

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023 - 8:00 PM

1. Regular Meeting of the Wyckoff Township Committee called to order
by Mayor Thomas J. Madigan

2. Flag Salute

3. Invocation by Rev. Francis Perry Azah, St. Elizabeth's Church

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

5. Roll Call of the Township Committee Members Present:

BOONSTRA YES FISHER YES MELCHIONNE YES
SHANLEY YES MADIGAN YES

6. Request motion to open the Public Comment Period:

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

Please step forward to the microphone if you wish to make a comment.

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

Request motion to close the Public Comment Period:

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

7. Approval of the November 9, 2023 Work Session & Business
meeting minutes:

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

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

I Resolutions (Adoption of the following):

- | | |
|---------|---|
| #23-291 | Authorization of Vouchers and Payment of Bills |
| #23-292 | Return of Certain Overpaid Taxes, Fees, etc. |
| #23-293 | Budget Transfers |
| #23-294 | Authorizing the Submission of an American Rescue Plan |

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

- #23-295 Firefighter Grant Application from the NJ DCA, DLGS
Authorizing Facilities Evaluation, Feasibility Study, and
Contract with Solutions Architecture
- #23-C9 Closed Session – Pending Litigation

II Ordinances – Introduction

NONE

III Motions

- a. Approve the posting of temporary signage by the Zabriskie House Board of Trustees to promote their annual Holiday House Tour. In addition to tours of the historic Zabriskie House, this event will also include an open-hearth cooking demonstration. Temporary signs will be posted for the ten-day period beginning on November 22, 2023.

Clerk: May I have a motion and a second to approve the consent agenda?

The Following vote is the vote on the Consent Agenda:

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

9. Ordinances – Public Hearing / Further Consideration:

NONE

10. Adjourn

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

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

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

FORMAL ACTION MAY BE TAKEN DURING THIS MEETING

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023 – 7:00 P.M.**

OPEN PUBLIC MEETINGS ACT

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act N.J.S.A. 10:4-6 et seq., the Township Committee of the Township of Wyckoff shall conduct its 7:00 pm, Tuesday, November 21, 2023 Work Session meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment or call 201-891-7000, ext. #2220 should they wish to provide public comment during the public comment period.

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

This notice and agenda have been posted on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas" on Friday, November 17, 2023. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Friday, November 17, 2023 by 4:30 pm.

To view the Township Committee meeting via livestream, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on November 21, 2023.

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

NOTICE TO PUBLIC

As a member of the public, participating in this public meeting, your participation will be recorded. By participating in the meeting, it is assumed your consent is given for your voice, name, address, comments, and image to be broadcast and recorded.

There may be situations when, due to technical difficulties, live streaming or the recording of a meeting may not be available. A recording of the meeting will be available immediately after the meeting concludes on the Township's YouTube channel, "Township of Wyckoff". The Township shall not be responsible for and accepts no liability if the recording technology or live video streaming technology of the meeting is unavailable.

Nancy A. Brown
Municipal Clerk

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023 – 7:00 P.M.

Mayor Thomas J. Madigan opened the Open Work Session Meeting at 7:00 p.m. in the second-floor municipal court room.

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

Present: Mayor Thomas J. Madigan, Township Committee Rudolf E. Boonstra, Scott A. Fisher, Peter J. Melchionne and Timothy E. Shanley
Also Present: Township Administrator Matthew A. Cavallo, Township Attorney David Becker and Nancy A. Brown, Municipal Clerk

It was confirmed that the Finance Committee has reviewed and signed vouchers, and that the Mayor and Temporary Municipal Clerk have signed any necessary documents.

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

There was no public comment.

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

Administrator's Review of the 8:00 p.m. Business Meeting:

1. Resolution #23-293 is a budget transfer.
2. This evening's Agenda includes a resolution to authorize the submission of an American Rescue Plan Firefighter Grant Application. For last year's firefighter grant, the Township received \$33,000 for gear washers for all three (3) firehouses. This year, the grant application aims to obtain spare sets of turnout gear for use while the main gear is being washed.
3. A resolution authorizing the contract for a facilities evaluation feasibility study for the police department.

Administrator's Report:

1. Leaf collections are progressing smoothly in the second round operating in District 4. Mr. Cavallo extended his sincere thanks to the hard-working DPW Staff who dedicate six (6) days a week during this season of leaf collection to keep our streets clear. For real time updates, please follow the municipal social media.

**TOWNSHIP OF WYCKOFF
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TUESDAY, NOVEMBER 21, 2023 – 7:00 P.M.**

2. Due to consistently low temperatures on the ground, the remaining installation of the Flexi-Pave Walkway at the Russell Farms Community Park will be postponed until the Spring.
3. In the coming weeks, the Township will be transitioning from the wyckoff-nj.com domain to wyckoffnj.gov. This change aligns with our commitment for professionalism and enhanced cybersecurity standards. The “.gov” domain is recognized for its authenticity and security. This transition aims to eliminate the confusion by the “dash” in the Township’s name. The old domain will remain in service should people access it or send out an email. After January 1, 2024, the website will switch over to “.gov.”
4. Next week, the Township will go out to bid for the pole barn veneer and for the firefighter and crossing guard physicals for the WOLF.
5. The 2024 Municipal Calendar is complete and available at Town Hall. A PDF of the calendar will be loaded onto the website shortly. Resident copies are expected to be delivered to the post office for delivery next week.
6. The Finance Committee is proactively moving forward with the 2024 Municipal Budget/Capital Planning process.
7. Mr. Cavallo reports he believes an agreement should be finalized with Franklin Lakes regarding the sewer billing of private residential properties and Franklin Lakes residents who wish to connect to the Wyckoff sewer system.
8. A pre-construction meeting was conducted this afternoon at 1:00 p.m. with representatives from The Barn Original and surrounding properties concerning the private sewer extension project. However, due to the upcoming Winter and school schedule, the project will begin after the conclusion of the school session in June. The project is expected to take three (3) weeks.
9. The Township received notice that the Morley Drive Sewer Extension Project TWA Application has been deemed administratively complete and is now moving to the DPS technical review which should take approximately ninety (90) days.
10. Mr. Cavallo wished everyone a Happy Thanksgiving!!

Township Attorney Report:

1. Mr. Becker provided a follow-up on the sewer agreement Mr. Cavallo mentioned with the residents in Franklin Lakes. Several revisions will be implemented however, Mr. Becker is confident this agreement is going to be a model draft for any other residents in the future, such as Midland Park and other area towns considering a shared service.
2. Mr. Becker congratulated Nick Ciampo on his well-deserved award and proclamation.
3. Mr. Becker wished all a Happy Thanksgiving.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
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Township Committee Reports:

Scott Fisher:

1. Mr. Fisher recognized Joyce Santimauro as a member of the Zabriskie House Trustees. The Zabriskie House will be holding their Annual Holiday Open House on Saturday, December 2nd. The Trustees always do a beautiful job decorating the Zabriskie House and the holiday decorations really add a lot of extra charm to this beautiful home.
2. The Wyckoff Chamber of Commerce Annual Tree Lighting is Friday, December 1st. This annual event has been a great historical tradition in Wyckoff.
3. Mr. Fisher wished everyone a Happy Thanksgiving.

Peter Melchionne:

1. The Wyckoff Volunteer Fire Department has answered 609 calls year to date.
2. The Environmental Commission met last night. The Junior Commissioners will be presenting their year-end projects on December 18th at the Wyckoff Public Library.
3. Mr. Melchionne wished everyone a Healthy and Happy Thanksgiving.

Rudy Boonstra:

1. Mr. Boonstra wished a Happy Thanksgiving to everyone. There is so much be thankful for and we all should give thanks on Thursday.
2. Mr. Boonstra attended the NJ League of Municipalities Convention last week with a number of elected and appointed officials and employees from the Township
3. On Sunday, November 18th along with Mayor Madigan, Mr. Boonstra attended the Eagle Scout Court of Honor for Anthony Traficant.
4. This month, the Planning Board will hold a public hearing and review of the ordinances which were introduced by the Township Committee on November 9th. These ordinances rezone a section of the Township.
5. Mr. Fisher covered the Zabriskie House happenings and Mr. Cavallo reported all things sewer. Thank you, gentlemen.
6. Mr. Boonstra asked for the chairs indulgence briefly: "Tomorrow, November 23rd marks 60 years that President John F. Kennedy was assassinated. I'm going to relate to everyone who remembers where they were and what they were doing on that sad day. I will recant my experience and give you a little look into where Wyckoff was at that point. I was a junior at Ramapo High School. In '63/'64, Ramapo High School was on split sessions and there were almost 3000 students at the high school that year. Indian Hills was not opening until the following year. The juniors and seniors (I was a junior) attended class from 7:00 am to noon time and the freshmen and sophomores came in at one o'clock and were in class until six o'clock. I had what was known as a farmer's license, and I had an old war surplus jeep that I drove to school. I drove

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023 – 7:00 P.M.**

someone else home that day and stopped at the dairy office on Sicomac Avenue because my mother worked there. When I arrived at the office around one o'clock, everyone was huddled around the radio. That's how I found out that President John Kennedy had been assassinated. They had not yet announced, at that point the President had passed away. I just wanted to share this with you. It gives a little snapshot of that year. Also, Ramapo High School won the old NBIL Championship in football, and we were anticipating our last rivalry game with Ramsey High School because the following year, the great tradition of Ramapo/Indian Hills on Thanksgiving Day began. Thank you, Mayor Madigan for your indulgence."

Mayor Madigan:

1. Mayor Madigan shared the following side story: "In 1963, I was in the fourth grade at Holy Name Grammar School in Boston. We were a very unique school at that time, maybe the only school in America that had a television in every classroom. When the Mother Superior announced over the loudspeaker, it was at one o'clock when President Kennedy was assassinated. Mother Superior told me to turn on the television and to watch the news. That particular year, Sister Alphonsa did what all nuns would do at this tragic time and said the rosary. It was a very sad day for our country. I also remember on that Sunday, watching the television and viewing it live, Lee Harvey Oswald get shot. It was a difficult day for all of us."
2. Mayor Madigan reminded everyone that the Annual Tree Lighting will be held on Friday, December 1st.
3. Mayor Madigan wished everyone a Happy Thanksgiving. There is a lot to be thankful and grateful for.

Timothy Shanley:

1. The Zoning Board met on October 19th and approved the Eastern Christian turf field and lighting project. No negative opposition was presented concerning the numerous changes suggested by the Planning Board. The application was approved unanimously.
2. The Ramapo/Indian Hills High School Varsity Football Team has made it to the group finals. They will be playing at Rutgers University at 2:00 pm against Mainland after beating Mount Olive on Friday. Whoever wins this game, becomes the group state champion for New Jersey.

Motion to adopt Resolution #23-C9 and enter into Closed Session at 7:30 p.m.:

MOTION: BOONSTRA YES FISHER YES MADIGAN YES MELCHIONNE YES
SHANLEY YES

Resolution: Adoption of the following:

#23-C9 Closed Session Discussion

WHEREAS, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023 – 7:00 P.M.**

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

WHEREAS, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

N.J.S.A. 10:4-12b (7) – Pending Litigation

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on November 21, 2023, meeting, hereby authorize, that an Executive Session closed to the public shall be conducted on November 21, 2023, in the Municipal Court Room at Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

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

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

Mayor Madigan asked for a motion to close the Work Session:

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

With an affirmative vote, the motion is approved.

Adjourn the Open Work Session Meeting at 7:59 p.m.



Thomas J. Madigan
Mayor



Nancy A. Brown
Municipal Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023**

Meeting Called to Order

Mayor Thomas J. Madigan called the regular meeting of the Wyckoff Township Committee in the Municipal Court Room to order at 8:00 pm.

Flag Salute

The Township Committee proceeded with the Pledge of Allegiance led by Mayor Thomas J. Madigan.

Invocation

The Invocation was offered by Reverend Francis Perry Azah, St. Elizabeth's Church.

RE: Township Committee Meeting of Tuesday, November 21, 2023, 7:00 p.m. Work Session and 8:00 p.m. Business Meetings will be livestreamed, and public comments will be available telephonically.

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act N.J.S.A. 10:4-6 et seq., the Township Committee of the Township of Wyckoff shall conduct its 7:00 pm, Tuesday, November 21, 2023 Work Session meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment.

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TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

Attendance

Township Committee Present: Mayor Thomas J. Madigan; Committee Present: Rudolf E. Boonstra, Scott A. Fisher; Peter J. Melchionne, and Timothy E. Shanley.

Staff Present: Township Administrator Matthew A. Cavallo, Municipal Clerk Nancy Brown and Township Attorney David Becker.

Meeting Open for Public Comment

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

Mrs. Tuomey

I would just like to thank you all and wish you a very happy Thanksgiving. Our Spring Meadow community wants me to extend happy Thanksgiving wishes to all of you and to Nancy as well.

I also wanted to thank Scott Fischer and Rudy Boonstra for contacting the person at the County that has to do with the sidewalk. We're very happy with your being in touch with them and that progress is being made. We thank you very much.

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

With an affirmative vote, the motion is approved.

Approval of the November 9, 2023 Work Session & Business meeting minutes:

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

With an affirmative vote, the motion is approved.

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

I Resolutions (Adoption of the following):

#23-291 Authorization of Vouchers and Payments of Bills

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

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

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

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

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the action of the said Finance Committee be approved; and, that the payments of these bills are hereby authorized and the Chief Financial Officer is directed to issue checks for their payments as listed on the bill list attached to this date's meeting minutes and covered by checks no. 20996 – 21017 Payroll A/C, Direct Deposit Vouchers no. 19781 - 19878, Library Payroll check nos. 1774 - 1776, Library Direct Deposit Vouchers no. 8140 - 8165, Claims Wire nos. 231104, 231105 & 231106, check non. 1198, 1199 & 1200 Accutrack A/C, Claims check nos. 091427 – 091560 and Trs. Dog Trust - \$338.53.

#23-292 Return of Certain Overpaid Taxes, Fees, etc

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

TAX REFUND:

Michael & Brittany Miano, 99 Logan Lane, Wyckoff, New Jersey 07481 – Refund of Tax Overpayment – Block 211/Lot 7 - \$9,412.00

Richard & Lauren Urban, 239 Cottage Road, Wyckoff, New Jersey 07481 – Refund of Tax Overpayment – Block 461/Lot 13 - \$19,889.83

John & Mae Mahonchak, 198 Brewster Road, Wyckoff, New Jersey 07481 – Refund of Tax Overpayment – Block 449/Lot 1.02 – C198 - \$1,107.41

RECREATION:

Donna Comacho, 200 Hillside Avenue, Wyckoff, New Jersey 07481 – Basketball Refund - \$127.00

Aaron Gerdeman, 327 Valley View Drive N., Franklin Lakes, New Jersey 07417 – Wrestling Refund - \$200.00.

Jackie Wuensch, 398 Norma Street, Wyckoff, New Jersey 07481 – Roller Hockey Refund - \$100.00

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

#23-293 Budget Transfers

Whereas NJSA 40A:4-58 permits transfers of funds during the last two (2) months of the the fiscal year,

Now therefore be it Resolved by the Township Committee of the Township of Wyckoff that the transfer of the following funds is hereby authorized and directed:

<u>From:</u>		
Finance	20-130-020	OE 2,500
Tax Collector	20-145-020	OE 2,500
Tax Assessor	20-150-020	OE 20,000
Legal	20-155-020	OE 20,000
Gasoline	31-460-000	OE 7,000
		<u><u>52,000</u></u>

<u>To:</u>		
Administration	20-100-020	OE 2,000
CDL Mandate	26-291-000	OE 500
B & G	26-310-020	OE 17,000
DPW Vehicles	26-315-020	OE 2,500
Police Vehicle	26-316-020	OE 2,500
Fire Vehicle	26-317-020	OE 2,500
Recreation	28-370-020	OE 15,000
Park Maintenance	28-375-020	OE 5,000
Telephone	31-440-000	OE 5,000
		<u><u>52,000</u></u>

#23-294 Authorizing the Submission of an American Rescue Plan
Firefighter Grant Application from the NJ DCA, DLGS

WHEREAS, the American Rescue Plan Firefighter Grant (“Firefighter Grant”) is a competitive grant administered by the Division of Local Government Services (“DLGS”) within the New Jersey Department of Community Affairs (“DCA”) that supports local and regional fire department firefighters by ensuring that they have proper fire protection, cleaning, and sanitization equipment; and

WHEREAS, the Township of Wyckoff desires to apply for and if awarded, accept a Firefighter Grant from the DCA in an amount up to \$75,000.00 to be used to reimburse the Township for the purchase of protective clothing, PPE, and other fire/virus protection equipment as determined to be appropriate by the DLGS; and

WHEREAS, it is in the best interests of the Township to apply for this grant from the New Jersey Department of Community Affairs.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey that it hereby approves the submission of an electronic Firefighter Grant application with the New Jersey Department of Community Affairs, Division of Local Government Services in an amount up to \$75,000.00 for the reimbursement of proper fire protection, cleaning, and sanitization equipment purchases; and

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023**

BE IT FURTHER RESOLVED that the Township of Wyckoff recognizes and accepts that the DCA may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement and upon receipt of the fully executed agreement from the Department, shall further authorize the expenditure of funds pursuant to the terms of the agreement between the Township of Wyckoff and the New Jersey Department of Community Affairs; and

BE IT FURTHER RESOLVED that that the persons whose names and titles appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith without further authorization of the governing body:

Matthew A. Cavallo, Township Administrator
Diana McLeod, Chief Financial Officer
Nancy A. Brown, Township Clerk
J. Joseph Vander Plaats, Fire Chief

#23-295 Authorizing Facilities Evaluation, Feasibility Study, and Contract with Solutions Architecture

WHEREAS, recognizing the imperative to conduct a comprehensive facilities evaluation and feasibility study pertaining to the physical infrastructure of the Police Department, with a specific focus on:

- Addressing the requirements of locker room facilities to ensure gender compliance, accommodate growth, and provide appropriate facilities.
- Reviewing the entire facility from an operational standpoint to ascertain the necessity for enhanced efficiency and space utilization; and

WHEREAS, there is an additional necessity to upgrade the existing police headquarters, aiming to enhance safety, security, and operational efficiency; and

WHEREAS, the Township Administrator has sought a proposal from Solutions Architecture, a firm well-versed in the needs of local police departments, with a track record of successfully designing similar renovations and new facilities in alignment with the "Police Facilities Planning Guidelines" published by the International Association of Chiefs of Police (IACP), and in compliance with the requirements of the New Jersey Office of the Attorney General (OAG) and the Department of Corrections; and

WHEREAS, the proposal envisions a two-phase approach to the evaluation:

- Phase I: Building Evaluation and Reporting - Upon completion of physical surveys, the Solutions team will compile a list of identified improvements, repairs, and updates to the Police Building locker areas. Conceptual designs for alterations, addressing the department's needs, will be provided, accompanied by budgetary estimates for recommended repairs, replacements, or renovations.
- Phase II: Building Evaluation and Reporting - The Solutions team will generate a list of identified improvements, repairs, and upgrades for the remainder of the Police Building, including a budgetary estimate for recommended repairs, replacements, or renovations.

WHEREAS, the cost associated with the facilities assessment, conceptual designs, and budget for the Police Headquarters Building is determined by the scope of work dated February 15, 2023, considering the size of the

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

building and the number of concepts to be studied. Solutions Architecture and their consulting engineers will provide the aforementioned services for a Not-to-Exceed Fee of \$10,450.00, plus deliverable costs;

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 Administrator is hereby authorized to enter into a contract for the aforementioned facilities assessment, conceptual designs, and budget for the Police Headquarters Building. The authorized expenditure shall not exceed \$12,000 without further consent of the Township Committee.

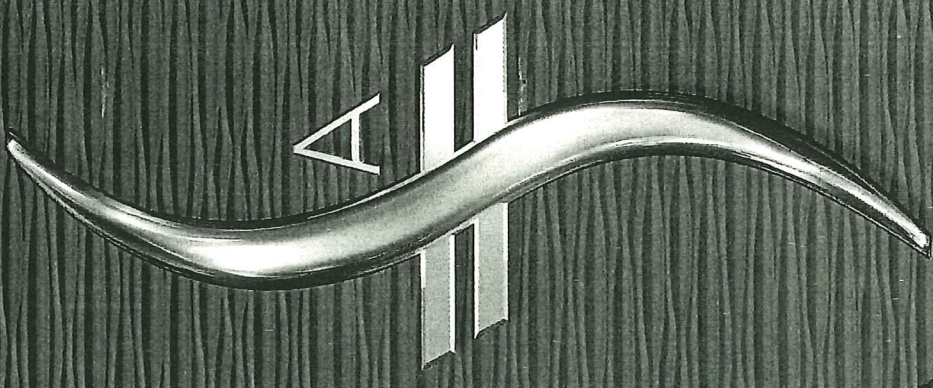
TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

EVALUATION / CONCEPT PROPOSAL

PROFESSIONAL
SERVICES
LETTER OF
AGREEMENT



WYCKOFF POLICE
DEPARTMENT



SOLUTIONS
ARCHITECTURE

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023**

February 15, 2023

Mr. Matthew Cavallo, Twp. Administrator
Chief David Murphy, Chief of Police
Township of Wyckoff
1 Scott Plaza, Wyckoff, NJ 07481

**Re: Professional Services Letter of Agreement -
Proposed Police Department Facilities Evaluation**

Mr. Cavallo and Chief Murphy:

It was great meeting with you to gain a better understanding of the needs of the Wyckoff Police Department and their facility. It is understood that this evaluation will be conducted in two phases and that the immediate focus of Phase I of the facility evaluation / concept analysis is for review of the existing locker rooms and the need for additional and more efficient space. Phase II of this evaluation will focus on the entire facility needs and efficiencies. It is clear that your facility, like many others is not unique in its need for greater efficiency, upgrades to antiquated equipment and reclaiming unused / under-utilized space. Once completed, the resulting options will allow the council to make the most informed decision for the road forward. Our meeting gave me a much needed insight into upgrades necessary to bring the existing Police Headquarters up to current operational and safety standards.

Solutions Architecture is structuring our proposal to cover the requested services for providing a **facilities evaluation and feasibility study** that considers; 1) addressing the needs of the locker room facilities for gender compliance, growth and appropriate facilities. 2) review of the entire facility from an operations standpoint to understand the need for greater efficiency and space.

AN OPPORTUNITY FOR SOLUTION

It is clear from our walkthrough that there has been much discussion regarding the need to upgrade the existing police headquarters to provide better safety, security and operational efficiency, and Solutions Architecture agrees that the first step lies in the evaluation of the Police Headquarters Building and coming up with a plan that considers the most cost effective and efficient of responses.

The facilities audit will begin with a GPS Scan of the entire building and the evaluation will result in a report that will document the facility and note the pros and cons and deficiencies present.

Phase I - report would be focused on the locker rooms and would provide potential concepts for alternations to the existing spaces. Our work includes photo realistic renderings allowing you to understand what the spaces will look like prior to the work even be undertaken.

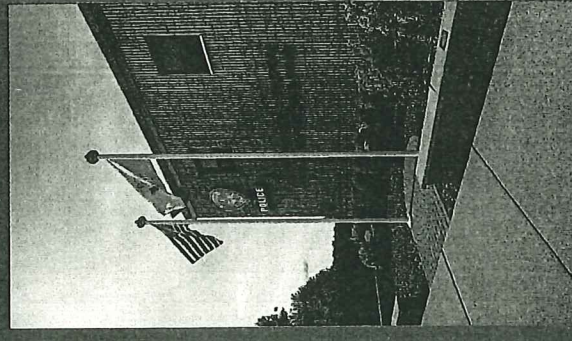
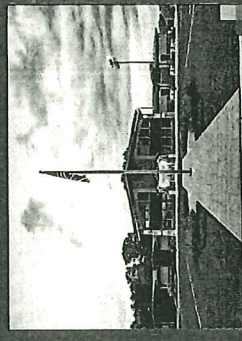
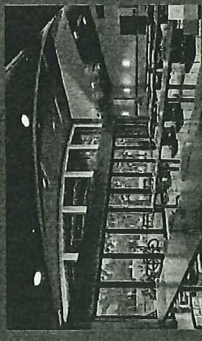
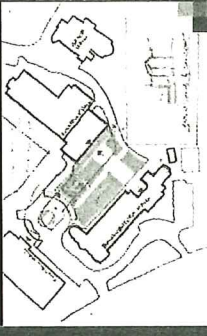
Phase II - would focus on the entire facility and the following 5 elements:

- » Facility Structure and Condition including Code Compliance
- » Ability to meet the needs of the programs desired to be housed
- » Determination if more efficient plans could exist
- » Needed Building & Site Improvements
- » Creation of Conceptual Options and Preliminary Budgets

POLICE FACILITY EVALUATION PROPOSAL

.....
PROFESSIONAL SERVICES
LETTER OF AGREEMENT

PROJECT PLANNING



TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

FINDING THE SOLUTION ... SCOPE OF PROFESSIONAL SERVICES - Solutions Architecture will provide the Architectural and Engineering Services necessary for the completion of the above noted Facilities Evaluation. All services shall be provided, as described herein.

EVALUATING / SCANNING THE POLICE BUILDING		SQUARE FOOTAGE
Police Headquarters (square footage includes 2 stories of PDHQ)		47,500 sq ft

ACCESS/AUTHORIZATIONS

The Solutions Team will require access to all existing documentation including plans and surveys. Any additional necessary on-site investigations will be completed at times convenient or at the discretion of the Administration, including after hours.

YOUR SOLUTIONS TEAM

Frank Messineo, a registered architect and Principal/Owner of Solutions Architecture, will lead the update on behalf of the firm. Frank's team will conduct a physical on-site observation of the school building and the related site. Additionally, Frank and the team will determine deficient areas of the building in need of repair and will work with the administration and facilities dept. to prepare cost estimates associated with each.

- » Frank Messineo, AIA, Partner
- » Scott Pivko, Project Manager
- » Consultant Mechanical/Electrical/ Plumbing/Life Safety Engineers

PHYSICAL ON-SITE REVIEW OF BUILDING:

In order to ascertain the conditions and potential of your existing facility, Solutions Architecture will provide a team of Architects and Engineering Consultants who would review existing documentation and conduct an onsite review of the following:

- » Review any existing construction drawings, architectural, site/civil, electrical, mechanical and plumbing drawings available.
- » Conduct a site inspection and 3-D, GPS scans of the Police Headquarters and review their operations, including interviews with key personnel and facility managers.
- » Review interiors of building including general layouts, egress requirements, stairs and corridors, and ability to meet current and future program needs
- » cursory review of mechanical and electrical equipment and systems (including heating, cooling, controls, lighting, and plumbing) in these facilities to understand their general condition, age, operating characteristics, etc.
- » Review of Police programs against the "Police Facilities Planning Guidelines" published by the IACP and determine the list of needs to be addressed by the development of appropriate concepts.

SCOPE OF PROFESSIONAL SERVICES

Building Evaluation and Reporting - Phase I :

Once the physical surveys are completed, the team will generate a listing of identified improvements, repairs and updates to the Police Building locker areas. We will provide conceptual designs for alterations which will bring resolution to the needs of the department. These concepts will include budgetary estimates for the repairs, replacements or renovations recommended.

Building Evaluation and Reporting - Phase II :

For the entire building, the team will generate a listing of identified improvements, repairs and upgrades to the remainder of the Police Building. This listing will include a budgetary estimate for the repairs, replacements or renovations recommended. The data will be coordinated and delivered electronically via a personalized Website which is completely searchable, indexable and accessible from any device.

The evaluations will include the following components:

- » An introduction to the facility including building type and features
- » A summary evaluation describing the facilities ability to meet the needs of the existing program in its current form.

**POLICE FACILITY
EVALUATION
PROPOSAL**

**PROFESSIONAL SERVICES
LETTER OF AGREEMENT**

We have focused upon providing solutions for the Educational Arena for nearly twenty years. Our objective has always been to bridge the gap between your goals and the complicated process necessary for achieving them.

Solutions Architecture becomes your partner, your ally and your "expert resource" for all of your facility needs.

— Frank Messineo, AIA
Principal, Solutions Architecture

- ## PRESENTATION/DELIVERABLES

SA would be available to meet with the Borough to discuss how we would move into the next phase of project implementation. We are aware that this implementation will be budget driven and Solutions Architecture would provide the Architectural/Engineering Services necessary to complete bidding documents under a separate contract.

We would need to evaluate the facilities at strategic times to confirm and verify certain of the conditions. We would schedule appointments with the Administrator and Chief of Police to review the necessary program spaces to be included. We expect the following timelines:

- ## COMPENSATION FOR PROFESSIONAL SERVICES - PHASE I & PHASE II

The cost of conducting facilities assessment, concepts and budget for the Police Headquarters Building is based upon the scope explained above the size of the building and the number of concepts to be studied. Solutions Architecture and our consulting engineers will provide the above services for a **Not-to-exceed Fee of \$10,450.00 dollars** plus deliverable costs. *(Not-to-exceed fees mean that we will bill the job hourly against the noted Fee - should we spend less, the bill will be less; should we spend more hours, which is often the case, for this type of work, the fee will remain as noted)*

DIRECT EXPENSES

Unlike most Architectural Firms who provide you with a bill for additional reimbursable expenses, many of which are arguably excessive, Solutions Architecture has integrated any such costs into our basic fee for project related services.

**POLICE FACILITY
EVALUATION
PROPOSAL**

PROFESSIONAL SERVICES
LETTER OF AGREEMENT

MANAGING EXPECTATIONS

RENDERED IMAGE

CONSTRUCTED PROJECT

RENDERED IMAGE

CONSTRUCTED PROJECT

EXISTING CONDITIONS

CONSTRUCTED PROJECT

SOLUTIONS
ARCHITECTURE

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

The only costs considered chargeable to the Township would be for project related deliverables and overnight delivery. Since the evaluation will be electronic, deliverables would include .pdf documents. Should hard copies of full sized drawings or paper copies of the website products included in facilities audit be requested, they will be invoiced at cost plus 10%.

INVOICING

Invoices will be submitted during the progress of the study and billing will be based on the percentage of work completed. Invoices are payable within 45 days of the date of the invoice. Solutions Architecture will not be responsible for any damages or time delays that may result from nonpayment. If an invoice is disputed, Solutions Architecture will expect payment of any undisputed portion while the disputed items are evaluated. Payments to Solutions Architecture are not subject to third party payments (i.e. grant funding or reimbursement) or any other finance arrangements.

EXCEPTIONS

The Solutions Team is available to provide upon request, the following services. The preceding fee and scope specifically excludes these services:

- » Identification and/or coordination or abatement of asbestos, asbestos containing materials, toxic waste, environmental pollution or any other hazardous materials.
- » Detailed Cost Estimates or line item estimating services.
- » Owner requested changes to substantially completed documents.
- » Services of "Specialty Engineering", or engineering disciplines not otherwise noted.

ADDITIONAL SERVICES (SOLUTIONS BY THE HOUR...)

All services requested that fall outside of the Professional Services, described above, will be considered Additional to the Contract. Services deemed additional will be documented by an Additional Service Order (ASO) and submitted to the Owner when possible in advance of said work being performed. Owner authorized Additional Services, will be invoiced on a Time and Material basis in accordance with the Rate Schedule itemized below or as otherwise requested as a mutually agreeable Lump Sum.

SOLUTIONS BY THE HOUR (2022-2023)	
PROBLEM RESOLUTION EXPERTS	HOURLY RATE
Project Principal	\$200
Associate Principal	\$175
Project Manager	\$145
Engineering Principal	\$185
Engineering Project Manager	\$135
Project Coordinator	\$115
Production / CAD / Scanning	\$90
Architectural Support	\$75
Administrative Support	INCLUDED

* Engineering Consultants will be billed at cost plus a 15% administrative markup. Rate schedule is subject to change annually due to inflationary and cost of living increases

ADDITIONAL PROVISIONS

If, through no fault of Solutions Architecture, the Basic Services covered by this agreement have not been completed within four (4) months of the date hereof, an extension of services, beyond that period, may be subject to re-evaluation for compensation, either through increase in Rate Schedule or a mutually agreed upon increase in Lump Sum. Solutions Architecture thanks you for your consideration and looks forward to establishing a successful, long-term relationship of supporting Wyckoff Township. If you require additional information, please call me at (973) 484-4800 or e-mail me at fm@solutions-arch.com

Sincerely,



Frank A. Messineo, AIA
Principal

POLICE FACILITY
EVALUATION
PROPOSAL

PROFESSIONAL SERVICES
LETTER OF AGREEMENT

Much of what you, the client, are looking for when it comes to the completion of your project, besides a solution for your objective needs, is to have your EXPECTATIONS met.

Since there is often times a fine line between what you "expect" and what you ultimately receive, Solutions Architecture works with you to bridge any gaps so that the vision and the end result are closely aligned.

— Frank Messineo, AIA
Principal, Solutions Architecture

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

II Ordinances – Introduction

NONE

III Motions

- a. Approve the posting of temporary signage by the Zabriskie House Board of Trustees to promote their annual Holiday House Tour. In addition to tours of the historic Zabriskie House, this event will also include an open-hearth cooking demonstration. Temporary signs will be posted for the ten-day period beginning on November 22, 2023.

Clerk: May I have a motion and a second to approve the consent agenda?

The Following vote is the vote on the Consent Agenda:

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

With an affirmative vote, the motion is approved.

Ordinances – Public Hearing / Further Consideration:

NONE

Meeting was adjourned at 8:08pm

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

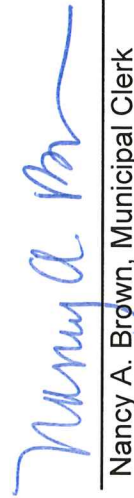
MOTION: BOONSTRA SECOND MELCHIONNE
BOONSTRA YES FISHER YES MELCHIONNE YES
SHANLEY YES MADIGAN YES

With an affirmative vote, the motion is approved.

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



Mayor Thomas J. Madigan



Nancy A. Brown, Municipal Clerk

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, NOVEMBER 21, 2023

