

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

# TOWNSHIP OF WYCKOFF

## CENTRAL PURCHASING SYSTEM

### USER'S MANUAL

#### Central Purchasing Team

Administrator

Revised: Diana McLeod, CFO, CTC, ATA

Darlene King, Accounts Payable Control Clerk

Issued: 01-85

01-93  
07-96  
10-02  
09-08  
11-13  
12-17  
12-18  
09-19  
06-20

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**FORWARD**

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

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

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

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

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

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

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**I. GENERAL PURCHASING GUIDELINES**

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

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

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

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

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

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

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

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



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## II. NORMAL PURCHASING PROCEDURES

1. All Department Managers will either type or clearly write the information required on a Requisition (sample attached). The Department Manager must keep the YELLOW copy for his/her records. The WHITE copy is to be forwarded to the Finance Office. This procedure does not pertain to routine requests for routine office supplies – which is described on page 3.
2. The Requisition, which must be accompanied by a quotation form as described in #4 below, will be reviewed by the Administrator. If, in his opinion, it is a requisition for goods or service which have been budgeted for, a Purchase Order will be computer generated. All Purchase Orders will be computer generated and mailed by the Finance Office after having been signed by the Purchase Agent and Finance Officer who certifies as to the availability of funds.
3. The Department Manager will receive a numerical copy of the Purchase Order (GREEN copy) to be files and stapled with the Requisition (YELLOW copy). Note: all departments should review the copy of the Purchase Order to be aware of any substitutions made by the Administrator.
4. **Solicitation of Quotes.** It is important to stretch the municipal dollar through obtaining quotes to ensure the Township is paying the lowest price for goods and services.
  - v   1. All quotation forms must be accompanied by a copy of the suggested vendor's NJ Business Registration Act Certificate and a completed Taxpayer Identification form W-9. If you are not sure if the vendor has been utilized previously, ask the Accounts Payable Control Clerk, Darlene King at ext. 107.
  - v   2. Requisitions for goods or services with a value between \$1,000 to \$6,600 must have at least two (2) price quotations.
  - v   3. Requisitions for goods and services with a value between \$6,600 and \$17,500 must have three (3) written price quotations, whenever possible.
  - v   4. \$17,500 to \$44,000 – Any purchase \$17,500 or above requires a Township Committee Resolution pursuant to the NJ Pay to Play Law (P2P). Other than for an emergency (lack of proper planning does not constitute an emergency), no purchases for goods or services exceeding \$17,500 can be made without a PRIOR Resolution of the Township Committee. At the beginning of each year, a \$17,500 threshold is established for all vendors and this amount cannot be exceeded without the PRIOR approval of the BA unless authorized by a bid award. Once the \$17,500 threshold has been met, the need for a Resolution will be discussed with the using department. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER. PAY TO PLAY THRESHOLDS APPLIES TO THE VENDOR AND NOT JUST A SPECIFIC PROJECT.

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

- v   5. \$44,000 and over – These purchases shall require Public Bidding pursuant to the Local Public Contracts Law, NJSA 40A:11-1 et. seq. and the contract must be awarded by the Township Committee before any commitment is made to a vendor. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER.

5. **Purchasing through State contracts, County contracts or Cooperative Pricing Systems.**  
The Township of Wyckoff is a member of the below listed cooperative pricing systems. Using departments may access the contract pricing of these cooperative pricing systems for the purpose of obtaining the most responsive price. They are:
- NJ State contract
  - Bergen County Cooperative Pricing System
  - Northwest Bergen Cooperative Pricing System
  - WOLF Cooperative Pricing System
  - Cranford Police Cooperative Pricing System
  - Regional Cooperative Pricing System
  - Educational Services Commission of New Jersey
  - Commission Cooperative Pricing System
  - Wyckoff/K-8 School District Cooperative Pricing System
  - Somerset County Cooperative Pricing System

**ALL requisitions utilizing the above cited contract prices shall include:**

- The name of the cooperative pricing system
  - The contract number
  - The copy of the page of the contract which clearly shows:
    - a. The contract is valid for the date of the requisition
    - b. The contract exists for the specific commodity or service listed on the requisition.
    - c. The page listing the Vendor's name and address.
    - d. The page of the contract that lists the cost of the item or items and the discount.
  - All requisitions shall be rejected if the using department does not attached this information.
6. Each Department Manager shall be informed of the account numbers utilized by the department. To assist in requisitioning, a monthly printout of monies encumbered and paid can be obtained from the Chief Financial Officer.



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

**REQUESTS FOR ROUTINE OFFICE SUPPLIES**

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

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

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

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

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TOWNSHIP OF WYCKOFF

SOLICITATION OF QUOTATION RECORD FORM

Project \_\_\_\_\_

Township of Wyckoff

Department \_\_\_\_\_

Requisition # \_\_\_\_\_

Items or

Service

Solicited By: \_\_\_\_\_ Phone \_\_\_\_\_

Letter \_\_\_\_\_

\_\_\_\_\_ In Person \_\_\_\_\_ Newspaper

\_\_\_\_\_ Quotes not sought

\_\_\_\_\_ Not awarded to lowest price

Statement of explanation on reverse side

VENDOR: \_\_\_\_\_

Response (time and

Method) \_\_\_\_\_

Price \_\_\_\_\_

Delivery

Special

Terms \_\_\_\_\_

VENDOR: \_\_\_\_\_

Response (time and

Method) \_\_\_\_\_

Price \_\_\_\_\_

Delivery

Special Terms \_\_\_\_\_

VENDOR: \_\_\_\_\_

Response (time and

Method) \_\_\_\_\_

Price \_\_\_\_\_

Delivery

Special Terms \_\_\_\_\_



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|                                                              |  |                         |
|--------------------------------------------------------------|--|-------------------------|
| VENDOR: _____                                                |  | Response (time and      |
| Method) _____                                                |  |                         |
| Price _____                                                  |  | Delivery _____          |
| Special Terms _____                                          |  |                         |
| AWARDED TO: _____                                            |  | Terms: _____            |
| _____                                                        |  |                         |
| Cost: _____                                                  |  | Special Comments: _____ |
| _____                                                        |  |                         |
| SOLICITATION PERFORMED BY OR UNDER THE SUPERVISION OF: _____ |  |                         |
| Signature of Department Head _____                           |  | Date: _____             |

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III. RECEIVING GOODS OR SERVICES

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

PROCEDURE FOR RECEIVING DELIVERIES

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

When a signed (YELLOW) Purchase Order/Voucher has been received from the vendor, the Department Manager must sign the Purchase Order/Voucher indicating that the goods or services have been received as per the Purchase Order (**whether or not that department's budget has actually been charged for the purchase or service**). (EXAMPLE: the charge may be against Buildings & Grounds or Central Motor Pool, so the Department Manager's signature merely acknowledges that goods or services have been received, not that his/her budget has been charged). Once the Purchase Order has been signed you must submit to the Finance Department. Then all the attachments (PINK) open vendor file copy and all the supporting

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documents – (Requisition, Solicitation of Quotes form etc.) will be attached to the Purchase Order and input as "Received" after it has been signed for approval by the administrator.

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





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**III. EMERGENCY PURCHASES**

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

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

The emergency purchase procedures set forth in the attached Resolution 2012-78 and Certification of Request form shall be followed.

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TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #12-78

\*\*\*\*\*

INTRODUCED: Rooney SECONDED: Scanlan  
MEETING DATE: January 17, 2012 REFERENCE: Emergency Procurement Procedure

VOTE: BOONSTRA ✓ CHRISTIE ✓ SCANLAN ✓ ROONEY ✓ DePHILLIPS ✓  
\*\*\*\*\*

WHEREAS, section N.J.S.A. 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State's Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

WHEREAS, according to N.J.A.C. 5:34-6.1 (b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

WHEREAS, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Township Committee of the Township of Wyckoff has determined that the following procedures shall apply.

NOW, THEREFORE BE IT RESOLVED by the Township Committee Township of Wyckoff, Bergen County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Township of Wyckoff.

**A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES**

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to N.J.S.A. 40A:11-6 and corresponding Rules, N.J.A.C. 5:34-6.1, subject to the following requirements:
  - a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);
  - b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);
  - c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made;
  - d. The emergency purchasing procedure may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Township of Wyckoff to plan for the purchase of any required goods or service(s);

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e. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;

f. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract;

g. Any emergency condition(s) in which the estimated cost is in excess of fifty thousand dollars (\$50,000.00) shall be approved by the Township Committee.

**B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY**

a. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Township Administrator of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;

b. If the Township Administrator is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;

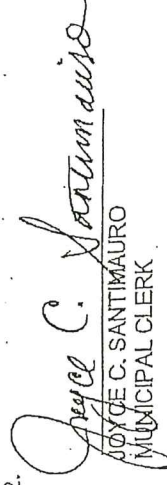
c. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Township Administrator a written report (Certification of Request for Emergency Purchases) providing the information referenced above;

d. In the Township Administrator's absence, the chain of command for adherence to the requirements if 1, 2 and 3 shall be:

1. Chief Financial Officer/Assistant Administrator
2. Chief of Police
3. Township Engineer
4. Township Clerk
5. Township Attorney

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 17, 2012.

  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK



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CERTIFICATION OF REQUEST FOR EMERGENCY PURCHASES

The undersigned department head (or his/her designee) certifies as follows:

1. An emergency condition(s) exists in \_\_\_\_\_ (name of department)
2. This condition constitutes an emergency affecting the public health, safety or welfare.
3. Description of condition(s) and how it affects the public health, safety or welfare:  
(attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. This emergency occurred on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)
5. It is necessary to invoke the provisions of N.J.S.A. 40A:11-6 (emergency contracts) in order to obtain the immediate delivery of goods or the performance of service(s) described in the attached requisition, # \_\_\_\_\_. Record the purchase order(s) issued and account number(s) used for this emergency:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The estimated cost of furnishing the goods or service(s) is \$ \_\_\_\_\_.

6. Permission is requested for approval to issue a purchase order without the receipt of bids or solicitation of quotations, pursuant to the above cited statute, and corresponding rules, N.J.A.C. 5:34-6.1 et seq.
7. I certify that the responses to the foregoing statements are correct and complete to the best of my knowledge. I am aware that intentionally making a false statement or misrepresenting the facts subjects me to administrative disciplinary action.

Signature of Department Head

Print Name

Department

Title

Date

Signature of Designee

Print Name

Department

Title

Date

FOR TOWNSHIP ADMINISTRATOR'S USE ONLY:

The maximum amount that may be expended under this emergency is \$ \_\_\_\_\_.

NOTE: Any emergency condition(s) in which the estimated cost is in excess of fifty thousand dollars (\$50,000) shall be approved by the Wyckoff Township Committee.

Signature of Township Administrator

Print Name

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## V. BLANKET PURCHASE ORDERS

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

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

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

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

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

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

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

A Requisition shall be used.

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**VI. ETHICS**

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

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

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

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



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

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

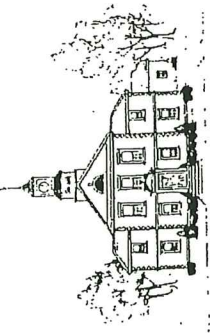
LOCAL GOVERNMENT OFFICERS OR EMPLOYEES SHALL COMPLY WITH THE FOLLOWING PROVISIONS:

1. No local government officer or employee or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
2. No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:
  - (1) award any contract which is not publicly bid to a former member of that authority;
  - (2) allow a former member of that authority to represent, appear for or negotiate on behalf of any other party before that authority; or
  - (3) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.
3. No local government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others;
4. No local government officer or employee shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment;
5. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;
6. No local government officer or employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his official duties;
7. No local government officer or employee shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;
8. No local government officer or employee or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities;
9. No local government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group;
10. No elected local government officer shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his immediate family, whether directly or indirectly, in return therefore; and
11. Nothing shall prohibit any local government officer or employee, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.

L.1991.c.29,s.5.

ETHICS LAW 0A.mt.pdf

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



TOWNSHIP OF WYCKOFF  
MEMORIAL TOWNS HALL  
WYCKOFF, NEW JERSEY 07481-1907  
TEL: 201-891-7000  
FAX: 201-891-9359

**TO:** ALL DEPARTMENT MANAGERS

**FROM:** Robert J. Shannon, Jr., Township Administrator

**DATE:** October 25, 1989 **Re-issued:** February 13, 2003

**RE:** NEW PURCHASING LAW

The attached notice from the New Jersey Division of Local Services indicates that if an individual budget line item is over-expended, the Township official can go to jail and receive up to a \$7,500 fine. Please note, the Township Attorney advises the term Township Official means the Purchasing Agent and/or a Department Manager and or Board Member and/or any employee.

Therefore, this memo shall serve to underscore the value and necessity of the Township's Purchase Order system and encumbrance of funds system.

It is imperative that each Department Manager familiarize themselves with their line-item appropriation total. This total cannot be exceeded. Larger departments, (i.e. Police, Fire and DPW) utilize the blanket order system. Whether a Department Manager utilizes blanket order purchases or Purchase Orders, those expenses are charged to your respective budget line items.

From a Department Manager perspective, you are allowed to utilize the blanket order option for those expenses and vendors previously approved for specific amounts as listed in the Purchasing Manual which you all have received. However, please note, as part of the privilege of utilizing the blanket order system, you also have the responsibility of ensuring over-expenditures are not caused by "blanket order purchase."

If you have any question as to the meaning of this memo, please contact me immediately.

RJSJr:eb  
cc: Township Committee  
Robert E. Landel, Esq.

Newpurchlaw.adm

Robert J. Shannon, Jr.  
Township Administrator



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

SENATE JUDICIARY COMMITTEE

STATEMENT TO

SENATE, No. 691

with Senate committee amendments

STATE OF NEW JERSEY

DATED: JANUARY 28, 1988

The Senate Judiciary Committee reports favorably and with committee amendments Senate No. 691.

This bill would provide that the disbursement of moneys or the incurring of obligations by public officials (heads of executive departments, members of county or municipal governing bodies; school board members) in excess of appropriations or an amount limited by law would constitute a crime of the fourth degree (up to 18 months' imprisonment, a fine of up to \$7,500 or both).

The committee amended the bill to clarify that only purposeful and knowing actions by public officials are intended to be criminalized by the bill.

This bill was pre-filed for introduction in the 1988 session pending technical review. As reported, the bill includes the changes required by technical review which has been performed.

**Officials will be held responsible  
if they knowingly exceed budget**

STATE, COUNTY AND MUNICIPAL OFFICIALS WHO DELIBERATELY OVERSPEND THEIR BUDGETS COULD BE INDICTED AND SENT TO PRISON UNDER LEGISLATION GOVERNOR THOMAS KEAN SIGNED ON AUGUST 2ND.

**Fourth degree crime**

THE NEW LAW, WHICH TAKES EFFECT IMMEDIATELY WOULD MAKE IT A FOURTH DEGREE CRIME FOR STATE, COUNTY, MUNICIPAL OR SCHOOL BUDGET OFFICIALS TO KNOWINGLY SPEND MONEY OR COMMIT OBLIGATIONS IN EXCESS OF BUDGET APPROPRIATIONS.

**Up to 18 months in prison**

A CONVICTION FOR A FOURTH-DEGREE CRIME CARRIES A MAXIMUM PENALTY OF UP TO 18 MONTHS IN PRISON AND A FINE OF UP TO \$7,500.

**Applies to a Board, Authority etc.**

IT APPLIES TO ANY GOVERNMENT OFFICIAL OR EMPLOYEE AUTHORIZED TO SPEND MONEY OR INCUR OBLIGATIONS FOR A DEPARTMENT, DIVISION, BUREAU, OFFICE, BOARD, COMMISSION, AUTHORITY OR INSTITUTION.

**Overspending scandal**

THE SENATOR LEE LASKIN LEGISLATION (S-691) RELATES DIRECTLY TO A MASSIVE



**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE REORGANIZATION MEETING  
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THOMAS H. KEAN  
GOVERNOR

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
WILLIAM ASHBY COMMUNITY AFFAIRS BUILDING  
101 SOUTH BROAD STREET  
CN 803  
TRENTON, N. J. 08625-0803

ANTHONY M. VILLANE JR., D.D.S.  
COMMISSIONER

August 4, 1989

TO: Mayor and Governing Body Members, Municipal Clerks, Chief Financial Officers, Registered Municipal Accountants, Municipal Attorneys, Municipal Treasurers and Administrators/Managers

FROM: Barry Skokowski, Sr., Director, Division of Local Government Services

On August 2, 1989 Chapter 131 of the Laws of 1989 was enacted into law by Governor Thomas H. Kean making the disbursing of moneys or the incurring of obligations by public officials in excess of appropriations or an amount limited by law a crime of the fourth degree. Chapter 131, P.L. 1989 reads as follows:

- "1. A person or member of a board or body charged with or having the control of a State office, division, department or institution or a member of a county or municipal governing body or a member of a board of education, commits a crime of the fourth degree if he purposely and knowingly:
  - a. Disburses, orders or vote for the disbursement of public moneys, in excess of the appropriation for that office, division, department, institution, board or body; or
  - b. Incurs obligations in excess of the appropriation and limit of expenditure provided by law for that office, division, department, institution, board or body.
- Nothing contained in this section shall be construed to prevent a board of education from keeping open the public schools.
2. This act shall take effect immediately."

In addition, I notified each municipality in November, 1988 that Chapter 110 of the Laws of 1988 required each municipal governing body to create by ordinance the position of Chief Financial Officer and establish the compensation for the position. Upon creation of the position, each municipality was to appoint a Chief Financial Officer by January 28, 1989.

I am now directing that each municipality furnish this Division with documentation of compliance no later than August 31, 1989. If you have not complied with these requirements, you must do so immediately and furnish proof as indicated above. If you have any further questions please feel free to contact Michael W. Dill at (609)292-4537.



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

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

**VIII. GREEN PURCHASING POLICY**

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

TOWNSHIP OF WYCKOFF  
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**#23-23      Approval of Municipal Employee Personnel Manual**

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

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

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

**#23-24      Approve Anti-Discrimination Policy**

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

**EQUAL EMPLOYMENT OPPORTUNITY**

The Township of Wyckoff is an Equal Opportunity Employer.

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

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

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

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

**#23-25      Approve Township Sexual Harassment Prohibition Policy**

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

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



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**Township Administrator**

**TO:** ALL EMPLOYEES

**FROM:** Matthew A. Cavallo, Township Administrator

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

**RE:** **SEXUAL HARRASSMENT**

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

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

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

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

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

Matthew A. Cavallo  
Township Administrator

**SERVICE IS OUR PRODUCT**

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

**#23-26      Approve Smoking Control Policy**

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

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

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TOWNSHIP OF WYCKOFF  
INTER-OFFICE MEMO

**TO:** Town Hall Employees

**FROM:** Matthew A. Cavallo

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

**RE: SMOKING CONTROL POLICY**

This memo was originally issued on July 22, 1992.

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

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

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

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

Matthew A. Cavallo  
Township Administrator

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

**#23-27      Designate a Public Agency Compliance Officer**

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

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

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

1. Matthew Cavallo is hereby designated Public Agency Compliance Officer for the Township of Wyckoff.
2. A certified copy of this resolution shall be forwarded to NJ Dept. of Treasury, Affirmative Action, prior to January 10<sup>th</sup> of the New Year.



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**#23-28      Authorize Township Engineer to Sign Future TWA Applications for Sewer Extensions**

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

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

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

**#23-29      Adoption of Form Required to be Used for Filing of Notices of Tort Claim Against the Township**

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

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

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

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

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

**#23-30      Approval of Police Department Rules & Regulations**

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

**#23-31      Designation of Police Matrons & Registered Nurses**

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

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

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

|                |   |               |        |
|----------------|---|---------------|--------|
| Police Matrons | - | Pam Abma      | 1 year |
|                | - | Debra Hooyman | 1 year |
|                | - | Susan Moffa   | 1 year |



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|   |                |        |
|---|----------------|--------|
| - | Diane Cebulski | 1 year |
| - | Sherri Gusta   | 1 year |
| - | Hayley Rooney  | 1 year |

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

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

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

#23-32      Re-establish Civil Rights Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 9:** This resolution shall take effect immediately.

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

**#23-33      Establish Fees for Towing Services**

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

**WHEREAS**, the Chief of Police recommends the attached fees for towing services.

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



TOWNSHIP OF WYCKOFF  
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ROAD SERVICE

|                        |                              |
|------------------------|------------------------------|
| CARS (LIGHT)           | \$125.00 PER HOUR PLUS PARTS |
| TRUCKS (MEDIUM/ HEAVY) | \$175.00 PER HOUR PLUS PARTS |

TOWING – Basic

|                                          |                   |
|------------------------------------------|-------------------|
| LIGHT DUTY- up to 10,000 lbs.            | HOOK-UP \$150     |
| MEDIUM DUTY- 10,001-16,000 lbs.          | \$250.00 PER HOUR |
| HEAVY DUTY- 16,001 and above             | \$500.00 PER HOUR |
| DECOUPLING FEE (IF TOW IS NOT PERFORMED) | ½ OF BASIC RATE   |

ON-HOOK MILEAGE

|             |                          |
|-------------|--------------------------|
| LIGHT DUTY  | \$6.00/ PER LOADED MILES |
| MEDIUM DUTY | N/A                      |
| HEAVY DUTY  | N/A                      |

RECOVERY/ WINCHING (In Addition to

Towing –

per truck including driver)

|                                       |                                                                       |
|---------------------------------------|-----------------------------------------------------------------------|
| LIGHT/ MEDIUM DUTY 10,001-16,000 lbs. | \$350.00 PER HOUR CHARGED IN ½ HOURS INCREMENTS OF \$175. PER ½ HOURS |
| HEAVY DUTY 16,001 and above           | \$600.00 PER HOUR                                                     |

SPECIALIZED RECOVERY EQUIPMENT

|                                                |                    |
|------------------------------------------------|--------------------|
| ROTATOR/ CRANE RECOVERY UNIT                   | \$1200.00 PER HOUR |
| TRACTOR WITH LANDOLL TRAILER OR DETACH TRAILER | \$450.00 PER HOUR  |



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|                                                                                        |                                     |
|----------------------------------------------------------------------------------------|-------------------------------------|
| TRACTOR/ TRANSPORT HAULER ONLY                                                         | \$250.00 PER HOUR                   |
| REFRIGERATED TRAILER W/ TRACTOR                                                        | \$450.00 PER HOUR                   |
| BOX TRAILER W/ TRACTOR                                                                 | \$400.00 PER HOUR                   |
| AIR CUSHION UNIT                                                                       | \$1000.00 PER HOUR                  |
| LIGHT TOWER                                                                            | \$250.00 PER HOUR                   |
| PALLET JACK                                                                            | \$200.00 FLAT RATE                  |
| ROLLERS                                                                                | \$200.00 FLAT RATE                  |
| ANY OTHER SPECIALIZED EQUIPMENT                                                        | \$250.00 PER HOUR                   |
| LOADER/ BACKHOE/ TELESCOPIC HANDLER/<br>BULLDOZER/ BOBCAT                              | \$300.00 PER HOUR EACH              |
| FORKLIFT                                                                               | \$300.00 PER HOUR                   |
| DUMP TRUCK/ DUMP TRAILER W/ TRACTOR                                                    | \$350.00 PER HOUR                   |
| ROLL-OFF WITH CONTAINER                                                                | \$350.00 PER HOUR<br>PLUS DISPOSAL  |
| RECOVERY SUPERVISOR VEHICLE                                                            | \$150.00 PER HOUR                   |
| SCENE SAFETY EQUIPMENT, COMMUNICATION<br>EQUIPMENT, TRAFFIC MANAGEMENT EQUIPMENT, ETC. | \$250.00 PER HOUR EACH TYPE<br>USEI |
| RECOVERY SUPPORT VEHICLE/ TRAILER ADDITIONAL<br>RECOVERY EQUIPMENT                     | \$350.00 PER HOUR                   |

LABOR- ALL LABOR MIN OF 1 HOUR

|                                                              |                                                                       |
|--------------------------------------------------------------|-----------------------------------------------------------------------|
| ACCIDENT MINOR CLEAN-UP AND<br>DISPOSAL OF DEBRIS            | \$75.00 PER HOUR ONE HOUR<br>MINIMUM PLUS ABSORBENT<br>MATERIALS USEI |
| RECOVERY SUPERVISOR AND/ OR LEVEL III RECOVERY<br>SPECIALIST | \$225.00 PER HOUR<br>*Charges limited to one per incident             |
| CERTIFIED TOWING OPERATOR                                    | \$125.00 HOUR PER MAINT                                               |
| MANUAL LABORERS                                              | \$100.00 PER HOUR PER MAINT                                           |

STORAGE – PER CALENDAR DAY

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(INSIDE RATES TWO TIMES OUTSIDE  
RATE)

|                                                                               |                               |
|-------------------------------------------------------------------------------|-------------------------------|
| CARS/LIGHT TRUCKS -10' X 20' SPACE                                            | \$45.00 PER DA                |
| TRUCKS (DUAL WHEELS)/ SINGLE AXLE                                             | \$90.00 PER DA                |
| TRACTOR/ DUMP TRUCK/ TRACTOR AND TRAILER<br>COMBO/ TRAILERS                   | \$125.00 PER UNIT PER DA      |
| BUSES                                                                         | \$150.00 PER DA               |
| ROLL-OFF                                                                      | \$125.00 PER DAY FOR EAC      |
| CARGO/ACCIDENT DEBRIS/ LOAD STORAGE/ VEHICLE<br>COMPONENTS<br>10' x 20' SPACE | \$45.00 PER SPACE USED PER DA |
| RENTAL OF ANY TOW COMPANY SUPPLIED TRAILER<br>POST INCIDENT                   | \$500.00 PER DA               |

\*\* STORAGE BILLED PER CALENDAR DAY\*\*

ADDITIONAL SERVICES/ NOTES

|                                                          |                                       |
|----------------------------------------------------------|---------------------------------------|
| FUEL/ HAZ-MAT/ CARGO SPILLS<br>CLEAN-UP AND DISPOSAL     | TIME AND MATERIAL                     |
| HAZMAT AND TRASH RECOVERY                                | SURCHARGED 10%                        |
| SUBCONTRACTOR MARK-UP                                    | 10%                                   |
| ADMINISTRATIVE CHARGE<br>ONLY AFTER 3RD VISIT TO VEHICLE | CARS ONLY - \$50.00                   |
| ADMINISTRATION CHARGE                                    | MEDIUM/ HEAVY TRUCK -<br>\$200.00     |
| AFTER HOURS RELEASE                                      | \$75.00                               |
| NOTIFICATION DOCUMENTATION FEE                           | \$50.00                               |
| TARPING/ WRAPPING VEHICLE                                | \$90.00 PER CAR \$250.00 PER<br>TRUCK |
| FUEL SURCHARGE                                           | RESERVED FOR FUTURE NEED              |

Acceptable forms of payment and documentation



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If the owner of a towed vehicle has not contacted the tow operator within 72 hours to discuss their intent regarding the vehicle in the tow operator's possession, a \$10.00 administrative fee may be assessed for notification costs. Proper notification may include contacting the Wyckoff Police Department to obtain owner information. If no contact can be made to the owner via telephone, the towing vendor shall attempt to notify the owner at the last known address via certified mail, copied to the Wyckoff Police Department. If certified mail is necessary to contact the owner, an additional \$20 fee may be applied.

Acceptable forms of payment to the towing vendor shall be cash or credit card. The towing vendor has the option of accepting checks for payment.

Towing vendors shall prepare their bills for services performed in the Township of Wyckoff in accordance with the provisions of Ordinance 175-13(m). These bills will be provided to the Wyckoff Police Department on demand for inspection and investigation to assure that the correct fees are being charged. Such bill inspections will typically take place once each month.

**#23-34      Re-establish Fire Department Rules, Regulations and Polices**

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

**#23-35      Renewal of Participation in Northwest Bergen Mutual Aid Association**

**WHEREAS**, heretofore the Township Committee of the Township of Wyckoff has considered the bylaws of the Northwest Bergen Mutual Aid Association relating to mutual assistance between communities in the event of fire, disaster, or other emergencies; and,

**WHEREAS**, it is the opinion of the Township Committee that mutual aid agreements and relationships with the Northwest Bergen Mutual Aid Association and the two (2) Passaic County municipalities that are contiguous to the Township of Wyckoff will enhance the Township's ability to provide fire protection and emergency response services to the Wyckoff community and our neighboring municipalities; and,

**WHEREAS**, the Township of Wyckoff participates in the Bergen County Emergency Management Plan, the State of New Jersey Emergency Management Plan and in accordance with the "Fire Service Resource Emergency Deployment Act," NJSA 52:14E-11 to 22; and,

**WHEREAS**, the State of New Jersey considers reciprocal assistance with neighboring municipalities for emergency services a best practice; and,

**WHEREAS**, the Fire Chief recommends that the Township Committee renew mutual aid agreements and relationships with the Northwest Bergen Mutual Aid Association and the Boroughs of North Haledon and Hawthorne.

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

1. The Township of Wyckoff renews its participation in the Northwest Bergen Mutual Aid Association.
2. The Township of Wyckoff renews its mutual aid relationship with the Borough of North Haledon and Borough of Hawthorne.
3. The adoption of this resolution shall serve as the formal written mutual aid agreement for all Wyckoff emergency response units (police, fire, ambulance, public works and CERTS) and said emergency responses shall be conducted pursuant to state law and in accordance with standard emergency operating practices.



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**BE IT FURTHER RESOLVED**, that the Municipal Clerk shall provide five (5) certified copies of this resolution to the Fire Chief and he shall file said resolutions with the President of the Northwest Bergen Mutual Aid Association and the Fire Chiefs of Hawthorne, North Haledon, and the Bergen County Joint Insurance Fund.

**#23-36      Waive Annual Charges for Fire Co.#2 & #3**

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

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

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

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

**#23-37      Waive Annual Rent for Ambulance Corps Land Lease**

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

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

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

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

**#23-38      Renew Agreement for Commuter Park and Ride at Cornerstone Church**

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

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

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

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

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

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

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

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

**#23-39**

**Establish Rules and Regulations Which Shall be the Township Facilities Policy**

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

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Township of Wyckoff, that the rules and regulations described herein below shall serve as the Township Facilities Use Policy for the following municipal facilities:

Public Library; Recreation Fields; Town Hall Meeting Rooms;  
Police Pistol Range, and Fire Co. #1, Scott Plaza;

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

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

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

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

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



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

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

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

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

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

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

No exceptions to this policy shall be approved.

7. TOWN HALL FLAG AT HALF STAFF POLICY:

- Flags on the Town Hall front lawn will be flown at half-staff for: the



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demise of a former Mayor (from the day of his/her death to the day of the funeral) and when ordered by the New Jersey Governor or President of the United States.

- The Township Committee shall consider a request to fly flags at half-staff when a current or former Township of Wyckoff official passes when the request is provided in writing.

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

**#23-40      Quasi-Municipal Groups for Insurance Purposes**

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

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

**WHEREAS**, it has been determined that, in order to be covered by the "Fund", an organization or activity meet the test that its function is of the type that historically the Township has provided with coverage and/or which services a bona fide public purpose typically met by the local government, and the benefits of which are available to the municipality in general; and,

**WHEREAS**, the Township has asked the "Fund" to extend coverage to the following entities:

The Township of Wyckoff municipal government includes the following:

1. Wyckoff Police Department
2. Police Department Softball
3. Fire Department Annual Fireworks display
4. Rabies Prevention Program
5. Memorial Day Parade Committee
6. Wyckoff Free Public Library Operation and Board of Trustees
7. Emergency Management Committee
8. Bergen County Community Development Programs or Projects
9. Team Up to Tidy Up Day and volunteers
10. Wyckoff Township Committee
11. Planning Board
12. Board of Adjustment
13. Environmental Commission
14. Board of Health
15. Community Development Committee
16. Zabriskie House Trustees
17. Department of Parks and Recreation
18. Community personal paper shredding event
19. Historical Preservation Commission
20. Recreation coaches
21. Senior Citizens' Club and activities
22. Basketball "Fowl" Shooting Contest
23. Punt, Pass and Kick Contest
24. vacant
25. Recreation basketball
26. Competitive (Select) traveling basketball

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27. Recreation baseball
28. Competitive (Select) traveling baseball
29. Cheerleading
30. Fencing
31. Football
32. Gymnastics
33. Croquet
34. Lacrosse
35. Roller Hockey
36. Recreation soccer
37. Recreation softball
38. Competitive (Select) traveling softball
39. Summer camp
40. Tennis
41. Wrestling
42. Volley ball
43. Design Review Advisory Committee
44. Junior Police Academy
45. Sewer Assessment Commission
46. Wyckoff Alliance Committee to Combat Drug & Alcohol Addictions
47. The Gardens of Wyckoff Committee
48. Partners in Pride Cleanup days
49. Intermediate Sanctions Program volunteers
50. Historic Preservation Commission
51. Juvenile & Adolescent Suicide Prevention Committee
52. Department of Public Works
53. Recycling Center and Activities
54. Charles Avenue Compost Facility and Facilities
55. Volunteer Interns in Municipal Government
56. Arbor Day Activities and Volunteers
57. Shade Tree Commission and their activities
58. Charles Avenue and Demarest Avenue Railroad Grade Crossings

CLASS I - Public Safety Associations and Auxiliaries:

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

CLASS II - Volunteer Ambulance Corps and Fire District:

1. Wyckoff Volunteer Ambulance Corps

CLASS III - All other non-athletic organizations:

1. Wyckoff Football Boosters
1. Wyckoff Traveling Baseball & Softball Boosters



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2. Wyckoff Traveling Basketball Boosters
3. Wyckoff Wrestling Boosters
4. Wyckoff Lacrosse Boosters
5. Wyckoff Roller Hockey Booster

CLASS IV - Athletic Organizations:

None

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

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

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

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

**#23-41      Approval of Local Supplemental Violations Bureau Schedule**

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

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

**NOW, THEREFORE**, be it approved by the Township Committee of the Township of Wyckoff that the attached revised Local Supplemental Violations Bureau Schedule dated September 18, 2018, as approved by the Supreme Court, Assignment Judge of the Township of Wyckoff, be and the same is hereby approved for use by the Wyckoff Municipal Court and Violations Bureau.

**MUNICIPAL COURT  
LOCAL SUPPLEMENTAL VIOLATIONS  
BUREAU SCHEDULE**

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

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

**TRAFFIC SECTION**



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

Designated Offenses

NON-TRAFFIC SECTION

| ORD. NO. | SHORT DESCRIPTION                                                | PAYABLE AMOUNT |
|----------|------------------------------------------------------------------|----------------|
| 106-3A   | Unlicensed Cat                                                   | \$40.00        |
| 111-2    | Unlicensed Dog                                                   | \$40.00        |
| 148-3A   | Canvassing without a permit                                      | \$60.00        |
| 165-1    | Snow and ice removal                                             | \$500.00       |
| 183-6    | Water emergencies violation                                      | \$85.00        |
| 147-2    | Prohibited Conduct                                               | \$250.00       |
| 152-10   | Property Maintenance                                             | \$100.00       |
| 161-6    | Special arrangements additional collections solid waste disposal | \$100.00       |
| 115-3    | Fire Prevention                                                  | \$75.00        |
| 111-9    | Dogs running at large                                            | \$50.00        |

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|        |                                                                  |          |
|--------|------------------------------------------------------------------|----------|
| 111-12 | Vicious dogs; signs of rabies                                    | \$100.00 |
| 111-15 | Potentially dangerous dog                                        | \$100.00 |
| 186-20 | Zoning/Signs                                                     | \$50.00  |
| 133-13 | Littering on private property                                    | \$75.00  |
| 186-41 | Zoning/Permits                                                   | \$50.00  |
| 194-2  | Licensing fee for sale of food                                   | \$50.00  |
| 143-3  | Noise enumerations                                               | \$100.00 |
| 152-10 | Property maintenance responsibility of owner, operator, occupant | \$100.00 |
| 165-11 | Excavate Township road without permit                            | \$100.00 |
| 214-9  | Subsurface sewage disposal systems                               | \$100.00 |

Designated Offenses

MODEL ORDER MUNICIPAL COURT

LOCAL  
SUPPLEMENTAL  
VIOLATIONS  
BUREAU SCHEDULE

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

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

PART II TRAFFIC SECTION

| Designated Offenses |                                     |                |
|---------------------|-------------------------------------|----------------|
| ORD. NO.            | SHORT DESCRIPTION                   | PAYABLE AMOUNT |
| 177-23              | Lane Use Reservations Schedule R    | \$54.00        |
| 177-24              | Emergency No Parking per Signs      | \$56.00        |
| 177-46A2            | Public Parking Prohibited           | \$38.00        |
| 177-54              | Special Permit Parking Commuter Lot | \$40.00        |
| 177-16              | Loading Zone                        | \$40.00        |
| 177-17              | Taxi Stands                         | \$40.00        |
| 177-18              | Bus Stops                           | \$40.00        |



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|              |                                                   |         |
|--------------|---------------------------------------------------|---------|
| 177-52.2     | Right Turn Prohibited for Vehicles 10 Ton or Over | \$65.00 |
| 177-24A      | Emergency No Parking As per Signs                 | \$65.00 |
| 177-7        | Parking Prohibited Certain Hours – Schedule B     | \$45.00 |
| 177-19A.46B2 | Fire Zone                                         | \$75.00 |

PART III

ALLOCATION AND DISTRIBUTION OF PAYABLE AMOUNT

A. VIOLATIONS BUREAU PAYMENTS

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

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

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

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

C. ALLOCATION AND DISTRIBUTION OF COURT COSTS

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

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



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3. Any remaining court costs shall be collected by the municipal court administrator for distribution to the municipality.

**PART IV**

**MISCELLANEOUS**

**A. ADDITIONAL PENALTIES FOR FAILURE TO APPEAR ON RETURN DATES**

**1. MOTOR VEHICLE, TRAFFIC AND PARKING CASES**

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

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

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

**2. NON-TRAFFIC CASES**

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

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

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4. When a warrant is used, unless the judge otherwise orders, the amount of the bail indicated on the warrant shall be the amount of the Payable Amount plus \$50.00.

**B. APPEARANCE OF DEFENDANT IN CERTAIN CASES**

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

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

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

**#23-42      Town Hall Front Lawn Policy**

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

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

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

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

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

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

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

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



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

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

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

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

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

**#23-43**

**State Health Benefits**

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

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

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

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

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

**#23-44**

**Re-establish the Recreation Policy Manual**

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

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



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**#23-45      Appointment of School Crossing Guards**

**WHEREAS**, the Chief of Police recommends the persons listed on the attached page to be appointed school crossing guards for the period January 1, 2023 to December 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the attached list of persons be appointed as school crossing guards for the period January 1, 2023 to December 31, 2023.

**WYCKOFF POLICE DEPARTMENT**

Scott Plaza  
Wyckoff, New Jersey 07481

**2023 CROSSING GUARD LIST**

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

Revised December 16, 2022

**#23-46      Re-Establish Travel Reimbursement Policy**

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

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

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and from his home in Wyckoff since he is required to be on-call 24 hours per day for emergencies.

6. The Wyckoff Recreation Director is provided with a car allowance for mileage reimbursement for the use of his personal car amounting to \$420 per year to direct, inspect and observe recreation programs, player drafts, problems, activities and events.
7. A car allowance for use of his personal car of \$2,500 per year for the Assistant Tax Assessor for regular daily business use.

**#23-47     Re-Establish Juvenile and Adolescent Suicide Prevention/  
Crisis Intervention Committee and Plan**

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

**TOWNSHIP OF WYCKOFF  
JUVENILE & ADOLESCENT SUICIDE PREVENTION  
CRISIS INTERVENTION COMMITTEE**

January, 2023

**COMMUNITY RESPONSE PLAN**

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

1) Team Composition

|               |                                                                                                                                                  |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Police        | Police Chief David Murphy<br>Lieutenant Joseph Soto                                                                                              |
| Schools       | Superintendent of Schools (Wyckoff BOE)                                                                                                          |
|               | Debra Herold, Director of Student Personnel Services (Wyckoff BOE)                                                                               |
|               | Superintendent (Ramapo/Indian Hills Regional High School District)                                                                               |
|               | Andrea Saladino, Current Student Assistance Coordinator (Ramapo Regional High School)                                                            |
|               | Tom Kersting, Current Student Assistance Coordinator (Indian Hills High School)                                                                  |
|               | Ms. Karen Lewis, Principal (St. Elizabeth's School)                                                                                              |
|               | Mr. Daniel Lazor, Principal (Eastern Christian School: Wyckoff Middle School)                                                                    |
| Municipal     | Township Administrator<br><br>Current Mayor                                                                                                      |
| Clergy        | Rev. Fred Provencher, Cornerstone Christian Church                                                                                               |
| Mental Health | Intervention Strategies International, Inc.                                                                                                      |
| Others        | Steven Clarke, Wyckoff Board of Health<br>Cynthia Risseuw, Secretary, Wyckoff Board of Health<br>Maryellen Tafate, Registrar of Vital Statistics |

- 2) Meeting Place/Emergency Headquarters: Court Room, 2<sup>nd</sup> Floor, Wyckoff Town Hall



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3) Team Chairperson and lead person at each agency:

|                   |                                                |
|-------------------|------------------------------------------------|
| Police            | David Murphy, Chief                            |
| Local School      | Current Superintendent                         |
| Regional School   | Current Superintendent                         |
| Parochial Schools | Principal Karen Lewis & Principal Daniel Lazor |
| Municipal         | Current Mayor                                  |
| Clergy            | Rev. Fred Provencher                           |
| Mental Health     | Dr. Ed Fox                                     |
| Board of Health   | Steven Clarke                                  |

4) Types of Tragedies

1. MULTIPLE SUICIDE – More than one suicide (or attempt) or tragic event including more than one death.
2. SINGLE SUICIDE – Single suicide(or attempt) or tragic event with no death.
3. VIOLENCE – Youth related violence or threat of violence.

5) Assessing the Situation

1. Notification by Police Department.
2. Telephone conferencing to assist the situation.
3. Notification chain, when necessary.
4. Full committee meeting, when necessary.

6) Roles and Responsibilities

1. Police Control Scene  
Inform County Prosecutor's office and other procedural  
Relay information to Emergency Response Team  
Identify targets for early intervention  
Inform family with clergy and other "support" people
2. Schools Faculty and staff notification  
Schools to integrate internal policy with Community Response  
Student notification  
Identify targets for early intervention  
Identification process ongoing for students seriously affected by  
Follow up services:  
Counseling  
Psychiatric evaluations  
Small group discussions  
Treatment referrals  
When appropriate, establish student network  
Pay respects to bereaved family  
Support for staff/faculty
3. Municipal  
Coordinate media response  
Communicate to townspeople  
Information on event  
Information on helping services  
Suicide warning signs or other appropriate  
information underlying message: "it's all under  
control."  
Coordinate "political" aspects with  
needs/realities Team in dealing with
4. Clergy Assist in notification to family and identify other supports to family  
Identify targets for early intervention  
Coordinate volunteer assistance and resources  
Identify and assist in follow up of at-risk  
individuals on an on-going basis  
Assist in public information campaign
5. Mental Health  
Supply professional mental health personnel as needed in community

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Act as resource to Team  
Consult with other Team members around various needs  
Supply assessments, evaluations and treatment at Mental Health Center  
Assist in referral process

7. Media Plan

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

1. Having one community spokesperson – Robert Shannon – the Police will keep him updated.
2. Schedule press conferences at Wyckoff Town Hall, 2<sup>nd</sup> floor Court Room.

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

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

Rev. 12/21

**#23-48      Establish Hearing Officer(s)/ Committee(s)**

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



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

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

**#23-49      Establish Drug & Alcohol Abuse Awareness Committee**

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

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

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

**2023 Drug and Alcohol Abuse Awareness Committee**

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

**#23-50      Re-establish Cooperative Efforts with the Board of Education**

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

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

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

1. Fuel dispensing facility
2. Salt dome usage
3. Street sweeper usage and the usage of other equipment and vehicles
4. Wyckoff Community Park property usage

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- 5. Sharing of public property for municipal and school uses
- 6. School fields and facilities for recreation programs
- 7. Vehicle repair service

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

**#23-51      Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators**

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

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

**#23-52      Appointment of JIF Representatives**

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

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

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

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

**#23-53      Authorize Participation in Bergen County Community College's Tuition Credit Program for Volunteer firefighters and Volunteer Ambulance Corps Members**

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



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

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

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

**#23-54      Authorize Waiving of Fees for Volunteers**

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

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

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

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

**17. Definitions.**

The following definitions shall apply.

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

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

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

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

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**18. Incentives**

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

- i. Exemption from fees for recreational programs conducted within the Township of Wyckoff by the Recreation Department.
- ii. Exemption from the municipal portion of dog, cat and marriage licenses.
- iii. Exemption from the municipal portion of the fee for building permit applications, fence permits, certificate of compliance/approval for a firefighter or Corps member primary residence.
- iv. Exemption from Planning Board and Board of Adjustment application fees.
- v. Exemption from the Affordable Housing application fee.
- vi. Exemption from the Cornerstone Christian Church Park & Ride Permit fees.

**19. Administration**

- a. On or about January 10 of each calendar year, the Fire Chief of the Wyckoff Volunteer Fire Department and the Captain of the Wyckoff Volunteer Ambulance Corps shall submit to the Township Clerk a list of all residents who meet the definition of an active member in good standing and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears. Such list shall be updated on a periodic basis by the volunteer organization to add those individuals who have completed their probationary status or to delete individuals who have been dropped from their membership or who no longer meet the criteria for active member status.
- b. On a form provided by the Township Clerk, each active member shall provide information related to family status to assist the various municipal officials in order to determine eligibility for the waiving of fees.
- c. All active members and their families must comply with all registration procedures and complete all application forms established by the Township of Wyckoff.

**20. Exclusions**

- i. Fees, licenses and permits associated with any for-profit activity.
- ii. Inclusion in programs when registration for a program is



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received after the maximum registration has been reached.

3. Late fees or delinquent charges.

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Volunteer Firefighters/Ambulance Corps Members  
Family Status - Resolution #23-54

Name of Active Member: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Spouses Name: \_\_\_\_\_

List all children and their current grade who are under 21 years of age, unmarried and permanently occupying the same residence:

| <u>Name</u> | <u>Age</u> | <u>Grade</u> | <u>Marital</u><br><u>Status</u> |
|-------------|------------|--------------|---------------------------------|
|-------------|------------|--------------|---------------------------------|

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |

\_\_\_\_\_  
Signature: Volunteer Firefighter/ Ambulance Corp member

\_\_\_\_\_  
Date

Tax Office:

\_\_\_\_\_  
Tax Collector

Copy:  
Recreation Dept.  
Building Dept.  
Planning Board  
Board of  
Adjustment  
Clerk's file

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#23-55      Appoint Emergency Management Committee

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

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

Township of Wyckoff

EMERGENCY MANAGEMENT COUNCIL LEDGER

JURISDICTION:      Township of Wyckoff

COUNTY:      Bergen

DATE OF APPOINTMENT AND RESOLUTION:      1 January, Annually

REPRESENTING GROUP

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

#23-56      Establish a Procedure and At Forms to Provide Access to Public Records

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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accident report may be sent by mail or fax and the fee can be requested prior to faxing; and,

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

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

1. Wyckoff on the Web, which is the township website, provides a wide range of information that is available to the public 24/7. The website provides information on township services, offices, events, e-mails to site registrants, links to county and state sites and township board and commission agendas and minutes. The State of New Jersey Records Request form can be downloaded from the Township of Wyckoff's website.
2. Tax map of the Township of Wyckoff (Tax Collector's office and west wing hallway table next to Recycling office).
3. The Code of the Township of Wyckoff - library reference room, Municipal Clerk's office, the bookcase in the Building Department's office and posted on the home page of Wyckoff on the Web.
4. Building Department bookcase in the lower level of Town Hall which includes:
  - a. New Jersey State Sanitary Code Chapter XII, Sanitation Retail Food establishments and Food & Beverage Vending Machines.
  - b. Standard sanitary sewer specifications for the Township of Wyckoff.
  - c. State of New Jersey Public Health Nuisance Code (1953). Township of Wyckoff Board of Health (Ordinance #17).
  - d. Standards for individual Subsurface Sewage disposal systems. Chapter 9A Standards for Individual Subsurface Sewage Disposal System.
  - e. Properties within 100 year flood plain or wetlands area map.
  - f. Township of Wyckoff zoning map.
5. Fees charged by each Municipal office are posted at the entrance of each office for public inspection.
6. Pending applications before the Planning Board and Board of Adjustment.
7. Currently advertised bid specifications

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



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#23-57

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

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

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

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

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

**I. MEMORIAL FIELD SNACK BAR**

- b. August 15 through December 1

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

- i. December 2 through August 14

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

- 1) complete a permit application from the Recreation Director's Office,
- 2) pay a refundable cleanup/damage deposit of \$50.00 per event,
- 3) Recreation Director approves application(s) on a first come first serve basis,
- 4) since the Torpedoes are a private Wyckoff based sports club, they must also provide a certificate of insurance listing Wyckoff as an additionally insured evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.
- 5) the Recreation Director shall be sole and final determiner of whether the cleanup/damage deposit shall be refunded.

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

- A. January 1 through December 31

1. Only the Wyckoff Family YMCA, Wyckoff sports booster associations and the Torpedoes Soccer Club may utilize the snack bar if they;

- 1) complete a permit application from the Recreation Director's office,

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

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

III. RECIPROCAL CONSIDERATIONS

1. The Cornerstone Christian Church and St. Elizabeth's Church are permitted to utilize the snack bar facilities due to the fact that both Houses of Worship allow the use of their properties by the Recreation Department programming. The permit process must be followed and the \$50.00 refundable cleanup/damage fee is applicable.

2. Provision of a certificate of insurance evidencing \$500,000.00 limits of liability for general liability coverage and full indemnification providing the attached completely signed hold harmless agreement.

IV INSURANCE

1. The Recreation Director will include the recreation volunteers on the supplemental accident policy provided by the Township.
2. The Township of Wyckoff hold harmless and indemnification agreement which is attached must be signed. The signatory's name and title must be legibly printed on the hold harmless form.
3. A **Certificate of Insurance** must show minimum limits of \$500,000.00 per occurrence for general liability. This certificate shall designate the Township of Wyckoff as an additional insured along with the enclosed hold harmless must be received prior to granting use of the facilities.
4. Alcoholic beverages are not allowed at either facility.

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



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

**#23-58**      Telephone/Electronic Transfer of Funds

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

**#23-59**      Employee Compensation Continues Until Salary Ordinance is Adopted

**BE IT RESOLVED**, that the Chief Financial Officer is hereby authorized and directed to continue the compensation of Township employees at their present levels until such time as an ordinance is adopted by the governing body of the Township of Wyckoff setting forth the salaries of Township employees for the New Year.

**#23-60**      Setting the Township's Contribution to LOSAP for the Members of the Fire Department and Ambulance Corps

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

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

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

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

**WHEREAS**, the Township Committee is desirous to provide a cumulative CPI adjustment to its contribution to LOSAP from \$1,150 to \$1,300.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Township's contribution to LOSAP is adjusted from \$1,150 to \$1,300 for credit earned in 2023 and paid in 2024 from the 2023 Municipal Budget.

**#23-61**      Issuances of Checks Between Township Committee Meetings

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

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

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

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

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

**#23-62      Re-Establish Township Committee By-Laws**

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

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



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TOWNSHIP OF WYCKOFF  
BY-LAWS OF THE  
WYCKOFF TOWNSHIP COMMITTEE

1. **PURPOSE.**

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

2. **MEETINGS.**

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

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

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

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

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

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

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Public Comment. Public Comment shall be allowed at Work session Meetings for a ten (10) minute total public comment period with members of the public provided with two (2) minutes for their comments.

The public comment period at Regular Business Meetings shall provide each member of the public to make public comment on any government issue that a member of the public feels maybe a concern to the residents of the Township of Wyckoff. (5 minutes per speaker)

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

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

3. **CHAIRPERSON.**

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

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

4. **TOWNSHIP COMMITTEE (GOVERNING BODY)**

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

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**5. TOWNSHIP COMMITTEE MEMBERS**

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

**6. COMMUNICATIONS AND MESSAGING**

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

**7. ADMINISTRATION:**

- A. Administration. The Township Committee shall appoint a Township Administrator to function as the administrative officer of the Township.  
The Township Committee shall exercise administrative supervision and control through the Administrator.

**8. LEGISLATIVE LIAISON ASSIGNMENTS:**

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

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9. **CONDUCT OF MEETINGS.**

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

10. **AGENDA.**

The agenda for each meeting of the Township Committee shall be prepared by the Municipal Clerk with approval from the Administrator. The 8:00 pm Agenda shall include only such matters of Township Committee business as have been presented or delivered by Township Committee as a whole, through its Chairperson to the Administrator not later than 12:00 noon, Thursday, the week prior to the Work Session preceding the meeting, except for important or timely matters which may be added to the agenda at any time with the approval of a majority of those present of the Township Committee. The agenda for each meeting shall be available to each Committeeman and the Township Attorney every Friday at 5:00 PM in the Township Committee bins in the Township Administrator's office or through access on the Township website. The Agenda shall also be posted the Friday before the next Tuesday's Township Committee meeting on the Township web site by Friday, 5:00 pm.

11. **ORDINANCE PROCEDURE; CONTRACTS AND OTHER DOCUMENTS.**

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

**BY-LAWS OF THE TOWNSHIP COMMITTEE**



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**12. ELECTED OFFICIAL TRAINING**

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

**13. APPOINTMENTS TO TOWNSHIP BOARDS, COMMISSIONS, AND COMMITTEES**

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

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

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