

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, MARCH 2, 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, this meeting of the Township Committee of the Township of Wyckoff scheduled for 7:00 pm, Tuesday, March 2, 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 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 at the Quick Link for "Minutes & Agendas" on Friday, February 26, 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 as a "News" item on Friday, February 26, 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 March 2, 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 March 2, 2021 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.

Please call 201-891-7000, ext. #222 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 _____

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

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.

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**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, MARCH 2, 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 Rev. Andy Kadzban from Wyckoff Reformed Church**
- 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, this meeting of the Township Committee of the Township of Wyckoff scheduled for 8:00 pm, Tuesday, March 2, 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 wycckoffclerk@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 March 2, 2021 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.

Please call 201-891-7000, ext. #222 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 _____

8. Approval of the February 23, 2021 Township Committee Work Session and Regular Business 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):

- #21-154 Approval of Vouchers & Authorization to Pay Bills
- #21-155 Award of Contract – Pay-to-Play Compliance - Mitchell Humphries & Company

II Ordinance – Introduction

No Ordinances for Introduction

III Motions

A. To approve and memorialize effective March 2, 2021 the application of Cooper Stine from Junior Firefighter to Probationary Firefighter with Fire Company #3 effective March 2, 2021.

B. To approve and memorialize effective March 2, 2021 the application of Dallas Phillips as Probationary Firefighter with Fire Company #1 effective March 2, 2021.

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

NONE

11. **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 #21-154**

INTRODUCED:

SECONDED:

MEETING DATE: March 2, 2021

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

VOTE: BOONSTRA ___ MADIGAN ___ MELCHIONNE ___ SHANLEY ___ RUBENSTEIN ___
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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 #21-155**

INTRODUCED:

SECONDED:

MEETING DATE: March 2, 2021

**REFERENCE: Award of Contract – Pay to
Play Compliance –
Mitchell Humphrey & Co.**

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

WHEREAS, the Construction Code Official has determined a need exists to replace and upgrade the existing building permit computer software system with a modern software system that provides residents with conveniences; and,

WHEREAS, N.J.S.A. 19:44A-20.4 et seq., requires contracts procured through price quotations that are below the municipalities bid threshold but over the Pay to Play threshold of \$17,500 to be authorized after municipalities obtain the political contributions disclosure forms and the business entity disclosure certification.

WHEREAS, the aforementioned documentation has been obtained and it is available for public inspection in the Municipal Clerk's office; and,

WHEREAS, an encumbrance of funds certification is a requirement before a purchase order may be issue.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee authorizes an award of a purchase order to Mitchell Humphrey & Company, 1285 Fern Ridge Parkway, Suite #140, St. Louis, Missouri 63141 for \$20,500.

BE IT FURTHER RESOLVED, that this contract has been awarded to this contractor based on the merits and abilities of the contractor to provide the goods or service as described herein. This contract was awarded through the alternate method pursuant N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigned or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19-:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c. 19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

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 MARCH 2, 2021.

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 WILL TAKE PLACE ON MARCH 2, 2021 AND APPROPRIATED IN THE CAPITAL FUND #C-04-55-934-000 AND UCC OTHER EXPENSE #1-1-22-195-020. THE BUDGETARY 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