

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, Monday, November 14, 2022 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 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, November 11, 2022. 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, November 11, 2022, by 4:30 pm.

To view the Township Committee meeting via livestream, 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 14, 2022.

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
Municipal Clerk

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

MONDAY, NOVEMBER 14, 2022 - 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 Rudolf E. Boonstra**

2. **Roll call of Township Committee**

MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ 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 or call 201-891-7000, ext. #2220 if you wish to make a comment.

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

Motion to close the Public Comment period:

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

6. **Review of 8:00 p.m. Business Meeting Agenda – Administrator**
7. **Review of Policy Action Items – Administrator**
8. **Reports of Township Committee Members**
9. **Report of Township Attorney**

(Items 10 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.)

10. **Motion to adopt resolution #22-CXX and enter a Closed Session**

Discussion:

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

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

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

12. **Motion to Recess the Open Work Session to Conduct the Business Meeting:**

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

13. **Motion to Reconvene the Open Work Session and adopt resolution #22-CXX and enter a Closed Session Discussion:**

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

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

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

15. **Adjourn**

MOTION: _____ SECOND _____
MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ 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
MONDAY, NOVEMBER 14, 2022 - 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:**

MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ 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 or call 201-891-7000, ext. #2220 if you wish to make a comment.

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

Request motion to close the Public Comment Period:

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

7. **Approval of the November 1, 2022 Township Committee Work Session and Regular Business meeting minutes:**

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

#22-268	Re-Appoint CDBG Representatives
#22-269	Authorize Contract for CDL Mandate Compliance
#22-270	Amend #22-261 Non-Participant Sewer Laterals
#22-271	Authorization of Vouchers & Payment of Bills
#22-272	Close Completed Capital Grant Receivables & Authorizations

II Ordinances – Introduction

NONE

III Motions

A. Approve the Wyckoff Chamber of Commerce's request to hold their Santa event and Tree lighting here at Town Hall on Friday, December 2, 2022. (Rain Date of Monday, December 5th). This event also includes Santa being driven on a Fire Truck which makes several stops at Shopping Centers in town.

B. Approve and memorialize request by the Zabriskie House Trustees to post five (5) sandwich board signs on private property advertising their Holiday Open House beginning November 21, 2021, up to and including December 3, 2021.

C. Approve and memorialize Paige S. Alvarez as a firefighter with Fire Company #1 effective November 14, 2022.

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 _____
MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ BOONSTRA _____

9. Ordinances – Public Hearing / Further Consideration:

Mayor Boonstra, I have an Ordinance for Public Hearing / Further Consideration on tonight's agenda. It is **Ordinance #1971** which is

AN ORDINANCE AMENDING SALARY ORDINANCE #1963 AND FIXING THE RATE OF COMPENSATION OF CERTAIN TOWN HALL EMPLOYEES OF THE TOWNSHIP OF WYCKOFF.

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.

COMMITTEE PERSON _____: I move the Ordinance on second reading by Title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ BOONSTRA _____

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #1971, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #2220, or step to the microphone.

(Public Comments are heard here.)

At the Conclusion of public comments:

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #1971 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ BOONSTRA _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1971, 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 the resolution.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

MADIGAN _____ MELCHIONNE _____ RUBENSTEIN _____
SHANLEY _____ BOONSTRA _____

10. Adjourn

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

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

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #22-268**

INTRODUCED:

SECONDED:

MEETING DATE: November 14, 2022

**REFERENCE: Re-Appoint Community
Development Representatives**

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

WHEREAS, the Bergen County Community Development Office has notified the Township that the Community Development representatives from Wyckoff appointed on May 10, 2022, shall be effectively re-appointed on November 14, 2022, for a term effective from July 1, 2022, to June 30, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the following appointments as Community Development representatives are made:

Matthew Cavallo
Township Administrator
Business Phone: 201-891-7000

Nancy A. Brown
Municipal Clerk
Business Phone: 201-891-7000

CERTIFICATION

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 14, 2022.

NANCY A. BROWN
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #22-269**

INTRODUCED:

SECONDED:

MEETING DATE: November 14, 2022

**REFERENCE: Authorize Contract for CDL
Mandate Compliance**

VOTE: BOONSTRA ____ MADIGAN ____ MELCHIONNE ____ SHANLEY ____ RUBENSTEIN ____
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WHEREAS, the Township of Wyckoff is mandated by Federal Law and US DOT Regulation to comply with the Commercial Driver's License mandate for random drug and alcohol testing; and

WHEREAS, the Township Administrator recommends renewing its contract with Valley Health System, Inc. to perform the required random drug and alcohol testing and Medical Review Officer (MRO) services; and

WHEREAS, it has been determined by the Township Administrator/Qualified Purchasing Agent that the total cost of contract for the calendar year will not exceed \$2,000.00 and does not require public bidding; and

WHEREAS, in accordance with N.J.S.A. 40A:11-15, this contract award is subject to the availability and appropriation of sufficient funds in 2023.

WHEREAS, the term of this agreement shall be for a period of one (1) year commencing on January 1, 2023 and terminating on December 31, 2023.

NOW, THEREFORE, BE IS RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that a contract is awarded to Valley Health System, Inc., 223 North Van Dien Avenue, Ridgewood, New Jersey 07450 for an amount not to exceed \$2,000.00

BE IT FURTHER RESOLVED that the Mayor and the Municipal Clerk are authorized to sign the attached agreement.

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 14, 2022.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (b) 2 CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON JANUARY 1, 2023, IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2023 ANNUAL BUDGET AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETORY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30 – 5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4(a).

DIANA MC LEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #22-271**

INTRODUCED:

SECONDED:

MEETING DATE: November 14, 2022

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

VOTE: MADIGAN ___ MELCHIONNE ___ RUBENSTEIN ___ SHANLEY ___ BOONSTRA ___
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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 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 #22-272

INTRODUCED:

SECONDED:

MEETING DATE: November 14, 2022

REFERENCE: Close Completed
Capital Grant Receivables and
Authorizations

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

WHEREAS, certain Grant Receivables and Grant Reserves for prior years remain and these legislative grants programs are now completed and closed; and,

WHEREAS, the Chief Financial Officer, Municipal Accountant, and Consulting Engineer, Boswell Engineering, have reviewed and audited the account and state that all monies have been received from the 2020 Bergen County Open Space Trust and Community Development; and,

WHEREAS, the Bergen County Open Space and Community Development have determined the receivables for these grants to be complete and closed.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the Chief Financial Officer is instructed to cancel the following dedicated balances and make necessary adjustments for Ordinance Receivables and Authorizations as follows:

Ord #1909	2020 OST Russel Pk Imp II - Authorizations	\$1,021.46
	2020 OST Russel Pk Imp II - Receivables	\$1,021.46
Ord #1928	2021 CDBG Sr Citizens/Larkin House- Authorizations	\$18,425.00
	2021 CDBG Sr Citizens/Larkin House- Receivable	\$18,425.00

CERTIFICATION

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON NOVEMBER 8, 2022.

NANCY A. BROWN
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF

ORDINANCE #1971

AN ORDINANCE AMENDING SALARY ORDINANCE #1963 AND FIXING THE RATE OF COMPENSATION OF CERTAIN TOWN HALL EMPLOYEES OF THE TOWNSHIP OF WYCKOFF

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

SECTION 1. That the salaries and compensation of various paid officers and employees of the Township of Wyckoff shall be at the following rates:

<u>Department/Position</u>	<u>Salary Range</u>
Subcode Inspectors	up to \$ 45.00 per hour
Assistant Tax Assessor.....	up to \$ 55,000 per year

SECTION 2. All ordinances or parts of ordinances which are inconsistent herewith are repealed but only to the extent of said inconsistency. All other parts of Ordinance #1963 of the Township of Wyckoff not inconsistent herewith are hereby ratified and confirmed.

SECTION 3. The salaries recorded above shall be effective as of the effective date of this ordinance.

SECTION 4. This ordinance shall take effect immediately upon final passage and publication as required by law.