

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

TOWNSHIP OF WYCKOFF

Open Public Meetings Act Notice

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., the Township Committee of the Township of Wyckoff shall conduct its 7:00 pm, Thursday, November 4, 2021, Work Session meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment or call 201-891-7000, ext. #2220 should they wish to provide public comment during the public comment period.

These measures are implemented to allow members of the public to observe the Township Committee meeting in person and via live streaming and to provide to the public the ability to comment telephonically during the period for public comment which appears on the agenda for the meeting.

This notice and agenda have been posted on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas" on Friday, October 29, 2021. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Friday, October 29, 2021, by 4:30 pm.

To view the Township Committee meeting via live-stream, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on November 4, 2021.

To be notified of all future live streamed Township meetings, please create a YouTube account and subscribe to our YouTube channel, "Township of Wyckoff".

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
Acting Municipal Clerk

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 - 7:00 P.M.

PAUSE – Municipal Clerk will post the link to the live meeting on our website's homepage.

1. 7:00 pm Work Session Meeting called to order by Mayor Melissa D. Rubenstein

2. Roll call of Township Committee

BOONSTRA YES MADIGAN YES MELCHIONNE YES
SHANLEY YES RUBENSTEIN YES

3. Reading of "Open Work Session" statement by Acting Clerk, Nancy A. Brown

4. Confirm Finance Committee has reviewed, and signed vouchers, and that Mayor and Municipal Clerk have signed any necessary documents.

5. Motion to open the Ten (10) Minute Public Comment period:

Ten Minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff.

Please step forward to the microphone or call 201-891-7000, ext. #2220 if you wish to make a comment.

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

Motion to close the Public Comment period:

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

6. Presentation of donation by Provident Bank to Wyckoff Volunteer Fire Department, accepted by Chief Joseph Vander Plaats

7. Review of 8:00 p.m. Business Meeting Agenda – Administrator

8. Review of Policy Action Items – Administrator

9. Reports of Township Committee Members

10. Report of Township Attorney

11. Motion to enter a Closed Session Discussion in accordance with Resolution #20-C15 from the Open Public Work Session Meeting.

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

12. Motion to Exit the Closed Session Discussion and re-enter the open section of the Open Work Session Meeting:

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

13. Adjourn

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

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
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SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 – 7:00 P.M.**

OPEN PUBLIC MEETINGS ACT

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Nancy A. Brown
Acting Municipal Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 – 7:00 P.M.**

Mayor Melissa D. Rubenstein opened the Open Work Session Meeting at 7:00 p.m. in the second-floor municipal court room.

Present: Mayor Melissa D. Rubenstein, Committeemen Rudolf E. Boonstra, Thomas J. Madigan, Peter J. Melchionne and Timothy E. Shanley
Also Present: Township Administrator Robert J. Shannon, Acting Municipal Clerk Nancy Brown, Township Attorney Robert Landel and Thomas Garlick, Esq.

Nancy Brown, Acting Municipal Clerk read the Open Public Work Session statement: "This Open Public Work Session Meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and e-mailed to said newspapers. The Agenda with the resolutions and ordinances to be considered was posted on the Township's website at "Minutes & Agendas" on the Friday prior to this evening's meeting."

Mayor Rubenstein opened the meeting for the ten (10) minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff. Please call 201-891-7000, ext. 2220 if you wish to make a public comment at this time. Motion from Committeeman Shanley, seconded by Committeeman Melchionne, all voting yes to open the ten (10) minute public comment period.

No one came forward and no phone calls were received.

Committeeman Shanley motioned to close the public comment period, seconded by Committeeman Melchionne with an affirmative voice vote.

At this time, the Presentation of Donation by Provident Bank to the Wyckoff Volunteer Fire Department and accepted by Fire Chief Joseph Vander Plaats was executed. Provident Bank opened its branch office on Franklin Avenue. A \$1,000 check was presented to Fire Chief Vander Plaats and Assistant Fire Chief Murphy for use to purchase fire safety equipment for volunteer firefighters.

Review of 8:00 p.m. Business Meeting Agenda:

1. The Agenda is as posted on the Township website with documents on Friday, October 29, 2021.
2. A resolution is proposed for Pay to Play Compliance as well as a Closed Session resolution as requested by the Township Committee.
3. Last week, notice that a \$193,000 NJDOT Grant was received to improve Grandview Avenue. An ordinance is listed on this evening's Agenda to appropriate that grant so the improvement may be performed.

Policy Action Items:

1. The Best Practices Checklist was submitted. The Township will receive Full State Aid Funding.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 – 7:00 P.M.**

2. Bergen County paved Wyckoff Avenue from Russell Avenue to Meer Avenue last week.
3. The Mountain Avenue milling and paving project, funded by two (2) NJDOT grants will begin on Monday, November 15, 2021. Four (4) rain free days are required to complete this improvement project.
4. The Fall Curbside Leaf Collection Program began on Monday, October 18, 2021. Crews are working in District 8 of the 1st round.
5. On Friday, November 5, 2021, an advertisement will be published to solicit sealed competitive bids for recreation program equipment and safety equipment. 2022 is the 14th consecutive year that the Township of Wyckoff, acting as the Lead Agent and is aggregating the needs of three (3) municipalities to achieve discount volume pricing. The Recreation Director performs an effective effort with assembling the needs, ordering and verifying prices.
6. Due to pension rules, when an employee retires, he or she must also severe all volunteer service to ensure a clear separation from the employer. This means, the Administrator will also retire from the Gardens of Wyckoff Committee, volunteer firefighter and OEM Service. The Township Committee accepted these resignations with regret.
7. The Acting Municipal Clerk is replacing the computer in the Municipal Court Room which the You-Tube Platform operates from. Since these social media platforms that the Township utilizes (at no cost) do not communicate any upgrades or other actions that impact the Township's ability to livestream. Ms. Brown is recognized for her pro-active thinking.
8. Approval of the Stormwater Management Plan is expected on 11-10-21 after the Planning Board conducts a public hearing.
9. The Administrator reviewed a request from a lawyer for the owner of 673 Vance Avenue in Franklin Lakes to connect to the Wyckoff Sanitary Sewer System. This request would include a multi-party agreement to ensure sewer charges are paid because the Township is prohibited from adding a Franklin Lakes property in its Tax Sale. The Administrator suggested he send a reply letter to advise the Franklin Lakes owner to review the request. Mayor Rubenstein suggested forwarding the matter to the Township Attorney first.
10. The Administrator provided information to review a resident's request that the Township Committee mandate battery powered lawn equipment to decrease noise from lawn equipment. A discussion resulted where a suggestion will be relayed to the resident's neighbor to request they do not cut their lawn at the time or day the requestor would rather them not do so. If this suggestion fails, the Municipal Court has a neighborhood dispute resolution option.

Township Committee Reports:

Rudolf Boonstra:

1. Sergeant Zivkovich is enrolled in training on the LEAD Anti-Drug Awareness Program (the successor of the DARE Program) to train young people.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 – 7:00 P.M.**

2. Mr. Boonstra complimented Police Chief Murphy for completing the Attorney General's mandated De-Escalation Training for all sworn officers without the use of overtime funds. Chief Murphy avoided significant costs.
3. Mr. Boonstra complimented Acting Municipal Clerk Brown, her office staff, the DPW and all who worked on the administration of the 11-2-21 Election.
4. Mr. Boonstra congratulated Committeemen Shanley and Madigan on their re-election and looks forward to governing with them on the Township Committee Team.
5. The Zabriskie House Trustees met last week to review the repair of the wall on the Franklin Avenue side of the historic museum.
6. Ninety-eight (98) years ago on 10-31-1923, Mr. Boonstra's grandparents, Lucas and Anna Galenkamp relocated their family to 535 Sicomac Avenue to operate a dairy farm business.

Timothy Shanley:

1. Mr. Shanley reported that the collapsed drainage pipe in a public easement on Fox Hollow Road from Hurricane Ida was replaced by the DPW avoiding a substantial cost.
2. The DPW began Round 2 of the Curbside Leaf Collection Program.
3. Mr. Shanley reported that Scott Fisher and his talented DPW Staff are finalizing the construction of the natural and bluestone terraced seating. Approximately \$100,000 was avoided when natural stone was substituted for the more expensive steel.
4. Mr. Shanley advised that the regular football season is completed. The Junior and Senior Teams are in the playoffs. The Senior football Team is undefeated. The Junior Football Team achieved a record of seven (7) wins and one (1) loss.
5. Mr. Shanley thanked Nancy Brown, Acting Municipal Clerk for her hard work with the election on Tuesday, November 2, 2021. He also thanked the voters and pledged to do his best.

Thomas J. Madigan:

1. Mr. Madigan thanked Nancy Brown and her Team for their diligent work before, during and after the election.
2. Mr. Madigan thanked the voters and stated he looks forward to working for the residents.
3. Mr. Madigan reported that Colin Bradley, who is working on his Eagle Scout Community Service Project and attached 100 fire hydrant stakes to fire hydrants to help the Wyckoff Volunteer Fire Department locate fire hydrants after a snowfall.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 – 7:00 P.M.**

Peter Melchionne:

1. Mr. Melchionne thanked Nancy Brown and Staff for working together for a well administered election.
2. Mr. Melchionne stated that at this point, 50% of the registered voters voted for the Township Committee candidates and 27% of the registered voters voted for the Board of Education candidates.
3. Mr. Melchionne suggested the Township Committee designate one (1) parking spot in the Memorial Field Campus specifically for a veteran in the Town Hall parking lot.

Mayor Rubenstein:

1. Mayor Rubenstein thanked Nancy Brown, Acting Municipal Clerk and her Staff for a great job on Election Day.
2. The Township will again have a Hanukkah Celebration on the front lawn of Town Hall on Sunday, November 28, 2021.

Motion to enter a Closed Session Discussion in accordance with Resolution #21-C15 from the Open Public Work Session Meeting at 7:22 p.m.:

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

Motion to exit the Closed Session Discussion at 7:55 p.m.:

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

Motion to Exit the Closed Session Discussion and to re-enter the Open Work Session at 7:55 p.m.:

MOTION: SHANLEY SECOND MELCHIONNE
BOONSTRA ABSTAIN MADIGAN ABSTAIN MELCHIONNE YES
SHANLEY YES RUBENSTEIN YES

The Township advised that a Special Meeting will be conducted on Tuesday, November 9, 2021 at 6:00 p.m. for the purpose of further deliberations on a decision to select a successor Administrator.

Adjourn the Open Work Session Meeting at 8:35 p.m.

MOTION: SHANLEY SECOND MELCHIONNE
BOONSTRA ABSTAIN MADIGAN ABSTAIN MELCHIONNE YES
SHANLEY YES RUBENSTEIN YES



Melissa D. Rubenstein
Mayor



Nancy A. Brown
Acting Municipal Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021 - 8:00 PM**

1. Regular Meeting of the Wyckoff Township Committee called to order by Mayor Melissa D. Rubenstein

2. Flag Salute

3. Invocation

4. Reading of the "Open Public Meetings Act" statement by Nancy A. Brown

5. Roll Call of the Township Committee Members Present:

BOONSTRA YES MADIGAN YES MELCHIONNE YES
SHANLEY YES RUBENSTEIN YES

6. Request motion to open the Public Comment Period:

Public Comment period, five (5) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff.

Please step forward to the microphone or call 201-891-7000, ext. #2220 if you wish to make a comment.

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

Request motion to close the Public Comment Period:

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

7. Approval of the October 19, 2021, Township Committee Work Session and Regular Business meeting minutes:

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

8. Approval of the October 12, 2021, October 14, 2021, and October 15, 2021, Township Committee Special Meeting minutes:

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

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:

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

I Resolutions (Adoption of the following):

- | | |
|---------|---|
| #21-282 | Review of Best Practices Checklist |
| #21-283 | Approval of Vouchers and Authorization to Pay Bills |
| #21-284 | Return of Certain Overpaid Taxes, Etc. |
| #21-285 | Release Performance Cash Surety – 689 Laurel Lane |
| #21-286 | Transfer of Funds as per NJSA 40A:4-58 |
| #21-287 | Adopt & Authorize Use of Volunteer Handbook |
| #21-288 | Award of Contract – Barnwell Tire Barn, Inc. |

II Ordinances – Introduction

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 \$193,000.

III Motions

A. Approval of specification and authorization to conduct advertised, sealed competitive bidding for recreation equipment.

B. Approve and memorialize the Chamber of Commerce's request to hold the annual Tree Lighting on Friday, December 3, 2021 at 7:30 pm.

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:	SHANLEY	SECOND	MELCHIONNE
BOONSTRA	YES	MADIGAN	YES
SHANLEY	YES	RUBENSTEIN	YES

10. Adjourn

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

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

**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
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

Attendance

Township Committee Present: Mayor Melissa D. Rubenstein; Committee Present: Rudolf E. Boonstra, Peter J. Melchionne, Thomas J. Madigan and Timothy E. Shanley.

Staff Present: Township Administrator Robert J. Shannon, Acting Municipal Clerk Nancy Brown, Township Attorney Robert Landel and Thomas Garlick.

Meeting Open for Public Comment

Committeeman Shanley made a motion to open the meeting for Public Comment; Seconded by Committeeman Melchionne. All voted in favor.

There being no callers after several minutes had passed and no one stepping forward, Mayor Rubenstein requested a motion to close the public comment period.

Committeeman Shanley made a motion to close the Public Comment Period; Seconded by Committeeman Boonstra. All voted in favor.

Approval of the October 19, 2021, Township Committee Work Session and Regular Business meeting minutes:

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

With an affirmative vote, the motion is approved.

Approval of the October 12, 2021, October 14, 2021, and October 15, 2021, Township Committee Special Meeting minutes:

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

With an affirmative vote, the motion is approved.

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

I Resolutions (Adoption of the following):

#21-282 Review of Best Practice Checklist

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 November 3, 2021; and,

WHEREAS, the Best Practices Checklist was completed and submitted to the State before November 3, 2021, and was discussed at the Township Committee's November 4, 2021, Public Business Meeting; and,

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

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 response to the Best Practices Checklist requires the State of New Jersey to provide full funding of the remaining 5% payment.

Best Practices Inventory Online Platform
2021 Survey

Wyckoff Township

Printable Current Answers

001	Core Competencies	Personnel	[1.00] Yes	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?
002	Core Competencies	Personnel	[1.00] Yes	Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated. If not yes, please type "Did Not Answer Yes" into the comment box.
003	Core Competencies	Budget	[1.00] Yes	Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

PAGE NO.

004	Best Practices	Budget	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.	[0.50] N/A
005	Core Competencies	Capital Projects	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?	[1.00] Yes
006	Core Competencies	Transparency	Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?	[1.00] Yes
007	Best Practices	Transparency	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content? Answer N/A if your municipality does not have a social media account.	[0.50] Yes
008	Core Competencies	Procurement	Do your municipality's professional services contracts include a "not to exceed" amount?	[1.00] Yes
009	Best Practices	Procurement	If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.	[0.50] N/A

010	Best Practices	Procurement	Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.	[0.50] N/A
011	Core Competencies	Cybersecurity	A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?	[1.00] Yes
012	Core Competencies	Cybersecurity	Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?	[1.00] Yes
013	Core Competencies	Financial Administration	Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?	[1.00] Yes

014	Core Competencies	Budget	[1.00] Yes	Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.
015	Core Competencies	Capital Projects	[1.00] Yes	Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?
016	Best Practices	Personnel	[0.50] Yes	Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.
017	Core Competencies	Procurement	[1.00] Yes	Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?
018	Core Competencies	Transparency	[1.00] Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

019	Core Competencies	Transparency	[1.00] Yes
N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.			
020	Core Competencies	Cybersecurity	[1.00] Yes
Does your municipality perform off-network daily incremental backups with weekly full backups of all data?			
021	Core Competencies	Shared Services	[1.00] Yes
N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?			

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

022	Core Competencies	Fire Districts	[1.00] N/A	If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the district can adopt its annual budget. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. Oughton v. Board of Fire Comrs., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?	
023	Core Competencies	Shared Services	[1.00] Yes	N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.	
024	Core Competencies	Financial Administration	[1.00] N/A	Audit findings address areas needing improvement and ignoring these findings devalues the process. Comment Did not answer no Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2018 audit been identified in a corrective action plan and not been repeated in the 2019 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2019 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box.	

025

Best Practices

Transparency

Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <https://www.state.nj.us/treasury/taxation/relief.shtml>?

[0.50] Yes

026

Best Practices

Fire Districts

Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. Does your municipality have a single fire district or, if your municipality has multiple fire districts, is it reviewing the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district.

[0.50] N/A

027

Best Practices

Environment

Have public electric vehicle charging stations been installed, or are they currently being installed, on municipal property?

[0.00] No

Comment: Under review

028a

Unscored Survey

Shared Services

Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into

[0.00] No

Comment: N/A

028b

Unscored Survey

Shared Services

Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into

[0.00] No

Comment: N/A

028c

Unscored Survey

Shared Services

Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into

[0.00] No

Comment: N/A

Comments. (c) Tax Assessor

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

028d	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into	[0.00] No	Comment: N/A
028e	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into	[0.00] No	Comment: N/A
028f	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into	[0.00] No	Comment: N/A
028g	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into	[0.00] No	Comment: N/A
028h	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into	[0.00] No	Comment: N/A

029	Unscored Survey	Shared Services	If the answer to at least one part of Question 28 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.		
030	Unscored Survey	Environment	How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.	Comment Expended \$142,000 FCOA 26-290, 20-165	
031	Unscored Survey	Financial Administration	Does your municipality currently retain a chief financial officer through a professional services contract?	[0.00] No	
032a	Unscored Survey	American Rescue Plan Act	Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (a) Public Health (EC 1)	[0.00] No	
032b	Unscored Survey	American Rescue Plan Act	Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (b) Negative Econ. Impacts (EC 2)	[0.00] No	

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

PAGE NO.

032c Unscored Survey American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars [0.00] No
for the following eligible use? (c) Services to Disproportionately Impacted Communities (EC 3)

032d Unscored Survey American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars [0.00] No
for the following eligible use? (d) Premium Pay (EC 4)

032e Unscored Survey American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars [0.00] No
for the following eligible use? (e) Water/Sewer/Broadband Infrastructure (EC5)

032f Unscored Survey American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars [0.00] Yes
for the following eligible use? (f) Revenue Replacement (EC 6)

032g Unscored Survey American Rescue Plan Act
Is your municipality currently undecided on how to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for [0.00] No
the previously referenced expenditure categories? Please answer Yes if none of the previous subparts were Yes,
otherwise answer No

032h Unscored Survey American Rescue Plan Act
Did your municipality decline ARP Local Fiscal Recovery Fund (LFRF) dollars instead? Please answer Yes if none [0.00] No
of the previous subparts were Yes, otherwise answer No

033 Unscored Survey American Rescue Plan Act
What portion of the first tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by [0.00] Currently
December 31, 2021?

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

034	Unscored Survey	American Rescue Plan Act	[0.00] Currently	What portion of the first tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by	December 31, 2022?	Undecided
035	Unscored Survey	Financial Administration	[0.00] None of the	Does your municipality pay one or more of its vendors or contractors via an automated clearing house (ACH)	transfer and/or a procurement card? Please select one or more of the options provided , as applicable. This	Above
036a	Unscored Survey	Procurement	[0.00] No	N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (a) Minority Business Enterprises		
036b	Unscored Survey	Procurement	[0.00] No	N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (b) Women's Business Enterprises		

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

036c	Unscored Survey	Procurement	[0.00] No	Comment N/A	N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (c) Small Business Enterprises
036d	Unscored Survey	Procurement	[0.00] No	Comment N/A	N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (d) Veteran Business Enterprises
037	Unscored Survey	Procurement	[0.00] N/A		If your municipality has established a set-aside program for qualified business enterprises pursuant to N.J.S.A. 40A:11-41 et seq, did your municipality's contract awards meet or exceeded the set-aside goals established by the governing body in the prior fiscal year for each of your municipality's set-aside programs? Only answer N/A if your municipality does not have a set-aside program.

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

10/15/2021, 3:42 PM

13 of 15

038	Unscored Survey	Procurement	[0.00] N/A	For a municipality having established a set-aside program for qualified business enterprises, N.J.S.A. 40A:11-48 requires each municipal authority, board, committee or commission authorized to independently award contracts to issue a report to the municipal governing body by January 31 of each year 1) describing their efforts in attaining the municipality's set-aside goals for the prior calendar year; and 2) the percentage of the dollar value of total procurements awarded in the prior calendar year under each set-aside program established by the municipality. Did each of the above-referenced entities submit this report to the municipal governing body in 2021? Answer N/A if your municipality does not have a set-aside program or does not have any authorities, boards, committees or commissions authorized to independently award contracts.	
039	Unscored Survey	Tax Collection	[0.00] Yes	Has your municipality established a ten-day grace period for the payment of property taxes and other municipal charges as authorized by N.J.S.A. 54:5-19?	
040	Unscored Survey	Tax Collection		Complete the Excel-based Tax Sale Report. Upload the completed report using the "Attach File" button toward the bottom of your screen. Type "File Uploaded" in the Comment Box	Comment: File Upload
041	Unscored Survey	Opportunity Zones	[0.00] No	Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?	
042	Unscored Survey	Opportunity Zones		If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.	Comment: N/A

043 Unscored Survey Planning & Economic Development
Does your municipality currently plan to sell any municipally-owned vacant conforming lots by December 31, [0.00] No 2022?

044a Unscored Survey Planning & Economic Development
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (a) Dedication of Space or Open-Space [0.00] No

044b Unscored Survey Planning & Economic Development
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (b) Fee In-Lieu of Dedicated Space or Open Space [0.00] No

044c Unscored Survey Planning & Economic Development
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (c) Fee In-Lieu of Parking [0.00] No

044d Unscored Survey Planning & Economic Development
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (d) Impact Fee(s) [0.00] No

044e Unscored Survey Planning & Economic Development
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (e) Provision of Affordable Housing Units [0.00] Yes
Comment Only if zoned for Affordable Housing

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

044f	Unscored Survey	Planning & Economic Development	Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (f) Affordable Housing Trust Fund Payments	[0.00] Yes
045	Unscored Survey	Planning & Economic Development	Does your municipal land use ordinance provide for an historic preservation commission that is governed under N.J.S.A. 40:55D-107?	[0.00] Yes
046	Unscored Survey	Planning & Economic Development	Does your municipality have an environmental commission, or is your municipality part of a joint environmental commission, that is governed under N.J.S.A. 40:56A-1 et seq.?	[0.00] Yes
047	Unscored Survey	Planning & Economic Development	Does your municipality have an industrial commission that is governed under N.J.S.A. 40:55B-1 et seq.?	[0.00] No
048	Unscored Survey	Recreation	Does your municipality have a recreation commission that is governed under N.J.S.A. 40:61-17 et seq.?	[0.00] No

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

#21-283 Approval of Vouchers and Authorization to Pay Bills

WHEREAS, the Township of Wyckoff is a municipality in the State of New Jersey operating under the authority from NJSA 40A:63-1 et seq; and,

WHEREAS, the Township of Wyckoff has received vouchers in claim for payment of materials supplied and/or services rendered; and,

WHEREAS, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and,

WHEREAS, the Township Committee has a practice of each Township Committee member participating in the reviewing and signing of vouchers; and,

WHEREAS, the vouchers which comprise this bill list have been reviewed and signed by two (2) Township Committee members and they have found them to in order; and,

WHEREAS, the Township Treasurer has certified that sufficient funds are available for payment of said vouchers.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the action of the said Finance Committee be approved; and, that the payments of these bills are hereby authorized and the Chief Financial Officer is directed to issue checks for their payments as listed on the bill list attached to this date's meeting minutes and covered by checks no. 19872 – 19898 Payroll A/C, Direct Deposit Vouchers no. 15636 - 15699, Library Payroll check nos. 1602 - 1605, Library Direct Deposit Vouchers no. 6691 - 6715, Claims Wire nos. 211101, 211102 & 211103, Claims check nos. 086653 – 086798, Voided Claims check no. 086654 and Trs. Dog Trust - \$983.25.

#21-284 Return of Certain Overpaid Taxes, Etc.

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Treasurer is hereby authorized and directed to return certain monies as follows:

PLANNING BOARD:

GSA, LLC, 511 Goffle Road, Wyckoff, New Jersey 07481 – Return of Escrow – Block 498/Lot 104.01 - \$413.36

TAX REFUND:

BCUW Madeline Housing Partners, LLC, 6 Forest Avenue, #210, Paramus, New Jersey 07652 – Refund of 2021 Property Taxes due to tax exemption – Block 238/Lot 2 – 370 Clinton Avenue - \$3,471.82

Irwin & Heinze, PA, 383 Main Street, Ste, 101, Chatham, New jersey 07928 – State Tax Court Reduction – Block 259/Lot 25.01 – 261 Godwin Avenue - \$6,407.70

RECREATION:

Lisa O'Neill, 536 Eugene Way, Wyckoff, New Jersey 07481 – Soccer Refund - \$125.00

#21-285 Release Performance Cash Surety – 689 Laurel Lane

WHEREAS, Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481, in an email dated September 24, 2021, has requested the release of a \$3,000 Performance Cash Surety for landscaping work performed at 689 Laurel Lane; and

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

WHEREAS, the Township issued a Certificate of Occupancy for a new home to Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481 on July 14, 2017; and

WHEREAS, the Township's Engineer, Mr. Mark Di Gennaro, in an email dated October 21, 2021, states that the \$3,000 being held as Performance Cash Surety is approved to be released; and

WHEREAS, Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481 posted the following with the Municipal Clerk on June 28, 2017, as Landscaping Performance Cash Surety:

Performance Cash Surety \$3,000.00

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 accept the recommendation of the Township Engineer, Mr. Mark Di Gennaro to release the \$3,000 Performance Cash Surety.

BE IT FURTHER RESOLVED that the Municipal Clerk will forward a copy of this resolution to the Township Engineer, Mr. Mark Di Gennaro and to Mr. Gerhard Salmins and Mrs. Sherry Salmins, 689 Laurel Lane, Wyckoff, New Jersey 07481

#21-286 Transfer of Funds as per NJSA 40A:4-58

WHEREAS, N.J.S.A. 40A:4-58 permits transfers of funds during the last two (2) months of the fiscal year,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, and State of New Jersey that the transfer of the following funds is hereby authorized and directed:

From:

DPW Vehicle	26-315-020	OE	\$10,000
Electricity	31-430-000	OE	\$15,000
Recreation	28-370-020	OE	\$15,000
Insurance	23-220-020	OE	\$20,000
			<u>\$60,000</u>
			=====

To:

B & G	26-310-020	OE	\$15,000
Fire Vehicle Main	26-317-020	OE	\$25,000
Telephone	31-440		\$20,000
			<u>\$60,000</u>
			=====

BE IT FURTHER RESOLVED that the Municipal Clerk shall forward a copy of this resolution to the Township's Chief Financial Officer, Diana McLeod.

#21-287 Adopt & Authorize Use of Volunteer Handbook

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund and the Municipal Excess Liability fund; and,

WHEREAS, a component of the Employment Practices Liability program is that a handbook of relevant policies/responsibilities for individuals serving as volunteers be provided and the opportunity for training presented to those volunteers; and,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

WHEREAS, the Township has utilized the Municipal Excess Liability Joint Insurance Fund Volunteer Handbook dated April 2021 prepared by Counsel for the Municipal Excess Liability as the Township of Wyckoff's Handbook for Volunteers; and,

WHEREAS, in addition to the aforementioned Handbook for Volunteers, the Wyckoff Recreation Department continues to provide the Township of Wyckoff Anti-Harassment policies to all Recreation program coaches as a requirement of coaching any sport, camp or activity; and,

WHEREAS, the Township Administrator recommends the Township Committee adopt the Handbook for Wyckoff Volunteers dated November 1, 2021.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the Township of Wyckoff Handbook of Relevant Policies/Responsibilities for Individuals Serving as Volunteers is hereby adopted and shall be provided electronically to each volunteer.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

**TOWNSHIP OF WYCKOFF
HANDBOOK OF RELEVANT POLICIES/RESPONSIBILITIES
FOR INDIVIDUALS SERVING AS VOLUNTEERS**

This Joint Insurance Fund Volunteer Handbooks Has Been Prepared For:

- Residents who are appointed by the Township Committee who volunteer on Boards & Commissions
- Residents who volunteer as coaches in the Wyckoff Recreation Program
- Volunteers who serve on the Wyckoff Fire Department



Questions pertaining to this Handbook contact:
Wyckoff Administrator
201 891-7000 ext. 1030
November 1, 2021

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

VOLUNTEER HANDBOOK
DISCLAIMER

The purpose of this Handbook is to acquaint volunteers of the Township of Wyckoff with the policies and practices which apply to a volunteer's position with the Township of Wyckoff. The policies and practices contained in this Handbook are only guidelines and may be canceled or changed by the Township of Wyckoff at any time with or without notice. This Handbook is not intended to nor does it create an employment contract between the Township of Wyckoff and any of its volunteers.

THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.

Except as otherwise provided by contract or applicable law, a volunteer's service is at-will. This means that any volunteer may voluntarily terminate his/her service with the Township of Wyckoff at any time, for any reason. It also means that the Township of Wyckoff may terminate any volunteer's service with the Township of Wyckoff at any time, with or without good cause. Nothing contained in this Handbook constitutes a contractual right, express or implied. No provision contained in this Handbook or any other policy or procedure may be changed by any oral statement but must be in writing signed by an authorized representative of the Township of Wyckoff.

The Township of Wyckoff retains all rights to discharge or discipline volunteers. As a volunteer of the Township of Wyckoff, you agree to conform to all applicable policies, procedures, rules, regulations, statutes and collective negotiations agreements.

This Handbook is not meant to affect, or to be a comprehensive description of local, State or federal statutes, rules or regulations, disciplinary procedures, benefits, workers' compensation, leaves, compensation, the policies, practices and procedures of the Township of Wyckoff or collective negotiations. The rights and responsibilities of volunteers are always governed by existing law and any applicable agreements or established past practice. Nothing in this Handbook provides legal rights in addition to those, if any, provided to volunteers under local, State or federal statutes, rules, regulations, collective negotiations agreements or established past practice. If any part of this Handbook conflicts with local, State or federal statutes, rules, regulations, executive orders, a collective negotiations agreement or established past practice, the part of the Handbook which conflicts with a local, State or federal statute, rule, regulation, collective negotiations agreement or established past practice will be null and void as it applies to the affected group of volunteers. Likewise, if at any time, any local, State or federal statutes, rules, regulations, executive orders or collective negotiations agreement should be amended, this Handbook will be deemed to have been likewise amended, even though actual changes to the Handbook have not been made.

Please be aware that this Handbook contains a summary of several laws, rules, regulations, and policies that are applicable to volunteers. However, this Handbook is not intended to be a comprehensive description of every policy that applies to volunteers. The Township of Wyckoff's

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

Personnel, Policies and Procedures Manual, a more comprehensive document that is applicable to volunteers, is also available for review.

In the event of a declared State of Emergency or otherwise, if any local, State or Federal statute, rule, regulation or Executive Order temporarily amends, alters, suspends or discharges any of the terms set forth in this Handbook, the terms and provisions herein shall be similarly temporarily amended, altered, suspended and or discharged, without the need for formal written amendment of this Handbook.

This Handbook shall apply to all volunteers of the Township of Wyckoff, including but not limited to volunteer firefighters, and volunteer Board and Commission members.

Volunteers will be notified when any material changes are made to the policies contained in this Handbook.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

TABLE OF CONTENTS

I. ANTI-DISCRIMINATION POLICIES.....	1
A. Equal Opportunity.....	1
B. Americans with Disabilities Act.....	1
II ANTI-HARASSMENT POLICY.....	2
III. CONDUCT OF VOLUNTEERS.....	4
A. Ethical Conduct.....	4
B. Political Activity.....	5
IV. WORKPLACE.....	5
A. Appearance Policy.....	5
B. Vehicle Use Policy.....	5
C. Computer Usage.....	6
D. Social Networking Policy.....	7
V. DRUG- AND ALCOHOL-FREE WORKPLACE POLICY.....	8
VI. DOMESTIC VIOLENCE POLICY.....	8
VII. PROTECTION AND SAFE TREATMENT OF MINORS.....	8
VIII. COMPLAINT PROCEDURE.....	9

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

I. ANTI-DISCRIMINATION POLICIES

A. Equal Opportunity

The Township of Wyckoff is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The Township of Wyckoff will make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law, unless required by a bona fide occupational qualification.

The Township of Wyckoff will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The Township of Wyckoff will not discriminate with regard to any term, condition or privilege of a volunteer's position. Township of Wyckoff-sponsored training, education, tuition assistance, and social and recreation programs will be administered without discrimination. The Township of Wyckoff has an Affirmative Action Officer ("AAO"), who is assigned overall responsibility of the Affirmative Action Program. Any volunteer with a question or grievance should contact the Affirmative Action Officer::

Wyckoff Township Administrator, 201 891-7000 ext.1030

B. Americans with Disabilities Act

In compliance with the Americans with Disabilities Act ("ADA"), the ADA Amendments, and the New Jersey Law Against Discrimination ("NJLAD"), the Township of Wyckoff does not discriminate based on disability. The Township of Wyckoff will endeavor to make every work environment handicap accessible and consider reasonable accommodations, when appropriate. Future construction and renovation of facilities will be in accordance with the ADA Accessibility Guidelines, as well as the ADA Amendments Act.

II. ANTI-HARASSMENT POLICY

The Township of Wyckoff has committed to a workplace free from harassment that is based on race, creed, color, religion, sex, gender identity or expression, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

citizenship status or any other group status protected by law. Any such harassment is a violation of federal and State anti-discrimination laws and will not be tolerated by the Township of Wyckoff. This policy applies to all employees and volunteers as well as to any individuals who may come in contact with employees and volunteers. Reprisals against anyone who makes a complaint under this policy will not be tolerated and violators of the policy will be subject to discipline, up to and including termination, and may be subject to any other liability authorized under applicable law.

Additionally, it is a violation of this policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example,

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:

1. Generalized gender-based remarks and comments;
2. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
3. Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mails, text messages, invitations, gestures or inappropriate comments about a person's clothing;
4. Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;
5. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;
6. Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

7. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Any volunteer found to have violated any portion or portions of this policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion or termination of volunteer position. Referral to another appropriate authority for review for possible violation of federal and State statutes may also be appropriate.

Volunteer Responsibilities – The Township of Wyckoff cannot address or correct harassing conduct that it is not aware of. Any volunteer who believes that he/she has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment, or otherwise has knowledge of others being subjected to such discrimination/harassment is expected to promptly report the incident(s) to a supervisor or directly to the Township of Wyckoff's Equal Employment Opportunity/Affirmative Action Officer or to any other persons designated by the Township of Wyckoff to receive workplace discrimination complaints. Specifically, volunteers are encouraged to utilize the attached Discrimination Complaint Processing Form.

All volunteers are expected to cooperate with investigations undertaken pursuant to this section. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination.

Supervisor Responsibilities – Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the Township of Wyckoff's Equal Employment Opportunity/Affirmative Action Officer, or any other individual designated by the Township of Wyckoff to receive complaints of workplace discrimination/harassment. A supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination.

For purposes of this section, a "supervisor" is defined broadly to include any manager and/or other individual who has authority to control the work environment of any other staff member, including volunteers.

Investigation of Complaints – Any complaint made under this section shall be investigated by the Township of Wyckoff in a manner consistent with the New Jersey State Model Procedures for Internal Complaints Alleging Discrimination in the Workplace. Additionally, all complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

III. CONDUCT OF VOLUNTEERS

A. Ethical Conduct

Pursuant to the provisions of the Local Government Ethics Law:

1. No volunteer or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. No volunteer should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No volunteer should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No volunteer should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.
5. No volunteer, member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.
6. No volunteer will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.
7. No volunteer or business organization in which he or she has an interest will represent any person or party other than the Township of Wyckoff in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. A volunteer or members of his or her immediate family may represent himself or herself in proceedings concerning the volunteer's own interests.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

B. Political Activity

Pursuant to New Jersey law governing elections, no holder of a public office or position will demand payment or contribution from another holder of a public office or position for the campaign purpose of any candidate or for the use of any political party.

No volunteer will directly or indirectly use or seek to use his or her position to control or affect the political action of another person or engage in political activity during working hours. No volunteer whose principal position is in connection with a program financed in whole or in part by Federal funds or loans, will engage in any of the following prohibited activities under the "Hatch Act":

1. Using official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
2. Directly or indirectly coercing, attempting to coerce, commanding or advising an officer or volunteer to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
3. Being a candidate for public office in a partisan election.

The Hatch Act, 5 U.S.C. 1501 et seq., is enforced by the Special Counsel of the United States Merit System Protection Board. Department Heads or supervisors can advise a volunteer if his/her position is federally-funded.

Nothing in this policy shall be construed as restricting volunteers from engaging in lawful, political activity while outside of working hours and outside of their official job duties.

IV. WORKPLACE

A. Appearance Policy

Volunteers are expected to present themselves in a neat, business-like manner and shall dress appropriately for the work they perform. At the discretion of the Township of Wyckoff individual Departments may implement specific dress code requirements. Uniforms, where required, shall be worn in accordance with applicable departmental standards.

Volunteers violating this policy shall be required to take corrective action, or will be sent home.

B. Vehicle Use Policy

Township of Wyckoff vehicles may be assigned to volunteers for use during the performance of official Township of Wyckoff business only. Any volunteer who utilizes an Township of Wyckoff assigned vehicle for personal use may be subject to disciplinary action. Additionally, the volunteer to whom a vehicle is assigned is the party responsible for its security and maintaining it in a safe operating condition. Vehicles may only be taken home with the advance written approval of the Township of Wyckoff.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

Driver's License Policy - Any volunteer whose work requires the operation of an Township of Wyckoff assigned vehicle, or the operation of their own vehicle for Township of Wyckoff business, must hold a valid New Jersey State Driver's License. Such volunteers shall be required to submit to a driving records check by the New Jersey Motor Vehicle Commission as a condition of employment. Periodic checks of volunteers' drivers' licenses will also be made.

Volunteers who drive their own vehicle for Township of Wyckoff business must provide the Township of Wyckoff with a copy of their current Certificate of Insurance evidencing liability limits of \$1,000,000. Drivers are required to notify their immediate supervisor in those cases where a license is expired, suspended, or revoked for any reason. Failure to report such an instance subjects the volunteer to disciplinary action, up to and including termination. Any volunteer who does not hold a valid New Jersey Driver's License shall not be allowed to operate an Township of Wyckoff -assigned vehicle until such time as a valid license is obtained.

C. Computer Usage

In order to provide a viable data and communication system for the Township of Wyckoff that supports the needs of all departments, security and confidentiality of the information must not be compromised. Security is a major concern throughout every office of the Township of Wyckoff and its volunteers. This provision shall apply to the day-to-day operations of all the Township of Wyckoff's information and technology equipment, as well as mobile or portable units. Although this policy comprehensively addresses current security concerns, impending and future system developments may require additional security considerations.

Every volunteer must be cognizant of the potential for civil liability inherent in the dissemination of information obtained through the Township of Wyckoff's information systems. The Township of Wyckoff reserves the right to prosecute, in a civil or criminal manner, as well as discipline in accordance with the Township of Wyckoff's rules and regulations, any volunteer who violates any section of this provision.

The Township of Wyckoff shall have the express right to access any electronic information device utilizing any administrative or user password for the purpose of troubleshooting, supporting or maintaining the computer network or while investigating an incident or violation of this policy. All electronic information devices, their contents, e-mail or electronic correspondence originating from or arriving on a device owned or authorized on the Township of Wyckoff's computer network, is the property of the Township of Wyckoff and is subject to entry and inspection without notice. Any data or information created or stored on the Township of Wyckoff's computer network becomes the sole property of the Township of Wyckoff Ownership of said data is forfeited and all rights to ownership are surrendered to the Township of Wyckoff

In order to ensure that the Township of Wyckoff's electronic network is being used only for legitimate business purposes, the Township of Wyckoff reserves the right to enter or search any computer file, the e-mail system, and/or monitor computer and e-mail use. Accordingly, no volunteer should have any reasonable expectation of privacy regarding their use of the Township of Wyckoff's computer or when utilizing the Township of Wyckoff's computer network,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

including, but not limited to, electronic mail. All such documents or information may be subject to the provisions of the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq.

Further, Township of Wyckoff business which is conducted by a volunteer on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

D. Social Networking Policy

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, volunteers must be mindful of the negative impact of inappropriate or unauthorized postings upon the Township of Wyckoff and its relationship with the community. This provision identifies prohibited activities by volunteers on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the Township of Wyckoff reserves the right to investigate postings, private or public, that violate workplace rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Township of Wyckoff by other volunteers or third parties. Volunteers should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that volunteers can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by those engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the volunteers' official job duties.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021**

V. DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

The possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees and volunteers. To that end, the Township of Wyckoff has adopted a Drug and Alcohol Free Workplace Policy and all volunteers are subject to the rules and regulations set forth in that policy. Specifically, the manufacturing, distribution, dispensing, and/or use of alcohol or unlawful drugs on the Township of Wyckoff's premises, or during work hours, by volunteers is strictly prohibited.

Any volunteer who is observed by a supervisor or Department Head to be intoxicated or under the influence of alcohol and drugs during working hours, or is under reasonable suspicion of same, shall be immediately tested and is subject to discipline, up to and including termination. Volunteers who are required to maintain a Commercial Driver's License ("CDL") are subject to random drug testing as required by the federal government. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination.

As a condition of working in safety-sensitive volunteer positions, such as volunteer firefighters, all final applicants for such positions shall be subject to drug testing.

The full Drug and Alcohol Free Workplace Policy and the CDL Drug and Alcohol Testing Policy are both available for review in the Township of Wyckoff's Personnel, Policies and Procedures Manual.

VI. DOMESTIC VIOLENCE POLICY

The Township of Wyckoff hereby adopts the Statewide Domestic Violence Policy for Public Employers released by the New Jersey Civil Service Commission, which is applicable to all public employers pursuant to N.J.S.A. 11A:2-6a. Such policy requires that the Township of Wyckoff designate a Human Resources Officer ("HRO") to assist volunteers who are victims of domestic violence. The HRO must receive training on responding to and assisting volunteers who are domestic violence victims in accordance with the policy. Volunteers who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. The Township of Wyckoff will develop a plan to identify, respond to, and correct performance issues that may be caused by a domestic violence incident.

The full policy is available for review in the Township of Wyckoff's Personnel, Policies and Procedures Manual.

VII. PROTECTION AND SAFE TREATMENT OF MINORS

The Township of Wyckoff is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township of Wyckoff to the maximum extent possible and has adopted a policy which establishes the guidelines for officials, employees, and volunteers who set policy for the Township of Wyckoff or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

All such prospective volunteers may be required to undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. The full policy is available for review in the Township of Wyckoff's Personnel, Policies and Procedures Manual.

In addition to those volunteers who interact with minors, all volunteers may be required to undergo a thorough and complete background check, subject to any state or federal law requirements.

VIII. COMPLAINT PROCEDURE

A volunteer should discuss any complaints with his or her immediate supervisor for the purpose of resolving the matter informally. It is the policy of the Township of Wyckoff to maintain open lines of communication with all employees and volunteers. Any complaints that are not resolved between the volunteer and the supervisor, may be brought to the attention of the Department Head for additional review and resolution.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

#21-288 Award of Contract – Barnwell Tire Barn, Inc.

WHEREAS, the Public Works Manager has determined a need exists to replace tires on various municipal vehicles; and,

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

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

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

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee authorizes an award of a purchase order to Barnwell House of Tires, Inc., 112 Lehigh Drive, Fairfield, New Jersey, 07004 for \$9,975.83 amounting to total expenditures of \$25,043.11.

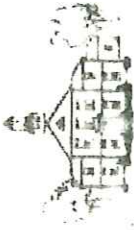
BE IT FURTHER RESOLVED, that this contract has been awarded to this contractor based on the merits and abilities of the contractor to provide the goods or service as described herein. This contract was awarded through the alternate method pursuant N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned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

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (B) 2, CERTIFY THAT THIS CONTRACT AWARD WILL TAKE PLACE ON JULY 20, 2021 AND APPROPRIATED IN 2021 BUDGET ACCOUNT 1-1-26-315-020. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (C) AND 5:30 – 5.4 (B) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4 (A).

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021
TWP. OF WYCKOFF



TOWNSHIP OF WYCKOFF
MEMORIAL TOWN HALL - 340 FRANKLIN AVENUE
WYCKOFF, NEW JERSEY 07481-1907
TEL: 201-891-7000 FAX: 201-891-9359

NOV 06 2021

MUNICIPAL CLERK

November 3, 2021

Barnwell House of Tires, Inc.
112 Lehigh Drive
Fairfield, NJ 07004
Via email to: mflores@barnwelltire.com & ar@barnwelltire.com

Re: Pay to Play Compliance Requirements For
2021 Purchase Order Contracts

Dear Vendor:

This letter is being sent to you for compliance with to the "Pay to Play" law. As a result of this law any contract in excess of \$17,500, or any contract which is estimated that may exceed \$17,500, (the contract) must be awarded in accordance with certain procedures. The Township Committee will follow the alternate process of the law. This law impacts the Township's ability to issue purchase orders. Payments to your company have exceeded the \$17,500 threshold for 2021.

In accordance with the law when a contract is awarded, under this statutory process, you are not permitted to donate more than \$300 to elected officials, as listed on the attachment to this letter, either during the term of the contract, or for the one year preceding the contract.

Specific language regarding the "Pay to Play" legislation will be included in the resolution awarding contracts for purchase orders over the \$17,500.00 threshold.

Also, in accordance with this law when a business entity has received \$50,000.00 or more in public contracts with public entities, a report must be filed with the New Jersey Election Law Enforcement Commission (ELEC).

Please complete the three attached forms: The Business Entity Disclosure Certification form, the Political Contribution Disclosure form and Stockholder Disclosure Certification and return them to me before November 15, 2021.

Thank you.

Very truly yours,


Nancy A. Brown
Acting Municipal Clerk

Attachments:

Pay to Play Compliance Forms

Cc: Township Committee

PAGE NO.

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021



TOWNSHIP OF WYCKOFF

Pay to Play Checklist

- x
1. Review List of Agencies which contains Elected Officials Required for Political Contribution Disclosure; Business Entity Disclosure Certification requirements and Contractor Instructions.
- x
2. Complete the following & Return to us:
- a. Business Entity Disclosure Certification, sign, date and have notarized.
- x
- b. Political Contribution Disclosure Form
- x
- c. Statement of Ownership Disclosure

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 4, 2021

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF WYCKOFF

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term “political party committee” means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term “candidate committee” means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term “joint candidates committee” means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**TOWNSHIP OF WYCKOFF**  
**TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING**  
**SECOND FLOOR MUNICIPAL COURT ROOM**  
**THURSDAY, NOVEMBER 4, 2021**

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**

Required Pursuant to N.J.S.A. 19:44A-20.8

**TOWNSHIP OF WYCKOFF**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Barnwell House of Tire Inc.** <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding this contract award action and during the period of the contract award to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *Township of Wyckoff* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|                       |                       |                                                       |
|-----------------------|-----------------------|-------------------------------------------------------|
| <b>James Gorman</b>   | <b>President</b>      | <b>34 Allister Court Lincoln Park N.J. 07034</b>      |
| <b>William Gorman</b> | <b>Vice President</b> | <b>15 Fieldview Drive Fort Salonga New York 11768</b> |
| <b>Kevin Gorman</b>   | <b>Secretary</b>      | <b>18 Evergreen Drive Manorville New York 11949</b>   |

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership      ☒ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: **Barnwell House of Tires Inc.**

Signature of Affiant: James Gorman Title: **President**

Name of Affiant: **James Gorman** Date: **11/4/2021** Printed

Subscribed and sworn before me this **4** day of **November**, 20**21**

My Commission expires: **March 2, 2026**

John M. Kozik  
(Witnessed or attested by)

(Seal)

**John M. Kozik #50033603**  
**NOTARY PUBLIC**  
**STATE OF NEW JERSEY**  
MY COMMISSION EXPIRES **March 2, 2026**

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
THURSDAY, NOVEMBER 4, 2021**

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Bergen**

State: Governor, and Legislative Leadership Committees  
Legislative District #s: 32, 35, 36, 37, 38, 39, 40

State Senator and two members of the General Assembly per district.

County:

|                  |              |         |
|------------------|--------------|---------|
| Freeholders      | County Clerk | Sheriff |
| County Executive | Surrogate    |         |

**Municipalities (Mayor and members of governing body, regardless of title):**

|                          |                           |                            |
|--------------------------|---------------------------|----------------------------|
| Allendale Borough        | Hasbrouck Heights Borough | Ridgefield Borough         |
| Alpine Borough           | Haworth Borough           | Ridgefield Park Village    |
| Bergenfield Borough      | Hillsdale Borough         | Ridgewood Village          |
| Bogota Borough           | Ho-Ho-Kus Borough         | River Edge Borough         |
| Carlstadt Borough        | Leonia Borough            | River Vale Township        |
| Cliffside Park Borough   | Little Ferry Borough      | Rochelle Park Township     |
| Closter Borough          | Lodi Borough              | Rockleigh Borough          |
| Cresskill Borough        | Lyndhurst Township        | Rutherford Borough         |
| Demarest Borough         | Mahwah Township           | Saddle Brook Township      |
| Dumont Borough           | Maywood Borough           | Saddle River Borough       |
| East Rutherford Borough  | Midland Park Borough      | South Hackensack Township  |
| Edgewater Borough        | Montvale Borough          | Teaneck Township           |
| Elmwood Park Borough     | Moonachie Borough         | Tenafly Borough            |
| Emerson Borough          | New Milford Borough       | Teterboro Borough          |
| Englewood City           | North Arlington Borough   | Upper Saddle River Borough |
| Englewood Cliffs Borough | Northvale Borough         | Waldwick Borough           |
| Fair Lawn Borough        | Norwood Borough           | Wallington Borough         |
| Fairview Borough         | Oakland Borough           | Washington Township        |
| Fort Lee Borough         | Old Tappan Borough        | Westwood Borough           |
| Franklin Lakes Borough   | Oradell Borough           | Woodcliff Lake Borough     |
| Garfield City            | Palisades Park Borough    | Wood-Ridge Borough         |
| Glen Rock Borough        | Paramus Borough           | Wyckoff Township           |
| Hackensack City          | Park Ridge Borough        |                            |
| Harrington Park Borough  | Ramsey Borough            |                            |

(continued on next page)

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
THURSDAY, NOVEMBER 4, 2021**

**Boards of Education (Members of the Board):**

|                           |                             |                             |
|---------------------------|-----------------------------|-----------------------------|
| Allendale Borough         | Haworth Borough             | Ramapo-Indian Hill Regional |
| Alpine Borough            | Hillsdale Borough           | Ramsey Borough              |
| Bergenfield Borough       | Ho Ho Kus Borough           | Ridgefield Borough          |
| Bogota Borough            | Leonia Borough              | Ridgefield Park Township    |
| Carlstadt Borough         | Little Ferry Borough        | Ridgewood Village           |
| Carlstadt-East Rutherford | Lodi Borough                | River Dell Regional         |
| Cliffside Park Borough    | Lyndhurst Township          | River Edge Borough          |
| Closter Borough           | Mahwah Township             | River Vale Township         |
| Cresskill Borough         | Maywood Borough             | Rochelle Park Township      |
| Demarest Borough          | Midland Park Borough        | Rockleigh                   |
| Dumont Borough            | Montvale Borough            | Rutherford Borough          |
| East Rutherford Borough   | Moonachie Borough           | Saddle Brook Township       |
| Edgewater Borough         | New Milford Borough         | Saddle River Borough        |
| Elmwood Park              | North Arlington Borough     | South Hackensack Township   |
| Emerson Borough           | Northern Highlands Regional | Teaneck Township            |
| Englewood Cliffs Borough  | Northern Valley Regional    | Tenafly Borough             |
| Fair Lawn Borough         | Northvale Borough           | Teterboro                   |
| Fairview Borough          | Norwood Borough             | Upper Saddle River Borough  |
| Fort Lee Borough          | Oakland Borough             | Waldwick Borough            |
| Franklin Lakes Borough    | Old Tappan Borough          | Wallington Borough          |
| Garfield City             | Oradell Borough             | Westwood Regional           |
| Glen Rock Borough         | Palisades Park              | Wood Ridge Borough          |
| Hackensack City           | Paramus Borough             | Woodcliff Lake Borough      |
| Harrington Park Borough   | Park Ridge Borough          | Wyckoff Township            |
| Hasbrouck Heights Borough | Pascack Valley Regional     |                             |

**Fire Districts (Board of Fire Commissioners):**

None

TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
THURSDAY, NOVEMBER 4, 2021

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE:** This section does not apply to Board of Education contracts.

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

|              |                             |        |       |
|--------------|-----------------------------|--------|-------|
| Vendor Name: | Barnwell House of Tire Inc. |        |       |
| Address:     | 112 Lehigh Drive            |        |       |
| City:        | Fairfield                   | State: | N.J.  |
|              |                             | Zip:   | 07004 |

|           |              |           |
|-----------|--------------|-----------|
| Signature | James Gorman | President |
|           | Printed Name | Title     |

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

☐ Check here if the information is continued on subsequent page(s)



TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
THURSDAY, NOVEMBER 4, 2021

II Ordinances – Introduction

ORDINANCE #1951

**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 \$193,000.**

**WHEREAS**, the Township of Wyckoff has made application to the New Jersey Department of Transportation (NJDOT) Trust Fund Program to receive grant funds for improvements to Grandview Avenue; and,

**WHEREAS**, the Township of Wyckoff has received notice that it is the recipient of a grant for improvements to Grandview Avenue for a grant amounting to \$193,000; and,

**WHEREAS**, the Township of Wyckoff shall enter into a contract with the NJDOT Trust Fund Program to participate in the receipt of grant funds made available.

**NOW THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Wyckoff, County of Bergen, as follows:

**SECTION 1.** The Township of Wyckoff, in the County of Bergen shall proceed with improvements to Grandview Avenue in the Township of Wyckoff.

**SECTION 2.** The cost of implementing said improvements in Section 1 shall be paid by the Township out of funds:

- a. \$193,000 to be authorized specifically for said purpose from the NJDOT.
- b. Total appropriation authorized is \$193,000.

**SECTION 3.** It is hereby determined and stated:

- a. Said purpose is not a current expense. The same is an Improvement which the Township of Wyckoff may lawfully make or acquire and no part of the cost of said improvement has been or shall be specifically benefited.
- b. It is not necessary to finance this authorization by the issuance of obligations by the Township of Wyckoff pursuant to the Local Bond Law of the State of New Jersey.
- c. The total authorized appropriation in the ordinance is \$193,000.

**SECTION 4.** The monies which the Township of Wyckoff is authorized to receive pursuant to the terms of the NJDOT Program, shall, when received, be placed in a capital improvement fund of the Township of Wyckoff for the purpose set forth in Section 1 of this ordinance.

**SECTION 5.** It is hereby determined and stated that no supplemental debt statement is required to be made and signed in connection with said purpose, since the gross debt of the Township of Wyckoff as defined under the Local Bond Law is not increased by this Ordinance, and no obligations in the matter of notes or bonds are authorized by this Ordinance.

TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
THURSDAY, NOVEMBER 4, 2021

**SECTION 6.** This ordinance shall take effect after publication thereof and final passage as required by law.

**III    Motions**

A. Approval of specification and authorization to conduct advertised, sealed competitive bidding for recreation equipment.

B. Approve and memorialize the Chamber of Commerce's request to hold the annual Tree Lighting on Friday, December 3, 2021 at 7:30 pm.

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:  | SHANLEY | SECOND     | MELCHIONNE |
| BOONSTRA | YES     | MADIGAN    | YES        |
| SHANLEY  | YES     | RUBENSTEIN | YES        |

With an affirmative vote, the motion is approved.

**Meeting was adjourned at 8:05pm**

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

|          |         |            |            |
|----------|---------|------------|------------|
| MOTION:  | SHANLEY | SECOND     | MELCHIONNE |
| BOONSTRA | YES     | MADIGAN    | YES        |
| SHANLEY  | YES     | RUBENSTEIN | YES        |

With an affirmative vote, the motion is approved.

During the course of this live meeting there were between one and four concurrent viewers watching on YouTube.

  
\_\_\_\_\_  
Mayor Melissa D. Rubenstein

  
\_\_\_\_\_  
Nancy A. Brown, Acting Municipal Clerk

TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
THURSDAY, NOVEMBER 4, 2021

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:*

Wyckoff Chamber of Commerce

Applicant/Business Name

Po Box 2 Wyckoff NJ 07481

Business Address

201-468-1999

Block/Lot

Barbara Petruccelli

Business Telephone

201-468-1999

Contact/Applicant Name

wyckoffchamber@gmail.com

Contact Telephone

Contact e-mail

December 03, 2021

7 pm - 8:30

Date of Event

Duration of Event (Days and/or hours)

*Barbara A. Petruccelli*  
APPL-2021-0045092-11-03-2021

**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).

(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: \_\_\_\_\_