

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

#23-63 Authorize Police Private Duty Assignments

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

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

54-21 - Payment

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

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

Minimum:	4 hours billed
Over 4 hours:	6 hours billed
Over 6 hours:	8 hours billed
Over 8 hours:	10 hours billed
Over 10 hours:	12 hours billed
Over 12 hours:	14 hours billed
Over 14 hours:	16 hours billed
Over 16 hours:	18 hours billed
- (6) A minimum of two (2) hours notification must be made to 201-891-2121 in the event of cancellation. Please reference the specific vendor and assignment location. Cancellation of work less than two (2) hours in advance will require payment of four (4) hours wages to each officer assigned.

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B. The Police Department shall require private individuals and/or entities requesting off-duty police assignments to submit payment based on estimates of the work to be performed, in advance of services rendered. The Township will escrow the moneys in the dedicated fund to ensure timely payment to the police officers who performed the off-duty assignment.

C. Wyckoff sworn officers may work off-duty assignments in a municipality other than Wyckoff in compliance with this section when Wyckoff sworn officers are not required for Wyckoff overtime assignments or off-duty assignments in Wyckoff.

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

#23-64 Extraordinary Unspecifiable Service Appointments

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

Graphic Artist/For Municipal Calendar/Newsletters

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

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

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

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

WHEREAS, the Local Public Contracts Law requires the resolution authorizing award of contracts for Extraordinary Unspecifiable Services without competitive bids, and the contract itself to be made available for public inspection; and,

WHEREAS, the Chief Financial Officer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Availability indicating that adequate funds have been appropriated in the current year Temporary Budget and adequate funds will be appropriated in the current year Municipal Budget when adopted under the following line item in said Budgets:

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

Administration - other expense

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

1. Rocket Graphics
 5 Sicomac Road
 North Haledon, NJ 07508
 \$70.00 per hour/ Up to \$15,000

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2. The Municipal Clerk is directed to issue an E.U.S. contract letter.
3. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "E.U.S. Services".
4. The Township Clerk shall execute a public notice of said appointments in the official newspaper of the township as required by law.

#23-65 Adoption of Policy for ADA Parking Specifications and Posting Policy

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

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

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

**TOWNSHIP OF WYCKOFF
AMERICANS WITH DISABILITY ACT (ADA)**

NOTICE

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

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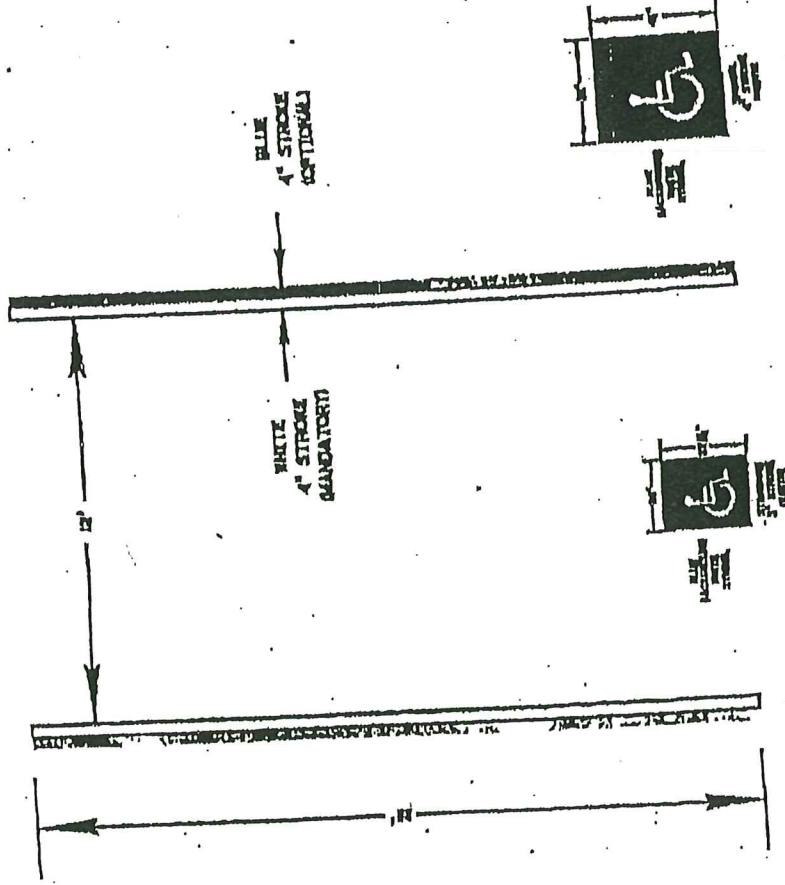
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4002

TRAFFIC ENGINEER

05/21/2001 08:23 FAX 808 530 5253

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF TRAFFIC ENGINEERING AND SAFETY PROGRAMS



SCALE: $\frac{1}{4}'' = 1'$

NOTE: PARKING SPACE MARKINGS
SHALL BE WHITE; BLUE LINES
FOR EMPHASIS ARE OPTIONAL.

HANDICAPPED PARKING SPAC
AND LOGO
AS PER FHWA 11-98-93

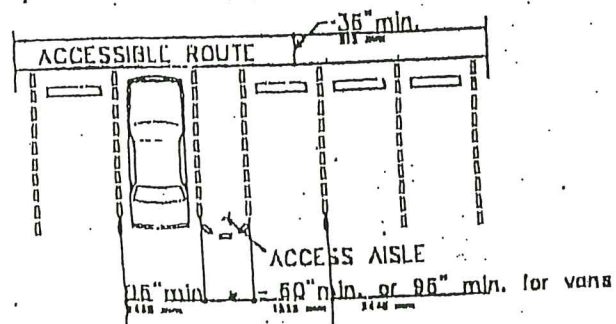
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Accessible Parking Spaces

1. Parking spaces for persons with disabilities shall be a minimum of 96-inches wide and have an adjacent access aisle of at least 60-inches wide. Parking access aisles shall be part of the accessible route to the building or facility entrance. Two accessible parking spaces shall be permitted to share a common access aisle. Parked vehicle overhangs shall not reduce the clear width of an accessible circulation route.

The following illustration can be used for designing accessible parking spaces. This does not preclude designing parallel and angle-accessible parking spaces as long as they meet the above requirements.

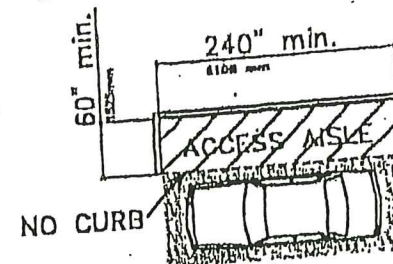
Perpendicular Parking Spaces



ADAAG Section 4.6.3 Parking Spaces - Figure 9
[This illustration also applies to CABO/ANSI A117.1-1992. See CABO/ANSI A117.1-1992, Appendix B - Figure B 4.6.3]

2. Passenger loading zones shall provide an access aisle at least 60-inches wide and 20-feet long. The space shall be adjacent and parallel to the vehicle pull-up space and at the same level as the roadway. The following illustration is an example of the configuration that can be used for passenger loading zones.

Passenger Loading Zones



ADAAG Section 4.6.4 Passenger Loading Zones - Figure 10
[This illustration also applies to CABO/ANSI A117.1-1992. See CABO/ANSI A117.1-1992, Appendix B - Figure B 4.6.3]

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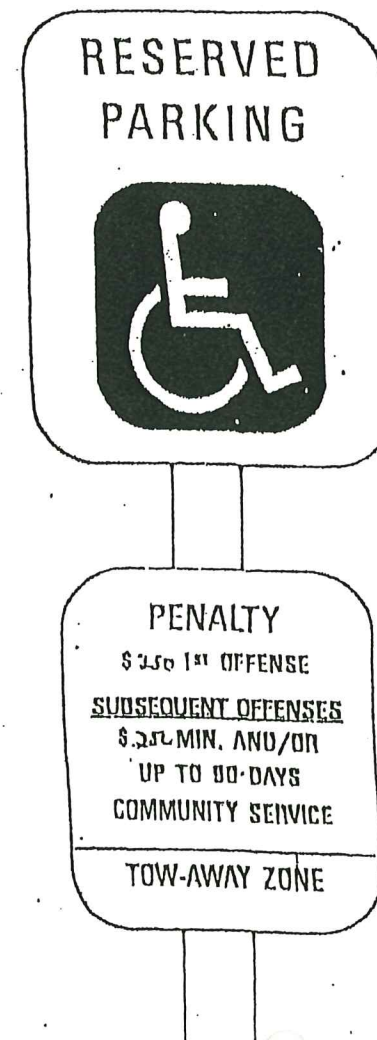
level as possible, with surface slopes not exceeding 1:40 (1/4 inch per foot) in all directions.

Each parking space shall be marked with an R7-8 sign from the Manual of Uniform Traffic Control Devices displaying the International Symbol of Accessibility.

1. Beneath the R7-8 sign, each parking space must be marked with an R7-0P sign as required by N.J.S.A. 39:4-197.2.c, which contains the following language:

PENALTY
\$250 1st OFFENSE
SUBSEQUENT OFFENSES
\$250 MIN. AND/OR
UP TO 90 DAYS COMMUNITY SERVICE
TOW-AWAY ZONE

2. The bottom edge of the R7-0 sign shall be mounted approximately 60 inches above the parking lot surface.



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#23-66 Authorize Language for Municipal Purchase Orders

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

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

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

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

REQUIREMENTS OF VENDORS CONDUCTING BUSINESS WITH THE TOWNSHIP OF WYCKOFF & REQUIREMENTS TO RECEIVE PAYMENT FROM THE TOWNSHIP OF WYCKOFF

TERMS AND CONDITIONS OF WYCKOFF MUNICIPAL PURCHASE ORDER CONTRACTS:

1. No official, employee or agent of the Township of Wyckoff is permitted to accept gift(s) from vendors or others conducting business with the Township of Wyckoff.
2. All materials or services furnished on this Purchase Order are specific and subject to Township inspection and approval within a reasonable time after delivery at the Wyckoff destination indicated on the Purchase Order. Materials or services other than those specified in this Purchase Order shall not be substituted without prior, written authority from the Wyckoff Township Administrator. Material rejected will be returned at the vendor's risk and expense.
3. The quantity of material ordered must not be exceeded without prior written authority being first obtained from the Wyckoff Township Administrator. Back orders are prohibited!
4. Damage to any material not packed to ensure proper protection to same shall be charged to vendor. Packages must be marked plainly with shipper's name and Township's delivery destination. No charges are allowed for boxing or crating unless previously agreed upon in writing by the Township.
5. Failure of a Bidder to execute a Purchase Order awarded to him/her or to comply with any of the terms and conditions therein, may disqualify him/her from receiving future orders and shall be considered a breach.
6. The Township of Wyckoff when requesting a price quotation, shall request your most competitive price per item(s) only once. All prices quoted shall include all transportation, delivery and unloading costs fully prepaid, F.O.B. destination.
7. All materials, supplies equipment and vehicles shall be shipped F.O.B. destination, unloaded, inside delivery, upstairs/downstairs and debris removed. The Township will not pay freight or express delivery charges. Deliveries shall be made between 9:00 a.m. and 4:00 p.m., Monday through Friday at the location indicated on the Purchase Order.
8. The Township can only purchase materials, supplies, services, equipment, and vehicles via a fully executed Township of Wyckoff Purchase Order. Employees or officials do not have the authority to purchase on behalf of the Township of Wyckoff.
9. All materials and supplies purchased must be labeled according to the NJ Worker & Community Right To Know Act, N.J.S.A..34:5-1 et.seq.
Specifically, 34:5A30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.
10. Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.
11. The Vendor acknowledges receipt of Affirmative Action Exhibit A and the vendor agrees to comply with NJSA 10:5-31 et seq. and NJAC 17:27.
12. Your Business Registration Certificate according to P.L. 2004, C57 must be submitted to the municipality prior to conducting business with the Township.
13. The Township of Wyckoff complies with the NJ Prompt Payment Law for construction work. Visit the municipal website described below to submit a "Township of Wyckoff complete voucher" and other requirements.
14. Chapter 271, PL 2005 requires all business entities who receive \$50,000 or more from public contracts with public entities to file a report with the NJ Election Law Enforcement Commission. (ELEC) Additional information is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
15. Only the terms and conditions of this Municipal Purchase Order contract shall govern this transaction. The vendor shall not attach any other terms or conditions.
16. The vendor shall pay prevailing wage rates where applicable for public work.
17. All vendors doing business with the Township of Wyckoff must submit a completed W-9 Form Request for Taxpayer ID#.
18. It is the policy of the Township Committee of the Township of Wyckoff that all contractors, vendors or entities performing work or service that could otherwise be performed by the Township of Wyckoff to treat the public, employees, volunteers and other persons in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act. Discrimination, harassment, and civil rights shall be defined for purposes of this policy using the latest definitions contained in the applicable Federal and State Laws concerning discrimination, harassment, and civil rights.
19. All Vendors shall comply with Truth in Contracting Laws: NJSA 2C:21-34, 2C:27-10 and 2C:27-11.
20. In accordance with NJAC 17:44-2.2 the vendor, shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
21. All vendors shall comply with the Township of Wyckoff Social Media Policy posted on www.wyckoff-nj.com and are prohibited from posting comments (information, articles and pictures) on the Township's social media sites including Facebook, YouTube and Twitter.
22. For all vendors utilizing or having access to Township secure, personal data and identification information-the vendor shall indemnify and be responsible for any liability or defense of breach should the Township's personal data or identification information be compromised as a result of the vendor's use of this information.
23. All personnel provided by a vendor, performing work under this contract are employees of the vendor (not the Township). The vendor shall provide worker compensation insurance and all other usual and customary insurances.
24. The Township of Wyckoff complies with the New Jersey Prompt Payment requirements for good and services required by P.L.2018, c.127.

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

Disabilities Act and Affirmative Action.

PAYMENT POLICY FOR NON-CONSTRUCTION SERVICES AND GOODS

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

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

The sub-grantee contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin. (42 U.S.C. & 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. & 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.
Require vendor 110221 pol

#23-67

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

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

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

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

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

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

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

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

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

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

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

- Wyckoff based groups that raise funds solely for the enhancement of the Township which otherwise would require municipal or school tax dollars, may request fund-raising events to be included in a weekly e-news communication or community pass notification.
- The type of groups the Township Committee intends this policy to assist are; the Wyckoff Parks & Recreation Foundation, Wyckoff Education Foundation, Ramapo High School District FLOW Follies, Lincoln, Eisenhower, Coolidge, Sicomac or Washington School DAD's, PTO's or MOM's fundraising events. Each group shall provide a "publisher-ready" Word document of the fund-raising announcement.
- Approval by the Administrator or his designee is required.
- This policy shall also apply to any other Municipal E-News Communication application that may develop in the future.

**#23-68 Bergen County Law Enforcement Mutual Aid & Rapid
Deployment Force**

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

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

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

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

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

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

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

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

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

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

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7. The Township of Wyckoff will not reimburse any municipality or municipalities rendering assistance to the Township of Wyckoff, for any damage to police equipment or other property or for the payment to any member of a police force, or to a surviving spouse or other dependent if death results as a result of injury sustained while rendering assistance to the Township of Wyckoff.
8. The activation of Rapid Deployment shall only be after existing local police resources and contiguous mutual aid agreements are exhausted and the Coordinating Council of Police Chief's approve the activation.

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

#23-69 Authorize Disposition of Public Property No Longer Needed for Public Use

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

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

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

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

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

#23-70 Adoption and Endorsement of New Jersey Ethics Law

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

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

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

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

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

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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.

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#23-71 Void Checks in Excess of 180 Days

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

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

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

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

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

#23-72 Permitting and Regulation Still Photography, Video Taping and Audio Recordings of Public Meetings

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

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

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

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

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

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

1. Equipment and personnel.
 - A. Not more than two portable video recording electronic cameras, operated by no more than one person each shall be permitted at any public meeting.
 - B. Not more than two still photographers shall be permitted at any public meeting.

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2. Sound and light criteria.

- A. Only video recording cameras and audio equipment used in conjunction with the video recording camera which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting device of any kind shall be employed in connection with the use of video recording cameras.
- B. Only still camera equipment which does not produce distracting sound or light shall be employed to cover public meetings within the Township of Wyckoff. No artificial lighting of any kind shall be employed in connection with a still camera.

3. Notice.

- A. Notice shall be given to the Municipal Clerk prior to the close of the last business day preceding the day of the meeting for which an individual is seeking permission to video record or photograph public meetings.
- B. Permission to video record or photograph a public meeting shall be granted by the Municipal Clerk on a first come, first served basis, subject to compliance with the provisions contained in these guidelines.

4. Location of equipment and personnel.

- A. Video record cameras shall be placed in the rear of the meeting room behind the last row of chairs. The person video recording the public meeting shall not move about the meeting room while the public meeting is in session. It is the responsibility of the camera operator to ensure that the camera is operated in a safe manner and does not create an unsafe or hazardous environment by blocking pedestrian traffic in areas within the public meeting room.
- B. Still camera photographers shall be positioned in the rear of the meeting room behind the last row of chairs. Still camera photographers shall assume fixed positions within the designated areas and once the photographers are positioned, such photographers shall not be permitted to move about in any way to attract attention through further movement.
- C. Video record and related audio equipment and still camera equipment shall not be placed in or removed from the meeting room except prior to the commencement and after adjournment of the public meeting or during a recess.

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Article III. Audio recording of public meetings.

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

Article IV. Prohibitions.

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

Article V. Ceremonial proceedings.

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

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

Article VII. Recording via smart phone.

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

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

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REQUEST TO PHOTOGRAPH, RECORD,
OR FILM A PUBLIC MEETING

Date of Request _____

Name _____ Address _____

Board being photographed, recorded or video taped: _____

I wish to photograph _____, record (Audio) _____, video tape _____ an open public meeting for _____ on _____ (Date of Board Meeting)

for the purpose of _____

I acknowledge I have read Township of Wyckoff Resolution #21-75 and agree to abide by its requirements.

Signature

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#23-73 Small Balances to be cancelled

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

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

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

#23-74 Establish Employee Benefits Cafeteria Plan

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

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

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

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

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

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

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

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

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

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

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

#23-75 Designation of NIMS for Incident Management

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, County, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and,

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

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

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

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

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

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

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

#23-76 Adoption of Approved Forms of Surety and Rating of
Certificates of Insurance

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

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

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

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

WHEREAS, bidders shall use the Township of Wyckoff adopted form of surety bonds or its legal equivalent, conforming to the NJSA 40A:11-21. Submission of the AIA Document 310, or any other form limiting or potentially limiting the penal sum of the bond to any amount less than 10% of the bid price not to exceed \$20,000 (such as forms of bond that limit the penal sum to the difference between the bid price and the Owner's cost of the Work), will be considered non-responsive to the bid specification and not considered for an award; and,

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

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

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

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

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BID BOND

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

The Township of Wyckoff, as the (“Owner”)
for the full and just sum of

TEN PERCENT (10%) OF THE BID PRICE, NOT TO EXCEED TWENTY
THOUSAND DOLLARS (\$20,000)

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

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

BID NAME

NOW, THEREFORE, if said bid shall be rejected, or, in the alternative, if said bid shall be accepted and the Principal shall deliver a properly and timely completed contract and performance and payment security, all in the form and manner required by the bidding documents and specifications and governing law,
THEN, this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation.

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

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

For the Principal:

For the Surety:

_____ (Name of Bidder)	_____ (Name of Surety)
_____ (Printed/Typed Name of Bidder's Authorized Surety's Attorney- Representative)	_____ (Printed/Typed Name of in-Fact)
_____ (Signature of Bidder's Authorized in-Fact)	_____ (Signature of Surety's Attorney- Representative)
_____ (Surety Contact & Phone No.)	

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

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

NOTE: THE TOWNSHIP OF WYCKOFF HAS PROVIDED THIS SAMPLE
CONSENT OF SURETY FORM FOR SUBMISSION TO A BIDDER'S
INSURANCE/BONDING COMPANY. LANGUAGE, SUCH AS THIS, WILL
BE ACCEPTED; HOWEVER, LANGUAGE THAT LIMITS THE TIME

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FRAME IN WHICH THE TOWNSHIP CAN PROCESS CLAIMS AGAINST A PERFORMANCE BOND, OR LANGUAGE THAT STATES THE SURETY IS CONDITIONAL DEPENDING ON CONTRACT TERMS, WILL NOT BE ACCEPTED. (CONTRACT TERMS WILL BE AS OUTLINED IN THE BID SPECIFICATION).

CONSENT OF SURETY

NAME OF INSURANCE/BONDING COMPANY

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

CONTRACTOR NAME

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

NAME OF INSURANCE/BONDING COMPANY

by: _____
ATTORNEY-IN-FACT

POWER OF ATTORNEY MUST BE ATTACHED TO CONSENT OF SURETY

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

NAME _____ TITLE _____

ADDRESS _____

PHONE # _____
CONSENTOFSURETY.SPC

UNCONDITIONAL PERFORMANCE BOND

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS: that we, the undersigned, as Principal and as Surety, are hereby held and firmly bound unto the Township of Wyckoff in the penal sum of

(\$ _____) dollars,
for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

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(Name of Principal)

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

(Name of Surety)

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

NAME OF BID

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

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

UNCONDITIONAL PERFORMANCE BOND (Continued)

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

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

Signed, sealed and date this _____ day of _____

ATTEST:

Principal

(Principal) Secretary By: _____(s)

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(SEAL)
ATTEST:

(Witness as to Principal)
(Address)

(Address)

ATTEST:

(Surety) Secretary
(SURETY)

(SEAL)

(Witness as to Surety)

By

(Address)

(Address)

NOTE: Date of BOND must be prior to the date of Contract.

If CONTRACTOR is a Partnership, all partners should execute BOND.

TOWNSHIP OF WYCKOFF

ACKNOWLEDGMENT OF SURETY

STATE OF _____}

SS

COUNTY OF _____}

BE IT REMEMBERED, that on this _____ day of

_____ in the year of Our Lord, Two Thousand

_____ before me, the subscriber, a Notary Public in the State
of New Jersey, personally appeared:

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

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

Sworn and subscribed before me on

The day and year aforesaid.

_____(SEAL)

NOTARY SEAL

My commission expires _____ 20 _____

PERFORMANCEBOND.SPC

#23-77 Authorize Public Work at Private Facilities in Exchange for the Use of Those Private Facilities as Municipal Voting Facilities

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

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

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

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

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

#23-78 Procedure to Receive Donations/Plaques or to Name Municipal Property

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

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

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

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

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

Adopted 08-06-13

NAMING POLICY OF THE TOWNSHIP OF WYCKOFF:

Procedure to consider:

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

For residents who desire to:

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

Procedure:

- a. A written request describing the improvement or donation which is clear, thorough and detailed accompanied by a sketch of the area. A precise copy of the size of the plaque and the proposed wording shall be submitted to the Municipal Clerk.
- b. The Municipal Clerk shall notify the 1) Township Committee who shall review the proposed request with all the required information and 2) send a copy to the Shade Tree Commission for a recommendation, if it involves plantings). The Township Committee, after reviewing input from the Shade Tree Commission, shall either approve or deny the request via adopting a resolution.

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

Procedure:

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

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

Procedure:

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- a. Township Committee approves by adopting a resolution by 4/5 vote; a donor wall or donor brick pathway/patio at a specific municipal facility/property, and the size of the wall and location on the municipal property. Donations open to the public.
- IV. Township Committee to name a municipal property, conference room, field, facility or other municipal facility in remembrance of a valued and respected Wyckoff municipal public servant who is deceased.
 - Procedure:
 - a. Township Committee adopts a resolution by a 4/5 vote.
 - V. Gardens of Wyckoff
 - Procedure:
 - a. The Gardens of Wyckoff Committee shall review all requests before submitting them to the Township Committee for approval.
 - VI. Library
 - Procedure:
 - a. The procedure established by the Library Board of Trustees shall be followed, however, the naming or dedication of any room, facility, etc. in remembrance of a valued and respected public servant shall be consistent with the requirement that the public servant be deceased.

Donations and Plaques as of June 1, 2013

Town Hall; tree in memory of Joann Schlamp
Town Hall; bush in memory of Lorraine Cascone
Town Hall; landscaping in memory of Henry J. Shotmeyer
Town Hall; donation of a life size Native American folk-art wooden carving from Sebastian Gaeta

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

Library; construction of labyrinth – Eagle Scout Project – Matthew Salisbury, Troop 89, 2013
Library; James Monroe Room – Police Detective Lieutenant who died on a hike as Scoutmaster for Troop 155
Library; Henry J. Shotmeyer Room – Former Mayor and Library supporter

Wyckoff Community Park – Plaque listing Park Committee members
Wyckoff Community Park – Plaque listing names of donors grouped by the amount of their donation
Wyckoff Community Park – Plaque at Ballfield #1, recognizing Bob Luckow who donated \$50,000 to the Park's construction.

Fire Company #1 – Wyckoff Volunteer Fire Department plaque of donors who contributed to the funding of the Fallen Firefighters Memorial.
Ambulance Corps Building – Memorial to all past Corps members
Gardens at Wyckoff – Plaque recognizing Bud Bracket, Donor of facility
Pulis Soccer Field – Concession Stand – donated by Hekemian Family
Pulis Soccer Field – Playground – donated by Larry Insera

Memorial Field Scoreboard – donated by Lakeland Bank

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#23-79 Authorize Procedures required by the American Rescue Plan

WHEREAS, the Township of Wyckoff applied for grant funds from the Federal Government's American Rescue Plan (ARP); and,

WHEREAS, the Township of Wyckoff has established reasonable procedures for compliance with the grant requirement of "Improving Access to Services for Persons with Limited English Access (LEA); and,

WHEREAS, the Municipal Administrator shall serve as the central point for complaints, maintain a complaint log and make part of every contract required protection language for persons with "Limited English Proficiency."

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Township of Wyckoff shall comply with the requirements of the American Rescue Plan and the Municipal Administrator shall initiate all reasonable actions.

#23-80 Adoption of Accounting and Fiscal Internal Control Manual

WHEREAS, the 2013 Governor's Best Practice Checklist has identified an accounting manual as a municipal best practice; and,

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

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

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Chief Financial Officer/Tax Collector, Payroll Control Clerk, Accounts Payable Control Clerk and Administrator.

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TOWNSHIP OF WYCKOFF

CENTRAL PURCHASING SYSTEM

USER'S MANUAL

Central Purchasing Team

Administrator
Diana McLeod, CFO, CTC, ATA
Darlene King, Accounts Payable Control Clerk

Issued: 01-85
Revised: 01-93
07-96
10-02
09-08
11-13

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FORWARD

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

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

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

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.

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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 \$5,400 must have at least two (2) price quotations.
 - v 3. Requisitions for goods and services with a value between \$5,400 and \$17,500 must have three (3) written price quotations, whenever possible.
 - v 4. \$17,500 to \$36,000 – Any purchase \$17,500 or above requires a Township Committee Resolution pursuant to the NJ Pay to Play Law (P2P). Other than for an emergency (lack of proper planning does not constitute an emergency), no purchases for goods or services exceeding \$17,500 can be made without a PRIOR Resolution of the Township Committee. At the beginning of each year, a \$17,5000 threshold is established for all vendors and this amount cannot be exceeded without the PRIOR approval of the BA unless authorized by a bid award. Once the \$17,500 threshold has been met, the need for a Resolution will

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be discussed with the using department. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER. PAY TO PLAY THRESHOLDS APPLIES TO THE VENDOR AND NOT JUST A SPECIFIC PROJECT.

II. NORMAL PURCHASING PROCEDURES (CON'T.)

- v 5. \$36,000 and over – These purchases shall require Public Bidding pursuant to the Local Public Contracts Law, NJSA 40A:11-1 et. seq. and the contract must be awarded by the Township Committee before any commitment is made to a vendor. IN NO CASE, SHOULD ANY GOODS OR SERVICES BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER.

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
 - Middlesex Regional Educational Services
 - Commission Cooperative Pricing System
 - Wyckoff/K-8 School District Cooperative Pricing System

ALL requisitions utilizing the above cited contract prices shall include:

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

II NORMAL PURCHASING PROCEDURES (CON'T.)

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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.

III. RECEIVING GOODS OR SERVICES

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

PROCEDURE FOR RECEIVING DELIVERIES

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

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

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

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IV. EMERGENCY PURCHASES

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

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

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

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V. BLANKET PURCHASE ORDERS

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

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

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

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

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

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

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

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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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**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.

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2023 PROMPT PAYMENT "TOWNSHIP OF WYCKOFF"

COMPLETE VOUCHER" DUE DATE LIST

EFFECTIVE SEPT. 1, 2006 GOVERNOR CORZINE SIGNED THE PROMPT PAYMENT LAW P.L. 2006 C. 96 STATING THAT CONSTRUCTION SERVICES BE PAID ON A TIMELY, ESTABLISHED SCHEDULE

SCHEDULE FOR TOWNSHIP COMMITTEE MEETINGS INCLUDING DATES IN WHICH "TOWNSHIP OF WYCKOFF COMPLETE VOUCHER PAYMENTS" DUE FOR PAYMENT TOWNSHIP OF WYCKOFF COMPLETE VOUCHER DUE DATE:

DUE DATE TO THE ACCOUNTS PAYABLE

CLERK BY NOON:

PAYMENT AUTHORIZATION DATE:

Tuesday, January 17, 2023	Tuesday, January 10, 2023
Tuesday, February 7, 2023	Wednesday, February 1, 2023
Tuesday, February 21, 2023	Tuesday, February 14, 2023
Tuesday, March 7, 2023	Wednesday, March 1, 2023
Tuesday, March 21, 2023	Wednesday, March 15, 2023
Tuesday, April 4, 2023	Wednesday, March 29, 2023
Tuesday, April 18, 2023	Wednesday, April 12, 2023
Tuesday, May 2, 2023	Wednesday, April 26, 2023
Tuesday, May 16, 2023	Wednesday, May 10, 2023
Thursday, June 8, 2023	Tuesday, May 30, 2023
Tuesday, June 20, 2023	Wednesday, June 14, 2023
Tuesday, July 18, 2023	Wednesday, July 12, 2023
Tuesday, August 15, 2023	Wednesday, August 9, 2023
Tuesday, September 5, 2023	Wednesday, August 30, 2023
Tuesday, September 19, 2023	Wednesday, September 13, 2023
Tuesday, October 3, 2023	Wednesday, September 27, 2023
Tuesday, October 17, 2023	Wednesday, October 11, 2023
Thursday, November 9, 2023	Wednesday, November 1, 2023
Tuesday, November 21, 2023	Wednesday, November 15, 2023
Tuesday, December 5, 2023	Wednesday, November 29, 2023
Tuesday, December 19, 2023	Wednesday, December 13, 2023

PLEASE NOTE DUE DATES

THE TOWNSHIP OF WYCKOFF UTILIZED THE ALTERNATE METHOD FOR PAYMENT OF CLAIMS IN ACCORDANCE WITH THE PROMPT PAYMENT LAW.

A. "TOWNSHIP OF WYCKOFF COMPLETE VOUCHER" IS DEFINED AS THE TOWNSHIP'S VOUCHER PORTION OF ITS PURCHASE ORDER SIGNED BY THE CONTRACTOR WITH ATTACHED, DETAILED INFORMATION TO CLEARLY LIST UNIT PRICES AND THE NUMBER OF UNIT(S) PROVIDED, SERVICES PROVIDED, PERCENTAGE OF COMPLETION OF THE TOTAL CONTRACT AND PREVAILING WAGE PAYROLL COMPLIANCE REPORT (Where Applicable)

B. "BILLING DATE STARTS" THE DATE A TOWNSHIP OF WYCKOFF COMPLETE VOUCHER IS SUBMITTED TO THE ACCOUNTS PAYABLE CLERK IN THE TAX OFFICE OF WYCKOFF TOWN HALL. THIS BILLING DATE SHALL BE USED FOR PERIODIC PAYMENTS, FINAL PAYMENT AND RETAINAGE MONIES.

C. "THE PAYMENT CYCLE" IS THE ATTACHED LIST OF DATES THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WYCKOFF WILL CONSIDER CLAIMS FOR PAYMENT. PAYMENT SHALL BE MAILED TO THE CONTRACTOR NO LATER THAN FIVE (5) DAYS AFTER THE TOWNSHIP COMMITTEE APPROVES PAYMENT.

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#23-81 Fund Balance Annual Review

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

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

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

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

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

#23-82a Re-appointment of Zabriskie House Trustee – Mark Di Gennaro

WHEREAS, the Township of Wyckoff is the beneficiary of the Zabriskie House Museum, an Early American Historical Home; and,

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

WHEREAS, an Order Appointing Successor Trustees which was executed by Honorable Gerald C. Escala, JSC, on October 28 2005, permits the Township of Wyckoff to appoint future Successor Trustees and to re-appoint Trustees by way of Resolutions adopted by the governing body; and,

WHEREAS, Resolution #05-162 appointed Jacob Van Der Eems as a Trustee for a new term commencing July 5, 2005 and expiring on June 30, 2009; and,

WHEREAS, Jacob Van Der Eems submitted his resignation as a Trustee and the Township Committee appointed Judy Abma to the vacancy created by Mr. Van Der Eems; and,

WHEREAS, Judy Abma was re-appointed by the Township Committee to a new term for a period from 1/1/2010 to 12/31/2013; and,

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WHEREAS, Judy Abma was re-appointed by the Township Committee to a new term for a period from 1/1/2014 through 12/31/2017; and,

WHEREAS, Judy Abma was re-appointed by the Township Committee to a new term for a period from 1/1/2018 through 12/31/2021; and,

WHEREAS, Judy Abma submitted her resignation as a Zabriskie House Trustee in December 2019 and the Township Committee appointed Mark DiGennaro to the balance of Judy Abma's term which expires 12/31/2021.

WHEREAS, the Township Committee desires to appoint Mr. Mark DiGennaro, P.E for the period 1/1/2022 through 12/31/2025, on this date 1/1/2022.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Ninth of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to Probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey does hereby appoint Mark DiGennaro, 488 Weymouth Drive, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust for the term of January 1, 2022 through December 31, 2025.

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

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

#23-82b Re-appointment of Zabriskie House Trustee – Richard Lynch

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

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

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

WHEREAS, Resolution #11-04 appointed William H. Bushman as Trustee for a new term commencing January 1, 2011 through December 31, 2014; and,

WHEREAS, William H. Bushman submitted his resignation as a Trustee and the Township Committee appointed Richard Lynch to the vacancy created by William H. Bushman for the remainder of the term which commenced on January 1, 2011 and expires on December 31, 2014.

WHEREAS, Resolution #15-85 appointed Richard Lynch as Trustee for a new term commencing January 1, 2015 through December 31, 2018.

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WHEREAS, Resolution #19-85 reappointed Richard Lynch as Trustee for a new term commencing January 1, 2019 through December 31, 2021.

WHEREAS, the Township Committee confirms and memorializes the re-appointment of Richard Lynch as Trustee for the term of 1/1/2022 to 12/31/2025 on this date, January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Ninth of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen State of New Jersey does hereby re-appoint Richard Lynch, 377 Sicomac Avenue, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust for a term commencing January 1, 2022 and expiring December 31, 2025.

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

BE IT FURTHER RESOLVED, that the Mayor and the Township Committee of the Township of Wyckoff hereby request the Bergen County Surrogate's Court to issue Letters of Trusteeship in the name of Richard Lynch, for the John B. and Grace Q. Zabriskie Memorial Trust, if required on a re-appointment action.

#23-82c Appointment of Zabriskie House Trustee – Joyce Santimauro

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Ninth of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to Probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey does hereby appoint Joyce C. Santimauro, 738 Frederick Court, Wyckoff, New Jersey, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust to complete a term commencing January 1, 2020 to December 31, 2023.

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

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

#23-82d Appointment of Zabriskie House Trustee – Valeria Abma

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

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

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

WHEREAS, Elizabeth Spencer was one of the four original Trustees appointed to the John B. and Grace Q. Zabriskie Memorial Trust, within the Last Will and Testament of Grace Quackenbush Zabriskie, for an indefinite term; and

WHEREAS, Elizabeth Spencer passed away on April 18, 2009; and

WHEREAS, the Township Committee of the Township of Wyckoff appointed Jean E. Hildebrandt to the vacancy created by the death of Elizabeth Spencer, for a term commencing January 1, 2010 and expiring on December 12, 2012; and,

WHEREAS, the Township Committee confirmed and memorialized the re-appointment of Jean Hildebrandt for the term of 1/1/2013 to 12/31/2016 in 2013; and,

WHEREAS, the Township Committee confirms and memorializes the re-appointment of Jean Hildebrandt for the term of 1/1/2021 to 12/31/24 on this date January 1, 2022; and,

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WHEREAS, Jean Hildebrandt has resigned effective 12/31/23; and,

WHEREAS, the Township Committee has appointed Valerie Abma to complete the remainder of Jean Hildebrandt's term.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Paragraph Ninth of the Last Will and Testament of Grace Quackenbush Zabriskie, late of the Township of Wyckoff, which Will having been admitted to Probate in the Bergen County Surrogate's Court of the State of New Jersey, the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey does hereby appoint Valerie Abma, 708 Lawlins Road Wyckoff, NJ, Trustee of the John B. and Grace Q. Zabriskie Memorial Trust to complete the remainder of a term of 1/1/2021 through 12/31/2024.

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

BE IT FURTHER RESOLVED, that the Mayor and Township Committee of the Township of Wyckoff hereby request the Bergen County Surrogate's Court to issue a Letter of Trusteeship in the name of Jean E. Hildebrandt, for the John B. and Grace Q. Zabriskie Memorial Trust.

#23-83 Confirm Social Media Policy

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached social media policy be re-authorized for the new year and posted on the Township of Wyckoff website, www.wyckoff-nj.com.

BE IT FURTHER RESOLVED, that this social media policy be re-distributed to all employees.

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SOCIAL MEDIA POLICY – TOWNSHIP OF WYCKOFF, NEW JERSEY

PURPOSE

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

The purpose of this social media policy is to establish enforceable rules for the use of social media by Township officers and employees when engaged in Township business. Social media at this time refers to Facebook, YouTube, Twitter, and any other communication that is open to response or comment. Rules are necessary to assure that communications made on behalf of the Township are properly authorized and in correct form; that communications to the municipality by means of social media which can be viewed by the public are appropriate and pertinent; that all communications to the municipality is related to the posted municipal information; and that the sender is clearly and fully informed that a message received by means of social media is not a substitute for required reporting procedures.

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

SCOPE

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

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GENERAL POLICY

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

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

Facebook:

- Wyckoff Local Government
- Wyckoff Mayor's Wellness Campaign

Twitter:

- @wyckofftownship

Instagram:

- Wyckoffnj

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

Facebook:

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

Twitter:

- @wyckoffpolice

Instagram:

- Wyckoff_municipal_alliance

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

Facebook:

- Wyckoff Recreation Department

2. The Township social media sites shall clearly set forth that they are maintained by the Township and that they follow this Social Media Policy.

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

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

COMMENT POLICY

1. As a public entity the Township must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing the Township social media sites is to disseminate information from the Township about the Township to its residents, employees and visitors.

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3. Any post by a member of the public on any Township social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Township, nor do such comments necessarily reflect the opinions or policies of the Township.
4. Any attempt to hack or otherwise compromise the Township's internet or social media sites will be reported to law enforcement and the perpetrator will be denied access to the sites.
5. The Township reserves the right to deny access to its social media sites for any individual who violates the Township of Wyckoff Social Media Policy at any time and without prior notice.
6. All comments posted to any Township sites are bound by any applicable terms and conditions of Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Township reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
7. All comments posted to any Township sites are bound by any applicable terms and conditions of Twitter's Terms of Service, located at <https://twitter.com/tos>, and the Township reserves the right to report any violation of Twitter's Terms of Service to Twitter with the intent of Twitter taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
8. All comments posted to any Township sites are bound by any applicable terms and conditions of YouTube's Terms of Service, located at <https://www.youtube.com/t/terms>, and the Township reserves the right to report any violation of YouTube's Terms of Service to YouTube with the intent of YouTube taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.

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9. All comments posted to any Instagram sites are bound by any applicable terms and conditions of Instagram Terms of Service, located at <https://instagram.com/tos>, and the Township reserves the right to report any violation of Instagram Terms of Service to Instagram with the intent of Instagram taking appropriate and reasonable responsible action. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
10. Township municipal employees and volunteer Board, Commission Members and other volunteers are prohibited from commenting on the municipal social media sites.
11. No Township employee, Township elected official, vendor performing work or providing services to the Township, or volunteer may post or comment on a Township social media site.
12. Persons posting prohibited content are subject to being barred from posting comments on Township social media.

PROHIBITED CONTENT

Comments containing any of the following inappropriate forms of content shall not be permitted on the Township's social media sites and are subject to removal and/or restriction by the Township Administrator and/or Chief of Police and/or his/her designees.

- a. Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement;
- b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation;
- c. Defamatory attacks;
- d. Threats to any person or organization;
- e. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
- f. Conduct in violation of any federal, state or local law;
- g. Encouragement of illegal activity or illegal activity;

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- h. Information that may tend to compromise the safety or security of the public or public systems;
- i. Content that violates a legal ownership interest, such as a copyright, of any party the Township does not permit or allow copyright infringing activities and/or infringement of intellectual property rights on its website or social media sites and will remove any and all content and submissions if properly notified that such content and/or submission infringes on another's intellectual property rights;
- j. Private contact information such as names, addresses and phone numbers no matter how easily obtained elsewhere; Personal information of a person other than the poster;
- k. Spamming or repetitive content;
- l. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a Township media site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child's posting or comments;
- m. Content that incites violence;
- n. Photographs or videos;
- o. Comments unrelated to the particular post being commented upon;
- p. Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations; and,
- q. Persons posting prohibited content are subject to being barred from posting comments on Township social media.
- r. Only content approved by the Township Administrator and/or approved by the Chief of Police for public release is allowed to be posted. Content of a sensitive nature shall not be allowed to be posted. Officials, employees, Township volunteers, or vendors providing services to the Township are prohibited from posting comments.
- s. A "designee" or a person appointed by the Township Administrator and/or Chief of Police is never to be allowed to transfer their social media account information or allow someone access to their account on their behalf without prior written authorization from the Township Administrator or Chief of Police.

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- t. Employees, Officials, Volunteer Board and Commission Members or other volunteers shall not post on any social media site and list their position in the local government.

BREACH OF POLICY

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

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

A. Information Disclaimer

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B. Linking Policy -- Links to External Sites

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

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C. Endorsement Disclaimer

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

D. Copyright and Trademark Limitations

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E. Use of material from this site

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F. Unauthorized Modifications

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#23-84 Re-Establish Vehicle Use Policy

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

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

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TOWNSHIP OF WYCKOFF VEHICLE USE POLICY

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

Please think safety first!

A. DPW VEHICLE USE:

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

B. CHIEF OF POLICE VEHICLE USE:

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

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C. FIRE PUMPER / LADDER / RESCUE APPARATUS:

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

D. FIRE COMMAND VEHICLES:

- I. The Township provides a vehicle to the Volunteer Fire Chief and to the Assistant Fire Chief*, both of whom are on call for fire emergencies 24/7.** The following policy shall apply to the Volunteer Fire Chief, the Assistant Fire Chief and any Volunteer Battalion Fire Chief(s)/Fire Officers who may be assigned the role of Acting Fire Chief in the Fire Chief's absence; (i.e. when the Fire Chief is out of town on vacation).
 1. Prohibited uses:
 - a. Vacation travel use.
 - b. Use by spouse or dependent(s).
 - c. Responding to a call in Code 3 with occupants in the car that are not Township employees or Fire Department personnel.
 2. The Chief(s) shall make all reasonable efforts to avoid having children and/or non-firefighting personnel traveling in the Fire command vehicles. In the event the Chief is required to have children and non-firefighting personnel in the vehicle, the Chief shall immediately assign appropriate firefighting personnel to supervise the safety of the children/non-firefighting personnel before leaving the vehicle.

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

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

E. ACTIVATION OF BLUE LIGHT POLICY

- I. Emergency blue lights in private first responder vehicles issued by the Township of Wyckoff are issued based on the Township policy that blue lights shall only be activated within the Township of Wyckoff.

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

#23-85 Approve Policy for Recreation Department Policies and Procedures Manual

WHEREAS, the Department of Parks and Recreation is always striving to improve its policies and procedures; and,

WHEREAS, the Township Committee, the Department of Parks and Recreation Board and the Recreation Director govern and manage the Wyckoff Department of Parks and Recreation with economy and efficiency following best practices; and,

WHEREAS, the attached revised policies and procedures regarding Wyckoff's Recreation Code of Conduct for coaches and parents is considered a best practice and the establishment of a subcommittee with procedures to address complaints and concerns is recommended.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached document dated May 17, 2016 are hereby approved for inclusion in the Recreation Department policies and procedures manual and shall serve as policy to govern the Wyckoff Parks and Recreation Department programs:

1. Zero Tolerance Policy towards harassment, intimidation and bullying.
2. Volunteers communicating electronically regarding municipal operations.
3. Code of Conduct subcommittee procedures.
4. Code of Conduct responsibilities for parents and coaches.
5. Resources for coaches regarding positive coaching and specific sport instruction.

The list of material available at the Wyckoff Library is found by clicking the following link

https://docs.google.com/document/d/1ZvJEeRwsrqYiAOC_R5ytATqtIdPpP3psvPKInzbIEWI/edit?usp=sharing

BE IT FURTHER RESOLVED, that the Recreation Director and the Department of Parks and Recreation Advisory Board shall ensure all coaches and parents are provided with these policies by requiring a signature of receipt when they register their child to participate and/or volunteer to coach a recreation program.

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

Township of Wyckoff
Board of Parks & Recreation
Code of Conduct Sub-Committee Procedure

Upon receipt of a written or verbal complaint received by the Director of the Recreation and Parks Department and memorialized, the Code of Conduct Committee, which shall consist of three (3) members of the Board of Recreation and Parks and the Township Committee Liaison to said Board or another member of the Township Committee if the Liaison is not available, shall, as a committee, meet with all appropriate parties involved in the complaint. At a minimum, the committee will meet with the complainant and then meet with the person who is the subject of the complaint. Additionally, the Committee may meet with anyone else that they believe may be helpful to speak with regarding the complaint to gather necessary information.

Upon the conclusion of such meetings, the Committee will carefully consider the information and deliberate over the complaint and the facts they have discovered and render a decision regarding the complaint. Whether the subject of the complaint is a coach or a parent, such decisions may include, but are not limited to: no action taken, short or long-term suspension from practices and/or games, or immediate dismissal from coaching or participating in the Wyckoff Recreation and Parks programs, depending on the severity of the alleged infraction. These decisions will be reviewed with the Board of Recreation and Parks at a previously scheduled meeting or, if necessary, at an emergency meeting scheduled by the Director of Recreation and Parks Department, prior to the decision being communicated to the involved parties.

Once the decision has been reviewed and endorsed by the Board of Parks and Recreation, a member of the Committee will communicate the decision to the complainant and the person who is the subject of the complaint. If either the complainant or the subject of the complaint cannot meet, the decision may be provided over the phone. However, a memo must be provided and filed which memorializes that conversation.

The attached Wyckoff Recreation Code of Conduct, which each coach and parent has read and signed, describes acceptable and expected behavior. Any complaint of unacceptable conduct shall be reviewed against these criteria.

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

WYCKOFF RECREATION CODE OF ACCEPTABLE CONDUCT REQUIRING ALL VOLUNTEERS TO COMPLY WITH THE TOWNSHIP'S POLICIES AS HEREIN DESCRIBED AND THE FAILURE TO DO SO MAY RESULT IN BEING BARRED AS A COACH OR, IN EXTREME CIRCUMSTANCES, A SPECTATOR.

Coaches:

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Respect the rights of all participants, and use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Ensure there is absolutely no physical or psychological intimidation, verbal abuse, and conduct that is demeaning to athletes or others by you or others coaching your team.
- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legal protected classification.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the participation rules established by the league and/or Recreation Department and the spirit of those rules.
- Encourage youth to participate in other sports and activities to promote all aspects of their development.

I will treat each player as an individual, remembering the wide range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each child and treat each player as an individual while demonstrating concern for their individual needs and wellbeing.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all youth.
- Recognize that youth may vary greatly in physical, social and emotional maturation and consider these factors when setting up competitions and when interacting with youth.

I will do my best to provide a safe playing situation for my players and ensure their safety when under my supervision.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sexual molestation, assault, physical or emotional abuse.
- Never be alone with children under my supervision outside of the program. This includes "one-on-one" time with players for extra instruction, which is prohibited.
- Correct or avoid unsafe practice or playing conditions.
- Use appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the care of the coach.