

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, DECEMBER 3, 2019 - 7:00 P.M.**

1. 7:00 pm Work Session Meeting called to order by Mayor Thomas J. Madigan
2. Roll call of Township Committee
3. Reading of "Open Work Session" statement by Mrs. Santimauro
4. Confirm Finance Committee has reviewed, and signed vouchers and that Mayor and Municipal Clerk have signed any necessary documents
5. 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.
6. Presentation of letters of gratitude from the Township Committee to Police Officer Michael Teegan and Police Officer Michael Scalise who both assisted a citizen in need of medical attention while transporting a prisoner.
7. Assemblyman Rooney and Assemblyman DePhillips to present Proclamations to Police Officer Michael Teegan and Police Officer Michael Scalise who both assisted a citizen in need of medical attention while transporting a prisoner.
8. Presentation of Proclamations to the Wyckoff Junior Football Team for winning their Superbowl Championship.
9. Presentation of Proclamations to Wyckoff Pee Wees Football Team for winning their Superbowl Championship.
10. Review of 8:00 p.m. Business Meeting Agenda – Administrator
11. Review of Policy Action Items – Administrator
12.
 - a. Report of Township Committee
 - b. Report of Administrator
 - c. Report of Attorney
13. Recess Work Session Meeting to conduct 8:00 pm Business Meeting
14. Reconvene Work Session Meeting
15. Adjourn

**PAYMENT OF CLAIMS MAY BE PAID AT ALL WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE
BUSINESS MEETINGS**

FORMAL ACTION MAY BE TAKEN AT THIS WORK SESSION

NOTICE TO PUBLIC

As a visitor attending this public meeting, your presence and attendance may be recorded. By remaining in the Court Room during the meeting, it is assumed your consent is given for your image to be broadcast.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable.

**TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, DECEMBER 3, 2019 - 8:00 PM**

1. Regular Meeting of the Wyckoff Township Committee called to order by Mayor Thomas J. Madigan
2. Flag Salute
3. Invocation by Reverend Andy Kadzban from Wyckoff Reformed Church
4. Reading of the "Open Public Meetings Act" statement by Mrs. Santimauro
5. Roll call of the Township Committee
6. 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.
7. Presentation of Proclamations to Ramapo Girls Soccer Team for winning the Bergen County Championship and the State Sectional Championship.
8. Approval of the November 18, 2019 Township Committee Work Session and Regular Business meeting minutes:
MOTION: _____ SECOND _____
BOONSTRA__ RUBENSTEIN__ SHANLEY__ MADIGAN__

9. **Consent Agenda:** All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately:

I Resolutions (Adoption of the following):

- | | |
|---------|---|
| #19-327 | Accept Police Chief Report and Authorize Towing Licenses |
| #19-328 | Refund Performance Bond-733 Highview Drive/
736 Thomas Place |
| #19-329 | Award Contract for Shade Tree Work |
| #19-330 | Refund Landscape Bond-550 Taunton Road |

II Motions

- a. Proclamation thanking Brian D. Scanlan for his service as Mayor and Township Committee member.

Following is the vote on the Consent Agenda:

MOTION: _____ SECOND _____
BOONSTRA__ RUBENSTEIN__ SHANLEY__ MADIGAN__

III. **Ordinances – Introductions**

#1899 – AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR EMPLOYEES OF THE PUBLIC WORKS DEPARTMENT OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2020

#1900 – AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION FOR EACH OFFICER OF THE POLICE DEPARTMENT OF THE TOWNSHIP OF WYCKOFF, AND THE METHOD OF PAYMENT OF SUCH COMPENSATION FOR THE YEAR 2020

IV. Adjourn

**PAYMENT OF CLAIMS MAY BE PAID AT ALL TOWNSHIP COMMITTEE WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE REGULAR MEETINGS
FORMAL ACTION MAY BE TAKEN DURING THIS MEETING**

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**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-327**

INTRODUCED:

SECONDED:

MEETING DATE: December 3, 2019

REFERENCE: Accept Police Chief Report
and Authorize Towing Licenses

VOTE: BOONSTRA _____ RUBENSTEIN _____ SHANLEY _____ MADIGAN _____

WHEREAS, the Township Committee of the Township of Wyckoff adopted Ordinance #1606 establishing towing procedures; and,

WHEREAS, three (3) vendors submitted an application for a license to provide towing services for the Wyckoff Police Department during calendar year 2020; and,

WHEREAS, the Wyckoff Police Department has diligently reviewed the applications and inspected the applicants equipment and storage yard to complete a thorough and complete examination of the applications; and,

WHEREAS, the Township of Wyckoff's Municipal Risk Consultant has approved the applicant's certificate of insurance to verify compliance with Section 15 of Ordinance #1606, however, the Police Chief shall ensure all certificates which expire before January 1, 2020 are renewed; and,

WHEREAS, the Wyckoff Police Chief has provided the attached report dated November 15, 2019 recommending City Wide Towing, All Points Auto & Towing and NAR Towing to perform towing services for the Wyckoff Police Department in 2020 subject to the payment of an annual license fee provided in Section 8 of Ordinance #1606; 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 has carefully considered and accepts the report of the Wyckoff Police Chief dated November 15, 2019 attached as if set forth at length.
2. The Township Committee authorizes the issuance of a license in rotation for calendar year 2020 to:
 - City Wide Towing, 131 Goffle Road, Hawthorne, NJ 07506 and at 205 Chestnut Street, Ridgewood, NJ 07450
 - All Points Auto and Towing, 145-A Hopper Ave, Waldwick, NJ 07463
 - NAR Towing, 536 Route 17, Ramsey, NJ 07446

to perform towing services in the Township of Wyckoff in accordance with Ordinance #1606 in calendar year 2020.

3. The Township Committee instructs the Police Department to ensure that the aforementioned authorized towing entities provide current certificate of insurances and if any expire during calendar year 2020, which are not replaced, that they immediately be removed from the list of authorized towers.

BE IT FURTHER RESOLVED by the Township Committee that the Wyckoff Chief of Police is designated to enforce the provisions of Ordinance #1606 and the Wyckoff Chief of Police or his designee with the approval of the Chief of Police is authorized to issue supplementary rules and regulations to implement the purposes established by the Township Committee with the adoption of Ordinance #1606.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF CERTIFIES THE ATTACHED RESOLUTION TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON DECEMBER 3, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-328**

INTRODUCED:

SECONDED:

MEETING DATE: December 3, 2019

REFERENCE: Refund Performance
Cash Bond – 733 Highview Drive/
736 Frederick Court Sewer

VOTE: BOONSTRA ___ RUBENSTEIN ___ SHANLEY ___ MADIGAN ___

WHEREAS, Mr. Paul Hewett, Hewitt Excavating LLC, Mr. Justin Leavy and Mr. Russell Whiteman for sewer connections at 733 Highview Drive (Block 425/41) and 736 Frederick Court (431/12) posted the following with the municipal clerk's office:

Performance/Maintenance Cash	Hewett Excavating	\$4,380
Performance Bond	Hewett Excavating	\$39,420
Professional Escrow	Mr. Justin Leavy	\$2,500
Professional Escrow	Mr. Russell Whiteman	\$750

WHEREAS, Mr. Paul Hewett in a letter dated November 4, 2019 has requested the release of the performance guarantee; and,

WHEREAS, the Township Engineer, Mark DiGennaro in a notation dated November 5, 2019 has recommended the following to be refunded:

<u>Release</u>	<u>Retain</u>
\$3,833.00 Performance cash bond	\$547 Two (2) Year Maintenance Cash Bond

WHEREAS, the Chief Financial Officer, Diana McLeod, has verified the funds.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby concur with the recommendation of the Township Engineer to refund the \$3,833 performance cash bond and the Township will retain \$547.00 as a two (2) year cash maintenance bond.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall forward a copy to the Township Engineer and to Mr. David Englishman, Englishman Paving Specialists, 260 Glen Avenue, Midland Park, NJ 07432

CERTIFICATION

I, JOYCE C. SANTIMAURO, 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 DECEMBER 3, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-329**

INTRODUCED:

SECONDED:

MEETING DATE: December 3, 2019

REFERENCE: Award Contract –
Bi-Annual Shade Tree Work

VOTE: BOONSTRA _____ RUBENSTEIN _____ SHANLEY _____ MADIGAN _____
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WHEREAS, the Township Committee of the Township Committee has a need to trim and elevate trees in the municipal Right-of-Way and to remove dead trees in the municipal right-of-way when they are reported; and,

WHEREAS, the Township Committee approved the specifications and authorized advertised competitive sealed bidding; and,

WHEREAS, the Township of Wyckoff published a legal advertisement in the November 8, 2019 issue of the Ridgewood News soliciting competitive sealed proposals; and,

WHEREAS, the Township of Wyckoff posted a notice that this bid specification is available to bidders on the Township’s “Bids and Jobs” quick link easily accessed from the Township’s Home Page at www.wyckoff-nj.com and to further encourage competition, the specifications were available with no fee, and the advertisement notice of bidding period exceeded the state requirement; and,

WHEREAS, on November 22, 2019 at 11:00 a.m. the following bids were publicly opened, and their contents read aloud:

VENDOR	ADDRESS	CITY	ZIP	TOTAL PRICE BID
**Almstead Tree	504 High Mountain Road	North Haledon	07508	\$18,797.15
Downes Tree Service	65 Royal Avenue	Hawthorne	07506	\$38,597.00
Top Notch Tree & Excavating LLC	83 Grant Street	Ramsey	07446	\$29,915.00

WHEREAS, the Public Works Manager and the Township Administrator have reviewed the bids submitted and recommend an award to the low responsive and responsible bidder; and,

WHEREAS, the Township Attorney has reviewed this procurement and concurs.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract is awarded to Almstead Tree, 504 High Mountain Road, North Haledon, New Jersey 07508 for a lump sum not to exceed the price of \$18,797.75 for the Shade Tree Work described in the specifications and to be performed in the time frame specified.

BE IT FURTHER RESOLVED, that the Municipal Clerk provides a copy of this resolution to the Department of Public Works Manager, the Chief Financial Officer and the Shade Tree Commission Secretary.

CERTIFICATION

I, JOYCE C. SANTIMAURO, 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 DECEMBER 3, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (b) 2 CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON DECEMBER 3, 2019 AND IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2019 BUDGET ACCOUNT NUMBER 9-01-26-292-020 AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30 – 5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4 (a).

DIANA McLEOD
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-330**

INTRODUCED:

SECONDED:

MEETING DATE: December 3, 2019

**REFERENCE: Refund Landscape
Bond – 550 Taunton Road**

VOTE: BOONSTRA__ RUBENSTEIN__ SHANLEY__ MADIGAN__

WHEREAS, Performance Investors SVCS for the homeowners at 550 Taunton Road Block 281 Lot 10 deposited \$1,500.00 as a landscape bond; and,

WHEREAS, Mr. Allen E. Stiles, Stilesbilt, LLC/Performance Investors SVCS in a letter dated November 6, 2019 has requested that the landscape bond for 550 Taunton Road be refunded; and,

WHEREAS, the Township Engineer, Mark DiGennaro in a notation dated November 22, 2019 has recommended that the landscape bond be refunded; and,

WHEREAS, the Chief Financial Officer, Diana McLeod, has verified the funds.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby concur with the recommendation of the Township Engineer to refund the \$1,500.00 landscape bond to Performance Investors SVCS.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall forward a copy to the Township Engineer and to Mr. Allen E. Stiles, Stilesbilt LLC, 455 Old Woods Road, Wyckoff, NJ 07481.

CERTIFICATION

I, JOYCE C. SANTIMAURO, 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 DECEMBER 3, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK