

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE WORK SESSION MEETING  
MUNICIPAL COURT ROOM  
TUESDAY, JANUARY 12, 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 Brown**

**PLEASE TAKE NOTICE**, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Annual Reorganization meeting of the Township Committee of the Township of Wyckoff scheduled for 7:00 pm, Tuesday, January 12, 2021 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment during the public comment period. Members of the public may also email their public comments to [wyckoffclerk@wyckoff-nj.com](mailto:wyckoffclerk@wyckoff-nj.com) before 3:00 pm on the day of the meeting. These comments will be read at the meeting during the public comment period.

These measures are implemented to allow members of the public to observe the meeting via live streaming and to provide to the public the ability to comment before the meeting through written comments as well as during the period for public comment which appears on the agenda for the meeting.

This notice and agenda have been posted on the front door of Town Hall (facing Franklin Avenue) and on the Township's home page [Wyckoff-nj.com](http://Wyckoff-nj.com) at the Quick Link for "Minutes & Agendas" on Friday, January 8, 2021. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which would otherwise be 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](http://www.wyckoff-nj.com) as a "News" item on Friday, January 8, 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](http://www.wyckoff-nj.com) as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on January 12, 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".

In the event the YouTube platform modifies its connectivity protocols and does not announce these critical changes again in the future, instructions on how to view each meeting via Zoom technology will be posted at the "News" section of the Township's home page, Wyckoff-nj.com before 7:10 pm. This second method is provided to ensure the continuity of government when platforms which the Township does not control establish unannounced changes and will **only** be utilized if it is not possible to conduct the meeting via livestream on YouTube. As a precaution, for this "plan B", the following instructions are provided:

Please locate the link posted on the "News" item announcing the Township Committee meeting on the homepage of our website and use this link for the January 12, 2021 Meeting set to begin at 7:00 pm.

Please locate the link posted on the "News" item announcing the Township Committee meeting on the homepage of our website and use this link for the January 12, 2021 Work Session and Business Meeting set to begin at 7:00 pm.

This regular work session meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our *annual schedule of meetings*. A copy of said annual schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, as well as The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having a general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting, the Agenda thereof was similarly posted, filed and emailed to said newspapers. The agenda with the resolutions and ordinances to be considered was posted on the township's website at "minutes & Agendas" on the Friday prior to this meeting.

4. **Confirm Finance Committee has reviewed, and signed vouchers and that Mayor and Municipal Clerk have signed any necessary documents.**
5. **Reading of any written public comments received via email to the Municipal Clerk before 3:00 pm today.**
6. **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.

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ RUBENSTEIN \_\_\_\_\_

Motion to close the Public Comment period:

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ RUBENSTEIN \_\_\_\_\_

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**

11. **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.

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

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ RUBENSTEIN \_\_\_\_\_

13. **Motion to enter a Closed Session Discussion** in accordance with Resolution #20-CXX from the Open Public Work Session Meeting.

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ RUBENSTEIN \_\_\_\_\_

14. **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**

**NOTICE TO PUBLIC**

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**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE BUSINESS MEETING  
MUNICIPAL COURT ROOM  
TUESDAY, January 12, 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 by Community Clergy Member**
- 4. Reading of the "Open Public Meetings Act" statement by Nancy Cole**

**PLEASE TAKE NOTICE**, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Annual Reorganization meeting of the Township Committee of the Township of Wyckoff scheduled for 8:00 pm, Tuesday, January 12, 2021 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment during the public comment period. Members of the public may also email their public comments to [wyckoffclerk@wyckoff-nj.com](mailto:wyckoffclerk@wyckoff-nj.com) before 3:00 pm on the day of the meeting. These comments will be read at the meeting during the public comment period.

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Please locate the link posted on the "News" item announcing the Township Committee meeting on the homepage of our website and use this link for the January 12, 2021 Work Session and Business Meeting set to begin at 8:00 pm.

This regular business meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our *annual schedule of meetings*. A copy of said annual schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, as well as The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having a general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting, the Agenda thereof was similarly posted, filed and emailed to said newspapers. The agenda with the resolutions and ordinances to be considered was posted on the township's website at "Minutes and Agendas" on the Friday prior to this meeting.

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

BOONSTRA \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ RUBENSTEIN \_\_\_\_\_

6. **Reading of any written public comments received via email to the Municipal Clerk before 3:00 pm today.**

7. **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.

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ RUBENSTEIN \_\_\_\_\_

**Request motion to close the Public Comment Period:**

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):**

- #21-115 Redemption of Tax Sale Certificate – Block 346, Lot 49
- #21-116 Payment of Bills
- #21-117 Extend Appointment of Acting Municipal Clerk
- #21-118 Return of Certain Overpaid taxes, etc.
- #21-119 NJSA 54:3-21-29 Reduction of 2020 Tax Levy due to Tax Appeal Judgements
- #21-120 Release Performance Cash Surety Block 384, Lot 4 –  
441 Meer Avenue
- #20-121 Release Performance Cash Surety Block 237, Lot 8 –  
244 Everett Avenue
- #20-122 Release Performance Cash Surety Block 285, Lot 21 –  
339 Monroe Avenue
- #20-123 Release Performance Cash Surety Block 285, Lot 16 –  
377 Dorothy Lane

**II Ordinance – Introduction**

**No Ordinances for Introduction**

**III Motions**

A. Approve the employment status of Police Officer Kevin Oldewurtel from Probationary Police Officer to Police Officer effective January 15, 2021.

B. Approve specifications and authorize advertised, competitive, sealed bidding for Concession Purchasing – Use of Township facilities for baseball skill instruction camp.

C. Authorize updates to the Township's Social Media Policy.

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 \_\_\_\_\_

**IV Ordinances – Public Hearing / Further Consideration:**

NONE

**V Adjourn**

Chairman: 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**



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**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-115**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: January 12, 2021**

**REFERENCE: Authorize Redemption of Tax  
Sale Certificate #20-00003 – Block 346/Lot 49  
492 Ackerson Avenue**

**VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ RUBENSTEIN \_\_\_ SHANLEY \_\_\_**  
.....

**WHEREAS**, the Tax Collector of the Township of Wyckoff has previously determined that there was due and owing to the Township of Wyckoff outstanding tax and interest for tax year 2019 on Block 346/Lot 49, aka 492 Ackerson Avenue, within the Township of Wyckoff, County of Bergen, State of New Jersey; in the amount of \$1,985.98 and;

**WHEREAS**, on the 29<sup>th</sup> day of October 2020, the Township of Wyckoff executed a "Certificate of Sale of Unpaid Municipal Liens" hereinafter referred to as a Tax Sale Certificate #20-00003 on the above-described property in the amount above-recited; and,

**WHEREAS**, said Tax Sale Certificate was purchased by Silver Star Holdings, P.O. Box 141, Wyckoff, NJ 07481; and,

**WHEREAS**, subsequent to the execution and filing of said Tax Sale Certificate and prior to the commencement of foreclosure proceedings against the property owner's right to redemption of said Tax Sale Certificate, the mortgagor has paid to the Tax Collector of the Township of Wyckoff any and all charges deemed due and owing on the above-described property and the property owner is therefore entitled to a redemption of said Tax Sale Certificate pursuant to N.J.S.A. 54:5-55.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, that the Tax Collector be, and the same is hereby authorized and directed to cancel and endorse Tax Sale Certificate #20-00003 for redemption and make refund in the amount of \$1,985.98 being lien amount of \$280.03, subsequent taxes, and interest in the amount of \$493.95 premium amount of \$1,200.00 and recording fees in the amount of \$12.00 to Silver Star Holdings, and deliver said Tax Sale Certificate to the mortgagor for cancellation with the County Clerk in accordance with N.J.S.A. 54:5-55.

**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 JANUARY 12, 2021.

\_\_\_\_\_  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-116

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INTRODUCED:

SECONDED:

MEETING DATE: January 12, 2021

REFERENCE: Approval of Vouchers and  
Authorization to Pay Bills

VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ RUBENSTEIN \_\_\_  
.....

**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 #21-117**

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**INTRODUCED:**

**SECOND:**

**MEETING DATE: January 12, 2021**

**REFERENCE: Extend Appointment of  
Acting Municipal Clerk**

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

**WHEREAS**, Joyce C. Santimauro, the Municipal Clerk for the Township of Wyckoff, has retired on May 31, 2020 after a stellar 31-year career of serving the public; and,

**WHEREAS**, the Township Committee of the Township of Wyckoff appointed Ms. Nancy A. Brown via Resolution #20-181 effective June 1, 2020 as the Acting Municipal Clerk for the Township of Wyckoff; and,

**WHEREAS**, in accordance with NJSA 40A:9-133.1 Ms. Brown, who has not achieved as of this date a Registered Municipal Clerk Certificate, may only serve in this position for one (1) year or until May 31, 2021; and,

**WHEREAS**, Ms. Brown has completed four (4) of the five (5) required classes to qualify for the New Jersey Registered Municipal Clerk examination; and,

**WHEREAS**, the New Jersey Department of Community Affairs (NJDCA) has advised Acting Clerk Brown that she should submit the NJDCA application for the first renewal of her Acting Municipal Clerk status to cover the period June 1, 2021 to June 1, 2022; and,

**WHEREAS**, the Township Committee is in complete support of Acting Clerk Nancy A. Brown's application for a first one-year extension.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the application to NJDCA for the first one-year extension of Acting Clerk Brown's appointment to June 1, 2022 is hereby authorized.

**CERTIFICATION**

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFIES THE ATTACHED RESOLUTION TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON JANUARY 12, 2021.

\_\_\_\_\_  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #20-181**

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**INTRODUCED:**

**SECOND:**

**MEETING DATE: April 21, 2020**

**REFERENCE: Appointment of Acting  
Municipal Clerk**

**VOTE: BOONSTRA \_\_\_ FISCHER \_\_\_ MADIGAN \_\_\_ RUBENSTEIN \_\_\_ SHANLEY \_\_\_**

**WHEREAS**, Joyce C. Santimauro, the Municipal Clerk for the Township of Wyckoff, is retiring on May 31, 2020 after a stellar 31-year career of serving the public; and,

**WHEREAS**, the Township of Wyckoff desires to appoint Ms. Nancy A. Cole effective June 1, 2020 as the Acting Municipal Clerk for the Township of Wyckoff; and,

**WHEREAS**, in accordance with NJSA 40A:9-133.1 Ms. Cole, who has not achieved as of this date a Registered Municipal Clerk Certificate, may only serve in this position for one (1) year or until May 31, 2021; and,

**WHEREAS**, Ms. Cole has completed two (2) of the five (5) required classes to qualify for the New Jersey Registered Municipal Clerk examination; and,

**WHEREAS**, Ms. Cole has worked in the Township of Wyckoff Local Government gaining valuable experience since June 15, 2016 as the Executive Administrative Assistant to the Municipal Administrator and she has served on many project teams; and,

**WHEREAS**, if Ms. Cole has not achieved a New Jersey Registered Municipal Clerk certificate by May 31, 2021, the Township of Wyckoff acknowledges it must request permission from the Director of the Division of Local Government Services for a reappointment for a maximum of two (2) subsequent one-year terms.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that Ms. Nancy A. Cole is appointed Acting Municipal Clerk effective June 1, 2020.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFIES THE ATTACHED RESOLUTION TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON APRIL 21, 2020.

\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

**Registered Municipal Clerk (RMC), Acting Municipal Clerk, N.J.S.A. 40A:9-133c**

Pursuant to the above statute, upon the vacancy of the Municipal Clerk's office by a Registered Municipal Clerk (RMC), a non-certified Acting Municipal Clerk may be appointed for one year from the date of the vacancy. Please note that the statute requires that the Acting Clerk appointment occur within 90 days of the vacancy of the office. With approval of the Director of the Division of Local Government Services (DLGS), the Acting Municipal Clerk may be appointed for two additional one-year terms. If approval is being sought for a second or third year term of an Acting Municipal Clerk, please complete the following questionnaire and attach it to the letter requesting same. Also, please include any additional explanations, where applicable, in a separate attachment. Finally, please sign and date at the bottom attesting to your answers. Applications may be mailed to the attention of the Director, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Approvals will not be granted without the filing of this questionnaire with the letter requesting approval for the reappointment.

Municipality: Township of Nyckoff  
Name of Acting Municipal Clerk (please print): Nancy A. Cole / Nancy A. Brown  
Initial date of first year temporary appointment: June 1, 2020  
Date of vacancy: May 31, 2020

Is this request for a second one-year term or a third one-year term? 2<sup>nd</sup> year  3<sup>rd</sup> year

1. Are you actively seeking certification as a RMC? That is, are you currently enrolled in the municipal clerk classes administered by Rutgers University, and are you planning to apply for admission to the RMC certification exam administered by the Division?  
Yes  No  If you checked no, please explain on a separate sheet and attach.
2. As a condition of your being hired, did the municipality perform a background check that included any pending criminal or civil matters, and a credit check?  
Yes  No  Unknown
3. Are there any repeat comments on the most recent Annual Audit that are attributable to the Clerk's office which must still be corrected?  
Yes  No  If you checked yes, please explain on a separate sheet and attach.
4. Are there any complaints against the Municipal Clerk's office from a member of the public or other persons that would be considered serious, i.e., that might involve possible litigation against the municipality? Have there ever been any complaints filed against you with the Government Records Council (GRC), or in Superior Court, in regard to an OPRA request?  
Yes  No  If you checked yes, please explain on a separate sheet and attach.
5. Is there any other information that the Division should consider in its review of the request for your reappointment as Acting Municipal Clerk?  
Yes  No  If you checked yes, please explain on a separate sheet and attach.

I attest that the answers contained in this questionnaire are true to the best of my knowledge.

Signature: Nancy A. Brown Date: Jan. 4, 2021

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY

RESOLUTION #21-118

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INTRODUCED:

SECONDED:

MEETING DATE: January 12, 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:

**BOARD OF ADJUSTMENT:**

Robert Hurley, 37 Van Blarcom Lane, Wyckoff, New Jersey 07481 – Return of Escrow – Block 208/Lot 66.01 - \$831.50

**TAX REFUND:**

David Pierguidi, 545 Miller Road, Wyckoff, New Jersey 07481 – County Board Reduction – Block 335/Lot 25.01 - \$3,293.83

Performance Investor Services, LLC, 455 Old Woods Road, Wyckoff, New Jersey 07481 – County Board Reduction – Block 461/Lot 17 – 435 – 435 Caldwell Drive - \$9,536.29

Please see the attached State/County Tax Board Reduction List.

**RECREATION:**

Jodi Smilovic, 450 Victor Way, Wyckoff, New Jersey 07481 – Roller Hockey Refund - \$100.00

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-119**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: January 12, 2021**

**REFERENCE: NJSA 54:3-21-29 Reduction  
of 2020 Tax Levy due to Tax Appeal  
Judgements**

**VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ RUBENSTEIN \_\_\_**  
.....

**WHEREAS**, N.J.S.A. 54:3-21 – 29, allows for property owners to appeal their assessed valuation for the taxing year; and,

**WHEREAS**, judgements from the County Board of Taxation and the State Tax Court have been made and received reducing the assessed value after the certification of the 2020 Tax Duplicate; and,

**WHEREAS**, these judgements would have caused a reduction in the total amount of taxes to be levied and collected in 2020; and,

**WHEREAS**, these judgments were not received by the statutory dates from the County Board of Taxation and were processed in January 2021 as a reduction to surplus; and,

**WHEREAS**, these reductions will result in a reduction to available surplus in the amount of the 2020 Tax Levy of \$161,067.14

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the Tax Collector is hereby authorized and directed to adjust 2020 taxes due for the listed properties; and,

**BE IT FURTHER RESOLVED**, to make the appropriate reductions to the 2020 Tax Levy for these judgements and any future judgements as received.

**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 JANUARY 12, 2021.

\_\_\_\_\_  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-120**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: January 12, 2020**

**REFERENCE: Release  
Performance Cash Surety – 441 Meer  
Ave. / Block 384, Lot 4**

**VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ RUBENSTEIN \_\_\_**  
.....

**WHEREAS**, Mr. Ryan Cuccinelli, owner of 441 Meer Avenue, Wyckoff, New Jersey in a letter dated December 8, 2020 has requested the release of a \$1,000 Performance Guarantee; and

**WHEREAS**, the Township issued a road opening permit to Mr. Ryan Cuccinelli for construction of a new Belgium block curb with 12" footing in which he opened 6" of asphalt in the roadway at 441 Meer Avenue; and

**WHEREAS**, the Township's Engineer, Mr. Mark Di Gennaro, in a file memo states that the \$1,000 cash surety being held as Performance Guarantee is approved to be released; and

**WHEREAS**, Mr. Ryan Cuccinelli, owner of 441 Meer Avenue, Wyckoff, New Jersey posted the following with the Municipal Clerk on October 16, 2020 for site improvements/road opening permit:

Performance Cash Bond      \$1,000.00

**WHEREAS**, Mr. Ryan Cuccinelli, owner of 441 Meer Avenue, Wyckoff, New Jersey in an email dated December 8, 2020 has requested the release of the Performance Guarantee Cash Surety; and,

**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 \$1,000 Performance Guarantee.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk will forward a copy of this resolution to the Township Engineer, Mr. Mark Di Gennaro and to Mr. Ryan Cuccinelli, owner of 441 Meer Avenue, Wyckoff, New Jersey, 07481.

**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 JANUARY 12, 2021.

\_\_\_\_\_  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-121**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: January 12, 2020**

**REFERENCE: Release Partial  
Performance Guarantee  
244 Everett Ave. – Block 237, Lot 8**

**VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ RUBENSTEIN \_\_\_**  
.....

**WHEREAS**, Mr. Bruce D. Bohuny, President of Brooks Builders, 840 Franklin Lake Road, Franklin Lakes, NJ 07417 and Four Gems LLC. of the same address, in a letter dated November 10, 2020 has requested the release of \$7,500 Performance cash surety being held by the Township of Wyckoff; and

**WHEREAS**, the Township issued a road opening permit to Mr. Bruce D. Bohuny for site improvements and utility trenches in the roadway at 244 Everett Avenue; and

**WHEREAS**, the Township's Engineer, Mr. Mark Di Gennaro, requires a Two (2) year Maintenance Guarantee to be held and requests that \$2,000 cash surety be held in escrow and the \$5,500 performance cash surety is hereby approved to be released; and

**WHEREAS**, the Township's Engineer, Mr. Mark Di Gennaro, in a file memo, states that \$2,000.00 cash surety serve as a Two (2) Year Maintenance Guarantee to be held by the Township of Wyckoff for site improvements; and

**WHEREAS**, Mr. Bruce D. Bohuny, President of Brooks Builders, 840 Franklin Lake Road, Franklin Lakes, NJ 07417 and Four Gems LLC. has posted the following with the Municipal Clerk for site improvements/road opening permit:

11/08/19	Performance Cash Surety	\$5,000.00
05/28/20	Performance Cash Surety	\$2,500.00

**WHEREAS**, Mr. Bruce D. Bohuny, President of Brooks Builders, 840 Franklin Lake Road, Franklin Lakes, NJ 07417 in a letter dated November 10, 2020 has requested the reduction of the Performance Guarantee; and,

**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 \$5,500 of the \$7,500 Performance Guarantee and to retain the balance of \$2,000 as a Two (2) Year Maintenance Guarantee.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk will forward a copy of this resolution to the Township Engineer, Mr. Mark Di Gennaro and to Mr. Bruce D. Bohuny, President of Brooks Builders, 840 Franklin Lake Road, Franklin Lakes, NJ 07417

**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 JANUARY 12, 2020.

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NANCY A. BROWN  
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-122**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: January 12, 2020**

**REFERENCE: Release  
Performance Cash Surety – 339 Monroe  
Ave. / Block 285, Lot 21**

**VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ RUBENSTEIN \_\_\_**  
.....

**WHEREAS**, Mr. Andrzej Kowalski Principal of AK Kowalski Enterprise, 582 Larch Avenue, Saddle Brook, NJ 07663 has requested the release of a \$1,000 Performance Cash Surety; and

WHEREAS, the Township issued a road opening permit to Mr. Andrzej Kowalski for site improvements at 441 Meer Avenue; and

**WHEREAS**, the Township's Engineer, Mr. Mark Di Gennaro, in a file memo states that the \$1,000 being held as Performance Cash Surety is approved to be released; and

**WHEREAS**, Mr. Andrzej Kowalski Principal of AK Kowalski Enterprise, 582 Larch Avenue, Saddle Brook, NJ 07663 posted the following with the Municipal Clerk on October 1, 2020 for site improvements/road opening permit:

Performance Cash Surety     \$1,000.00

**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 \$1,000 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 and to Mr. Andrzej Kowalski Principal of AK Kowalski Enterprise, 582 Larch Avenue, Saddle Brook, NJ 07663.

**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 JANUARY 12, 2021.

\_\_\_\_\_  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #21-123

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INTRODUCED:

SECONDED:

MEETING DATE: January 12, 2020

REFERENCE: Release Performance  
Cash Surety – 377 Dorothy Lane  
Block 285, Lot 16

VOTE: BOONSTRA \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ RUBENSTEIN \_\_\_  
.....

**WHEREAS**, Mr. Paul Turner, President of The Turner Group, 5 Blackberry Drive, Oceanport, NJ 07557, in a letter dated December 23, 2020 has requested the release of a \$4,900 Performance Cash Surety; and

WHEREAS, the Township issued a road opening permit to Mr. Paul Turner for site improvements in the roadway at 377 Dorothy Avenue; and

**WHEREAS**, the Township's Engineer, Mr. Mark Di Gennaro, in a file memo, states that inspections have been completed and the release of \$4,900 Cash Surety is authorized; and

**WHEREAS**, Mr. Paul Turner, President of The Turner Group, 5 Blackberry Drive, Oceanport, NJ 07557 posted the following with the Municipal Clerk on September 18, 2020 for site improvements/road opening permit:

Performance Cash Surety    \$4,900.00

**WHEREAS**, Mr. Paul Turner, President of The Turner Group, 5 Blackberry Drive, Oceanport, NJ 07557 in a letter dated December 23, 2020 has requested the release of the Performance Guarantee; and,

**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 \$4,900 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 and to Mr. Paul Turner, President of The Turner Group, 5 Blackberry Drive, Oceanport, NJ 07557

**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 JANUARY 12, 2021.

\_\_\_\_\_  
NANCY A. BROWN  
ACTING MUNICIPAL CLERK