

## TOWNSHIP OF WYCKOFF

### 48 HOUR NOTICE

The Township Committee of the Township of Wyckoff will hold its annual Reorganization Meeting at noon on January 1, 2023, in the Second Floor Court Room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey to reorganize the local government for the year 2023.

The agenda will consist of all matters routinely considered to reorganize the local government.

### 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 conduct its annual reorganization meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 on Saturday, January 1, 2023 at 12:00 pm 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](http://Wyckoff-nj.com) at the Quick Link for "Minutes & Agendas". 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](http://www.wyckoff-nj.com) as a "News" item by Friday, December 30, 2022, at 11:00 am.

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, 11:55 am on January 1, 2023.

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.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA  
SECOND FLOOR MUNICIPAL COURT ROOM  
SATURDAY, JANUARY 1, 2023 – NOON**

1. Meeting called to order by Municipal Clerk Nancy A. Brown
2. Posting of Colors by Wyckoff Volunteer Fire Department Honor Guard
3. Flag Salute by Nicholas, Danniella, & Adriana Vitale
4. Invocation by Fr. Stephen Fichter, Saint Elizabeth's Church, Wyckoff
5. Reading of "Open Public Meetings Act" statement by Municipal Clerk Nancy A. Brown
6. The Honorable Edward V. Torack, Judge Superior Court of New Jersey, RET. to administer of the Oath of Office to Township Committee Member, Rudolf E. Boonstra.
7. MOTION by \_\_\_\_\_ to nominate \_\_\_\_\_ to fill the vacancy on the Township Committee for a term ending December 31, 2023.

SECOND by \_\_\_\_\_.

ROLL CALL VOTE:

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

8. Administer the Oath of Office to Township Committee Member,  
\_\_\_\_\_.
9. Township Committee nomination for 2023 Township Committee Chairperson

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

10. Recess for Chairperson to access the center chair on the dais.
11. Clerk Nancy Brown announce that the Oath of Office for 2023 Fire Department Officers will take place at Fire Company #1 immediately following this meeting.
12. Clerk Nancy Brown to administer Oath of Office to residents appointed or reappointed to serve the Township as volunteers on various municipal Boards and Commissions
13. Remarks by Chairperson

14. 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:

**2023 CONSENT AGENDA RESOLUTIONS:**

- #23-1 Procedure for Township Committee Members to Chair Meetings in Chair's Absence
- #23-2 Township Committee Liaison Assignments to Departments and Boards
- #23-3 Confirm Fire Department Officers
- #23-4 Board and Commission Appointments
- #23-5A Professional Service Appointment – Township Attorney, Robert Landel, Esq.
- #23-5B Professional Service Appointment – Professional Consulting Engineer, Boswell Engineering
- #23-5C Professional Service Appointment – Bond Counsel, Chiesa, Shanihan & Giantomasi
- #23-5D Professional Service Appointment – Tax Appeal Attorney, John Lloyd, Esq.
- #23-5E Professional Service Appointment – Alternate Public Defender, Jeffrey Steinfeld, Esq.
- #23-5F Professional Service Appointment – Municipal Court Prosecutor, Richard M. Rosa, Esq.
- #23-5G Professional Service Appointment – Affordable Housing Planner, Elizabeth McManus
- #23-5H Professional Service Appointment – Licensed Surveyor, Stephen Eid
- #23-5I Professional Service Appointment – Labor Attorney, Raymond Wiss, Esq.
- #23-5J Professional Service Appointment – Professional Auditor & Financial Advisor, Garry Higgins
- #23-5K Professional Service Appointment – Professional Planner, Brigitte Bogert
- #23-5L Professional Service Appointment – Municipal Court Public Defender, John J. Bruno, Esq.
- #23-5M Professional Service Appointment – Special Counsel, Huntington Bailey, LLP
- #23-5N Professional Service Appointment – Special Counsel, Jeffrey S. Lipkin, Esq.
- #23-5O Professional Service Appointment – Affordable Housing Administrator, Community Grants, Planning & Housing
- #23-5P Professional Service Appointment – Appraisal Consultant (Residential), James F. O'Donnell
- #23-5Q Professional Service Appointment – Tax Appeal Attorney, Martin Allen
- #23-5R Professional Service Appointment – Tax Appeal Consultant, Appraisal Consultants Corp.

- #23 - 6 Annual Schedule of Township Committee Meetings
- #23 - 7 Establish Town Hall Holidays/Closures
- #23 - 8 Temporary Budget
- #23 - 9 Temporary Sewer Utility Budget
- #23-10 Establish a Cash Management Plan
- #23-11 Township Committee Members to Review and Affix their Signatures to Vouchers
- #23-12 Authorize Signatures on Drafts and Checks Against Township Funds
- #23-13 Authorization of Signatures on Specific Accounts
- #23-14 Reinstatement of Petty Cash Funds
- #23-15 Authorizing Investment of Idle Funds and Fund Transfers
- #23-16 Authorizing the Filing of Tax Assessment Appeal Related Documents Including Petitions of Appeals, Cross Appeals, Counterclaims, Complaints, Answers, and Interrogatories for Assessment Matters
- #23-17 Interest Rate & Penalty on Delinquent Taxes and Sewer Service
- #23-18 Amount Required to Redeem Tax Sale Certificates
- #23-19 Surety Bonds
- #23-20 Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
- #23-21 Authorizing Award of Contracts with Vendors Under State, County, and Regional Cooperative Pricing Systems
- #23-22 Approve Central Purchasing System and Purchasing Manual
- #23-23 Approval of Municipal Employee Personnel Manual
- #23-24 Approve Anti-Discrimination Policy
- #23-25 Approve Township Sexual Harassment Prohibition Policy
- #23-26 Approve Smoking Control Policy
- #23-27 Designate a Public Agency Compliance Officer
- #23-28 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions
- #23-29 Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
- #23-30 Approval of Police Department Rules & Regulations
- #23-31 Designation of Police Matrons & Registered Nurses
- #23-32 Re-establish Civil Rights Policy
- #23-33 Establish Fees for Towing Services
- #23-34 Re-establish Fire Department Rules, Regulations and Policies
- #23-35 Renewal of Participation in Northwest Bergen Mutual Aid Assoc.
- #23-36 Waive Annual Charges for Fire Co. #2 & #3
- #23-37 Waive Annual Rent for Ambulance Corps Land Lease
- #23-38 Renew Agreement for Commuter Park and Ride at Cornerstone Church
- #23-39 Establish Rules and Regulations Which Shall be the Township Facilities Policy
- #23-40 Quasi-Municipal Groups for Insurance Purposes
- #23-41 Approval of Local Supplemental Violations Bureau Schedule
- #23-42 Town Hall Front Lawn Policy
- #23-43 State Health Benefits

- #23-44 Re-establish the Recreation Policy Manual
- #23-45 Appointment of School Crossing Guards
- #23-46 Re-Establish Travel Reimbursement Policy
- #23-47 Re-Establish Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
- #23-48 Establish Hearing Officer(s)/Committee(s)
- #23-49 Establish Drug & Alcohol Abuse Awareness Committee
- #23-50 Re-establish Cooperative Efforts with the Board of Education
- #23-51 Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
- #23-52 Appointment of JIF Representatives
- #23-53 Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members
- #23-54 Authorize Waiving of Fees for Volunteers
- #23-55 Appoint Emergency Management Committee
- #23-56 Establish a Procedure and Adopt Forms to Provide Access to Public Records
- #23-57 Authorize the Operation of Memorial Field, Pulis Field and Wyckoff Community Park Snack Bars
- #23-58 Telephone/Electronic Transfer of Funds
- #23-59 Employee Compensation Continues Until Salary Ordinance is Adopted
- #23-60 Setting the Township's Contribution to LOSAP for the Members of the Fire Department and Ambulance Corps
- #23-61 Issuances of Checks Between Township Committee Meetings
- #23-62 Re-Establish Township Committee By-Laws
- #23-63 Authorize Police Private Duty Assignments
- #23-64 Extraordinary Unspecifiable Service Appointments
- #23-65 Adoption of Policy for ADA Parking Specifications and Posting Policy
- #23-66 Authorize Language for Municipal Purchase Orders
- #23-67 Municipal Public Information Website Policy and E-News Communication Policies
- #23-68 Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force
- #23-69 Authorize Disposition of Public Property No Longer Needed for Public Use
- #23-70 Adoption and Endorsement of New Jersey Ethics Law
- #23-71 Void Checks in Excess of 180 Days
- #23-72 Permitting and Regulating Still Photography, Video Taping and Audio Recordings of Public Meetings
- #23-73 Small Balances to be cancelled
- #23-74 Establish Employee Benefits Cafeteria Plan
- #23-75 Designation of NIMS for Incident Management
- #23-76 Adoption of Approved Forms of Surety and Ratings of Certificates of Insurance
- #23-77 Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
- #23-78 Procedure to Receive Donations /Plaques or to Name Municipal Property
- #23-79 Authorize Procedures required by the American Rescue Plan
- #23-80 Adoption of Accounting and Fiscal Internal Control Manual

- #23-81 Fund Balance Annual Review
- #23-82a Re-appointment of Zabriskie House Trustee – Mark Di Gennaro
- #23-82b Re-appointment of Zabriskie House Trustee – Richard Lynch
- #23-82c Appointment of Zabriskie House Trustee – Valeria Abma
- #23-82d Appointment of Zabriskie House Trustee – Joyce Santimauro
- #23-83 Confirm Social Media Policy
- #23-84 Re-Establish Vehicle Use Policy
- #23-85 Approve Policy for Recreation Department Policies and Procedures Manual
- #23-86 Annual Monitoring of Tax Exemptions & Pilots
- #23-87 Annual Reporting of Tax Appeals Filed
- #23-88 Authorize Payment of Annual Service Charges
- #23-89 Appointment of Coordinator for Emergency Telephone System
- #23-90 Establish Transit Emergency Plan
- #23-91 Establish Wyckoff – A Stigma Free Zone
- #23-92 Elected Officials Transparency
- #23-93 Public Interaction Policy
- #23-94 Authorize Closure of Roads and Establishment of Detour Routes
- #23-95 Appointment of Municipal Humane Law Enforcement Officer & Team
- #23-96 Adoption of Cyber Security Policies
- #23-97 Rumor Prevention Policy
- #23-98 Reauthorize JIF Personnel Manual & Supervisor’s Manual
- #23-99 Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings
- #23-100 Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1
- #23-101 Establish Computer Use Policies
- #23-102 To Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable The Wyckoff Police Department to Request and Acquire Excess Department of Defense Equipment
- #23-103 Policy Governing the Government Speech Flagpole
- #23-104 Township of Wyckoff Policy of Inclusiveness
- #23-105 Adopt Domestic Violence Policy
- #23-106 Establish Modified No-Cash Policy for Current Year
- #23-107 Authorize Fee Charges for On-Line and Pay-by-Phone Portals
- #23-108 Adopt JIF/MEL Protecting Children Program
- #23-109 Easy Public Access (A Transparency) Program
- #23-110 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission
- #23-111 Authorize Signing of Civil Rights Compliance for American Rescue Plan Application

15. Following is the vote on the Consent Agenda:

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

16. Township Committee Remarks

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

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

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

Motion to close the Public Comment period:

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

18. Motion to Adjourn:

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

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

**FORMAL ACTION WILL BE TAKEN DURING THIS MEETING**

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There may be situations that, due to technical difficulties, live streaming or the recording of a meeting may not be available. For example, if the connectivity between the live streaming software and the YouTube channel is not operating; in that situation, the public's right to make public comment in written form is extended to 10:00 am the day after the meeting, to allow the meeting to be conducted and the continuity of local government to proceed. A recording of the meeting will be posted no later than the next business day after the meeting date on the Township's website where recordings are customarily posted. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable. This agenda is subject to change.