

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, OCTOBER 22, 2024 - 7:00 P.M.**

1. **7:00 pm Work Session Meeting called to order by Mayor Peter J. Melchionne**
2. **Roll call of Township Committee**

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____
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 _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

Motion to close the Public Comment period:

MOTION: _____ SECOND _____
BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____
6. **Presentation of Proclamation - Katherine Letterese - Celebrating 102 Years of Age**
7. **Girl Scout Gold Award Presentation on Traffic Safety – Keira Duffy**
8. **Review of 8:00 p.m. Business Meeting Agenda – Administrator**
9. **Review of Policy Action Items – Administrator**
10. **Reports of Township Committee Members**
11. **Report of Township Attorney**

(Items 12 through 16 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.)

12. **Motion to adopt resolution #24-XX and enter a Closed Session Discussion:**

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

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

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

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

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

15. **Motion to Reconvene the Open Work Session and adopt resolution #24-XX and enter a Closed Session Discussion:**

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

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

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

17. **Adjourn**

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

**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, OCTOBER 22, 2024 - 8:00 PM**

1. **Regular Meeting of the Wyckoff Township Committee called to order by Mayor Peter J. Melchionne**
2. **Flag Salute**
3. **Invocation by Pastor Moses Kang, Faith Community Church**
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 _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

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 _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

Request motion to close the Public Comment Period:

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

7. **Approval of the October 8, 2024 Work Session & Business meeting minutes.**

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

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):

#24-262	Authorize Contract for CDL Mandate Compliance
#24-263	Requesting Approval of the Director of the DLGS to Establish a Dedicated Trust by Rider for Tree Replacement
#24-264	Approval of Vouchers and Authorization to Pay Bills
#24-265	Authorize Shared Service – Video Sewer Inspection
#24-266	Authorize Shared Service – Sewer Cleaning
#24-267	Review of Best Practices Checklist
#24-268	Extension of Contract #2022-12 Multi Sport Camps
#24-269	Extension of Contract #2022-13 Spring & Summer Chess
#24-270	Extension of Contract #2022-14 Creative & Crafty Kids

II Ordinances – Introduction

NONE

III Motions

- A. Approve the use of Town Hall front parking lot for the Wyckoff Chamber of Commerce to hold their annual Tree Lighting and Visit with Santa event on Friday, December 6, 2024 from 5:00 to 7:00 pm. This event will include temporary signage to be posted in the ten days leading up to the event.

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 _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

9. Ordinances – Public Hearing / Further Consideration:

Mayor Melchionne, I have three Ordinances for Public Hearing / Further Consideration on tonight's agenda. The first is **ORDINANCE #2020** which is

AN ORDINANCE TO PROVIDE A CERTAIN CAPITAL IMPROVEMENT IN THE TOWNSHIP OF WYCKOFF AND TO PROVIDE FOR THE RECEIPT, ACCEPTANCE AND DEPOSIT OF GRANT FUNDS THEREFORE AND TO AUTHORIZE APPROPRIATIONS OF \$111,343.

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 #2020., and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2020 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2020, 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 #2020 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

The second is **ORDINANCE #2021** which is

**AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE
#1999 TO PROVIDE FOR THE RATE OF COMPENSATION FOR
CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF
WYCKOFF FOR THE YEAR 2024**

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 #2021, and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2021 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2021, 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 #2021 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

The third is **ORDINANCE #2022** which is

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 176-12 OF THE CODE OF THE TOWNSHIP OF WYCKOFF REGARDING INSURANCE REQUIREMENTS FOR TREE REMOVAL CONTRACTORS

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 #2022, and all persons who wish to be heard, please state your name before making your statement. If you wish to make a comment, please step forward to the microphone.

COMMITTEE PERSON _____: I move that the Public Hearing on Ordinance #2022 be closed.

COMMITTEE PERSON _____: Seconded

ROLL CALL VOTE

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #2022, 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 #2022 on second reading by title only.

COMMITTEE PERSON _____: Seconded.

ROLL CALL VOTE

BOONSTRA _____ LANE _____ MADIGAN _____
SHANLEY _____ MELCHIONNE _____

10. Adjourn

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

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

**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 #24-262**

INTRODUCED:

SECONDED:

MEETING DATE: October 8, 2024

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

VOTE:BOONSTRA ___ LANE ___ MADIGAN ___ MELCHIONNE ___ SHANLEY___

WHEREAS, the Township of Wyckoff is mandated by Federal Law and U.S. Department of Transportation (DOT) regulations from the Federal Transit Administration (FTA), to comply with the Commercial Driver's License (CDL) mandate for random drug and alcohol testing; and

WHEREAS, Valley Health System, Inc. offers alcohol and drug testing services in compliance with all applicable DOT and FTA regulations, including testing conducted by certified personnel and the use of certified laboratories and Medical Review Officers (MROs); and

WHEREAS, the Township Administrator, the Township's Designated Employer Representative, recommends entering into a contract with Valley Health System, Inc. to perform the required drug and alcohol testing services, including Medical Review Officer (MRO) services, for the Township of Wyckoff for the calendar year 2025; and

WHEREAS, it has been determined by the Township Administrator/Qualified Purchasing Agent that the total cost of the contract for the calendar year 2025 will not exceed \$3,000.00 and therefore, does not require public bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; 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 the 2025 annual budget; and

WHEREAS, the term of this agreement shall be for a period of one (1) year commencing on January 1, 2025, and terminating on December 31, 2025, unless otherwise terminated in accordance with the terms of the agreement.

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., with its principal place of business at 4 Valley Health Plaza, Paramus, New Jersey 07652 in an amount not to exceed \$3,000.00 for the calendar year 2025.

BE IT FURTHER RESOLVED that the Mayor or Township Administrator and Municipal Clerk are authorized to sign the contract, as reviewed and approved by the Township Attorney, with Valley Health System, Inc. for the provision of alcohol and drug testing services.

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 OCTOBER 22, 2024.

NANCY A. BROWN
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) CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON JANUARY 1, 2025 IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2025 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 MCLEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-263**

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Requesting Approval of the
Director of the Division of Local
Government Services to Establish a
Dedicated Trust by Rider for Tree
Replacement**

VOTE: BOONSTRA ___ LANE ___ MADIGAN ___ MELCHIONNE___ SHANLEY___

WHEREAS, the Township of Wyckoff, County of Bergen, State of New Jersey, provides for receipt of fees received from the general public for tree replacement escrow fees in which the Chief Financial Officer and Zoning Officer administer various fees associated with the Tree Replacement Fund; and

WHEREAS, NJDEP N.J.A.C 7:8 provides for the receipt of Tree Replacement Fund by the municipality to provide for the operating costs to administer this act; and

WHEREAS, the Township of Wyckoff has Ordinance #2016, a Tree Preservation, Removal and Replacement ordinance in effect; and

WHEREAS, these fees collected will be used to replace trees in the municipality; and

WHEREAS, N.J.S.A. 40A:4-39 provides the dedication of funds collected as Tree Replacement Trust are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement; and

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

1. The Township Committee does hereby request permission of the Director of the Division of Local Government Services to include as a Dedication by Rider in the 2024 and subsequent budgets, Tree Replacement Fund Trust.
2. The Chief Financial Officer is hereby directed to input a copy of this resolution to the State of New Jersey Local Government Services FAST System.

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 OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-264

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

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

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

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 as follows: Payroll A/C; Town Hall payroll checks #, Payroll Void Checks #0, Direct Deposit Voucher #, Void Claims #, Library Payroll Checks #, Library Direct Deposit Vouchers #, Claims Wire #, Claims check #, AHDFT #, Accu-track #, and Trs. Dog Trust - \$0.00.

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-265**

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Authorize Shared Service
Agreement - Video Inspection of Sewers**

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

WHEREAS, the Township of Wyckoff participates in the Northwest Bergen Shared Services Program of the Northwest Bergen County Cooperative Pricing Systems; and,

WHEREAS, the Township of Wyckoff already participates in shared services with the Northwest Bergen County Utilities Authority for: sewer pump station maintenance, and sewer jet cleaning truck services; and,

WHEREAS, the Interlocal Services Act, N.J.S.A. 40:8A-1 et seq., permits, authorizes and encourages public bodies such as counties, municipalities and school districts to enter into agreements with each other to contract for the provision of any service which the parties to such agreement are empowered to render under within its own jurisdiction, whether administrative, educational, instructional or otherwise; and,

WHEREAS, the County of Bergen has purchased a Sewer TV Inspection Truck for the benefit of the municipalities that participate in Northwest Bergen Shared Services, recognizing the need, cost effectiveness and savings regarding said group use and utilization of said Sewer TV inspection and jet cleaning truck; and,

WHEREAS, the Township Engineer of the Township of Wyckoff recommends participation in the Shared Services Program where Northwest Bergen Utilities Authority will provide their sewer TV inspection and Jet Cleaning service for a fee on an as requested basis to participating municipalities as described in the shared services agreement for the calendar years 2025 & 2026; and

WHEREAS, the Chief Financial Officer in accordance with NJAC 5:30-5.5(d)2 certifies that this contract extension is subject to the availability and appropriation annually of sufficient funds in future years; and,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Shared Service Agreements for the use sewer TV inspection and jet cleaning truck is authorized and the agreement can be executed by the Mayor and Municipal Clerk.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a copy of this resolution to the Township Engineer, Department of Public Works Manager and Accounts Payable Control Clerk and the Chief Financial Officer.

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 OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

CERTIFICATION OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER FOR THE TOWNSHIP OF WYCKOFF, HEREBY CERTIFIES THAT THIS CONTRACT IS SUBJECT TO THE TOWNSHIP COMMITTEE AUTHORIZING ADEQUATE APPROPRIATION IN 2025 & 2026 SEWER UTILITY BUDGET ANTICIPATED AT \$6,000 EACH YEAR.

DIANA MCLEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-266**

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Authorize Shared Service
Agreement – Sewer Cleaning**

VOTE: BOONSTRA___ LANE___ MADIGAN___ MELCHIONNE___ SHANLEY___
.....

WHEREAS, the Township of Wyckoff participates in the Northwest Bergen Shared Services Program of the Northwest Bergen County Cooperative Pricing Systems; and,

WHEREAS, the Township of Wyckoff already participates in shared services with the Northwest Bergen County Utilities Authority for street sweeper and sewer pump station maintenance and repair; and,

WHEREAS, the Interlocal Services Act, N.J.S.A. 40:8A-1 et seq., permits, authorizes and encourages public bodies such as counties, municipalities and school districts to enter into agreements with each other to contract for the provision of any service which the parties to such agreement are empowered to render under within its own jurisdiction, whether administrative, educational, instructional or otherwise; and,

WHEREAS, the County of Bergen has the ability to provide sanitary sewer cleaning as a shared service; and,

WHEREAS, the Township Engineer of the Township of Wyckoff recommends participation in the Interlocal Services Program where Northwest Bergen will provide their sewer cleaning service for a fee on an “as requested” basis to participating municipalities as described in the shared services agreement for the calendar years 2025 and 2026; and

WHEREAS, the Chief Financial Officer in accordance with NJAC 5:30-5.5(d)2 certifies that this contract extension is subject to the availability and appropriation annually of sufficient funds in future years; and,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Shared Service Agreement for sanitary sewer cleaning services on an “as requested” basis is approved.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a copy of this resolution to the Township Engineer, Department of Public Works Manager and Accounts Payable Control Clerk.

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 OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

CERTIFICATION OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER FOR THE TOWNSHIP OF WYCKOFF, HEREBY CERTIFIES THAT THIS CONTRACT IS SUBJECT TO THE TOWNSHIP COMMITTEE AUTHORIZING ADEQUATE APPROPRIATION IN 2025 & 2026 SEWER UTILITY BUDGET ANTICIPATED AT \$6,000 EACH YEAR.

DIANA MCLEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-266**

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Authorize Shared Service
Agreement – Sewer Cleaning**

VOTE: BOONSTRA___ LANE___ MADIGAN___ MELCHIONNE___ SHANLEY___
.....

WHEREAS, the Township of Wyckoff participates in the Northwest Bergen Shared Services Program of the Northwest Bergen County Cooperative Pricing Systems; and,

WHEREAS, the Township of Wyckoff already participates in shared services with the Northwest Bergen County Utilities Authority for street sweeper and sewer pump station maintenance and repair; and,

WHEREAS, the Interlocal Services Act, N.J.S.A. 40:8A-1 et seq., permits, authorizes and encourages public bodies such as counties, municipalities and school districts to enter into agreements with each other to contract for the provision of any service which the parties to such agreement are empowered to render under within its own jurisdiction, whether administrative, educational, instructional or otherwise; and,

WHEREAS, the County of Bergen has the ability to provide sanitary sewer cleaning as a shared service; and,

WHEREAS, the Township Engineer of the Township of Wyckoff recommends participation in the Interlocal Services Program where Northwest Bergen will provide their sewer cleaning service for a fee on an “as requested” basis to participating municipalities as described in the shared services agreement for the calendar years 2025 and 2026; and

WHEREAS, the Chief Financial Officer in accordance with NJAC 5:30-5.5(d)2 certifies that this contract extension is subject to the availability and appropriation annually of sufficient funds in future years; and,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Shared Service Agreement for sanitary sewer cleaning services on an “as requested” basis is approved.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a copy of this resolution to the Township Engineer, Department of Public Works Manager and Accounts Payable Control Clerk.

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 OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

CERTIFICATION OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER FOR THE TOWNSHIP OF WYCKOFF, HEREBY CERTIFIES THAT THIS CONTRACT IS SUBJECT TO THE TOWNSHIP COMMITTEE AUTHORIZING ADEQUATE APPROPRIATION IN 2025 & 2026 SEWER UTILITY BUDGET ANTICIPATED AT \$6,000 EACH YEAR.

DIANA MCLEOD
CHIEF FINANCIAL OFFICER

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-267

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Review of Best
Practices Checklist**

VOTE: BOONSTRA _____ LANE _____ MADIGAN _____ MELCHIONNE _____ SHANLEY _____
.....

WHEREAS, the State's Fiscal Year 2012 Appropriations Act or 2012 State Budget (P.L. 2011, c.85) requires the Division of Local Government Services to determine how much of each municipality's final 5% allocation of its CMPTRA and ETR reimbursement (referred to as State aid) will be disbursed based upon the results of a Best Practices Inventory to be completed by each municipality by October 25, 2024; and,

WHEREAS, the Best Practices Checklist was completed and submitted to the State before October 25, 2024 and was discussed at the Township Committee's October 22, 2024 Public Work Session Meeting; and,

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

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

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

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

CERTIFICATION

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE TOWNSHIP COMMITTEE ON OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-268

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Extension of Contract
#2022-12 – Multi-Sport Camps**

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

WHEREAS, by Resolution #23-127 the Township Committee of the Township of Wyckoff previously awarded Contract #2022-12 to US Sports Institute, 12 Maiden Lane, Suite 3, Bound Brook, New Jersey 08805 to conduct a multi-sport instructional recreation camp in Wyckoff in accordance with the specifications and pay the Township 22% of Gross Revenue with a minimum of \$25 per player for the use of the facilities for years 2023 and 2024; and,

WHEREAS, the contract included a provision for two (2) additional one-year extensions, if recommended by the Recreation Director in consultation with the Parks and Recreation Advisory Board, and approved by the Township Committee; and,

WHEREAS, the Recreation Director, in consultation with the Parks and Recreation Advisory Board, has recommended extending the contract for the two (2) additional one-year periods as permitted under the solicitation and original award, covering the years 2025 and 2026; and,

WHEREAS, the Township Administrator/Qualified Purchasing Agent has reviewed this recommendation and concurs;

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 #2022-12 with US Sports Institute, 12 Maiden Lane, Suite 3, Bound Brook, New Jersey 08805, for Multi-Sport Camps is hereby extended for two (2) additional one-year periods, for the years 2025 and 2026, under the same terms and conditions as the original contract.

BE IT FURTHER RESOLVED that the Township will continue to receive 22% Gross Revenue with a minimum of \$25 per participant for the use of the facilities during the extension periods.

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 AS ADOPTED BY THE TOWNSHIP COMMITTEE ON OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-269

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Extension of Contract
#2022-13 - Spring & Summer Chess
Instruction as a Passive Recreation
Community Activity**

VOTE: BOONSTRA ____ LANE ____ MADIGAN ____ MELCHIONNE ____ SHANLEY ____
.....

WHEREAS, by Resolution #23-128 the Township Committee of the Township of Wyckoff previously awarded Contract #2022-13 to Martin Kenny, 331 Lanza Avenue, Apartment 7, Garfield, New Jersey 07026, to conduct Spring & Summer Chess Instruction as a Passive Recreation Community Activity, with a payment of \$25 per participant to the Township for the use of facilities in 2023 and 2024; and,

WHEREAS, the contract included a provision for two (2) additional one-year extensions, if recommended by the Recreation Director in consultation with the Parks and Recreation Advisory Board, and approved by the Township Committee; and,

WHEREAS, the Recreation Director, in consultation with the Parks and Recreation Advisory Board, has recommended extending the contract for the two (2) additional one-year periods as permitted under the solicitation and original award, covering the years 2025 and 2026; and,

WHEREAS, the Township Administrator/Qualified Purchasing Agent has reviewed this recommendation and concurs;

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 #2022-13 with Martin Kenny, 331 Lanza Avenue, Apartment 7, Garfield, New Jersey 07026, for Spring & Summer Chess Instruction as a Passive Recreation Community Activity is hereby extended for two (2) additional one-year periods, for the years 2025 and 2026, under the same terms and conditions as the original contract.

BE IT FURTHER RESOLVED that the Township will continue to receive \$25 per participant for the use of the facilities during the extension periods.

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 AS ADOPTED BY THE TOWNSHIP COMMITTEE ON OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #24-270**

INTRODUCED:

SECONDED:

MEETING DATE: October 22, 2024

**REFERENCE: Extension of Contract
#2022-14 – Creative & Crafty Kids
Recreational Program for Grades K-2**

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

WHEREAS, by Resolution #23-126 the Township Committee of the Township of Wyckoff previously awarded Contract #2022-14 to The Happy Dance, LLC, 53 Third Street, Pequannock, New Jersey 07440 to conduct Creative & Crafty Kids Recreational Program for Grades K-2 in Wyckoff accordance with the specifications with a payment of \$25 per participant to the Township for the use of facilities in 2023 and 2024; and,

WHEREAS, the contract included a provision for two (2) additional one-year extensions, if recommended by the Recreation Director in consultation with the Parks and Recreation Advisory Board, and approved by the Township Committee; and,

WHEREAS, the Recreation Director, in consultation with the Parks and Recreation Advisory Board, has recommended extending the contract for the two (2) additional one-year periods as permitted under the solicitation and original award, covering the years 2025 and 2026; and,

WHEREAS, the Township Administrator/Qualified Purchasing Agent has reviewed this recommendation and concurs;

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 #2022-12 with The Happy Dance, LLC, 53 Third Street, Pequannock, New Jersey 07440, for Creative & Crafty Kids Recreational Program for Grades K-2 is hereby extended for two (2) additional one-year periods, for the years 2025 and 2026, under the same terms and conditions as the original contract.

BE IT FURTHER RESOLVED that the Township will continue to receive \$25 per participant for the use of the facilities during the extension periods.

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 AS ADOPTED BY THE TOWNSHIP COMMITTEE ON OCTOBER 22, 2024.

NANCY A. BROWN
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
MUNICIPAL CLERK'S OFFICE

TWP. OF WYCKOFF

OCT 14 2024

MUNICIPAL CLERK

SPECIAL EVENT APPLICATION

(All Special Events are Permitted for a Maximum ten-day period)

Please type or print clearly and submit original copy with a detailed event description and any layout schematics:

Wyckoff Chamber of Commerce - Tree Lighting and Santa Event

Applicant/Business Name

PO Box 2 Wyckoff NJ 07481

Business Address

201 4681999

Block/Lot

Karen Mullane

Business Telephone

2019234664

Contact/Applicant Name

kmullane@cafsnj.org

Contact Telephone

December 06, 2024

Contact Email Address

5pm to 8pm

Date of Event

Duration of Event (Days and/or hours)

eSigned via SeamlessDocs.com
Karen Mullane
Key: f37b0514f0de5092e1fcd268aedeed

Applicant Signature

REQUIRED INFORMATION: (Check all that apply)

☐ **Temporary Signage**

Attach detailed drawing/art including dimensions; location(s) of temporary sign(s) and dates of the ten-day period requested. (10 days is the max. number of days for temporary signage). Specific Dates: _____

☐ **Special Activities**

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

☒ **Food and/or Drink**

Any food or beverage vendors will REQUIRE a Wyckoff Board of Health License.

☐ **Special Temporary Props** Attach specific description of items to be utilized.

☐ **Tent**

Attached map detailing the precise location of where the tent is proposed to be located. Tents larger than 900 SF will require a permit. Please contact wyckoffbuildingsinsp@wyckoff-nj.com for more information on permits.

Official Use

Review by Zoning Enforcement Official

Review by Police Traffic Safety Officer

Permission Obtained from Township Committee

Nancy A. Brown, Municipal Clerk

Date: _____ Approved: K Denied: K
Date: _____ Approved: K Denied: K
Date: _____ Approved: K Denied: _____

Nancy A. Brown

From: Keira Duffy <keira.duf@gmail.com>
Sent: Friday, September 6, 2024 2:37 PM
To: Nancy A. Brown
Subject: Gold Award Project

CAUTION: This email originated from outside of Wyckoff Township. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon Nancy! My name is Keira Duffy and I'm a senior at Ramapo High School. I called Town Hall and got your email address so I could ask you this question. I submitted a non-emergency request form, but I figured this would be more efficient. I am contacting you because for my Girl Scout Gold Award project, I have created a short presentation to educate the community on safe driving. I have recently received my driver's license and I couldn't help but notice a lot of unsafe driving habits shown by many people residing in Wyckoff. For instance, people are running red lights, speeding and honking excessively, and not using their blinkers. When I had my permit and used the red sticker to indicate I was a new driver, people paid it almost no regard and continued to drive aggressively around me. I chose this issue to hopefully change this, prevent car accidents from happening, and make the roads seem a little less daunting for young drivers. I have contacted the Wyckoff Police Department who offered to be a resource for my project as well. I was hoping that at a town meeting in either September (I'm not sure if I missed this one) or October I could present this project. It shouldn't take more than 15 minutes. It gets to the point and I'm really hoping it can make a difference in our town and protect drivers and pedestrians. Thank you for reading this! My contact information is below. Email me if you have any questions! Have an awesome day!

Email: keira.duf@gmail.com
Phone Number: 201-788-7370

October
22nd