

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

TOWNSHIP OF WYCKOFF
NOTICE OF TORT CLAIM

CLAIMANT INFORMATION

Name: _____ Telephone: _____

Address: _____ Date of Birth _____

_____ SSN: _____

Email: _____

ATTORNEY INFORMATION (if applicable)

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ File No. _____

Email: _____

Send Claimant _____ Attorney _____

Notice to: _____

Email: _____ Email: _____

GENERAL INSTRUCTIONS:

Pursuant to the provisions of the Title 59, the New Jersey Tort Claims Act (hereinafter "Title 59"), the Township of Wyckoff (hereinafter the municipal government) has adopted this Notice of Tort Claim (hereinafter "Notice") form including these written questions and requests for the production of documents as the official form for the filing of claims against the Wyckoff municipal government.

The written questions are to be answered under oath and with all information available to the Claimant or the claimant's attorneys. The fully completed Notice and the documents requested shall be returned to:

Administrator - Township of Wyckoff

Memorial Town Hall
340 Franklin Avenue
Wyckoff, New Jersey 07481

With a copy to:

JIF Claims, LLC
373 Kinderkamack Road
Westwood, NJ 07675

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NOTE CAREFULLY:

Your claim will not be considered filed as required by Title 59 until this completed form has been filed with the Wyckoff municipal government. Failure to provide the information requested, or responses such as “To Be Provided,” “Under Investigation,” or similar non-responsive answers, will result in the claim being treated as not being filed in accordance with the Notice requirements of Title 59.

Notices of Claim normally must be filed within 90 days after the incident giving rise to the claim. Upon a proper application, the New Jersey Superior Court may, for good cause, allow a claim to be filed not later than one year after the date of the incident giving rise to the claim.

This form is designed to be used for all claims and some questions may not be applicable to your particular claim. For example, if your claim does not involve an automobile, questions regarding road conditions might not be applicable. In that event, you should so specify in the space for that answer.

A. When, after a reasonable and thorough investigation using due diligence, you are unable to answer any question, or any part thereof, specify in full and complete detail the reason the information is not available to you and what has been done to locate the information. In addition, specify what knowledge or belief you have concerning the unanswered portion of the question and set forth the facts upon which the knowledge or belief is based.

B. When a question asks that you identify documents, a sufficient answer is to attach legible copies of these documents.

C. Where a question does not specifically request a particular fact, but where the facts are necessary in order to make the answer to the question either comprehensible, complete or not misleading, you are requested to include the fact or facts as part of the answer.

D. If you claim any form of privilege, whether based on statute or otherwise, as a ground for not answering a question or any part thereof, set forth in complete detail each and every fact upon which the privilege is based, including sufficient facts for a court to make a full determination whether the claim of privilege is valid.

E. Where a question asks for a date or an amount or any other specific information, it will not be adequate to state that the precise date, amount or other specific information is unknown to you, if you are capable of providing an estimate or approximation of the information requested.

F. Where a question requests that you “identify all writings,” you should state with specificity the date, author, description, addressee (if any), nature, custodian, and location of the writings referred to by the question, as well as the substance of the writing(s).

G. Where a question asks that you “identify all oral communications,” you should state, with respect to every oral communications, the description of which is required by the question, (I) the date and place thereof, (II) who initiated the communication, (III) whether the communication was in person or by telephone or other form of transmission and specify which, (IV) the name, home address and telephone number, business address and telephone number, employer (present or last known), job title, occupation of each and every person who participated in or heard any part of the

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communication, and (V) the substance of what was said by each person who participated in the communication.

H. Where a question asks that you “identify all persons,” state the name and present or last known business and residence address and telephone numbers, occupation and title, if any, of the person(s) whose identity is sought by the question.

I. For the purpose of these questions, “Person” shall include a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

J. If any document to be produced in response to these questions contains information which must be treated as confidential in nature, identify that document and state the reason for the confidentiality in sufficient detail to allow for a determination on the issue of confidentiality. The (type of local unit) and its attorneys hereby warrant that the confidentiality of any document so identified will be respected and maintained until such time as a court having jurisdiction over the issue may rule on any disputed issue of confidentiality.

K. These questions request documents that are relevant to the subject matter of the claims and allegations of the Claimant. To the extent that any document does not relate, in its entirety, to the subject matter of the Claimant’s claims or allegations, the document may be withheld. All other documents which deal directly with the subject matter of the Claimant’s claims or allegations must be produced in response to these requests.

L. All responses to questions or objections thereto shall be prefaced by the particular question or subsection thereof.

M. An attempt has been made to provide adequate space for the answers. If you need more space to provide a fully responsive answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

N. All documents produced shall be labeled and referenced to a particular document request or question. If the documents are produced in response to more than one question, they should be labeled accordingly.

O. The questions and document requests shall be deemed continuing, so as to require supplemental answers from time to time up to the date of a trial, in the event that the claim results in litigation.

DEFINITIONS:

“Document” means any written, recorded or graphic representation either produced or reproduced and any copy thereof, including, but not limited to, letters, memoranda, notes, minutes, summaries, forecasts, appraisals, surveys, calculations, inter-office communications, diaries, work sheets, telegrams, cables, telex messages, written agreements, invoices, press releases, books, records, financial statements, tapes, computer print-outs, computer tapes and/or disks, computer programs, drafts of any of the foregoing, magazines and other publications and any materials underlying, supporting or used in the preparations of any documents, now or formerly in the actual or constructive possession, custody or control of the deponent, and all copies thereof where the copy is not an identical copy of the original, such as where the copy contains written notations.

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“Claimant” means the person or person on whose behalf this Notice of Claim is being filed.

“(name of local unit)” means the (type of local unit) along with any agent, official employee or volunteer of the (type of local unit) against whom a claim is asserted by the Claimant.

#24-29 Approval of Police Department Rules & Regulations

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Rules and Regulations of the Wyckoff Police Department be approved for the current year and Attachment A. (34 pages dated 2017).

#24-30 Designation of Police Matrons & Registered Nurses

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following persons are designated as Police Matrons and Registered Nurses for the current year in accordance with N.J.S.A. 14-146.8:

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

1. Designated as special police for the current year are:

Police Matrons	-	Pam Abma	1 year
	-	Debra Hooyman	1 year
	-	Susan Moffa	1 year
	-	Diane Cebulski	1 year
	-	Sherri Gusta	1 year
	-	Hayley Rooney	1 year

2. Designated as nurses to make death pronouncements for the current year are:

Nurses	-	Linda Brock, RN	1 year
		Jane Kicks, RN	1 year
		Allison Dansen, RN	1 year

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Chief of Police.

#24-31 Re-Establish Civil Rights Policy

A RESOLUTION TO AFFIRM THE TOWNSHIP OF WYCKOFF’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Township of Wyckoff to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

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WHEREAS, the Township of Wyckoff shall not discriminate based on any of the following criteria:

- Race or color;
- Religion or creed;
- National origin, nationality, or ancestry;
- Sex, pregnancy, or breastfeeding;
- Sexual orientation;
- Gender identity or expression;
- Disability;
- Marital status or domestic partnership/civil union status;
- Liability for military service;
- Age;
- Atypical hereditary cellular or blood trait, genetic information, and the refusal to submit to a genetic test or make available to an employer the results of a genetic test, and

WHEREAS, the governing body of the Township of Wyckoff has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Township Committee that:

Section 1: No official, employee, appointee or volunteer of the Township of Wyckoff by whatever title known, or any entity that is in any way a part of the Township of Wyckoff shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Wyckoff's business or using the facilities or property of the Township of Wyckoff.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Wyckoff to provide services that otherwise could be performed by the Township of Wyckoff.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Township Administrator shall establish written procedure for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Wyckoff as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

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Section 7: The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Wyckoff. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Wyckoff's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township of Wyckoff in order for the public to be made aware of this policy and the Township of Wyckoff's commitment to the implementation and enforcement of this policy.

#24-32 Establish Fees for Towing Services

WHEREAS, it is deemed in the best interest of the Township of Wyckoff and its citizens to have a procedure for towing services in place.

WHEREAS, the Chief of Police recommends the attached fees for towing services as per the Garden State Towing Association, Inc. maximum N.J. State Police Rates for Calendar Year 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shall constitute the towing services fees for the current year.



- ☐ (<https://www.facebook.com/NJGSTA/>)
- ☐ (https://www.twitter.com/GSTA_NJ/)
- (<https://gsta.org>)

Search

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JOIN NOW ([HTTPS://GSTA.ORG/JOIN-NOW/](https://gsta.org/join-now/))

LEGAL/LEGISLATIVE FUND ([HTTPS://GSTA.ORG/DONATE/](https://gsta.org/donate/))

MAXIMUM N.J. STATE POLICE
RATES

For calendar year2023

Towers engaged in towing for the NJSP shall not charge a fee in excess of the following enumerated rates. These tariffs are annually recalculated based upon a random sampling of reasonable fees utilized by commercial and municipal towers. The NJSP has determined that the average rate per category based upon the Association’s census is reasonable and is acceptable for use by each Troop.

Please regularly review these rates. Changes may be made throughout the year.

ROAD SERVICE

CARS (LIGHT)		\$150.00 PER HOUR PLUS PARTS
TRUCKS (MEDIUM/ HEAVY)		\$200.00 PER HOUR PLUS PARTS

TOWING –Basic

LIGHT DUTY- up to 10,000 lbs.		HOOK-UP \$15
		\$300.00 PER HOU
ROTATOR/ CRANE RECOVERY UNIT		\$1200.00 PERHOU
TRACTOR WITH LANDOLL TRAILER OR DETACH TRAILER		\$500.00 PER HOU
TRACTOR/ TRANSPORT HAULER ONLY		\$350.00 PER HOU
REFRIGERATED TRAILER W/ TRACTOR		\$550.00 PER HOU
BOX TRAILER W/ TRACTOR		\$500.00 PER HOU
AIR CUSHION UNIT		\$1000.00 PERHOU
LIGHT TOWER		\$250.00 PER HOU

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PALLET JACK	
ROLLERS	
ANY OTHER SPECIALIZED EQUIPMENT	
LOADER/ BACKHOE/ TELESCOPIC HANDLER/ BULLDOZER/ BOBCAT	
FORKLIFT	
DUMP TRUCK/ DUMP TRAILER W/ TRACTOR	
ROLL-OFF WITH CONTAINER	
RECOVERY SUPERVISOR VEHICLE	
SCENE SAFETY EQUIPMENT, COMMUNICATION EQUIPMENT, TRAFFIC MANAGEMENT EQUIPMENT, ETC.	
RECOVERY SUPPORT VEHICLE/TRAILER ADDITIONAL RECOVERY EQUIPMENT	
MEDIUM DUTY- 10,001-16,000 lbs.	
HEAVY DUTY- 16,001 and above	\$500.00 PER HOU
DECOUPLING FEE (IF TOW IS NOT PERFORMED)	½ OF BASIC RAT

ON-HOOK MILEAGE	
LIGHT DUTY	\$7.00/ PER LOADED MILE
MEDIUM DUTY	N/
HEAVY DUTY	N/

RECOVERY WINCHING (In Addition to Towing—per truck including driver)	
LIGHT/ MEDIUM DUTY 10,001-16,000 lbs.	\$350.00 PER HOUR CHARGED IN ½ HOUR INCREMENTS O \$175. PER ½ HOUR
HEAVY DUTY 16,001 and above	\$650.00 PER HOUR

SPECIALIZED RECOVERY EQUIPMENT

LABOR- ALL LABOR MIN OF 1 HOUR

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ACCIDENT MINOR CLEAN-UP AND DISPOSAL OF DEBRIS	\$75.00 PER HOUR ONE HOUR MINIMUM PLUS ABSORBANT MATERIALS USED
CARS/ LIGHT TRUCKS -10' X 20' SPACE	\$250.00 PER HOUR *Charges limited to one per incident
TRUCKS (DUAL WHEELS)/ SINGLE AXLE	
TRACTOR/ DUMP TRUCK/ TRACTOR AND TRAILER COMBO/ TRAILERS	
BUSES	
ROLL-OFF	
CARGO/ACCIDENT DEBRIS/ LOAD STORAGE/ VEHICLE COMPONENTS 10' x 20' SPACE	
RENTAL OF ANY TOW COMPANY SUPPLIED TRAILER POST INCIDENT	
RECOVERY SUPERVISOR AND/ OR LEVEL III RECOVERY SPECIALIST	
CERTIFIED TOWING OPERATOR	
MANUAL LABORERS	\$125.00 PER HOUR PER MA

STORAGE – PER CALENDAR DAY (INSIDE RATES TWO TIMES OUTSIDE RATE)

** STORAGE BILLED PER CALENDAR DAY**

ADDITIONAL SERVICES/ NOTES

FUEL/ HAZ-MAT/ CARGO SPILLS CLEAN-UP AND DISPOSAL	TIME AND MATERIALS
HAZMAT AND TRASH RECOVERY	SURCHARGED 10% OF TOTAL
SUBCONTRACTOR MARK-UP	20% OF TOTAL
FUEL COST	FUEL SURCHARGE PERCENTAGE 5%
\$2.50	0
\$3.00	1

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\$3.50	
\$4.00	
\$4.50	
\$5.00	
\$5.50	
\$6.00	
\$6.50	
\$7.00	
\$7.50	
\$8.00	
ADMINISTRATIVE CHARGE ONLY AFTER 3RD VISIT TO VEHICLE	
ADMINISTRATION CHARGE	MEDIUM/ HEAVY TRUCK - \$200.0
AFTER HOURS RELEASE	\$85.0
NOTIFICATION DOCUMENTATION FEE	\$75.0
TARPING/ WRAPPING VEHICLE	\$90.00 PER CAR \$250.00 PER TRUC
FUEL SURCHARGE	SEE CHART BELOW

FUEL SURCHARGE CHART - TOW AND MILEAGE COST ONLY

*** PLEASE USE THE FOLLOWING LINK TO DETERMINE FUEL COST FOR FUEL SURCHARGE
% IN YOUR AREA ***

<https://www.eia.gov/petroleum/gasdiesel/>
(<https://www.eia.gov/petroleum/gasdiesel/>)

- NOTES: *AFTER THE FIRST HOUR, ALL HOURLY BILLABLE RATES WILL BE CHARGED IN HALF HOUR INCREMENTS. **CHARGES FOR ALL TOWS ARE INCLUSIVE OF THE OPERATOR. YOU MAY NOT SEPARATELY CHARGE FOR AN OPERATOR THAT DRIVES/OPERATES THE TOWING EQUIPMENT.

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BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Wyckoff Volunteer Fire Department By-Laws be approved for the current year.

#24-34 Renewal of Participation in Bergen County Fire Mutual Aid Plan

WHEREAS, the Township of Wyckoff provides fire protection resources for ordinary emergency response requirements within its jurisdiction; and

WHEREAS, the Fire Departments in Bergen County have a day-to-day responsibility to provide for the safety and security of lives and property; and

WHEREAS, local resources can become exhausted during the small percentage of large magnitude fire or disaster occurrences; and

WHEREAS, mutual aid is the most cost-effective method of providing sufficient resources to a local jurisdiction for those extraordinary occurrences; and

WHEREAS, it is of mutual benefit for fire departments located within the County of Bergen to provide supplemental resources to each other in the event of a local emergency or disaster;

WHEREAS, this plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of fire department personnel and equipment whenever a local fire department requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of a fire or emergency; and

WHEREAS, a county area mutual aid plan is encouraged by, and is compatible with the State of New Jersey Resource Deployment Act; and

WHEREAS, participation in a county area mutual aid plan will not impose liability on the local entity; and

WHEREAS, it is the desire of the Township of Wyckoff to participate in fire mutual aid.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Township does hereby agree to authorize their fire department to provide mutual aid assistance to each participating municipality, district, state or federal organization, as identified in the Bergen County Fire Mutual Aid Plan (ESF 4) and as may be amended from time to time by Participating Units and ratified by this body; and

BE IT FURTHER RESOLVED that the Mayor, Municipal Clerk, Fire Chief, and Coordinator of the Office of Emergency Management are hereby empowered to execute the necessary agreement to effectuate the Township's participation.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Bergen County Office of Emergency Management for filing.

#24-35 Waive Annual Charges for Fire Co. #2 & v#3

WHEREAS, the Wyckoff Volunteer Fire Department consists of men and women who volunteer their time and energy twenty-four hours a day, seven days a week for the safety and protection of residents and property owners of Wyckoff; and,

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WHEREAS, the Township of Wyckoff encourages the three Wyckoff Volunteer Fire Companies which comprise the Wyckoff Volunteer Fire Department since they exist to provide needed and valued public safety services; and,

WHEREAS the Fire Company Associations own Fire House #2 and Fire House #3.

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that in order to assist and encourage our volunteer fire companies to provide the invaluable public safety services, the Township does hereby waive annual charges to Fire Company #2 and Fire Company #3 and authorize payment to Fire Company #2 and Fire Company #3 for safeguarding and housing the Township's fire apparatus.

#24-36 Waive Annual Rent for Ambulance Corps Land Lease

WHEREAS, the Township Committee assists and encourages the Wyckoff Volunteer Ambulance Corps, which is comprised of men and women who volunteer their time and energy twenty four hours a day, seven days a week to respond to residents when they need emergency medical care as a public service; and,

WHEREAS, The Township of Wyckoff and the Wyckoff Volunteer Ambulance Corps entered into a fifty (50) year lease in 2005, for the premises upon which the Ambulance Corps building is constructed; and,

WHEREAS, said lease requires an annual lease fee of ten (\$10.00) dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the aforesaid lease fee of ten (\$10.00) is hereby waived for the current year.

#24-37 Renew Agreement for Commuter Park and Ride at Cornerstone Church

WHEREAS, through a unique arrangement with the approval of the Cornerstone Christian Church, the Township of Wyckoff provides a commuter park and ride program Monday through Friday for commuter parking in the Church parking lot at 475 Wyckoff Avenue; and,

WHEREAS, the Township of Wyckoff charges a user fee to the commuters who utilize this service which is from time to time increased to help the Township fund the reciprocal services the Township provides to the Church for the use of their parking lot; and,

WHEREAS, overflow commuter parking is provided at the adjacent Wyckoff Community Park parking lot; and,

WHEREAS, the Township of Wyckoff desires to renew the commuter park & ride agreement with the Cornerstone Christian Church for the New Year; and,

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of commuter parking as follows: \$130.00 per resident per year and \$310.00 per non-resident per year; and,

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of summer commuter parking as follows: \$60.00 per resident per year and \$80.00 per non-resident per year; and,

WHEREAS, the fee for a lost parking permit is \$25.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee that the Township of Wyckoff agreement with the Cornerstone Christian Church to provide a commuter park & ride program is hereby renewed.

#24-38 Establish Rules and Regulations Which Shall be the Township Facilities Policy

WHEREAS, the Township's safety consultant has recommended that the Township Safety Committee review the various uses of municipal facilities and establish a policy to regulate said facilities, and to implement such safety measures as hold harmless agreements; and,

WHEREAS, a subcommittee of the aforesaid Township Safety Committee has recommended a policy which has been approved by the Township Committee, and which has been referred to the Township's Safety Consultant and Municipal Risk Manager.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, that the rules and regulations described herein below shall serve as the Township Facilities Use Policy for the following municipal facilities:
Public Library; Recreation Fields; Town Hall Meeting Rooms; Police Pistol Range, and Fire Co. #1, Scott Plaza;

1. FREE PUBLIC LIBRARY: The use of the James Monroe and Shotmeyer public meeting rooms will be established and regulated by the Library Board of Trustees, and shall include a hold harmless form for groups which utilize this facility.

2. RECREATION FIELDS: All recreational fields shall be utilized for Township recreation sponsored games/programs. Use of fields for all non-recreation sponsored programs shall not be scheduled when said scheduled game/program would preclude

Township recreation sponsored games/programs. Section 16 of the Recreation Policy and Procedures manual shall outline procedures, and shall include hold harmless forms.

3. TOWN HALL MEETING ROOMS: Use of the James Monroe Room in the Library will be encouraged. The meeting rooms in Town Hall are exclusively restricted for scheduling municipal boards and commission meetings. The Township may allow use of meeting rooms when it allows Department Managers to avoid travel; such as Chamber of Commerce meetings, Joint Insurance Fund (JIF) meetings and Northwest Bergen Mayors Association meetings.

4. LARKIN ADULT MEETING ROOM AND SENIOR CITIZEN BUILDING: All requests for meeting use shall be submitted on an application and submitted to the Municipal Clerk. The Wyckoff Senior Citizens shall be exempt from meeting room use fees.

5. POLICE PISTOL RANGE: This facility is utilized for the Police firearms qualification, and shall not be utilized for non-police uses. Prohibited activities include:

1. Citizen pistol and rifle clubs
2. Bachelor parties
3. Wedding receptions
4. Religious parties such as baby christenings, etc.
5. Receptions following wakes/funerals
6. Birthday Parties
7. Retirement parties
8. Anniversary parties
9. Other similar non-police functions

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6. FIRE COMPANY #1: Since this facility is designated for the use of the Fire Department, which would include Co.#1 Ladies Auxiliary meetings, departmental inspection dinner, Exempt Fireman's Association meetings, and Mutual Aid meetings, it shall not be used for non-fire department functions. Typically, prohibited activities include the following:

1. Bachelor parties
2. Wedding receptions
3. Religious parties such as baby christenings, etc.
4. Receptions following wakes/funerals
5. Non-Fire Department officer retirement parties
6. Anniversary parties
7. Other similar non-fire department functions

At the request of Fire Company #1 or the Township Committee, or a Fire Company #1 member in good standing, the Township of Wyckoff may allow the following activities. Decisions shall require approval of: Township Administrator, Company #1 Association President and Vice President and the Township Committee Fire Liaison.

1. Reception after a funeral for a past or current Wyckoff volunteer firefighter or spouse.
2. Reception after the funeral for any member of the Wyckoff Volunteer Fire Department's Ladies Auxiliary.
3. Reception after the funeral of a former Township of Wyckoff Mayor or current Township Committee member.
4. Ladies Auxiliary Fire Company #1 fund raiser to benefit Wyckoff Fire Company #1 or the Wyckoff Fire Department.
5. Birthday parties for Fire Company #1 members in good standing and their immediate family.
6. Municipal employee retirements.

No exceptions to this policy shall be approved.

7. TOWN HALL FLAG AT HALF STAFF POLICY:

- Flags on the Town Hall front lawn will be flown at half-staff for: the demise of a former Mayor (from the day of his/her death to the day of the funeral) and when ordered by the New Jersey Governor or President of the United States.
- The Township Committee shall consider a request to fly flags at half-staff when a current or former Township of Wyckoff official passes when the request is provided in writing.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to: the Township Administrator, Municipal Clerk, Chief of Police, Fire Chief, Fire Co. #1 President and Vice President; Library Director, and the Recreation Director by the Municipal Clerk.

#24-39 Quasi-Municipal Groups for Insurance Purposes

WHEREAS, the Township of Wyckoff is a participating member of the Bergen County Municipal Joint Insurance Fund, relative to general liability and other coverage; and,

WHEREAS, the "Fund" has adopted certain criteria to distinguish between bona fide municipal activities and other quasi-public entities not sponsored by the municipality and therefore, not subject to Coverage, by the "Fund"; and,

WHEREAS, it has been determined that, in order to be covered by the "Fund", an organization or activity meet the test that its function is of the type that historically the Township has provided with coverage and/or which services a bona fide

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public purpose typically met by the local government, and the benefits of which are available to the municipality in general; and,

WHEREAS, the Township has asked the “Fund” to extend coverage to the following entities:

The Township of Wyckoff municipal government includes the following:

1. Wyckoff Police Department
2. Police Department Softball
3. Fire Department Annual Fireworks display
4. Rabies Prevention Program
5. Memorial Day Parade Committee
6. Wyckoff Free Public Library Operation and Board of Trustees
7. Emergency Management Committee
8. Bergen County Community Development Programs or Projects
9. Team Up to Tidy Up Day and volunteers
10. Wyckoff Township Committee
11. Planning Board
12. Board of Adjustment
13. Environmental Commission
14. Board of Health
15. Community Development Committee
16. Zabriskie House Trustees
17. Department of Parks and Recreation
 - A. Community personal paper shredding event
18. Historical Preservation Commission
19. Recreation coaches
 21. Senior Citizens’ Club and activities
 22. Basketball “Fowl” Shooting Contest
 23. Punt, Pass and Kick Contest
 24. vacant
 25. Recreation basketball
 26. Competitive (Select) traveling basketball
 27. Recreation baseball
 28. Competitive (Select) traveling baseball
 29. Cheerleading
 30. Fencing
 31. Football
 32. Gymnastics
 33. Croquet
 34. Lacrosse
 35. Roller Hockey
 36. Recreation soccer
 37. Recreation softball
 38. Competitive (Select) traveling softball
 39. Summer camp
 40. Tennis
 41. Wrestling
 42. Volley ball
 43. Design Review Advisory Committee
 44. Junior Police Academy
 45. Sewer Assessment Commission
 46. Wyckoff Alliance Committee to Combat Drug & Alcohol Addictions
 47. The Gardens of Wyckoff Committee
 48. Partners in Pride Cleanup days
 49. Intermediate Sanctions Program volunteers
 50. Historic Preservation Commission
 51. Juvenile & Adolescent Suicide Prevention Committee
 52. Department of Public Works
 53. Recycling Center and Activities
 54. Charles Avenue Compost Facility and Facilities
 55. Volunteer Interns in Municipal Government
 56. Arbor Day Activities and Volunteers

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- 57. Shade Tree Commission and their activities
- 58. Charles Avenue and Demarest Avenue Railroad Grade Crossings

CLASS I - Public Safety Associations and Auxiliaries:

- 1. Wyckoff Volunteer Fire Department
- 2. Protection Fire Co. #1
- 3. Community Engine Fire Co. #2
- 4. Sicomac Fire Co. #3
- 5. Ladies Auxiliary Fire Department
- 6. vacant
- 7. vacant
- 8. Wyckoff Fire Department Exempt Association
- 9. Fire Department participation in parades, marching bands, softball, basketball and volleyball leagues
- 10. NW Bergen Mutual Aid Association exercises and drills
- 12. Wyckoff Fire Department Apprentice Firefighter Program for 16 & 17 year olds.
- 13. Bergen County Rapid Deployment Program
- 14. Volunteers implementing the Township's Emergency Management Plan

CLASS II - Volunteer Ambulance Corps and Fire District:

- 1. Wyckoff Volunteer Ambulance Corps

CLASS III - All other non-athletic organizations:

- 1. Wyckoff Football Boosters
- 1. Wyckoff Traveling Baseball & Softball Boosters
- 2. Wyckoff Traveling Basketball Boosters
- 3. Wyckoff Wrestling Boosters
- 4. Wyckoff Lacrosse Boosters
- 5. Wyckoff Roller Hockey Booster

CLASS IV - Athletic Organizations:

None

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

Section 1. It is hereby certified that the above-listed organizations exist within the Township of Wyckoff as the bona fide charitable, educational, recreation activities of the municipality in general and as such are sponsored or subsidized directly by the municipality.

Section 2. The Township of Wyckoff does hereby request that the activities described herein be covered for general liability coverage in accordance with the applicable limits and restrictions.

Section 3. A certified copy of this resolution shall be filed with the Secretary of the Bergen County Municipal Joint Insurance Fund, all department heads, and the Municipal Risk Consultant, Robert Steinbruch.

#24-40 Approval of Local Supplemental Violations Bureau Schedule

WHEREAS, the New Jersey Supreme Court has approved a form of revised Local Supplemental Violations Bureau Schedule, effective September 1, 2004, which has been incorporated into an Order of the Wyckoff Municipal Court with the approval of the Assignment Judge and in accordance with Rule 7:12-4; and,

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WHEREAS, pursuant to that Rule, the Order promulgating the schedule is to be published and must specify the amount of fines and costs to be imposed for each offense within the authority of the Violations Clerk.

NOW, THEREFORE, be it approved by the Township Committee of the Township of Wyckoff that the attached revised Local Supplemental Violations Bureau Schedule dated September 16, 2021, as approved by the Supreme Court, Assignment Judge of the Township of Wyckoff, be and the same is hereby approved for use by the Wyckoff Municipal Court and Violations Bureau.

MUNICIPAL COURT

LOCAL
SUPPLEMENTAL
VIOLATIONS
BUREAU
SCHEDULE

Pursuant to R. 7:12-4, the following Local Supplemental Violations Bureau Schedule of designated offenses and Payable Amounts has been approved by the vicinage Assignment Judge and shall be in effect for offenses

ORD. NO.	SHORT DESCRIPTION	PAYABLE AMOUNT
177-6	Parking prohibited at all times - Schedule A	\$41.00
177-19A	Parking spaces indication only	\$49.00
177-7	Parking prohibited certain hours - Schedule B	\$39.00
177-46	Parking other than special purpose - Schedule N	\$49.00
177-8	No stopping/standing - Schedule C	\$41.00
177-21	Turns intersections prohibited - Schedule P	\$54.00
177-9	Only time limited parking - Schedule D	\$39.00
177-22	Prohibited right on red - Schedule Q	\$65.00
177-10	Overweight over 4 tons prohibited - Schedule E	\$60.00
177-13	Through streets/stop/yield intersections - Schedule K	\$51.00
177-11	One-way streets/aisles/ public parking - Schedule E	\$51.00
177-14	Stop intersections - Schedule I	\$51.00
177-15	Yield intersections - Schedule J	\$51.00
177-43	Loading Zones	\$25.00

committed on and after date determined by vicinage. This Local Schedule shall be prominently posted for public inspection at the location of the Violations Bureau.

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The Local Supplemental Violations Bureau Schedules that were prepared, pursuant to R. 7:12-4, for offenses committed prior to the effective date of this Schedule, are on file with the municipal court administrator and are available for public inspection upon request.

PART I
TRAFFIC
SECTION
Designated Offenses

MUNICIPAL COURT
LOCAL
SUPPLEMENTAL
VIOLATIONS
BUREAU SCHEDULE

Pursuant to R. 7:12-4, the following Local Supplemental Violations Bureau Schedule of designated offenses and Payable Amounts has been approved by the vicinage Assignment Judge and shall be in effect for offenses committed on and after date determined by vicinage. This Local Schedule shall be prominently posted for public inspection at the location of the Violations Bureau.

The Local Supplemental Violations Bureau Schedules that were prepared, pursuant to R. 7:12-4, for offenses committed prior to the effective date of this Schedule, are on file with the municipal court administrator and are available for public inspection upon request.

ORD. NO.	SHORT DESCRIPTION	PAYABLE AMOUNT
177-23	Lane Use Reservations Schedule R	\$54.00
177-24	Emergency No Parking per Signs	\$56.00
177-46A2	Public Parking Prohibited	\$38.00
177-54	Special Permit Parking Commuter Lot	\$40.00
177-16	Loading Zone	\$40.00
177-17	Taxi Stands	\$40.00
177-18	Bus Stops	\$40.00
177-52.2	Right Turn Prohibited for Vehicles 10 Ton or Over	\$65.00
177-24A	Emergency No Parking As per Signs	\$65.00
177-7	Parking Prohibited Certain Hours – Schedule B	\$45.00
177-19A.46B2	Fire Zone	\$75.00
177-44	Taxi Stand	\$25.00
177-45	Bus Stop	\$25.00

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177-46	Special Purposes	\$49.00
146-21	Parking Rec Areas	\$49.00
177-19A-46B2	Fire Zone	\$75.00
177-19A 46B3	Fire Zone	\$75.00
177-19A 46B4	Fire Zone	\$75.00

PART I
TRAFFIC

Designated Offenses

PART II
NON-TRAFFIC SECTION

Designated Offenses

ORD. NO.	SHORT DESCRIPTION	PAYABLE AMOUNT
106-3A	Unlicensed Cat	\$50.00
111-2	Unlicensed Dog	\$50.00
148-3A	Canvassing without a permit	\$60.00
165-1	Snow and ice removal	\$500.00
183-6	Water emergencies violation	\$85.00
147-2	Prohibited Conduct	\$250.00
152-10	Property Maintenance	\$100.00
161-6	Special arrangements additional collections solid waste disposal	\$100.00
115-3	Fire Prevention	\$75.00
111-9	Dogs running at large	\$50.00
111-12	Vicious dogs; signs of rabies	\$100.00
111-15	Potentially dangerous dog	\$100.00
186-20	Zoning/Signs	\$50.00
133-13	Littering on private property	\$75.00
186-41	Zoning/Permits	\$50.00
194-2	Licensing fee for sale of food	\$50.00
143-3	Noise enumerations	\$100.00
152-10	Property maintenance responsibility of owner, operator, occupant	\$100.00
165-11	Excavate Township road without permit	\$100.00
214-9	Subsurface sewage disposal systems	\$100.00

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79-8	Registration of Alarm System	\$50.00
133-2	Litter Public Places	\$50.00
133-13	Litter Private Property	\$100.00
165-11	Excavate Township Road Without Permit	\$100.00
148-3A	Canvassing without a Permit	\$60.00
165-1	Snow Removal	\$40.00
211	Sanitary Code	\$60.00
202-1	Public Health Nuisances	\$100.00
186-29	Zoning – Fences	\$100.00
183-5	Water Emergency	\$50.00
133-14	Maintenance Premises/Owner	\$75.00
133-10	Distribution Handbills	\$50.00
114A-2	Filming Permit Required	\$50.00
115-3	Fire Prevention	\$75.00
161-3	Placement & Removal of Containers	Up to \$500.00
165-2	Removal of Grass	Up to \$500.00

PART III

ALLOCATION AND DISTRIBUTION OF PAYABLE AMOUNT

A. VIOLATIONS BUREAU PAYMENTS

Parts I and II of this Schedule list specific amounts that are payable through the Violations Bureau for designated traffic and non-traffic offenses, pursuant to R. 7:12-4. However, payment for any of those listed offenses, or any other matter, may not be made through the Violations Bureau if the law enforcement officer marks on the Complaint-Summons that a court appearance is required.

**B. ALLOCATION OF PAYABLE AMOUNTS
BETWEEN FINES, ASSESSMENTS AND
COURT COSTS**

In Part I (Traffic Violations), the Payable Amount established in this Local Schedule, for each offense, includes at least a fine, court costs (which may equal but not exceed the fine) and \$1.00 for the Body Armor Replacement Fund, \$1.00 for the New Jersey Spinal Cord Research Fund, \$2.00 for the New Jersey Forensic DNA Laboratory Fund and, effective February 2, 2004, the Payable Amount will also include \$1.00 for the Autism Medical Research and Treatment Fund.

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In Part II (Non-Traffic Violations), the Payable Amount established in this Local Schedule, for each offense, includes a fine and court costs (which may equal but not exceed the fine).

C. ALLOCATION AND DISTRIBUTION OF COURT COSTS

A portion of the total court costs allocated, pursuant to Part III A. of this Local Schedule, shall be distributed upon collection in accordance with N.J.S.A. 22A:3-4 and N.J.S.A. 2B:12-30, as follows:

1. For all violations payable through the Violations Bureau, pursuant to the Statewide Violations Bureau Schedule or a Local Schedule, \$2.00 shall be collected by the municipal court administrator for deposit into the Automated Traffic System Fund. **This portion of court costs cannot be suspended.**
2. For all violations of the provisions of Title 39, or any other motor vehicle or traffic violation payable through the Violations Bureau, pursuant to the Statewide Violations Bureau Schedule or a Local Schedule, \$.50 shall be collected by the municipal court administrator for deposit into the Emergency Medical Technician Training Fund. **This portion of court costs cannot be suspended.**
3. Any remaining court costs shall be collected by the municipal court administrator for distribution to the municipality.

PART IV

MISCELLANEOUS

A. ADDITIONAL PENALTIES FOR FAILURE TO APPEAR ON RETURN DATES

1. MOTOR VEHICLE, TRAFFIC AND PARKING CASES

For offenses listed on this Local Schedule, the following additional penalties will be added to the Payable Amount, as indicated:

1. When a supplemental notice is sent, \$10.00 will be added to the Payable Amount.
2. When a Notice of Proposed Suspension for a parking violation is sent, \$10.00 will be added to the Payable Amount.
3. When an Order to Suspend is issued for a parking violation, \$15.00 will be added to the Payable Amount.
4. A \$3.00 DMV fee is also to be added to the total Payable Amount due upon the issuance of an Order to Suspend.
5. When a warrant is issued, unless the judge otherwise orders, the amount of the bail indicated on the warrant shall be as follows: Parking offenses – the Payable Amount plus \$15.00. All other listed offenses – the Payable Amount plus \$25.00.

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Note: Under the provisions of N.J.S.A. 39:5-9, costs, not to exceed \$30.00, may be deducted by the court from forfeited bail in traffic cases.

2. NON-TRAFFIC CASES

For offenses listed in Part II on this Schedule, N.J.S.A. 2B:12-31 permits the municipal court to order the suspension of a defendant's driving privilege for failure to appear at any scheduled court appearance. The following procedures may be used by the court to effectuate that process:

1. Send a "Notice of Proposed Suspension of Driving Privileges for Failure to Appear" to the defendant. This notice may be used for violations that are payable on this Schedule, as well as for those violations that are not. Note: Unlike traffic matters, no fee may be assessed for the mailing of this notice.
2. Should the defendant fail to respond to the Notice of Proposed Suspension, the court may issue an Order of Suspension. When the court issues the order, \$25.00 [\$10.00 (Notice) + \$15.00 (order)] will be added to the total Payable Amount.
3. A \$3.00 DMV fee is also to be added to the total Payable Amount, upon the issuance of the Order of Suspension.
4. When a warrant is used, unless the judge otherwise orders, the amount of the bail indicated on the warrant shall be the amount of the Payable Amount plus \$50.00.

B. APPEARANCE OF DEFENDANT IN CERTAIN CASES

If, in the opinion of the officer issuing the Complaint-Summons, circumstances indicate that the defendant should appear in court, the officer has the option to check the "Court Appearance Required" box on the Complaint-Summons, in which case, the matter may not be processed in the Violations Bureau.

C. AUTHORIZATION TO APPLY BAIL AGAINST FINE(S) AND COSTS

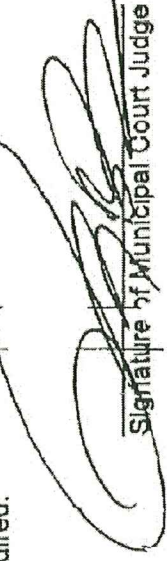
By executing the form of Authorization to Apply Bail Against Fine(s) and Costs and Waiver of Rights, a defendant against whom a warrant has been issued waives the rights to a lawyer and a trial, enters a plea of guilty to the offense charged and authorizes the municipal court administrator to apply the bail posted toward the payment of fines, assessments and costs owed. This form may be used for all offenses payable through the Violations Bureau.

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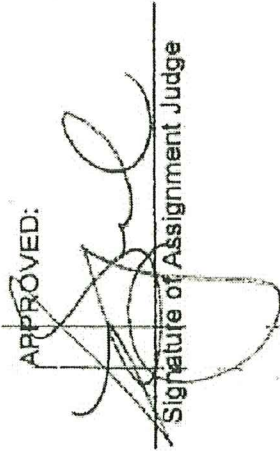
D. DEFENSE BY AFFADAVIT IN CERTAIN CASES

For any offense not listed on this Schedule or on a Local Schedule, a court appearance is required, unless the court authorizes a defense by affidavit in accordance with the provisions of R. 7:12-3. For offenses involving traffic accidents resulting in personal injury, a court appearance is also required.

10/16/2020
Date


Signature of Municipal Court Judge

5/16/2021
Date

APPROVED:

Signature of Assignment Judge

#24-41

Town Hall Front Lawn Policy

WHEREAS, in November of 1993, the Township of Wyckoff filed for a declaratory judgment in US District Court to determine the status of the Town Hall front lawn rights of residents to utilize the front lawn for expressive activities; and,

WHEREAS, Judge Debevoise heard Wyckoff's action for a declaratory judgment and found the following:

1. The Township has not made up its mind on how to treat the front lawn.
2. The Township has not developed a rational, consistent policy for the use of the front lawn.
3. The Township is caught between the conflicting demands of numerous interest groups and is threatened with lawsuits should it make a misstep in its response to their demands.

WHEREAS, it is in the best interest of the Township to develop a clear, coherent and rational policy for the use of the front lawn; and,

WHEREAS, opening the front lawn for use as a public forum would create a greater potential for litigation; and,

WHEREAS, opening the front lawn for use as a public forum would create expenditures of time, effort and money on the part of the Township when inspecting displays and expressive activities for content neutral approval; and,

WHEREAS, opening the front lawn for use as a public forum would create the potential for an informational overload on the front lawn thereby producing a traffic hazard; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would reduce the Township's exposure to potential litigation; and,

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WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would eliminate expenditures of time, effort and money by the Township in making content neutral observations and recommendations concerning speech on the lawn by outside groups and individuals; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would eliminate the potential for an informational overload and traffic hazard; and,

WHEREAS, it is in the best interest of the Township of Wyckoff to adopt a clear and consistent policy for the use of the Town Hall front lawn which will minimize or eliminate the possibility of litigation, traffic hazards and the expenditure of time, effort and money.

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

The Town Hall front lawn is not a public forum and the use of the Town Hall front lawn for expressive activities is limited to the Township of Wyckoff and its agencies only.

#24-42

State Health Benefits

WHEREAS, the State Health Benefit's Commission adopted P.L. 2011 Chapter 78 that amends the Administrative Code, NJSA 17:9-4.6. to eliminate the 20 hours per week standard for health benefits and allow local governments by resolution to determine the number of hours that will constitute full time status to receive health benefits is 32 hours per week; and,

WHEREAS, the Township Committee has previously expressed its endorsement of this change as a cost avoidance measure; and,

WHEREAS, the Personnel Committee of the Township Committee recommends the following policy for an employee to qualify to receive health benefits:

4. Full time status for consideration of health benefits for administrative and clerical workers will be 32 hours regularly worked per week, except when an employee consents to waive the coverage or established by employment contract/ordinance. Any person hired for a 32-hour work week on a seasonal basis shall not be considered full time for consideration of health benefits.
2. Full time status for consideration of health benefits for blue collar laborers, sworn police officers and civilian employees assigned to the police department will be 40 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 40 hour week on a seasonal basis shall not be considered full-time for the consideration of health benefits.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the attached cited recommendations of the Personnel Committee are hereby adopted by the Township Committee as policy.

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#24-43 Re-establish the Recreation Policy Manual

BE IT RESOLVED, the Township Committee re-establishes the Recreation Policy Manual for the new year consisting of the policies and procedures governing the recreational programs as revised; and,

BE IT FURTHER RESOLVED, the Recreation Policy Manual is available for inspection in the office of the Recreation Director.

#24-44 Appointment of School Crossing Guards

WHEREAS, the Chief of Police recommends the persons listed on the attached page to be appointed school crossing guards for the period January 1, 2024 to December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached list of persons be appointed as school crossing guards for the period January 1, 2024 to December 31, 2024.

WYCKOFF POLICE DEPARTMENT

Scott Plaza
Wyckoff, New Jersey 07481

2024 CROSSING GUARD LIST

1. Richard Carruthers
2. Allison Carter
3. Sherri Gusta
4. Thomas Gusta
5. Ann Digiacomio
6. Terrance Burke
7. Carmella Harris
8. Donald Harris
9. Susan Gallagher
10. Nicholas Canova
11. Robert Kehoe
12. Henry Churco
13. Robert Passerino
14. Kelly Jensen
15. Michael Schell
16. Diane Stelling
17. Elbert Petteway

#24-45 Re-Establish Travel Reimbursement Policy

WHEREAS, the Wyckoff Township Committee establishes this travel reimbursement policy for the current year:

5. Reimbursement at the current IRS approved rate per mile for personal vehicle use on Township authorized business.
6. A car allowance for use of his personal car of \$3,600.00 per year for the Township Administrator for regular daily business use and he is required to be available 24 hours per day for emergencies.
7. The Police Chief is authorized to utilize a municipal un-marked police car for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be available 24 hours per day for emergencies & police business.

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4. The Department of Public Works Manager is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff, since he is required to be on-call 24 hours per day for emergencies.
5. The Department of Public Works Foreman is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be on-call 24 hours per day for emergencies.
6. The Wyckoff Recreation Director is provided with a car allowance for mileage reimbursement for the use of his personal car amounting to \$420 per year to direct, inspect and observe recreation programs, player drafts, problems, activities and events.
7. A car allowance for use of his personal car of \$2,500 per year for the Assistant Tax Assessor for regular daily business use.

#24-46 Re-Establish Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan

WHEREAS, the Township Committee of the Township of Wyckoff hereby re-establishes the Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Community Response Plan for the New Year.

TOWNSHIP OF WYCKOFF
JUVENILE & ADOLESCENT SUICIDE PREVENTION
CRISIS INTERVENTION COMMITTEE

January, 2024

COMMUNITY RESPONSE PLAN

After the cluster suicides in Bergenfield in the late 1980's, municipalities were encouraged to develop committees and response plans to deal with multiple tragedies and single tragedies. A secondary purpose was to develop a committee of individuals who could become acquainted with one another to provide assistance or guidance.

1) Team Composition

Police	Police Chief David Murphy Lieutenant Joseph Soto
Schools	Superintendent of Schools (Wyckoff BOE) Debra Herold, Director of Student Personnel Services (Wyckoff BOE) Superintendent (Ramapo/Indian Hills Regional High School District) Andrea Saladino, Current Student Assistance Coordinator (Ramapo Regional High School) Tom Kersting, Current Student Assistance Coordinator (Indian Hills High School) Ms. Karen Lewis, Principal (St. Elizabeth's School) Mr. Daniel Lazor, Principal (Eastern Christian School: Wyckoff Middle School)
Municipal	Township Administrator Current Mayor

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- | | |
|---------------|---|
| Clergy | Rev. Fred Provencher, Cornerstone Christian Church |
| Mental Health | Intervention Strategies International, Inc. |
| Others | Steven Clarke, Wyckoff Board of Health
Cynthia Risseuw, Secretary, Wyckoff Board of Health
Anna Coscia, Registrar of Vital Statistics |
-
- 2) Meeting Place/Emergency Headquarters: Court Room, 2nd Floor, Wyckoff Town Hall
- 3) Team Chairperson and lead person at each agency:
- | | |
|-------------------|--|
| Police | David Murphy, Chief |
| Local School | Current Superintendent |
| Regional School | Current Superintendent |
| Parochial Schools | Principal Karen Lewis and Principal Daniel Lazor |
| Municipal | Current Mayor |
| Clergy | Rev. Fred Provencher |
| Mental Health | Dr. Ed Fox |
| Board of Health | Steven Clarke |
-
- 4) Types of Tragedies
- 1. MULTIPLE SUICIDE – More than one suicide (or attempt) or tragic event including more than one death.
 - 2. SINGLE SUICIDE – Single suicide (or attempt) or tragic event with no death.
 - 3. VIOLENCE – Youth related violence or threat of violence.
- 5) Assessing the Situation
- 1. Notification by Police Department.
 - 2. Telephone conferencing to assist the situation.
 - 3. Notification chain, when necessary.
 - 4. Full committee meeting, when necessary.
- 6) Roles and Responsibilities
- 1. Police Control Scene
Inform County Prosecutor's office and other procedural
Relay information to Emergency Response Team
Identify targets for early intervention
Inform family with clergy and other "support" people
 - 2. Schools Faculty and staff notification
Schools to integrate internal policy with Community Response
Student notification
Identify targets for early intervention
Identification process ongoing for students seriously affected by
Follow up services:
Counseling
Psychiatric evaluations
Small group discussions
Treatment referrals
When appropriate, establish student network
Pay respects to bereaved family
Support for staff/faculty
 - 3. Municipal Coordinate media response
Communicate to townspeople
Information on event
Information on helping services
Suicide warning signs or other appropriate information
Coordinate "political" aspects with needs/realities Team in dealing with
 - 4. Clergy Assist in notification to family and identify other supports to family
Identify targets for early intervention

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Coordinate volunteer assistance and resources
Identify and assist in follow up of at-risk individuals on an on-going
Assist in public information campaign

5. Mental Health Supply professional mental health personnel as needed in
Act as resource to Team
Consult with other Team members around various needs
Supply assessments, evaluations and treatment at Mental Health
Assist in referral process

7. Media Plan

Attempt to remove media from the scene of the tragedy to allow the Police to perform their work. This will be accomplished by:

1. Having one community spokesperson – Matthew Cavallo – the Police will keep him updated.
2. Schedule press conferences at Wyckoff Town Hall, 2nd floor Court Room.

8. Mental Health Activities and Procedures to respond to a Tragedy when the Committee is Activated

- A. Implement plan for identifying and screening "at risk" individuals
 - Relatives
 - Close friends
 - Other involved in some special way
 - Past suicide attempters
 - Those with history of depression
 - Those with weak support system
- B. Identify and Implement other needed services or actions
 - Hot line tie-in: 262-HELP (Psychiatric Emergency Screening Program)
 - Walk in centers – church or other location
 - Counselors at schools
 - Counseling for those involved in responding to crisis
- C. Modify environmental variables
- D. Enlist other community resources
- E. Enlist cooperation of media
- F. Maintain business as usual
- G. Monitor staff burnout
- H. Avoid Scapegoating
 - Alert others to anticipate this reaction
 - Educate in causative factors
 - Avoid "open community meetings"
- I. Survivor Procedures
 - Reach out to surviving family members
 - Discourage media appearances for acutely bereaved
 - Reach out to other survivors in the community
 - Provide formal education meetings
 - Help clarify unwarranted and often exaggerated feelings of guilt
 - Establish long-term follow-up for survivors

9. Plan Maintenance

- A. Team to meet yearly in November

#24-47 Re-Establish Hearing Officer(s)/Committee(s)

WHEREAS, the Township Committee has the authority to establish Hearing Officer(s) to review employee personnel actions and make recommendations to the Township Committee for determinations of guilt or innocence and if guilty, any penalty.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee establishes the following hearing officer(s):

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1. Two (2) members of the Township Committee that comprise the Police Committee.
2. Two (2) members of the Township Committee that comprise the DPW Committee.
3. Two (2) members of the Township Committee that comprise the Personnel Committee.
4. Township Administrator, Assistant Township Administrator or Administrator designee.

#24-48 Establish Drug & Alcohol Abuse Awareness Committee

WHEREAS, the Township of Wyckoff has established a committee to provide drug and alcohol abuse awareness information to combat drug and alcohol abuse; and,

WHEREAS, the Township of Wyckoff believes this type of awareness is a valuable service to educate parents and teenagers regarding the consequences of alcohol and drug use.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached list of volunteers shall constitute the Wyckoff Drug and Alcohol Abuse Awareness Committee for the current year.

2024 Drug and Alcohol Abuse Awareness Committee

Patrolman William Christopher, Chairperson
Current Mayor
Police Chief D. Murphy
Joseph Soto, Lieutenant
Andy Wingfield, Recreation Director
Matthew Cavallo, Township Administrator
Steve Clarke, President, Wyckoff Board of Health
Laura Leonard, Library Director

#24-49 Re-establish Cooperative Efforts with the Board of Education

WHEREAS, it is in the best interest of the taxpayers of the Township of Wyckoff for the Township of Wyckoff and the Board of Education to share services; and,

WHEREAS, the Township Committee encourages and recommends the sharing of services, loaning of equipment and cooperation between both government units where practical for the benefit of the community.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shared programs and cooperative efforts are hereby re-established for the New Year.

1. Fuel dispensing facility
2. Salt dome usage
3. Street sweeper usage and the usage of other equipment and vehicles
4. Wyckoff Community Park property usage
5. Sharing of public property for municipal and school uses
6. School fields and facilities for recreation programs
7. Vehicle repair service

BE IT FURTHER RESOLVED, that the Township of Wyckoff/Board of Education Cooperative Pricing System is re-authorized.

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#24-50 Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators

WHEREAS, the Township is required to comply with Federal mandated anti-drug/alcohol plan 49 CFR Parts 40, 199, 382 and 391.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached policy shall set forth the Township's Alcohol and Controlled Substances Policy for commercial motor vehicle operators.

#24-51 Appointment of JIF Representatives

WHEREAS, the following appointments are approved by the Township Committee:

JIF Fund Committee	Matthew A. Cavallo Township Administrator
JIF Deputy Fund Commissioner	Nancy A. Brown Municipal Clerk
	Safety Delegate(s) Matthew A. Cavallo Township Administrator
	J. Joseph Vander Plaats Manager, Department of Public Works
	Mark DiGennaro Township Engineer
	Andy Wingfield Recreation Director
	Police Chief David Murphy Fire Chief J. Joseph Vander Plaats

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the above cited individuals are appointed for the New Year.

BE IT FURTHER RESOLVED, that a copy be sent to the Municipal Risk Manager, Mr. Robert Steinbruch and the JIF Secretary.

#24-52 Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer

WHEREAS, the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey deems it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Township of Wyckoff; and,

WHEREAS, the State of New Jersey has enacted P.L. 1998,c.145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, County of Bergen, State of New Jersey that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c.145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in the municipality; and,

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BE IT FURTHER RESOLVED, that the Fire Chief is herewith delegated the responsibility to administer the program and to maintain files of all documents as may be required under the P.L. 1998, c.145, a copy of which is herewith made part of this resolution.

#24-53 Authorize Waiving of Fees for Volunteers

WHEREAS, the Township of Wyckoff has an outstanding volunteer Fire Department and Ambulance Corps which is staffed by volunteer residents; and,

WHEREAS, in an effort to maintain active volunteers in good standing, a proposal requesting the waiver of specific fees for members of the Wyckoff Volunteer Fire Department was forwarded by the Wyckoff Volunteer Fire Department to the Township Committee of the Township of Wyckoff; and,

WHEREAS, the Township Committee, after careful consideration, has determined to establish a policy for this year of waiving specific fees for active members in good standing of the Wyckoff Volunteer Fire Department and Wyckoff Volunteer Ambulance Corps.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, does provide the following program of waiving specific fees for the Wyckoff Fire Department and the Wyckoff Ambulance Corps. active volunteers in good standing to encourage them to continue volunteering their time and effort to the Township of Wyckoff and its citizens.

8.

Definitions.

The following definitions shall apply.

ACTIVE MEMBER – A resident of the Township of Wyckoff who is an active member in good standing with the Wyckoff Volunteer Fire Department or the Wyckoff Volunteer Ambulance Corps. Good standing shall also include current compliance with all Federal and State safety mandated programs, and municipal anti-drug and alcohol certification.

FAMILY – An active volunteer member, his or her spouse and all natural or adopted children under twenty-one (21) years of age who are unmarried and permanently residing the same residence, as an active member of the Wyckoff Volunteer Fire Department or Wyckoff Ambulance Corps.

FEES - Those charges established by the governing body of the Township of Wyckoff, County of Bergen described in Section 2.

VOLUNTEER ORGANIZATION – The Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps.

9.

Incentives

All active members who have satisfactorily completed their probationary period and are in good standing within the Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps. and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears and their families, shall be entitled to the following benefits:

1. Exemption from fees for recreational programs conducted within the Township of Wyckoff by the Recreation Department.
2. Exemption from the municipal portion of dog, cat and marriage licenses.

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3. Exemption from the municipal portion of the fee for building permit applications, fence permits, certificate of compliance/approval for a firefighter or Corps member primary residence.
4. Exemption from Planning Board and Board of Adjustment application fees.
5. Exemption from the Affordable Housing application fee.
6. Exemption from the Cornerstone Christian Church Park & Ride Permit fees.

10. Administration

1. On or about January 10 of each calendar year, the Fire Chief of the Wyckoff Volunteer Fire Department and the Captain of the Wyckoff Volunteer Ambulance Corps shall submit to the Township Clerk a current roster of all residents who meet the definition of an active member in good standing and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears. Such list shall be updated on a periodic basis by the volunteer organization to add those individuals who have completed their probationary status or to delete individuals who have been dropped from their membership or who no longer meet the criteria for active member status.

11. Exclusions

1. Fees, licenses and permits associated with any for-profit activity.
2. Inclusion in programs when registration for a program is received after the maximum registration has been reached.
3. Late fees or delinquent charges.

#24-54 Appoint Emergency Management Committee

WHEREAS, state law requires each municipality to establish an Emergency Management Plan and Emergency Management Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Emergency Management Plan is renewed and the attached list of individuals is confirmed and appointed for the New Year.

Township of Wyckoff

EMERGENCY MANAGEMENT COUNCIL LEDGER

JURISDICTION: Township of Wyckoff

COUNTY: Bergen

DATE OF APPOINTMENT AND RESOLUTION: 1 January, Annually

REPRESENTING GROUP

Current Mayor
Matthew A. Cavallo
Sgt. Kyle Ferreira
David V. Murphy
Sgt. Brian Zivkovich
P.O. Michael Teegan

Mayor
Township Administrator
Emergency Management Coordinator
Police Chief
Deputy OEM Coordinator
Deputy OEM Coordinator

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Administrator Matthew A. Cavallo	Deputy OEM Coordinator
Thomas Gensheimer	Construction Code Official
Timothy Brock	Fire and Rescue Coordinator
J. Joseph Vander Plaats	DPW Manager, Comm. RTK
Ryan Noon	Ambulance Coordinator
Craig Simko, Alt.	Ambulance Coordinator
Rob Pavlik	Red Cross Liaison
Joseph Alvarez	RADEF, Fire & Rescue
County Health Officer	Health Department, BCDOHS
John Ciampo	Resource Management, Fire/Rescue
Carl Kofler	Evacuation Coordinator, Fire and Rescue
Len DeBlock	Resource Management, Public Works
Mark DiGennaro	Township Engineer, Damage Assessment
Current Superintendent	BOE-Superintendent K-8
Steven Clarke	Wyckoff BOH President

#24-55 Establish a Procedure and Adopt Forms to Provide Access to Public Records

WHEREAS, in 1997 the Township of Wyckoff adopted a centralized policy to determine if a record is public and available for copying and adopted a form to assist in this process in accordance with New Jersey's Right to Know Law; and,

WHEREAS, on July 7, 2002 the Open Public Records Act NJSA 47:A-1 et seq. went into effect and replaced the "Right to Know Law"; and,

WHEREAS, in enacting the Open Public Records Act the Legislature reaffirmed it to be the public policy of this State that public records shall be readily accessible for examination by the citizens of this state (with certain exceptions for the protection of the public interest); and,

WHEREAS, OPRA increases the public's accessibility to government records, broadly defines a government record and provides compliance via the Government Records Council; and,

WHEREAS, in accordance with OPRA the Municipal Clerk is designated as the Records Custodian, the Chief of Police is designated Deputy Records Custodian for public records in the Police Department and the Library Director is the Deputy Custodian for public records at the Wyckoff Free Public Library; and,

WHEREAS, a Custodian or Deputy Custodian of Records must grant or deny access to a record as soon as possible, but no later than seven (7) business days after the request is received; and,

WHEREAS, the Records Custodians must adopt forms for requests, locate and redact documents; isolate exempt documents; assess fees and means of production, identify requests that require "extraordinary expenditure of time and effort" and warrant assessment of a "special service charge" and when unable to comply with a request and "indicate the specific basis"; and,

WHEREAS, the requestor must pay the costs of reproduction and submit the request on townships records request form with information that is essential to permit the custodian(s) to comply with its obligations; and,

WHEREAS, the Municipal Clerk in accordance with OPRA provides immediate access to the current budget, vouchers, labor contracts and government employee salary information; and,

WHEREAS, OPRA establishes copying costs per page for municipal records at \$.05 for 8 ½ x 11 and 8 ½ by 14 photocopies; special service charges for "extraordinary" requests must be reasonable and based on actual direct cost as warranted by outsourced reproduction and any special service charge must fit the guidelines of GRC's "14 Point Analysis" which is attached as if set forth in length; and;

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WHEREAS, a public agency can deny a request by demonstrating that the denial is authorized by law and replying in writing to the requestor on the state provided Records Request Form submitted by the requestor; and,

WHEREAS, in accordance with OPRA government records are accessible to the public with certain exceptions that are enumerated in the attachment "OPRA Exemptions" which is attached as if set forth in length; and,

WHEREAS, the OPRA law requires public agencies to safeguard by redacting from documents a citizen's personal information such as social security number, credit card number, unlisted phone numbers, drivers' license number and the "OPRA Exemptions" which are attached as if set forth in length; and,

WHEREAS, Criminal Investigatory Records are exempt from disclosure to the public even after the investigation ceases and if no indictment is made; and,

WHEREAS, on Incident Reports the following information must be made available: if no arrest – type of crime, time location and type of weapon; if arrest made – identify of victims, defendants, the complaining party, and investigating and arresting personnel and agency. Information regarding the charges, accusation and indictment and the circumstances immediately surrounding the arrest and bail; and,

WHEREAS, Auto Accident Reports are required to be forwarded by law enforcement and the information contained therein shall not be privileged or held confidential. Every citizen shall have the right to inspect and purchase copies at OPRA rates. If copies of auto accident reports are requested other than in person, an additional fee up to \$5.00 for the first three pages and \$1.00 per page thereafter to cover the administrative costs of the report. Upon request auto accident report may be sent by mail or fax and the fee can be requested prior to faxing; and,

WHEREAS, GIS records are not given any special treatment under OPRA; and,

WHEREAS, the Township of Wyckoff complies with all mandates of the OPRA law and strives to provide more information to the public than outlined by OPRA. The following records are frequently requested and are available for immediate inspection during business hours.

1. Wyckoffnj.gov, which is the township website, provides a wide range of information that is available to the public 24/7. The website provides information on township services, offices, events, e-mails to site registrants, links to county and state sites and township board and commission agendas and minutes. The State of New Jersey Records Request form can be downloaded from the Township of Wyckoff's website.
1. Tax map of the Township of Wyckoff (Tax Collector's office and west wing hallway table next to Recycling office).
2. The Code of the Township of Wyckoff - Library Reference Room, Municipal Clerk's office, the bookcase in the Building Department's office and posted on the home page of Wyckoffnj.gov.
3. Building Department bookcase in the lower level of Town Hall which includes:
 - a. New Jersey State Sanitary Code Chapter XII, Sanitation Retail Food establishments and Food & Beverage Vending Machines.
 - b. Standard sanitary sewer specifications for the Township of Wyckoff.

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- c. State of New Jersey Public Health Nuisance Code (1953).
Township of Wyckoff Board of Health (Ordinance #17).
 - d. Standards for individual Subsurface Sewage disposal systems.
Chapter 9A Standards for Individual Subsurface Sewage Disposal
System.
 - e. Properties within 100 year flood plain or wetlands area map.
 - f. Township of Wyckoff zoning map.
4. Fees charged by each Municipal office are posted at the entrance of
each office for public inspection.
 5. Pending applications before the Planning Board and Board of
Adjustment.
 6. Currently advertised bid specifications

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the
Township of Wyckoff, County of Bergen, State of New Jersey that the attached
forms are adopted for use in compliance with the Open Public Records Act Law
which became effective on 7/8/02 and all municipal staff are required to
cooperate with the Municipal Clerk for record requests and the Police Chief and
Library Director shall serve as Deputy Custodian of Records.

#24-56

**Authorize the Operation of Memorial Field, Pulis Field, and
Wyckoff Community Park Snack Bars**

WHEREAS, the Township of Wyckoff is desirous of operating its three (3) snack
bars through the Wyckoff Recreation program volunteers; and,

WHEREAS, the Township of Wyckoff recreation program volunteers have
organized Wyckoff Sports Booster Associations for the purpose of raising funds
to enhance the recreation programs; and,

WHEREAS, the Township of Wyckoff recreation program volunteers have
indicated a willingness to staff and operate the Township snack bars; and,

WHEREAS, the Wyckoff Recreation Director has recommended the following
procedure:

MEMORIAL FIELD SNACK BAR

2. August 15 through December 1

The Wyckoff Football Boosters shall utilize this facility from August
15 through December 1 annually. No cleanup/vandalism deposit
required.

1. December 2 through August 14

Only a Wyckoff sports booster association and the Torpedoes
Soccer Club may utilize the snack bar if they;

- 1) complete a permit application from the Recreation
Director's Office,
- 2) pay a refundable cleanup/damage deposit of \$50.00 per
event,
- 3) Recreation Director approves application(s) on a first come
first serve basis,

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- 4) since the Torpedoes are a private Wyckoff based sports club, they must also provide a certificate of insurance listing Wyckoff as an additionally insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.
- 5) the Recreation Director shall be sole and final determiner of whether the cleanup/damage deposit shall be refunded.

II. WYCKOFF COMMUNITY PARK SNACK BAR & THE PULIS FIELD RECREATION COMPLEX SNACK BAR

A. January 1 through December 31

1. Only the Wyckoff Family YMCA, Wyckoff sports booster associations and the Torpedoes Soccer Club may utilize the snack bar if they;
 - 1) complete a permit application from the Recreation Director's office,
 - 2) pay a refundable cleanup/damage deposit of \$50.00 per event,
 - 3) the Recreation Director approves application(s) on a first come first serve basis,
 - 4) the Recreation Director shall be the final determiner of whether the cleanup/damage deposit shall be refundable,
 - 5) since the Torpedoes Soccer Club is a private sports club they must provide a certificate of insurance designating the Township of Wyckoff as additionally insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

The use of snack bars shall be strictly limited to the Wyckoff Family YMCA, Wyckoff sports booster clubs and the Torpedoes (which is a Wyckoff based private soccer club). These groups financially support the Township's Recreation Department programs and the replacement of the artificial turf field.

III. RECIPROCAL CONSIDERATIONS

1. The Cornerstone Christian Church and St. Elizabeth's Church are permitted to utilize the snack bar facilities due to the fact that both Houses of Worship allow the use of their properties by the Recreation Department programming. The permit process must be followed and the \$50.00 refundable cleanup/damage fee is applicable.
2. Provision of a certificate of insurance evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification providing the attached completely signed hold harmless agreement.

IV INSURANCE

1. The Recreation Director will include the recreation volunteers on the supplemental accident policy provided by the Township.

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The Township of Wyckoff hold harmless and indemnification agreement which is attached must be signed. The signatory's name and title must be legibly printed on the hold harmless form.

A **Certificate of Insurance** must show minimum limits of \$500,000.00 per occurrence for general liability. This certificate shall designate the Township of Wyckoff as an additional insured along with the enclosed hold harmless must be received prior to granting use of the facilities.

4. Alcoholic beverages are not allowed at either facility.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the above cited recommendation of the Recreation Director is authorized as the policy for regulating the use of the Memorial Field snack bar, the Wyckoff Community Park snack bar and the Pulis Field Recreation Complex snack bar.

BE IT FURTHER RESOLVED, that copies of this resolution are sent to the Board of Health for the issuance of the annual food handler's license in favor of the Township for both snack bars, the Recreation Director and the Municipal Risk Consultant.

#24-57 Telephonic/Electronic Transfer of Funds

BE IT RESOLVED, that the Chief Financial Officer and Township Administrator in her absence are hereby authorized on behalf of the Township of Wyckoff to affect telephone transfers of funds for renewal of notes or investments into or out of authorized Township accounts.

#24-58 Setting the Township's Contribution to LOSAP for the Members of the Fire Department and Ambulance Corps

WHEREAS, the Township Committee adopted Ordinance No. 1328, which created the Length of Service Awards Program (LOSAP), which provides an annual credit of \$600 to those volunteers who have provided extended service in the Fire Department and Ambulance Corps beginning in 2000; and

WHEREAS, the voters of the Township ratified the adoption of Ordinance No. 1328; and

WHEREAS, the Township Committee adopted Ordinance No. 1499, which amended the LOSAP annual credit of \$600 to \$1,150 to those volunteers who have provided extended service in the Fire Department and Ambulance Corps beginning in 2005; and

WHEREAS, the voters of the Township ratified the adoption of Ordinance No. 1499; and

WHEREAS, the Township Committee is desirous to provide a cumulative CPI adjustment to its contribution to LOSAP from \$1,300 to \$1,450.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Township's contribution to LOSAP is adjusted from \$1,300 to \$1,450 for credit earned in 2024 and paid in 2025 from the 2024 Municipal Budget.

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#24-59 Issuance of Checks Between Township Committee Meetings

WHEREAS, it becomes necessary at times to issue checks for certain fixed charges which are due on periodic dates, such as, for County taxes, School taxes, bond and note interest, bond anticipation notes and interest, regular and seasonal payroll, vendor payments and other miscellaneous items, whose payment dates frequently occur between Township Committee meetings or if Township Committee meetings are cancelled; and,

WHEREAS, due to the adoption of Public Law 2006, Chapter 96, codified as NJSA 2A:30A-1, known as the Prompt Payment Law, contracts and purchase orders for construction services must be paid in accordance with this law; and,

WHEREAS, due to the adoption of Public Law 2018, Chapter 127, Prompt Payment of Goods and Services contracts codified as NJSA 40A:5-17, payments of goods and services must be paid in accordance with this law.

WHEREAS, due to the adoption of Public Law 2018, Chapter 127 codified as NJSA 40A:5-16, known as the Goods and Services must be paid in accordance with this law.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the Wyckoff Chief Financial Officer with consent by the Wyckoff Township Administrator be and is hereby authorized to issue checks for payment of Township bonds and interest thereon, school taxes, bond anticipation notes and interest thereon, county taxes, State health benefit payments, Social Security contributions, and construction services, goods and services under the Prompt Payment Laws, payment of goods and services under the Prompt Payment Law for goods and services regular and seasonal payroll, vendor payments and other miscellaneous items when such payments become due between Township Committee meetings. Ratification at the next Township Committee meeting is required.

#24-60 Re-Establish Township Committees By-Laws

WHEREAS, the Township Committee has determined that by-laws assist the Township Committee with the process of governance.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee that the Township Committee by-laws are hereby approved.

TOWNSHIP OF WYCKOFF
BY-LAWS OF THE
WYCKOFF TOWNSHIP COMMITTEE

1.PURPOSE.

These By-Laws are established to provide a framework to allow the Township Committee to conduct the business of local government at Public Meetings in an effective and efficient manner and to establish Township Committee legislative liaison assignments.

2.MEETINGS.

Public Regular Business Meetings. Regular meetings of the Township Committee will be generally held on the first and third Tuesday of each month at 8:00 p.m., prevailing time. Meetings shall conclude no later than 11:30 p.m.

Public Annual Meeting. Pursuant to N.J.S.A. 40A:63-1 et.seq., the Township Committee shall meet annually for organization during the first seven (7) days of January in any year.

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Public Work Session Meetings. The Township Committee may meet in informal work sessions for such purposes as may be deemed appropriate, including preparing for meetings, studying matters before it and consulting with professional advisors. Such informal conferences shall be designated work sessions and shall be open to the public.

Place of meetings. All meetings of the Township Committee shall be held in the Town Hall Municipal Building, except that when, in the opinion of a majority of the Township Committee, it is desirable to meet at some other location of a public nature, the Township Committee, upon such reasonable public notice as the circumstances permit, may meet in or adjourn to any other public building in the Township.

Work Session Meetings. Work Session Meetings shall be generally conducted on the first and third Tuesday of the month; 7:00 p.m. prevailing time prior to the public regular business meeting. These meetings are typically recessed at 8:00 pm for the Township Committee to conduct the Public Regular Business Meeting at 8:00 pm and then reconvene the Public Work Session Meeting after the conclusion of the 8:00 pm meeting. Meetings shall conclude no later than 11:30 p.m.

Meeting locations and times may be changed as needed by issuing a 48-hour notice.

Public Comment. Public Comment shall be allowed at Work session Meetings for a ten (10) minute total public comment period with members of the public provided with two (2) minutes for their comments. The public comment period at Regular Business Meetings shall provide each member of the public to make public comment on any government issue that a member of the public feels maybe a concern to the residents of the Township of Wyckoff. (5 minutes per speaker)

Closed Session Discussion(s). The Township Committee upon adoption of a resolution at a Public Work Session Meeting or a Public Regular Business Meeting may conduct a Closed Session discussion pursuant to NJSA 10:4-12b(1) through (9). Township Committee members shall be prohibited from disclosing the discussion(s) or the import of discussion(s) conducted in Closed Session. Only after the Township Committee votes to release the Closed Session Discussion Minutes, may a governing body member be authorized to speak of the discussion(s) conducted in the Closed Session or the import of the discussion(s) conducted in Closed Session.

Quorum. A majority of all the members elected to the Township Committee shall constitute a quorum at any meeting of the Committee. A lesser number than a quorum may adjourn any meeting thirty (30) minutes after the appointed hour in the absence of a quorum.

3. **CHAIRPERSON.**

The Township Committee shall annually elect one (1) of its members as Chairperson at the annual meeting. Pursuant to N.J.S.A. 40A:63-1 et. seq., the Mayor shall have no additional authority over and above any other Committeeperson, by virtue of such designation except as provided by law as listed within this section. He shall be referred to as "Mayor" and shall perform all duties of the Chairperson. Duties of the Chairperson shall include:

- A. Chair Township Committee meetings.
- B. Sign Municipal contracts when authorized by Township Committee action.
- C. Perform marriages.
- D. Sign Proclamations listing all Township Committee members and when authorized by Township Committee action.
- E. Serve as the Township's chief official at meetings and ceremonies.

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4. **TOWNSHIP COMMITTEE (GOVERNING BODY)**
The Township Committee (Governing Body) shall have all the executive responsibilities and powers of the municipality not placed by general law as listed above in section 3 N.J.S.A 40A:63-6 in the Mayor.

5. **TOWNSHIP COMMITTEE MEMBERS**
Members of the Township Committee may propose Township Committee actions (ordinances, resolutions and motions) during their reports provided at work session meetings.

6. **COMMUNICATIONS AND MESSAGING**
There exists an overriding public interest in the Township Committee having the ability to accurately and timely convey official communications and messaging from the Governing Body to the public. Therefore, all official messaging and communications from the Township Committee as a political body shall only be authorized by a majority vote of the Township Committee and shall be consistent with all policies of the Township Committee, including but not limited to the Township's Social Media Policy.

7. **ADMINISTRATION:**
F. Administration. The Township Committee shall appoint a Township Administrator to function as the administrative officer of the Township.
The Township Committee shall exercise administrative supervision and control through the Administrator.

8. **LEGISLATIVE LIAISON ASSIGNMENTS:**
A. Legislative Liaison Assignments Members of the Township Committee shall be assigned as legislative liaisons to the several Township departments by vote of a majority of the Township Committee at each annual meeting. Each member shall be assigned as a legislative liaison to at least one (1) department. The legislative liaison shall meet periodically with the department manager and Administrator and report to the full Township Committee as to the legislative needs of the department and or any need for policy guidance for the department.
B. The legislative assignments for example may include: Fire, Police, Ambulance, Health, Public Works, Finance, Sewer, Personnel, Property Development, Library, Planning Board, Board of Adjustment, Environmental Commission, Recycling/Sanitation, Transportation, Shade Tree Commission, Recreation, Design Review Committee, Buildings & Grounds or Uniform Construction Code/Zoning K-8 school district representative and Regional High School representative.

9. **CONDUCT OF MEETINGS.**
The order of business, agenda, procedures, voting decorum and any and all matters pertaining to the conduct of meetings of the Township Committee shall be in accordance with the latest revised edition of the Robert's Rules of Order. The Township Attorney shall serve as the Parliamentarian.

10. **AGENDA.**
The agenda for each meeting of the Township Committee shall be prepared by the Municipal Clerk with approval from the Administrator. The 8:00 pm Agenda shall include only such matters of Township Committee business as have been presented or delivered by Township Committee as a whole, through its Chairperson to the Administrator not later than 12:00 noon, Thursday, the week prior to the Work Session preceding the meeting, except for important or timely matters which may

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be added to the agenda at any time with the approval of a majority of those present of the Township Committee. The agenda for each meeting shall be available to each Committeeman and the Township Attorney every Friday at 5:00 PM in the Township Committee bins in the Township Administrator's office or through access on the Township website. The Agenda shall also be posted the Friday before the next Tuesday's Township Committee meeting on the Township web site by Friday, 5:00 pm.

11. ORDINANCE PROCEDURE; CONTRACTS AND OTHER DOCUMENTS.

- A. Preparation. All proposed ordinances shall be prepared by or approved by the Township Attorney or his assigned substitute, upon direction of the Township Committee. Prior to its introduction, each proposed ordinance requiring or permitting administrative action shall be submitted to the Administrator and the Department Manager concerned.
- B. Passage; advertisement. All ordinances shall be passed and advertised in the manner provided by law.
- B. Contracts. All contracts, agreements and other legal documents requiring execution by a Township official shall be so authorized by resolution of the Township Committee designating the Mayor or other Township official and the Municipal Clerk to execute the same.

12. ELECTED OFFICIAL TRAINING

- C. Training. The Township Committee endorses its members to attend one (1) training session for elected officials annually. The Township Administrator shall schedule the training session(s) or provide notice of such training.

13. APPOINTMENTS TO TOWNSHIP BOARDS, COMMISSIONS, AND COMMITTEES

- A. Candidates for Appointments to Township boards, commissions, and committees shall be interviewed by at least two members of the governing body to access suitability for the appointment. The Township Committee members who conducted such interviews shall then make a recommendation to the full governing body. Appointments to Township boards, commissions, and committees shall be then made by a majority vote of the Township Committee in a regular work session or business meeting.

14. CHAPTER 20 OF THE CODE OF THE TOWNSHIP OF WYCKOFF, RULES FOR DECORUM FOR GOVERNING BODY MEETINGS

- A. Meetings of the Township Committee shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and the deliberative process is retained at all times.

#24-61 Authorize Police Private Duty Assignments

WHEREAS, chapter 54 of the code of the Township of Wyckoff provides a system of managing and controlling police private duty assignments.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following compensation rates are established:

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54-21 - Payment

A. Private employers shall pay to the Treasurer of the Township of Wyckoff such hourly rate as is set forth herein or may be fixed from time to time by resolution of the Township Committee as compensation for such services. The Township shall remit to the member of the Police Department performing such off-duty service a portion of said hourly rate, and the balance shall be retained by the Township for administration, payroll and insurance expenses, all as established by this article or by future resolution of the Township Committee. Off duty rates shall be as follows:

- (1) Traffic and Security Assignment rate: one hundred and thirty-five dollars, (\$135) per hour for each officer paid to the Township of Wyckoff, from which the police officer performing the off-duty service shall be paid one and one half times the officer's regular hourly pay, but not less than sixty-five dollars (\$65) per hour.
- (2) Non-profit organizations, charitable organizations, Wyckoff businesses and Wyckoff residents' rate: ninety-five dollars (\$95) per hour cost paid to the Township of Wyckoff, of which seventy-five (\$75) dollars per hour shall be paid to the police officer performing the off-duty service.
- (3) An additional charge of twenty-five dollars (\$25) per hour shall be paid when a police patrol vehicle is required and/or requested for use for the off-duty assignment. The twenty-five dollars (\$25) per hour charge shall apply to numbers (1) and (2) above.
- (4) When a traffic safety review meeting is required, a traffic safety review fee shall be paid to the Township of Wyckoff in the amount of seventy-five dollars (\$75).
- (5) A four (4) hour minimum shall be required for each private duty assignment. After the initial four (4) hours of the private duty assignment, private employers will be billed in two (2) hour increments as follows:

Minimum:	4 hours billed
Over 4 hours:	6 hours billed
Over 6 hours:	8 hours billed
Over 8 hours:	10 hours billed
Over 10 hours:	12 hours billed
Over 12 hours:	14 hours billed
Over 14 hours:	16 hours billed
Over 16 hours:	18 hours billed

- (6) A minimum of two (2) hours notification must be made to 201-891-2121 in the event of cancellation. Please reference the specific vendor and assignment location. Cancellation of work less than two (2) hours in advance will require payment of four (4) hours wages to each officer assigned.
- B. The Police Department shall require private individuals and/or entities requesting off-duty police assignments to submit payment based on estimates of the work to be performed, in advance of services rendered. The Township will escrow the moneys in the dedicated fund to ensure timely payment to the police officers who performed the off-duty assignment.
- C. Wyckoff sworn officers may work off-duty assignments in a municipality other than Wyckoff in compliance with this section when Wyckoff sworn officers are not required for Wyckoff overtime assignments or off-duty assignments in Wyckoff.

BE IT FURTHER RESOLVED, all other sections of Chapter 54 of the Code of the Township of Wyckoff to remain the same.

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#24-62 Extraordinary Unspecifiable Service Appointments

WHEREAS, the Township of Wyckoff requires the following Service for the current year:

- I. Graphic Artist/For Municipal Calendar/Newsletters

WHEREAS, in accordance with NJSA 40:11-2(7) the Township of Wyckoff desires to procure the services of Rocket Graphics; and,

WHEREAS, the Township Committee of the Township of Wyckoff has determined to appoint Rocket Graphics due to its significant experience with producing the Townships calendars, newsletters and the public information awards that have resulted. The owner of Rocket Graphics is the former editor of the Wyckoff News and has an extensive background in public sector communications; and,

WHEREAS, NJSA 5:34-2a(12) lists and NJSA 5:34-2.4(a) lists public relations consultants as approved Extraordinary Unspecifiable Services; and,

WHEREAS, it is anticipated that the expenditures for this professional service may exceed the sum of \$17,500 in said calendar year; and,

WHEREAS, the Local Public Contracts Law requires the resolution authorizing award of contracts for Extraordinary Unspecifiable 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 Availability indicating that adequate funds have been appropriated in the current year Temporary Budget and adequate funds will be appropriated in the current year Municipal Budget when adopted under the following line item in said Budgets:

Administration - other expense

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

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following contract is awarded as an Extraordinary Unspecifiable Services (E.U.S.) in accordance with above:

1. Rocket Graphics
 5 Sicomac Road
 North Haledon, NJ 07508
 \$70.00 per hour/ Up to \$15,000
2. The Municipal Clerk is directed to issue an E.U.S. contract letter.
3. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "E.U.S. Services".
4. The Township Clerk shall execute a public notice of said appointments in the official newspaper of the township as required by law.

#24-63 Adoption of Policy for ADA Parking Specifications and Posting of Signage

WHEREAS, the attached policy has been developed by the Police Department and approved by the Township Attorney as the policy for ADA parking spaces on township property; and

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WHEREAS, the attached notice is authorized to be placed on the Township website and provided to the Township Engineer, Township Consulting Engineer, Construction Code Officer and Zoning Enforcement/Property Maintenance Officer for plan review, construction inspection and enforcement.

NOW THEREFORE BE IT RESOLVED, by the Township Committee that the aforementioned two (2) policies are adopted.

TOWNSHIP OF WYCKOFF
AMERICANS WITH DISABILITY ACT (ADA)

NOTICE

The Township of Wyckoff's policy is to provide equal opportunity to all persons for access to municipal facilities, employment, services and activities. The ADA gives civil rights protection to individuals with disabilities. The public may contact the Township Administrator regarding problems with accessibility to municipal facilities, employment, services and activities at 201-891-7000 or at www.wyckoff-nj.com.

Nancy A. Brown
Municipal Clerk

Dissemination:

1. Place on Township's Website

#24-64 Authorize Language for Municipal Purchase Orders

WHEREAS, the attached language is authorized for use on municipal purchase orders as requirements for vendors conducting business with the township and payment procedures; and,

WHEREAS, these requirements have been approved by the Municipal Attorney and approved; and,

WHEREAS, this language is to be placed on the Township of Wyckoff's internet site on the Jobs and Bids Quick Link.

NOW THEREFORE BE IT RESOLVED, that the Township Committee authorizes the approval of their requirements and their usage as listed in this resolution.

REQUIREMENTS OF VENDORS CONDUCTING BUSINESS WITH THE TOWNSHIP OF WYCKOFF &

REQUIREMENTS TO RECEIVE PAYMENT FROM THE TOWNSHIP OF WYCKOFF

TERMS AND CONDITIONS OF WYCKOFF MUNICIPAL PURCHASE ORDER CONTRACTS:

- 1.No official, employee or agent of the Township of Wyckoff is permitted to accept gift(s) from vendors or others conducting business with the Township of Wyckoff.
- 2.All materials or services furnished on this Purchase Order are specific and subject to Township inspection and approval within a reasonable time after delivery at the Wyckoff destination indicated on the Purchase Order. Materials or services other than those specified in this Purchase Order shall not be substituted without prior, written authority from the Wyckoff Township Administrator. Material rejected will be returned at the vendor's risk and expense.
- 3.The quantity of material ordered must not be exceeded without prior written authority being first obtained from the Wyckoff

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Township Administrator. Back orders are prohibited!

- 4.Damage to any material not packed to ensure proper protection to same shall be charged to vendor. Packages must be marked plainly with shipper's name and Township's delivery destination. No charges are allowed for boxing or crating unless previously agreed upon in writing by the Township.
- 5.Failure of a Bidder to execute a Purchase Order awarded to him/her or to comply with any of the terms and conditions therein, may disqualify him/her from receiving future orders and shall be considered a breach.
- 6.The Township of Wyckoff when requesting a price quotation, shall request your most competitive price per item(s) only once. All prices quoted shall include all transportation, delivery and unloading costs fully prepaid, F.O.B. destination.
- 7.All materials, supplies, equipment and vehicles shall be shipped F.O.B. destination, unloaded, inside delivery, upstairs/downstairs and debris removed. The Township will not pay freight or express delivery charges. Deliveries shall be made between 9:00 a.m. and 4:00 p.m., Monday through Friday at the location indicated on the Purchase Order.
- 8.The Township can only purchase materials, supplies, services, equipment, and vehicles via a fully executed Township of Wyckoff Purchase Order. Employees or officials do not have the authority to purchase on behalf of the Township of Wyckoff.
- 9.All materials and supplies purchased must be labeled according to the NJ Worker & Community Right To Know Act, N.J.S.A..34:5-1 et.seq.

Specifically, 34:5A30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.

10.Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.

12. The Vendor acknowledges receipt of Affirmative Action Exhibit A and the vendor agrees to comply with NJSA 10:5-31 et. seq. and NJAC 17:27.
13. Your Business Registration Certificate according to P.L. 2004, C57 must be submitted to the municipality prior to conducting business with the Township.
14. The Township of Wyckoff complies with the NJ Prompt Payment Law for construction work. Visit the municipal website described below to submit a "Township of Wyckoff complete voucher" and other requirements.
14. Chapter 271, PL 2005 requires all business entities who receive \$50,000 or more from public contracts with public entities to file a report with the NJ Election Law Enforcement Commission. (ELEC) Additional information is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
15. Only the terms and conditions of this Municipal Purchase Order contract shall govern this transaction. The vendor shall not attach any other terms or conditions.
16. The vendor shall pay prevailing wage rates where applicable for public work.
17. All vendors doing business with the Township of Wyckoff must submit a completed W-9 Form Request for Taxpayer ID#.
18. It is the policy of the Township Committee of the Township of Wyckoff that all contractors, vendors or entities performing work or service that could otherwise be performed by the Township of Wyckoff to treat the public, employees, volunteers and other persons in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act. Discrimination, harassment, and civil rights shall be defined for purposes of this policy using the latest definitions contained in the applicable Federal and State Laws concerning discrimination, harassment, and civil rights.
19. All Vendors shall comply with Truth in Contracting Laws: NJSA 2C:21-34, 2C:27-10 and 2C:27-11.
20. In accordance with NJAC 17:44-2.2 the vendor, shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
21. All vendors shall comply with the Township of Wyckoff Social Media Policy posted on www.wyckoff-nj.com and are prohibited from posting comments (information, articles and pictures) on the Township's social media sites including Facebook, YouTube and Twitter.
22. For all vendors utilizing or having access to Township secure, personal data and identification information-the vendor shall indemnify and be responsible for any liability or defense of breach should the Township's personal data or identification information be compromised as a result of the vendor's use of this information.
23. All personnel provided by a vendor, performing work under this contract are employees of the vendor (not the Township). The vendor shall provide worker compensation insurance and all other usual and customary insurances.
24. The Township of Wyckoff complies with the New Jersey Prompt Payment requirements for good and services required by P.L.2018, c.127.

CLICK ON www.wyckoff-nj.com, then BIDS & JOBS for bidding opportunities, Wyckoff's requirement for compliance with the NJ Prompt Pay Law for Construction and vendor's responsibilities relative to Pay to Play and Wyckoff's Civil Rights Policy and Americans with Disabilities Act and Affirmative Action.

PAYMENT POLICY FOR NON-CONSTRUCTION SERVICES AND GOODS

- 1.Vendor must sign the Township of Wyckoff voucher (attached to the Purchase Order), certifying that their claim for payment is correct and the vendor accepts the terms and conditions as set forth herein. The vendor then immediately returns the Township voucher to the Township of Wyckoff Finance Department.340 Franklin Avenue, Memorial Town Hall, Scott Plaza, Wyckoff, NJ 07481-1907 upon placement of order or furnishing the goods or services to the Township. Do not send the Township voucher and your invoice to the shipping address.
- 2.The Wyckoff Department Manager who received the item(s) or service(s) is required to sign the Purchase Order, certifying all items were received in full as listed on the Purchase Order.
- 3.Payments are approved by the Township Committee at its business meetings held on the first and third Tuesday of each month. Completed and signed Township vouchers must be submitted to the Finance Department at least one (1) week prior to the aforementioned meeting dates for payment consideration.
- 4.The Township of Wyckoff does not pay any late fees or interest charges, or return freight or restocking charges.
- The Township of Wyckoff is tax-exempt from Federal or State taxes under the provision of the New Jersey Sales & Use Tax Act (Chapter 30, Laws of 1960). Wyckoff's Tax Identification No. is: 22-600-2425.

EFFECTIVE June 23,2021- NEW LANGUAGE FOR EVERY SPECIFICATION, CONTRACT AND SUBCONTRACT

The sub-grantee contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin.

(42 U.S.C. & 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31CFR Part 22, which are herein incorporated by reference and made part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. & 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

Require vendor 110221 pol

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**#24-65 Municipal Public Information Website Policy and E-News
Communication Policies**

WHEREAS, the Township Committee of the Township of Wyckoff has determined to provide a Wyckoff Municipal public information website for municipal information for the benefit of Wyckoff Taxpayers; and,

WHEREAS, the Township of Wyckoff has implemented a municipal public information internet site (Wyckoff-nj.com) and the Township issues weekly and as needed municipal E-News communications; and,

WHEREAS, the Township of Wyckoff in good faith has developed the attached Internet Link Policy and municipal E-News communications for its municipal E-News communication and municipal community pass communication to manage its' resources, conserve taxpayer dollars and avoid a public forum.

NOW, THEREFORE, BE IT RESOLVED, by the Township of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached policies are adopted for use with the Township's municipal public information program.

BE IT FURTHER RESOLVED, that the Township Committee, Township Administrator and Department Managers defend and protect the use of the Municipal Website for municipal use only and prevent its' use as a public forum.

**POLICY FOR THE TOWNSHIP COMMITTEE TO ALLOW LINKS
TO THE TOWNSHIP OF WYCKOFF
MUNICIPAL WEB PAGE
(wyckoff-nj.com)**

Any request for a link from anyone/entity to the Township's Municipal Web Page shall be presented in writing to the Township Administrator, listing the reason for said link request and precisely stating and describing said link. The Township Administrator will review that request with the Township Web Project Team, the Municipal Attorney and Township Committee for compliance with the Township's policy.

The Township's policy for allowing links shall be limited to:

- Wyckoff civic and Wyckoff non-profit community groups located in the Township of Wyckoff, which serve primarily the Township of Wyckoff, and serve to benefit the public health, safety, morals, general welfare and the common good of the residents of the Township of Wyckoff and which are non-political.
- Newspapers appointed by the Township Committee for the publication of ordinances, bid notices and other governmental public notices.
- Schools and Houses of Worship located in the Township of Wyckoff.
- NJ State authorized utilities and transportation serving the Township of Wyckoff.
- Government entities that serve all the residents of the Township of Wyckoff.

**A POLICY WHICH ESTABLISHES A PROCEDURE TO REVIEW
REQUESTS FOR INCLUSION IN THE TOWNSHIP'S ELECTRONIC
PUBLIC INFORMATION COMMUNICATIONS**

- Wyckoff based groups that raise funds solely for the enhancement of the Township which otherwise would require municipal or school tax dollars, may request fund-raising events to be included in a weekly e-news communication or community pass notification.

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- The type of groups the Township Committee intends this policy to assist are; the Wyckoff Parks & Recreation Foundation, Wyckoff Education Foundation, Ramapo High School District FLOW Follies, Lincoln, Eisenhower, Coolidge, Sicomac or Washington School DAD's, PTO's or MOM's fundraising events. Each group shall provide a "publisher-ready" Word document of the fund-raising announcement.
- Approval by the Administrator or his designee is required.
- This policy shall also apply to any other Municipal E-News Communication application that may develop in the future.

#24-66 Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force

WHEREAS, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property and for the maintenance and preservation of the public peace and order; and,

WHEREAS, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as, floods, hurricanes, earthquakes, major storms, etc., man- made causes, civil unrest, and civil disobedience, such as, riot, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies; and,

WHEREAS, the Bergen County Police Chiefs Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies; and,

WHEREAS, this Plan is adopted in accordance with the provisions of NJSA 40A:14-156, NJSA 40A:14-156.1, NJSA 40A:14-156.4 and NJSA app. A:9-40.6; and,

WHEREAS, this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of an emergency, riot or disorder, in order to protect life and property; and,

WHEREAS, it is also recognized that the Wyckoff Chief of Police, in accordance with the provisions of NJSA 40A:14-118 and under the authority of the Bergen County Prosecutor, has the authority to assign officers to a Task Force, Rapid Deployment Team or Regional SWAT Team operated in conjunction with the Bergen County Prosecutor's Office; and,

WHEREAS, it is the desire of the Township Committee of the Township of Wyckoff to participate in a Mutual Aid Plan and Rapid Deployment Force in accordance with the Plan as submitted by the Bergen County Police Chiefs Association.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Police Department of the Township of Wyckoff, under the direction of the Chief of Police, cooperate with the Bergen County Police Chief's Association to create an Interlocal Services Agreement with all municipalities in the County of Bergen in order to put into place the Mutual Aid Plan and Rapid Deployment Force; and,

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff supports the efforts of the Bergen County Police Chiefs Association under the following terms and conditions:

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1. This resolution is not to be construed as a mutual aid agreement between the Township of Wyckoff and any other contiguous or non-contiguous municipality.
2. Pursuant to N.J.S.A. 40A:14-156, if any member of the Wyckoff Police Department while assigned to the Rapid Deployment Force and while rendering assistance in a contiguous or non-contiguous municipality shall suffer a casualty or death, he or his designee or legal representative shall be entitled to all salary, pension rights, workman's compensation and other benefits to which such member or officer of the Wyckoff Police Department would be entitled if such casualty or death occurred in performance of his normal duties in the Township of Wyckoff.
3. The Township of Wyckoff will not provide any funding to the Rapid Deployment Force or the Bergen County Police Chiefs Association for the purpose of acquiring any lands for the Rapid Deployment Force or the Bergen County Police Chiefs Association or for the establishment and maintenance of a central office for the Rapid Deployment Force of another municipality or the Bergen County Police Chiefs Association.
4. The Township of Wyckoff will not provide any funds for the payment of salaries or any other compensation to any member of the Rapid Deployment Force other than as provided by N.J.S.A. 40A:14-156.
5. Members of the Wyckoff Police Department assigned to the Rapid Deployment Force shall be permitted to take part in no more than two (2) and one half days of Rapid Deployment Force initial training and not more than four (4) days of Rapid Deployment Force training per year.
6. The Chief of Police of the Township of Wyckoff shall provide a report to the Township Committee for their annual review advising the Township Committee of the number of times members of the Wyckoff Police Department were activated as part of the mobilization of the Rapid Deployment Force, the nature and location of the incidents which required the mobilization of the Rapid Deployment Force and any and all costs incurred by the Township of Wyckoff as a result of such activation of the members of the Wyckoff Police Department.
7. The Township of Wyckoff will not reimburse any municipality or municipalities rendering assistance to the Township of Wyckoff, for any damage to police equipment or other property or for the payment to any member of a police force, or to a surviving spouse or other dependent if death results as a result of injury sustained while rendering assistance to the Township of Wyckoff.
8. The activation of Rapid Deployment shall only be after existing local police resources and contiguous mutual aid agreements are exhausted and the Coordinating Council of Police Chiefs approve the activation.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Bergen County Executive, the Bergen County Board of Chosen Freeholders, the Bergen County Prosecutor and all municipalities in the County of Bergen.

#24-67 Authorize Disposition of Public Property No Longer Needed for Public Use

WHEREAS, the Township of Wyckoff annually reviews all computers, computer accessories and related equipment for their utility; and,

WHEREAS, all useable parts have been removed and or re-utilized; and,

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WHEREAS, computer equipment and office equipment determined to be broken, unusable, or obsolete is property no longer needed for public use and it can be recycled; and,

WHEREAS, the Township of Wyckoff electronic equipment program at the Wyckoff Recycling Center is available to recycle computer and electronic equipment at no cost to the municipality.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that computer equipment and electronic equipment no longer needed for Township use are hereby authorized to be recycled through the Township of Wyckoff recycling program at the Wyckoff Recycling Center.

#24-68 Adoption and Endorsement of New Jersey Ethics Law

WHEREAS, the State of New Jersey has adopted the New Jersey Ethics Law, N.J.S.A. 40A:9-22; and,

WHEREAS, the Municipal Clerk shall provide Section 40A:9-22.5 of the New Jersey Ethics Law "Provisions requiring compliance by local government officers and employees" to be posted by Department Managers on the various department bulletin boards"; and,

WHEREAS, the Municipal Clerk shall implement Section 40A:9-22.6 "Annual Financial Disclosure Statement" annually; and,

WHEREAS, any local government employee or officer with a question regarding ethics can submit that question to the Township Attorney who shall serve as the Municipal Ethics Advisor.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the New Jersey Ethics Law is hereby adopted as the Wyckoff Municipal Ethics Code.

NEW JERSEY ETHICS LAW - (NJSA 40A:9-22.1 et. seq.)

40A:9-22.5 PROVISIONS REQUIRING COMPLIANCE BY LOCAL GOVERNMENT OFFICERS, EMPLOYEES.

LOCAL GOVERNMENT OFFICERS OR EMPLOYEES SHALL COMPLY WITH THE FOLLOWING PROVISIONS:

1. No local government officer or employee or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
2. No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:
 - (1) award any contract which is not publicly bid to a former member of that authority;
 - (2) allow a former member of that authority to represent, appear for or negotiate on behalf of any other party before that authority; or
 - (3) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.
3. No local government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others;

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4. No local government officer or employee shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment;
5. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;
6. No local government officer or employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his official duties;
7. No local government officer or employee shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;
8. No local government officer or employee or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities;
9. No local government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group;
10. No elected local government officer shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his immediate family, whether directly or indirectly, in return therefore; and
11. Nothing shall prohibit any local government officer or employee, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.
L.1991,c.29,s.5.

#24-69

Void Outstanding Checks in Excess of 180 Days

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WHEREAS, there exists various outstanding checks in the Claims Account and Payroll Account drawn from the current fund that exceed 180 days of age; and,

WHEREAS, every attempt has been made to void and reissue these outstanding checks to the appropriate vendor or employee; and,

WHEREAS, each outstanding check has been reviewed and investigated and it has been determined that these should be cancelled.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff instructs the Chief Financial Officer shall cancel the outstanding balance to Current Fund Surplus, General Capital Budget Account, or Trust Account as appropriate, if it is determined by the Chief Financial Officer that the check cannot be reissued.

BE IT FURTHER RESOLVED that the Municipal Clerk shall provide a certified copy of this resolution to the Chief Financial Officer and Municipal Auditor.

#24-70 Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meetings

WHEREAS, the Township of Wyckoff live streams its Township Committee public meetings and posts video recordings of Township Committee meetings on its municipal website to provide citizens the opportunity to observe the Township Committee conducting municipal business; and,

WHEREAS, the Township Committee of the Township of Wyckoff recognizes the public's right in photographing, videotaping, and audio taping public meetings and desires to protect such rights; and,

WHEREAS, while protecting the public's right to photograph, video record and audio record public meetings, the Township Committee also desires to ensure the unfettered administration and conduct of public meetings and to minimize interference with the governmental administration of such public meetings while still protecting the public's right to record such meetings; the Township Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that the following policy is adopted with regard to the photographing, video recording and audio recording of public meetings:

Article I. Definitions. As used in this Chapter, terms shall have the meaning as indicated and defined within the Senator Byram M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

Article II. Still photography and the video recording of public meetings.

1. Equipment and personnel.
 - A. Not more than two portable video recording electronic cameras, operated by no more than one person each shall be permitted at any public meeting.
 - B. Not more than two still photographers shall be permitted at any public meeting.
2. Sound and light criteria.
 - A. Only video recording cameras and audio equipment used in conjunction with the video recording camera which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting device of any kind shall be employed in connection with the use of video recording cameras.

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- B. Only still camera equipment which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting of any kind shall be employed in connection with a still camera.
- 3. Notice.
 - A. Notice shall be given to the Municipal Clerk prior to the close of the last business day preceding the day of the meeting for which an individual is seeking permission to video record or photograph public meetings.
 - B. Permission to video record or photograph a public meeting shall be granted by the Municipal Clerk on a first come, first served basis, subject to compliance with the provisions contained in these guidelines.
- 4. Location of equipment and personnel.
 - A. Video record cameras shall be placed in the rear of the meeting room behind the last row of chairs. The person video recording the public meeting shall not move about the meeting room while the public meeting is in session. It is the responsibility of the camera operator to ensure that the camera is operated in a safe manner and does not create an unsafe or hazardous environment by blocking pedestrian traffic in areas within the public meeting room.
 - B. Still camera photographers shall be positioned in the rear of the meeting room behind the last row of chairs. Still camera photographers shall assume fixed positions within the designated areas and once the photographers are positioned, such photographers shall not be permitted to move about in any way to attract attention through further movement.
 - C. Video record and related audio equipment and still camera equipment shall not be placed in or removed from the meeting room except prior to the commencement and after adjournment of the public meeting or during a recess.

Article III. Audio recording of public meetings.

- 1. In addition to photography and video recording of public meetings, an individual may audio record a public meeting subject to the following conditions:
 - A. Notice shall be given to the Municipal Clerk prior to the close of last business day preceding the meeting for which the individual is seeking permission to audio tape.
 - B. The recording device shall be unobtrusive, limited to the size category commonly known as the handheld, mini-cassette or standard portable cassette recorder. It shall be placed in an appropriate position and may not be moved in any way as to attract attention.

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- C. The recording device shall not produce distracting sound, either from the equipment or its operation. The tape may not be rewound or played back while the meeting is in session.

Article IV. Prohibitions.

1. Meetings or portions of meetings which are permitted by law to be closed to the public shall not be video recorded, photographed or audio recorded.
2. The recordings may not be represented as an official transcript in any manner and/or for any purpose

Article V. Ceremonial proceedings.

1. Still photography, video recording and audio recording of ceremonial proceedings involving the Township Committee or other public body, during a public meeting or otherwise shall be exempt from these requirements and regulations.

Article VI. Recordings at municipal court hearings shall be governed by the NJ Supreme Court policy and guidelines.

Article VII. Recording via smart phone.

The foregoing notwithstanding, nothing in this chapter shall prohibit audio or video recording of public meetings using a smart phone provided that the such recording is performed while the person recording is seated in a chair in the public gallery and provided that such recording does not emit any sound or any other distraction or disturbance to the meeting. No artificial lighting shall be used. No advance notice or permission is necessary for such recording.

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff that the Municipal Clerk shall be and is hereby authorized to send one certified copy of this Resolution to the Township Attorney, David Becker, Board of Adjustment Attorney, David Becker; Planning Board Attorney, Kevin Hanly; Municipal Magistrate Ari Bernstein; Board of Adjustment and Planning Board Secretary, Maureen Mitchell.

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REQUEST TO PHOTOGRAPH, RECORD,
OR FILM A PUBLIC MEETING

Date of Request _____

Name _____

Address _____

Board being photographed, recorded or video taped:

I wish to photograph_____, record (Audio) _____, video tape_____ an open public

meeting for _____ on _____ (Date of Board Meeting)
(Group or Individual)

for the purpose of _____

I acknowledge I have read Township of Wyckoff Resolution #24-70 and agree to abide by its requirements.

Signature

#24-71 Small Balances to be Cancelled

WHEREAS, N.J.S.A. 54:4-91.2 allows municipalities to cancel small unpaid balances less than \$10.00; and,

WHEREAS, the Chief Financial Officer/Tax Collector recommended that the balances listed for prior years sewer service charges and taxes be canceled.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Tax Collector is hereby authorized and directed to cancel certain unpaid current year balances as indicated on the tax rolls that do not exceed \$10.00.

#24-72 Establish Employee Benefits Cafeteria Plan

WHEREAS, the Township of Wyckoff provides both qualified and taxable (cash) benefits to full-time Township Employees; and,

WHEREAS, IRS Code Section 125 entitled "Cafeteria Plan" requires at a minimum an offering to full-time employees of at least 1 (one) qualified benefit and 1 (one) taxable (cash) benefit; and,

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WHEREAS, the Township of Wyckoff's Registered Municipal Accountant in 2010 provided an opinion that the Township's Benefits Plan fully complies with IRS Code Section 125; and,

WHEREAS, IRS Code Section 125 requires a written plan describing all benefits and establishing rules for eligibility.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff establishes the following Cafeteria Plan to all eligible full-time employees as provided below:

- A. Sworn Police Officers – minimum 40 hours per week
- B. Civilians assigned to Police Department – minimum 40 hours per week
- C. DPW Employees – minimum 40 hours per week
- D. Town Hall Employees – minimum 34.5 hours per week
- E. Tax Assessor – as per ordinance
- F. Library Employees – minimum 35 hours per week and approved by the Library Board

BE IT FURTHER RESOLVED, that the Township Committee of the Township of Wyckoff establishes the following eligibility dates:

- A. Upon date of hire as a full-time employee as categorized above.
- B. Coverage election changes may be made at open enrollment periods only.
- C. Changes in qualified status (i.e. change in number of dependents; marriage, divorce, new child etc.) may be made outside of enrollment periods through contact with the Township's Payroll Control Officer.
- D. Benefits may terminate if employee or family member is no longer working for the Township or no longer meets the eligibility requirements as set forth above or by the State of New Jersey Health Benefits Plan.

BE IT FURTHER RESOLVED, that all qualifying and approved full-time employees may participate in any of the following benefit plans:

- 1. Horizon Dental Insurance, (employee paid) (pre-tax)
- 2. AFLAC Disability and Life Insurance (post-tax) and Accident Insurance, Cancer, Hospital Plan and Dental (employee paid) (pre-tax), Life Insurance (employee paid) (post-tax), Heart Attack/Stroke Insurance (employee paid) (post tax)
- 3. State Health Benefits Program Medical and Hospitalization Insurance (pre-tax) or
- 4. Taxable Cash payment in-lieu of receiving Health Benefits (benefits waiver)(post-tax)
- 5. Clarity-Flexible Spending Account (pre-tax)
- 6. Nationwide Deferred Compensation Plan / Roth (employee paid) (post tax)
- 7. Delta Dental (employee paid) (pre-tax)
- 8. Equitable Financial Life Insurance

BE IT FURTHER RESOLVED, that any employee contributions made to these benefits, as per IRS Code Section 125, Cafeteria Plan, are paid through payroll deduction and are taxed as indicated unless employee provides written "opt-out".

#24-73 Designation of Nation Incident Management Systems (NIMS)
for Incident Management

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a

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National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, County, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and,

WHEREAS, the collective input and guidance from all Federal, State, County, and local homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and,

WHEREAS, it is necessary and desirable that all Federal, State, County, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and,

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, County, and local, organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and,

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and,

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, Bergen County, New Jersey, by the virtue of the authority vested in this governing body by the Constitution and Laws of the State of New Jersey, we do hereby establish the National Incident Management System (NIMS) as the Municipal standard for incident management.

BE IT FURTHER RESOLVED that the Municipal Clerk shall provide a certified copy of this resolution to the Wyckoff OEM Director, Police Chief, Fire Chief, DPW Manager and Bergen County OEM.

#24-74 Adoption of Approved Forms of Surety and Rating of
Certificates of Insurance

WHEREAS, the Township of Wyckoff complies with the New Jersey Local Public Contracts Law and strives to use strategic bidding to stretch its limited appropriations; and,

WHEREAS, it is necessary to protect the Township of Wyckoff's ability to have contracts carried out and performed as contemplated in its' bid specifications when surety requirements are utilized and/or required; and,

WHEREAS, the competitive bidding statutes exist for the benefit of the taxpayer not the vendor; and,

WHEREAS, the Township of Wyckoff has drafted a form of bid bond, consent of surety (also known as a certificate of surety) and a performance and payment surety in accordance with NJSA 40A:11-21, NJSA 40A:11-22 and such sureties shall be unqualified and unconditioned; and,

WHEREAS, bidders shall use the Township of Wyckoff adopted form of surety bonds or its legal equivalent, conforming to the NJSA 40A:11-21. Submission of the AIA Document 310, or any other form limiting or potentially limiting the penal sum of the bond to any amount less than 10% of the bid price not to exceed \$20,000 (such as forms of bond that limit the penal sum to the difference

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between the bid price and the Owner's cost of the Work), will be considered non-responsive to the bid specification and not considered for an award; and,

WHEREAS, the Township Committee has determined based on experience, research and recommendation of its Municipal Risk Consultant that a reasonable rating of sureties and certificate of insurances is required of all vendors awarded contracts for public health, safety and welfare services to the Township of Wyckoff.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that the Township Committee does hereby adopt the attached form of bid bond, consent of surety (also known as a certificate of surety) and performance and payment bond and the township's purchasing agent is directed to use these forms of surety bonds when required or bonding is recommended.

BE IT FURTHER RESOLVED, that bidders shall use this form or its legal equivalent, conforming to the NJSA 40A:11-21. Submission of the AIA Document 310, or any other form limiting or potentially limiting the penal sum of the bond to any amount less than 10% of the bid price not to exceed \$20,000 (such as forms of bond that limit the penal sum to the difference between the bid price and the owner's cost of the work), shall be considered non-responsive to the bid specification and not considered for an award.

BE IT FURTHER RESOLVED, that ratings of certificate of insurance and sureties will have a minimum rating of A – X by Best Rating Guide unless a rating is specified by statute.

BID BOND

THE UNDERSIGNED BIDDER, as the "Principal", and the undersigned Surety, as the "Surety", a corporation duly authorized to transact business in the State of New Jersey, are held and firmly bound unto the

The Township of Wyckoff, as the ("Owner")
for the full and just sum of
**TEN PERCENT (10%) OF THE BID PRICE, NOT TO EXCEED TWENTY
THOUSAND DOLLARS (\$20,000)**

The payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly, and severally, and firmly by the covenants herein.

The condition of the above obligation is such that whereas the Principal has submitted a bid to the Owner to perform certain work described in the Bidding Documents entitled:

BID NAME

NOW, THEREFORE, if said bid shall be rejected, or, in the alternative, if said bid shall be accepted and the Principal shall deliver a properly and timely completed contract and performance and payment security, all in the form and manner required by the bidding documents and specifications and governing law,

THEN, this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety shall in no way be impaired or affected by an extension of the time within which the Owner may accept or award a bid; and said Surety hereby waives notice of any said extension.

On this ____ day of _____ 20____, the Principal and Surety hereby bind themselves herein:

For the Principal:

For the Surety:

(Name of Bidder)

(Name of Surety)

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(Printed/Typed Name of Bidder's Authorized Representative) (Printed/Typed Name of Surety's Attorney-in-Fact)

(Signature of Bidder's Authorized Representative) (Signature of Surety's Attorney-in-Fact)

(Surety Contact & Phone No.)

Attach and Submit with the Bid Bond a Power of Attorney for the Attorney-in-Fact which is currently dated and valid for the entire amount of the bid.

Note: Bidders must use this form or its legal equivalent, conforming to the N.J.S.A. 40A:11-21 Submission of the AIA Document 310, or any other form limiting or potentially limiting the penal sum of the bond to say amount less than 10% of the bid price not to exceed \$20,000 (such as forms of bond that limit the penal sum to the difference between the bid price and the Owner's cost of the Work), will be considered non-responsive to the bid specification and not considered for an award.

NOTE: THE TOWNSHIP OF WYCKOFF HAS PROVIDED THIS SAMPLE CONSENT OF SURETY FORM FOR SUBMISSION TO A BIDDER'S INSURANCE/BONDING COMPANY. LANGUAGE, SUCH AS THIS, WILL BE ACCEPTED; HOWEVER, LANGUAGE THAT LIMITS THE TIME FRAME IN WHICH THE TOWNSHIP CAN PROCESS CLAIMS AGAINST A PERFORMANCE BOND, OR LANGUAGE THAT STATES THE SURETY IS CONDITIONAL DEPENDING ON CONTRACT TERMS, WILL NOT BE ACCEPTED. (CONTRACT TERMS WILL BE AS OUTLINED IN THE BID SPECIFICATION).

CONSENT OF SURETY

NAME OF INSURANCE/BONDING COMPANY

Being duly qualified to transact business in the State of New Jersey, it is hereby certified that if

CONTRACTOR NAME

is the successful bidder for milling and road resurfacing, the insurance bonding company, as surety, will provide the bidder with performance bonds as are called for in the bid specifications.
Signed and Sealed _____, 20____

NAME OF INSURANCE/BONDING COMPANY

by: _____ ATTORNEY-IN-FACT

POWER OF ATTORNEY MUST BE ATTACHED TO CONSENT OF SURETY

YOU MUST PROVIDE BELOW THE NAME, ADDRESS AND PHONE NUMBER OF A PERSON TO BE CONTACTED IN THE EVENT ANY QUESTIONS OR CLAIMS ARISE REGARDING THE BID AND/OR PERFORMANCE BOND.

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NAME _____

TITLE _____

ADDRESS _____

PHONE # _____

UNCONDITIONAL PERFORMANCE BOND

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS: that we, the undersigned, as Principal and as Surety, are hereby held and firmly bound unto the Township of Wyckoff in the penal sum of _____ dollars, (\$ _____), for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

(Name of Principal)

(Address of Principal)

a _____ hereinafter called Principal, and
(Corporation, Partnership or Individual)

(Name of Surety)

(Address of Surety)

“The condition of the below obligation is such that whereas, the above named principal did on the _____ day of _____, 20____, enter into a contract with the Township of Wyckoff, which said contract is made a part of this, the bond attached, the same as though set forth herein for;

NAME OF BID

“Now, if the said Principal shall well and faithfully do and perform the things agreed by

_____ to be done and performed according to the terms of said contract, and shall pay all lawful claims of beneficiaries as defined by N.J.S. 2A:44-143 for labor performed or materials, provisions, provender or other supplies or teams, fuels, oils, implements or machinery furnished, used or consumed in the carrying forward, performing or completing of said contract, we, agreeing and assenting that this undertaking shall be for the benefit of any beneficiary as defined in N.J.S. 2A:44-143, having a just claim, as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

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UNCONDITIONAL PERFORMANCE BOND (Continued)

“The said Surety stipulates and agrees that no modifications, omissions or additions in or to the terms of the said contract or in or to the plans or specifications therein shall in anyway affect the obligation of said Surety on its bonds.”

This bond is given in compliance with the requirements of the Statutes of the State of New Jersey in respect to the Public Works Bond Act, revised Statutes of New Jersey, 1937, Sections 2A: 44-143-147, and amendments thereof; and liability hereunder is limited as in said statutes provided.

Signed, sealed and date this _____ day of _____

ATTEST:

Principal

(Principal) Secretary By: _____(s)

(SEAL)

ATTEST:

(Witness as to Principal)
(Address)

(Address)

ATTEST:

(Surety) Secretary
(SURETY)

(SEAL)

(Witness as to Surety) By _____

(Address)
(Address)

NOTE: Date of BOND must be prior to the date of Contract.
If CONTRACTOR is a Partnership, all partners should execute BOND.

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ACKNOWLEDGMENT OF SURETY

STATE OF _____ }

SS

COUNTY OF _____ }

BE IT REMEMBERED, that on this ____ day of _____ in the year of Our Lord, Two Thousand _____ before me, the subscriber, a Notary Public in the State of New Jersey, personally appeared:

who, being by me duly sworn, doth depose and make proof to my satisfaction that he/she well knows the corporate seal of

the corporation described in and which executed the foregoing instrument; that the seal thereto affixed is the proper corporate seal of said instrument; that the seal thereto affixed is the proper corporate seal of said instrument signed and delivered by _____ who was at the date and execution thereof, the _____ of said corporation in the presence of the said deponent, as the voluntary act and deed of the said corporation and that the said deponent thereupon signed the same as subscribing witness.

Sworn and subscribed before me on

The day and year aforesaid.

_____(SEAL)

NOTARY SEAL

My commission expires _____ 20 ____

#24-75 **Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities**

WHEREAS, the Township Committee of the Township of Wyckoff relocated voting/polling places from four (4) schools operated by the K-8 school district to two (2) municipal properties and two (2) Houses of Worship in 2013; and,

WHEREAS, due to the generosity of the congregations of the Faith Community Christian Reformed Church and the Cedar Hill Christian Reformed Church voting/polling locations have been relocated to their private church facilities; and,

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WHEREAS, the township has offered to perform certain services on church private properties in exchange for the use of the church facilities as municipal polling/voting places for elections this year; and,

WHEREAS, services the Department of Public Works would perform included: updating the ADA signage and ADA parking space painting for statutory compliance (if needed), repainting the white parking space lines and edge of the driveway white and yellow lines, and patching potholes in their parking lots and driveways as reciprocal services for congregations allowing use of their private church facility as a municipal voting/polling place.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen State of New Jersey that the aforementioned services and similar services performed by the Wyckoff Department of Public Works are authorized as a reciprocal service for the church congregation allowing the use of their private church facility as a municipal voting/polling place.

#24-76 Procedure to Receive Donations /Plaques or Name Municipal Property

WHEREAS, the Township Committee of the Township of Wyckoff is the legal authority responsible for municipal public property and,

WHEREAS, the Township Committee in 2013 developed a policy for the receipt, consideration and acceptance of donations, requests to place plaques on municipal property, naming a municipal facility in remembrance of a valued and respected public servant and the procedure to create revenue by allowing a business to place a business name on municipal property adopted on August 6, 2013; and,

WHEREAS, the aforementioned policy, dated August 6, 2013 is attached as if set forth at length.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, and State of New Jersey that they do hereby adopt the attached policy dated August 6, 2013.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a copy of this policy to all Municipal Department Managers.

Adopted 08-06-13

NAMING POLICY OF THE TOWNSHIP OF WYCKOFF:

Procedure to consider:

1. Requests to donate or perform an improvement on municipal property that is acknowledged by a "small plaque" on municipal property.
2. Naming a municipal facility in remembrance of a valued and respected public servant.
3. Procedure to create revenue by allowing a business to place a business name on municipal property.
(A private entity making a private gain on public property).

For residents who desire to:

- I. Donate or perform an improvement on municipal property. (i.e. – tree, plantings, bench, playground, concession stand, etc.) and
Place a small acknowledgement plaque on municipal property in remembrance of a person or listing the donor's name.

Procedure:

- a. A written request describing the improvement or donation which is clear, thorough and detailed accompanied by a sketch of the area. A precise

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copy of the size of the plaque and the proposed wording shall be submitted to the Municipal Clerk.

- b. The Municipal Clerk shall notify the 1) Township Committee who shall review the proposed request with all the required information and 2) send a copy to the Shade Tree Commission for a recommendation, if it involves plantings). The Township Committee, after reviewing input from the Shade Tree Commission, shall either approve or deny the request via adopting a resolution.

- II. Naming a municipal facility or donating an improvement in exchange for non-tax revenue by allowing a business the opportunity to place a business name on municipal property for marketing purposes.

Procedure:

- a. Concession purchasing in compliance with NJSA 40A:11-1 et seq. shall be followed and authorized by Township Committee resolution because this reflects a private entity making a private gain on public property.

- III. Donor wall or donor brick pathway/patio.

Procedure:

- a. Township Committee approves by adopting a resolution by 4/5 vote; a donor wall or donor brick pathway/patio at a specific municipal facility/property, and the size of the wall and location on the municipal property. Donations open to the public.

- IV. Township Committee to name a municipal property, conference room, field, facility or other municipal facility in remembrance of a valued and respected Wyckoff municipal public servant who is deceased.

Procedure:

- a. Township Committee adopts a resolution by a 4/5 vote.

- V. Gardens of Wyckoff

Procedure:

- a. The Gardens of Wyckoff Committee shall review all requests before submitting them to the Township Committee for approval.

- VI. Library

Procedure:

- a. The procedure established by the Library Board of Trustees shall be followed, however, the naming or dedication of any room, facility, etc. in remembrance of a valued and respected public servant shall be consistent with the requirement that the public servant be deceased.

Donations and Plaques as of June 1, 2013

Town Hall; tree in memory of Joann Schlamp

Town Hall; bush in memory of Lorraine Cascone

Town Hall; landscaping in memory of Henry J. Shotmeyer

Town Hall; donation of a life size Native American folk-art wooden carving from Sebastian Gaeta

Larkin House; path and trellis – Eagle Scout Project – William Griffin III, Troop 77, 2016
Larkin House; tree in honor of Arbor Day 2001 by Girl Scout Troops 259 and 176
Larkin House; tree in memory of Charles Marcus, Partners in Pride, 2002
Larkin House; construction of brick paver patio – Eagle Scout Project - Tim Shannon, Troop 77, 2004

Library; construction of labyrinth – Eagle Scout Project – Matthew Salisbury, Troop 89, 2013

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Library; James Monroe Room – Police Detective Lieutenant who died on a hike as Scoutmaster for Troop 155
Library; Henry J. Shotmeyer Room – Former Mayor and Library supporter
Wyckoff Community Park – Plaque listing Park Committee members
Wyckoff Community Park – Plaque listing names of donors grouped by the amount of their donation
Wyckoff Community Park – Plaque at Ballfield #1, recognizing Bob Luckow who donated \$50,000 to the Park's construction.
Fire Company #1 – Wyckoff Volunteer Fire Department plaque of donors who contributed to the funding of the Fallen Firefighters Memorial.
Ambulance Corps Building – Memorial to all past Corps members
Gardens at Wyckoff – Plaque recognizing Bud Brackett, Donor of facility
Pulis Soccer Field – Concession Stand – donated by Hekemian Family
Pulis Soccer Field – Playground – donated by Larry Inserra
Memorial Field Scoreboard – donated by Lakeland Bank

#24-77 Adoption of Accounting and Fiscal Internal Control Manual
WHEREAS, the Best Practice Inventory has identified an accounting manual as a municipal best practice; and,

WHEREAS, the Township of Wyckoff Finance Control Team which includes the Municipal Chief Financial Officer/Tax Collector, Payroll Control Clerk, Accounts Payable Control Clerk and the Administrator developed the attached manual.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that the attached Accounting, Fiscal Control and Purchasing Manual is hereby adopted.

TOWNSHIP OF **WYCKOFF**

CENTRAL PURCHASING SYSTEM

USER'S MANUAL

Central Purchasing Team

Issued: 01-85

Administrator

Revised:

Diana McLeod, CFO, CTC, ATA

01-93

Darlene King, Accounts Payable Control Clerk

07-96, 10-02, 9-08, 11-13

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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.

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From time to time changes in 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.

III. 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 situation 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.

The Purchasing Agent may, at his 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.

IV. NORMAL PURCHASING PROCEDURES

7. All Department Managers will either type 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 3.
8. 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

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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.

9. 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.

10. **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. 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 Control Clerk, Darlene King at ext. 107.

✓ 2. Requisitions for goods or services with a value between \$1,000 to \$5,400 must have at least two (2) price quotations.

✓ 3. Requisitions for goods and services with a value between \$5,400 and \$17,500 must have three (3) written price quotations, whenever possible.

✓ 4. \$17,500 to \$36,000 – 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 \$17,5000 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.

II. NORMAL PURCHASING PROCEDURES
(CON'T.)

✓ 5. \$36,000 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.

11. **Purchasing through State contracts, County contracts or Cooperative Pricing Systems.** The Township of Wyckoff is a member of the below listed cooperative pricing systems. 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

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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:
 - e. The contract is valid for the date of the requisition
 - f. The contract exists for the specific commodity or service listed on the requisition.
 - g. The page listing the Vendor's name and address.
 - h. 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.

12. 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.

II NORMAL PURCHASING PROCEDURES **(CON'T.)**

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, typewriter and calculator ribbons, printer ribbons, recording tapes, 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 is 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.

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 his/her 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 Darlene immediately in writing describing the defect and you must contact the vendor: 1) verbally within 24 hours and 2) follow-up this 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 me.*

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 Buildings & Grounds or Central Motor Pool, 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 to the Finance Department. 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, ie 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.

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.

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The emergency purchase procedures set forth in the attached Resolution and Certification of Request form shall be followed.

X. 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 also 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 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, the 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 his/her name, signing his/her 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.

XI. 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

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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).

**XII. 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 need 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.

XIII. 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

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2024 PROMPT PAYMENT "TOWNSHIP OF WYCKOFF"

COMPLETE VOUCHER" DUE DATE LIST

EFFECTIVE SEPT. 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 MEETINGS INCLUDING DATES IN WHICH "TOWNSHIP OF WYCKOFF COMPLETE VOUCHER PAYMENTS" DUE FOR PAYMENT TOWNSHIP OF WYCKOFF COMPLETE VOUCHER DUE DATE:

DUE DATE TO THE ACCOUNTS PAYABLE

CLERK BY NOON:

PAYMENT AUTHORIZATION DATE:

Tuesday, January 16, 2024	Wednesday, January 10, 2024
Tuesday, February 6, 2024	Wednesday, January 31, 2024
Tuesday, February 20, 2024	Wednesday, February 14, 2024
Tuesday, March 5, 2024	Wednesday, February 14, 2024
Tuesday, March 19, 2024	Wednesday, March 13, 2024
Tuesday, April 2, 2024	Wednesday, March 27, 2024
Tuesday, April 16, 2024	Wednesday, April 10, 2024
Tuesday, May 7, 2024	Wednesday, May 1, 2024
Tuesday, May 21, 2024	Wednesday, May 15, 2024
Thursday, June 6, 2024	Thursday, May 30, 2024
Tuesday, June 18, 2024	Wednesday, June 12, 2024
Tuesday, July 16, 2024	Wednesday, July 10, 2024
Tuesday, August 20, 2024	Wednesday, August 14, 2024
Tuesday, September 3, 2024	Wednesday, August 28, 2024
Tuesday, September 17, 2024	Wednesday, September 11, 2024
Tuesday, October 8, 2024	Wednesday, October 2, 2024
Tuesday, October 22, 2024	Wednesday, October 16, 2024
Tuesday, November 12, 2024	Tuesday, November 5, 2024
Tuesday, November 26, 2024	Wednesday, November 20, 2024
Tuesday, December 10, 2024	Wednesday, December 4, 2024

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 PAYMENTS 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.

#24-78

Fund Balance Annual Review

WHEREAS, the State of New Jersey has issued Best Practices Inventory which states in part: in preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually; and,

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WHEREAS, experts have varying opinions as to the amount of surplus that is appropriate which include percentages of the total budget or various fixed amounts; and,

WHEREAS, it is impossible for the governing body, without knowing the challenges that it might face year to year, to fix an amount of surplus.

NOW THEREFOR BE IT RESLOVED, it shall be the policy of the Township Committee of the Township of Wyckoff that surplus shall be carefully considered each year by the Governing Body during the budget process and the amount of surplus shall be sufficient to assure that any contingencies likely to face the Governing Body can be met.

BE IT FURTHER RESOLVED, in order to fix the appropriate amount of surplus each year, the Governing Body shall consider budget limitations, any known factors that may either increase or decrease the amount of needed surplus, an analysis of the historical surplus maintained in comparison to the applicable budgets, and any other factors they may choose to consider in order to assure that maintained surplus is both adequate to cover likely needs and fair to taxpayers.

#24-79 Re-appointment of Zabriskie House Trustee

WHEREAS, the Township of Wyckoff is the beneficiary of the Zabriskie House Museum, an early American historical home; and,

WHEREAS, the Township Committee of the Township of Wyckoff is required to appoint successor Trustees and to re-appoint trustees when their term expires to the John B. and Grace Q. Zabriskie Memorial Trust which said Trust is responsible for the maintenance, use and operation of the Zabriskie House Museum; and,

WHEREAS, an Order appointing successor Trustees which was executed by the Honorable Gerald Escala, J.S.C., on October 20, 2005, permits the Township of Wyckoff to appoint future successor Trustees and to re-appoint trustees by way of Resolutions adopted by the governing body; and,

WHEREAS, Resolution #08-151 appointed Charles A. Lota as a Trustee for a new term commencing July 1, 2008 and expiring on December 31, 2011; and,

WHEREAS, Charles A. Lota submitted his resignation as a Trustee and the Township Committee appointed Jim Abma to the vacancy created by Mr. Lota for the remainder of the term which commenced on July 1, 2008 and expires December 31, 2011; and,

WHEREAS, Resolution #15-228 memorialized the re-appointment of Jim Abma by the Township Committee to a new term for a period from 1/1/2012 to 12/31/2015; and,

WHEREAS, Resolution #16-85 memorialized the re-appointment of Jim Abma for the term of 1/1/16-12/31/19; and,

WHEREAS, Resolution #19-85 memorialized the re-appointment of Jim Abma for the term of 1/1/2020-12/31/2023; and,

WHEREAS, Jim Abma resigned from the Zabriskie House Board of Trustees effective, 12/31/2022 and the Township Committee has appointed Joyce C. Santimauro to complete his term; and,

WHEREAS, Joyce C. Santimauro is hereby re-appointed as a Zabriskie House Trustee for the term of 1/1/2024 to 12/31/2027.

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NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Nine of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to Probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey does hereby appoint Joyce C. Santimauro, 738 Frederick Court, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust to complete a term commencing January 1, 2024 to December 31, 2027.

BE IT FURTHER RESOLVED, that the Mayor and the Municipal Clerk of the Township of Wyckoff are hereby authorized and directed to execute any and all necessary documentation to be filed in the Bergen County Surrogate's Court, and to take such other steps or actions as may be necessary to carry this Resolution into effect.

BE IT FURTHER RESOLVED, that the Mayor and Township Committee of the Township of Wyckoff hereby request the Bergen County Surrogate's Court to issue Letters of Trusteeship in the name of Joyce C. Santimauro, for the John B. and Grace Q. Zabriskie Memorial Trust.

#24-80 Confirm Social Media Policy

WHEREAS, the Township of Wyckoff utilizes its web page and social media to provide municipal public information; and,

WHEREAS, the Township's program of insurance recommends that its member municipalities develop and post a social media policy; and,

WHEREAS, the attached social media policy was adopted on 2/3/2015 and it is recommended it be readopted for the New Year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached social media policy be re-authorized for the new year.

SOCIAL MEDIA POLICY – TOWNSHIP OF WYCKOFF, NEW JERSEY

PURPOSE

This policy sets forth guidelines for the establishment and use by the Township of Wyckoff ("the Township") of its social media sites (Facebook, YouTube and Twitter) as a means of conveying Township-related information to its residents, employees and visitors. The Township has an overriding interest and expectation in deciding what is "spoken" on behalf of the Township on its social media sites.

The purpose of this social media policy is to establish enforceable rules for the use of social media by Township officers and employees when engaged in Township business. Social media at this time refers to Facebook, YouTube, Twitter, and any other communication that is open to response or comment. Rules are necessary to assure that communications made on behalf of the Township are properly authorized and in correct form; that communications to the municipality by means of social media which can be viewed by the public are appropriate and pertinent; that all communications to the municipality is related to the posted municipal information; and that the sender is clearly and fully informed

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that a message received by means of social media is not a substitute for required reporting procedures.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, YouTube, and Twitter. For purposes of this policy, “comments” include information, articles, and pictures. It also includes other communication medium created by the Township including but not limited to Nixle, reverse 911 and/or the Public Education Government Channel.

SCOPE

This policy shall apply to all Municipal agencies and departments as well as any affiliated government or non-government agency or official and/or commission or council permitted by the Township to post on Township social media sites.

GENERAL POLICY

The objective of the use of social media by the Township or its departments is to expand and facilitate the dissemination of information from the Township to its residents, taxpayers and the general public.

1. No Township social media site shall be established without prior approval of the Township Committee. The following social media sites are approved by the Township Committee under the direction of the Township Administrator and/or his/her designee:

Facebook:

- Wyckoff Local Government
- Wyckoff Mayor’s Wellness Campaign

Twitter:

- @wyckofftownship

Instagram:

- Wyckoffnj

The following social media sites are approved by the Township Committee under the direction of the Police Chief:

Facebook:

- Wyckoff Police Department
- Wyckoff, NJ Office of Emergency Management

Twitter:

- @wyckoffpolice

Instagram:

- Wyckoff_municipal_alliance

The following social media sites are approved by the Township Committee under the direction of the Recreation Director:

Facebook:

- Wyckoff Recreation Department

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2. The Township social media sites shall clearly set forth that they are maintained by the Township and that they follow this Social Media Policy.
3. Wherever possible, the Township social media sites should link back to the official Township website for forms, documents, online services and other information necessary to conduct business with the Township.
4. The Township social media sites are not to be used for making any official communications to the Township, for example, reporting crimes or misconduct, reporting dangerous conditions, requesting an inspection, giving notice required by any statute, by ordinance or regulations such as but not limited notices of claim. Prominent notice of this paragraph shall be displayed on every Township social media site, along with the appropriate contact information for submitting official communications.
5. This social media policy shall be placed on the Township Website and all Township social media sites.
6. The Township Administrator and/or his/her designee shall monitor Township social media sites to ensure adherence to both this Social Media Policy and the interest and goals of the Township. The Township has the right and will restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines will be retained by the Township Administrator and/or her/her designee pursuant to the applicable Township retention policy, including the time, date and identity of the poster, when available.
7. These guidelines must be displayed to users or made available by hyperlink.
8. The Township will approach the use of social media tools as consistently as possible, Township-wide.
9. The Township website at www.wyckoff-nj.com will remain the Township's primary and predominant internet presence.
10. The Township social media sites and this Policy are subject to all applicable federal and NJ laws and regulations, as well as applicable record retention requirements.
11. Employees and Volunteers shall comply with all Municipal policies especially the Township of Wyckoff Communication Media Policy for employee behavior which is also contained in the Township of Wyckoff JIF Personnel Manual. Employees and volunteers **shall not** post information on social media sites as a representative of Wyckoff, unless the employee or volunteer has obtained prior written express authority from the Township Committee.
12. This Social Media Policy may be revised at any time by approval of the Township Committee.

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13. This policy governs all social media use by or on behalf of the Township and/or its departments, Boards and Commission Members.
14. The Township shall only establish and operate the social media sites indicated in item #1 and approved for use by the Township Committee.
No other social media sites are authorized.
15. All Township presence and activity on social media are an integral part of the Township's information networks and must comply with all rules and policies governing the Township's computers and electronic media, including but not limited to the applicable JIF Municipal Internet Access and Use Guidelines.
16. All Township use of social media is responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), Open Public Record Act (OPRA), First Amendment, privacy laws, sunshine laws, and information security policies (if applicable) established by the Municipality.
17. All Municipal policies are applicable to interactions on social media sites when acting in an official capacity and representing the Municipality.
18. No "friending" or other special relationship between a Township employee and a third person is permitted on, or working on, a Township social media site(s).
19. Social media is run by a third party separate from the Township and social media sites occasionally become inoperable. The Township reserves the right to disable its social media accounts either temporarily or permanently at any time. There is no guarantee of "uptime."

COMMENT POLICY

1. As a public entity the Township must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing the Township social media sites is to disseminate information from the Township about the Township to its residents, employees and visitors.
3. Any post by a member of the public on any Township social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Township, nor do such comments necessarily reflect the opinions or policies of the Township.
4. Any attempt to hack or otherwise compromise the Township's internet or social media sites will be reported to law enforcement and the perpetrator will be denied access to the sites.
5. The Township reserves the right to deny access to its social media sites for any individual who violates the Township of Wyckoff Social Media Policy at any time and without prior notice.

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6. All comments posted to any Township sites are bound by any applicable terms and conditions of Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Township reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
7. All comments posted to any Township sites are bound by any applicable terms and conditions of Twitter's Terms of Service, located at <https://twitter.com/tos>, and the Township reserves the right to report any violation of Twitter's Terms of Service to Twitter with the intent of Twitter taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
8. All comments posted to any Township sites are bound by any applicable terms and conditions of YouTube's Terms of Service, located at <https://www.youtube.com/t/terms>, and the Township reserves the right to report any violation of YouTube's Terms of Service to YouTube with the intent of YouTube taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
9. All comments posted to any Instagram sites are bound by any applicable terms and conditions of Instagram Terms of Service, located at <https://instagram.com/tos>, and the Township reserves the right to report any violation of Instagram Terms of Service to Instagram with the intent of Instagram taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
9. Township municipal employees and volunteer Board, Commission Members and other volunteers are prohibited from commenting on the municipal social media sites.
10. No Township employee, Township elected official, vendor performing work or providing services to the Township, or volunteer may post or comment on a Township social media site.
11. Persons posting prohibited content are subject to being barred from posting comments on Township social media.

PROHIBITED CONTENT

Comments containing any of the following inappropriate forms of content shall not be permitted on the Township's social media sites and are subject to removal

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and/or restriction by the Township Administrator and/or Chief of Police and/or his/her designees.

- a. Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement;
- b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation;
- c. Defamatory attacks;
- d. Threats to any person or organization;
- e. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
- f. Conduct in violation of any federal, state or local law;
- g. Encouragement of illegal activity or illegal activity;
- h. Information that may tend to compromise the safety or security of the public or public systems;
- i. Content that violates a legal ownership interest, such as a copyright, of any party the Township does not permit or allow copyright infringing activities and/or infringement of intellectual property rights on its website or social media sites and will remove any and all content and submissions if properly notified that such content and/or submission infringes on another's intellectual property rights;
- j. Private contact information such as names, addresses and phone numbers no matter how easily obtained elsewhere; Personal information of a person other than the poster;
- k. Spamming or repetitive content;
- l. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a Township media site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child's posting or comments;
- m. Content that incites violence;
- n. Photographs or videos;
- o. Comments unrelated to the particular post being commented upon;
- p. Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations; and,
- q. Persons posting prohibited content are subject to being barred from posting comments on Township social media.
- r. Only content approved by the Township Administrator and/or approved by the Chief of Police for public release is allowed to be posted. Content of a sensitive nature shall not be allowed to be

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posted. Officials, employees, Township volunteers, or vendors providing services to the Township are prohibited from posting comments.

- s. A "designee" or a person appointed by the Township Administrator and/or Chief of Police is never to be allowed to transfer their social media account information or allow someone access to their account on their behalf without prior written authorization from the Township Administrator or Chief of Police.
- t. Employees, Officials, Volunteer Board and Commission Members or other volunteers shall not post on any social media site and list their position in the local government.

BREACH OF POLICY

1. The Township Administrator or Chief of Police and/or his/her designee may be required to remove internet postings on Township social media sites which are deemed to constitute a breach of Policy, as determined by the Township Administrator or Chief of Police subject to applicable archiving and retention requirements.
2. Any social media site created by the Township remains the property of the Township, including all the followers and friends generated by the site. If the person who created the site leaves the employment of the Township, they must relinquish everything related to the site including user names, passwords and/or access codes or information.

TERMS OF USE DISCLOSURE (to be posted on all Township Social Media

Sites)

A. Information Disclaimer

By visiting this site, you understand and agree that the Township of Wyckoff local government site is provided "AS IS". Township of Wyckoff local government makes every effort to provide accurate and complete information on this website. The information contained herein is not official nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about Township of Wyckoff local government. Portions of the information on this site may be incorrect or not current. Township of Wyckoff local government, its officers, employees or agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to, damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.

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B. Linking Policy -- Links to External Sites

The Township of Wyckoff local government site contains links to outside websites. These websites are not owned, operated, controlled or reviewed by the Township of Wyckoff local government. These links are provided solely as a courtesy and convenience to you, the visitor.

The Township of Wyckoff local government, its officers or employees, exercise no control over the organizations, views, accuracy, copyright or trademark, compliance or the legality of the material contained in these outside websites. The Township of Wyckoff local government, its officers or employees, do not sponsor, endorse, or approve the information, content, proceeds, materials, opinions or services contained on such outside websites. The visitor proceeds to these outside websites at his/her own risk. The Township of Wyckoff local government specifically disclaims any and all liability from damages, which may result from the accessing of a third-party site, which is linked to the Township of Wyckoff local government website or from reliance upon only such information.

C. Endorsement Disclaimer

Reference in this website to any specific commercial products, processes, or services, or the use of any trade firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by Township of Wyckoff local government or its officers, employees or agents.

D. Copyright and Trademark Limitations

Township of Wyckoff local government makes no warranty that materials contained herein are free of copyright or trademark claims or other restrictions or limitations on free use or display. Making a copy of such material may be subject to copyright or trademark laws.

E. Use of material from this site

The Township of Wyckoff local government has made the content of these pages available to the public and anyone may view, copy or distribute *Township of Wyckoff local government information* found here without obligation to the Township of Wyckoff local government for non-commercial, personal use only, unless otherwise stated on particular material or information to which a restriction on free use may apply.

The design of this site, original graphics, and original content are all copyrighted by the Township of Wyckoff and may not be re-engineered, distributed, modified, transmitted, re-used, reposted, or duplicated without the express written permission of the Township of Wyckoff in each instance. All requests to use any part of the original design, code, graphics or content of this site should be made via e-mail to the Township Administrator

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F. Unauthorized Modifications

Unauthorized attempts to modify or otherwise alter any information or image stored on any Township of Wyckoff local government website may result in criminal prosecution.

Updated: 02.12.21

#24-81 Re-Establish Vehicle Use Policy

WHEREAS, the Township Committee adopted a Vehicle Use Policy on October 6, 2016 to provide safety in the operation of municipal vehicles.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the attached Vehicle Use Policy is re-established for the new year.

TOWNSHIP OF WYCKOFF VEHICLE USE POLICY

The Township Committee has established these policies for safety purposes. Our employees and volunteers cannot perform the duties for which they have sworn an oath to provide if they do not arrive safely at their destination. Our employees and volunteers are among our most valuable assets. We have a responsibility to safeguard the vehicles and apparatus that we operate for the benefit of the taxpayer.

Please think safety first!

A. DPW VEHICLE USE:

- I. When an employee resides in the Township of Wyckoff and that employee is on call for emergencies; the Township of Wyckoff does not consider driving an employer provided vehicle from his/her home to his/her workplace in the same jurisdiction as commuting.
- II. Employer provided vehicles are specifically prohibited for the following uses:
 1. Vacation use.
 2. Use by spouse or dependant(s).
- III. Township of Wyckoff employees who are required to be on call 24 hours a day for emergencies and who reside in Wyckoff are required to use the vehicle for traveling to and from their home and their workplace.
 - a. The Township of Wyckoff shall adopt a resolution annually designating which full-time employees shall be assigned an employer provided vehicle for use in accordance with this policy.

B. CHIEF OF POLICE VEHICLE USE:

- I. Township of Wyckoff employees who are required to be on call 24 hours a day for emergencies and who reside in Wyckoff are required to use the vehicle for traveling to and from their home and their workplace.
 - a. The Township of Wyckoff shall adopt a resolution annually designating which full-time employees shall be assigned an employer provided vehicle for use in accordance with this policy.
- II. Employer provided vehicles are specifically prohibited for the following uses:
 1. Vacation use.
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III. When an employee resides in the Township of Wyckoff and that employee is on call for emergencies; the Township of Wyckoff does not consider driving an employer provided vehicle from his/her home to his/her workplace in the same jurisdiction as commuting.

C. FIRE PUMPER / LADDER / RESCUE APPARATUS:

I. All Fire apparatus shall not be driven outside of Wyckoff (except when the Township's contracted dispatch service dispatches the Wyckoff Volunteer Fire Department to an alarm in the Northwest Bergen Mutual Aid Service Area) without the Fire Chief first obtaining prior permission from the Township Committee member assigned as Fire Commissioner.

D. FIRE COMMAND VEHICLES:

I. The Township provides a vehicle to the Volunteer Fire Chief and to the Assistant Fire Chief*, both of whom are on call for fire emergencies 24/7.** The following policy shall apply to the Volunteer Fire Chief, the Assistant Fire Chief and any Volunteer Battalion Fire Chief(s)/Fire Officers who may be assigned the role of Acting Fire Chief in the Fire Chief's absence; (i.e. when the Fire Chief is out of town on vacation).

1. Prohibited uses:
 - a. Vacation travel use.
 - b. Use by spouse or dependent(s).
 - c. Responding to a call in Code 3 with occupants in the car that are not Township employees or Fire Department personnel.
2. The Chief(s) shall make all reasonable efforts to avoid having children and/or non-firefighting personnel traveling in the Fire command vehicles. In the event the Chief is required to have children and non-firefighting personnel in the vehicle, the Chief shall immediately assign appropriate firefighting personnel to supervise the safety of the children/non-firefighting personnel before leaving the vehicle.

*The Fire Chief's vehicle may be utilized to travel out of Wyckoff to a location in Bergen County to attend firematic seminars, fire department meetings, apparatus purchasing committee vendor meetings and other similar firematic purposes. The Township of Wyckoff vehicle may not be driven to taverns, bars and pubs (unless such location is the subject of the fire alarm). The Fire Chief's vehicle may be driven to a social event provided the Chief abstains from alcohol at said event or a volunteer firefighter operates the vehicle as a designated driver who does not consume alcohol at said event.

**The Wyckoff Volunteer Fire Department By-Laws allow for a firefighter to serve as Fire Officer if he/she resides in a contiguous municipality to Wyckoff. In this situation, if the Fire Officer is a Fire Chief, he/she is authorized to drive the employer provided vehicle to his/her home and respond to emergency calls from his/her home. Any fire officer may use their employer provided vehicle to commute to their place of employment in the Township of Wyckoff or in a contiguous community up to 2.5 road miles from the border of the Township of Wyckoff.

E. ACTIVATION OF BLUE LIGHT POLICY

- I. Emergency blue lights in private first responder vehicles issued by the Township of Wyckoff are issued based on the Township policy that blue lights shall only be activated within the Township of Wyckoff.
- II. Volunteer first responders who display a blue light (issued by the Township of Wyckoff) in their private vehicle shall operate said vehicle safely and drive with caution. Emergency blue lights shall not be activated outside of the Township of Wyckoff.

F. POLICIES WHICH APPLY TO ALL MUNICIPAL VEHICLE USAGE

I. Township vehicles belong to the taxpayers of the Township of Wyckoff and as such they are assigned to be utilized solely for purposes consistent with providing services to taxpayers.