

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
MONDAY, JANUARY 1, 2024 - NOON

TOWNSHIP OF WYCKOFF

48 HOUR NOTICE

The Township Committee of the Township of Wyckoff will hold its annual Reorganization Meeting at noon on January 1, 2024, in the Second Floor Court Room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey to reorganize the local government for the year 2024.

The agenda will consist of all matters routinely considered to reorganize the local government.

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 conduct its annual reorganization meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 on Monday, January 1, 2024 at 12:00 pm 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 during the public comment period. This notice and agenda have been posted on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas". 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 by Friday, December 29, 2023, at 4:30 pm. 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.

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1. Meeting called to order by Municipal Clerk Nancy A. Brown
2. Posting of Colors by Wyckoff Volunteer Fire Department Honor Guard
3. Flag Salute
4. Invocation by Pastor Fred Provencher, Cornerstone Christian Church, Wyckoff
5. Reading of “Open Public Meetings Act” statement by Municipal Clerk Nancy A. Brown
6. The Honorable Peter Melchionne, Judge Superior Court of New Jersey, RET. to administer the Oath of Office to Township Committee Member, Peter J. Melchionne.
7. **Township Committee nomination for 2024 Township Committee Chairperson**

MOTION: MADIGAN SECOND BOONSTRA
BOONSTRA YES MADIGAN YES
MELCHIONNE YES SHANLEY NO

8. **Oath of Office for 2024 Township Committee Chairperson**
9. **Recess for Chairperson to access the center chair on the dais.**
10. Remarks by 2024 Township Committee Chairperson
11. Motion for Resolution #24-03 – Fire Department Officers

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

Oaths of Office Administered to 2024 Fire Department Officers

12. Motion for Resolution #24-04 – Appointments to Boards and Commissions

MOTION: SHANLEY SECOND BOONSTRA
BOONSTRA YES MADIGAN YES
MELCHIONNE YES SHANLEY YES
13. The Honorable Robert E. Landel, Judge Superior Court of New Jersey, will now administer the Oath of Office to our newly appointed Municipal Court Judge, Ari Bernstein.

Clerk Nancy Brown to administer Oath Office to residents appointed to serve the Township as volunteers on various municipal Boards and Commissions
14. **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:

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2024 CONSENT AGENDA RESOLUTIONS:

- | | |
|--------|---|
| #24-1 | Procedure for Township Committee Members to Chair Meetings in Chair's Absence |
| #24-2 | Township Committee Liaison Assignments to Departments and Boards |
| #24-3 | Confirm Fire Department Officers |
| #24-4 | Board and Commission Appointments |
| #24-5A | Professional Service Appointment |
| #24-5B | Professional Service Appointment |
| #24-5C | Professional Service Appointment |
| #24-5D | Professional Service Appointment |
| #24-5E | Professional Service Appointment |
| #24-5F | Professional Service Appointment |
| #24-5G | Professional Service Appointment |
| #24-5H | Professional Service Appointment |
| #24-5I | Professional Service Appointment |
| #24-5J | Professional Service Appointment |
| #24-5K | Professional Service Appointment |
| #24-5L | Professional Service Appointment |
| #24-5M | Professional Service Appointment |
| #24-5N | Professional Service Appointment |
| #24-5O | Professional Service Appointment |
| #24-5P | Professional Service Appointment |
| #24-5Q | Professional Service Appointment |
| #24-5R | Professional Service Appointment |
| #24-6 | Schedule of Township Committee Meetings |
| #24-7 | Establish Holidays That Town Hall is Closed |
| #24-8 | 2024 Temporary Budget |
| #24-9 | 2024 Temporary Sewer Utility Budget |
| #24-10 | Establish a Cash Management Plan |
| #24-11 | Township Committee Members to Review and Affix their Signatures to Vouchers to Authorize Payment |
| #24-12 | Authorize Signatures on Drafts and Checks Against Township Funds |
| #24-13 | Authorization of Signatures on Specific Accounts |
| #24-14 | Reinstatement of Petty Cash Funds |
| #24-15 | Authorizing Investment of Idle Funds and Fund Transfers |
| #24-16 | Authorizing the Filing of Tax Assessment Appeal Related Documents Including Petitions of Appeals, Cross Appeals, Counterclaims, Complaints, Answers, and Interrogatories for Assessment Matters |
| #24-17 | Interest Rate & Penalty to be Charged on Delinquent Taxes and Sewer Service |
| #24-18 | Amount Required to Redeem Tax Sale Certificates |
| #24-19 | Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs |
| #24-20 | Authorizing Award of Contracts with Vendors Under State, County, and Regional Cooperative Pricing Systems |
| #24-21 | Approve Central Purchasing System and Purchasing Manual |
| #24-22 | Approval of Personnel Manual |
| #24-23 | Approve Anti-Discrimination Policy |
| #24-24 | Approve Township Anti-Sexual Harassment Prohibition Policy |
| #24-25 | Approve Smoking Control Policy |
| #24-26 | Designate a Public Agency Compliance Officer |
| #24-27 | Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions |
| #24-28 | Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township |
| #24-29 | Approval of Police Department Rules & Regulations |

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#24-30	Designation of Police Matrons & Registered Nurses
#24-31	Re-Establish Civil Rights Policy
#24-32	Establish Fees for Towing Services
#24-33	Re-establish Fire Department Rules, Regulations and Policies
#24-34	Renewal of Participation in Bergen County Fire Mutual Aid Plan
#24-35	Waive Annual Charges for Fire Co. #2 & v#3
#24-36	Waive Annual Rent for Ambulance Corps Land Lease
#24-37	Renew Agreement for Commuter Park and Ride at Cornerstone Church
#24-38	Establish Rules and Regulations Which Shall be the Township Facilities Policy
#24-39	Quasi-Municipal Groups for Insurance Purposes
#24-40	Approval of Local Supplemental Violations Bureau Schedule
#24-41	Town Hall Front Lawn Policy
#24-42	State Health Benefits
#24-43	Re-establish the Recreation Policy Manual
#24-44	Appointment of School Crossing Guards
#24-45	Re-Establish Travel Reimbursement Policy
#24-46	Re-Establish Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
#24-47	Re-Establish Hearing Officer(s)/Committee(s)
#24-48	Establish Drug & Alcohol Abuse Awareness Committee
#24-49	Re-establish Cooperative Efforts with the Board of Education
#24-50	Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
#24-51	Appointment of JIF Representatives
#24-52	Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer
#24-53	Authorize Waiving of Fees for Volunteers
#24-54	Appoint Emergency Management Committee
#24-55	Establish a Procedure and Adopt Forms to Provide Access to Public Records
#24-56	Authorize the Operation of Memorial Field, Pulis Field, and Wyckoff Community Park Snack Bars
#24-57	Telephonic/Electronic Transfer of Funds
#24-58	Setting the Township's Contribution to LOSAP for the Members of the Fire Department and Ambulance Corps
#24-59	Issuance of Checks Between Township Committee Meetings
#24-60	Re-Establish Township Committees By-Laws
#24-61	Authorize Police Private Duty Assignments
#24-62	Extraordinary Unspecifiable Service Appointments
#24-63	Adoption of Policy for ADA Parking Specifications and Posting of Signage
#24-64	Authorize Language for Municipal Purchase Orders
#24-65	Municipal Public Information Website Policy and E-News Communication Policies
#24-66	Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force
#24-67	Authorize Disposition of Public Property No Longer Needed for Public Use
#24-68	Adoption and Endorsement of New Jersey Ethics Law
#24-69	Void Outstanding Checks in Excess of 180 Days
#24-70	Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings
#24-71	Small Balances to be Cancelled
#24-72	Establish Employee Benefits Cafeteria Plan
#24-73	Designation of Nation Incident Management Systems (NIMS) for Incident Management

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#24-74	Adoption of Approved Forms of Surety and Rating of Certificates of Insurance
#24-75	Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
#24-76	Procedure to Receive Donations /Plaques or Name Municipal Property
#24-77	Adoption of Accounting and Fiscal Internal Control Manual
#24-78	Fund Balance Annual Review
#24-79	Re-appointment of Zabriskie House Trustee
#24-80	Confirm Social Media Policy
#24-81	Re-Establish Vehicle Use Policy
#24-82	Approve Policy for Recreation Department's Policies and Procedures Manual
#24-83	Annual Monitoring of Tax Exemptions & Pilots
#24-84	Authorize Payment of Annual Service Charges
#24-85	Appointment of Coordinator for Emergency Telephone System
#24-86	Establish Transit Emergency Plan
#24-87	Establish Wyckoff – A Stigma Free Zone
#24-88	Elected Officials Transparency
#24-89	Public Interaction Policy
#24-90	Authorize Closure of Roads and Establishment of Detour Routes
#24-91	Appointment of Municipal Humane Law Enforcement Officer & Team
#24-92	Adoption of Cyber Security Policies
#24-93	Reauthorize JIF Personnel Manual & Supervisor's Manual
#24-94	Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings
#24-95	Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1
#24-96	Establish Computer Use Policies
#24-97	To Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable The Wyckoff Police Department to Request and Acquire Excess Department of Defense Equipment
#24-98	Policy Governing the Government Speech Flagpole
#24-99	Township of Wyckoff Policy of Inclusiveness
#24-100	Adopt Domestic Violence Policy
#24-101	Establish Modified No-Cash Policy for Current Year
#24-102	Authorize Fee Charges for On-Line and Pay-by-Phone Portals
#24-103	Adopt JIF/MEL Protecting Children Program
#24-104	Easy Public Access (A Transparency) Program
#24-105	Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission
#24-106	Authorize Bergen County Shared Service for Emergency ROW Tree Removals
#24-107	Green Purchasing Policy
#24-108	Authorize Payment of County & School Taxes on their Respective Due Dates
#24-109	Authorize Signing of Civil Rights Compliance for American Rescue Plan Application

15. **Following is the vote on the Consent Agenda:**
MOTION: SHANLEY SECOND BOONSTRA
BOONSTRA YES MADIGAN YES
MELCHIONNE YES SHANLEY YES

16. **Township Committee Remarks**

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

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

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. If you wish to make a comment, please step forward to the microphone and state your name.

Motion to close the Public Comment period:

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

18. **Motion to Adjourn:**

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

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

FORMAL ACTION WILL BE TAKEN DURING THIS MEETING

NOTICE TO PUBLIC

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There may be situations that, due to technical difficulties, live streaming or the recording of a meeting may not be available. For example, if the connectivity between the live streaming software and the YouTube channel is not operating; in that situation, the public's right to make public comment in written form is extended to 10:00 am the day after the meeting, to allow the meeting to be conducted and the continuity of local government to proceed. A recording of the meeting will be posted no later than the next business day after the meeting date on the Township's website where recordings are customarily posted. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable. This agenda is subject to change.

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Meeting Called to Order

The 2024 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Municipal Clerk, Nancy A. Brown.

Posting of Colors by Wyckoff Volunteer Fire Department Honor Guard

Flag Salute

The Flag Salute was led by Christopher, Jake and Bret Cacchiola.

Invocation

The Invocation was given by Pastor Fred Provencher, Cornerstone Christian Church, Wyckoff.

Municipal Clerk Nancy A. Brown read the "Open Public Meetings Act" notice:

"This reorganization meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of Meetings. A copy of said annual schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, as well as with the Record, the Ridgewood News and the North Jersey Herald News – all newspapers having a general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting, the agenda thereof was similarly posted, filed and emailed to said newspapers. This agenda was also posted on the Township's website at "Minutes & Agendas".

Municipal Clerk Nancy A. Brown invited former Wyckoff Mayors to stand and be recognized. Several former Chairpersons were in attendance.

The Honorable Peter Melchionne, Judge Superior Court of New Jersey, RET. administered the Oath of Office to Township Committee Member, Peter J. Melchionne using the Melchionne family bible.

Thomas J. Madigan nominated Peter J. Melchionne as Chairman for 2024:

"I'd like to nominate Pete Melchionne for Chairman in 2024! Pete is not only a colleague, but also a friend.

Pete has made significant contributions to Wyckoff since moving here including re-igniting and energizing our Wyckoff Republican Club. As President of the Republican Club, he has demonstrated tremendous leadership and collegiality. Our Republican Club's energy and active membership is the envy of all of Bergen County!

Pete has been elected by our residents twice and has been a member of our Township Committee since 2021. He has shown leadership in all of his liaison positions, serving as Fire Commissioner, and serving on Finance/Budget Committee, Personnel Committee, DPW Commissioner, Environmental Commission, Memorial Day Parade committee, Planning Board, Facilities Committee, Ambulance Corps Liaison and on the Fireworks Committee.

One of his proudest initiatives and accomplishments is the Military Tribute Banner Program honoring all those veterans who have proudly served.

Pete is a former first responder on the East Rutherford EMS Squad. He's a strong supporter of the Police, Fire and Ambulance Departments and is dedicated to public safety, improving our recreational facilities, parks, and maintaining open space.

Pete Melchionne has served with distinction and is a fiscal conservative, focused on keeping the tax rate low and in keeping Wyckoff an affordable place to live.

We can look forward to his leadership and proven track record in this new year. I am confident he will be an outstanding Mayor!"

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When called upon to vote on the nomination, Committeeman Shanley made a statement:

"I hate being in a position where I have to speak. But I, in good consciousness, cannot vote yes. Because being a mayor requires you being a mayor of every single person in the Township of Wyckoff and I have my concerns, and hopefully by saying this, he'll prove me wrong, but I have my concerns that he won't be a mayor for everybody, and he will not unify this Township Committee which needs to be unified. So, I vote no."

Township Committee nomination for 2024 Township Committee Chairperson

MOTION: MADIGAN SECOND BOONSTRA
BOONSTRA YES MADIGAN YES
MELCHIONNE YES SHANLEY NO

With an affirmative vote, the motion was approved.

The Honorable Peter Melchionne, Judge Superior Court of New Jersey, RET. administered the Oath of Office to 2024 Township Committee Chairperson/Mayor, Peter J. Melchionne using the Melchionne family bible.

A recess was taken for the 2024 Chairperson to access the center chair on the dais.

Clerk Nancy Brown announced that the Oath of Office for 2024 Fire Department Officers would now take place. Resolution #24-03 was read aloud And Mr. Madigan made a motion, seconded by Mr. Boonstra. All voted in favor.

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

With an affirmative vote, the motion was approved.

Resolution #24-03 Fire Department Officers

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following persons are appointed as local government officers and shall be sworn in as Township of Wyckoff Volunteer Fire Department Officers for the current year:

FIRE DEPARTMENT CHIEF
Fire Department Chief Joseph Vander Plaatz

FIRE DEPARTMENT ASSISTANT CHIEF
Fire Department Assistant Chief Joseph Alvarez, Sr.

FIRE DEPARTMENT ADMINISTRATIVE OFFICERS
Paul Kasabian, Treasurer
Samuel Lin, Secretary

FIRE DEPARTMENT SAFETY OFFICER
Timothy W. Brock

Co #1
Battalion Chief James Viapiano
Captain Timothy Murray Sr.
Captain Patrick Alvarez
Lieutenant Joseph R. Alvarez, Jr.
Lieutenant Peter Cascardo

Co #2
Battalion Chief E.J. Lawler
Captain Christopher Joachim
Lieutenant John Greiner
Lieutenant Nick Canova

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Co. #3

Battalion Chief Jessie Levine
Captain EJ Pruim
Lieutenant Austin Espie

Fire Prevention: Fire Prevention Officer Fred Depken

Mandatory Compliance: Carl Kofler

Fire Police

Fire Police Chief Pete Tani
Captain Robert Kehoe
Daryl Bagnuolo

Captain Ken Dyer
Joseph Salerno
Russ Hoefts

The Honorable Robert E. Landel, Judge Superior Court of New Jersey, administered the Oath of Office to our newly appointed Municipal Court Judge, Ari Bernstein.

Clerk Nancy Brown administered the Oath of Office to residents appointed or reappointed to serve the Township as volunteers on various Municipal Boards and Commissions. Resolution #24-04 was read aloud and Mr. Shanley made a motion, which was seconded by Mr. Boonstra.

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

With an affirmative vote, the motion was approved.

Resolution #24-04 Appointments to Boards and Commissions

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following are appointments for the current year:

POSITION	APPOINTEE	TERM
Chaplain	Rev. Fred Provencher	1 year
Local Assessment Search Officer *	Nancy A. Brown	1 year
Deputy Tax Collector	Maryanne Sweeney	1 year
Tax Search Officer(s) *	Maryanne Sweeney	1 year
Public Defender	John J. Bruno, Jr.	1 year
Alternate Public Defender	Jeff Steinfeld	1 year
Prosecutor	Richard M. Rosa	1 year
First Assistant Prosecutor	E. Carter Corrison	1 year
Township Engineer	Mark DiGennaro, P.E.	1 year
Emergency Mgmt. Coordinator*	Sergeant Kyle Ferreira	3 year
Deputy Emergency Mgmt. Coordinator****	*(2024 is 2nd year of 3-year term) Administrator Matthew A. Cavallo, Sgt. Brian Zivkovich, P.O. Michael Teegan	3 year
Municipal Housing Liaison	Matthew A. Cavallo	1 year
Official Newspapers *	The Ridgewood News	1 year
	The Record	1 year
Memorial Day Parade Chairman	North Jersey Herald News	1 year
Recreation Director	Erik Ruebenacker	1 year
Treasurer	Andy Wingfield	1 year
Deputy Treasurer	Diana McLeod	1 year
Registrar/Vital Statistics	Maryanne Sweeney	1 year
Deputy Registrar/Vital Statistics**	Anna Coscia	1 year
Zoning Officers	Nancy A. Brown	1 year
	Fred Depken, Mark DiGennaro & Thomas Gensheimer	1 year
Zoning Code Enforcement Official	Fred Depken	1 year
Property Maintenance Officer	Fred Depken	1 year
Zoning Administrator	Fred Depken	1 year
Administrative Officers (Pursuant to NJSA 40:55D-3)	Mark DiGennaro, Thomas Gensheimer, Fred Depken, Maureen Mitchell	
Risk Management Consultant	Eastern Insurers, Chris Rossi	1 year
JIF Fund Commissioner	Matthew A. Cavallo	1 year
JIF Deputy Fund Commissioner	Nancy A. Brown	1 year
JIF Safety Delegates:	Matthew A. Cavallo, David V Murphy, J. Joseph Vander Plaats, Andy Wingfield, Mark DiGennaro	1 year
	Ari Bernstein – (2024 is the 1st year of a 3-year term)	3 years
Municipal Court Judge*		

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Gardens of Wyckoff Committee	Tim Bracket, Robert J Shannon Kathy Bracket, Matthew Cavallo Indefinite	
Historic Preservation Comm Secretary	Maureen Mitchell	1 year
Certified Recycling Professional	Matthew A. Cavallo	1 year
Compost Facility Operator	Leonard De Block	1 year
Designated Employer Representative for CDL Mandate	Matthew A. Cavallo	1 year
Assistant Designated Employer Representative for CDL Mandate	J. Joseph Vander Plaats	1 year
* Required by statute ** Record Only – Appointment by Registrar *** Record Only – Appointment by OEM Coordinator		

PARKS & RECREATION ADVISORY BOARD

Chris Pernetti
Mohammad Ismael
Jennifer Saxton
Doug Arone
Patty DePhillips
John Giovacco

ZONING BOARD OF ADJUSTMENT

Brian Tanis
Doug Messineo
Zvonko Veskov

PLANNING BOARD

J. Joseph Vander Plaats
Robert Fortunato
Robert Kaufman

ENVIRONMENTAL COMMISSION

Roger Lane

BOARD OF HEALTH

Donna Garbaccio
Lynne Spreen-Raffo
Michael Sparozic
Sou Yan Yee
Linda Brock
Casey Colaneri
Diane Holborow

HISTORIC PRESERVATION

Curtis Bajak
Joseph Cestaro

LIBRARY BOARD

Lori Peters
Donna Macaluso (Superintendent's Representative)

DESIGN REVIEW COMMITTEE

Susan Farcy
Linda Amerman

ZABRISKIE HOUSE TRUSTEES

Joyce Santimauro

GARDENS OF WYCKOFF

Robert Shannon

Mayor Melchionne thanked our retiring Municipal Judge, Russell Teschon, who has served the Township of Wyckoff for over 30 years.

The Honorable Robert E. Landel, Judge Superior Court of New Jersey, administered the Oath of Office to our newly appointed Municipal Court Judge, Ari Bernstein.

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Mayor Melchionne: *"Thank you everyone for coming to the annual reorganization meeting. Unfortunately, we started the year off with a little bit of sad news, our condolences go to the Eishen family. Jeff Eishen suddenly passed away last evening. Jeff was a member of our Recreation Advisory Board. Jeff was a dedicated volunteer to this community, and he will greatly be missed. Our prayers go out to the Eishen family."*

Thank you everyone for coming today and for keeping up with the history of Wyckoff. We are here for our annual reorganization meeting. Today is a special day as we celebrate all the appointments and volunteers who will serve on our Boards and Commissions in 2024 and beyond.

I'd like to introduce a few people first. Assemblyman Chris De Phillips and his wife Patty; former Mayor Gordon Stanley and his wife Peggy; and former Mayor Doug Dial's wife, Judy. Also in the audience are former Township Committeeman John Carolyn, Judge Ed Torack, Judge Rob Landel, Judge Melchionne and Judge Bernstein. I apologize if I missed anybody, but I think I got everybody.

I'd like to thank my family, friends, the Wyckoff Republican Club, fellow Township Committee members and the residents of Wyckoff for making this special day happen. It was a great honor to be sworn in by my father on the Bible that is the same Bible that was used by my grandfather, who was sworn in as a Councilman in East Rutherford in 1965.

Over my lifetime, I've had some great mentors, too many to name, to whom I owe for making this happen. Unfortunately, my running mate Scott Fisher is not here today. He has stepped down, as life takes us in many different directions, and he had to move his family. Scott has been a great friend over the years and I know he's not going too far away, and he will still be actively involved in Wyckoff, a town to whom he has given so much. Scott will be missed up here on the dais.

Over my first term, I was very fortunate to be involved in many decisions in Wyckoff; replacing longtime gold standard Township Administrator, Bob Shannon with Matthew Cavallo, longtime DPW Supervisor Scott Fisher, with Joe Vander Plaats and Rob Landel our Township Attorney, who went on to do bigger and better things, with Dave Becker. I served on many committees and liaison positions, but this past year I had the honor and privilege to be Fire Commissioner. Our volunteer fire department answered almost 700 calls this year continue to keep us safe every day. They also volunteer at every community event in town. We were able to secure a purchase contract for a new ladder truck, a vital piece of equipment to the department. We're truly fortunate to have such a great fire department.

Wyckoff is a special town to live in, with over 200 families moving in every year to call Wyckoff home. It is so special because of the hard work of the Township Committee members, current and past Town Hall employees, DPW staff, first responders, volunteers and our first class Police Department led by Chief Murphy.

Going forward we must work together to keep our tax rate one of the lowest in Bergen County while always continuing to improve improve services. I remember my first year on the Township Committee, everyone told me to slow down. They said I had too many ideas. Well, watch out now!

One idea I do want to mention is something that I've been thinking about over the last few years. I want to see an updated Veteran's memorial here in town.

As time moves on, we must keep the traditions alive and keep Wyckoff going but also move with the times. Wyckoff is truly a great place to live. Thank you again for this honor and your support to serve as mayor. Happy New Year, and the best of health in 2024.

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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:

2024 CONSENT AGENDA RESOLUTIONS:

**#24-1 Procedure for Township Committee Members to
Chair Meetings in Chair's Absence**

BE IT RESOLVED, until further policy is established, the Township Committee Chairperson shall request one (1) member of the Township Committee to chair a Township Committee meeting which the Township Committee Chairperson will not be able to attend.

**#24-2 Township Committee Liaison Assignments to Departments
and Boards**

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shall be the Township Committee liaison assignments to Departments and Boards for the current year.

CHAIRPERSON PETER J. MELCHIONNE

Mayor
Police Commissioner
Planning Board – Class I
Library Board
Finance Committee
Personnel Committee
Memorial Day Parade – VFW
Facilities Committee

THOMAS J. MADIGAN

Finance Committee
Personnel Committee
Larkin House / Senior Committee
Parks & Recreation Advisory Board
Facilities Committee
UCC / Engineering

RUDOLF E. BOONSTRA

Deputy Mayor
Board of Health
Sewer Committee
Zabriskie House
Historic Preservation
Gardens of Wyckoff
Planning Board
Safety Committee
Environmental Commission Liaison

TIMOTHY E. SHANLEY

Zoning Board Liaison
Ambulance Corps
Fire Commissioner
Ramapo-Indian Hills School Board Liaison
Design Review Committee
Utilities Commissioner

NEW COMMITTEE MEMBER

Deputy Police Commissioner
DPW / Road Commissioner
Shade Tree Liaison
K-8 School Board Liaison
Memorial Day Parade – VFW
Zabriskie House
Fireworks Committee
Sewer Committee
Parks Commissioner
Community Service Projects Committee

#24-03 and #24-04 appear in full above, as they were read and approved prior to the Consent Agenda.

#24-5A Professional Service Appointment –
Township Attorney, Eric David Becker, Esq.

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Township Attorney for the current year' and,

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WHEREAS, the Township Committee desires to appoint Eric David Becker, Esq. of the Law Office of Eric David Becker, LLC as its Township Attorney due to his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough, and complete legal advice he has rendered to the Zoning Board of Adjustment in previous years; and

WHEREAS, the Township Administrator/Qualified Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification; and

WHEREAS, the Township Committee awards a calendar year contract for Township Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds will be appropriated in the 2024 Municipal Budget for fees reasonably required in the line item, legal services, and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that a contract for the 2024 calendar year is hereby awarded to Eric David Becker, Esq. of the Law Office of Eric David Becker, LLC, 253 Madison Avenue, Wyckoff, NJ 07481 for Township Attorney services at a rate of \$6,000.00 monthly retainer for general services/\$200.00 per hour for non-general service legal work/\$100.00 per hour for paralegal work up to \$70,000.00 without further authorization of the Township Committee.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding “Professional Services” rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE “LEGAL SERVICES AND COSTS”, “OTHER EXPENSE” PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-01-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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**#24-5B Professional Service Appointment –
Professional Consulting Engineer, Boswell Engineering**

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Consulting Engineer and a Licensed Site Remediation Professional (LSRP) for the current year' and,

WHEREAS, the Township Committee has determined to appoint Boswell Engineering as its' Consulting Engineer and its' Licensed Site Remediation Professional due to their significant municipal traffic/sewer/land use and Environmental engineering experience in New Jersey as a full service Engineering Consultant Their extensive experience in sanitary sewerage, storm water sewerage and New Jersey Department of Environmental Protection (NJDEP) permit processing for mandate compliance has proven to be thorough and complete in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for municipal Consulting Engineering Services and LSRP services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line items: engineering services and cost-other expense; various developers trust accounts and other expense accounts for capital projects are created when projects are funded due to the receipt of a grant.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Boswell Engineering, 330 Phillips Avenue, South Hackensack, NJ 07606 for Consulting Engineer and LSRP services, \$170.00 per hour, up to \$120,000.00 when approved by the Township Committee.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

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CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

**#24-5C Professional Service Appointment –
Bond Counsel, Dorit Kressel, Esq. of Chiesa, Shanihan &
Giantomasi**

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of Bond Counsel for the current year: and,

WHEREAS, the Township Committee has determined to appoint Chiesa, Shanihan & Giantomasi as its' Bond Counsel due to their extensive experience and proven reputation as one of the leading bond counsel firms in the State of New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Bond Counsel services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item legal services – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Chiesa, Shanihan & Giantomasi, 105 Eisenhower Parkway, Roseland, New Jersey 07068 for Bond Counsel services based on the attached fee schedule, up to \$7,000.00 per year when approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political

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Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and

4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5D Professional Service Appointment –
Tax Appeal Attorney, John Lloyd, Esq. of Chiesa,
Shanihan & Giantomasi

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Tax Appeal Attorney service for the current year: and,

WHEREAS, the Township Committee has determined to appoint John Lloyd, Esq of Chiesa, Shanihan & Giantomasi, PC as its' Tax Appeal Attorney due to his significant and extensive legal experience as a Tax Appeal Attorney defending municipal governments and Tax Assessors. His knowledge of New Jersey taxation statutes, his skill and legal acumen as an attorney licensed to practice law in New Jersey applying the taxation statutes in the defense of the existing property valuations against tax appeal lawsuits providing the township with practical, thorough and complete legal advice.

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for tax appeal legal services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line-item assessment of taxes – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one-year contract for this calendar year is hereby awarded to John Lloyd, Esq., Chiesa, Shanihan & Giantomasi, PC, 105 Eisenhower Parkway, Roseland, New Jersey 07068 for Tax Appeal Attorney services based on the attached fee schedule, \$150.00 per hour, up to \$75,000.00 when approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to

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execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and

- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5E Professional Service Appointment –
Alternate Public Defender, Jeffrey Steinfeld, Esq.

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of an Alternate Public Defender for the current year; and,

WHEREAS, the Township Committee has determined to appoint Jeffrey Steinfeld, Esq. as its Alternate Municipal Court Public Defender due to his significant legal experience with criminal law in New Jersey, as an attorney licensed to practice law in New Jersey and the thorough and complete work he has rendered to the municipal court in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Municipal Court Public Defender services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Jeffrey Steinfeld, Esq., 27 Warren Street, Hackensack, NJ 07601 for

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Public Defender services, \$400.00 per court session and compensation up to \$4,500.00 when vouchers are approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

**#24-5F Professional Service Appointment –
Municipal Court Prosecutor, Richard M. Rosa, Esq.**

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Municipal Court Prosecutor for the current year; and,

WHEREAS, the Township Committee has determined to appoint Richard M. Rosa, Esq., of Hartmann, Doherty, Rosa, Berman & Bulbulia, LLC as its Municipal Court Prosecutor due to his significant legal experience with criminal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the thorough and complete prosecutor service he has rendered to the municipal court in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Municipal Court Prosecutor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

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WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Richard M. Rosa, Esq., Hartmann, Doherty, Rosa, Berman & Bulbulia, LLC, 433 Hackensack Avenue, Suite 1002, Hackensack, New Jersey 07601 for Prosecutor services, \$800.00 per month; \$250.00 per special session and \$125.00 per suppression brief when vouchers are approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-43-494-020 FOR THE PROSECUTOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5G Professional Service Appointment –
Affordable Housing Planner, Elizabeth McManus

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Professional Affordable Housing Planner for the current year: and,

WHEREAS, the Township Committee has determined to appoint Elizabeth McManus, PP, AICP, LEED AP as its' Affordable Housing Planner due to her extensive planning experience with the New Jersey Municipal Land Use Law in New Jersey, her skill and acumen as a professional planner licensed to practice planning in New Jersey. Ms. McManus is an expert planner with matters regarding affordable housing and has been appointed by various courts to assist the judiciary as a land use master in affordable housing litigation: and,

WHEREAS, the Township Administrator/Qualified Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and

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WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification; and,

WHEREAS, the Township Committee awards a calendar year contract for Township Planner/Affordable Housing Planner in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds will be appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item "Planning Services and Costs – Other Expense".

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one-year contract for the 2024 calendar year is hereby awarded to Elizabeth McManus, Kyle, McManus Associates, PO Box 236, Hopewell, NJ 08525 for Affordable Housing Planner services, \$147.00 per hour/\$195.00 per hour for litigation, compensation up to \$20,000.00 when vouchers are approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET ACCOUNT 24-1-21-180-020 AND 24-01-21-190-020 AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5H

Professional Service Appointment –
Licensed Surveyor, Stephen Eid

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Licensed Surveyor for the current year; and,

WHEREAS, the Township Committee has determined to appoint Stephen P. Eid, L.S. of Eid Surveying as its Licensed Surveyor due to his significant surveying experience, his skill and acumen as a licensed surveyor to practice surveying in New Jersey and the practical, thorough and complete work he has rendered for the Township Committee in previous years; and,

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WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Licensed Surveyor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item tax assessment – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one-year contract for this calendar year is hereby awarded to Stephen P. Eid, L.S., 102 Wayside Road, Hewitt, NJ 07421 for Township Licensed Surveyor services, \$80.00 per hour for deed description review and tax map changes, \$125.00 per hour for L.S. services, \$135.00 per hour for L.S. field survey work, up to \$10,000.00 when vouchers are approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "TAX ASSESSMENT", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-150-020 FOR THE LICENSED SURVEYOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-51 Professional Service Appointment –
Labor Attorney, Raymond Wiss, Esq. of Wiss & Bouregy

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Labor Attorney for the current year' and,

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WHEREAS, the Township Committee has determined to appoint Raymond Wiss, Wiss and Bouregy, as its Labor Attorney due to his extensive legal expertise with: New Jersey Municipal Law, New Jersey Labor Law, PERC procedures and regulations and experience as a certified trial lawyer, Mr. Wiss has demonstrated significant skill and legal acumen as an attorney licensed to practice law in New Jersey and he has provided practical legal advice to the Township Committee in previous years. Mr. Wiss has also managed and resolved complex labor matters before PERC relative to interest arbitration and PBA initiated grievances; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Labor Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one-year contract for this calendar year is hereby awarded to Raymond Wiss, Esq. Wiss & Bouregy, PC, 345 Kinderkamack Road, Westwood, NJ 07675 for Labor Attorney services, \$150.00 per hour, compensation up to \$40,000.00 when vouchers are approved by the Township Committee.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE

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#24-5J **Professional Service Appointment –**
Professional Auditor & Financial Advisor, Gary Higgins of
PKF O'Connor Davies, LLP.

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of an auditor and accounting support service provider for the current year and,

WHEREAS, the Township Committee has determined to appoint Gary Higgins of PKF O'Connor Davies, LLP as its auditor and financial advisor due to his significant auditing experience in New Jersey, the outstanding service he has provided in past years, his commitment to thorough and completeness and his license to practice in New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Auditor/Financial Advisor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to, Gary Higgins, CPA,RMA, Partner – PKF O'Connor Davies, LLP, 300 Tice Boulevard, Woodcliff Lake, NJ 07677 for Auditor and Accounting Support Services, Annual Audit - \$33,400, LOSAP audit - \$1,200, Partner - \$225.00 per hour, Managers - \$185.00 per hour, Senior Accountant/Supervisor - \$150.00 per hour, Staff Accountants - \$135.00 per hour, Other Personnel - \$90.00 per hour, up to \$50,000.00 per year.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

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CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-135-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

**#24-5K Professional Service Appointment –
Professional Planner, Brigitte Bogert**

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Professional Planner for the current year: and,

WHEREAS, the Township Committee has determined to appoint Brigitte Bogart, P.P. Municipal Planner due to her extensive planning experience with the New Jersey Municipal Land Use Law in New Jersey, her skill and acumen as a professional planner licensed to practice planning in New Jersey. Ms. Bogart is an expert planner with experience in land use matters and other community planning matters; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one-year contract for Township Planner in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line-item planning services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one-year contract for this calendar year is hereby awarded to Brigitte Bogart, P.P., 205 Franklin Avenue, Wyckoff, New Jersey 07481 for Township Planner services, \$165.00 per hour- Principal, \$150.00 per hour – Senior Planner/\$190.00 per hour for litigation, compensation up to \$10,000.00 when vouchers are approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and

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3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET ACCOUNTS 24-1-21-180-020 AND 24-01-21-190-020 AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5L Professional Service Appointment –
Municipal Court Public Defender, John J. Bruno, Esq. of
Bruno & Ferraro

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Public Defender for the current year; and,

WHEREAS, the Township Committee has determined to appoint John J. Bruno, Jr., Esq. as its Municipal Court Public Defender due to his significant legal experience with criminal law in New Jersey, as an attorney licensed to practice law in New Jersey and the thorough and complete work he has rendered to the municipal court in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Municipal Court Public Defender services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line-item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to John J. Bruno, Jr., Esq., Bruno & Ferraro, Meadows Office Complex, 301 Route 17 North Suite 211, Rutherford, NJ 07070 for Public Defender services, \$400.00 per court session and compensation up to \$4,500.00 when vouchers are approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and

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- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-43-495-020 FOR THE PUBLIC DEFENDER PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5M Professional Service Appointment –
Affordable Housing Administrator - Community Grants,
Planning & Housing (CGP&H)

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a professional planning firm for Affordable Housing Administration Services and administrative Agent Services for the current year and,

WHEREAS, the Township Committee has determined to appoint Community Grants, Planning and Housing (CGP&H) as its Affordable Housing Administration professional service due to their significant housing experience with municipal Affordable Housing planning in New Jersey, skill and acumen as planners licensed to practice planning and compliance in New Jersey and the reference checks performed indicate they provide practical, thorough and complete planning advice; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one-year contract for Affordable Housing Administration services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item, affordable housing services and costs – other expense.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Community Grants, Planning and Housing , 101 Interchange Plaza, Suite 301, Cranbury, New Jersey 08512-3716 for a not to exceed cost \$5,990.00 for core services and \$155.00 per hour for senior staff and \$115.00 per hour for all other staff up to \$12,700.00 per year for professional Affordable Housing Administration services and administrative agent services when vouchers are approved by the Township Committee.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2024 TEMPORARY BUDGET ACCOUNT 24-1-21-190-020 AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5N Professional Service Appointment –
Appraisal Consultant (Residential), James F. O'Donnell

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of an Appraisal Consultant to calculate the Affordable Housing Trust Fund Fee in accordance with Township Ordinances and defend the Township when residential tax appeal lawsuits are served against the Township of Wyckoff, and his service is requested for the current year; and,

WHEREAS, the Township Committee has determined to appoint James F. O'Donnell, SRA, Consultant due to his significant experience and proven reputation with Affordable Housing Trust Fund calculations and municipal residential tax appeal defense in Bergen County the Wyckoff, and the Municipal Tax Appeal Attorney recommends his appointment; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for residential Tax Appeal/Defense Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

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WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to James F. O'Donnell, SRA, 354 Garibaldi Avenue, Lodi, NJ 07644 for Affordable Housing Trust Fund calculations and residential tax appeal/defense services; \$125.00 per hour, \$300.00 for Preliminary Appraisal Report for use at the County Tax Board, \$1,000.00 for appraisal report for tax court use, up to \$25,000.00.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-50 **Professional Service Appointment –**
Tax Appeal Attorney, Martin Allen, Esq. of DiFrancesco,
Bateman, Coley, Yospin, Kunzman, Davis, Lehrer & Flaum

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of a Tax Appeal Attorney service for the current year; and,

WHEREAS, the Township Committee has determined to appoint Martin Allen, Esq. of DiFrancesco, Bateman Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, PC as its' Tax Appeal Attorney due to his significant and extensive legal experience as a Tax Appeal Attorney defending municipal governments and Tax Assessors. His knowledge of New Jersey taxation statutes, his skill and legal acumen as an attorney licensed to practice law in New Jersey applying the taxation statutes in the defense of the existing property valuations against tax appeal lawsuits providing the township with practical, thorough and complete legal advice.

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WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for tax appeal legal services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line-item assessment of taxes – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Martin Allen, Esq. of DiFrancesco, Bateman Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, PC, 15 Mountain Boulevard, Warren, New Jersey 07059 for Tax Appeal Attorney services based on the attached fee schedule, \$150.00 per hour, up to \$20,000.00 when approved by the Township Committee.

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
4. The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ASSESSMENT OF TAXES – OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 24-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5P **Professional Service Appointment –**
Appraisal Consultant (Commercial), Appraisal Consultants
Corp., Jon Brody

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WHEREAS, the Township of Wyckoff has a real need and requires the professional services of Appraisal Consultants Corp as Tax Appeal/Revaluation Consultant for the current year and,

WHEREAS, the Township Committee has determined to appoint Appraisal Consultants Corp. as its Tax Appeal/Revaluation Consultant due to their significant experience and proven reputation with municipal tax appeal and revaluation consulting in New Jersey; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification and Political Contribution Disclosure Form; and,

WHEREAS, the Township Committee awards a one year contract for Tax Appeal/Revaluation Consultant services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that a one-year contract for this calendar year is hereby awarded to Appraisal Consultants Corp for tax appeal/revaluation services at \$195.00 per hour and up to \$50,000.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT

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24-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2024. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5Q Professional Service Appointment –
Financial Advisor/Continuing Disclosure Agent – Phoenix
Advisors, LLC.

WHEREAS, there exists a need in the Township of Wyckoff for a disclosure specialist to comply with SEC Rule 15c2-12, MSRB disclosure requirements as per State of New Jersey Local Finance Notice 2014-9 to provide advice for all long and short term bond and note sales and any and all other debt service issuances and market disclosure requirements; and,

WHEREAS, the Township wishes to retain a firm or individual for the provision of professional services of Financial Advisor/Continuing Disclosure Agent for the Township Committee; and,

WHEREAS, funds to pay said professional firm or individual are available by way of budget and bond ordinance to compensate said individual or firm; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that a resolution authorizing appointment for professional services without competitive bids must be publicly advertised;

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

1. The recitals set forth above are hereby incorporated into the body of this resolution.
2. Phoenix Advisors, LLC is hereby awarded a contract to perform the services of the Financial Advisor for the Township Committee which contract is not to exceed the sum of \$17,500 annually.
3. The Mayor and Municipal Clerk are authorized to sign any documents necessary to formalize the above contract.
4. This appointment will expire on December 31, 2024.
5. The Municipal Clerk is hereby authorized and directed to publish notice of this appointment in the official newspaper within ten (10) days from the date hereof.
6. The parties agree to incorporate into this contract the mandatory Equal Employment Opportunity Language pursuant to N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL" PORTION OF THE 2024 MUNICIPAL BUDGET ACCOUNT 24-01-20-130-020 AND BOND ORDINANCE #1988. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-5R Professional Service Appointment –
Alternate Public Defender – E. Carter Corriston, Esq. of
Breslin & Breslin

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of an Alternate Public Defender for the current year; and,

WHEREAS, the Township Committee has determined to appoint E. Carter

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Corrison, Esq. as its Municipal Court Alternate Public Defender due to his significant legal experience with criminal law in New Jersey, as an attorney licensed to practice law in New Jersey and the thorough and complete work he has rendered to various municipal courts in previous years; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$200 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$200 or more) through the term of the contract; and,

WHEREAS, the Township Committee awards a one-year contract for Municipal Court Alternate Public Defender services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2024 Temporary Budget and will be appropriated in the 2024 Municipal Budget when adopted for fees reasonably required in the line-item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to E. Carter Corrison, Esq., 41 Main Street, Hackensack, NJ 07601 for Public Defender services, \$400.00 per court session and compensation up to \$4,500.00 when vouchers are approved by the Township Committee.

- 1.The Mayor and Municipal Clerk are hereby authorized and directed to execute contracts with the said professional and to take all other steps necessary to carry this resolution into effect; and
- 2.Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding “Professional Services” rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5; and
- 3.The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are on file in the Office of the Municipal Clerk; and
- 4.The Municipal Clerk shall publish a public notice of said appointment in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns 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

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period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATION

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2024 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2024 MUNICIPAL BUDGET ACCOUNT 01-43-495-000 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2020. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#24-6 Annual Schedule of Township Committee Meetings

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

1. The Township Clerk is hereby directed to prepare an annual schedule of all the meetings of the Township Committee for the calendar year. Such schedule shall contain the location, time, and date of each meeting. The Annual schedule, together with any revisions thereof, shall be posted, delivered and filed in accordance with the law.
2. In addition to the annual schedule of meetings, the Township Clerk is directed to give advance written notice of at least 48 hours, setting forth the proposed agenda of such meetings. Said notice shall confirm, the date, time, and location of such meetings, and state whether formal action may or may not be taken as to the matters set forth in the agenda.
3. The Township Committee may call special meetings which are not provided for in the annual schedule or any revision thereof, provided 48 hours advance notice is duly given. Exceptions to the above shall be permitted as specified in the "Open Public Meetings Act".
4. Except as otherwise provided in the "Open Public Meetings Act", all meetings of the Township Committee shall be open to the public and reasonably comprehensible minutes thereof shall be made available to the public. The Township Committee may call closed sessions in accordance with Section 8 of the "Open Public Meetings Act" which permits the exclusion of the public in certain circumstances.
5. A copy of the annual schedule of meetings and any revisions thereof, and all advance notices setting forth the agenda for the same shall be filed with the Clerk of the Township. In addition, one copy shall be mailed or hand delivered to the official newspapers of the Township, and one copy shall be posted on the Bulletin Board in Memorial Town Hall where all public meetings and similar announcements are customarily posted. The posted annual schedule of meetings, together with any revisions thereof shall remain posted thereon throughout the calendar year.

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WYCKOFF TOWNSHIP COMMITTEE 2024 MEETING SCHEDULE

Pursuant to Section 13 of P.L. 1983, Chapter 231, of the Laws of the State of New Jersey, all meetings of the Township Committee will be held in the Memorial Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey, on the following dates and at the following times. The Regular Work Sessions and the Regular Business Meetings will be held in the Municipal Court Room, second floor of the Town Hall.

January 1 January 16	Monday Tuesday 7:00 P.M.	Reorganization Meeting Work Session	Noon 8:00 P.M.	Regular Meeting
February 6 February 20	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
March 5 March 19	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
April 2 April 16	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
May 7 May 21	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
June 6 June 18	Thursday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
July 16	Tuesday 7:00 P.M.	Work Session	8:00 P.M.	Regular Meeting
August 20	Tuesday 7:00 P.M.	Work Session	8:00 P.M.	Regular Meeting
September 3 September 17	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
October 8 October 22	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
November 12 November 26	Tuesday 7:00 P.M. Tuesday 7:00 P.M.	Work Session Work Session	8:00 P.M. 8:00 P.M.	Regular Meeting Regular Meeting
December 10	Tuesday 7:00 P.M.	Work Session	8:00 P.M.	Regular Meeting
January 1, '25	Wednesday	Reorganization Meeting		Noon Regular Meeting

FORMAL ACTION MAY BE TAKEN AT PUBLIC WORK SESSION MEETINGS AND REGULAR PUBLIC MEETINGS

PAYMENT OF CLAIMS MAY BE PAID AT ALL PUBLIC WORK SESSION MEETINGS AND REGULAR MEETINGS

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, comments, and image to be broadcast and recorded.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. For example, if the connectivity between the live streaming software and the YouTube channel is not operating, in that situation, the public's right to make public comment in written form is extended to 10:00 am the day after the meeting, to allow the meeting to be conducted and the continuity of local government to proceed. A recording of the meeting will be posted no later than the next business day after the meeting date on the Township's website where recordings are customarily posted. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable. This schedule is subject to change.

#24-7 Establish Town Hall Holidays/Closures for 2024

WHEREAS, all full-time Town Hall employees receive twelve (12) paid holidays; and,

WHEREAS, Town Hall's normal business hours are Monday to Friday from 8:30 am to 4:30 pm; and,

WHEREAS, the Township administrative offices are required to be closed for office hours (8:30 am to 4:30 pm) when the twelve (12) holidays are observed.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following twelve (12) holidays are established for the current year and that Town Hall shall be closed during normal business hours on these dates:

- | | | | |
|----|-----------------------------------|----------|-------------------|
| 1. | New Year's Day | Monday | January 1, 2024 |
| 2. | President's Day | Monday | February 19, 2024 |
| 3. | Good Friday | Friday | March 29, 2024 |
| 4. | Memorial Day | Monday | May 27, 2024 |
| 5. | Independence Day | Thursday | July 4, 2024 |
| 6. | Friday After July 4 th | Friday | July 5, 2024 |
| | (In lieu of Columbus Day) | | |
| 7. | Labor Day | Monday | September 2, 2024 |

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8.

Veteran's Day

Monday

November 11, 2024
9.

Thanksgiving Day

Thursday

November 28, 2024
10.

Day after Thanksgiving

Friday

November 29, 2024
- (In lieu of Election Day)
11.

Christmas Eve

Tuesday

December 24, 2024
- (In lieu of Martin Luther King Day)
12.

Christmas Day

Wednesday

December 25, 2024

#24-8 2024 Temporary Budget

WHEREAS, R.S. 40A:4-19 of the Local Budget Law provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the budget, temporary appropriations should be made for the purposes, and in the amounts required, in the manner and time therein specified; and,

WHEREAS, the date of this resolution is within the first thirty days of the fiscal year; and,

WHEREAS, the total of the following 2024 temporary appropriations in the amount of \$5,189,944 does not exceed 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.

NOW, THEREFORE, BE IT RESOLVED, that the temporary 2024 appropriations of \$5,189,944 be made, and that a certified copy of this resolution be transmitted to the Chief Financial Officer and/or Treasurer for his/her records.

#24-9 2024 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2024 Temporary Sewer Utility Budget:

DEPARTMENT	SALARIES	OTHER EXPENSE	DEPARTMENT TOTAL
Sewer Operating	\$43,136	\$573,725	\$616,861

#24-10 Establish a Cash Management Plan

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate a cash management plan enumerating depositories for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

WHEREAS, N.J.S.A. 40A 5-15.1 permits investments in New Jersey Cash Management Fund and Certificates of Deposits; and,

WHEREAS, N.J.S.A. 40A 5-14 charges the Chief Financial Officer with the administration of the cash management plan; and,

WHEREAS, N.J.S.A. 40A 5-14f where funds are deposited or invested as designated or authorized by the cash management plan relieves the Chief Financial Officer of any liability for any loss of such monies due to insolvency or closing of any depository designated by or for the decrease in value of any investment authorized by the cash management plan.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey authorizes the Chief Financial Officer to deposit funds in the New Jersey Cash Management Fund, certificates of deposit or any local bank institution that is GUDPA certified.

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BE IT FURTHER RESOLVED, on the 1st day of January 2024 by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that:

1. TD Bank
Valley Bank
New Jersey Cash Management Fund P.L. 1977, C. 281
(C.52:18A-90, 4)
Lakeland Bank/Provident Bank
be and are hereby designated as depositories for the Township of Wyckoff for the year 2023.
2. Prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Unit Deposit Protection Act (R.S. 17:9-41).

#24-11 Township Committee Members to Review and Affix their Signatures to Vouchers to Authorize Payment

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the names of the two (2) Finance Committee members shall be affixed to vouchers authorizing payment thereof.

BE IT FURTHER RESOLVED, that any and all members of the Wyckoff Township Committee are also authorized to sign vouchers authorizing payment thereof.

#24-12 Authorize Signatures on Drafts and Checks Against Township Funds

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

1. The Chief Financial Officer is authorized to file new signature cards at the official designated banks for the finances and banking affairs of the Township of Wyckoff.
2. The Official Signatures for the current year shall be the following:

Current Township Committee Chairperson
Municipal Clerk Nancy A. Brown
Treasurer/CFO Diana McLeod
Deputy Treasurer Maryanne Sweeney
3. Three (3) signatures required

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#24-13 **Authorization of Signatures on Specific Accounts**

BE IT RESOLVED, by the Township Committee of the Township of Wyockoff that the Township Committee Chairperson, Municipal Clerk, and Treasurer/Chief Financial Officer are the official signatures affixed on all checks from the following departments:

ACCOUNTS	ACCOUNT ENDING	BANK
Current Collections	9690	LKD
Claims Account	9682	LKD
General Capital	9577	LKD
Animal Control	9585	LKD
Sewer Utility	9704	LKD
Unemployment Insurance Trust	9593	LKD
Trust	3221	TDB
Gardens of Wyckoff	0987	TDB
Community Development Block Grant	6263	TDB
Payroll	1096	TDB
Agency Disbursement	1371	TDB
Developer's Trust	4276	TDB
Investment Account	9424	TDB
Affordable Housing Development		
Fee Trust	2892	TDB
Employee Flexible Spending Account	6241	TDB
Municipal Open Space Trust	5766	TDB
On-line Tax Collection	7044	TDB
On-line Recreation Projects	7004	TDB
On-line Sewer Payments	9278	TDB
Developer's Trust	4914	TDB
Webform Payments	7380	TDB
Sewer Lockbox	0880	LKD

The signatures of the Chief Financial Officer and Deputy Treasurer are the official signatures affixed on all checks from:

Petty Cash – Treasurer 9712

The signature of the Municipal Court Clerk and Municipal Judge are the official signature affixed on all checks from:

Municipal Court	3742
Municipal Court Bail	3750

LKD= Lakeland Bank/Provident Bank
TDB = TD Bank North
VAL= Valley Bank

#24-14 Reinstatement of Petty Cash Funds

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

2. The Petty Cash Fund previously established be re-instated as of January 1, 2024, and the check be drawn against the Current Account and deposited in a Petty Cash Account for the sum of \$300.00 in the name of the Township Treasurer.
2. The Petty Cash Funds in the amount of \$100.00 in the name of the Chief of Police & the amount of \$400.00 in the name of the Recreation Director.
3. Change funds are established in the amount of \$300.00 for the Tax Collector, \$200.00 for the Municipal Clerk and \$100.00 for the Municipal Court.
4. Each petty cash account will have a maximum of any individual expenditure of \$100.00.

#24-15 Authorizing Investment of Idle Funds and Fund Transfers

WHEREAS, it is desirable that idle funds of the Township of Wyckoff be invested in legal investment vehicles at all times; and,

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that it does hereby authorize the Chief Financial Officer, Diana McLeod, to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution, and

BE IT FURTHER RESOLVED, that the Chief Financial Officer, Diana McLeod, is hereby authorized to transfer funds by wire and through the Township's on-line banking platforms solely for the following purposes and subject to all pertinent regulations, with no exceptions:

1. To or from Township checking or savings accounts to other Township accounts.
2. To or from Township checking or savings accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Wyckoff.
3. Payment of debt service as required to be wire transferred to DTCC holding accounts or specific purchaser which will require phone confirmation of instruction to the Chief Financial Officer.
4. ACH payment of Federal, State, & County taxes as well as Employee Benefits only permitted as required.
5. ACH payments for vendor payments and purchasing are not permitted.

#24-16 Authorizing the Filing of Tax Assessment Appeal Related Documents Including Petitions of Appeals, Cross Appeals, Counterclaims, Complaints, Answers, and Interrogatories for Assessment Matters

WHEREAS, statutory tax appeals and other matters and applications affecting the taxation of real property within the Township of Wyckoff are routinely filed with the Bergen County Board of Taxation and the Tax Court of New Jersey and the Appellate Division of New Jersey; and

WHEREAS, the Township Committee finds it to be in the best interest of the citizens of the Township to authorize and direct the Tax Assessor to take any and all action that she deems advisable in such tax matters in order to protect, promote and advance the Township's interest in assuring that each property within the Township is fairly and equitably assessed in accordance with the law; and

WHEREAS, the Township Committee finds it to be in the best interest of the citizens of the Township to authorize and direct the Township Attorney and/or Special Counsel to assist the Tax Assessor in such tax matters referred to herein.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Tax Assessor of the Township of Wyckoff be hereby authorized to direct Special Tax Counsel to prepare the related documents for any Tax Appeals, Cross Appeals, Answers, Counterclaims, and other matters and applications affecting the taxation of real property within the Township of Wyckoff as may be filed with the Bergen County Board of Taxation and/or the Tax Court of the State of New Jersey and/or the Appellate Division, that the Tax Assessor deems advisable in such tax matters in order to protect, promote and advance the Township's interest in assuring that each property within the Township is fairly and equitably assessed in accordance with the law.

BE IT FURTHER RESOLVED that notwithstanding the foregoing, the Special Tax Counsel will provide a report of all pending tax appeals for the purpose of

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preparing the annual budget and that the Special Tax Counsel and the Tax Assessor together shall be required to obtain the prior approval and consent of the Township Committee for the following:

1. The settlement of all non-residential tax appeals.
2. The hiring of expert witnesses for purposes other than real property appraisals.
3. The Tax Attorney for the Township of Wyckoff be hereby authorized and directed to take any and all action said Attorney deems advisable to assist the Tax Assessor of the Township of Wyckoff in such tax matters as are referred to herein.
4. The Township Administrator, Township Tax Assessor, Township Attorney, and the Township Special Tax Counsel be and are hereby authorized to take all necessary and appropriate actions to carry out the subject and intent of this Resolution

#24-17 Interest Rate & Penalty to be Charged on Delinquent Taxes and Sewer Service

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the interest rate to be charged for delinquent taxes and sewer service be fixed as follows:

As per NJSA 54:4-66 taxes are payable quarterly and due February 1, May 1, August 1 and November 1st of each calendar year and there is a 10 day grace period after which taxes are delinquent and subject to interest at a rate of; 8% per annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 to be calculated from the date the tax was payable until the date of actual payment.

Delinquency is to be calculated on the sum of all taxes and municipal charges from quarter to quarter and year to year, and not to be calculated on an individual year.

P.L. 1991 - Chapter 75 specifically provides that a governing body may fix a penalty of 6% to be charged to a tax payer where there is a tax and/or other municipal charge delinquency in excess of \$10,000.00 at the end of any calendar year on a given parcel of real property.

#24-18 Amount Required to Redeem Tax Sale Certificates

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

N.J.S.A. 54:5-61 has been amended and relates to the amount to be charged on account of a Tax Sale Certificate. This section has been amended to read as follows: 2% penalty on amount due over \$200.00 up to \$5,000.00; 4% up to \$10,000.00 and 6% in excess of \$10,000.00. This applies to all certificates presently held by the municipality and/or outside lien holders.

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#24-19 Establish Fees for the use of Recreational Facilities
 and Participation in Recreation Programs

WHEREAS, Section 58-6A of Chapter 58 of the Township of Wyckoff Code provides that the Township Committee annually establish fees to be charged for participation in recreation programs and the use of recreation facilities; and,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

The following shall be the user fees for participation in the various recreation programs for the current year:

<u>PROGRAM</u>	<u>2024</u>	<u>FEE PER PERSON</u>
1. <u>Recreation Basketball</u>		
Summer Clinic	60.00	
Boys & Girls grades 1-4	*98.00	
Boys & Girls grades 5-8	*120.00	
High School, winter	100.00	
Men Open Gym, winter	75.00	
*Board of Education Facility Use Fee - Included in recreational basketball fee-boys & girls <u>grades 1-8</u>	*20.00	
2. <u>Traveling Select Basketball</u>		
Try-Out Fee	*253.00	
*Board of Education Facility Use Fee - Included in traveling select basketball <u>fee</u>	<u>20.00</u>	
	*20.00	
3. <u>Recreation Baseball</u>		
Kindergarten, T-Ball	85.00	
1 st Grade	90.00	
Grades 2 – 6	110.00	
Grades 7 & 8	120.00	
Summer Clinic	65.00	

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4. <u>Traveling Select Baseball</u>	
<u>Leagues:</u>	
8u, 9u, 10u	350.00
11u, 12u	400.00
13u, 14u	400.00
Try-Out Fee	<u>20.00</u>
5. <u>Cheerleading</u>	
Summer Clinic	65.00
Football Recreation	105.00
6. <u>Football</u>	
Pee Wee, Junior, Senior (Grades 3-8)	240.00
Flag Football (Grades K-2)	<u>95.00</u>
7. <u>Recreation Soccer</u>	
Kindergarten Soccer	90.00
1st & 2nd Grade Soccer	95.00
Fall League (Grades 3-4)	105.00
Northwest Bergen (Grades 5-8)	115.00
Northwest Bergen (Grades 9-12)	125.00
Summer Clinic	65.00
8. <u>Recreation Softball</u>	
Grade Kindergarten, T-Ball	85.00
Grade 1	90.00
Grade 2 - 6	<u>110.00</u>
Grade 7 - 8	<u>120.00</u>
Men's League	<u>110.00</u>
9. <u>Traveling Select Softball</u>	
u10	<u>350.00</u>
u12, u14	<u>400.00</u>
Try-Out Fee	20.00
10. <u>Summer Day Camp Programs:</u>	
Grades K-4 per week	110.00
Grades 5-8 per week	135.00
Tennis	
Clinics-Spring & Fall	90.00
Summer Camp:	
Pee Wee - K&1	90.00
2nd grade-adult	230.00

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11. <u>Wrestling:</u>	
Winter League	100.00
12. <u>Roller Hockey</u>	
Winter Clinic (Grades 1-3)	75.00
League (Grades 4-12)	100.00
Summer Clinic	60.00
13. <u>Lacrosse</u>	
Spring Clinic	75.00
Spring League: (Grades 3-8)	125.00
14. <u>Adult Team Tennis</u>	
Summer	85.00
Fall & Spring	85.00
15. <u>Tennis Court Badges</u>	
Family badge	75.00
Adult badge	50.00
Child badge	35.00
Senior citizen badge	25.00
Non-resident Booklets (20 passes)	150.00
16. <u>Girls Volleyball</u>	
Grades 6-8	95.00
Summer Clinic	65.00

LATE FEE POLICY - A late fee of \$25.00 will be added to all registration fees accepted after the publicized registration dates.

REFUND PROCEDURE:

Upon withdrawal from any program, a \$25.00 processing fee will be deducted from any refunds due. For programs that are cancelled there will be no processing fee.

Refunds will be made only if the program has not begun or if a specific date has been posted on Registration Information or a flyer. A program is deemed to have started: (1) effective with the first session of the program or (2) in those programs where a draft is conducted, the program is considered started effective with the completion of each particular league's draft.

A charge of \$15.00 will be imposed for all checks returned for insufficient funds. This shall be paid before a person is permitted to register for any other program.

#24-20 Authorizing Award of Contracts with Vendors Under State, County, and Regional Cooperative Pricing Systems

WHEREAS, N.J.S.A. 40A:11-12(a) provides that any contracting unit may, without advertising for bids or having rejected all bids obtained pursuant to advertising therefor, purchase any goods or services under any contract or contracts for such goods or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury (Identifier #1NJCP); and

WHEREAS, N.J.S.A. 40A:11-11(6) provides that the governing body of a county government may establish a cooperative pricing system for the voluntary use of contracting units within the county and throughout the State; and

WHEREAS, the purpose of cooperative pricing systems is to provide substantial savings on the purchase and performance of goods and services to its members through the cooperative public bidding process; and

WHEREAS, in accordance with N.J.S.A. 40A:11-11 and N.J.A.C. 5:34-7.5(f) and 5:34-7.6(d), membership in a cooperative pricing system shall be for a period not to exceed five years and terminates on the system expiration date assigned by the Director of the Division of Local Government Services; and

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WHEREAS, from time to time throughout the year, the Township needs to purchase goods and services that are in excess of \$44,000.00 from certain approved vendors under the:

- The Northern New Jersey Cooperative Pricing System (Identifier #222NRCPS),
- The Northwest Bergen Cooperative Pricing System (Identifier #36NWBCP),
- The New Jersey Cooperative Purchasing Alliance (Identifier # CK04-BERGEN) –
[*f.k.a. Bergen County Cooperative Pricing System*] (Identifier # 11BECPP)],
- The Educational Services Commission of New Jersey Cooperative Pricing System (Identifier #65MCESCCPS),
- The Cranford Police Cooperative Pricing System (Identifier ID #47CPCPS),
- The Hunterdon County Educational Services Commission Cooperative Pricing System (Identifier #34HUNCCP),
- The Somerset County Cooperative Pricing System (Identifier #2SOCCP),
- The Union County Cooperative Pricing System (Identifier # 8UCCP),
- The WOLF Cooperative Pricing System (Identifier # 176WCGCPS),
- The Township of Wyckoff/Wyckoff K-8 Cooperative Pricing System (Identifier # 58WT/WBOECPS), and
- The Wyckoff Township Commodity Resale System (Identifier #99007-WYTCRS); and

WHEREAS, N.J.A.C. 5:34-7.29(c) further provides that contracts awarded under a State Cooperative Purchasing contract that are in excess of the contracting unit's bid threshold shall be made by resolution of the governing body.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that it hereby authorizes the award of contracts under the State of New Jersey's Cooperative Purchasing Program, the aforementioned County and Regional Cooperative Pricing Systems and the aforementioned Commodity Resale System, according to all terms and conditions of the individual contracts; and

BE IT FURTHER RESOLVED that this Resolution, along with a correctly prepared and properly executed Purchase Order, shall constitute the contract with each vendor and that the contract number shall be included on all purchase orders; and

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 5:30-5.5(b), the Chief Financial Officer or her designee shall either certify the total maximum amount against the budget at the time the contract is awarded, or no contracted amount shall be chargeable or certified until the goods or services are ordered or otherwise called for prior to placing the order, and certification of availability of funds is made by the Chief Financial Officer; and

BE IT FURTHER RESOLVED that the duration of this approval shall be from January 1, 2024, to December 31, 2024.

#24-21 Approve Central Purchasing System and Purchasing Manual

WHEREAS, the Code of the Township of Wyckoff, Chapter 5, Section 5 (N) indicates that the Township Administrator shall serve as the Purchasing Agent and establish a centralized purchasing system; and,

WHEREAS, the Township's Purchasing Manual, details rules and regulations for all Township Officials, Department Heads, and Boards and Commission members; and,

WHEREAS, the Township Administrator is qualified pursuant to subsection b of Section 9 of P.L. 1971, c. 198 (c. 40A:11-9), the governing body may adjust the bid threshold; and,

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WHEREAS, NJSA 40A:11-6.1 c. allows municipal governing bodies to authorize the purchasing agent to authorize contracts that are less than 15% of the bid threshold without soliciting competitive quotations; and,

WHEREAS, NJAC 5:34-8.3 allows for a member of the governing body to determine to solicit quotations or public bidding for the remaining amount for aggregation determination; and,

WHEREAS, the Township Committee considers reliability of vendor performance to be critical to the delivery of services and commodities and as such has determined that a reasonable and reliable rating of sureties and certificates of insurance is critical component of the Township's material conditions of a responsive bid.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

- 1) The Purchasing Manual and Central Purchasing System is approved for use and all township officials, employees, boards and commission members shall comply with its' rules and regulations.
- 2) Contracts less than 15% of the bid threshold may be awarded without soliciting competitive quotations.
- 3) The Township of Wyckoff invokes the bidding threshold of \$44,000 and states that its' Administrator possesses a Qualified Purchasing Agent Certificate issued by NJDCA.
- 4) The Township Committee member designated as Finance Committee Chairman is authorized pursuant to NJAC 5:34-8.3(d)1 to determine whether to solicit quotations or perform public bidding for the remaining amount for aggregation determination.
- 5) The Municipal Clerk shall serve as the responsible person to ensure certification of available funds in a resolution awarding a contract has been provided to the Township Committee in accordance with NJAC 5:30-5.4 (a) 2 as listed in LFN 2017-10.
- 6) The Township of Wyckoff requires in all procurement, the vendor's sureties to be unconditional sureties and certificates of insurance to have a rating of A-X from Best Key rating guide as a material requirement to satisfy the criteria of a responsive bid.

TOWNSHIP OF **WYCKOFF**

CENTRAL PURCHASING SYSTEM

USER'S MANUAL

Central Purchasing Team

Issued: 01-85

Matthew A. Cavallo, Township Administrator/QPA

Revised:

Diana McLeod, CFO, CTC, ATA

01-93

Darlene King, Accounts Payable/Purchasing Specialist

07-96

Frances Piskadlo, Deputy CFO

10-02, 09-08, 11-13, 12-17, 12-18, 09-19, 06-20, 01-24

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FORWARD

The purpose of a Centralized Purchasing System is to provide assistance to all Township Departments in securing the best merchandise or service in the most efficient and economical manner in accordance with statutory requirements which includes, but is not limited to, the encumbrance of funds *before* an expenditure.

The Central Purchasing System has been established by the Township Committee through the adoption of Ordinance #926 (Chapter 5-5N of the Code of the Township of Wyckoff) establishing the position of Administrator/Purchasing Agent.

The Purchasing Agent cannot satisfactorily fill the needs of a Department unless all concerned are familiar with the procedure. The following manual should, therefore, be studied carefully and followed.

From time-to-time changes to this manual shall be made to keep the purchasing procedure in line with management updating which may be required. All changes will be in keeping with prescribed purchasing practices.

NOTE: The term "Township Department" as it appears throughout this manual is intended to include all Township Departments, Boards, Commissions, Agencies, and other bodies which utilize "Township funds" for purchases.

The term "Township funds" is intended to include appropriations in the adopted budget, Monies held in Trust (escrow), and/or monies received from grants, user fees or donations.

I. GENERAL PURCHASING GUIDELINES

The Township Administrator/Purchasing Agent is the only persons authorized by the Township Committee to make certain purchases for the Township (Chapter 5-5N). This includes requesting the loan of equipment or demonstrations.

Township departments do not have the authority to obligate the municipality or the Purchasing Agent to buy from a particular vendor.

No purchases are to be made without a signed Purchase Order, unless it is an emergency as described within this manual. "Emergency" is not a substitute for poor planning or lack of planning.

The Purchasing Agent has the obligation of coordinating vendor and using department requirements in such a manner as to assure satisfaction of the department's needs, the greatest possible benefit to the Township, and fairness to the vendor.

Recognizing that all Township purchasing is the responsibility of the governing body and the Purchasing Agent, all departments, boards, and commissions, are required to follow the established procedures for requisitioning materials and supplies as prescribed in this manual.

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The Purchasing Agent may, at their discretion, substitute other appropriate articles than those requested and may postpone the request when it is in the best interest of the Township. In either case, the requesting department shall be notified.

The Purchasing Agent exercises control over all purchasing policies and purchasing matters independent of, but in cooperation with the other Township Department managers.

1. For purchase of routine office supplies not kept in central stores, but available through state contract office supplies vendor, each department will determine items and supplies to be purchased and submit to accounts payable a completed office supply order form with detailed information including supply name, catalog/vendor name item number, catalog page number and quantity to be ordered. This form must be submitted to accounts payable for processing with regular monthly supply orders.
2. All departments are given a supply date deadline listing which outlines when orders are to be placed. Please adhere to these dates as supplies are ordered monthly according to this schedule.

II. NORMAL PURCHASING PROCEDURES

Only the Accounts Payable/Purchasing Specialist can input NEW vendors.

1. All Department Managers will either input or clearly write the information required on a Requisition (sample attached). The Department Manager must keep the YELLOW copy for his/her records. The WHITE copy is to be forwarded to the Finance Office. This procedure does not pertain to routine requests for routine office supplies – which is described on page 5.
2. The Requisition, which must be accompanied by a quotation form as described in #4 below, will be reviewed by the Administrator. If, in his opinion, it is a requisition for goods or service which have been budgeted for, a Purchase Order will be computer generated. All Purchase Orders will be computer generated and mailed by the Finance Office after having been signed by the Purchase Agent and Finance Officer who certifies as to the availability of funds.
3. The Department Manager will receive a numerical copy of the Purchase Order (GREEN copy) to be files and stapled with the Requisition (YELLOW copy). Note: all departments should review the copy of the Purchase Order to be aware of any substitutions made by the Administrator.
4. **Solicitation of Quotes.** It is important to stretch the municipal dollar through obtaining quotes to ensure the Township is paying the lowest price for goods and services.
 1 1. All quotation forms must be accompanied by a copy of the suggested vendor's NJ Business Registration Act Certificate and a completed Taxpayer Identification form W-9. If you are not sure if the vendor has been utilized previously, ask the Accounts Payable/Purchasing Specialist on ext. 1070.

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- 1 2. Requisitions for goods or services less than \$6,600 no price quotations required.
- 1 3. Requisitions for goods or services with a value between \$6,600 and \$17,499 must have two (2) written price quotations plus a quote form with requisition required.
- 1 4. Requisitions for goods and services with a value between \$6,600 and \$17,500 must have three (3) written price quotations, whenever possible.
- 1 5. \$17,500 to \$44,000 – Any purchase \$17,500 or above requires a Township Committee Resolution pursuant to the NJ Pay to Play Law (P2P). Other than for an emergency (lack of proper planning does not constitute an emergency), no purchases for goods or services exceeding \$17,500 can be made without a PRIOR Resolution of the Township Committee. At the beginning of each year, a \$17,500 threshold is established for all vendors and this amount cannot be exceeded without the PRIOR approval of the BA unless authorized by a bid award. Once the \$17,500 threshold has been met, the need for a Resolution will be discussed with the using department. IN NO CASE SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER. PAY TO PLAY THRESHOLDS APPLIES TO THE VENDOR AND NOT JUST A SPECIFIC PROJECT.
- 1 6. \$44,000 and over – These purchases shall require Public Bidding pursuant to the Local Public Contracts Law, NJSA 40A:11-1 et. seq. and the contract must be awarded by the Township Committee before any commitment is made to a vendor. IN NO CASE SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER.

5. **Purchasing through State contracts, County contracts or Cooperative Pricing Systems.** The Township of Wyckoff is a member of the listed cooperative pricing systems below. Using departments may access the contract pricing of these cooperative pricing systems for the purpose of obtaining the most responsive price. They are:

NJ State contract
Bergen County Cooperative Pricing System
Northwest Bergen Cooperative Pricing System
WOLF Cooperative Pricing System
Cranford Police Cooperative Pricing System
Regional Cooperative Pricing System
Middlesex Regional Educational Services
Commission Cooperative Pricing System
Wyckoff/K-8 School District Cooperative Pricing System

ALL requisitions utilizing the above cited contract prices shall include:

- The name of the cooperative pricing system
- The contract number
- The copy of the page of the contract which clearly shows:
 - a. The contract is valid for the date of the requisition
 - b. The contract exists for the specific commodity or service listed on the requisition.
 - c. The page listing the Vendor's name and address.

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- d. The page of the contract that lists the cost of the item or items and the discount.
 - All requisitions shall be rejected if the using department does not attached this information.
6. Each Department Manager shall be informed of the account numbers utilized by the department. To assist in requisitioning, a monthly printout of monies encumbered and paid can be obtained from the Chief Financial Officer.

REQUESTS FOR ROUTINE OFFICE SUPPLIES

An adequate supply of routine office supplies, such as pads and paper products, filing supplies, index cards, tapes and dispense, clips and fasteners, writing instruments, CDSS, etc. will be kept in "central store" at all times and departments may avail themselves of needed supplies by completing a form from the Clerk's Office.

Those requesting routine office supplies should take into consideration that the clerical staff, because of their other duties, will fill the requests at their convenience but always the same day (if the item is in stock). Therefore, employees should try to anticipate his/her needs to avoid an immediate need. If the supplies are of a specialized nature, or those that are not considered routine, then the departments shall utilize the "Normal Purchasing Procedures" outlined on the preceding page.

It should be noted that independent purchases of office supplies are not permitted, except from those vendors designated "Blanket Purchase Orders" and any unauthorized purchases will not be processed for payment with Township funds. All departments are required to adhere to the above procedure and every effort will be made to fulfill your needs in a timely manner and with the least amount of inconvenience to all.

All supply orders **must be approved** by the Accounts Payable/Purchasing Specialist.

NOTE: in order that we can begin this procedure with an adequate supply, we ask that each Department Manager take a few minutes to compile a list of the type and quantity of supplies they will be utilizing for the remainder of the year. This is an estimate only and you will not be "bound" by it, but please try to be as realistic as you can. This list is due every year by January 31.

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III. RECEIVING GOODS OR SERVICES

Upon delivery of a particular item(s), each Department Manager should instruct those employees under their supervision, to check the invoice to the (GREEN) numerical copy of the Purchase Order to the actual item(s) delivered. If all the items were not delivered, the missing items must be written on the invoice.

PROCEDURE FOR RECEIVING DELIVERIES

All deliveries must only be accepted at the appropriate location. For example, we should not accept a delivery for the Rec Department at Police Headquarters or a delivery for the DPW at Town Hall. When receiving deliveries, all employees must sign their name legibly and write "subject to inspection" immediately next to their legible signature. This language allows the Department Manager to inspect the items received within 24 hours. Inspection includes determining if there is any breakage, spillage of the correct item(s) and the correct number of items. If any part of the delivery is incorrect, **you must advise the Accounts Payable/Purchasing Specialist immediately** in writing describing the defect and you must contact the vendor: 1) verbally within 24 hours and 2) follow-up the contact in writing to the vendor. We do not purchase or accept item(s) which we did not specify on a Purchase Order or in any condition less than new and free of defect(s). *Any questions, ask Administrator/QPA.*

When a signed (YELLOW) Purchase Order/Voucher has been received from the vendor, the Department Manager must sign the Purchase Order/Voucher indicating that the goods or services have been received as per the Purchase Order (**whether or not that department's budget has actually been charged for the purchase or service**). (EXAMPLE: the charge may be against Department's Budget Account, so the Department Manager's signature merely acknowledges that goods or services have been received, not that his/her budget has been charged). Once the Purchase Order has been signed you must submit it to the Finance Department. Each Department must scan documents and deep the originals and green copies. Then all the attachments (PINK) open vendor file copy and all the supporting documents – (Requisition, Solicitation of Quotes form etc.) will be attached to the Purchase Order and input as "Received" after it has been signed for approval by the administrator.

Upon receipt of a piece of equipment of a technical nature, i.e. calculator, computer, tractor, etc., please sign the invoice as "received but subject to review". This will allow the piece of equipment to be inspected thoroughly. Never accept a piece of equipment without a Bill of Sale or Certificate of Origin.

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IV. EMERGENCY PURCHASES

Emergency purchases should be made sparingly and are not an acceptable substitute for careful planning and the intelligent stockpiling of needed supplies.

An “**emergency**” is defined by State law as a “**situation which endangers the public health, safety or welfare**”. Only in such an extreme circumstance may a purchase be made without a Purchase Order and the encumbering of funds.

The emergency purchase procedures set forth by the Township Administrator/Purchasing Agent shall be followed.

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V. BLANKET PURCHASE ORDERS

Blanket Purchase Orders will be issued at the beginning of each year up to \$6,000 per Blanket Purchase Order for certain local vendors who have been utilized in the past for small items under \$500 per month that have been determined to be required in the middle of a work project, and for those vendors from whom purchases are made or services are required on a monthly basis.

Department Managers are permitted to purchase small items under \$500 per month from these specific vendors only during the middle of a project or repair of a vehicle. IF A VENDOR IS NOT LISTED, PURCHASES MAY NOT BE MADE EXCEPT THROUGH THE REQUISITION PROCESS. IF A PURCHASE EXCEEDING \$500 IS REQUIRED, A REQUISITION MUST BE PREPARED AND A PURCHASE ORDER ISSUED FOR THE PROCUREMENT OF THAT ITEM. Since Purchase Orders are distributed in a timely manner after receipt of a Requisition, there will not be a time delay. If, in the opinion of the Department Manager, an item exceeding \$500 is needed immediately, he or she is directed to seek verbal approval from the Administrator, CFO or the Accounts Payable Control Clerk.

NOTE: This chapter states procedures to follow and is an option if an item is needed in the middle of a project. Therefore, each Department Manager is on notice that this procedure must be followed.

NOTE: When using the blanket order procedure, the employee/volunteer shall sign the invoice clearly printing their name, signing their name, and printing the project name the purchased item is required to complete.

NOTE: Department Managers using an approved Blanket Order Vendor shall monthly provide the invoices attached to a Voucher to the Accounts Payable Control Clerk to verify and process the payment.

NOTE: A Department Manager may provide a recommendation to the Accounts Payable Control Clerk to establish a new Blank Purchase Order Vendor, if justified.

NOTE: A Department Manager shall not utilize Blanket Purchase Orders for any item over \$500. A Requisition shall be used.

VI. ETHICS

It shall be the policy of the Township of Wyckoff that no official or employee shall accept gifts from vendors.

The Township of Wyckoff follows the NJ State Ethics Law for Municipalities. The Law is attached. Any questions, you may contact the Township's Ethics Advisor, the Township Attorney.

The attached Administrator's memo dated October 25, 1989, Senate Bill 691, and DCA Director Skokowski's letter dated August 7, 1989, indicate that Department Managers are responsible for managing their departments and for ensuring that their respective budgets, which have been provided to purchase the resources necessary to deliver the departments services, are not over-expended.

ANY VIOLATION BY ANY EMPLOYEE SUBJECTS THAT EMPLOYEE TO A CRIME OF THE FOURTH DEGREE. (MAXIMUM PENALTY OF EIGHTEEN (18) MONTHS IN JAIL AND A FINE OF UP TO \$7,500).

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**VII. SALE AND DISPOSITION OF MUNICIPAL
PERSONAL PROPERTY
NO LONGER NEEDED FOR PUBLIC USE**

Department Managers shall provide a written report to the Administrator when municipal personal property is no longer needed for public use. This includes police vehicles, Department of Public Works equipment and fire apparatus that has reached its useful life. Municipal personal property shall not be removed or given to municipal employees, private persons or agencies, other municipalities, recycled or placed as solid waste without a Township Committee Resolution in accordance with NJSA 40A:11-36. This includes furniture, fire gear, computers, and all other municipal personal property.

VIII. GREEN PURCHASING POLICY

Department Managers shall be aware, that to the extent practical and while remaining fiscally responsible, consideration shall be given to the lowest responsive price that minimizes environmental impacts, toxics, pollution and hazards to worker and community safety.

IX. PROMPT PAYMENT SCHEDULE

“YEAR” Prompt Payment “Township of Wyckoff”

Complete Voucher Due Date List

Effective September 1, 2006 Governor Corzine signed the Prompt Payment Law P.L. 2006 C. 96 Stating that construction services be paid on a timely, established schedule

Schedule for Township Committee Meeting included dates in which “Township of Wyckoff Complete Voucher Payments” due for payment Township of Wyckoff complete voucher due date:

PAYMENT AUTHORIZATION DATE:

Tuesday, January 16, 2024
Tuesday, February 6, 2024
Tuesday, February 20, 2024
Tuesday, March 5, 2024
Tuesday, March 19, 2024
Tuesday, April 2, 2024
Tuesday, April 16, 2024
Tuesday, May 7, 2024
Tuesday, May 21, 2024
Thursday, June 6, 2024
Tuesday, June 18, 2024
Tuesday, July 16, 2024
Tuesday, August 20, 2024
Tuesday, September 3, 2024
Tuesday, September 17, 2024
Tuesday, October 8, 2024
Tuesday, October 22, 2024
Tuesday, November 12, 2024
Tuesday, November 26, 2024
Tuesday, December 10, 2024

DUE DATE TO THE ACCOUNTS PAYABLE

CLERK BY NOON:

Wednesday, January 10, 2024
Wednesday, January 31, 2024
Wednesday, February 14, 2024
Wednesday, February 14, 2024
Wednesday, March 13, 2024
Wednesday, March 27, 2024
Wednesday, April 10, 2024
Wednesday, May 1, 2024
Wednesday, May 15, 2024
Thursday, May 30, 2024
Wednesday, June 12, 2024
Wednesday, July 10, 2024
Wednesday, August 14, 2024
Wednesday, August 28, 2024
Wednesday, September 11, 2024
Wednesday, October 2, 2024
Wednesday, October 16, 2024
Tuesday, November 5, 2024
Wednesday, November 20, 2024
Wednesday, December 4, 2024

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PLEASE NOTE DUE DATES

The Township of Wyckoff utilizes the alternate method for payment of claims in accordance with the prompt payment law.

- A. **"TOWNSHIP OF WYCKOFF COMPLETE VOUCHER"** is defined as the Township's voucher portion of its purchase order signed by the contractor with attached, detailed information to clearly list unit prices and the number of unit(s) provided, services provided, percentage of completion of the total contract and prevailing wage payroll compliance report (Where Applicable)
- B. **"Billing Date Starts"** the date a Township of Wyckoff complete voucher is submitted to the Accounts Payable Clerk in the Tax Office of Wyckoff Town Hall. This billing date shall be used for periodic payments, final payment, and retainage monies.
- C. **"The Payment Cycle"** is the attached list of dates the Township Committee of the Township of Wyckoff will consider claims for payment. Payment shall be mailed to the contractor no later than five (5) days after the Township Committee approves payment.

#24-22 Approval of Personnel Manual

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund which provides the Township of Wyckoff insurance for employment issues; and,

WHEREAS, the Township of Wyckoff hereby re-adopts the Bergen County Joint Insurance Fund form of personnel manual as the Wyckoff Personnel Manual, November 2021, and revised December 31, 2023, applicable for use by all Wyckoff Municipal employees.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Bergen County Joint Insurance Fund's form of Personnel Manual is hereby adopted for use for all Wyckoff Municipal employees.

#24-23 Approve Anti-Discrimination Policy

WHEREAS, the following policy and procedure reflects the anti-discrimination policy of the Township of Wyckoff:

EQUAL EMPLOYMENT OPPORTUNITY

The Township of Wyckoff is an Equal Opportunity Employer.

It is the policy of the Township to ensure equal employment opportunity for all persons, regardless of race, color, sex (including pregnancy and related conditions, sexual orientation, or gender identity), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

This policy shall be applied to all phases of employment such as recruitment, selection, appointment, placement, promotion, demotion, transfer, training, wages, benefits, working conditions, layoff, recall, discharge, disciplinary action, performance evaluation and use of all Township facilities.

Age or gender shall be a factor for employment only where there are bona fide occupation qualifications as provided by law.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the foregoing shall be the official anti-discrimination policy and procedure in effect for the current year.

#24-24 Approve Township Anti-Sexual Harassment Prohibition Policy

WHEREAS, the Township of Wyckoff believes that all employees are entitled to a workplace free of discrimination and harassment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached sexual harassment policy shall be the Township's policy, and sexual harassment of any kind shall not be tolerated.

Township Administrator

TO: ALL EMPLOYEES

FROM: Matthew A. Cavallo, Township Administrator

DATE: Re-Issued: 03-2006; 01-2008; 04-2010; 01-2013; 01-2014; 01-2015,
01-14-16, 12-27-17, 09-12-18, 01-01-20, 01-01-21, 01-01-22, 01-01-23, 01-01-
24

RE: SEXUAL HARRASSMENT

It is the policy of the Township of Wyckoff that each employee is entitled to perform your duties in a workplace free of discrimination and any form of harassment, including sexual harassment. The Township will not tolerate sexual harassment of any kind; whether verbal, physical or visual.

If you have been harassed by a supervisor or co-worker, you should immediately instruct that person to stop said behavior. If after that instruction it occurs, you can notify me, Chief David Murphy, or, if you prefer, Diana McLeod, the Assistant Township Administrator or Nancy A. Brown, the Municipal Clerk.

Supervisors are required to immediately notify me of any report of sexual harassment or any acts of harassment they have observed.

All complaints will be acted upon immediately and appropriate action taken.

If you do not understand any part of this policy, please see me. I will be glad to answer any questions.

cc: Matthew A. Cavallo
 Township Administrator

 Township Committee

 E. David Becker, Township Attorney

 David V. Murphy, Chief of Police

 Raymond R. Wiss, Labor Counsel

 Diana McLeod, CTC, CFO, ATA

SERVICE IS OUR PRODUCT

The Township of Wyckoff is an Equal Opportunity Employer, M/F

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
MONDAY, JANUARY 1, 2024 - NOON

#24-25 Approve Smoking Control Policy

WHEREAS, the attached smoking control policy has been prepared at the request of the Board of Health.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the aforesaid is approved as the smoking control policy for all Township-owned buildings.

**Township
Administrator**

**TOWNSHIP OF WYCKOFF
INTER-OFFICE MEMO**

TO: Town Hall Employees

FROM: Matthew A. Cavallo

DATE: Updated: 02-04-99, 11-21-03, 01-12-05, 11-01-08,
02-01-10, 05-07-12, 01-25-13, 01-24-14; 01-2015, 01-14-16, 09-
17-18, 1-1-19,
1-1-20, 1-1-21, 1-1-22, 1-1-23, 1-1-24

RE: SMOKING CONTROL POLICY

This memo was originally issued on July 22, 1992.

This memo shall serve as the Township's written Smoking Control Policy and is designed to conform to Public Law, Chapter 381, adopted December 18, 1985 and PEOSHA rule that was incorporated into N.J.A.C. 5:23-11 December 19, 1991.

Essentially, the aforementioned two mandates establish the right of the non-smoking employee to breathe clean air and supersedes the privilege of the employee to smoke. The law indicates that "air from designated smoking areas shall not be re-circulated to no-smoking areas" and "designated smoking area" shall mean an area in a building where smoking is permitted and which is physically separated from non-smoking areas and which non-smokers do not need to enter or pass through.

The practical effect of this air quality rule, as it relates to Town Hall, Police Headquarters, the Recreation Office, Police Pistol Range, Zabriskie House, Animal Control facility, Public Library, the Larkin House and DPW facility, limits smoking to outdoor areas.

Any alleged violations should be reported to the Board of Health.

Matthew A. Cavallo
Township Administrator

cc: Township Committee
David Becker, Esq.
Board of Health

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TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
MONDAY, JANUARY 1, 2024 - NOON

#24-26 Designate a Public Agency Compliance Officer

WHEREAS, the New Jersey Department of Treasury Affirmative Action Office has notified the Township of its requirement to designate a Public Agency Compliance Officer (PACO); and,

WHEREAS, Matthew A. Cavallo, Township Administrator/Qualified Purchasing Agent, is hereby recommended to serve as Township of Wyckoff PACO.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, as follows:

1. Matthew Cavallo is hereby designated Public Agency Compliance Officer for the Township of Wyckoff.
2. An online form will be completed to designate the Township's PACO at https://www.nj.gov/treasury/assets/contact/contract_compliance/contact-contract_compliance-paco.shtml and a certified copy of this resolution sent to notify the NJ Dept. of Treasury, Affirmative Action Department, prior to January 10th of the New Year.

#24-27 Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions

WHEREAS, NJDEP requires a resolution from a municipality to authorize TWA Sewer Extension permit applications; and,

WHEREAS, the Township Attorney and Township Administrator recommend a single resolution that would authorize the Township Engineer to sign TWA applications, when approved by the Township's sewer consulting engineer, for the purpose of expediting the process.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the Township Engineer is hereby authorized to sign all future TWA applications for sewer extension projects.

#24-28 Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township

WHEREAS, the New Jersey Tort Claim Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and,

WHEREAS, the Township of Wyckoff is a public entity covered by the provisions of the New Jersey Tort Claims Act; and,

WHEREAS, the Township of Wyckoff deems it advisable, necessary, and in the public interest, to adopt a Notice of Tort Claim Form in the form as attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

3. The attached 15-page Notice of Tort Claim Form be and is hereby adopted as the official Notice of Tort Claim Form for the Township of Wyckoff.
4. All persons making claims against the Township of Wyckoff pursuant to the New Jersey Tort Claim Act, N.J.S.A. 59:8-1, et seq., be required to completely complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.