

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, 2024, in the Second Floor Court Room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey to reorganize the local government for the year 2024.

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 Monday, January 1, 2024 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 during the public comment period.

This notice and agenda have been posted on the Township's home page 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 as a "News" item by Friday, December 29, 2023, at 4:30 pm.

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
MONDAY, JANUARY 1, 2024 – 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
4. Invocation by Pastor Fred Provencher, Cornerstone Christian Church, Wyckoff
5. Reading of “Open Public Meetings Act” statement by Municipal Clerk Nancy A. Brown
6. The Honorable Peter Melchionne, Judge Superior Court of New Jersey, RET. to administer the Oath of Office to Township Committee Member, Peter J. Melchionne.
7. **Township Committee nomination for 2024 Township Committee Chairperson**

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

8. **Oath of Office for 2024 Township Committee Chairperson**
9. **Recess for Chairperson to access the center chair on the dais.**
10. Remarks by 2024 Township Committee Chairperson
11. Motion for Resolution #24-03 – Fire Department Officers

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

Oaths of Office Administered to 2024 Fire Department Officers

12. Motion for Resolution #24-04 – Appointments to Boards and Commissions

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

- 13. The Honorable Edward V. Torack, Judge Superior Court of New Jersey, RETIRED, will now administer the Oath of Office to our newly appointed Municipal Court Judge, Ari Bernstein.

Clerk Nancy Brown to administer Oath Office to residents appointed to serve the Township as volunteers on various municipal Boards and Commissions

- 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:

2024 CONSENT AGENDA RESOLUTIONS:

- #24-1 Procedure for Township Committee Members to Chair Meetings in Chair’s Absence
- #24-2 Township Committee Liaison Assignments to Departments and Boards
- #24-3 Confirm Fire Department Officers
- #24-4 Board and Commission Appointments
- #24-5A Professional Service Appointment
- #24-5B Professional Service Appointment
- #24-5C Professional Service Appointment
- #24-5D Professional Service Appointment
- #24-5E Professional Service Appointment
- #24-5F Professional Service Appointment
- #24-5G Professional Service Appointment
- #24-5H Professional Service Appointment
- #24-5I Professional Service Appointment
- #24-5J Professional Service Appointment
- #24-5K Professional Service Appointment
- #24-5L Professional Service Appointment
- #24-5M Professional Service Appointment
- #24-5N Professional Service Appointment
- #24-5O Professional Service Appointment
- #24-5P Professional Service Appointment
- #24-5Q Professional Service Appointment
- #24-5R Professional Service Appointment
- #24-6 Schedule of Township Committee Meetings
- #24-7 Establish Holidays That Town Hall is Closed
- #24-8 2024 Temporary Budget
- #24-9 2024 Temporary Sewer Utility Budget
- #24-10 Establish a Cash Management Plan
- #24-11 Township Committee Members to Review and Affix their Signatures to Vouchers to Authorize Payment
- #24-12 Authorize Signatures on Drafts and Checks Against Township Funds

- #24-13 Authorization of Signatures on Specific Accounts
- #24-14 Reinstatement of Petty Cash Funds
- #24-15 Authorizing Investment of Idle Funds and Fund Transfers
- #24-16 Authorizing the Filing of Tax Assessment Appeal Related Documents Including Petitions of Appeals, Cross Appeals, Counterclaims, Complaints, Answers, and Interrogatories for Assessment Matters
- #24-17 Interest Rate & Penalty to be Charged on Delinquent Taxes and Sewer Service
- #24-18 Amount Required to Redeem Tax Sale Certificates
- #24-19 Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
- #24-20 Authorizing Award of Contracts with Vendors Under State, County, and Regional Cooperative Pricing Systems
- #24-21 Approve Central Purchasing System and Purchasing Manual
- #24-22 Approval of Personnel Manual
- #24-23 Approve Anti-Discrimination Policy
- #24-24 Approve Township Anti-Sexual Harassment Prohibition Policy
- #24-25 Approve Smoking Control Policy
- #24-26 Designate a Public Agency Compliance Officer
- #24-27 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions
- #24-28 Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
- #24-29 Approval of Police Department Rules & Regulations
- #24-30 Designation of Police Matrons & Registered Nurses
- #24-31 Re-Establish Civil Rights Policy
- #24-32 Establish Fees for Towing Services
- #24-33 Re-establish Fire Department Rules, Regulations and Policies
- #24-34 Renewal of Participation in Bergen County Fire Mutual Aid Plan
- #24-35 Waive Annual Charges for Fire Co. #2 & v#3
- #24-36 Waive Annual Rent for Ambulance Corps Land Lease
- #24-37 Renew Agreement for Commuter Park and Ride at Cornerstone Church
- #24-38 Establish Rules and Regulations Which Shall be the Township Facilities Policy
- #24-39 Quasi-Municipal Groups for Insurance Purposes
- #24-40 Approval of Local Supplemental Violations Bureau Schedule
- #24-41 Town Hall Front Lawn Policy
- #24-42 State Health Benefits
- #24-43 Re-establish the Recreation Policy Manual
- #24-44 Appointment of School Crossing Guards
- #24-45 Re-Establish Travel Reimbursement Policy
- #24-46 Re-Establish Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
- #24-47 Re-Establish Hearing Officer(s)/Committee(s)
- #24-48 Establish Drug & Alcohol Abuse Awareness Committee
- #24-49 Re-establish Cooperative Efforts with the Board of Education

- #24-50 Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
- #24-51 Appointment of JIF Representatives
- #24-52 Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer
- #24-53 Authorize Waiving of Fees for Volunteers
- #24-54 Appoint Emergency Management Committee
- #24-55 Establish a Procedure and Adopt Forms to Provide Access to Public Records
- #24-56 Authorize the Operation of Memorial Field, Pulis Field, and Wyckoff Community Park Snack Bars
- #24-57 Telephonic/Electronic Transfer of Funds
- #24-58 Setting the Township's Contribution to LOSAP for the Members of the Fire Department and Ambulance Corps
- #24-59 Issuance of Checks Between Township Committee Meetings
- #24-60 Re-Establish Township Committees By-Laws
- #24-61 Authorize Police Private Duty Assignments
- #24-62 Extraordinary Unspecifiable Service Appointments
- #24-63 Adoption of Policy for ADA Parking Specifications and Posting of Signage
- #24-64 Authorize Language for Municipal Purchase Orders
- #24-65 Municipal Public Information Website Policy and E-News Communication Policies
- #24-66 Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force
- #24-67 Authorize Disposition of Public Property No Longer Needed for Public Use
- #24-68 Adoption and Endorsement of New Jersey Ethics Law
- #24-69 Void Outstanding Checks in Excess of 180 Days
- #24-70 Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
- #24-71 Small Balances to be Cancelled
- #24-72 Establish Employee Benefits Cafeteria Plan
- #24-73 Designation of Nation Incident Management Systems (NIMS) for Incident Management
- #24-74 Adoption of Approved Forms of Surety and Rating of Certificates of Insurance
- #24-75 Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
- #24-76 Procedure to Receive Donations /Plaques or Name Municipal Property
- #24-77 Adoption of Accounting and Fiscal Internal Control Manual
- #24-78 Fund Balance Annual Review
- #24-79 Re-appointment of Zabriskie House Trustee
- #24-80 Confirm Social Media Policy
- #24-81 Re-Establish Vehicle Use Policy
- #24-82 Approve Policy for Recreation Department's Policies and Procedures Manual
- #24-83 Annual Monitoring of Tax Exemptions & Pilots
- #24-84 Authorize Payment of Annual Service Charges
- #24-85 Appointment of Coordinator for Emergency Telephone System
- #24-86 Establish Transit Emergency Plan

- #24-87 Establish Wyckoff – A Stigma Free Zone
- #24-88 Elected Officials Transparency
- #24-89 Public Interaction Policy
- #24-90 Authorize Closure of Roads and Establishment of Detour Routes
- #24-91 Appointment of Municipal Humane Law Enforcement Officer & Team
- #24-92 Adoption of Cyber Security Policies
- #24-93 Reauthorize JIF Personnel Manual & Supervisor’s Manual
- #24-94 Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings
- #24-95 Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1
- #24-96 Establish Computer Use Policies
- #24-97 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
- #24-98 Policy Governing the Government Speech Flagpole
- #24-99 Township of Wyckoff Policy of Inclusiveness
- #24-100 Adopt Domestic Violence Policy
- #24-101 Establish Modified No-Cash Policy for Current Year
- #24-102 Authorize Fee Charges for On-Line and Pay-by-Phone Portals
- #24-103 Adopt JIF/MEL Protecting Children Program
- #24-104 Easy Public Access (A Transparency) Program
- #24-105 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission
- #24-106 Authorize Bergen County Shared Service for Emergency ROW Tree Removals
- #24-107 Green Purchasing Policy
- #24-108 Authorize Payment of County & School Taxes on their Respective Due Dates
- #24-109 Authorize Signing of Civil Rights Compliance for American Rescue Plan Application

15. **Following is the vote on the Consent Agenda:**

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

16. **Township Committee Remarks**

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

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

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 step forward to the microphone and state your name.

Motion to close the Public Comment period:

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

18. **Motion to Adjourn:**

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

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

NOTICE TO PUBLIC

As a member of the public participating in this public meeting, your participation may 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 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.