

TOWNSHIP OF WYCKOFF

Open Public Meetings Act Notice

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

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

This notice and agenda have been posted on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas" on Friday, October 29, 2021. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Friday, October 29, 2021, by 4:30 pm.

To view the Township Committee meeting via live-stream, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on November 4, 2021.

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

NOTICE TO PUBLIC

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

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

Nancy A. Brown
Acting Municipal Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM**

THURSDAY, NOVEMBER 4, 2021 - 7:00 P.M.

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

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

2. **Roll call of Township Committee**

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

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

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

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

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

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

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

Motion to close the Public Comment period:

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

6. **Presentation of donation by Provident Bank to Wyckoff Volunteer Fire Department, accepted by Chief Joseph Vander Plaats**

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

11. **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 _____

12. **Motion to Re-Enter and 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.

13. **Motion to reconvene the Open Work Session and re-enter a/the Closed Session Discussion** in accordance with Resolution #21-CXX:

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 _____

15. **Adjourn**

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

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

FORMAL ACTION MAY BE TAKEN AT THIS WORK SESSION

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 - 8:00 PM**

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

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

BOONSTRA _____ MADIGAN _____ MELCHIONNE _____
SHANLEY _____ RUBENSTEIN _____

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

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

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

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

Request motion to close the Public Comment Period:

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

7. **Approval of the October 19, 2021, Township Committee Work Session and Regular Business meeting minutes:**

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

8. **Approval of the October 12, 2021, October 14, 2021, and October 15, 2021, Township Committee Special Meeting minutes:**

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

9. **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):

- #21-282 Review of Best Practices Checklist
- #21-283 Approval of Vouchers and Authorization to Pay Bills
- #21-284 Return of Certain Overpaid Taxes, Etc.
- #21-285 Release Performance Cash Surety – 689 Laurel Lane
- #21-286 Transfer of Funds as per NJSA 40A:4-58
- #21-287 Adopt & Authorize Use of Volunteer Handbook

II Ordinances – Introduction

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

III Motions

A. Approval of specification and authorization to conduct advertised, sealed competitive bidding for recreation equipment

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 _____

10. Adjourn

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

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

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

FORMAL ACTION MAY BE TAKEN DURING THIS MEETING

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-282**

INTRODUCED:

SECONDED:

MEETING DATE: November 4, 2021

REFERENCE: Review of Best Practices Checklist

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
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WHEREAS, the State's Fiscal Year 2012 Appropriations Act or 2012 State Budget (P.L. 2011, c.85) requires the Division of Local Government Services to determine how much of each municipality's final 5% allocation of its CMPTRA and ETR reimbursement (referred to as State aid) will be disbursed based upon the results of a Best Practices Inventory to be completed by each municipality by November 3, 2021; and,

WHEREAS, the Best Practices Checklist was completed and submitted to the State before November 3, 2021, and was discussed at the Township Committee's November 4, 2021, Public Business Meeting; and,

WHEREAS, the Township Administrator and the Chief Financial Officer have certified the results of the checklist.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that they acknowledge the responses in the checklist, certified by the Township Administrator and the Chief Financial Officer, that were discussed and instruct the Municipal Clerk to certify and transmit to the Division of Local Government Services full completion of this requirement.

BE IT FURTHER RESOLVED that the public is advised that Consolidated Municipal Property Tax Relief Aid (CMPTRA) and Energy Tax Receipts (ETR) are not State aid, they are municipal taxes that were originally assessed and collected by the municipal government to fund municipal programs and services. The State took over their collection and never provided municipal governments with the full statutory distribution of ETR and CMTRA because the State retains for State use the revenue increases in those taxes. These State actions may help the State; however, they simply transfer the obligation to Wyckoff taxpayers to be funded through property taxes; and,

BE IT FURTHER RESOLVED that the Township of Wyckoff response to the Best Practices Checklist requires the State of New Jersey to provide full funding of the remaining 5% payment.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 4, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-283**

INTRODUCED:

SECONDED:

MEETING DATE: November 4, 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 #21-284

INTRODUCED:

SECONDED:

MEETING DATE: November 4, 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:

PLANNING BOARD:

GSA, LLC, 511 Goffle Road, Wyckoff, New Jersey 07481 – Return of Escrow – Block 498/Lot 104.01 - \$413.36

TAX REFUND:

BCUW Madeline Housing Partners, LLC, 6 Forest Avenue, #210, Paramus, New Jersey 07652 – Refund of 2021 Property Taxes due to tax exemption – Block 238/Lot 2 – 370 Clinton Avenue - \$3,471.82

Irwin & Heinze, PA, 383 Main Street, Ste, 101, Chatham, New Jersey 07928 – State Tax Court Reduction – Block 259/Lot 25.01 – 261 Godwin Avenue - \$6,407.70

RECREATION:

Lisa O'Neill, 536 Eugene Way, Wyckoff, New Jersey 07481 – Soccer Refund - \$125.00

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-285**

INTRODUCED:

SECONDED:

MEETING DATE: November 4, 2021

**REFERENCE: Release
Performance Cash Surety –
689 Laurel Lane, Block 422, Lot 6**

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
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WHEREAS, Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481, in an email dated September 24, 2021, has requested the release of a \$3,000 Performance Cash Surety for landscaping work performed at 689 Laurel Lane; and

WHEREAS, the Township issued a Certificate of Occupancy for a new home to Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481 on July 14, 2017; and

WHEREAS, the Township's Engineer, Mr. Mark Di Gennaro, in an email dated October 21, 2021, states that the \$3,000 being held as Performance Cash Surety is approved to be released; and

WHEREAS, Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481 posted the following with the Municipal Clerk on June 28, 2017, as Landscaping Performance Cash Surety:

Performance Cash Surety \$3,000.00

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 \$3,000 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. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, 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 NOVEMBER 4, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-286

INTRODUCED:

SECONDED:

MEETING DATE: November 4, 2021

REFERENCE: Transfer of Funds as Per
NJSA 40A:4-58

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

WHEREAS, N.J.S.A. 40A:4-58 permits transfers of funds during the last two (2) months of the fiscal year,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, and State of New Jersey that the transfer of the following funds is hereby authorized and directed:

From:

DPW Vehicle	26-315-020	OE	\$10,000
Electricity	31-430-000	OE	\$15,000
Recreation	28-370-020	OE	\$15,000
			<u>\$40,000</u>
			=====

To:

B & G	26-310-020	OE	\$15,000
Fire Vehicle Main	26-317-020	OE	\$25,000
			<u>\$40,000</u>
			=====

BE IT FURTHER RESOLVED that the Municipal Clerk shall forward a copy of this resolution to the Township's Chief Financial Officer, Diana McLeod.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 4, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #21-287**

INTRODUCED:

SECONDED:

MEETING DATE: November 4, 2021

**REFERENCE: Adopt & Authorize Use of
Volunteer Handbook**

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

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund and the Municipal Excess Liability fund; and,

WHEREAS, a component of the Employment Practices Liability program is that a handbook of relevant policies/responsibilities for individuals serving as volunteers be provided and the opportunity for training presented to those volunteers; and,

WHEREAS, the Township has utilized the Municipal Excess Liability Joint Insurance Fund Volunteer Handbook dated April 2021 prepared by Counsel for the Municipal Excess Liability as the Township of Wyckoff's Handbook for Volunteers; and,

WHEREAS, in addition to the aforementioned Handbook for Volunteers, the Wyckoff Recreation Department continues to provide the Township of Wyckoff Anti-Harassment policies to all Recreation program coaches as a requirement of coaching any sport, camp or activity; and,

WHEREAS, the Township Administrator recommends the Township Committee adopt the Handbook for Wyckoff Volunteers dated November 1, 2021.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the Township of Wyckoff Handbook of Relevant Policies/Responsibilities for Individuals Serving as Volunteers is hereby adopted and shall be provided electronically to each volunteer.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 4, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

ORDINANCE #1951

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

WHEREAS, the Township of Wyckoff has made application to the New Jersey Department of Transportation (NJDOT) Trust Fund Program to receive grant funds for improvements to Grandview Avenue; and,

WHEREAS, the Township of Wyckoff has received notice that it is the recipient of a grant for improvements to Grandview Avenue for a grant amounting to \$193,000; and,

WHEREAS, the Township of Wyckoff shall enter into a contract with the NJDOT Trust Fund Program to participate in the receipt of grant funds made available.

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

SECTION 1. The Township of Wyckoff, in the County of Bergen shall proceed with improvements to Grandview Avenue in the Township of Wyckoff.

SECTION 2. The cost of implementing said improvements in Section 1 shall be paid by the Township out of funds:

- a. \$193,000 to be authorized specifically for said purpose from the NJDOT.
- b. Total appropriation authorized is \$193,000.

SECTION 3. It is hereby determined and stated:

- a. Said purpose is not a current expense. The same is an Improvement which the Township of Wyckoff may lawfully make or acquire and no part of the cost of said improvement has been or shall be specifically benefited.
- b. It is not necessary to finance this authorization by the issuance of obligations by the Township of Wyckoff pursuant to the Local Bond Law of the State of New Jersey.
- c. The total authorized appropriation in the ordinance is \$193,000.

Township of Wyckoff
Ordinance #1951
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SECTION 4. The monies which the Township of Wyckoff is authorized to receive pursuant to the terms of the NJDOT Program, shall, when received, be placed in a capital improvement fund of the Township of Wyckoff for the purpose set forth in Section 1 of this ordinance.

SECTION 5. It is hereby determined and stated that no supplemental debt statement is required to be made and signed in connection with said purpose, since the gross debt of the Township of Wyckoff as defined under the Local Bond Law is not increased by this Ordinance, and no obligations in the matter of notes or bonds are authorized by this Ordinance.

SECTION 6. This ordinance shall take effect after publication thereof and final passage as required by law.