

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JANUARY 1, 2023**

TOWNSHIP OF WYCKOFF

48 HOUR NOTICE

The Township Committee of the Township of Wyckoff will hold its annual Reorganization Meeting at noon on January 1, 2023, in the Second Floor Court Room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey to reorganize the local government for the year 2023.

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

Open Public Meetings Act Notice

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., the Township Committee of the Township of Wyckoff conduct its annual reorganization meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 on Sunday, January 1, 2023 at 12:00 pm and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment or call 201-891-7000, ext. #2220 should they wish to provide public comment during the public comment period. These measures are implemented to allow members of the public to observe the Township Committee meeting in person and via live streaming and to provide to the public the ability to comment telephonically during the period for public comment which appears on the agenda for the meeting.

This notice and agenda have been posted on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas". Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available. General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item by Friday, December 30, 2022, at 11:00 am.

To view the Township Committee meeting via live stream, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 11:55 am on January 1, 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

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TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING AGENDA
SECOND FLOOR MUNICIPAL COURT ROOM
SATURDAY, JANUARY 1, 2023 – NOON

1. Meeting called to order by Municipal Clerk Nancy A. Brown
2. Posting of Colors by Wyckoff Volunteer Fire Department Honor Guard
3. Flag Salute by Nicholas, Danniella, & Adriana Vitale
4. Invocation by Fr. Stephen Fichter, Saint Elizabeth's Church, Wyckoff
5. Reading of "Open Public Meetings Act" statement by Municipal Clerk Nancy A. Brown
6. The Honorable Edward V. Torack, Judge Superior Court of New Jersey, RET. to administer of the Oath of Office to Township Committee Member, Rudolf E. Boonstra.
7. Township Committee nomination for 2023 Township Committee Chairperson

MOTION: BOONSTRA SECOND MELCHIONNE
MELCHIONNE YES MADIGAN YES
SHANLEY YES BOONSTRA YES
8. Recess for Chairperson to access the center chair on the dais.
9. Clerk Nancy Brown announce that the Oath of Office for 2023 Fire Department Officers will take place at Fire Company #1 immediately following this meeting.
10. Clerk Nancy Brown to administer Oath of Office to residents appointed or reappointed to serve the Township as volunteers on various municipal Boards and Commissions
11. Remarks by Chairperson
12. MOTION by MELCHIONNE to nominate MAE BOGDANSKY
to fill the vacancy on the Township Committee for a term ending
December 31, 2023.

SECOND by MADIGAN.

ROLL CALL VOTE:
MELCHIONNE YES MADIGAN YES
SHANLEY NO BOONSTRA NO
13. Consent Agenda: All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately:

**TOWNSHIP OF WYCKOFF
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2023 CONSENT AGENDA RESOLUTIONS:

- | | |
|---------|---|
| #23-1 | Procedure for Township Committee Members to Chair Meetings in Chair's Absence |
| #23-2 | Township Committee Liaison Assignments to Departments and Boards |
| #23-3 | Confirm Fire Department Officers |
| #23-4 | Board and Commission Appointments |
| #23-5A | Professional Service Appointment – Township Attorney, Robert Landel, Esq. |
| #23-5B | Professional Service Appointment – Professional Consulting Engineer, Boswell Engineering |
| #23-5C | Professional Service Appointment – Bond Counsel, Chiesa, Shanihan & Giantomasi |
| #23-5D | Professional Service Appointment – Tax Appeal Attorney, John Lloyd, Esq. |
| #23-5E | Professional Service Appointment – Alternate Public Defender, Jeffrey Steinfeld, Esq. |
| #23-5F | Professional Service Appointment – Municipal Court Prosecutor, Richard M. Rosa, Esq. |
| #23-5G | Professional Service Appointment – Affordable Housing Planner, Elizabeth McManus |
| #23-5H | Professional Service Appointment – Licensed Surveyor, Stephen Eid |
| #23-5I | Professional Service Appointment – Labor Attorney, Raymond Wiss, Esq. |
| #23-5J | Professional Service Appointment – Professional Auditor & Financial Advisor, Garry Higgins |
| #23-5K | Professional Service Appointment – Professional Planner, Brigitte Bogert |
| #23-5L | Professional Service Appointment – Municipal Court Public Defender, John J. Bruno, Esq. |
| #23-5M | Professional Service Appointment – Special Counsel, Huntington Bailey, LLP |
| #23-5N | Professional Service Appointment – Special Counsel, Jeffrey S. Lipkin, Esq. |
| #23-5O | Professional Service Appointment – Affordable Housing Administrator, Community Grants, Planning & Housing |
| #23-5P | Professional Service Appointment – Appraisal Consultant (Residential), James F. O'Donnell |
| #23-5Q | Professional Service Appointment – Tax Appeal Attorney, Martin Allen |
| #23-5R | Professional Service Appointment – Tax Appeal Consultant, Appraisal Consultants Corp. |
| #23 - 6 | Annual Schedule of Township Committee Meetings |
| #23 - 7 | Establish Town Hall Holidays/Closures |
| #23 - 8 | Temporary Budget |
| #23 - 9 | Temporary Sewer Utility Budget |
| #23-10 | Establish a Cash Management Plan |
| #23-11 | Township Committee Members to Review and Affix their Signatures to Vouchers |
| #23-12 | Authorize Signatures on Drafts and Checks Against Township Funds |
| #23-13 | Authorization of Signatures on Specific Accounts |
| #23-14 | Reinstatement of Petty Cash Funds |
| #23-15 | Authorizing Investment of Idle Funds and Fund Transfers |
| #23-16 | Authorizing the Filing of Tax Assessment Appeal Related Documents Including Petitions of Appeals, Cross Appeals, Counterclaims, Complaints, Answers, and Interrogatories for Assessment Matters |

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#23-17	Interest Rate & Penalty on Delinquent Taxes and Sewer Service
#23-18	Amount Required to Redeem Tax Sale Certificates
#23-19	Surety Bonds
#23-20	Establish Fees for the use of Recreational Facilities and Participation in Recreation Programs
#23-21	Authorizing Award of Contracts with Vendors Under State, County, and Regional Cooperative Pricing Systems
#23-22	Approve Central Purchasing System and Purchasing Manual
#23-23	Approval of Municipal Employee Personnel Manual
#23-24	Approve Anti-Discrimination Policy
#23-25	Approve Township Sexual Harassment Prohibition Policy
#23-26	Approve Smoking Control Policy
#23-27	Designate a Public Agency Compliance Officer
#23-28	Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions
#23-29	Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township
#23-30	Approval of Police Department Rules & Regulations
#23-31	Designation of Police Matrons & Registered Nurses
#23-32	Re-establish Civil Rights Policy
#23-33	Establish Fees for Towing Services
#23-34	Re-establish Fire Department Rules, Regulations and Policies
#23-35	Renewal of Participation in Northwest Bergen Mutual Aid Assoc.
#23-36	Waive Annual Charges for Fire Co. #2 & #3
#23-37	Waive Annual Rent for Ambulance Corps Land Lease
#23-38	Renew Agreement for Commuter Park and Ride at Cornerstone Church
#23-39	Establish Rules and Regulations Which Shall be the Township Facilities Policy
#23-40	Quasi-Municipal Groups for Insurance Purposes
#23-41	Approval of Local Supplemental Violations Bureau Schedule
#23-42	Town Hall Front Lawn Policy
#23-43	State Health Benefits
#23-44	Re-establish the Recreation Policy Manual
#23-45	Appointment of School Crossing Guards
#23-46	Re-Establish Travel Reimbursement Policy
#23-47	Re-Establish Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan
#23-48	Establish Hearing Officer(s)/Committee(s)
#23-49	Establish Drug & Alcohol Abuse Awareness Committee
#23-50	Re-establish Cooperative Efforts with the Board of Education
#23-51	Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators
#23-52	Appointment of JIF Representatives
#23-53	Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer Firefighters and Volunteer
#23-54	Ambulance Corps Members
#23-55	Authorize Waiving of Fees for Volunteers
#23-56	Appoint Emergency Management Committee
	Establish a Procedure and Adopt Forms to Provide Access to Public Records
#23-57	Authorize the Operation of Memorial Field, Pulis Field and Wyckoff Community Park Snack Bars

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#23-58	Telephone/Electronic Transfer of Funds
#23-59	Employee Compensation Continues Until Salary Ordinance is Adopted
#23-60	Setting the Township's Contribution to LOSAP for the Members of the Fire Department and Ambulance Corps
#23-61	Issuances of Checks Between Township Committee Meetings
#23-62	Re-Establish Township Committee By-Laws
#23-63	Authorize Police Private Duty Assignments
#23-64	Extraordinary Unspecifiable Service Appointments
#23-65	Adoption of Policy for ADA Parking Specifications and Posting Policy
#23-66	Authorize Language for Municipal Purchase Orders
#23-67	Municipal Public Information Website Policy and E-News Communication Policies
#23-68	Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force
#23-69	Authorize Disposition of Public Property No Longer Needed for Public Use
#23-70	Adoption and Endorsement of New Jersey Ethics Law
#23-71	Void Checks in Excess of 180 Days
#23-72	Permitting and Regulating Still Photography, Video Taping and Audio Recordings of Public Meetings
#23-73	Small Balances to be cancelled
#23-74	Establish Employee Benefits Cafeteria Plan
#23-75	Designation of NIMS for Incident Management
#23-76	Adoption of Approved Forms of Surety and Ratings of Certificates of Insurance
#23-77	Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities
#23-78	Procedure to Receive Donations /Plaques or to Name Municipal Property
#23-79	Authorize Procedures required by the American Rescue Plan
#23-80	Adoption of Accounting and Fiscal Internal Control Manual
#23-81	Fund Balance Annual Review
#23-82a	Re-appointment of Zabriskie House Trustee – Mark Di Gennaro
#23-82b	Re-appointment of Zabriskie House Trustee – Richard Lynch
#23-82c	Appointment of Zabriskie House Trustee – Joyce Santimauro
#23-82d	Appointment of Zabriskie House Trustee – Valeria Abma
#23-83	Confirm Social Media Policy
#23-84	Re-Establish Vehicle Use Policy
#23-85	Approve Policy for Recreation Department Policies and Procedures Manual
#23-86	Annual Monitoring of Tax Exemptions & Pilots
#23-87	Annual Reporting of Tax Appeals Filed
#23-88	Authorize Payment of Annual Service Charges
#23-89	Appointment of Coordinator for Emergency Telephone System
#23-90	Establish Transit Emergency Plan
#23-91	Establish Wyckoff – A Stigma Free Zone
#23-92	Elected Officials Transparency
#23-93	Public Interaction Policy
#23-94	Authorize Closure of Roads and Establishment of Detour Routes

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- | | |
|---------|--|
| #23-95 | Appointment of Municipal Humane Law Enforcement Officer & Team |
| #23-96 | Adoption of Cyber Security Policies |
| #23-97 | Rumor Prevention Policy |
| #23-98 | Reauthorize JIF Personnel Manual & Supervisor's Manual |
| #23-99 | Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings |
| #23-100 | Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1 |
| #23-101 | Establish Computer Use Policies |
| #23-102 | To Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable The Wyckoff Police Department to Request and Acquire Excess Department of Defense Equipment |
| #23-103 | Policy Governing the Government Speech Flagpole |
| #23-104 | Township of Wyckoff Policy of Inclusiveness |
| #23-105 | Adopt Domestic Violence Policy |
| #23-106 | Establish Modified No-Cash Policy for Current Year |
| #23-107 | Authorize Fee Charges for On-Line and Pay-by-Phone Portals |
| #23-108 | Adopt JIF/MEL Protecting Children Program |
| #23-109 | Easy Public Access (A Transparency) Program |
| #23-110 | Governing Body Certification of Compliance with the United States Equal |
| | Employment Opportunity Commission |
| #23-111 | Authorize Signing of Civil Rights Compliance for American Rescue Plan Application |

14. Following is the vote on the Consent Agenda:
MOTION: SHANLEY SECOND MELCHIONNE
MADIGAN YES MELCHIONNE YES
SHANLEY YES BOONSTRA YES
15. Township Committee Remarks
16. Motion to open the Ten (10) Minute Public Comment period:

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

Ten Minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff. If you wish to make a comment, please call 201-891-7000, ext. #2220 or step forward to the microphone.

Motion to close the Public Comment period:

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

17. Motion to Adjourn:

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

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

FORMAL ACTION WILL BE TAKEN DURING THIS MEETING

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

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Meeting Called to Order

The 2023 Reorganization Meeting of the Township Committee of the Township of Wyckoff was called to order by Municipal Clerk, Nancy A. Brown.

Posting of Colors by Wyckoff Volunteer Fire Department Honor Guard

Flag Salute

The Flag Salute was led by Nicholas, Daniella and Adriana Vitale

Invocation

The Invocation was given by Father Stephen Fichter, of Saint Elizabeth's Church, Wyckoff.

Municipal Clerk Nancy A. Brown read the "Open Public Meetings Act" notice **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 conduct its annual reorganization meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 on Sunday, January 1, 2023 at 12:00 pm and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment or call 201-891-7000, ext. #2220 should they wish to provide public comment during the public comment period.

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The Honorable Edward V. Torack, Judge Superior Court of New Jersey, RET. to administer of the Oath of Office to Township Committee Member, Rudolf E. Boonstra.

Township Committee nomination for 2023 Township Committee Chairperson

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

With an affirmative vote, the motion is approved.

Recess for Chairperson to access the center chair on the dais.

Clerk Nancy Brown announce that the Oath of Office for 2023 Fire Department Officers will take place at Fire Company #1 immediately following this meeting.

Clerk Nancy Brown to administer Oath of Office to residents appointed or reappointed to serve the Township as volunteers on various Municipal Boards and Commissions

Remarks by Chairperson

2023 Mayor Madigan's Remarks:

Fellow members of the Township Committee, Family, Friends, Neighbors. Happy New Year! Thank you all for coming to our reorganization today.

Special thanks and recognition to Assembly member Chris De Phillips former mayor of Wyckoff, former mayor Gordon Stanley, Mrs. Betty Vander Plaats (wife of former mayor John Vander Plaats who is celebrating her 96th birthday on January 9th). Judge Edward Torack, and Council President (and son-in-law) Douglas Vitale from Point Pleasant, and Bergen County Administrator, Tom Duch.

Congratulations to Rudy Boonstra on his re-election. I, and the other members on the township committee pledge to keep our emphasis on values, integrity, dedication, and service!

First of all, I would like to recognize a few special people. The lovely Mary Madigan, my daughter Erin and her husband Doug, and of 3 of my grandchildren Nicholas, Daniella & Adriana. Thank you for leading us in the pledge. Also, a special shout-out to the members of the Brick House Cigar Shop!

Mary and I made "The Right Choice" when we moved to town in 1983 and this year celebrate 40 years in Wyckoff. We are so fortunate to have raised our 7 children in town and for becoming so immersed in this special community we love and call home.

Keeping with our history, today we are here for the annual Wyckoff Reorganization Meeting. We are here to look forward and celebrate our many volunteers and all those that contribute to the fabric of what makes Wyckoff so special.

People are always asking, "What makes Wyckoff so desirable and so special?" Well, the answer is, our people and our rich traditions.

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We are thankful for having over 120 members on our volunteer fire department, we have over 40 members on our volunteer ambulance corps, and we celebrate the many residents who volunteer on our various boards and commissions; including Planning Board, Zoning Board, Design Review, Board of Health, Access for All, Municipal Alliance, Library Board, Shade Tree Commission, Zabriskie House Trustees, Gardens of Wyckoff, Environmental Commission, Parks and Recreation Board, and the many volunteer coaches supporting our many youth programs.

Wyckoff also enjoys the benefits of our many volunteer and civic organizations making Wyckoff the vibrant community we cherish. Wyckoff is a special place to grow up and raise a family. We boast low taxes, excellent schools, parks and recreation programs, and many houses of worship. Special thanks to Father Stephen Fichter from St. Elizabeth's for his invocation and congratulations on celebrating 23 years as a priest today!

Wyckoff boasts of having an effective municipal government led by our Township Administrator Matt Cavallo and his team in town hall, all committed to providing exceptional service to our residents at a low tax rate. Special thanks to Nancy Brown for serving two months as our temporary Administrator last year. Our accredited Police Dept. keeps us safe and makes many contributions, our DPW team and all of our town hall employees all deserve accolades for providing the services we enjoy!

We are thrilled to have welcomed over 900 families who have chosen to make Wyckoff their home over the past three years. I would like to assure our residents that the governing body will meet the challenges in the coming year honestly, openly, and fairly ---- guided by a simple and shared goal of making our community a better place to live!!

In conclusion, let's continue the rich traditions as friends and neighbors. Wyckoff is without doubt a welcoming and inclusive town. As I have said many times, where else could a kid from Boston, with a "slight accent" and is a wicked Red Sox fan and a Patriots fan become Mayor!! "

Thank you for this honor to serve in this role and for all your support in the year ahead."

MOTION by MELCHIONNE to nominate MAE BOGDANSKY to fill the vacancy on the Township Committee for a term ending December 31, 2023. SECOND by MADIGAN.

Committeeman Melchionne:

Committeeman Melchionne reviewed Ms. Bogdansky's resume highlighting her qualifications, telling the audience that Mae moved to Wyckoff in 1978 and that she is currently the Director of Operations for an international company.

Committeeman Melchionne also outlined Ms. Bogdansky's current volunteer experience in our community:

Wyckoff Volunteer Ambulance Corps EMT
Wyckoff Planning Board Member
Wyckoff Environmental Commission
Co-Founder of Women United for a Stronger New Jersey
Vice President of the Wyckoff Republican Club.

Committeeman Melchionne then proceeded to list Ms. Bogdansky's previous volunteer experiences in our community:

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Julia's Butterfly Foundation Trustee
Wyckoff Education Foundation Trustee
Sicomac School PTO President
Sicomac School PTO Treasurer
Wyckoff Coordinating Council
Webmaster for Sicomac School PTO

Since I have known Mae, she has volunteered countless hours and attended many events to help well qualified Republicans become elected. Mae is a great leader and true team player.

I also believe it is very important to replace Melissa with another well qualified woman to maintain the diversity of the Township Committee as we serve all of Wyckoff.

ROLL CALL VOTE:

MELCHIONNE YES MADIGAN YES
SHANLEY NO BOONSTRA NO

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:

2023 CONSENT AGENDA RESOLUTIONS:

#23-1 Procedure for Township Committee Members to Chair Meetings in Chair's Absence

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

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#23-2 Township Committee Liaison Assignments to Departments and Boards

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

CHAIRPERSON THOMAS J. MADIGAN

Mayor
Finance Committee
Police Commissioner
Library Board
Planning Board – Class I
Personnel Committee
Larkin House / Senior Committee
Facilities Committee

PETER J. MELCHIONNE

Fire Commissioner
Fireworks Committee
DPW / Road Commissioner
Environmental Commission Liaison
Finance Committee
Personnel Committee
Sewer Committee
Facilities Committee
Memorial Day Parade – VFW

RUDOLF E. BOONSTRA

Planning Board
Sewer Committee
Deputy Police Commissioner
Board of Health
Safety Committee
Gardens of Wyckoff
Zabriskie House
Historic Preservation

TIMOTHY E. SHANLEY

Parks & Recreation Advisory Board
Zoning Board Liaison
Ambulance Corps
Fireworks Committee
Utilities Committee
UCC / Engineering
Parks Commissioner
Ramapo-Indian Hills School Board Liaison

NEW COMMITTEE MEMBER

K-8 School Board Liaison
Shade Tree Liaison
Design Review Committee
Memorial Day Parade – VFW
Zabriskie House
Community Service Projects Committee

#23-3 Confirm Fire Department Officers

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

FIRE DEPARTMENT CHIEF

Fire Department Chief Joseph Vander Plaats

FIRE DEPARTMENT ASSISTANT CHIEF

Fire Department Assistant Chief Joseph Alvarez, Sr.

FIRE DEPARTMENT ADMINISTRATIVE OFFICERS

Paul Kasabian, Treasurer
Michael Schell, Secretary

FIRE DEPARTMENT SAFETY OFFICER

Timothy W. Brock

Co #1

Battalion Chief Timothy Murray Sr.
Captain James Viapiano
Captain Patrick Alvarez
Lieutenant Joseph R Alvarez
Lieutenant Peter Cascardo

Co #2

Battalion Chief EJ Lawler
Captain Christopher Joachim

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Co #3

Battalion Chief Jessie Levine
Captain EJ Pruiim
Lieutenant Austin Espie

Fire Prevention: Fire Prevention Officer Fred Depken

Mandatory Compliance: Carl Kofler

Fire Police

Fire Police Chief Pete Tani	Robert Kehoe	Daryl Bagnuolo
Captain Joseph Salerno	Russ Hoeffs	
Captain John Harrington	Ken Dyer	

#23-4 Board and Commission Appointments

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

<u>POSITION</u>	<u>APPOINTEE</u>	<u>TERM</u>
Chaplain	Rev. Fred Provencher	1 year
Local Assessment Search Officer *	Nancy A. Brown	1 year
Deputy Tax Collector	Maryanne Sweeney	1 year
Tax Search Officer(s) *	Maryanne Sweeney	1 year
Public Defender	John J. Bruno, Jr.	1 year
Alternate Public Defender	Jeff Steinfeld	1 year
Prosecutor	Richard M. Rosa	1 year
First Assistant Prosecutor	E. Carter Corrison	1 year
Township Engineer	Mark DiGennaro, P.E.	1 year
Emergency Mgmt. Coordinator*	Sergeant Kyle Ferreira	3 year
Deputy Emergency Mgmt. Coordinator***	*(2023 is 1st year of 3-year term)	
	Sgt. Brian Zivkovich, P.O. Michael Teegan	3 year
	Administrator Matthew A. Cavallo	
	*(2023 is 1st year of 3-year term)	
Municipal Housing Liaison	Mathew A. Cavallo	1 year
Official Newspapers *	The Ridgewood News	1 year
	The Record	1 year
Memorial Day Parade Chairman	North Jersey Herald News	1 year
Recreation Director	Erik Ruebenacker	1 year
Treasurer	Andy Wingfield	1 year
Deputy Treasurer	Diana McLeod	1 year
Registrar/Vital Statistics	Maryanne Sweeney	1 year
Deputy Registrar/Vital Statistics**	Maryellen Tafrate	1 year
Zoning Officers	Anna Coscia	1 year
	Fred Depken, Mark DiGennaro &	
	Thomas Gensheimer	1 year
Zoning Code Enforcement Official	Fred Depken	1 year
Property Maintenance Officer	Fred Depken	1 year
Zoning Administrator	Fred Depken	1 year
Administrative Officers	Mark DiGennaro, Thomas	
(Pursuant to NJSA 40:55D-3)	Gensheimer, Fred Depken,	
	Maureen Mitchell	
Risk Management Consultant	Eastern Insurers, Robert Steinbruch	1 year
JIF Fund Commissioner	Matthew A. Cavallo	1 year
JIF Deputy Fund Commissioner	Nancy A. Brown	1 year
JIF Safety Delegates:	Matthew A. Cavallo, David V Murphy,	
	J. Joseph Vander Plaats, Andy	
	Wingfield, Mark DiGennaro	1 year
	Russel Teschon – (2021 is the	
	First year of a 3-year term)	3 year
	Tim Bracket,	
	Kathy Bracket, Scott Fisher	1 year
	Maureen Mitchell	1 year
	Matthew Cavallo	1 year
	Leonard De Block	1 year

Designated Employer Representative for

CDL Mandate	Matthew A. Cavallo	1 year
Assistant Designated Employer Representative for		
CDL Mandate	J. Joseph Vander Plaats	1 year
* Required by statute ** Record Only – Appointment by Registrar *** Record Only – Appointment by OEM Coordinator		

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PARKS & RECREATION ADVISORY BOARD

Jeff Eischen
Chris Beane
Jennifer Saxton (Complete unexpired term to 12/31/23)
John Giovacco
Patty DePhillips

ZONING BOARD OF ADJUSTMENT

Mark Borst
Carl Fry
Nekije Rizvani
Chris Joachim
Doug Messineo

PLANNING BOARD

J. Joseph Vander Plaats
Mea Bogdansky
Sarah Caprio

ENVIRONMENTAL COMMISSION

Mea Bogdansky (Planning Board Representative)
Lisa Koeber
Elizabeth J. Fischer
Danyel Competiello
Ben Weiner

BOARD OF HEALTH

Donna Garbaccio
Steven Clarke
Casey Colaneri

HISTORIC PRESERVATION

Richard Lynch
Douglas Swenson
Patricia Constance
Maureen Mitchell
Curtis Bajak
Joseph Cestaro

LIBRARY BOARD

Brian Saxton
Kathleen Lane
Donna Macaluso (Superintendent's Representative)

DESIGN REVIEW COMMITTEE

Robert Ebel
Maureen Margaritis
Edward Natale
Drita Haznederi-McNamara
Jennifer Saxton

SHADE TREE COMMISSION

Daniel Kindergan
Scott Fisher

ZABRISKIE HOUSE TRUSTEES

Richard Lynch
Valerie Abma (Complete unexpired term to 12/31/24)
Joyce Santimauro (Complete unexpired term to 12/31/23)

#23-5A

Professional Service Appointment- Township Attorney,
Robert Landel, Esq

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

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WHEREAS, the Township Committee has determined to appoint Robert E. Landel, Esq. of Landel, Bernstein and Kalosieh as its Township Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough and complete legal advice he has rendered to the Township Committee in previous years. Mr. Landel has also managed and resolved complex zoning enforcement and affordable housing matters in previous years; and,

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Robert E. Landel, Esq., Landel, Bernstein & Kalosieh, 279 Franklin Avenue, Wyckoff, NJ 07481 for Township Attorney services, \$200.00 per hour/\$13,455.00 annual retainer, compensation up to \$70,000.00 when vouchers are approved by the Township Committee.

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

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

**TOWNSHIP OF WYCKOFF
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undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-01-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

**TOWNSHIP OF WYCKOFF
NOTICE OF CONTRACT AWARD**

The Township of Wyckoff has awarded contracts for Professional Services in 2023 without competitive bidding as professional services pursuant to NJSA 40A:11-5-(1)(a). The contracts and the resolutions authorizing the services are available for public inspection in the office of the Municipal Clerk.

Robert E. Landel, Esq.
Township Attorney
One (1) year
\$200.00 per hour/\$13,455 annual retainer
Up to \$70,000

Boswell Engineering, P.E.
Consulting Engineer/LSRP
One (1) year
\$166.00 per hour
Up to \$120,000

John R. Lloyd, Esq.
Special Tax Appeal Legal Service
One (1) year
\$150.00 per hour
Up to \$75,000

Elizabeth McManus, P.P.
Affordable Housing Planner
One (1) year
\$142.00 per hour/\$190 per hour litigation
Up to \$20,000

John J. Bruno, Jr., Esq.
Public Defender
One (1) year
\$400.00 per session
Up to \$4,500

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Richard M. Rosa, Esq.
Prosecutor
One (1) year
\$800.00 per month
\$250.00 per special session
\$125.00 per suppression brief

Huntington Bailey, LLP
Special Counsel(s)
One (1) Year
\$225 per hour
Up to \$45,000

Jeffrey S. Lipkin, Esq.
Special Counsel
One (1) year
\$350 per hour
Up to \$45,000

Stephen P. Eid, L.S.
Licensed Surveyor
One (1) year
\$80.00 per hour for deed description review and tax map changes
\$125.00 per hour for professional land surveyor services
\$135.00 per hour for L.S. field work
Up to \$10,000

Raymond R. Wiss, Esq.
Labor Counsel
One (1) year
\$150.00 per hour
Up to \$40,000

Gary Higgins, CPA, RMA
Auditor and Financial Advisor/Expert Witness
One (1) year
Annual Audit - \$31,800
LOSAP audit - \$1,100
Partner - \$200.00 per hour
Managers - \$160.00 per hour
Senior Accountant/Supervisor - \$135.00 per hour
Staff Accountants - \$115.00 per hour
Other Personnel - \$60.00 per hour
Up to \$50,000

Chiesa Shahnian & Giantomasi PC
Bond Counsel
One (1) year
Up to \$7,000

Brigitte Bogart, P.P
Community Planner
One (1) year
\$142.00 per hour/ \$190.00 per hour
Up to \$10,000

Community Grants, Planning and Housing
Professional Affordable Housing Planning Administration Services
One (1) Year
\$145.00 per hour for senior staff

TOWNSHIP OF WYCKOFF
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\$100.00 per hour all other staff
Up to \$5,900.00 for core services

James F. O'Donnell, SRA
Affordable Housing Trust Fund Calculations
Residential Tax Appeal/Defense Services
One (1) year
\$125 per hour
\$300 per Preliminary Appraisal Report – County Tax Board
\$1,000 per Appraisal Report – Tax Court Use

Martin Allen, Esq.
Special Tax Appeal Legal Service
One (1) year
\$150.00 per hour
Up to \$20,000

Appraisal Consultants Corp.
Tax Appeal/Revaluation Consultant
One (1) year
\$125.00 per hour
Up to \$135,000.

#23-5B Professional Service Appointment- Professional Consulting Engineer, Boswell Engineering

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

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WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line items: engineering services and cost-other expense, various developers trust accounts and other expense accounts for capital projects are created when projects are funded due to the receipt of a grant.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Boswell Engineering, 330 Phillips Avenue, South Hackensack, NJ 07606 for Consulting Engineer and LSRP services, \$162.00 per hour, up to \$120,000.00 when approved by the Township Committee.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ENGINEERING SERVICES, VARIOUS DEVELOPER ACCOUNTS AND CAPITAL PROJECT ACCOUNTS" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-165-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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#23-5C Professional Service Appointment – Bond Counsel, Chiesa, Shanihan & Giantomasi

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item legal services – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Chiesa, Shanihan & Giantomasi, One Boland Drive, West Orange, New Jersey 07052 for Bond Counsel services based on the attached fee schedule, up to \$7,000.00 per year when approved by the Township Committee.

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

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BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5D Professional Service Appointment – Tax Appeal Attorney,
John Lloyd, Esq.

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item assessment of taxes – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to John Lloyd, Esq., Chiesa, Shahinian & Giantomasi, PC, One Boland Drive, West Orange, New Jersey 07052 for Tax Appeal Attorney services based on the attached fee schedule, \$150.00 per hour, up to \$75,000.00 when approved by the Township Committee.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ASSESSMENT OF TAXES – OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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#23-5E Professional Service Appointment – Alternate Public Defender, Jeffrey Steinfeld, Esq

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Jeffrey Steinfeld, Esq., 27 Warren Street, Hackensack, NJ 07601 for Public Defender services, \$400.00 per court session and compensation up to \$4,500.00 when vouchers are approved by the Township Committee.

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

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BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-43-495-020 FOR THE PUBLIC DEFENDER PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5F Professional Service Appointment – Municipal Court Prosecutor, Richard M. Rosa, Esq.

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

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WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Richard M. Rosa, Esq., Hartmann, Doherty, Rosa, Berman & Bulbulia, LLC, 433 Hackensack Avenue, Suite 1002, Hackensack, New Jersey 07601 for Prosecutor services, \$800.00 per month; \$250 per special session and \$125 per suppression brief when vouchers are approved by the Township Committee.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-43-494-020 FOR THE PROSECUTOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5G **Professional Service Appointment- Affordable housing Planner, Elizabeth McManus**

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item planning services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Elizabeth McManus, Kyle, McManus Associates, PO Box 236, Hopewell, NJ 08525 for Affordable Housing Planner services, \$142.00 per hour/\$190.00 per hour for litigation, compensation up to \$20,000.00 when vouchers are approved by the Township Committee.

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

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

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undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2023 TEMPORARY BUDGET ACCOUNT 23-1-21-180-020 AND 23-01-21-190-020 AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5H Professional Service Appointment – Licensed Surveyor,
Stephen Eid

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated

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in the 2023 Municipal Budget when adopted for fees reasonably required in the line item tax assessment – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Stephen P. Eid, L.S., 102 Wayside Road, Hewitt, NJ 07421 for Township Licensed Surveyor services, \$80.00 per hour for deed description review and tax map changes, \$125. per hour for L.S. services, \$135. per hour for L.S. field survey work, up to \$10,000.00 when vouchers are approved by the Township Committee.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "TAX ASSESSMENT", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-150-020 FOR THE LICENSED SURVEYOR PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-51 Professional Service Appointment – Labor Attorney,
Raymond Wiss, Esq.

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

WHEREAS, the Township Committee has determined to appoint Raymond Wiss, Wiss and Bouregy, as its Labor Attorney due to his extensive legal expertise

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Raymond Wiss, Esq. Wiss & Bouregy, PC, 345 Kinderakmack Road, Westwood, NJ 07675 for Labor Attorney services, \$150. per hour, compensation up to \$40,000. when vouchers are approved by the Township Committee.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a

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contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5J Professional Service Appointment – Professional Auditor & Financial Advisor, Gary Higgins

WHEREAS, the Township of Wyckoff has a real need and requires the professional services of an auditor and financial advisor for the current year' and,

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to, Gary Higgins, CPA,RMA, Partner – PKF O'Connor Davies, LLP, 300 Tice Boulevard, Woodcliff Lake, NJ 07677 for Auditor and Financial Advisor services, Annual Audit - \$31,800, LOSAP audit - \$1,100, Partner - \$200.00 per hour, Managers - \$160.00 per hour, Senior Accountant/Supervisor - \$135.00 per hour, Staff Accountants - \$115.00 per hour, Other Personnel - \$60.00 per hour, up to \$50,000.00 per year.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-135-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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December 19, 2022

Honorable Mayor and Members
of the Township Council
Township of Wyckoff
Municipal Plaza
Wyckoff, New Jersey 07436

Dear Governing Body:

This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to the Township of Wyckoff (the "Township") for the period ending December 31, 2023.

Prior to the commencement of our audit(s) we may not know if an audit performed in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") is required. Consequently, this letter includes the words "if applicable" next to relevant single audit communication requirements.

Audit Objective

We will audit the regulatory basis financial statements of the various funds and account group of the Township as of December 31, 2023, the related statements of revenues, expenditures and changes in fund balances for the year ending December 31, 2023, statement of fund balance, statements of revenues, statements of expenditures and related notes to the financial statements and issue our report by the statutory deadline.

We have also been engaged to report on supplementary information required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements for Federal Awards* (if applicable) and by New Jersey OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* (if applicable) that accompanies the Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Analysis by fund:
 - a) Current Fund
 - b) Trust Fund
 - c) General Capital Fund
 - d) Sewer Utility Fund
 - e) General Fixed Assets Account Group

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- 2) Supplementary exhibits
 - a) Supplementary Data
 - b) Officials in Office and Report on Surety Bonds as of December 31, 2023
 - c) Comments and Recommendations
 - 3) Schedule of expenditures of federal and state awards (if applicable)
 - 4) Schedule of findings and questioned costs and prior year audit findings (if applicable)
- The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud, error, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Township or to acts by management or employees acting on behalf of the Township; and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis as prescribed by the Division; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Because the determination of abuse is subjective, GAGAS do not expect auditors to provide reasonable assurance of detecting abuse. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, GAGAS, the audit requirements prescribed by the Division, Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct the audit in accordance with US GAAS, GAGAS, the audit requirements prescribed by the Division, Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable), and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable), and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with US GAAS, GAGAS, the audit requirements prescribed by the Division, Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable), we exercise professional judgment and maintain professional skepticism throughout the audit. We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us even though the audit is properly planned and performed in accordance with US GAAS, GAGAS, the audit requirements prescribed by the Division, Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable). In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs (if applicable). However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit (if applicable). We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

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The objective for our audit also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with GAGAS.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Uniform Guidance, Audits of States, Local Governments and Non-Profit Organizations (if applicable) and NJ OMB Circular 15-08 (if applicable).

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable) requires that we also plan and perform the audit to obtain reasonable assurance about whether the Township has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "Uniform Guidance Compliance Supplement" and NJ State Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Township's major programs. The purpose of these procedures will be to express an opinion on the Township's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance and NJ OMB Circular 15-08. As required by Uniform Guidance and NJ OMB Circular 15-08, we will also perform tests of controls over compliance to prevent or detect material noncompliance with and operation of controls that we consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance and NJ OMB Circular 15-08.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also include, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement when required based on our professional judgement.

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

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Significant Risks identified prior to issuing engagement letter.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of internal controls
- Revenue Recognition

Audit Procedures – Internal Control

We will obtain an understanding of the government/Township and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements and the supplementary information, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to prevent and detect misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS. An audit is also not designed to identify significant deficiencies or material weaknesses. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report.

Reporting

We will issue a written report(s) upon completion of our audit of the Township's financial statements and written reports required with audits performed in accordance with GAGAS, the Uniform Guidance (if applicable) and NJ OMB Circular 15-08 (if applicable). Our reports will be addressed to management and those charged with governance" of the Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by GAGAS (if applicable).

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The reports on internal control and compliance (if applicable) will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with GAGAS in considering internal control over financial reporting and compliance and Uniform Guidance and NJ OMB Circular 15-08 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form (if applicable) that summarize our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will also communicate with those charged with governance any (a) fraud involving senior management and other fraud that causes a material misstatement of the financial statements; (b) violations of laws or governmental regulations that come to our attention (unless they are clearly inconsequential); (c) disagreements with management and other serious difficulties encountered in performing the audit; and, (d) various matters related to the Township's accounting policies and financial statements.

Other Services

We will also assist in preparing the financial statements of Township in conformity with regulatory basis accounting principles as prescribed by the Division based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, including all disclosures, RSI and supplementary information, in conformity with regulatory basis accounting principles as prescribed by the Division.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

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Your responsibilities include adjusting the financial statements and supplementary information to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the preparation of the supplementary information in conformity with regulatory basis accounting principles as prescribed by the Division. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the RSI and supplementary information in accordance with the regulatory basis of accounting prescribed by the Division; (2) you believe the RSI and supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis as prescribed by the Division; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RSI and supplementary information.

Management is responsible for management decisions and assuming all management responsibilities; for designating an individual with suitable skill, knowledge, and/or experience to oversee assistance with preparing the financial statements or other non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of Uniform Guidance (if applicable). As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards (if applicable), and related notes. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. You are responsible for making all management decisions and assuming all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and for accepting full responsibility for such decisions.

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Township involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Township received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the Township complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. Additionally, as required by Uniform Guidance (if applicable), it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

In order to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements, management is responsible for establishing and maintaining effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities.

Management's responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

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Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Township is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

It is possible that all or a majority of the audit will be conducted remotely. Management is responsible for ensuring that all electronically provided documents and records are complete and accurate reproductions of the original documents and records. For any part of the engagement performed on premises, management is responsible for ensuring that all applicable safeguards are in place in accordance with Centers for Disease Control guidance and any state and local regulations and guidelines. PKF O'Connor Davies holds the right to not perform work onsite if we consider the onsite conditions unsafe for any reason. Management, in coordination with PKF O'Connor Davies, is responsible to arrange for alternative methods for audit procedures that must be performed on the Township's or a third-party's premises.

At the conclusion of the engagement, we will request from management written confirmation concerning representations made to us in connection with the audit. The representation letter, among other things, will confirm management's responsibility for: (1) the preparation of the financial statements in conformity with the regulatory basis as prescribed by the Division, (2) the availability of financial records and related data, and (3) the completeness and availability of all minutes of board meetings. Management's representation letter will further confirm that: (1) the effects of any uncorrected misstatements aggregated by us during the engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (2) we have been informed of, or that there were no incidences of, fraud involving management or those employees who have significant roles in the Township's internal control. You will also be required to acknowledge in the management representation letter, when applicable, our assistance with preparation of the financial statements and related schedules, RSI and the schedule of expenditures of federal awards (if applicable) and that you have reviewed and approved the financial statements, aforementioned schedules and RSI, and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

To the best of your knowledge, you are unaware of any facts which might impair our independence with respect to this engagement.

The financial statements are the property of the Township and can be reproduced and distributed as management desires. However, you must notify us in advance and obtain our approval if you intend to make reference to our firm in a document that includes our auditors' report on the financial statements. Because our engagement does not contemplate the foregoing, there may be an additional fee in connection with our review of any such documents. In the event our auditor/client relationship has been terminated when the Township seeks such consent, we will be under no obligation to grant such consent or approval.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your accounting department personnel will assist us to the extent practicable in completing the audit. They will provide us with detailed trial balances, supporting schedules, and other information we deem necessary. A list of these schedules and other items of information will be furnished to you before we begin the audit. The timely and accurate completion of this information is an essential condition to our completion of the audit and the issuance of the audit report.

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We keep documents related to this engagement in accordance with our records retention policy and applicable regulations or for any additional period requested by the applicable cognizant agency. If we are aware that a federal awarding agency or the Township is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. We do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing the acceptance and processing of such journal entries.

Non-reliance on oral advice

It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm after a full supervisory review.

Electronic and other communication

During the course of the engagement, we may communicate with you or with Township personnel via fax or e-mail. You should be aware that communication in those media may be unsafe to use and contains a risk of misdirection and/or interception by unintended third parties, or failed delivery or receipt. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail or other electronic transmissions, including any consequential, incidental, direct, indirect or special damages.

Access to working papers

During the course of this engagement, we will develop files of various documents, schedules and other related engagement information known as our working papers. As we are sure you can appreciate, these working papers may contain confidential information and our firm's proprietary data. You understand and agree that these working papers are, and will remain, our exclusive property. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

- (1) Our firm, as well as other accounting firms, participates in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected for review. If it is, the other firm is bound by professional standards to keep all information confidential.
- (2) We may be requested to make certain working papers available to regulators pursuant to authority given to them by law, regulation or subpoena. Such regulators may include (i) a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit; to resolve audit findings, or to carry out oversight responsibilities; (ii) the American Institute of Certified Public Accountants; and (iii) the State Board of Accountancy. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to them. The regulator may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

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Fees and billing

Our fee for the audit for the year ended December 31, 2023 will be as follows:

Preparation of the Statutory Annual Audit	<u>\$31,800</u>
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Additionally, the Township will be billed for any out-of-pocket costs charged by the financial institutions relating to the direct confirmation of the Township's bank balances in accordance with generally accepted auditing standards.

The following additional service pertaining to the Township's other statutory documents required by the Division of Local Government Services that will not be subjected to the audit procedures applied in the audit of the financial statement is as follows:

- Review of the 2023 Unaudited Annual Financial Statement and related financial statements
- Review of the statutory 2023 Budget and User Friendly Budget
- Input of audit and budget information into the State-mandated FAST system

In addition to the annual audit, the State of New Jersey requires a review of the Length Service Award Program "LOSAP" in accordance with the American Institute of Certified Public Accountants (AICPA) "Statements on Standards for Accounting and Review Services". Our fee for the year ended December 31, 2023 will be \$1,100.

Our standard billing rates for 2023 are as follows:

Partners	\$200 per hour
Managers	\$160 per hour
Senior Accountants/Supervisors	\$135 per hour
Staff Accountants	\$115 per hour
Other Personnel	\$60 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Liability

Any and all claims by the Township arising under this engagement must be commenced by the Township within one year following the date on which our firm delivered our report on the financial statements associated with this engagement, or the date the Township is informed of the engagement's termination in the event our report is not delivered, for any reason.

You agree to indemnify our firm, its partners, principals and employees, to the fullest extent permitted by law for any expense, including compensation for our time at our standard billing rates and reimbursement for our out-of-pocket expenses and reasonable attorneys' fees, incurred in complying with or responding to any request (by subpoena or otherwise) for testimony, documents or other information concerning the Township by any governmental agency or investigative body or by a party in any litigation or dispute other than litigation or disputes involving claims by the Township against the firm. This indemnification will survive termination of this engagement.

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Dispute resolution

Any claim or controversy ("dispute") arising out of or relating to this engagement, the services provided thereunder, or any other services provided by or on behalf of the firm or any of its subcontractors or agents to the Township or at its request (including any dispute involving any person or entity for whose benefit the services in question are or were provided), shall first be submitted in good faith for mediation administered by the American Arbitration Association ("AAA") under its Mediation Rules. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties.

If the dispute is not resolved by mediation within 90 days of its submission to the mediator, then, and only then, the parties shall submit the dispute for arbitration administered by the American Arbitration Association under its Professional Accounting and Related Services Dispute Resolution Rules (the "Rules"). The arbitration will be conducted before a single arbitrator selected from the AAA's Panel of Accounting Professionals and Attorneys and shall take place in New Jersey.

Any discovery sought in connection with the arbitration must be expressly approved by the arbitrator upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. The parties and the arbitrator may disclose the existence, content or result of the arbitration only as expressly provided by the Rules.

The arbitrator shall issue his or her final award in a written and reasoned decision to be provided to each party. In his or her decision, the arbitrator will declare one party the prevailing party. The arbitrator shall have the power to award to the prevailing party reasonable legal fees associated with the arbitration and prior mediation. The arbitrator shall have no authority to award non-monetary or equitable relief of any sort. The arbitrator shall not have authority to award damages that are punitive in nature, or that are not measured by the prevailing party's actual compensatory loss.

The award reached as a result of the arbitration will be binding on the parties and confirmation of the arbitration award may be sought in any court having jurisdiction.

This engagement will be governed by the laws of the State of New Jersey, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

Hosting services

In order to maintain our independence in accordance with the AICPA's Code of Professional Conduct, we cannot host or maintain any client information. You are expected to retain all financial and non-financial information including anything you upload to a portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

Employment of firm partner or professional employee

The Township acknowledges that hiring current or former PKF O'Connor Davies personnel participating in the engagement may be perceived as compromising our objectivity, and depending on the applicable professional standards, impairing our independence in certain circumstances. Accordingly, prior to entering into any employment discussions, with such known individuals, you agree to discuss the potential employment, including any applicable independence ramifications, with the engagement partner responsible for the services.

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Confirmation and other

Gary W. Higgins is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

GAGAS require that we provide you with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our latest peer review report accompanies this letter.

We will provide copies of our reports to the Township; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Our audit engagement for December 31, 2023 ends on delivery of our audit report covering that period. Requests for services other than those included in this engagement letter will be agreed upon separately.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to PKF O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us. We are pleased to have this opportunity to serve you.

Very truly yours,

PKF O'Connor Davies, LLP

PKF O'Connor Davies, LLP

The services and terms described in the foregoing letter are in accordance with our requirements and are acceptable to us.

Township of Wyckoff

BY:

TITLE:

DATE:

[Signature]
Mayor
January 1, 2023

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

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**#23-5K Professional Service Appointment – Professional Planner,
Bridgette Bogert**

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

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

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

WHEREAS, the business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item planning services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Bridgette Bogart, P.P., 205 Franklin Avenue, Wyckoff, New Jersey 07481 for Township Planner services, \$142.00 per hour/\$190.00 per hour for litigation, compensation up to \$10,000.00 when vouchers are approved by the Township Committee.

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

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BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2023 TEMPORARY BUDGET ACCOUNTS 23-1-21-180-020 AND 23-01-21-190-020 AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5L Professional Service Appointment – Municipal Court Public Defender, John J Bruno, Esq.

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

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WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item municipal court – other expense.

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "MUNICIPAL COURT", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-43-495-020 FOR THE PUBLIC DEFENDER PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5M **Professional Service Appointment- Special Counsel,**
Huntington Bailey, LLP

WHEREAS, the Township of Wyckoff has a real need and requires professional services of an attorney with specialized litigation experience; and,

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WHEREAS, the Township Committee has determined to appoint William J. Bailey, Esq. of Huntington and Bailey, L.L.P. as Special Counsel to defend the Township in the litigation filed against the Township of Wyckoff due to his significant legal experience with a specialized area of litigation, Mr. Bailey's skill and legal acumen as an attorney licensed to practice law in New Jersey and his experience resolving complex litigation; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that even if the cost of these services does not exceed \$17,500, they believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Municipal Budget for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a one (1) year contract is hereby awarded to Huntington and Bailey, L.L.P., 373 Kinderkamack Road, Westwood, New Jersey 07675 for Special Counsel Services, \$225.00 per hour for Attorneys and \$115.00 per hour for paralegals, compensation not to exceed \$45,000 when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement

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Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF 2023 MUNICIPAL BUDGET ACCOUNT 23-01-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-5N

Professional Service Appointment – Special Counsel, Jeffrey S. Lipkin, Esq.

WHEREAS, the Township of Wyckoff has a real need and requires professional services of an attorney with specialized litigation experience; and,

WHEREAS, the Township Committee has determined to appoint Jeffrey S. Lipkin, Esq. as Special Counsel to defend the Township in the litigation filed against the Township of Wyckoff due to his significant legal experience with a specialized area of litigation, Mr. Lipkin's skill and legal acumen as an attorney licensed to practice law in New Jersey and his experience resolving complex litigation; and,

WHEREAS, the Purchasing Agent and the Chief Financial Officer have determined that even if the cost of these services does not exceed \$17,500, they believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Municipal Budget for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a one (1) year contract is hereby awarded to Jeffrey S. Lipkin, Esq., 1000 C Lake Street, Ramsey, New Jersey

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07446 for Special Counsel Services, \$350.00 per hour, compensation not to exceed \$45,000 when vouchers are approved by the Township Committee.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF 2023 MUNICIPAL BUDGET ACCOUNT 23-01-20-155-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

#23-50 Professional Service Appointment – Affordable Housing Administrator, Community Grants, Planning & Housing

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item, affordable housing services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Community Grants, Planning and Housing , 101 Interchange Plaza, Suite 301, Cranbury, New Jersey 08512-3716 for a not to exceed cost \$5,990.00 for core services and \$145.00 per hour for senior staff and \$100.00 per hour for all other staff up to \$10,000.00 per year for professional Affordable Housing Administration services and administrative agent services when vouchers are approved by the Township Committee.

1. The Township Committee Chairman and Clerk are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.

2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.

3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is

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serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "PLANNING SERVICES AND COSTS – OTHER EXPENSE AND VARIOUS DEVELOPER ESCROW ACCOUNTS" PORTIONS OF THE 2023 TEMPORARY BUDGET ACCOUNT 23-1-21-190-020 AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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NOTICE OF CONTRACT AWARD**

The Township of Wyckoff has awarded a contract for Professional Services in 2023 without competitive bidding as a professional service pursuant to NJSA 40A:11-5-(1)(a). The contract and the resolution authorizing the service are available for public inspection in the office of the Municipal Clerk.

Community Grants, Planning and Housing
Professional Affordable Housing Planning Administration Services
One (1) Year
Up to \$5,900.00 for core services
\$145.00 per hour for senior staff
\$100.00 per hour all other staff

**#23-5P Professional Service Appointment – Appraisal Consultant
(Residential), James F O'Donnell**

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

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

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

WHEREAS, James F. O'Donnell has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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#23-5Q Professional Service Appointment – Tax Appeal Attorney,
 Martin Allen

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2023 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line-item assessment of taxes – other expense.

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

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

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "ASSESSMENT OF TAXES – OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

**#23-5R Professional Service Appointment – Tax Appeal Consultant,
Appraisal Consultants Corp.**

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

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

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

WHEREAS, each business entity has completed and submitted a Business Entity Disclosure Certification which certifies that each business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

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

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

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2019 Temporary Budget and will be appropriated in the 2023 Municipal Budget when adopted for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that a one year contract for this calendar year is hereby awarded to Appraisal Consultants Corp for tax appeal/revaluation services at \$125. per hour and up to \$135,000.

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

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE "LEGAL SERVICES AND COSTS", "OTHER EXPENSE" PORTIONS OF THE 2023 TEMPORARY BUDGET AND WILL BE APPROPRIATED IN THE 2023 MUNICIPAL BUDGET ACCOUNT 23-1-20-150-020 FOR THE FOLLOWING PROFESSIONAL SERVICES FOR THE CALENDAR YEAR 2023. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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#23-6 Annual Schedule of Township Committee Meetings

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

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

WYCKOFF TOWNSHIP COMMITTEE 2023 MEETING SCHEDULE

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

	Sunday	Reorganization Meeting	Noon Regular Meeting
January 1 January 17	Tuesday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting
February 7 February 21	Tuesday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting
March 7 March 21	Tuesday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting
April 4 April 18	Tuesday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting
May 2 May 16	Tuesday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting
June 8 June 20	Thursday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting
July 18	Tuesday 7:00 P.M.	Work Session 8:00 P.M.	Regular Meeting

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August 15	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
September 5	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
September 19	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
October 3	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
October 17	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
November 9	Thursday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
November 21	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
December 5	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting
December 19	Tuesday 7:00 P.M. Work Session	8:00 P.M. Regular Meeting

FORMAL ACTION MAY BE TAKEN AT PUBLIC WORK SESSION MEETINGS AND REGULAR PUBLIC MEETINGS
PAYMENT OF CLAIMS MAY BE PAID AT ALL PUBLIC WORK SESSION MEETINGS
AND REGULAR MEETINGS
NOTICE TO PUBLIC

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

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

#23-7 Establish Town Hall Holidays/Closures

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

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

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

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

1.	New Year's Day (Observed)	Monday	January 2, 2023
2.	Martin Luther King Day	Monday	January 16, 2023
3.	President's Day	Monday	February 20, 2023
4.	Good Friday	Friday	April 7, 2023
5.	Memorial Day	Monday	May 29, 2023
6.	Monday before July 4 th (In lieu of Veteran's Day)	Monday	July 3, 2023
7.	Independence Day	Tuesday	July 4, 2023
8.	Labor Day	Monday	September 4, 2023
9.	Columbus Day	Monday	October 9, 2023
10.	Thanksgiving Day	Thursday	November 23, 2023
11.	Day after Thanksgiving (In lieu of Election Day)	Friday	November 24, 2023
12.	Christmas Day	Monday	December 25, 2023

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#23-8 Temporary Budget

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the following temporary 2023 appropriations be made, and that a certified copy of this resolution be transmitted to the Chief Financial Officer and/or Treasurer for his/her records.

#23-9 Temporary Sewer Utility Budget

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the following is the 2023 Temporary Sewer Utility Budget:

<u>DEPARTMENT</u>	<u>SALARIES</u>	<u>OTHER EXPENSE</u>	<u>DEPARTMENT TOTAL</u>
Sewer Operating	\$28,861	\$689,719	\$718,580

#23-10 Establish a Cash Management Plan

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

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

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

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

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

BE IT FURTHER RESOLVED, on the 1st day of January 2023 by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that:

1. TD Bank
 Valley Bank
 New Jersey Cash Management Fund P.L. 1977, C. 281
 (C:52:18A-90, 4)
 Lakeland Bank/Provident Bank

be and are hereby designated as depositories for the Township of Wyckoff for the year 2023

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2. Prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Unit Deposit Protection Act (R.S. 17:9-41).

#23-11 Township Committee Members to Review and Affix the Signatures to Vouchers

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

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

#23-12 Authorize Signatures on Drafts and Checks Against Township Funds

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

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

Current Township Committee Chairperson
Municipal Clerk Nancy A. Brown
Treasurer/CFO Diana McLeod
Deputy Treasurer Maryanne Sweeney
3. Three (3) signatures required. A minimum of one (1) original signature on all disbursement checks is required.

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#23-13 Authorization of Signatures on Specific Accounts

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

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

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

Petty Cash – Treasurer	9712	LKD
The signature of the Municipal Court Clerk and Municipal Judge are		the official
signature affixed on all checks from:		
Municipal Court	3742	VAL
Municipal Court Bail	3750	VAL

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

#23-14 Reinstatement of Petty Cash Funds

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

2. The Petty Cash Fund previously established be re-instated as of January 1, 2023, and the check be drawn against the Current Account and deposited in a Petty Cash Account for the sum of \$300.00 in the name of the Township Treasurer.
2. The Petty Cash Funds in the amount of \$100.00 in the name of the Chief of Police & the amount of \$400.00 in the name of the Recreation Director.
3. Change funds are established in the amount of \$300.00 for the Tax Collector, \$200.00 for the Municipal Clerk and \$100.00 for the Municipal Court.
4. Each petty cash account will have a maximum of any individual expenditure of \$100.00.

#23-15 Authorizing Investment of Idle Funds and Fund Transfers

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

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

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

BE IT FURTHER RESOLVED, that the Chief Financial Officer, Diana McLeod, is hereby authorized to transfer funds by wire and through on-line banking platforms solely for the following purposes and subject to all pertinent regulations:

1. To or from Township checking or savings accounts to other Township accounts.
2. To or from Township checking or savings accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Wyckoff.
3. Payment of debt service as required.

#23-16 Authorizing the Filing of Tax Assessment Appeal Related Documents Including Petitions of Appeals, Cross Appeals, Counterclaims, Complaints, Answers, and Interrogatories for Assessment Matters

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

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

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

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

BE IT FURTHER RESOLVED that notwithstanding the foregoing, the Special Tax Counsel will provide a report of all pending tax appeals for the purpose of preparing the annual budget and that the Special Tax Counsel and the Tax Assessor together shall be required to obtain the prior approval and consent of the Township Committee for the following:

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

#23-17 Interest Rate & Penalty on Delinquent Taxes and Sewer Service

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

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

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

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

#23-18 Amount Required to Redeem Tax Sale Certificates

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

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

#23-19 Surety Bonds

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the surety bonds of the various officers, wherever same are required by law and so approved by the Division of Local Government Services in Trenton, are to be ordered and written, and when received by the Municipal Clerk, they are to be further approved and accepted by this Township Committee at a later meeting when submitted.

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#23-20 Establish Fees for the use of Recreation Facilities and
Participation in Recreation Program

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

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

The following shall be the user fees for participation in the various recreation programs for the current year:
2023

PROGRAM	FEE PER PERSON
1. <u>Recreation Basketball</u>	
Summer Clinic	60.00
Boys & Girls grades 1-4	*98.00
Boys & Girls grades 5-8	*120.00
High School, winter	100.00
Men Open Gym, winter	75.00
*Board of Education Facility Use Fee -	*13.00
Included in recreational basketball fee-boys & girls grades 1-8	
2. <u>Traveling Select Basketball</u>	*253.00
Try-Out Fee	20.00
*Board of Education Facility Use Fee -	*13.00
Included in traveling select basketball fee	
3. <u>Recreation Baseball</u>	
Kindergarten, T-Ball	85.00
1 st Grade	90.00
Grades 2 – 6	110.00
Grades 7 & 8	120.00
Summer Clinic	65.00
4. <u>Traveling Select Baseball</u>	
Leagues:	
8u, 9u, 10u	350.00
11u, 12u	400.00
13u, 14u	400.00
Try-Out Fee	20.00
5. <u>Cheerleading</u>	
Summer Clinic	65.00
Football Recreation	105.00
6. <u>Football</u>	
Pee Wee, Junior, Senior (Grades 3-8)	240.00
Flag Football (Grades K-2)	95.00
7. <u>Recreation Soccer</u>	
Kindergarten Soccer	90.00
1st & 2nd Grade Soccer	95.00
Fall League (Grades 3-4)	105.00
Northwest Bergen (Grades 5-8)	115.00
Northwest Bergen (Grades 9-12)	125.00
Summer Clinic	65.00

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8. <u>Recreation Softball</u>	
Grade Kindergarten, T-Ball	
Grade 1	85.00
Grade 2 - 6	90.00
Grade 7 - 8	110.00
Men's League	120.00
	110.00
9. <u>Traveling Select Softball</u>	
u10	350.00
u12, u14	400.00
Try-Out Fee	20.00
10. <u>Summer Day Camp Programs:</u>	
Grades K-4 per week	110.00
Grades 5-8 per week	135.00
Tennis	
Clinics-Spring & Fall	90.00
Summer Camp:	
Pee Wee - K&1	90.00
2 nd grade-adult	230.00
11. <u>Wrestling:</u>	
Winter League	100.00
12. <u>Roller Hockey</u>	
Winter Clinic (Grades 1-3)	75.00
League (Grades 4-12)	100.00
Summer Clinic	60.00
13. <u>Lacrosse</u>	
Spring Clinic	75.00
Spring League: (Grades 3-8)	125.00
14. <u>Adult Team Tennis</u>	
Summer	85.00
Fall & Spring	85.00
15. <u>Tennis Court Badges</u>	
Family badge	75.00
Adult badge	50.00
Child badge	35.00
Senior citizen badge	25.00
Non-resident Booklets (20 passes)	150.00
16. <u>Girls Volleyball</u>	
Grades 6-8	95.00
Summer Clinic	65.00

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

REFUND PROCEDURE:

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

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

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

PURCHASE PLAYER JERSEY OPTION:

The option to purchase a game jersey will be made available to players at registration for the following sports: Football, Roller Hockey, and Lacrosse. The additional fee will be the cost of the jersey plus \$10.

DONATION OF USED SPORTS TEAM CLOTHING

Used sports team clothing which has reached its useful life and is no longer used by Wyckoff Recreation teams may be donated to the Wyckoff PTO Economy Shop, Inc. only after receiving approval from the Parks & Recreation Advisory Board. This type of donation will then result in revenue for Wyckoff Schools.

FIELD AND FACILITY RENTALS:

Application Required. The application shall consist of: a) a Township of Wyckoff application for use, b) hold harmless agreement, c) certificate of insurance designating the Township of Wyckoff as an additional insured and d) the payment of fee. The fee for use of the recreation fields and facilities shall be payable to the Township of Wyckoff upon approval of the application for use. Any exceptions to the payment of fees must be reviewed and approved by the Board of Recreation and Parks, including proposals by groups that provide in-kind services for reciprocal field use. Fees for field use and facility use shall be based on designation as Group 1 or Group 2 as defined below:

Group 1 shall consist of the following:

- a. Wyckoff K-8 School District & Ramapo/Indian Hills Regional School District-affiliated groups; Wyckoff parent-teacher-student organizations; Board of Education advisory groups and Wyckoff Adult Education.
- b. Wyckoff Municipal government agencies; Wyckoff Recreation Board, Wyckoff Volunteer Ambulance Corps, Wyckoff Volunteer Fire Department, and groups appointed by the Township Committee.
- c. Wyckoff non-profit recreation youth sports groups; Wyckoff Boys and Girls Scout Troops, and Wyckoff houses of worship-sponsored youth groups for sports.

Group 2 shall consist of the following:

- a. Local Civic organizations
- b. Local Political organizations
- c. Local Community service organizations
- d. Local Sports clubs
- e. Local Instructors or training facilities

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Fees are waived for Group 1 organizations. In Group 2, the team, organization or group shall have Wyckoff players and/or members who actively participate in the group's activity in order to rent a field or facility. Any team, organization or group with no Wyckoff players or members wishing to rent a Wyckoff facility must first submit a complete application and it shall be reviewed and either approved or denied in writing by a committee consisting of the Recreation Director, the Chairman of the Board of Parks and Recreation and the Township Committee Liaison to the Board of Parks and Recreation.

FEES:

- A. Daylight Hours.** The fee for use of a recreation natural grass field facility shall be \$100 for a three (3) hour block of time during daylight hours. Any event exceeding the three (3) hour rental shall be charged \$100 for the next three (3) hour block of daylight time or portion thereof. The fee for use of one (1) recreational artificial turf field shall be \$300 for a three (3) hour block of time during daylight hours and \$150 every additional hour.
- B. Evening Hours.** The fee for use of a recreation natural grass field facility shall be \$150 for the time the outdoor sports lights are activated or part thereof up to 10:00 p.m. as restricted by Chapter 146 of the Code of the Township of Wyckoff. The fee for use of one (1) recreational artificial turf field shall be \$200 per hour or part thereof up to 10:00 pm as restricted by the Code of the Township of Wyckoff, Chapter 146 with a minimum of a three (3) hour rental period.

- C. Batting Cage & Pitching Cage located at Memorial Field & Wyckoff Community Park.** \$25.00 per hour, available only during daylight hours.

#23-21

Authorizing Award of Contracts with Vendors Under State, County and Regional Cooperative Pricing Systems

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

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

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

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

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

The Northern New Jersey Cooperative Pricing System (Identifier #222NRCPS),
The Northwest Bergen Cooperative Pricing System (Identifier #36NWBCP),

The New Jersey Cooperative Purchasing Alliance (Identifier # CK04-BERGEN)
– [f.k.a. Bergen County Cooperative Pricing System] (Identifier # 11BECCP)],

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The Educational Services Commission of New Jersey Cooperative Pricing System (Identifier #65MCESCCPS),
The Cranford Police Cooperative Pricing System (Identifier ID #47CPCPS),
The Hunterdon County Educational Services Commission Cooperative Pricing System (Identifier #34HUNCCP),
The Somerset County Cooperative Pricing System (Identifier #2SOCCP),
The Union County Cooperative Pricing System (Identifier # 8UCCP),
The WOLF Cooperative Pricing System (Identifier # 176WCGCPS),
The Township of Wyckoff/Wyckoff K-8 Cooperative Pricing System (Identifier # 58WT/WBOECPS), and
The Wyckoff Township Commodity Resale System (Identifier #99007-WYTCRS); and

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

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

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

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

BE IT FURTHER RESOLVED that the duration of this approval shall be from January 1, 2023, to December 31, 2023.

#23-22 Approve Central Purchasing System and Purchasing Manual

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

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

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

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

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

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

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

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