested. (10 days is the max. number of days for temporary signage). Specific Dates: September 27th

☒ **Special Activities**

Attach detailed description with specific location of special activities at the above address.

☒ **Food and/or Drink**

Any food or beverage vendors will REQUIRE a Wyckoff Board of Health License.

☐ **Special Temporary Props** Attach specific description of items to be utilized.

☐ **Tent** Attached map detailing the precise location of where the tent is proposed to be located. Tents larger than 900 SF will require a permit. Please contact wyckoffbuildingsinsp@wyckoff-nj.com for more information on permits.

Official Use

Review by Zoning Enforcement Official

Date: _____ Approved: _____ Denied: _____

Review by Police Traffic Safety Officer

Date: _____ Approved: _____ Denied: _____

Permission Obtained from Township Committee

Date: _____ Approved: _____ Denied: _____

Nancy A. Brown, Municipal Clerk

eSigned via GovOS.com
Nancy Brown
Key: 6a25b27e7c0d3316b61036fa32120c

**TOWNSHIP OF WYCKOFF
340 FRANKLIN AVENUE
WYCKOFF, NJ 07481**

ORDINANCE #2044

**AN ORDINANCE AMENDING CHAPTER 57, "RESTRICTED AREAS,"
OF THE CODE OF THE TOWNSHIP OF WYCKOFF TO ESTABLISH
ACCESS LIMITATIONS AND SAFEGUARDS FOR MUNICIPAL
PROPERTY**

WHEREAS, the Township Committee of the Township of Wyckoff previously adopted Chapter 57 of the Township Code, entitled "Restricted Areas," to protect municipal operations and confidential records; and

WHEREAS, the Township seeks to clarify and strengthen its regulations concerning public and restricted areas within municipal buildings to safeguard operations, protect personally identifiable information, and maintain the safety and security of municipal employees and facilities; and

WHEREAS, the Township desires to designate specific government buildings and facilities subject to access restrictions and to affirm the authority of exclusive-use lessees and outside facility partners to maintain and enforce access restrictions for the protection of Township property;

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

SECTION 1. Chapter 57, "Restricted Areas," of the Code of the Township of Wyckoff is hereby amended and replaced in its entirety to read as follows:

Chapter 57. Restricted Areas

§ 57-1. Definitions.

As used in this Chapter, the following terms shall have the meanings indicated:

Authorized Employee – Any Township employee, official, or contractor granted access to a Restricted Area as part of their official duties.

Nonpublic Forum – Government property not traditionally or by policy held open for public expression or access.

Public Area – A portion of a municipal building designated for public access during regular business hours or during public meetings.

Restricted Area – Any room, corridor, workspace, storage area, or other enclosed section within a designated municipal facility, where signage has been posted pursuant to § 57-4 indicating that access is limited to authorized personnel.

§ 57-2. Designation of Restricted Areas.

A. The Township of Wyckoff hereby designates the following municipal buildings and facilities as subject to the access limitations and protections of this Chapter:

1. Wyckoff Memorial Town Hall, 340 Franklin Avenue;
2. Wyckoff Free Public Library, 200 Woodland Avenue;
3. Wyckoff Police Department, 340 Franklin Avenue;
4. Department of Public Works Facility, 475 West Main Street;
5. Recycling Center and Building, 476 West Main Street;
6. Larkin House, 380 Godwin Avenue;
7. Larkin House Garages, 380 Godwin Avenue;
8. Recreation Office Building, Memorial Field, 195 Woodland Avenue;
9. Maintenance Sheds and Closets at Memorial Field, Pulis Field, and Community Park;
10. Concession Stand areas at Memorial Field, Pulis Field, and Community Park;
11. Wyckoff Volunteer Fire Company No. 1, 1 Scott Plaza;
12. Designated areas within Wyckoff Volunteer Fire Company No. 2, 176-180 Wyckoff Avenue, where Township-owned equipment, vehicles, or communications infrastructure is located;
13. Designated areas within Wyckoff Volunteer Fire Company No. 3, 428 Sicomac Avenue, where Township-owned equipment, vehicles, or communications infrastructure is located;
14. Wyckoff Volunteer Ambulance Corps Building, 4 Scott Plaza;
15. Wyckoff Police Pistol Range, 475 West Main Street;

16. Wyckoff Animal Shelter, 475 West Main Street;
 17. Cell towers and associated enclosures located at:
 - a. Town Hall (340 Franklin Avenue),
 - b. Memorial Field (475 Wyckoff Avenue),
 - c. Route 208 Right-of-Way;
 18. Sewer pump stations located throughout the Township;
 19. Any property owned by the Township and operated by Ridgewood Water, located within the boundaries of the Township of Wyckoff;
 20. Any other Township-owned or -leased facility used for municipal operations.
- B. Within the buildings and facilities listed above, any individual room, corridor, workspace, storage area, or enclosed section shall be considered a Restricted Area only if signage is posted at or near its entrance in accordance with § 57-4 of this Chapter.
 - C. Restricted Areas are not open to the general public and are designated as nonpublic forums. Entry into these areas is limited to authorized Township employees, contractors, or other individuals who are expressly permitted or accompanied by Township personnel.
 - D. Members of the public are permitted in designated public areas of municipal buildings, such as lobbies, public counters, waiting areas, and public meeting rooms, subject to reasonable time, place, and manner restrictions imposed by the Township.
 - E. Nothing in this Chapter shall restrict or supersede the authority of exclusive-use lessees of Township-owned property, including but not limited to the Wyckoff Family YMCA, from establishing and enforcing internal access restrictions within their leased premises. Such lessees shall retain all rights afforded to lawful occupiers of property, including the right to post restricted areas and to pursue enforcement of trespass violations under N.J.S.A. 2C:18-3.
 - F. Although Wyckoff Volunteer Fire Company No. 2 and Wyckoff Volunteer Fire Company No. 3 are privately owned and operated facilities, the Township maintains essential public assets within those buildings, including but not limited to fire apparatus, communications infrastructure, and information technology systems. The Township shall have the authority to post and enforce

restricted access to those designated areas within such facilities that house Township-owned property, and such areas shall be considered Restricted Areas under this Chapter when properly posted in accordance with § 57-4.

§ 57-3. Recording and Photography.

- A. Recording, filming, and photography are permitted in designated public areas of municipal buildings, provided such conduct does not:
 - 1. Interfere with the operations of the Township or its employees;
 - 2. Obstruct public access to offices or services;
 - 3. Capture confidential records or materials;
 - 4. Harass or intimidate Township employees or visitors.
- B. Recording, filming, and photography are strictly prohibited in Restricted Areas or where otherwise explicitly posted as "No Recording" zones.

§ 57-4. Signage Requirements.

- A. All entrances to Restricted Areas must be clearly marked with signage reading:

"RESTRICTED AREA – AUTHORIZED EMPLOYEES ONLY"
- B. Additional signage may be posted by the Township where necessary to protect employee safety, data privacy, or the confidentiality of municipal records.

§ 57-5. Enforcement and Prosecution.

- A. Any person who enters or remains in a Restricted Area without authorization, or who refuses to leave a public area upon the lawful order of Township staff or law enforcement, may be subject to prosecution under N.J.S.A. 2C:18-3, relating to criminal trespass.
- B. Prior to prosecution, individuals may be given a verbal warning or lawful order to vacate the area. Failure to comply may result in removal, arrest, or formal charges.

§ 57-6. Severability.

If any provision of this Chapter is determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be severed, and the remainder of this Chapter shall remain in full force and effect.

SECTION 2. Repealer.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. Effective Date.

This Ordinance shall take effect upon final passage and publication in accordance with law.

**TOWNSHIP OF WYCKOFF
340 FRANKLIN AVENUE
WYCKOFF, NJ 07481**

ORDINANCE #2045

**AN ORDINANCE AMENDING AND RESTATING CHAPTER 56 OF THE
CODE OF THE TOWNSHIP OF WYCKOFF ENTITLED "PUBLIC ACCESS
TO GOVERNMENT RECORDS" TO REFLECT CURRENT LEGAL
REQUIREMENTS, TECHNOLOGY, AND PRACTICE UNDER THE
AMENDED OPEN PUBLIC RECORDS ACT**

WHEREAS, the New Jersey Open Public Records Act ("OPRA"), *N.J.S.A. 47:1A-1 et seq.*, was enacted to promote transparency in government and provide public access to government records maintained by public agencies; and

WHEREAS, the New Jersey Legislature enacted significant reforms to OPRA through Senate Bill S2930 (*P.L. 2024, c. 16*), which took effect on September 3, 2024, updating procedures related to public access, exemptions, formats, and record custodianship; and

WHEREAS, the Township of Wyckoff has conducted a legal and administrative review of Chapter 56 of the Township Code to ensure compliance with the amended OPRA statute and to reflect current best practices and technologies; and

WHEREAS, the Township has adopted and utilizes a secure electronic records management platform, *NextRequest*, to streamline and track public records requests and improve customer service and transparency; and

WHEREAS, the Township also seeks to clearly establish the custodianship of government records by ordinance, by title of position, in accordance with law; and

WHEREAS, the Township Committee finds it necessary and appropriate to amend and restate Chapter 56 in its entirety to modernize the Township's procedures and ensure consistency with both state law and local practices;

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

SECTION 1. Chapter 56, "*Records, Public Access to*," of the Code of the Township of Wyckoff is hereby repealed in its entirety and replaced with the following:

CHAPTER 56

PUBLIC ACCESS TO GOVERNMENT RECORDS

§ 56-1 Purpose and Policy.

It is the policy of the Township to provide access to government records in accordance with the New Jersey Open Public Records Act (OPRA), *N.J.S.A. 47:1A-1 et seq.*, and applicable law. All records maintained in the course of official Township business shall be considered government records and shall be accessible to the public unless exempt from disclosure by statute, executive order, court rule, or judicial decision.

§ 56-2 Custodians of Records.

- A. The Municipal Clerk shall serve as the Custodian of Records for all records of the Township of Wyckoff, except as otherwise provided herein. The Municipal Clerk shall coordinate the Township's centralized response system using the Township's online records request portal, *NextRequest*, and shall ensure compliance with applicable laws and procedures.
- B. The following positions are designated by ordinance as Custodians of Records for specific categories of records:
 - 1. The Library Director of the Wyckoff Free Public Library shall serve as the Custodian of Records for all records maintained by the Library.
 - 2. The Tax Assessor shall serve as the Custodian of Records for all records maintained in the Office of the Tax Assessor.
- C. Requests for records maintained by the Library Director or the Tax Assessor shall be submitted directly to those officials. They shall respond in accordance with OPRA and may coordinate with the Municipal Clerk for tracking and reporting purposes. Requests submitted through the centralized portal may be redirected accordingly.

§ 56-3 OPRA Requests and Electronic Access.

- A. Requests for government records may be submitted through the Township's online portal (*NextRequest*) or in writing to the appropriate Custodian of Records.
- B. Use of the Township's OPRA request form is encouraged but not required. Anonymous requests shall be accepted in accordance with law.
- C. Records shall be delivered electronically whenever practicable and consistent with security protocols. Physical inspection of records may be permitted during normal business hours in the presence of the Custodian or designee.

§ 56-4 Fees and Special Service Charges.

- A. Copies of standard-sized printed records shall be provided at the rates established by *N.J.S.A. 47:1A-5*:
 - 1. 8½" x 11" (letter size): \$0.05 per page
 - 2. 8½" x 14" (legal size): \$0.07 per page
- B. Electronic records provided via email, secure download, or the Township's OPRA portal (NextRequest) shall be provided free of charge, unless converting the record to electronic format requires an extraordinary expenditure of time and effort, in which case Subsection E shall apply.
- C. Non-standard-sized documents, maps, plans, or other oversized reproductions shall be charged at the actual cost of duplication, including external reproduction costs if outsourced.
- D. Preprinted publications of the Township (e.g., Master Plan, zoning ordinances, land use pamphlets) shall be provided at the actual cost of duplication, including staff time if required for collation or printing.
- E. A special service charge may be imposed in accordance with *N.J.S.A. 47:1A-5(c)* when:
 - 1. A record cannot be reproduced by ordinary equipment in ordinary business size;
 - 2. The request involves an extraordinary amount of time and effort to locate, review, redact, or prepare;
 - 3. The request involves converting records to a requested medium or extracting data from an electronic system.
 - 4. This charge shall be based on the actual direct cost of the personnel or services required and shall be communicated to the requestor in advance.
- F. The Township shall not accept physical media (e.g., USB drives, CDs, DVDs) provided by the requestor for security reasons. Secure digital delivery shall be used whenever possible, and if a physical copy is required, the Township shall provide the media at cost.
- G. Postage and delivery fees shall be added when records are mailed or delivered by courier.
- H. Statutory fees established by other laws shall supersede this fee schedule. These include, but are not limited to:

1. Police accident reports:
 - a. In-person pickup: same as Subsection A.
 - b. If mailed or requested remotely: \$5 for the first 3 pages, \$1 per additional page, per *N.J.S.A. 39:4-131*.
2. Municipal lien searches:
 - a. \$10 per certificate and \$2 per continuation within three years of issuance, per *N.J.S.A. 54:5-11 et seq.*
3. Property owner lists within 200 feet:
 - a. \$0.25 per name or \$10 per request, whichever is greater, per *N.J.S.A. 40:55D-12(c)*.

§ 56-5 Appeals.

A denial of access to a government record may be appealed to the New Jersey Government Records Council (GRC) or by filing an action in the Superior Court of New Jersey, as provided under *N.J.S.A. 47:1A-6*.

§ 56-6 Severability.

If any provision of this Chapter is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SECTION 2. Repealer.

All other ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 3. Effective Date.

This Ordinance shall take effect following final passage.

**TOWNSHIP OF WYCKOFF
340 FRANKLIN AVENUE
WYCKOFF, NJ 07481**

ORDINANCE #2046

**AN ORDINANCE AMENDING CHAPTER 9 OF THE CODE OF THE
TOWNSHIP OF WYCKOFF TO RECLASSIFY EXISTING SECTIONS AS
ARTICLE I, RESERVE SECTIONS 9-5 THROUGH 9-10, AND ESTABLISH
A NEW ARTICLE II ENTITLED "TOTALLY DISABLED VETERAN'S AND
SURVIVING SPOUSE PROPERTY TAX EXEMPTION POLICY"**

WHEREAS, N.J.S.A. 54:4-3.30 permits a veteran who is declared by the United States Veteran's Administration or its successor to be 100% permanently and totally disabled to receive a real property tax exemption for their dwelling house and lot; and

WHEREAS, N.J.S.A. 54:4-3.31 provides that upon written claim made and accepted by the Tax Assessor, the exemption shall be placed upon the tax rolls and prorated for the remainder of the taxable year; and

WHEREAS, N.J.S.A. 54:4-3.32 authorizes the governing body of a municipality to refund taxes collected on property that would have been exempt had a proper claim been timely filed; and

WHEREAS, the Township finds it in the best interest of the public to adopt a uniform policy governing requests for exemptions and refunds associated with such exemptions to ensure consistency, transparency, and fiscal responsibility; and

WHEREAS, the Tax Court of New Jersey has affirmed the authority of municipalities to establish such policies in *Salvatore Del Prior v. Borough of Edison*, 26 N.J. Tax 502 (2012); and

WHEREAS, this ordinance is intended to implement the Township's discretion under N.J.S.A. 54:4-3.32 and shall not be construed to limit or expand any right or obligation established by State law.

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

SECTION 1: RECLASSIFICATION AND RESERVATION

A. Chapter 9 of the Code of the Township of Wyckoff, currently entitled "Assessment Board" and comprising § 9-1 through 9-4, is hereby designated as ARTICLE I without any substantive amendment to the existing text.

B. § 9-5 through 9-10 are hereby reserved for future use.

**SECTION 2: CREATION OF ARTICLE II – TOTALLY DISABLED VETERAN'S
AND SURVIVING SPOUSE PROPERTY TAX EXEMPTION
POLICY**

A new Article II is hereby added to Chapter 9 of the Code of the Township of Wyckoff and shall be codified as follows:

**ARTICLE II Totally Disabled Veterans and Surviving Spouse Property
Tax Exemption Policy
§ 9-11 Policy Established.**

- a. The Township shall permit a veteran or the surviving spouse of a veteran to obtain municipal property tax exemption upon proper written claim pursuant to *N.J.S.A. 54:4-3.30 et seq.*
- b. For purposes of this section an "eligible veteran" shall mean a person honorably discharged or released under honorable circumstances from active service, in time of war, in any branch of the Armed Forces of the United States, who has been declared by the United States Veteran's Administration or its successor to have a service-connected disability rated at 100% permanently and totally disabling.
- c. A veteran seeking the exemption must submit a written claim under oath to the Tax Assessor, accompanied by the following:
 1. A completed New Jersey Division of Taxation Form D.V.S.S.E.;
 2. The most recent recorded deed for the property in question;
 3. A DD-214 Form evidencing honorable discharge or equivalent;
 4. A letter or certificate from the United States Veteran's Administration or its successor confirming a 100% permanent and total service-connected disability;
 5. Proof of New Jersey residency;
 6. Any other documentation as required by applicable law at the time of application.
- d. A surviving spouse of a veteran seeking the exemption must submit a written claim under oath to the Tax Assessor, accompanied by:
 1. The most recent recorded deed for the property in question;

2. Proof that the dwelling is the claimant's principal and legal residence in New Jersey;
 3. Documentation showing that the veteran had been declared 100% permanently and totally disabled due to service connection, or that the veteran died while on active duty in time of war;
 4. Proof that the veteran was or would have been entitled to the exemption at the time of death;
 5. Proof that the claimant is a New Jersey resident and has not remarried.
- e. The Township shall prorate the exemption for the remainder of the tax year from the later of: (1) the date the written application is filed with the Tax Assessor, or (2) the date of approval of the exemption by the United States Veteran's Administration. No retroactive refund shall be granted for taxes paid for any period prior to the later of these two dates.
 - f. Any person aggrieved by the denial of an application under this section may appeal such determination to the Bergen County Board of Taxation in accordance with *N.J.S.A. 54:3-21* and applicable regulations.
 - g. The Tax Assessor shall maintain a record of all applications received and determinations made under this section, which shall be made available for inspection pursuant to the New Jersey Open Public Records Act, *N.J.S.A. 47:1A-1 et seq.*

SECTION 3: SEVERABILITY

If any section, subsection, clause, or phrase of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions of this Ordinance, which shall remain in full force and effect.

SECTION 4: EFFECTIVE DATE

This Ordinance shall take effect immediately upon final passage and publication as required by law and shall apply prospectively to all applications filed on or after its effective date. This Ordinance shall not be construed to limit, expand, or alter any rights granted or restricted by *N.J.S.A. 54:4-3.30* through *54:4-3.32*.

**TOWNSHIP OF WYCKOFF
340 FRANKLIN AVENUE
WYCKOFF, NJ 07481**

ORDINANCE #2047

**AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF THE
TOWNSHIP OF WYCKOFF TO ADD § 165-24.1 ENTITLED
“PLACEMENT, REPLACEMENT OR REMOVAL OF PUBLIC UTILITY
POLES OR UNDERGROUND FACILITIES”**

WHEREAS, the Township of Wyckoff recognizes the importance of maintaining safe, accessible, and aesthetically pleasing rights-of-way for residents, pedestrians, and motorists; and

WHEREAS, the Township has experienced an increase in the number of utility poles installed without sufficient coordination, resulting in visual blight and potential safety hazards, including instances of poles being installed on both sides of residential streets; and

WHEREAS, the Township has also been plagued by "double wood" conditions, in which new poles are installed but old poles remain in place for extended periods of time, creating unsafe, unsightly, and duplicative conditions; and

WHEREAS, addressing double wood conditions requires a holistic and timely approach among all responsible utilities, including electric, cable, telephone, and other pole-attached infrastructure providers; and

WHEREAS, the Township wishes to encourage the installation of underground utility infrastructure for new construction to reduce above-ground congestion, avoid unnecessary pole placements, and support long-term infrastructure sustainability; and

WHEREAS, the Township Committee finds it in the best interest of the residents of Wyckoff to adopt formal standards governing the placement, replacement, and removal of public utility poles and to establish a presumption in favor of underground utility service for new single- and two-family residential homes; and

WHEREAS, the Township Committee further finds that clarifying procedures, responsibilities, and enforcement mechanisms is necessary to ensure compliance and protect the integrity of Township roadways and rights-of-way.

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

SECTION 1. That Chapter 165 of the Code of the Township of Wyckoff is hereby amended as follows:

§ 165-24.1 Placement, Replacement or Removal of Public Utility Poles or Underground Facilities.

A. Purpose.

The purpose of this section is to regulate the placement, replacement, and removal of utility poles and to promote underground utility service in the public right-of-way, thereby minimizing visual clutter, enhancing public safety, and reducing redundant or unnecessary utility infrastructure.

B. Definitions.

For the purposes of this section:

- **ADA Ramps** – Depressed curb cuts constructed in accordance with the Public Right-of-Way Accessibility Guidelines (PROWAG, 36 CFR Part 1190).
- **Joint Poles** – Utility poles used jointly by two or more utilities. The utility last to remove its infrastructure shall be responsible for pole removal and site restoration.
- **Responsible Utility** – The last entity to transfer infrastructure from a utility pole.
- **Utility Pole** – Any pole installed in the public right-of-way to carry or support wires, conduit, cabling, or related infrastructure.

C. Permit and Contact Requirements.

1. Any public utility or other entity intending to place, replace, or remove utility poles in the public right-of-way shall obtain a street opening permit pursuant to Article III of this chapter.
2. Within 30 calendar days of the adoption of this section, all such utilities shall furnish the Township Engineer with contact information for a responsible person or department within their organization. This contact shall be the designated liaison for all pole-related matters within the Township, including placement, replacement, removal, and coordination with third-party users of the pole. Pole owners must promptly update the Township in writing of any changes in this contact information.

3. All entities with infrastructure attached to utility poles located within the Township right-of-way—whether or not they own the pole—including but not limited to cable providers, telecommunications companies, electric utilities, and private fiber networks, shall provide the Township Engineer with the name, telephone number, and email address of a responsible contact for addressing pole-related issues such as hanging or downed wires, code violations, or public safety hazards. This requirement applies regardless of ownership or primary use of the pole. Contact information shall be updated annually or upon personnel change, whichever comes first.

D. Installation and Removal Requirements.

1. Pole Placement Standards.

- All pole placements shall be coordinated to avoid interference with existing structures or public infrastructure.
- No utility pole shall be placed:
 - a. Within 15 feet of the apron of any ADA ramp;
 - b. Within 15 feet of the intersection of projected curblines where no sidewalk or ADA ramp exists;
 - c. Within the apron of any driveway.
- No utility pole shall be installed on the opposite side of a street where utility poles already exist, unless the utility demonstrates to the satisfaction of the Township Engineer that such placement is technically necessary and that underground installation is infeasible or unsafe.

2. Underground Service to New Homes.

- For any new construction of a single-family or two-family residential dwelling requiring new utility service, it shall be presumed that all service connections shall be installed underground beneath the public right-of-way.
- Any utility proposing overhead service to a new home must demonstrate to the Township Engineer that underground service is not technically feasible or would create a material safety hazard.

- The Township Engineer may deny a street opening permit for overhead service to new residential dwellings based on these findings.

3. Pole Removal and Double Wood.

- In the case of joint poles, the responsible utility shall remove the pole and restore the site within 14 calendar days of written notice by the Township Engineer or designee.
- In connection with any Township street widening or capital improvement project, the responsible utility shall remove affected poles within 21 calendar days of notice, at no cost to the Township.
- Any damage to Township infrastructure or property caused by the removal or replacement of a utility pole shall be repaired by the responsible utility within 30 calendar days using materials of like kind and quality (e.g., concrete sidewalks, pavers, asphalt, grass, etc.). The Township Engineer may, in writing, extend this period due to weather or other reasonable conditions.
- Requests for waiver or extension must be submitted in writing to the Township Engineer within 10 calendar days of receipt of the notice, with a detailed explanation of the reasons therefor.

E. Enforcement.

This section shall be enforced by the Township Engineer, Construction Official, Code Enforcement Officer, or other designee of the Township Administrator.

F. Violations and Penalties.

Any person or entity found to be in violation of this section shall be subject to a fine of not less than \$250 per day, per violation, up to a maximum of \$2,000 per day.

SECTION 2. REPEALER.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. SEVERABILITY.

If any provision of this Chapter is determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be severed, and the remainder of this Chapter shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect upon final passage and publication in accordance with law and publication as required by law.