

**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, Tuesday, May 16, 2023 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.

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" on Friday, May 12, 2023. 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 on Friday, May 12, 2023, 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](http://www.wyckoff-nj.com) as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on May 16, 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.

Nancy A. Brown, RMC  
Municipal Clerk

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE WORK SESSION MEETING  
MUNICIPAL COURT ROOM  
TUESDAY, MAY 16, 2023 - 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 Thomas J. Madigan**

2. **Roll call of Township Committee**

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

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 if you wish to make a comment.

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

Motion to close the Public Comment period:

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

6. **Presentation of Proclamation to Aldo Cascio to celebrate 40 years of Aldo's/Pane Vino restaurant in Wyckoff.**
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 15 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 adopt resolution #23-XX and enter a Closed Session Discussion:**

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

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

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

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

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

14. **Motion to Reconvene the Open Work Session and adopt resolution #23-XX and enter a Closed Session Discussion:**

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

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

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

16. **Adjourn**

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

**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  
TUESDAY, MAY 16, 2023 - 8:00 PM**

1. **Regular Meeting of the Wyckoff Township Committee called to order by Mayor Thomas J. Madigan**
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:**

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

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 if you wish to make a comment.

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

**Request motion to close the Public Comment Period:**

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

7. **Approval of the May 2, 2023 Work Session & Business meeting minutes:**

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



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):**

- #23-188 Confirm Closing of Certain Roads for Memorial Day Parade
- #23-189 Approval of Vouchers & Authorization to Pay Bills
- #23-190 Professional Service Agreement – Grant Writer
- #23-191 Award Change Order #1 – Contract 2023-03 – Removal of Shade Trees
- #23-192 Authorize Redemption of Tax Sale Certificate #17-00009, Blk 491, Lot 32, 453 Lincoln Avenue

**II Ordinances – Introduction**

**#1982**

**AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF EACH OFFICER AND TOWN HALL EMPLOYEE OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2023**

**#1985**

**AMENDING CHAPTER 186 (ZONING), SECTION 186-36.1 (SOLAR PANEL INSTALLATION” TO AMEND THE INSTALLATION REQUIREMENTS**

**#1986**

**AMENDING CHAPTER 186 (ZONING), SECTION 186-26 (OFF-STREET PARKING) TO AMEND CERTAIN PARKING REQUIREMENTS**

**#1987**

**AN ORDINANCE TO MODIFY AND SUPPLEMENT CHAPTER 108 OF THE CODE OF THE TOWNSHIP OF WYCKOFF “CONSTRUCTION CODES, UNIFORM” TO AMEND SECTION 108-3, “FEE SCHEDULE”, TO INCREASE CERTAIN FEES FOR UNIFORM CONSTRUCTION CODE PERMITS.**

**III Motions**

A. Approve the request by the Parade Committee to serve beer after the Memorial Day parade until 3:00 pm. Beer is not to be advertised; must be served in 12 oz. cups; limit of two 12 oz. beers per person; the approved location for serving is a "Beer Garden" behind Fire Co. #1; Social Affairs permit from the ABC is required; beer to be served by VFW Post #7086 members; after ID check is verified by handstamp. Approval is granted for 2022 only.

B. Approve the request by Saint Nicholas Greek Orthodox Church to post a 5' x 7' banner sign at the driveway entrance promoting their Vacation Bible School session for the ten-day period from June 1 to June 10, 2023.

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 \_\_\_\_\_ FISHER \_\_\_\_\_ MELCHIONNE \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MADIGAN \_\_\_\_\_

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

Mayor Madigan, I have an Ordinance for Public Hearing / Further Consideration on tonight's agenda. It is **ORDINANCE #1984** which is

**AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 54 (POLICE DEPARTMENT), ARTICLE I (ESTABLISHMENT AND ORGANIZATION), SECTION 54-3.1 (PROMOTIONAL PROCESS) OF THE CODE 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.

CHAIRPERSON: This is the time and place for the Public Hearing on Ordinance #1984, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to make a comment, please step forward to the microphone.

(Public Comments are heard here.)

At the Conclusion of public comments:

COMMITTEE PERSON \_\_\_\_\_: I move that the Public Hearing on Ordinance #1984 be closed.

COMMITTEE PERSON \_\_\_\_\_: Seconded

ROLL CALL VOTE

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

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1984, 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 Ordinance #1984 on second reading by title only.

COMMITTEE PERSON \_\_\_\_\_: Seconded.

ROLL CALL VOTE

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

Mayor Madigan, I also have an Ordinance which was on for Public Hearing / Further Consideration on the May 2, 2023 meeting agenda. Tonight, we will be moving the ordinance for adoption. It is **ORDINANCE #1983** which is

**BOND ORDINANCE AUTHORIZING VARIOUS IMPROVEMENTS AND ACQUISITIONS INCLUDING ROAD RESURFACING, PISTOL RANGE ROOF REPAIR, ACQUISITION OF AN ASPHALT PATCHER TRAILER, PICK-UP TRUCK UTILITY BODY, MINI PACKER TRUCK, AND FUEL FORCE MANAGEMENT SYSTEM, IN, BY AND FOR THE TOWNSHIP OF WYCKOFF, IN THE COUNTY OF BERGEN, NEW JERSEY, APPROPRIATING \$1,584,500 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,178,500 OF BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF.**

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1983, 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 Ordinance #1985 on second reading by title only.

COMMITTEE PERSON \_\_\_\_\_: Seconded.

ROLL CALL VOTE

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

**10. Adjourn**

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

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

**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 #23-188**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: May 16, 2023**

**REFERENCE: Confirm Closing of Certain  
Roads for the Memorial Day Parade**

**VOTE: BOONSTRA \_\_\_\_\_ FISHER \_\_\_\_\_ MADIGAN \_\_\_\_\_ MELCHIONNE \_\_\_\_\_ SHANLEY \_\_\_\_\_**  
.....

**WHEREAS**, the Township of Wyckoff conducts the annual Memorial Day Parade to honor our nation's war dead: and,

**WHEREAS**, this year's parade is scheduled for Monday, May 29, 2023; and,

**WHEREAS**, the marchers will assemble at the Cornerstone Christian Church (495 Wyckoff Ave.) and march left out of the church parking lot onto Wyckoff Avenue, proceed up Wyckoff Avenue and make a right on Main Street, march to the end of Main Street, make a right onto Franklin Avenue and left into Scott Plaza at Town Hall. The parade ends behind Town Hall at Fire Company #1; and,

**WHEREAS**, in the interest of safety and convenience for motorists and pedestrians, the following roadways will be closed for a limited time during the course of the parade – a portion of Wyckoff Avenue from the Cornerstone Church to Main Street, Main Street and Franklin Avenue in front of Town Hall; and,

**WHEREAS**, Bergen County was contacted for the closing of the Bergen County roads in the parade route and the Township was instructed to include the Bergen County roads in the Township road closing resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey authorizes the closing of the above mentioned municipal and county roads on Monday, May 29, 2023, from 9:00 a.m. to 1:00 p.m.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk will forward a copy of this resolution to the Police Chief for his use in traffic control/detours and coordinating the parade process safely and to Joseph Vander Plaats, Department of Public Works Manager for use in setting up the road closures.

**CERTIFICATION**

I, NANCY A. BROWN, 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 MAY 16, 2023.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #23-189**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: May 16, 2023**

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

**VOTE: BOONSTRA \_\_\_ FISHER \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_ MADIGAN \_\_\_**  
.....

**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 #23-190**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: May 16, 2023**

**REFERENCE: Professional Service  
Agreement – Grant Writer**

**VOTE: BOONSTRA \_\_\_ FISHER \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**  
.....

**WHEREAS**, the Township of Wyckoff has determined that it is necessary to retain the services of consultants in connection with the provision of grant writing services; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-5(a)(1)(i)) permits contracts for professional services to be negotiated and awarded by the governing body without public advertising for bids and requires that the resolution authorizing the award of a contract for professional services without competitive bids and the contract itself be available for public inspection; and

**WHEREAS**, funds to pay said professional persons are available by way of budget to compensate said Grants Consultant; and

**WHEREAS**, the Township Administrator has negotiated where the compensation for said professional services shall be \$110/hour for grant writing services not to exceed \$17,400 for a one-year contract term commencing May 16, 2023, and terminating May 15, 2024; and

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, a Professional Services Agreement for a one-year contract term commencing May 16, 2023, and terminating May 15, 2024, is hereby awarded Bruno Associates, Inc., 1373 Broad Street, Suite 203B, Clifton, NJ 07013 where the compensation for said professional services shall be \$110/hour for grant writing services not to exceed \$17,400.

**BE IT FURTHER RESOLVED** that the Mayor and the Municipal Clerk are authorized to enter into a professional services contract for this appointment; and

**BE IT FURTHER RESOLVED** that notice of this action shall be published once in the official newspaper of the Township.

**CERTIFICATION**

I, NANCY A. BROWN, 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 MAY 16, 2023.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

## PROFESSIONAL SERVICE CONTRACT

THIS AGREEMENT made on the 16<sup>th</sup> day of May, 2023, BY and BETWEEN the Township of Wyckoff having its principal offices located at 340 Franklin Avenue, Wyckoff, NJ 07481 County of Bergen and State of New Jersey, party of the first part, hereinafter referred to as Client and Bruno Associates, Inc., a New Jersey Corporation, having its principal offices located at 1373 Broad Street, Suite 203B, Clifton, NJ 07013, hereinafter referred to as Consultant.

WHEREAS, the CLIENT has a need for Grant Writing and Consulting Services;

### WITNESSETH:

WHEREAS, the Consultant has offered to the Client its professional services to study, evaluate and apply for federal, state, county and foundation grant programs on behalf of the Client and the Client wishes to engage the Consultant to perform such professional services;

### NOW, THEREFORE, the parties do agree as follows:

1. The Consultant agrees to perform all necessary professional consultation and other work involved in the study of federal, state, county and foundation grant program needs of the Client, and the related research, planning, preparation and submission of all applications for such programs, as the client shall agree to submit, for the blended hourly rate of **\$110.00**, not to exceed **\$17,400.00**.
2. The term of this agreement shall be for one-year period commencing **May 16, 2023** and terminating **May 15, 2024**.
3. The Client agrees to purchase from the Consultant the aforesaid professional services for the sum and in the manner set forth above.
4. **Termination by Either Party.** This Agreement may be terminated upon 60 days written notice without cause or penalty by either party.
5. In the event Client wishes to continue the services of Consultant after the termination date of this Agreement, Consultant shall continue to perform its services at the same rate as per the above Paragraph 1 pending the effective date of a new contract term.
6. **Confidentiality of Information.** Consultant understands and agrees that data, materials, and information disclosed to or obtained by the Consultant may contain confidential and protected information. The Consultant covenants that data, material, and information gathered, based upon or disclosed to the Consultant for the purpose of this Agreement will not be disclosed to or discussed with third parties (including but not limited to political organizations, candidates, candidate committees, political action committees, or any other advocacy organization) without the prior written consent of the Client.
7. **Merger & Modification.** This Agreement constitutes the entire Agreement between the parties. No understandings, agreements, or representations, oral or written, not specified within this Contract will be valid provisions of this Agreement. This Contract may not be modified, supplemented, or amended, except by written agreement signed by all necessary parties.



IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and sealed as of the date set forth.

ATTEST:WITNESS

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ATTEST:WITNESS

**M. Castelbuono**

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Melissa Castelbuono  
Director of Finance & Administration

TOWNSHIP OF WYCKOFF  
BERGEN COUNTY, NEW JERSEY

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Thomas J. Madigan, Mayor

BRUNO ASSOCIATES, INC.  
PASSAIC COUNTY, NEW JERSEY

*Christopher Brown*

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Christopher Brown, CEO

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #23-191**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: May 16, 2023**

**REFERENCE: Approving Contract Change  
Order No. 1/Close Out for Contract No.  
2023-03 – Removal of Shade Trees**

**VOTE: BOONSTRA \_\_\_ FISHER \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**  
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**WHEREAS**, Eastern Landscape Contractors, Inc. and the Township of Wyckoff have heretofore entered into an Agreement, more particularly known as Contract No. 2023-03 – “Removal of Shade Trees” for the furnishing of labor, equipment, and materials in the amount not to exceed \$27,016.00, in accordance with the requirements of the Local Public Contract Law, N.J.S.A. 40A:11-1, et seq.; and

**WHEREAS**, the Township Committee has received Contract Change Order No. 1/Contract Close Out for the within the contract in the amount of plus \$4,497.00 for a revised contract amount of \$31,513.00; and

**WHEREAS**, Contract Change Order No. 1/Contract Close Out does not expand the scope of the contract; and

**WHEREAS**, the within Contract Change Order No. 1/Contract Close Out is in the best interests of the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that Contract Change Order No. 1 for Contract No. 2023-03, in the amount of plus \$4,497.00 be approved, and the project be closed out.

**BE IT FURTHER RESOLVED** that the Mayor, the Municipal Clerk, and any other appropriate officer are authorized to execute Contract Change Order No. 1/Contract Close Out for Contract No. 2023-03 on behalf of the Township.

**CERTIFICATION**

I, NANCY A. BROWN, 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 MAY 16, 2023.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF**  
**CONTRACT CHANGE**

Project Title Removal of Shade Trees

Contract No. 2023-03

Award Resolution No. 23-170

Contractor Eastern Landscape Contractors, Inc.  
778 Shrewsbury Avenue, Suite 203  
Tinton Falls, New Jersey 07724

Change Order No. 1 Close Out? Yes  No

Necessity for Change and/or Statement: Additional pruning was deemed necessary after awarding of the contract.

Is proposed change an alternate bid?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is stake out required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Will change affect expiration or extent of insurance?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Will operation and maintenance cost be affected?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Will change affect other prime contractors?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Will change alter size of project?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has consent of surety been obtained?	Yes	<input type="checkbox"/>	Not Necessary	<input checked="" type="checkbox"/>
Is money available under bond/account?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Is a supplemental bond required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If a close out, has a maintenance bond been submitted?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

\* If yes, attach additional sheet of explanation.

Original Contract Award	\$	27,016.00
Previous Change Orders	\$	-
Revised Contract	\$	27,016.00
Change Order (plus)	\$	4,497.00
Change Order (minus)	\$	-
Revised Contract	\$	31,513.00

Requested by:

 Date: 5/10/2023  
J. Joseph Vander Plaats, Public Works Manager

Recommended by:

 Date: 05/10/2023  
Matthew Cavallo, Township Administrator/  
Qualified Purchasing Agent

Contractor:

\_\_\_\_\_ Date: \_\_\_\_\_  
Eastern Landscape Contractors, Inc.

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #23-192**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: May 16, 2023**

**REFERENCE: Authorize Redemption of Tax  
Sale Certificate #17-00009 Block 491/Lot 32  
453 Lincoln Avenue**

**VOTE: BOONSTRA \_\_\_\_\_ FISHER \_\_\_\_\_ MELCHIONNE \_\_\_\_\_ SHANLEY \_\_\_\_\_ MADIGAN \_\_\_\_\_**

**WHEREAS**, the Tax Collector of the Township of Wyckoff has previously determined that there was due and owing to the Township of Wyckoff outstanding tax and interest for tax year 2016 on Block 491/Lot 32, also known as 453 Lincoln Avenue, within the Township of Wyckoff, County of Bergen, State of New Jersey; in the amount of \$8,914.03, and;

**WHEREAS**, on the 26th day of October 2017, the Township of Wyckoff executed a "Certificate of Sale of Unpaid Municipal Liens" hereinafter referred to as a Tax Sale Certificate #17-00009 on the above-described property in the amount above-recited; and,

**WHEREAS**, said Tax Sale Certificate was purchased by Clemente Enterprises, P.O. Box 141, Wyckoff, NJ 07481; and,

**WHEREAS**, subsequent to the execution and filing of said Tax Sale Certificate and prior to the commencement of foreclosure proceedings against the property owner's right to redemption of said Tax Sale Certificate, the mortgagor has paid to the Tax Collector of the Township of Wyckoff any and all charges deemed due and owing on the above-described property and the property owner is therefore entitled to a redemption of said Tax Sale Certificate pursuant to N.J.S.A. 54:5-55.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, that the Tax Collector be, and the same is hereby authorized and directed to cancel and endorse Tax Sale Certificate #17-00009 for redemption and make refund in the amount of \$8,914.03 being lien amount of \$523.42, subsequent taxes, and interest in the amount of \$8,325.61 recording fees in the amount of \$65.00 to Clemente Enterprises, and deliver said Tax Sale Certificate to the mortgagor for cancellation with the County Clerk in accordance with N.J.S.A. 54:5-55.

**CERTIFICATION**

I, NANCY A. BROWN, 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 MAY 16, 2023.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
ORDINANCE #1982**

**AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF  
COMPENSATION OF EACH OFFICER AND TOWN HALL EMPLOYEE OF THE  
TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH  
COMPENSATION FOR THE YEAR 2023**

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

**SECTION 1.** The rate of compensation of each officer and Town Hall employee of the Township of Wyckoff for the year 2023 whose compensation shall be on an annual basis within the range, and shall be paid semi-monthly, is as follows:

Chief of Police.....	up to 228,138
Township Administrator.....	up to 190,000
CFO/Assist. Administrator/.....	up to 177,713
Twp. Engineer.....	up to 175,990
Construction Code Officer/Bldg Subcode Officer.....	up to 126,076
Recreation Director.....	up to 133,513
Public Works Manager.....	up to 121,975
Township Clerk.....	up to 113,468
Tax Assessor.....	up to 84,329
Tax Collector.....	up to 26,266
Payroll/Certifying Officer/Sewer Utility Clerk.....	up to 86,126
Deputy Chief Financial Officer.....	up to 70,000
Deputy Tax Collector/Payroll Asst/Tax Srch Off.....	up to 70,000
Purchasing Specialist/Tax & Sewer Clerk .....	up to 68,524
Administrative Support Assistant/Special Projects.....	up to 61,215
Assistant Tax Assessor.....	up to 55,000
Zoning Enforcement/Prop Maint/Officer/Fire Official.....	up to 78,673
Plumbing Subcode Official.....	up to 71,500
Elevator Subcode Official.....	up to 9,027
Electrical Subcode Official.....	up to 57,200
Fire Subcode Official.....	up to 19,669
Municipal Magistrate.....	up to 22,500
Office Clerk/Secretary/Registrar .....	up to 64,371
Office Clerk/Secretary/OPRA Coordinator/Dep Registrar.....	up to 54,436
Recreation Secy.....	up to 51,184
Planning Bd./Zoning Bd Secy.....	up to 48,175
Technical Assistant/Secy/Bd of Health.....	up to 57,000
Technical Assistant.....	up to 42,500
Administrative Executive Asst.....	up to 45,000
Police Chief Secy.....	up to 40,981

IT Coordinator, Cyber-Security Compliance Officer.....	up to 20,000
Mandated & Compliance Officers.....	up to 10,000 each
Travel/Clothing Stipend .....	up to 4,000
Qualified Purchasing Agent.....	up to 2,500
Grant Writer.....	up to 2,500

Six months service of a calendar year is required for consideration of a salary increase after hiring date.

Shared Services

Library Payroll .....	up to 6,667
New Milford CFO Services.....	up to 28,000

Other Part Time/Police/Seasonal Personnel

Part-time Police Desk Clerk.....	up to 25.00 per hour
Building Dept Intern.....	up to 25.00 per hour
Special Police Officer - Class 1.....	up to 28.46 per hour
School Crossing Guard(s).....	up to 23.86 per hour
Court Bailiff.....	up to 21.66 per hour
Court Security Officer .....	up to 57.45 per hour
Police Matron.....	up to 21.01 per hour
Bldgs & Grounds Laborer(s).....	up to 25.00 per hour
DPW Seasonal Laborer(s)/Recycling Ctr Attnd p/t...	up to 25.00 per hour
Administrative Assistants (part-time).....	up to 30.00 per hour
Assessing Inspector(s) (part-time).....	up to 30.00 per hour
Board/Commission Secretary meetings	up to two hours \$50 exceeding two hours \$75

Recreation Assistants:

Adult Basketball Director.....	up to \$900 per season
Clinic Assistants.....	up to 11.90 per hour
Cheerleading Trainers (per team) .....	up to \$300 per season
Program Directors/Clinic Directors.....	up to \$500 per season
Referee/Umpire Director.....	up to \$900 per season
Summer Camp Counselors.....	up to 11.90 per hour
Summer Camp Directors.....	up to 21.00 per hour
Tennis Shed Attendants.....	up to 11.90 per hour

Officials & Umpires:

Baseball and Softball (Rec).....	up to 30.00 per game
Home Plate Assignment.....	up to 5.00 per game
Baseball (Traveling) & Softball.....	up to 70.00 per game
Basketball.....	up to 50.00 per game
Soccer.....	up to 70.00 per game
League Mandated Official.....	up to 80.00 per game
Scorekeeper.....	up to 15.00 per game
Single Official performing a 2 Official Game.....	up to 10.00 per game
Roller Hockey Referee.....	up to 65.00 per game
Township Committee.....	\$4,676 annually

**SECTION 2.** Twelve (12) paid holidays are authorized for full time employees and specific part time employees equal to their daily regular hours of work, excluding seasonal employees.

**SECTION 3.** Annual vacation with pay is authorized for all full-time employees on the following basis:

- a. Beginning the first full month of first year of F/T emp.....1 day/month not to exceed 10 in calendar year
- b. During the second (2<sup>nd</sup>) year thru fifth (5<sup>th</sup>) year..... 12 working days/year
- c. During the sixth (6<sup>th</sup>) thru twelfth (12<sup>th</sup>) year.....15 working days/year
- d. During the thirteenth(13<sup>th</sup>) thru twentieth(20<sup>th</sup>) year.....20 working days/year
- e. During the twenty first (21<sup>st</sup>) and over.....25 working days/year

**SECTION 4.** All salaries and compensation provided for full time employees provided for herein shall be retroactive (in full or in part) to January 1, 2023. All 2023 salaries and compensation for part time employees hired on or before June 30 of the prior year will receive retroactive compensation (in full or in part) to January 1, 2023, provided they continue to be employed with the Township on July 1, 2023.

**SECTION 5.** Longevity, if applicable, and in accordance with Employee Manual, Agreement/Contract or Ordinance is included in salary here in.

**SECTION 6.** In accordance with Chapter 78, all full-time employees receiving health benefits will contribute the commensurate contribution amount as per P.L. 2011.

**SECTION 7.** If any section or part of this ordinance shall be adjudged invalid, such adjudication shall apply only to such section or part, and the remainder of the ordinance shall be deemed valid and effective.

**SECTION 8.** This ordinance shall take effect after final passage and publication as required by law.



**TOWNSHIP OF WYCKOFF**

**ORDINANCE # 1985**

**AMENDING CHAPTER 186 (ZONING), SECTION 186-36.1 (SOLAR PANEL INSTALLATION) TO AMEND THE INSTALLATION REQUIREMENTS**

**WHEREAS**, the Township of Wyckoff has a strong interest in ensuring firefighters and first responders have unobstructed access to the roof of a structure from the closest roadways to allow for effective vertical ventilation during structure fires; and

**WHEREAS**, solar panel technology has advanced to allow for the installation of building-integrated photovoltaic panels that cantilever or hinge away from the roof of a structure, allowing firefighters to achieve vertical ventilation during structure fires with minimal risk of electrocution or other injuries; and

**WHEREAS**, the Township Committee of the Township of Wyckoff seeks to modernize the Town Code to provide for these newly-developed solar systems; and

**WHEREAS**, the hinged building-integrated photovoltaic panels that cantilever or hinge away from a roof structure allow for easier removal and displacement of panels and provide for a lower live voltage which allows a safer method for firefighters to achieve vertical ventilation;

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

**SECTION 1.** Section 186-36.1 (Solar Panel Installation) is amended to read as follows:

**§ 186-36.1. Solar panel installation.**

**A. Definitions.** As used by this section, the following terms shall have the meanings indicated:

**BUILDING-INTEGRATED PHOTOVOLTAIC PANELS**

Solar panels that are mounted directly to the underlayment of a roof with individual receptive cells that act as the roof shingles and have the appearance of roof shingles and generate low voltage direct electrical currents.

**SOLAR ENERGY SYSTEM**

A solar energy system and all associated equipment which converts solar energy into usable electric energy, heats water or produces hot air or other similar function through the use of solar panels.

**SOLAR PANELS**

A structure containing one or more receptive cells, the purpose of which is to convert solar energy into usable electrical energy by way of a solar energy system, including but not limited to tempered glass aluminum frame panels, building-integrated photovoltaic panels, and flexible laminate solar modules.

### **SOLAR PRODUCTION RATION OR SPR**

The ratio between how much power a solar power system is estimated to produce in relation to the size of the system. Production ratio = year one production estimate/system size (watts).

**B. Purpose.** The purpose of this section is to establish requirements for the installation of solar panels within the Township of Wyckoff and to protect the safety of firefighters and first responders that will interact with solar panels and solar energy systems.

#### **C. Permit Requirements.**

- (1) Before any solar panel may be installed, plans for such installation shall be submitted to the Wyckoff Building Department and Wyckoff Fire Department officials. No solar panel shall be installed without a permit issued by the Township.
- (2) The design of the solar panel system shall conform to all applicable industry standards, including the New Jersey Uniform Construction Code, the National Electric Code, and the Wyckoff Building Code and Zoning Regulations. The applicant shall submit certificates of design compliance obtained by the equipment manufacturer from a certified organization, and any such design shall be certified by an engineer registered in the State of New Jersey. The manufacturer specifications shall be submitted as part of the application.

#### **D. Installation Requirements.**

- (1) Solar panels shall be permitted as a rooftop installation in any zoning district. A roof-mounted system may be mounted on a principal building or accessory building.
- (2) Roof-mounted solar panels on slopped roofs shall be flush mounted parallel to the roof angle and shall not exceed a height of 12 inches above the rooftop and, in no event, shall exceed the maximum permitted height in the zone for the structure or building.
- (3) A roof-mounted solar panel that is mounted on a flat roof may be angled to achieve maximum sun exposure but shall not exceed five feet above the roof. No such mounted solar panel shall exceed the maximum permitted height of the structure.
- (4) All roof-mounted solar panels shall be installed at least three feet from roof edges and roof ridgeline.
- (5) Roof-mounted solar panels shall not be permitted on the front roof of a structure that faces a street except as permitted below. This requirement shall also apply to the side street of a corner lot. Solar panels shall be located on a rear-or-side-facing roof, as viewed from any adjacent street, ~~unless such installation is proven to be ineffective or impossible. The removal of potential obstructions such~~



~~as interceding vegetation shall not be sufficient cause for permitting a front-facing installation. Front-facing installation may be permitted in accordance with the following provisions:~~ Notwithstanding the above, installation of solar panels on a street-facing roof may be permitted if the following is complied with:

- (a) ~~The applicant must present valid reasons to the building official as to why a front roof is the only effective or possible means for utilizing solar energy on the property. Such information shall be certified by a professional deemed qualified by the Building Department and reviewed by the Township Engineer and any other professional that the Township deems necessary~~ a certification of a professional engineer or other individual deemed qualified by the Zoning Officer that no other solar energy system array on the property other than a front-facing solar array will generate an SPR of at least one. The professional engineer's certification must include the SPR calculation for each roof plane on which a solar energy system array could be erected; and
- (b) Solar panels must be flush mounted to the roof; and
- (c) No wiring, cables, conduits or related equipment may travel from the roof to any front façade of the structure; and
- (d) No solar panels may be located on street facing roof planes or street-facing facades on any principal or accessory structure that has been designated as a historic structure pursuant to Wyckoff's Historic Preservation Ordinance.
- (e) An applicant may appeal a denial of the Building Department to allow solar panels on a front roof to the Zoning Board of Adjustment.
- (6) Notwithstanding any other provision of this Chapter, building-integrated photovoltaic panels that act as roof shingles and have mountings that allow for the panels to cantilever or hinge away from the underlayment of a roof are permitted on the front roof of a structure that faces a street.
- (7) ~~(6)~~ Solar panels shall be placed such that concentrated solar radiation or glare shall not be directed onto nearby properties, businesses, residential homes or roadways.
- (8) ~~(7)~~ All exterior electrical lines must be painted a color scheme that matches as closely as reasonably possible the color of the structure and adjacent materials.
- (9) ~~(8)~~ An external disconnect switch, which is clearly identified and unobstructed, shall be provided.
- (10) ~~(9)~~ Signage identifying the use of solar panels shall be posted at an easily visible location. The signage shall clearly state the name,

address and telephone number of the vendor authorized to deactivate the solar panel system in the case of an emergency.

- (11) ~~(10)~~ In addition to the required signage, property owners shall provide the Township Fire Official with a map illustrating the location of the disconnect switch, as well as any information regarding the vendor authorized to deactivate the solar panel.
- (12) ~~(11)~~ Marking is required on all interior and exterior direct conduit, raceway, enclosures, cable assemblies and junction boxes to alert the Fire Service to avoid cutting them.
- (13) ~~(12)~~ Ground-mounted solar energy systems shall not be located in the front or side yards and shall have side and rear yard setbacks of no less than 20 feet. No part of the ground-mounted solar energy system shall exceed seven feet in height.
- (14) All energy storage systems or backup battery systems shall be specified and clearly located on plans for review and approval by appropriate Township officials.

**SECTION 2.** Except as hereby amended, all other Sections of Chapter 186 shall remain in full force and effect.

**SECTION 3.** If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

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

**TOWNSHIP OF WYCKOFF**

**ORDINANCE # 1986**

**AMENDING CHAPTER 186 (ZONING), SECTION 186-26 (OFF-STREET PARKING) TO AMEND CERTAIN PARKING REQUIREMENTS**

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

**SECTION 1.** Section 186-26 (Off-Street Parking) is amended as follows:

**Chapter 186-26. Off-Street Parking.**

C. Schedule of off-street parking requirements for the B-1, B-1A, B-2 and B-3 Zones.

(1) In the B-1, B-1A, B-2 and B-3 Zones, the parking requirements for the use permitted shall be as hereinafter set forth. If a particular use is not listed, the Planning Board or Board of Adjustment, as the case may be, shall determine the parking requirements at the time of development approval, based upon the parking requirements of similar uses.

<b>Use</b>	<b>1 Space Required for Each Square Foot of Gross Floor Area Designated Below, with Calculations Based Upon Exterior Use Building Dimensions.</b>
Academic tutoring services	1 space per <del>400</del> <u>200</u> square feet of gross floor area.
Accessory uses clearly and customarily incidental to a permitted use being conducted on the same premises, except as hereinafter provided	None
Aerobic/gym facility, weight training and weight control establishments and recreation	1 space per <del>400</del> <u>200</u> square feet of gross floor area other than storage, including basement space where the latter is used for business purposes other than storage, plus 1 space

	per 250 square feet of office and support areas.
Art galleries	200
Automobile parking operated in conjunction with permitted uses	None
Bakeries	<del>450</del> <u>200</u>
Banks and financial institutions	1 space per 250 square feet of office area plus 1 space for each 200 square feet of customer service area.
Barbershops and beauty salons, massage therapy/tanning salon and the like (personal care)	1 space per 200 square feet
Bowling alley	4 spaces per alley
Chiropractor	<del>400</del> <u>200</u>
Dance studio, center and work, and school of theatrical arts	1 space per <del>400</del> <u>200</u> square feet of floor area devoted to such use
Drugstores	<del>450</del> <u>200</u>
Dwelling, single-family	2 spaces per unit
Dwelling, two-family	2 spaces per unit
Food establishments	
Eating and drinking establishments with no on-site consumption	1 parking space per <del>450</del> <u>200</u> square feet of gross floor area
Retail establishments selling food and drinks with no on-site consumption or waiter service, such as deli, coffee bars, pizza and other similar establishments	
Eating and drinking establishments with on-site consumption	1 parking space for each <del>75</del> <u>200</u> square feet of gross floor area.
Retail establishments selling food and drinks	



with on-site consumption and no waiter service, with or without a drive-thru window	
Restaurants or bars where table service is provided	1 space per 3 seats, inclusive of tables, bar seats and parking needs generated by employees <u>or 1 per 200, whichever is less</u>
Food stores, retail	<del>450</del> <u>200</u>
Hardware	<del>450</del> <u>200</u>
Home occupations	1 space per 250 square feet of gross floor area
Insurance brokers and travel agencies	<del>450</del> <u>200</u>
Medical doctors and dentists	<del>450</del> 200
Office, general, corporate, business and professional, except as otherwise listed in this schedule	250
Other business uses	1 space per 200 square feet of gross floor area, other than storage, including basement space where the latter is used for business purposes other than storage
Pet shops	200
Photographic studios	200
Public buildings of a governmental or cultural nature, but not including warehouses or workshops	200
Real estate brokers	1 space per <del>450</del> <u>200</u> square feet of gross floor area
Retail sales and services, except those shops and stores	200

specifically listed in  
this schedule

Stationery stores	400 <u>200</u>
Telephone exchanges	200
Theaters and assembly halls housed in a permanent structure	1 space per 3 seats
Videotape movies, rentals and sales	200

**SECTION 2.** Except as hereby amended, all other sections of Chapter 186-26 shall remain in full force and effect.

**SECTION 3.** If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

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



# TOWNSHIP OF WYCKOFF

## ORDINANCE #1987

**AN ORDINANCE TO MODIFY AND SUPPLEMENT CHAPTER 108 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "CONSTRUCTION CODES, UNIFORM" TO AMEND SECTION 108-3, "FEE SCHEDULE", TO INCREASE CERTAIN FEES FOR UNIFORM CONSTRUCTION CODE PERMITS.**

**BE IT ORDAINED**, by the Township Committee of the Township of Wyckoff County of Bergen, State of New Jersey, Chapter 108 is amended as follows:

**SECTION 1** Section 108-1, "Establishment of Enforcement Agency" remains unchanged.

**SECTION 2** Section 108-2, "Establishment of Board of Appeals; procedure" remains unchanged.

**SECTION 3** Section 108-3, "Fee Schedule" is amended as follows:

### **SS 108-3 Fee Schedule**

A. The fee for a construction permit shall be the sum of the subcode fees listed herein and shall be paid before the permit is issued:

- (1) Plan review fee
  - (a) New Construction. The non-refundable fee shall be 20% of the amount to be charged for the building subcode fee and is part of the total for the building subcode fee.
  - (b) Additions. The non-refundable fee shall be 20% of the amount to be charged for the building subcode fee and is part of the total for the building fee.
  - (c) Renovations, alterations and repairs. The non-refundable fee shall be 20% of the amount to be charged for the building subcode fee and is part of the total for the building subcode fee. The Minimum fee shall be \$75.
  - (d) Roofing and siding. No plan review fee is required.
- (2) Building subcode fees. The fee for work under the building subcode shall be as follows:
  - (a) New building and additions. Permit fees shall be based upon the volume of the structure. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The building permit fee shall be in an amount

and rate established by the New Jersey Department of Community Affairs (NJDCA) for the per cubic foot charge of volume for buildings and structures of all use groups and types of construction as classified and defined in Article 3 of the building subcode. State of New Jersey training fees shall be in an amount and rate established by the NJDCA for the per cubic foot charge of volume of new construction in accordance with N.J.A.C. 5:23- 4.19(b). The following minimum fees shall be in effect:

- [1] Principal building: \$1,100
  - [2] Additions: less than 120 square feet of floor area, \$175; 121 square feet of floor area and greater, \$375.
  - [3] Accessory building: \$110
  - [4] Sheds greater than 100 square feet: \$150.
- (b) Renovations, alterations, decks and repairs. The fee shall be based upon the estimated cost\* of the work. The fee shall be in the amount of \$25 per \$1,000 of estimated cost. The minimum fee shall be \$100. This fee scale shall also apply to roofing and siding.

\*NOTE: For the purpose of determining estimated cost, the applicant shall submit to the enforcing agency, if available, cost data produced by the architect or engineer of record or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The enforcing agency will make the final decision regarding estimated cost. Included in the building subcode permit is a non-refundable plan review fee which is 20% of the building subcode fee.

- (c) Swimming Pools. Permit fees for inground pools shall be \$410 in addition to electric, plumbing, fire (if pool heater installed) and fence permits, as well as a certificate of occupancy fee. Above ground pools shall require a permit fee of \$65 ~~\$100~~ in addition to electric, ~~and~~ plumbing, ~~fire (if pool heater installed)~~ and fence permits, as well as a certificate of occupancy fee. Inground pools require Stormwater Management review by the Township Engineer prior to submittal of inground

pool permits.

- (d) Change of contractor fee ~~\$60~~ \$90
- (e) Asbestos hazard abatement permit shall be ~~\$70~~ \$90 in accordance with NJAC 5:23-8.10(a)1, and \$14 for a certificate of occupancy following successful completion of abatement in accordance with NJAC 5:23-8.10(a)2.

(3) Plumbing subcode fees.

- (a) The fees for installation or replacement under the plumbing subcode shall be as follows:

<b>Fixture/Equipment</b>	<b>Fee</b>
Water closets	<del>\$20</del> <u>\$30</u>
Urinal/bidet	<del>\$20</del> <u>\$30</u>
Bathtub	<del>\$20</del> <u>\$30</u>
Lavatory	<del>\$20</del> <u>\$30</u>
Shower	<del>\$20</del> <u>\$30</u>
Floor drain	<del>\$20</del> <u>\$30</u>
Sink	<del>\$20</del> <u>\$30</u>
Dishwasher	<del>\$20</del> <u>\$30</u>
Drinking fountain	<del>\$20</del> <u>\$30</u>
Washing machine	<del>\$20</del> <u>\$30</u>
Hose bib	<del>\$20</del> <u>\$30</u>
Generator	\$125
Gas piping ( <u>each device</u> )	<del>\$55</del> <u>\$60</u>
Fuel oil piping ( <u>each device</u> )	<del>\$55</del> <u>\$60</u>
Water heater	<del>\$35</del> <u>\$90</u>
Steam boiler ( <u>each</u> )	<del>\$70</del> <u>\$125</u>
Hot water boiler ( <u>each</u> )	<del>\$70</del> <u>\$125</u>
Sewer pump	<del>\$65</del> <u>\$90</u>
Interceptor/separator	<del>\$55</del> <u>\$90</u>
Backflow preventer	<del>\$22</del> <u>\$30</u>
Inground pool, ( <del>includes drains/</del> <u>backflow preventer</u> )	\$215
Grease trap	<del>\$65</del> <u>\$125</u>
Water-cooled air-conditioning or refrigeration unit	\$55
Sewer connection	<del>\$85</del> <u>\$125</u>
Water service connection	<del>\$60</del> <u>\$90</u>
Gas service connection	<del>\$55</del> <u>\$90</u>
Commercial dishwasher	\$45
Water cooler	\$20
Water softener	<del>\$20</del> <u>\$90</u>
Sewer ejector	\$65
Reduced-pressure backflow device	<del>\$20</del> <u>\$90</u>

Vent stack	\$20
<u>Dry well</u>	<u>\$20</u>
<u>Residential A/C Unit</u>	<u>\$125</u>
<u>Commercial A/C Unit</u>	<u>\$125</u>
<u>Condensate Line</u>	<u>\$35</u>
<u>Chimney Liner (each)</u>	<u>\$110</u>
<u>Gas Log Set</u>	<u>\$90</u>
<u>Make-up Air System</u>	<u>\$90</u>
<u>Rain Sensor</u>	<u>\$30</u>
<u>Gasoline Pump/Dispenser (each)</u>	<u>\$250</u>
<u>Stacks (each)</u>	<u>\$30</u>
Minimum plumbing fee	<del>\$70</del> <u>\$90</u>

- (b) A plan review fee of 20% is included in the plumbing subcode fees as listed in Subsection A(3)(a) above.
- (c) Change of contractor fee ~~\$60~~ \$90
- (4) Demolition permits. The fee for demolition permits shall be as follows:
- (a) Principal building: \$300
  - (b) Accessory building: \$100
  - (c) Shed over 100 square feet: \$100
  - (d) Shed 100 square feet or less: \$50
- (5) Relocation of building. The fee for the removal of one building from one lot to another location on the same lot shall be in the amount of \$25 per \$1,000 of the estimated cost of moving, plus the estimated cost of a new foundation and all work necessary to place the building, in its completed condition, in the new location.
- (6) Signs. The fee for a permit to construct a sign shall be in the amount of \$30 for each side to be displayed and \$0.45 per square foot of surface area of the sign, computed on each side of the sign to be displayed. This fee shall be in addition to any Planning Board application fee which may be required by Chapter 186 Zoning.
- (7) Fences. The fee for a permit to construct a fence up to six feet-in height shall be in the amount of \$30 per \$1,000 of value, or a minimum fee of \$75, which shall include the plan review fee. This fee shall be in addition to any Planning Board application fees which may be required by Chapter 186, Zoning. Pool fences required by the Uniform Construction Code to establish a safety barrier shall require a fee of \$130.



(8) Certification of occupancy.

(a) The fee for certificate of occupancy shall be as follows:

<b>Unit</b>	<b>Fee</b>
Each new business, industrial or residential structure	\$190
Each unit of condominiums or Townhouses	\$85
Each business establishment (all zones)	\$85
Each industrial establishment	\$85
Each change in commercial use pursuant to the Uniform Construction Code	\$85
Each adult condominium unit resale	\$85
Continued occupancy letter	\$85
Addition	<del>\$130</del> <u>\$140</u>
Each detached garage, accessory structure	\$65
<del>Shed</del>	<del>\$20</del>
Renewal of temporary certificate of occupancy	\$270
Inground swimming pool	<del>\$410</del> <u>\$140</u>

(b) A certificate of occupancy/approval shall only be issued if current property taxes, sewer service charges any outstanding building violation penalties are paid.

(9) Miscellaneous certifications. The fee for each request for written clarification of any sort shall be \$60. This shall include but not be limited to requests for floodplain information or the availability of sewers.

(10) Fire subcode fees.

(a) The fees under the fire subcode shall be as follows:

<b>Description</b>	<b>Fee</b>
Water supply source	\$35
Method of valve supervision	\$35
Local alarm supervision	\$35
Central supervision	\$35
Proprietary supervision	\$35
Flammable liquid storage tanks	\$270
Combustible liquid storage tanks	\$160
Liquefied petroleum gas (LPG) storage tanks	\$110
Liquefied natural gas (LNG) storage tanks	\$110

Wet sprinkler heads, up to 25 heads \$85  
 Dry sprinkler heads, up to 25 heads \$85  
 Sprinkler heads:  
 26 to 75 heads \$150  
 76 to 200 heads \$175  
 Each additional head over 200 \$65  
 Smoke detectors \$80 minimum, and \$20 for  
 each smoke detector over 8

Heat detectors, each \$5  
 Kitchen hood exhaust systems, ~~\$80-\$250~~  
 commercial (each)  
 Pre-engineered systems:  
 CO<sub>2</sub> \$55  
 Halon suppression \$55  
 Foam suppression \$55  
 Dry chemical \$55  
 Wet chemical \$55  
 Gas- or oil-fired appliance (each) ~~\$70-\$90~~  
 Generator \$125  
 Pool Heater \$125  
 Fireplace or wood burning stove \$80  
 Gasoline pump ~~\$200-\$250~~  
 MPD (multiple product dispenser) \$225  
 Underground storage tank removal \$125  
 or abandonment of tank  
 Standpipes:  
 4-inch riser \$100  
 6-inch riser \$125  
 8-inch riser \$175  
 Over 8-inch riser \$225  
 Minimum fire subcode fee ~~\$75-\$90~~

(b) A plan review fee of 20% is included in the fire subcode fees as listed in Subsection A (10)(a) above

(c) Change of contractor fee ~~\$60-\$90~~

(11) Electrical subcode fees.

(a) The fees for installation or replacement under the electrical subcode shall be as follows:

Description	Fee
Fixtures, receptacles, switches	
1 to 50 outlets	<del>\$65-\$90</del>
Each additional above 50	<del>\$2-\$3</del>
Range	\$30
Oven(s)	\$30

Surface unit	\$30
Dishwasher	\$30
Garbage disposal	\$30
Dryer	\$30
Space heater/air handler	<del>\$55</del> \$75
Air-conditioning unit	<del>\$55</del> \$75
<del>Burglar alarms</del>	<del>\$30</del>
Intercom panels, each	\$30
Storable pools, spas/hot tubs	<del>\$65</del> \$90
Pool installation	\$215
Generator	\$125
<u>Automatic Transfer Switch</u>	<u>\$30</u>
Water heater(s) (each)	<u>\$90</u>
Central heat: oil, gas or electric	\$30
Baseboard heat units	\$30
Thermostats, each	\$15
Heat pump, each	\$30
Pump(s), each	\$30
Motor control center/ subpanels	\$55
Sign, each	\$30
Light standards, each	\$25
Motors, fractional horsepower, each	\$15
Motors, all others, each	\$30
Transformers, each	\$30
<del>Generators, each</del>	<del>\$30</del>
Service entrance	\$100
Elevator	\$160
<u>Rain sensor</u>	<u>\$50</u>
<u>Low Voltage Landscape Lighting</u>	<u>\$90</u>
Active solar system	\$695
<u>Annual Pool Inspection (Visual)</u>	<u>\$75</u>
<u>RTU HVAC</u>	<u>\$85</u>
<u>Generator Inlet</u>	<u>\$45</u>
<u>EV Car Charger</u>	<u>\$45</u>
<u>Battery Backup (Solar)</u>	<u>\$30</u>
Minimum electric subcode fee	<del>\$80</del> \$90

(b) A plan review fee of 20% is included in the electrical subcode fee as listed in Subsection A(11)(a) above

(c) Change of Contractor fee ~~\$60~~ \$90.

(12) Smoke detector compliance certificate fees.

(a) Installation.

[1] Smoke detectors shall be installed in each dwelling unit, as defined in N.J.S.A. 55:13A-3 and N.J.S.A. 52:27D-196,

upon the sale, rental, transfer or lease of any dwelling unit in the Township of Wyckoff.

[2] Each dwelling unit sold, rented, leased or transferred shall have a smoke-sensitive alarm device on each level of the structure and outside each separate sleeping area in the immediate vicinity of the bedrooms and located on or near the ceiling in accordance with National Fire Protection Association Standard No. 74-1984 for the installation, maintenance and use of household fire-warning equipment. The installation of battery-operated smoke-sensitive alarm devices shall be accepted as meeting the requirements of this section. The smoke-sensitive device shall be tested and listed by a product certification agency recognized by the Bureau of Fire Safety.

(b) Maintenance responsibility.

[1] Sellers, transferors, lessors, buyers, transferees and tenants of all dwelling units subject to this chapter shall be responsible for the correct installation and maintenance of smoke detectors as described herein.

[2] The owner of a rental unit shall, at the time of installation of the smoke detector and thereafter at the commencement of each tenancy, provide to the tenant at least one copy of written instructions on the operation, maintenance and testing of the smoke detector, including the replacement of batteries in the battery-operated unit.

[3] The owner and tenant of each rental unit shall be responsible for the proper maintenance of the smoke detectors, including the replacing of batteries and repair or replacement of the unit, in accordance with the standards hereinabove set forth.

(c) Inspection and records. Upon the sale of a dwelling unit or the rental, lease or transfer of any dwelling unit, the seller, landlord, transferor, buyer, transferee or tenant is required to obtain from the Township of



Wyckoff a smoke detector certificate of compliance stating that the property is in compliance with the provisions of this chapter.

(d) **Fee.** Applications for smoke detector compliance certificates shall be submitted to the Chief of the Fire Prevention Bureau of the Township of Wyckoff with the application fee prepaid. Within 10 business days of the receipt of the application and **fee**, the designated official of the Township of Wyckoff shall inspect the premises to determine whether the same complies with the provisions of this chapter. The application fee for a certificate of smoke detector and carbon monoxide compliance (CSDCMAC), as required by N.J.A.C. 5:70-2.3, shall be based upon the amount of time remaining before the change of occupant is expected, as follows:

**[1]** Requests for a CSDCMAC received more than 10 business days prior to the change of occupant: \$90.

**[2]** Requests for a CSDCMAC received four to 10 business days prior to the change of occupant: \$145.

**[3]** Requests for a CSDCMAC received fewer than four business days prior to the change of occupant: \$205.

**[4]** There will be a reinspection fee of \$50 for each inspection visit thereafter.

(e) **Penalty provision.** Any person or corporation, including an officer, director or employee of a corporation, who violates any of the provisions of this subsection shall commit a violation of the Uniform Fire Safety Act and shall be subject to a fine of not more than \$500 for the first offense and not more than \$2,000 for a subsequent offense, and be enforceable by civil action in a summary manner under the Penalty Enforcement Law, N.J.S.A. 2A:58-1 et seq., with further provision that a violator who fails to pay may be imprisoned for up to six months. In case of continuing violations, each day that the violation persists shall be deemed a separate violation. In addition, the violator shall become liable to the Township of Wyckoff for the cost of suppressing any fire directly or indirectly resulting from the violation pursuant to the provisions of N.J.S.A. 52:27D-210.

(13) **Elevator subcode fees.** The **fees** for work under the elevator subcode shall be as follows:

(a) Plan review fee.

[1] Per elevator: \$280 each.

[2] Dumbwaiter: \$140 each.

[3] Stairway chair lift, inclined and vertical wheelchair lift and man lift: \$160.

(b) Construction inspection for Subsection A(13)(a): \$240 each.

(c) Inspections.

[1] The fee for the six-month routine inspection of elevator devices shall be as follows:

[a] Traction and winding drum elevators (one to 10 floors): \$225

[b] Hydraulic elevators: \$165

[c] Roped hydraulic elevators: \$225

[2] The fee for the one-year periodic inspection and witnessing of tests of elevator devices, which shall include a six-month routine inspection, shall be as follows:

[a] Traction and winding drum elevators (one to 10 floors): \$325

[b] Hydraulic elevators: \$235

[c] Roped hydraulic elevators: \$325

[d] Dumbwaiters: \$195

[e] Man lifts, stairway chair lifts, inclined and vertical wheelchair lifts: \$195

[f] Other (each): \$110

[3] The fee for the three-year or five-year inspection of elevator devices shall be as follows:

[a] One to 10 floors (five-year inspection): \$550

(d) For renovation or alteration, per \$1,000 or fraction thereof of the estimated cost of work: \$20 each.

(14) Mechanical subcode fees.

(a) The fees for installation or replacement under the mechanical subcode shall be as follows:

<u>Description</u>	<u>Fee</u>
<u>Water heater (new/replacement) each</u>	<u>\$90</u>
<u>Gas piping (each device)</u>	<u>\$60</u>

<u>Fuel oil piping (each device)</u>	<u>\$60</u>
<u>Steam Boiler</u>	<u>\$125</u>
<u>Hot Water Boiler</u>	<u>\$125</u>
<u>Furnace</u>	<u>\$125</u>
<u>HVAC (including RTU)</u>	<u>\$125</u>
<u>Generator</u>	<u>\$125</u>
<u>Fireplace</u>	<u>\$80</u>
<u>Tank Install</u>	<u>\$110</u>
<u>Minimum fee</u>	<u>\$90</u>

B. The Construction Official shall, with the advice of the subcode officials, prepare and submit to the Township Committee biannually a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform Construction Code Act.

C. Surcharge fees.

(1) In order to provide for the training, certification and technical support programs required by the Uniform Construction Code Act and the regulations,<sup>[3]</sup> the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of \$0.0006 per cubic foot of volume of new construction. Said surcharge fee shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarters ending September 30, December 31, March 31 and June 30, and not later than one month next succeeding the end of the quarter for which it is due. In the fiscal year in which the regulations first become effective, said fee shall be collected and remitted for the third and fourth quarters only.

(2) The enforcing agency shall report annually at the end of each fiscal year to the Bureau of Housing Inspection, and not later than July 31, the total amount of the surcharge fee collected in the fiscal year. In the fiscal year in which the regulations first become effective, said report shall be for the third and fourth quarters only.

**SECTION 4** – Section 108-4, “Violations and Penalties” remains unchanged.

**SECTION 5** – Section 108-5, “Interpretations of Powers” remains unchanged.

**SECTION 6** – Except as herein amended and supplemented, all other provisions of Chapter 108 of the Code of the Township of Wyckoff, “Construction Codes, Uniform”, remain in full force and effect.

**SECTION 7** – This Ordinance shall take effect immediately upon final passage and publication as required by law.



TOWNSHIP OF WYCKOFF  
MUNICIPAL CLERK'S OFFICE

**SPECIAL EVENT APPLICATION**  
(Maximum ten (10) day period only)

Please type or print clearly and **submit original copy:**

Saint Nicholas Greek Orthodox Church

Applicant/Business Name

467 Grandview Avenue, Wyckoff, NJ 07481

Business Address

Block/Lot

201-652-4774

Nick Pirsos

Business Telephone

Contact/Applicant Name

201-268-1830

pirsos@verizon.net

Contact Telephone

Contact e-mail

September 22, 23, 24

September 22, 23 12:00pm - 11:00pm  
(3 Days) September 24 12:00pm - 7:00pm

Date of Event

Duration of Event (Days and/or hours)

  
APPLICANT SIGNATURE

**REQUIRED INFORMATION:**

(Please check those which apply)

**Temporary Signage:**

Attach detailed drawing including dimensions; location of temporary sign and dates requested. **(Maximum ten (10) day period only).**  
September 15, 16, 17, 18, 19, 20, 21, 22, 23, 24

(Specify the precise dates within the ten day period proposed to post temporary signs)

**Special Activities:**

Attach detailed description with specific location of special activities at above address.

**Food and/or Drink:**

Wyckoff Board of Health License **REQUIRED.**

**Special Temporary Props:** Attach specific description of items to be used.

**Tent:**

Attach map detailing precise location of where the tent is proposed to be erected.

**Other Requested Items:** Be specific and attach detailed list.

+++++  
(To be completed by Municipal Clerk)

Review by Zoning Enforcement Official

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Review by Police Traffic Safety Officer

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Permission obtained from Township Committee:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Nancy A. Brown, Municipal Clerk

Date: \_\_\_\_\_

TOWNSHIP OF WYCKOFF  
MUNICIPAL CLERK'S OFFICE

**SPECIAL EVENT APPLICATION**  
(Maximum ten (10) day period only)

Please type or print clearly and **submit original copy:**

Saint Nicholas Greek Orthodox Church

Applicant/Business Name

467 Grandview Avenue, Wyckoff, NJ 07481

Business Address

Block/Lot

201-652-4774

Fr. Basil C. Gikas

Business Telephone

Contact/Applicant Name

201-652-4774

office@stnicholasnj.org

Contact Telephone

Contact e-mail

June 26, 2023

(5 Days)

June 26 - 29 9:00am - 12:30pm

June 30 9:00am - 1:30pm

Date of Event

Duration of Event (Days and/or hours)

  
APPLICANT SIGNATURE

**REQUIRED INFORMATION:**

(Please check those which apply)

**Temporary Signage:**

Attach detailed drawing including dimensions; location of temporary sign and dates requested. (**Maximum ten (10) day period only**).

June 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

(Specify the precise dates within the ten day period proposed to post temporary signs)

**Special Activities:**

Attach detailed description with specific location of special activities at above address.

**Food and/or Drink:**

Wyckoff Board of Health License **REQUIRED**.

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(To be completed by Municipal Clerk)

Review by Zoning Enforcement Official

Approved:\_\_\_\_ Denied:\_\_\_\_

Review by Police Traffic Safety Officer

Approved:\_\_\_\_ Denied:\_\_\_\_

Permission obtained from Township Committee:

Approved:\_\_\_\_ Denied:\_\_\_\_

Nancy A. Brown, Municipal Clerk

Date:\_\_\_\_\_