

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021**

#21-61 Policy for Wyckoff Community Park, Memorial Field and Pulis Field Snack Bars

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

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

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

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

I. MEMORIAL FIELD SNACK BAR

2. August 15 through December 1

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

1. December 2 through August 14

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

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

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

A. January 1 through December 31

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

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liability for general liability coverage and full indemnification and providing the attached completely signed hold harmless agreement.

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

III. RECIPROCAL CONSIDERATIONS

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

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

IV INSURANCE

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

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

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

#21-62 Telephone/Electronic Transfer of Funds

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

#21-63 Continue Employee Compensation

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

#21-64 Issuances of Checks Between Township Committee Meeting

WHEREAS, it becomes necessary at times to issue checks for certain fixed charges which are due on periodic dates, such as, for County taxes, School taxes, bond and note interest, bond anticipation notes and interest, regular and seasonal payroll, vendor payments and other

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miscellaneous items, whose payment dates frequently occur between Township Committee meetings or if Township Committee meetings are cancelled; and,

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

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

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

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

#21-65 Re-Establish Township Committee By-Laws

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

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

Updated: 06/04/20

**TOWNSHIP OF WYCKOFF
BY-LAWS OF THE
WYCKOFF TOWNSHIP COMMITTEE**

1. PURPOSE .

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

2. MEETINGS .

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

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

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

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

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

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

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

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

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

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

3. **CHAIRPERSON.**

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

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

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

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

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5. TOWNSHIP COMMITTEE MEMBERS

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

6. COMMUNICATIONS AND MESSAGING

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

7. ADMINISTRATION:

A. Administration. The Township Committee shall appoint a Township Administrator to function as the administrative officer of the Township.

The Township Committee shall exercise administrative supervision and control through the Administrator.

8. LEGISLATIVE LIAISON ASSIGNMENTS:

A. Legislative Liaison Assignments Members of the Township Committee shall be assigned as legislative liaisons to the several Township departments by vote of a majority of the Township Committee at each annual meeting. Each member shall be assigned as a legislative liaison to at least one (1) department. The legislative liaison shall meet periodically with the department manager and Administrator and report to the full Township Committee as to the legislative needs of the department and or any need for policy guidance for the department.

B. The legislative assignments for example may include: Fire, Police, Ambulance, Health, Public Works, Finance, Sewer, Personnel, Property Development, Library, Planning Board, Board of Adjustment, Environmental Commission, Recycling/Sanitation, Transportation, Shade Tree Commission, Recreation, Design Review Committee, Buildings & Grounds or Uniform Construction Code/Zoning K-8 school district representative and Regional High School representative.

9. CONDUCT OF MEETINGS.

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

10. AGENDA.

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

11. ORDINANCE PROCEDURE; CONTRACTS AND OTHER DOCUMENTS.

A.Preparation. All proposed ordinances shall be prepared by or approved by the Township Attorney or his assigned substitute, upon direction of the Township Committee. Prior to its introduction, each proposed ordinance requiring or permitting administrative action shall be

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submitted to the Administrator and the Department Manager concerned.

B. Passage; advertisement. All ordinances shall be passed and advertised in the manner provided by law.

C. Contracts. All contracts, agreements and other legal documents requiring execution by a Township official shall be so authorized by resolution of the Township Committee designating the Mayor or other Township official and the Municipal Clerk to execute the same.

12. ELECTED OFFICIAL TRAINING

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

13. APPOINTMENTS TO TOWNSHIP BOARDS, COMMISSIONS, AND COMMITTEES

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

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

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

#21-66 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.

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- (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. A minimum of two (2) hour increments after the first four (4) hours.
 - (6) A minimum of (1) hour notification must be made in the event of cancellation. Cancellation of work less than one hour in advance will require payment of four (4) hours wages to each officer assigned.
- B. The Police Department shall require private individuals and/or entities requesting off-duty police assignments to submit payment based on estimates of the work to be performed, in advance of services rendered. The Township will escrow the moneys in the dedicated fund to ensure timely payment to the police officers who performed the off-duty assignment.
- C. Wyckoff sworn officers may work off-duty assignments in a municipality other than Wyckoff in compliance with this section when Wyckoff sworn officers are not required for Wyckoff overtime assignments or off-duty assignments in Wyckoff.

#21-67 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:

Administration - other expense

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

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

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

**TOWNSHIP OF WYCKOFF
Notice of Contract Award**

The Township of Wyckoff has awarded a contract without competitive bidding as an Extraordinary Unspecifiable Service pursuant to N.J.S.A. 40A:11-5(1)(a)(11). This contract and the resolution authorizing it are available for public inspection in the Office of the Municipal Clerk.

Awarded to: Rocket Graphics
Services: Graphic Artist
Time period: 1/1/2021-12/31/2021
Cost: \$70.00 per hour/Up to \$15,000

Nancy A. Cole
Acting Municipal Clerk

#21-68 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 internet page and provided to the Township Engineer, Township Consulting Engineer, Construction Code Officer and Zoning Enforcement/Property Maintenance Officer for plan review, construction inspection and enforcement.

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

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

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

Nancy A. Brown
Acting Municipal Clerk

Dissemination:

1. Place on Township's Internet Page

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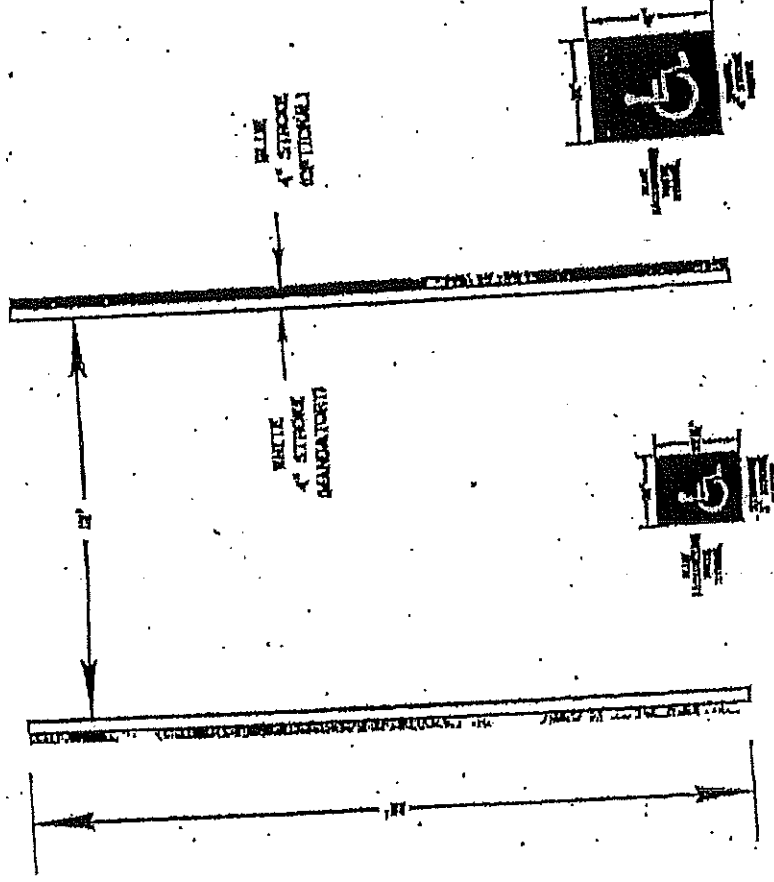
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1002

TRAFFIC ENGINEER

01/21/2021 08:21 FAX 808 530 5253

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



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

HANDICAPPED PARKING SPACE
AND LOGO
AS PER FHWA 11-28-93

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

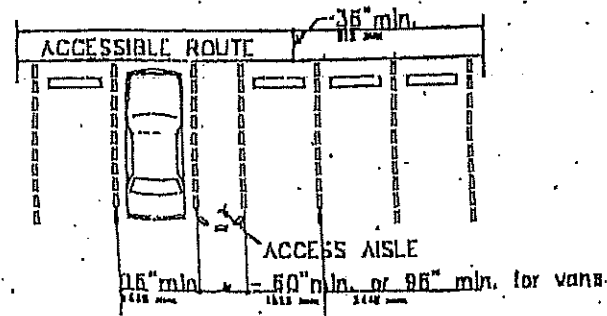
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Accessible Parking Spaces

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.

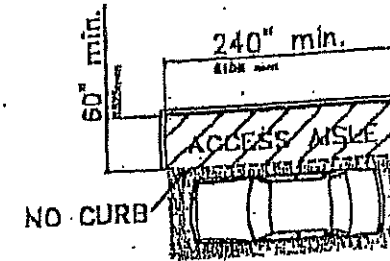
Perpendicular Parking Spaces



ADAAG Section 4.6.3 Parking Spaces - Figure 9
[This illustration also applies to CABOJANSI A117.1-1992. See CABOJANSI 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 CABOJANSI A117.1-1992. See CABOJANSI A117.1-1992, Appendix B - Figure B-4.6.4]

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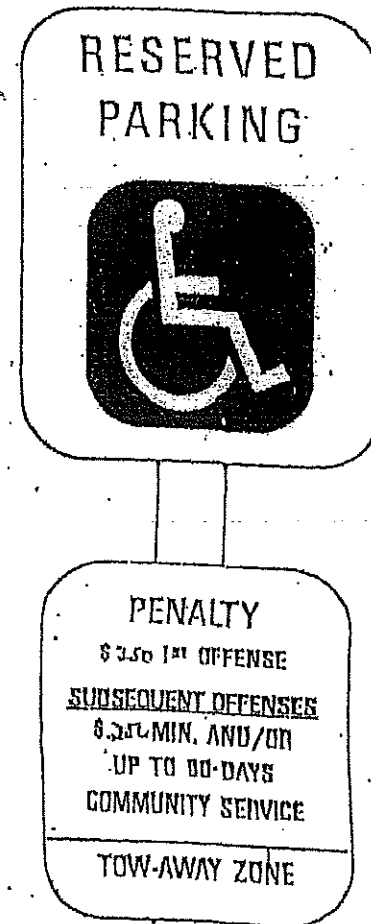
level as possible, with surface slopes not exceeding 1:40 (1/4 inch per foot) in all directions.

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 R7-8P sign as required by N.J.S.A. 39:4-197.3.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 R7-8 sign shall be mounted approximately 60 inches above the parking lot surface.



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#21-69 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.

Updated: 10/03/20

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, 34:5A-30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.
10. Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.
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

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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.

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, 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.
Require vendor 10.03.18.pol

#21-70

Municipal Internet Policy

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

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

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

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

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

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

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

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

- Wyckoff civic and Wyckoff non-profit community groups located in the Township of Wyckoff, which serve primarily the Township of Wyckoff, and serve to benefit the public health, safety, morals, general welfare and the common good of the residents of the Township of Wyckoff and which are non-political.
- Newspapers appointed by the Township Committee for the publication of ordinances, bid notices and other governmental public notices.

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- 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.

#21-71 Bergen County Law Enforcement Mutual Aid & Rapid Deployment Force

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Police Department of the Township of Wyckoff, under the direction of the Chief of Police, cooperate with the Bergen County Police Chiefs 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,

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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.
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.

#21-72 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.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that 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.

#21-73 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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#21-74 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.

#21-75 Permitting and Regulating Still Photography, Video Taping and Audio Recording of Public Meeting

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

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

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

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

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

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

1. Equipment and personnel.

 A. Not more than two portable video recording electronic cameras, operated by no more than one person each shall be permitted at any public meeting.

 B. Not more than two still photographers shall be permitted at any public meeting.

2. Sound and light criteria.

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

 B. Only still camera equipment which does not produce distracting sound or light shall be employed to cover public meetings within the

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Township of Wyckoff. No artificial lighting of any kind shall be employed in connection with a still camera.

3. Notice.

A. Notice shall be given to the Municipal Clerk prior to the close of the last business day preceding the day of the meeting for which an individual is seeking permission to video record or photograph public meetings.

B. Permission to video record or photograph a public meeting shall be granted by the Municipal Clerk on a first come, first served basis, subject to compliance with the provisions contained in these guidelines.

4. Location of equipment and personnel.

A. Video record cameras shall be placed in the rear of the meeting room behind the last row of chairs. The person video recording the public meeting shall not move about the meeting room while the public meeting is in session. It is the responsibility of the camera operator to ensure that the camera is operated in a safe manner and does not create an unsafe or hazardous environment by blocking pedestrian traffic in areas within the public meeting room.

B. Still camera photographers shall be positioned in the rear of the meeting room behind the last row of chairs. Still camera photographers shall assume fixed positions within the designated areas and once the photographers are positioned, such photographers shall not be permitted to move about in any way to attract attention through further movement.

C. Video record and related audio equipment and still camera equipment shall not be placed in or removed from the meeting room except prior to the commencement and after adjournment of the public meeting or during a recess.

Article III. Audio recording of public meetings.

1. In addition to photography and video recording of public meetings, an individual may audio record a public meeting subject to the following conditions:

A. Notice shall be given to the Municipal Clerk prior to the close of last business day preceding the meeting for which the individual is seeking permission to audio tape.

B. The recording device shall be unobtrusive, limited to the size category commonly known as the handheld, mini-cassette or standard portable cassette recorder. It shall be placed in an appropriate position and may not be moved in any way as to attract attention.

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

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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.



**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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#21-76 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.

#21-77 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 is no longer working for the Township or no longer meets the eligibility requirements as set forth above.

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

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

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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".

#21-78 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.

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.

#21-79 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,

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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.

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 Representative)

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

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(Signature of Bidder's Authorized Representative)

(Signature of Surety's Attorney-in-Fact)

(Surety Contact & Phone No.)

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

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

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

CONSENT OF SURETY

NAME OF INSURANCE/BONDING COMPANY

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

CONTRACTOR NAME

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

NAME OF INSURANCE/BONDING COMPANY

by: _____
ATTORNEY-IN-FACT

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

NAME _____ TITLE _____

ADDRESS _____

PHONE # _____

CONSENT OF SURETY SPC

UNCONDITIONAL PERFORMANCE BOND

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PERFORMANCE BOND

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

(Name of Principal)

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

(Name of Surety)

(Address of Surety)

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

NAME OF BID

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

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

By: _____(s)

(Principal) Secretary

(SEAL)

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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

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

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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____

PERFORMANCE BOND SPC

#21-80 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.

#21-81 Procedure to Receive Donations/Plaques or Name Municipal Property

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

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

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

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

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

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CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2021.

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:

- 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

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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 Inserra

Memorial Field Scoreboard – donated by Lakeland Bank

Plaque procedure 06-2013.ppt

#21-82 Open

#21-83 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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#21-84 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.

#21-85 Re-appointment of Zabriskie House Trustee

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

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

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

WHEREAS, 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, 2021.

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

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does hereby appoint Jean E. Hildebrandt. 331 West Shore Drive, Wyckoff, NJ Trustee of the John B. and Grace Q. Zabriskie Memorial Trust for 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.

#21-86 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 representing the Township's government via its social media sites shall conduct themselves at all times as a representative of the Township and in accordance with all its policies especially the Township of Wyckoff Communication Media Policy for employee behavior in the Township of Wyckoff JIF Personnel Manual.
12. This Social Media Policy may be revised at any time by approval of the Township Committee.

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13. This policy governs all social media use by or on behalf of the Township and/or its departments.
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. A comment posted 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 of 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 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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BREACH OF POLICY

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

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

A. Information Disclaimer

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

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B. Linking Policy -- Links To External Sites

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

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

C. Endorsement Disclaimer

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

D. Copyright and Trademark Limitations

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

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E. Use of material from this site

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

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

F. Unauthorized Modifications

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

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#21-87 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 he attached Vehicle Use Policy is re-established for the new year.

TOWNSHIP OF WYCKOFF VEHICLE USE POLICY

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

Please think safety first!

A. DPW VEHICLE USE:

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

B. CHIEF OF POLICE VEHICLE USE:

- I. Township of Wyckoff employees who are required to be on call 24 hours a day for emergencies and who reside in Wyckoff are required to use the vehicle for traveling to and from their home and their workplace.
 - a. The Township of Wyckoff shall adopt a resolution annually designating which full-time employees shall be assigned an employer provided vehicle for use in accordance with this policy.
- II. Employer provided vehicles are specifically prohibited for the following uses:
 1. Vacation use.
 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.

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).

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

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

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

E. ACTIVATION OF BLUE LIGHT POLICY

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

F. POLICIES WHICH APPLY TO ALL MUNICIPAL VEHICLE USAGE

- I. Township vehicles belong to the taxpayers of the Township of Wyckoff and as such they are assigned to be utilized solely for purposes consistent with providing services to taxpayers.
- II. Vehicles should contain only those items for which the vehicle is designed. The Township shall not be liable for the loss or damage of any personal property transported in the vehicle.
- III. Employees/Volunteers are expected to keep Township vehicles clean and to report any malfunction or damage to their supervisor immediately.
- IV. Employees/Volunteers shall not operate Township vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may be interfere with effective and safe operation of said vehicle.
- V. Employees/Volunteers who operate Township vehicles must have a valid motor vehicle license issued by their state of current residence and may be required to provide proof of valid motor vehicle license once every six (6) months.
- VI. Employees/Volunteers driving Township vehicles shall obey all applicable traffic and parking regulations, ordinances and laws, including, but not limited to, laws regarding cellular telephone usage.
 - a. Employees/Volunteers who incur parking or other fines in Township vehicles will generally be personally responsible for the payment of such fines unless the payment of such fines is approved by the Township Administrator.
 - b. Employees/Volunteers who are issued citations for any offense while using a Township vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.

VII. Failure to comply with any of the provisions of this policy may result in disciplinary action up to and including removal of Township vehicle privileges, suspension, and/or termination from Township service.

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#21-88 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_R5ytATqIdPpP3psvPKInzbIEWI/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.

CERTIFICATION

I, NANCY A. BROWN, ACTING MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2021.

NANCY A. BROWN
ACTING MUNICIPAL CLERK

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.

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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.

*updated 5/17/16

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.
- Be visible to other staff members and spectators (if applicable) at all times when supervising/coaching minors.

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- Never transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Never purchase gifts for individual members of the program under the coach's supervision.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players and ensure that I follow the Recreation Department's policy on injury treatment and parent contact.

Expected Behavior:

- Keep basic first aid supplies available in all practice and game situations.
- Keep a copy of the Recreation Department provided team roster with me at all practices and games so that immediate contact can be made with a parent in case of an injury.
- Take advantage of the first aid and CPR courses offered to coaches.
- Recognize and administer proper first aid to an injured player and call 911 immediately in the case of a serious/life-threatening injury.
- Demonstrate concern for an injured player, notify parents immediately and cooperate with medical authorities.
- Protect the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.
- Be particularly vigilant with regard to removing any player from competition or practice who may have sustained a head injury.
- Do not attempt to move players who appear to have sustained a serious injury such as a head, neck, or back injury or when the potential for a broken bone exists.

I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied, and productive and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated. Maintain an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage athletes to give defeated opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Don't engage in or permit profanity or obscene gestures during practices, sporting events, or any other situation where the behavior could reflect badly on yourself, your players, or the Township.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities and in the presence of players.
- Refrain from the use of any type tobacco products or alcohol at all team activities and in the presence of your players.
- Never provide any type of alcohol, drug or tobacco products to any of your players.
- Demand that parents refrain from the public use of tobacco products or alcohol at team activities.

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- Understand that the use of tobacco, nicotine delivery products, and the consumption of alcohol on Township property, parks, recreation areas, and parking lots is prohibited, including “tailgating” prior to or after youth sporting events.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.
- Treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach’s own players and their opponents.
- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

Expected Behavior:

- Treat the parents of athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Fulfill the expected role of a youth coach to adopt a “children first” philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.
- Place the emphasis on fun and participation.
- Encourage athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

I am aware that the Township has a Zero Tolerance Policy for Harassment/Intimidation/Bullying.

Expected Behavior:

- Any observations of harassment, bullying, or intimidation of a parent or child participant shall be instructed to stop immediately by a coach and reported to the Recreation Director. This includes actions by other coaches, parents, or child participants.
- I will report any coach’s, parent’s or child’s behavior that is disruptive to team activities or disrespectful of teammates and/or coaches to the Head Coach and Recreation Director. I will also advise the coach, parent, or child that his or her behavior is inappropriate and that the behavior is being reported.

I am aware of Restroom Procedures as they relate to children utilizing a restroom during activities.

Expected Behavior:

- All restrooms shall be checked in advance by staff persons (head coach, assistant coach) before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.

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- Staff members may also relinquish the child to his or her parent if they are present to use the restrooms.

Parents:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. I will not argue with, yell at, or otherwise engage in confrontational conversation with any player, coach, or official.
2. I will place an emphasis on my child's effort ahead of a concern for the outcome. I will not criticize, demean, or otherwise embarrass my child during practices or games.
3. I will be informed as to each program's philosophy and competitive level and conduct myself in a manner which is consistent with the age, developmental level, and emotional maturity of the participants.
4. I will cheer for every child – not just my own. All positive plays and displays of good sportsmanship by all participants will be recognized. I will not cheer when an opposing player makes a mistake, nor will I attempt to distract any players from achieving their desired outcome.
5. I will make efforts to understand the modified rules utilized at each different level.
6. I will promote a safe and healthy environment for all children in attendance as both spectators and participants. I will not attempt to intimidate, harass, or bully any participants, officials or coaches.
7. I will communicate respectfully to coaches and officials working with my child in order to encourage a positive and enjoyable experience for all. In the event that I disagree with a coach's decision, I will abide by the Recreation Department's 24-Hour Rule in that I will not approach a coach with any concern in person, by phone, or by email until 24 hours after the event has taken place.
8. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events. This includes but is not limited to "tailgating" or otherwise consuming alcohol at all youth sports events. I further understand that the Township prohibits smoking in all public parks and recreational facilities and their parking lots.
9. I will remember that the game is for youth – not for adults.
10. I will make youth sports fun for my child. This includes my actions, behavior, and conversations before, during, and after games or contests.
11. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, gender, ethnicity, sexual orientation, religion, or ability.
12. I will serve as a role model in my actions and words.
13. I will respect my child's coaches and teammates by making every effort to fully meet the program's commitment as shown by his/her regular attendance at scheduled games and practices for the duration of the season.
14. I am aware of the Zero Tolerance Policy toward Harassment/Intimidation/Bullying and will not participate in any of these toward any coaches, players, other parents, or officials. I will report any observations of such conduct to the appropriate parties (i.e. coach, Recreation Director, Recreation Board).

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15. I will refrain from posting negative comments about the Wyckoff Recreation Program, its staff, volunteer coaches, officials, other parents and players, and its opponents on any form of social media. Doing so is disrespectful to the program and its many volunteers and goes against the positive experience all are attempting to provide for your child.

Wyckoff Recreation Code of Conduct

My failure or reported failure to comply with the attached Code of Conduct, Zero Tolerance Towards Harassment, Intimidation, and Bullying Policy, and the Volunteers Communicating Electronically Regarding Municipal Operations Policy in my role as a Coach or a Parent will result in my alleged actions being brought before the Wyckoff Board of Parks and Recreation's Code of Conduct Committee where my conduct will be reviewed and appropriate action taken. Such action may include, but is not limited to: no action, warnings, short and/or long-term suspension, or immediate dismissal from the program or from coaching in the Wyckoff Recreation Programs.

Name (Printed)

Signature

Date

**Wyckoff Parks & Recreation
Zero Tolerance Policy Towards Harassment, Intimidation, and Bullying**

It is the Township of Wyckoff's policy to prohibit harassment, intimidation, and bullying of a participant, parent, spectator, or coach by another participant, parent, spectator, or coach on the basis of actual or perceived ability level, sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment, intimidation and bullying are, they include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images and other similar verbal, written, printed, or physical conduct.

If a participant, parent, spectator, or coach is witness to or believes to have experienced harassment, intimidation, or bullying, the participant, spectator, coach, or witness shall immediately notify the parent, coach, and the Parks & Recreation Director of the observed harassment.

Notification of appropriate personnel such as the coach, the parent, and the Parks & Recreation Director, is essential to the success of the implementation of this policy. The Township of Wyckoff's Board of Parks & Recreation cannot resolve a harassment, intimidation, or bullying problem unless it is notified about it. Therefore, it is the responsibility of all participants, parents, spectators, and coaches to bring those kinds of problems to the attention of the appropriate officials so that actions are taken to correct them.

Violation of this policy shall subject participants, parents, spectators, and coaches to disciplinary action, up to and including immediate removal from the program.

Any questions, please contact the Recreation Director at (201)891-3350 or wyckoffrec@wyckoff-nj.com.

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Rights and Duties of an Employee in Local Government
Online Training Instructions

This course discusses the right of each employee to a workplace free of harassment and each employee's duty to respect the rights of all other employees.

To access the online course:

Step 1: Go to the MEL's website <http://nime1.org/>

Step 2: On the MEL homepage, click on the MSI logo at the top to access the MSI page.

Step 3: On the MSI page, click "MSI Login" to access the login page.

Step 4: Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.

Step 5: On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.

Step 6: On the course selection page, click "Rights and Duties of an Employee in Local Government" on the left. Then click "enroll" on the right.

Step 7: The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.

Step 8: On your authorized course list, click "Rights and Duties of an Employee in Local Government" to access the course.

Step 9: When the course appears, click the start symbol in the middle of the screen to begin the course.

If you need additional assistance please call the MSI help line at (866) 661-5120 during business hours.

#21-89 Annual Monitoring of Tax Exemptions & Pilots

WHEREAS, the Township Committee, in accordance with New Jersey Best Practices Checklist require that tax exemptions and payments in lieu of taxes (pilots) are to be monitored annually and the Township Committee shall be advised in writing no later than January 31 annually.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that in accordance with best practices for finance and internal controls that:

- A) The Township Administrator be and is hereby appointed to monitor exemptions granted to the Long-Term Exemption Law, N.J.S.A. 40A:20-1, et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1, et seq., commonly referred to as payments in lieu of taxes ("PILOTs"); and,
- B) The Tax Assessor be and is hereby designated to monitor tax exemptions and abatements on an annual basis.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a copy of this resolution to the Township Administrator, Tax Assessor, Chief Financial Officer and the Township Auditor.

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#21-90 Annual Reporting of Tax Appeals Filed

WHEREAS, the Governor's Best Practice's Checklist reads as follows:

"Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the Chief Financial Officer and the governing body of all annual tax appeals upon filing, but no later than June 1st each year"; and,

WHEREAS, the Township Committee requires this information to comply with the Governor's Best Practice Checklist to monitor Wyckoff's ratable base; and,

WHEREAS, the Township Committee of the Township of Wyckoff establishes a policy that the Township's Tax Assessor notify, in writing, both the Chief Financial Officer and Township Committee of all tax appeals; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Tax Assessor shall provide the Township Committee and CFO with a written report of all tax appeals filed, and shall detail, at a minimum, the number of tax appeals, property class, current assessed value, and reduction of assessed value of successful appeals, be filed annually on or before June 1st of each year.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Wyckoff Tax Assessor, Wyckoff CFO and the Tax Appeal Counsel, John Lloyd.

#21-91 Authorize Payment of Annual Service Charges

WHEREAS, the Northwest Bergen County Utilities Authority was established pursuant to New Jersey Statutes Chapter 36A Title 40, and presently is authorized to operate pursuant to N.J.S.A. 40A:14B-2; and,

WHEREAS, the municipalities of Allendale, Ho-Ho-Kus, Midland Park, Ramsey, Waldwick and Wyckoff, on or about March 12, 1965, The Village of Ridgewood on or about July 5, 1972, and the Township of Mahwah, on or about June 25, 1975, entered in Service Contracts with the Northwest Bergen County Utilities Authority whereby the various rights and obligations of the parties concerning operation, establishment and calculation of rates and method of payments were established; and,

WHEREAS, on or about July 15, 1986, the Northwest Bergen County Utilities Authority adopted a Bond Resolution authorizing financing for the continued operation and maintenance of the district sewer system; and,

WHEREAS, pursuant to said statutory authorization and Service Contracts, the Northwest Bergen County Utilities Authority adopted a budget for the current fiscal year, making provision for the payment of the amount that the Authority estimates will be required to be paid by said municipalities during the current fiscal year and for security of payment of principal and interest on outstanding bonds or other obligations authorized by said statutes and service contracts, and for cost of operation, depreciation and repair of the district's sewer system including establishment and maintenance of working capital and reserves; and,

WHEREAS, the above stated Statutes and Service Contracts provide that the Authority my prescribe the sum to be charged for the discharge and disposal of sewage through the district sewer system pursuant to N.J.S.A. 40A:14B-2 and related statutes thereto; and,

WHEREAS, by Resolution dated November 3, 1983, effective January 1, 1987, User Service Charges be calculated according to a formula in which 60% of User Service Charges are based on adjusted metered flow, 20% are based on water connections and 20% are based on water usage (the 60-20-20 Formula); and,

WHEREAS, the Township of Wyckoff has received the current year user service charge.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, County of Bergen, State of New Jersey, that the payment of the current year user service charge contained within the municipal sewer utility budget consistent with its' participation in the regional sewerage treatment facility is hereby authorized.

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#21-92 Appointment of Coordinator for Emergency Telephone System

WHEREAS, the Township of Wyckoff ("Township") is required pursuant to State law and the regulations of the State Department of Treasury to appoint a coordinator for the Township's emergency telephone system ("9-1-1 System"); and,

WHEREAS, the municipal coordinator of the 9-1-1 System is responsible for maintaining a plan for enhanced emergency services throughout the Township and for developing such revisions to the plan as may be necessary for review by the Township Committee of the Township; and,

WHEREAS, the Township is empowered by law to appoint and employ professionals, technical advisors and experts as the Township may determine to be necessary for its efficient operation; and,

WHEREAS, the Township has received a written recommendation from David V. Murphy, Chief of Police of the Wyckoff Police Department, requesting the appointment of Ptl. James Bakelaar as the municipal coordinator of the 9-1-1 System; and,

WHEREAS, the Township Committee of the Township are desirous of appointing Ptl. James Bakelaar to serve as municipal coordinator for the 9-1-1 System in accordance with the requirements and procedures mandated under N.J.S.A. 52:17C-1 et seq, and N.J.S.A. 17:24-5.1 et seq.

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

1. That Ptl. James Bakelaar of the Wyckoff Police Department is hereby appointed to serve as the municipal coordinator for the Township's 9-1-1- System.
2. That Ptl. James Bakelaar shall perform all such duties and carry out all of the responsibilities as set forth in the existing plan for enhanced emergency services throughout the Township and in accordance with the requirements and procedures mandated under N.J.S.A. 52:17C-1, et seq. and N.J.S.A. 17:24-5.1, et seq.
3. That no further action of the Township shall be required.

#21-93 Establish Transit Emergency Plan

WHEREAS, the Township Committee desires to assist Wyckoff residents who commute to New York City; and,

WHEREAS, in the event of a transit emergency, the attached plan would guide the Township Committees action.

NOW THEREFOR BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached transit emergency place is adopted.

Wyckoff Park and Ride Policy in the Event of a Transit Emergency

A. Definition of a transit emergency

A transit emergency is defined as an event or government policy which causes a surge in demand on the use of the parking concession at the Wyckoff Park and Ride. Examples of a transit emergency include:

- An event causing discontinuance or disruption of service on one of the three major services providing mass transportation to Manhattan (private carrier bus lines, NJ Transit bus, NJ Transit train). Causes of such events may include a labor action (or threat of a labor action), accident, road or railroad closure, or emergency maintenance. This list is not exhaustive.
- A governmental policy impacting transportation by bus, car, or train into NYC or other urban areas. For instance, in the event of a terrorist attack or threat of one, a government agency may ban the entry of private cars into Manhattan or otherwise restrict their use.
- An emergency which restricts the use of private or public transportation.

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B. The Township of Wyckoff's policy in the event of a transit emergency

The Township Administrator, in consultation with the two Township Committee members who serve on the Public Policy Subcommittee may approve the emergency use of the park and ride for a period of up to 14 days, making a section of the Park and Ride and Community Park parking lot available to Wyckoff residents at no charge. Such approval or failure to provide approval for a transit emergency can be overridden by the Township Committee in a public meeting. The size of such section shall be determined by the Township Administrator and Wyckoff Police Department on the basis of the general availability of surplus parking spaces at the time of the transit emergency. Such parking spaces shall be available to Wyckoff residents on a first-come, first-served basis. Yearly parking permit holders will be given priority for spaces should a situation exist where capacity is surpassed by demand. The Township Administrator and Wyckoff Police Chief are empowered to provide method to manage yearly permit holders and those using the lot in an emergency situation.

In the event the transportation emergency exceeds 14 days, Wyckoff residents wishing to use the Wyckoff Park and Ride shall be required to purchase a special parking permit at the following rates:

Up to two months: \$40

Residents may also purchase a permit for the balance of the calendar year in which the transportation emergency occurs at the calendar year price valid at the time of purchase. (Non-pro-rated rates apply.)

No refunds shall be made for purchases of the above-listed permits.

C. In the event of a transportation emergency, Wyckoff shall announce the availability of spaces in the Wyckoff Park and Ride and the policy concerning their use via its email list, website, Wyckoff e-blast communication, social media, and police department message boards.

Brian Scanlan, Nov. 12, 2016
Incorporates Comments John Carolan Nov 12, 2016
Incorporates Public Policy comments Dec. 6, 2016
Additional comments/changes from J. Carolan Dec. 7, 2016
Additional comments/changes from Chief Murphy Jan. 3, 2017

#21-94 Establish Wyckoff – A Stigma Free Zone

WHEREAS, the National Institute of Mental Health reports that 1 in 4 adults experience mental illness in a given year and 1 in 17 adults live with a serious mental illness such as schizophrenia, major depression, or bipolar disorder; and,

WHEREAS, approximately 20% of youth ages 13 to 18 and 13% of youth ages 8 to 15 experience severe mental disorders in a given year; and,

WHEREAS, the National Institute on Alcohol Abuse and Alcoholism reports that 16.6 million adults ages 18 and older had an alcohol use disorder (AUD) in 2013 and an estimated 697,000 adolescents ages 12-17 had an AUD in 2013 and that alcoholism and drug addiction represents serious, ongoing threats to public health; and,

WHEREAS, the National Institute on Drug Abuse estimates that in 2013 an estimated 22.7 million Americans needed treatment for a problem related to drug addiction or AUD, but only about 2.5 million people received treatment at a specialty facility; and,

WHEREAS, the stigma associated with the diseases of mental illness, alcoholism and drug addiction is often identified as a primary reason individuals fail to seek the help they need to recover from the disease; and,

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WHEREAS, Stigma Free Zones aim to inspire public interest and open dialogue about stigma, raise awareness of the diseases of mental illness, alcoholism, and drug addiction and create a culture wherein residents who have the diseases of mental illness, alcoholism, and drug addiction feel supported by their community and neighbors and feel free to seek treatment for the disease without fear of stigma; and,

WHEREAS, promoting awareness that there can be no "health" without mental health will break down barriers and encourage residents of all ages to be mindful of their mental health and ask for help when needed; and,

WHEREAS, local resources are available to treat the diseases of mental illness, alcoholism, and addiction so that residents do not suffer alone or feel hopeless; and,

WHEREAS, establishing Stigma Free Zones will raise awareness of resources and encourage residents to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies are avoided; and,

WHEREAS, establishing Stigma Free Zones is consistent with the community health and wellness objectives of the Township of Wyckoff Mayors Wellness Campaign.

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey, is hereby designated as a Stigma-Free Zone.

BE IT FURTHER RESOLVED that a copy of this resolution will be sent to the County of Bergen Board of Chosen Freeholders, Wyckoff Board of Health, Bergen County Board of Health, The Wyckoff Family YMCA, The Access for All Committee and Board of Education Superintendent of Wyckoff K-8 Schools.

#21-95 Elected Officials Transparency

WHEREAS, the elected officials of the Township of Wyckoff took an oath not to use their elected office for gain or advantage not available to the public; and,

WHEREAS, it is especially important for elected officials of the township to refrain from using their office to obtain information directly from town hall staff other than information to be used in the execution of their appropriate governmental duties to the township; and,

WHEREAS, elected officials should refrain from using their position to cause employees of the Township of Wyckoff to feel uncomfortable in providing information for political purposes (meaning for reasons other than an elected official's execution of appropriate government duties), and,

WHEREAS, any attempt by an elected official of the Township of Wyckoff to request an employee to produce information in a secretive manner may be considered a violation of his or her oath of office; and,

WHEREAS, the Township of Wyckoff prides itself on operating an open and transparent government; and,

WHEREAS, public information sought by elected officials should be done in an open and transparent manner.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee of Wyckoff do hereby support and affirm a policy that requires every member of the governing body who is seeking reports, documents or statistical information from a Township employee for reasons other than his or her execution of appropriate governmental duties shall do so by filing an Open Public Records request to obtain such information.

BE IT FURTHER RESOLVED that such OPRA requests by elected officials and information provided by such requests, shall be copied to all other members of the Wyckoff governing body; and;

BE IT FURTHER RESOLVED that such OPRA requests by elected officials shall be available for inspection at all times in order to enhance government transparency.

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#21-96 Public Interaction Policy

WHEREAS, the Township Committee of the Township of Wyckoff directs all employees to interact with residents with respect and courtesy to achieve a positive, and responsive culture of the Township of Wyckoff local government organization; and,

WHEREAS, this policy direction applies to all employees, statutory or at will, all volunteer board and commission members as well as all elected officials; and,

WHEREAS, the Township Committee believes effective public relations is critical to the Township of Wyckoff's ability to provide services, programs and activities; and,

WHEREAS, the Township's JIF personnel manual and the JIF supervisors manual include standards of conduct which this policy is predicated upon.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey re-confirms for the new year that all employees, officials and officers, both paid and volunteer, shall interact with respect and courtesy toward residents and the public to achieve positive public relations.

#21-97 Authorize Closure of Roads and Detour Routes

WHEREAS, the Wyckoff Police Department is often required for maintaining public safety to close roads or restrict travel lanes (a partial road closure) to manage emergency situations or repairs performed by utility companies; and,

WHEREAS, often those emergency conditions and utility repairs cannot wait until after the Township Committee's twice monthly meeting schedule; and,

WHEREAS, the Wyckoff Police Department a 365/24/7 professional police department has requested Township Committee authority to close municipal, county and state roads in the Township of Wyckoff to address emergencies and necessary repairs required by utilities.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, Count of Bergen, State of New Jersey that authority is granted to The Wyckoff Chief of Police or The Wyckoff Traffic Safety Officer to close roads and establish detour routes to respond to and manage emergency situations and utility repairs when they occur and require necessary repairs between Township Committee meetings.

#21-98 Appointment of Municipal Humane Law Enforcement Officer & Team

WHEREAS, the Township of Wyckoff was made aware of a new law which abolished the State Society for the Prevention of Cruelty to Animals, (SPCA); and,

WHEREAS, the Bergen County Prosecutors Office requests each municipal governing body appoint a Municipal Humane Law Enforcement Officer (MHLEO); and,

WHEREAS, the Township Committee adopted resolution #18-211 on July 3, 2018 which appointed Wyckoff Police Officer Michael Teegan as the MHLEO for the Township of Wyckoff; and,

WHEREAS, Police Chief Murphy, Officer Teegan and Administrator, Bob Shannon recommend for reasons of efficiency and economy that the Township Committee establish a Municipal Humane Law Enforcement Team consisting of Officer Teegan, MHLEO and Carol Tyler the Wyckoff Animal Control Officer.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a Municipal Humane Law Enforcement Team be established and it consist of Officer Michael Teegan, HMLEO and Carol Tyler, the Wyckoff Animal Control Officer to serve the taxpayers and residents of the Township of Wyckoff.

BE IF FURTHER RESOLVED that the Municipal Clerk shall provide a certified copy of this resolution to the Chief of Police, Officer Teegan and the Board of Health secretary for distribution

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to the members of the Board of Health and to the Township of Wyckoff contracted Animal Control Officer, Ms. Carol Tyler.

#21-99 Open

#21-100 Rumor Prevention Policy

WHEREAS, the Township Committee of the Township of Wyckoff directs all employees to interact with residents with respect and courtesy to achieve a positive, and responsive culture of the Township of Wyckoff local government organization; and,

WHEREAS, this policy direction applies to all employees, statutory or at will, all volunteer board and commission members as well as all elected officials.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached rumor prevention policy is approved and applies to all employees, volunteers and elected officials.

**TOWNSHIP OF WYCKOFF
RUMOR PREVENTION POLICY**

A recent report that appeared in a Fire Department command communication discussed the negative impact of spreading rumors in an organization. The article has value for all organizations:

With every official system of communication there is an unofficial system, which is commonly referred to as the "Grapevine" or the "Rumor Mill." This communication system is a social network used to transmit social news and often, an organization's official information, in an informal manner.

The grapevine is not a preferred method of communicating information within an organization. Official news traveling through the grapevine can have detrimental effects upon morale and operations, and may affect individual reputations. It is a method for receiving information, but should never be used to transmit information.

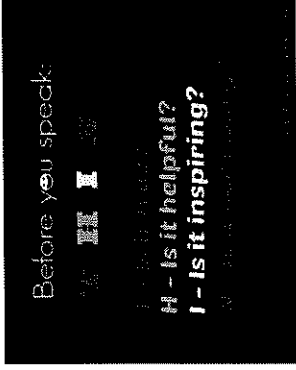
The report identifies flaws in the grapevine system that make it unacceptable from an organization's point of view, and which should be unacceptable from an individual's point of view are:

1. No methods exist to ensure inaccurate or false information can be distinguished from official information. Rumors can have the same validity as official information.
2. No method to ensure that complete information was transmitted. This is especially true in cases of disputes, where only the speaker's point of view is presented or when the facts are out of context.
3. No method to determine if information is slanted because of the speaker's personal bias.
4. No method to clarify information or to correct misinformation.
5. No method to prevent confidential disclosures that can embarrass the department of individuals.

The Township strives to provide official information on a regular basis to combat rumors and to prevent rumors from being started.

As individuals, we can choose not to offer anything to the grapevine. We can take a proactive stand (leadership) to discourage the spreading of rumors, and when we are the victim of a rumor we can choose to behave professionally and not allow it to get to us. Thank your coworkers and friends for their support, but ask them not to comment any further on the rumor in an effort to limit its credibility and so they are not adding to the rumor. Participating in the grapevine can often be a fool's game. It has plenty of victims and no winners. Your time and energy is better spent serving the public. Rumors degrade all of us.

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#21-101 Reauthorize JIF Personnel Manual & Supervisor's Manual

WHEREAS, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund (JIF) and the Municipal Excess Liability (MEL) Fund; and,

WHEREAS, the Township Committee of the Township of Wyckoff has adopted a JIF Personnel Manual & Supervisor's Manual as required for the Employment Practices Liability Insurance Program; and,

WHEREAS, all Department Managers and employees are required to be in compliance with its policies and regulations.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Township's JIF Personnel Manual/Employee Handbook and Supervisor's Manual are authorized for use in the current calendar year.

#21-102 Live Streaming and Posting Video Recordings of Township Committee Work Session & Business Meetings

WHEREAS, the Township of Wyckoff is considered a leader in "easy public access" (sometimes referred to as transparency); and,

WHEREAS, the Township Committee routinely practices multiple easy public access techniques of which live streaming its Township Committee meetings and posting video recordings of those Township Committee meetings on its municipal website are two of those techniques; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the following notice shall be posted on the door to the 2nd floor Court Room of Memorial Town Hall where Township Committee meetings are routinely conducted and posted/included on all Township Committee agendas:

NOTICE TO PUBLIC

As a visitor attending this public meeting, your presence and attendance may be recorded. By remaining in the Court Room during the meeting, it is assumed your consent is given for your image to be broadcast.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable.

**Township of Wyckoff
Live Streamed Public Meeting Best Practices
For Chairperson and Board Members**

"The time for public questions and comments is now open. If you wish to ask a question or make a comment, please dial 201-891-7000, ext. #222. We will take calls in the order in which they are received. If the line is busy, please wait a moment and then try again. You will be able to easily observe when a call has been completed, as you are watching the meeting live on YouTube. Once you are on the line, we will ask that you mute the device on which you are watching the live stream, as to minimize any interference with the audio."

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Admonition to Board Members:

All Board Members should mute their device if they are on a telephone line when they are speaking and mute their telephone when they are watching the live stream but not actively speaking.

Please be aware that we are unable to start the Business Meeting until 8:00 pm. Therefore, if the Work Session ends prior to 8:00 pm and there is opportunity for a break, you should turn off your mic and be aware that we will still be live streaming straight through the conclusion of the 8:00 pm meeting. Even if you turn off your mic, the other mikes may be open. Everything that you say will be live streamed.

Admonition to Board Members and Individuals in the Court Room:

Board members and those appearing before the Board must refrain from any “side-bar” comments or discussion because it can drown out the speaker’s voice.

Additionally, please avoid the following:

- a. Sitting back in a chair and speaking (voice will not be recorded clearly).
- b. Rustling papers because the noise from the paper shuffling will impair the speaker’s voice.
- c. Refrain from noise resulting from moving one’s chair
- d. The chair shall have to recess the discussion to alert or caution members of the Board that speaking in their seats, rustling papers, noise from moving their chairs, and similar audience or inappropriate court room demeanor is not allowed because it impacts the quality of the live stream and subsequent audio recording.

Board Members for your Information – “Difficult” Person at the Door:

Christine and Denise (our gatekeepers) will have Maureen’s cell phone number. If they encounter a “difficult” person at the door, they will text or call Maureen. Maureen will signal the Chair who will then pause the meeting to allow the Chair, Mr. Boonstra and Mayor Shanley to walk to the door and to assist our gatekeepers with the difficult person.

#21-103 Claimant Certification Requirements as per NJAC 5:30-9A.6 and 5:31-4.1

WHEREAS, the Township of Wyckoff’s purchasing policy requires that all vendors and claimants originally sign claimant certifications on vouchers and purchase orders, and,

WHEREAS, vendors cannot be paid without an original signature from the claimant, and,

WHEREAS, in 2018, the Division of Local Government Service has adopted new regulations, NJAC 5:30-9A.6 and 5:31-4.1, allowing the acceptance of signature stamps, facsimile signature or electronic signatures in addition to original signatures by claimants; and,

WHEREAS, NJAC 5:30-9A.6 c and 5:31-4.1 allows the requirement of claimant signatures to be at the discretion of the local unit; and,

WHEREAS, the CFO and the Administrator recommend allowing for vendors or claimants use of signature stamps, facsimile, signature, or electronic signatures in addition to a “wet” signature in certain circumstances where it is prudent for efficiency of municipal operations.

NOW THEREFORE BE IT RESOLVED, that the Township of Wyckoff Governing Body authorizes a change in the Township of Wyckoff Purchasing Policy and accounts payable procedures to allow for acceptance signatures on scanned or faxed vouchers and purchase orders if an original “wet” signature cannot be obtained, and

BE IT FURTHER RESOLVED, that the Township of Wyckoff will allow stamped, scanned or faxed signatures for payment of vouchers and purchase orders for statutorily required payments only, such as but not limited to, School and County Tax payments, payments to State or Federal Government entities, debt service maturity payments, Board of Public Utilities company payments, if an original, stamped, scanned, or faxed signature could not be obtained.

#21-104 Establish Computer Use Policies

WHEREAS, the Township Committee has an obligation to establish prudent procedures for the business operation of the local government.

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5:30-9
LOCAL FINANCE BOARD - GOVERNMENT ELECTRONIC RECEIPT
ACCEPTANCE

5:30-9.1 Purpose and authority

- (a) This subchapter includes rules and guidance for local government units to utilize credit cards, debit cards, and electronic fund transfer mechanism as means of collecting local unit obligations.
- (b) The rules are authorized pursuant to section 5 of P.L. 1995, c.325 (N.J.S.A. 40A:5-43 et seq.), the Government Electronic Payment Acceptance Act.
- (c) While the title of the legislation refers to "electronic payment," these rules utilize the phrase "electronic receipt," as the use of "payment" could be confused with the ability of a local government unit to pay its own obligations electronically, a procedure not authorized by law.

5:30-9.2 Definitions

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Bulk receipt" means a single deposit by a single party that represents multiple transactions.

"Card issuer" means any organization or association that issues or licenses others to issue any credit card or debit card.

"Credit card" means any instrument or device linked to an established line of credit, whether known as a credit card, charge card, credit plate, or by any other name, issued with or without fee by an issuer for the use of the cardholder in satisfying outstanding financial obligations, obtaining money, goods, services, or anything else of value on credit.

"Debit card" means any instrument or device, whether known as a debit card, automated teller machine card, or by any other name, issued with or without fee by an issuer for the use of the cardholder in obtaining money, goods, services, or anything else of value through the electronic authorization of a financial institution to debit the cardholder's account.

"Delinquent local unit obligation," in a municipality that conducts its tax sale after the close of the fiscal year, means a municipal charge that is unpaid on the 30th day prior to the completion of the tax sale list pursuant to the Tax Sale Law, N.J.S.A. 54:5-1 et seq. In a municipality that conducts an accelerated tax sale, "delinquent local unit obligation" means a municipal charge that is unpaid on the 11th day of the 11th month of the fiscal year. For all other local units, a delinquent local unit obligation means any debt or charge that has been turned over to a municipality for collection through the tax sale process.

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"Director" means the director of the Division of Local Government Services.

"Electronic funds transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.

"Electronic receipt" means any receipt transaction made through the use of a credit card, debit card, or electronic funds transfer.

"Local unit" means any unit of government subject to the provisions of chapters 5 or 5A of Title 40A of the New Jersey Statutes, and the constituent parts of those units, including, but not limited to, independent local authorities, public libraries, municipal courts and joint municipal courts.

"Local unit obligations" means any local unit tax, charge, fee, penalty, fine, assessments, service or utility charge, payment transactions by the public for goods or services, except for credit card payment of delinquent local unit obligations or for the redemption of local unit liens.

"Payor identification" means information, such as an account number, property block and lot number, or other identifying characteristic, used to sufficiently identify the purpose of the receipt and person or organization using electronic receipt to pay a local unit obligation.

"Processor" means any organization with whom the local unit contracts to process or make electronic receipt transactions.

5:30-9.3 General grant of authority

- (a) Local units may enter into agreements with processors to utilize electronic receipts as an alternative to acceptance of cash and checks as receipt for local unit obligations.
- (b) Authorization of the local unit obligations that shall be accepted as electronic receipts shall be made by resolution of the governing body of the local unit. The resolution shall specify both the types of local unit obligations approved for electronic receipt, and the types of electronic receipt that shall be permitted.
- (c) The use of specialized techniques of processing electronic receipt such as, but not restricted to, computer assisted, telephone based transactions, computer network based, and other related transactions are permitted.
- (d) Forms of surcharges, fees or other mechanisms that are assessed to the originator of an electronic receipt transaction for the purpose of recouping any or all costs the local unit incurs in processing electronic receipt transactions may be utilized unless prohibited by the processor or by contract with a card issuer.
- (e) Transactions related to municipal court obligations shall be authorized in accordance with Rules of the Court promulgated by the State Supreme Court.

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5:30-9.4 Contracting for services

- (a) Contracts for acquisition of electronic receipt equipment and services shall be subject to provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
- (b) A local unit may have contracts with more than one processor, but shall have only one contract to process transactions of any single card issuer for similar types of transactions. For example, a local unit may have a contract with one bank to process Master Cards and Visa cards for over-the-counter transactions, and separate contracts with other processors for processing Discover and American Express over the counter card transactions; but it may not have more than one contract to process Master Cards, unless it is a specialized service not available from the processor, for example, a voice response or interactive computer based system. A single contract with an independent service organization to process transactions of any number of issuers shall be permitted.
- (c) Contracts shall require that processors shall transmit or otherwise deposit in the local unit's bank account the proceeds of electronic receipt transactions at any interval not to exceed 72 hours after the transmission or processing of the transactions by the local unit, weekends and holidays excepted.
- (d) All contracts shall provide that chargebacks or electronic debits of returned or otherwise failed transactions shall require either paper based or electronic confirmation of the debit transaction and identification of individual debits.

5:30-9.5 Accounting and control

- (a) Electronic receipt transactions shall be transmitted or otherwise sent to the processor on a daily basis at the close of the business day, or if done automatically by computer program, prior to the close of the business day of the processor.
- (b) Electronic receipt transactions shall be considered a form of cash receipt and shall be subject to all local unit accounting, internal control, and auditing requirements relating to cash receipts, including, but not limited to, daily reconciliation, cash counts, reporting to the governing body, and account testing.
- (c) The local unit shall retain printed documentation of all electronic receipt transactions for a period of time as required by the relevant State records retention law with regard to cash receipts or the local unit's contract with the processor, whichever is longer.
- (d) All refunds of electronic receipt transactions shall be performed in accordance with all other statutory requirements related to the refunds of monies to the local unit.
- (e) The local unit shall secure authorization of the processor of all credit or debit card transactions prior to execution.

5:30-9.6 Preauthorized transactions

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- (a) Local units may enter into processing contracts to permit individual persons desiring to make electronic receipt transactions for any combination of a specified or unlimited period of time, or number of fixed or variable payments. This permits the local unit to initiate a transaction that electronically debits the person's bank account and deposit it in the local unit's bank account.
- (b) The local unit may contract with a processor to manage and conduct such transactions.
- (c) Agreements providing for preauthorized transactions shall be in writing with the person responsible for completing the transaction. Such agreement shall include the person assuming responsibility for appropriate penalties if the electronic receipt transaction is denied by the processor. Cancellation of such transactions shall be in writing and submitted to the local unit 30 days in advance of the cancellation.
- (d) Notwithstanding the provisions of N.J.A.C. 5:30-9.4(c), the local unit may enter into contracts that provide for scheduling of transactions in such a way that take into account the requirements of transaction clearing systems.

5:30-9.7 Bulk payments

- (a) The bulk electronic receipt of property taxes by property tax processing organizations and servicing organizations, as defined in N.J.S.A. 17:16F-15, is specifically permitted and encouraged.
- (b) When deposits are made, the processor shall provide appropriate payor documentation detailing the individual transactions that make up the transfer. Such documentation may be data files designed for input to the local unit's computer system or printouts.
- (c) The tax collector shall prove all deposits prior to posting the transactions to individual accounts.

5:30-9.8 Individual electronic receipts

- (a) Local units may permit electronic receipts generated by individuals, generically known as "bank-by-phone," where an individual authorizes a bank or other processor organization to process a payment transaction to the local unit on the individual's behalf.
- (b) The record of the transaction provided by the local unit's depository bank must provide payor identification and date of transaction.

5:30-9.9 Surcharges or convenience fees

- (a) When permitted to be charged by the processor, local units may charge a percentage of the transaction or a flat fee to offset the costs of electronic receipt transactions. Such

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fees shall not exceed the cost of handling and processing the transaction to the local unit.

- (b) Such fees shall be authorized by ordinance or resolution, as appropriate to the local unit and form of government and in accordance with procedures established by the local unit for setting other local unit fees.
- (c) Any surcharge or convenience fee shall be itemized separately on the invoice, charge slip, or receipt, and shall be disclosed to the payor at the time the transaction occurs.
- (d) Local units subject to the provisions of the Local Budget Law, N.J.S.A. 40A:4-1 et seq., assessing such surcharges or convenience fees shall establish a dedicated trust fund account entitled "Electronic Receipt Fees" pursuant to N.J.S.A. 40A:4-39, through which such fees shall be deposited and expended. Local units subject to the provisions of the Local Authority Fiscal Control Law, N.J.S.A. 40A:5A-1 et seq., shall utilize the procedures of that law for handling these transactions.

5:30-9.10 Payment of electronic receipt fees

- (a) Service charges or fees charged to the local unit for electronic receipt transactions shall be paid in one of the following ways:

- 1. Charged against a suitable appropriation in the local unit's annual budget. The appropriation may be a sub-account of an Other Expense line item.
- 2. Transactions that include fees that are offset by surcharges or convenience fees collected pursuant to N.J.A.C. 5:30-9.9 which shall be paid through a trust funds transaction pursuant to N.J.A.C. 5:30-9.9(d).
- 3. When included in a contract, as a cost charged against the local unit's banking service compensating balance account.

- (b) Local units are authorized to permit a processor to routinely debit the bank account to which deposits are made, or other agreed upon account, in payment of fees and service charges for electronic receipt transactions. When such transfers are made, the processor shall provide a written statement itemizing the charges. The local unit's chief financial officer or designee shall complete and attach it to a voucher, and certify that the payment was correct and was paid. Statements shall be provided anytime prior to, or within 48 hours after the execution of the debit.

5:30-9.11 Interpretations of the rules

At the request of a local unit, the Director shall provide interpretations of this subchapter to address unanticipated circumstances or new technologies.
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NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the described two (2) policies attached as if set forth at length) shall serve as Township of Wyckoff policies for all employees and officials.

1. Procedures for acceptance of online forms and online payment dated April 3, 2018.
2. Off-site office work and remote computer access dated April 9, 2018.

**TOWNSHIP OF WYCKOFF
Memorandum**

April 9, 2018

To: Robert J. Shannon, Administrator
All Department Managers
Distribute to all Employees with remote access

From: Diana McLeod, CFO/CTC

Re: **Off-site Office Work and Remote Computer Access**

The ability to work from a remote location has been provided to certain Township employees in order to allow for easy accessibility and emergency work related situations. As such the following procedures are being established to ensure that any Township work performed via computer from a remote (out of office) location complies with Township policies of record retention and cybersecurity.

1. If you work outside of the office, all physical documentation prepared on behalf of the Township of Wyckoff must be archived and retained in accordance with all State of New Jersey record retention requirements. This can be accomplished by: saving work on thumb drive and saving to your work computer once in the office (please scan thumb drive for viruses prior to using), emailing any documents to your Township email and saving once in the office. It is the individual employee's responsibility to comply with the law pertaining to the archiving and retention of Township records.
2. Working remotely by dialing into your work computer will save files but also requires adherence to confidentiality and cybersecurity protocols. Employees with remote access should:
 - a. Leave your work computer on for access BUT you must log off and bring screen to password protected log on window before leaving the office.
 - b. Turn off your work monitor so no one can watch what you are doing.
 - c. Work computers must be set to log off automatically if not used in 10 minutes.
 - d. Do not save any work directly to the remote computer.
 - e. When working from remote locations save work on your Township computer for purposes of archiving.
 - f. Be aware that people around you can view your connection to Township computer so make sure you maintain all confidentiality and security protocols.
 - g. Be sure to log out of remote connections when not working.
 - h. Be aware that any viruses or malware on the remote computer can transfer to your work computer and the Township network when logged in so limit internet or personal use of remote computer. Follow all Township protocols for cybersecurity.
 - i. Do not log in utilizing an unsecure networks or public Wi-Fi. (Please don't work at Starbucks!)

Diana McLeod
CFO/CTC/ATA

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**TOWNSHIP OF WYCKOFF
Memorandum**

April 3, 2018

To: All Departments

From: Diana McLeod, CFO/CTC

Re: Procedure for acceptance of Online Forms and Online Payments

As per NJAC 5:30-9 et seq, Government Electronic Receipt Acceptance, the collection of fees through online form and payment processes are subject to policies and procedures that will ensure accuracy, proper recording of collected fees and audit compliance. These rules and regulations are promulgated by the State of New Jersey. On-line payments are considered a cash receipt and are subject to all accounting, internal controls and auditing requirements. **Daily reconciliation, procedures for monthly proofs and review will become the responsibility of the using department.** The Finance Department will no longer have the ability to detail individual receipts. Online payments must be set up to comply with the Finance Departments reporting procedures, State of New Jersey Local Finance Board rules and regulations, and audit compliance. Procedures are listed and may change as necessary to ensure compliance.

1. No department may authorize the use of online payment of forms without prior authorization from the Chief Financial Officer. All forms being paid on-line are required to have a "payment code" associated with the form established by the CFO and that reconciles with the Township's revenue and payment recording system. Any vendor being used to create such online form and payment systems must be able to establish the necessary codes for each individual form that coincide with the Finance Departments reporting system to ensure that payments can be properly processed in the Finance reporting system. These codes are a requirement of the State of New Jersey Local Finance Board and Division of Local Government Services.
2. All online forms and payment reports are subject to all Record Retention laws as required by the State of New Jersey. Each department must maintain written documentation of each receipt.
3. Any vendor contracted to create online reporting and payment systems must deposit all monies collected to the Township not to exceed 72 hours from time of collection. They must be able to provide a daily and date generated reports, in both summary and detail form, that will breakdown the payments by the pre-assigned payment codes and the amount paid that reconciles to the daily and monthly deposit made to the Township's bank account.
4. The Finance Department will record to the Township's reporting system the total collected under each payment code and reconcile the bank accounts for payments taken in. The Finance Department will no longer be able to input receipts by block/lot or individual payment. As a result, the Finance Office will no longer be able to generate a detailed report.
5. **Therefore, each department that uses online form and payment systems must prove and reconcile their departments receipts in a detailed report and must provide a subsidiary report each month to the Chief Financial Officer. These reports must include each individual receipt information (block, lot, fee type). Any discrepancies between the Department's report and the deposits made to the bank must be reconciled by the Department.**
6. Each Department will be audited annually during the Township's state required annual audit by the Township Committee selected Independent/Third Party Audit Firm and **each department is responsible for ensuring all documents and proofs are up to date and available to the auditor upon request.** It is the Department's responsibility to maintain accurate, detailed records and reports of their Department's on-line form and payment records.

7. Any questions please ask immediately. Do not wait until you are being audited!!

Diana McLeod
CFO/CTC

*Cc: Township Committee
Robert Landel, Township Attorney
Gary W. Higgins, RMA
cc: Robert J. Shannon, Administrator*

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*Joyce C. Santimauro, Municipal Clerk
Mark DeGennaro, Engineer
Cindy Risseuw, Building Department
Andy Wingfield, Recreation Department*

Attachment: NJAC 5:30-9.5 State Mandated Accounting and Controls

#21-105 To Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable The Wyckoff Police Department to request and Acquire Excess Department of Defense Equipment

WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAs); and,

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and,

WHEREAS, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response, and resiliency; and,

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and,

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through, the 1033 Program; and,

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Wyckoff Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating on December 31 of the current calendar year 2021.

NOW THEREFORE BE IT FURTHER RESOLVED that the Wyckoff Police Department is hereby authorized to acquire items of non-controlled property designated "DEMIL A," which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Wyckoff Police Department, without restriction; and,

NOW THEREFORE BE IT FURTHER RESOLVED that the Wyckoff Police Department is hereby authorized to acquire items of controlled property designated "DEMIL B through Q," which may include but not be limited to thermal imaging cameras, remote operated vehicles, FASTAC Robots, hazard detecting equipment, chemical detecting equipment, computers, office supplies, office furniture, electronic equipment, generators, field packs, technological items, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, 1 automobile sedan, 1 automobile wagon, 26 baton kinetic energy, 26 body shields, 10 breaching systems, 10 breaching rams, 10 breaching systems, 1 carrier ambulance, 1 carrier command post, 26 self-protection clubs, 26 commun. equip. soms-b, 10 hydraulic breaching and extrication tool cutter hears, 10 hydraulic breaching and extrication tool door openers, 26 riot control face shields, 26 riot control protection goggles,

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26 police helmets, 26 safety helmets, 10 mechanical breach kits, 26 riot protection kits, 10 logsa lsn miscellaneous weapons, 10 weapon gun modification kits, 10 non ballistic body shields, 1 only complete combat/ assault/ tactical wheeled vehicle, 26 protective shields, 10 battering rams, 10 mini door rams, 10 riot control shields, 1 security vehicle, 26 personal protective shields, 26 self-protection shields, 10 contact maintenance shop equipment, 26 thermal sights, 26 sledge hammers, 26 high breaker tools, 1 ambulance truck, 1 armored truck, 1 bolster truck, 1 cargo truck, 1 carryall truck, 1 command reconnaissance truck, 1 dump truck, 1 maintenance truck, 1 utility truck, 1 van truck, 1 demil c truck and tractor, 2 off road utility vehicle, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Wyckoff Police Department, without restriction; and,

BE IT FURTHER RESOLVED that the Wyckoff Police Chief shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and,

BE IT FURTHER RESOLVED that the Wyckoff Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and,

BE IT FURTHER RESOLVED that this resolution shall take effect immediately and shall be valid to authorize requests to acquire "DEMIL A" property and "DEMIL B through Q" property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization terminating on December 31st of the current calendar year 2021.

#21-106 Policy Governing the Government Speech Flagpole

WHEREAS, the Township Committee of the Township of Wyckoff adopts the following Policy with respect to a New Flagpole and Government Speech, and;

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 recognizes that community and civic engagement is best fostered through public and unambiguous communication with its citizens.

The Township of Wyckoff also recognizes that flags have for time immemorial been an effective way for government to communicate with its citizens.

The Township of Wyckoff shall construct a flagpole within the Municipal Campus at Block 258 Lot 1. The flagpole will be located in Memorial Field just past the entrance to the Library parking lot off of Woodland Ave. This location has been chosen since it constitutes a central location of community recreation being directly adjacent to the municipal playground, recreational fields and the township's free public library. The site receives significant pedestrian and vehicular traffic and sits at a high elevation within the municipal campus which will provide for optimal visibility. The site will allow for the communication of both the sovereignty of the Township of Wyckoff and various messages the Township of Wyckoff chooses to convey.

The Township of Wyckoff shall fly atop this flagpole the official flag of the Township of Wyckoff, to be designed at the discretion of the Township, that shall generally bear the official seal of the Township of Wyckoff. Below the official flag, the Township may fly a flag or flags that communicate a position or principal espoused by the governing body of the Township of Wyckoff through Township Committee resolution. Such a flag or flags may be flown for a limited period of time to be determined by the Township Committee.

A plaque shall be placed at the base of the flagpole which states the following: "The Township of Wyckoff establishes this flagpole as a means of communicating messages of support, recognition, and acceptance, from the municipal government to its citizens and to all who bear witness."

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that they declare the flag pole and general area around the flagpole, including but not limited to the grounds of the Wyckoff Public Library and field adjacent, shall not be a public forum and is designated as property for the purpose of government speech so that this government's message to the people is clear, unambiguous and without confusion.

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TO: Township Committee

FROM: Township Committee Subcommittee (Thomas J. Madigan, Melissa D. Rubenstein, Robert Landel, Robert J. Shannon)

DATE: July 31, 2019

RE: GOVERNMENT SPEECH

The subcommittee, with legal guidance from the Township Attorney and assistance from the Township Administrator conducted three discussions to address the requests from residents for the Township to fly the Pride Flag.

A consensus was present to avoid potential litigation which could result from the creation of a public forum. Therefore, it was determined that the best course of action is to install a new flag pole. The new flag pole would communicate both the sovereignty of the Township of Wyckoff and various messages the Township chooses to convey (government speech). It was clear that the proposed flag pole and the area of the grounds adjacent shall not be a public forum.

The Township proposes to designate a new flag pole for the purpose of expressing government speech so that the government's message to the people is clear, unambiguous and without confusion.

The flagpole is recommended to be located in either of the following two locations:

- In Memorial Field, just past the entrance to the Library parking lot off of Woodland Avenue. (See attached photo).
- In the center of the Recreation campus at the highest point across from the Ambulance building in the area of the intersection of Woodland Avenue and Voorhis Avenue. (See attached photo).

These two locations were chosen due to their central location of community recreation, as they are directly adjacent to the Wyckoff Community Playground and recreational fields and facilities, as well as the Township's Free Public Library. These sites receive significant and consistent pedestrian and vehicular traffic and enjoy a higher elevation within the municipal campus which provides for optimal visibility.

The Township shall fly the Township of Wyckoff flag and flags that represent various messages the Township Committee chooses to convey. The subcommittee recommends that Government speech through the use of flags shall include at this time: In the month of February – Healthy Heart Awareness, May – Honor & Remember flag to be flown in remembrance of every American veteran, and our military fallen heroes, June – LGBTQ Pride, October – Breast Cancer Awareness.

Sincerely,
Subcommittee,
Thomas J. Madigan, Mayor
Melissa D. Rubenstein, Township Committeewoman

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#21-107 Township of Wyckoff Policy of Inclusiveness

WHEREAS, the Township Committee of the Township of Wyckoff adopts the following Policy of Inclusiveness, and;

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 encourages all citizens and entities to interact with all individuals with courtesy, compassion, respect and recognition of everyone's civil rights and inclusiveness as a member of the Wyckoff community.

The Township of Wyckoff adopts a resolution each year to affirm that the Township of Wyckoff treats all individuals for regardless of race, ethnicity, religion, sexual orientation, gender identity, creed, employment, political orientation, education, socioeconomic standing and beyond in a manner consistent with applicable Civil Rights Act of 1964, as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and basic human decency. The Township of Wyckoff aspires for all citizens to act in the same manner.

#21-108 Open

#21-109 Adopt Domestic Violence Policy

WHEREAS, the New Jersey Civil Service Commission has established a statewide Domestic Violence Policy for public employers which the State of New Jersey has mandated for all state and local authorities pursuant to NJSA 11A:2-6a; and,

WHEREAS, this unfunded mandate is a cost placed on all authorities regardless if they have adopted the civil service system; and,

WHEREAS, the Domestic Violence Policy is mandated to encourage public employees who are victims of domestic violence and those impacted by domestic violence to seek assistance from the Municipal Human Resources Officers; and,

WHEREAS, the Domestic Violence Policy requires local government to establish and train a primary and secondary Human Resource Officer to develop, implement and comply with the State Domestic Violence Policy; and,

WHEREAS, compliance with State Domestic Violence Policy is subject to New Jersey Civil Services Commission review and audit; and,

WHEREAS, state mandate requires the public employer to develop a plan to identify, respond to, provide safe zone, council as to resource option, maintain confidential records and correct employee performance issues that may be caused by a domestic violence incident; and,

WHEREAS, the Township Administrator recommends for the effective implementation of this mandate that Ms. Diana McLeod be designated as the primary Human Resource Officer (HRO) for this policy and Ms. Nancy Brown and Mr. Robert Shannon be designated secondary HRO's.

NOW BE IT FURTHER RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the unfunded mandate known as the New Jersey Statewide Domestic Violence Policy for Public Employers is adopted and Ms. Diana McLeod is appointed as primary HRO and Ms. Nancy Brown is appointed as secondary HRO and Mr. Robert Shannon is appointed third HRO.

#21-110 Establish Modified No-Cash Policy for Current Year

WHEREAS, as a safety precaution, to keep employees and taxpayers safe during the war against the COVID-19 virus a no-cash policy was implemented for the May 1, 2020 tax payment quarter and the tax office did not receive a single complaint; and,

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WHEREAS, based on the aforementioned experience, the Tax Collector recommends, for the purpose of safety of taxpayers and employees a modified no-cash policy for the payment of taxes, sewer charge permits, and other municipal charges for the current year.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a modified no-cash policy for the payment of taxes, sewer charges permits, and other municipal charges accepting up to and not to exceed \$100 in cash for the current year is hereby authorized; and,

BE IT FURTHER RESOLVED, that the Tax Collector shall establish and issue a thorough notice of this policy to include notice on the municipal website, doors into Town Hall and on the next tax and sewer bills; and,

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Tax Collector, the Police Chief and all employees of the Tax, UCC and Clerk's Office.

#21-111 Authorize Fee Charges for On-Line and Pay-by-Phone Portals

WHEREAS, the Township of Wyckoff utilizes on-line payment portals to provide ease and convenience for residents to pay property taxes, sewer utility charges, forms for park and ride, smoke detectors, and recreation program registrations and,

WHEREAS, the payment portals are administered and maintained by outside vendors, Edmund's Gov Tech/FIS, Seamless.gov and Community Pass who charge a user fee to cover the costs associated with: providing the software and online portal access including but not limited to recording and administering payments, interfacing with credit merchants, providing secure input, processing transactions, importing transactions and reports to the Township, and

WHEREAS, these vendors can receive reduced fees from the credit merchant companies based on total payments and volume and pass these reductions on to the users of the portals,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, authorizes the user fees charged to users of the Township of Wyckoff's payment portals to be as follows:

Tax and Sewer Payment:	Payment by e-check is waived
	2.95% of total payment for use of credit cards; Visa/Mastercard/American Express/Discover and Visa Debit card
Web Forms:	\$6.25 Park and Ride
	4.0% - 5.0% Smoke Detectors
Recreation Registration:	2.50% of total payment for use credit cards
	Visa/Mastercard/Discover and Visa Debit card
	3.50% American Express Credit Card
	Transaction Fee (per transaction) \$0.15 (15 cents)
	\$25.00 for charge back
	\$35.00 for NSF return
	No e-check permitted for recreation registrations

#21-112 Adopt JIF/MEL Protecting Children Program

WHEREAS, the Township of Wyckoff is a member of the municipal insurance consortium, Bergen County Joint Insurance Fund established to obtain competitively priced insurance via a government pool and practice risk avoidance programs to avoid tax increases for its taxpayer; and,

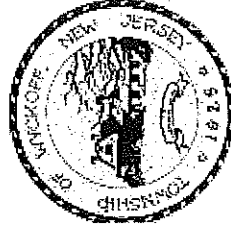
WHEREAS, the State of New Jersey adopted a law that allows individuals who have been abused as a minor to sue up until age 55 and in some cases up to age 65; and,

WHEREAS, the Township of Wyckoff considers abuse of children abhorrent; and,
WHEREAS, it is the policy of the Township of Wyckoff to protect individuals under the age of 18 and children enrolled in a Township of Wyckoff program; and,

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TOWNSHIP OF WYCKOFF

Policy Addressing the Protection and Safe Treatment of Minors



Issued October 6, 2020

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Wyckoff Policy Addressing the Protection and Safe Treatment of Minors

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Wyckoff Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to ***sexual abuse*** are sobering and equally as disheartening:

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- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So, there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.
- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and

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children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.

- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.
 - The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.

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- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Township of Wyckoff is committed to the safety of all individuals in its community; however, the Township of Wyckoff has particular concern for those who are potentially vulnerable, including minor children. The Township of Wyckoff regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any

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relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Township of Wyckoff is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township of Wyckoff to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Township of Wyckoff or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Township of Wyckoff or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

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II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Township of Wyckoff, including the Township Administrator, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.
- **Dual Reporting** - Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the responsible individual designated by the Township of Wyckoff to report all possible cases of abuse.
- **Employees, Staff, or Counselors** - persons working for the Township of Wyckoff on a full-time or part-time basis, and compensated by the Township of Wyckoff.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Township of Wyckoff.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** - Elected officials of the Township of Wyckoff, appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Township of Wyckoff.
- **Volunteers**-Individuals volunteering their time to provide services to the Township of Wyckoff who are not on the payroll and receive no compensation.

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III. Statement of Policy:

The Township of Wyckoff is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Township of Wyckoff is firmly committed to protecting children under the care and supervision of the Township of Wyckoff from all forms of physical, mental, sexual and emotional abuse. The Township of Wyckoff is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Township of Wyckoff. The procedures outlined below shall apply to all officials, employees, and volunteers of the Township of Wyckoff.

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IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey or the NJ Sex Offenders Internet Registry and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the Township of Wyckoff in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Township of Wyckoff ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Township of Wyckoff ***PRIOR TO*** starting employment or volunteer service. ***In addition to completing the training course adopted by the Township of Wyckoff,*** all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) or the NYSCA National Alliance for Youth Sports online training
- iv. The Township of Wyckoff shall ***annually*** re-check and document the Megan's Law directory for New Jersey or the NJ Sex Offenders Internet Registry to make certain that current employees are not listed.
- v. Once employed, authorized adults who are employed (or volunteer) are required to notify Robert J. Shannon, Jr., Township Administrator, in writing at wyckoffadm@wyckoff-nj.com of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

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V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Township of Wyckoff. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Township of Wyckoff

- Officials of the Township of Wyckoff) are required to :
 - i. Complete the initial training course adopted by the Township of Wyckoff and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Township of Wyckoff adhere to all policies and procedures as adopted.

ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Township of Wyckoff to implement whatever changes are necessary as soon as possible to make certain the policy is followed.

iii. Department Heads shall conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Township of Wyckoff.

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VI. Program Procedures:

All Township of Wyckoff programs operated by, sponsored by, or affiliated with the Township of Wyckoff shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Township of Wyckoff. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Township of Wyckoff shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, Township of Wyckoff shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Township of Wyckoff.
- c. Implement and adopt a "**Code of Conduct**" for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.

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- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.
- Restroom Policy

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Township of Wyckoff shall set forth rules and procedures governing when and under what circumstances participants may leave the Township of Wyckoff property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.,
- No use of tobacco products will be tolerated.
- Misuse or damage of Township of Wyckoff property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.

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- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Township of Wyckoff to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The Township of Wyckoff shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 - 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

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**Specific Policy and Procedures for Use of Restrooms by
Children/Minors:**

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

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VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the Township of Wyckoff frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police, Dave Murphy or his designee of the Township of Wyckoff shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the **"Code of Conduct"** for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
 - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
 - iv. Officers shall make certain that they are neat, clean, and appropriately attired.
 - v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
 - vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

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IX. Training Requirements:

Individual training courses have been designed for each of the following categories and all officials, employees, and volunteers of the Township of Wyckoff are required to complete training (and refresher course training) adopted by the Township of Wyckoff. **ALL employees of the Township of Wyckoff shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Township of Wyckoff and individual trainees also keep copies of their own training records.**

a. Officials

Complete the initial training course adopted by the Township of Wyckoff and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.
- o Fully understanding the legal consequences for not being diligent in making certain that employees of the Township of Wyckoff adhere to all policies and procedures as adopted.

b. Department Heads

- i. Content of course shall include:
 - 1. Current State NJ State Law pertaining to Sexual Abuse of Minors
 - 2. Recognizing the signs of abuse and neglect
 - 3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc....)
 - 4. Your legal responsibility for implementing and monitoring procedures and employees
 - 5. Reporting cases of abuse

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c. Volunteers and Employees of the Township of Wyckoff

- i. Content of course shall include:
 - 1. Current State NJ State Law pertaining to Sexual Abuse of Minors
 - 2. Recognizing the signs of abuse and neglect
 - 3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc....)
 - 4. Your legal responsibility for implementing and monitoring procedures and employees
 - 5. Reporting cases of abuse

d. Law Enforcement Officers

- i. Content of course shall include:
 - 1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
 - 2. Your responsibilities
 - 3. Officers in Schools
 - 4. Reporting Abuse

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X. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Township of Wyckoff shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support.** Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not "investigate" an abuse situation. Do not interrogate the child.*** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is required that officials, employees and volunteers report the suspected abuse to the Wyckoff Police Department immediately and the Wyckoff Police Department shall report the suspected abuse to the NJ Department of Children and Families (known as "dual reporting")

For employees or volunteers of programs conducted by the Township of Wyckoff:

- Immediately report suspected cases to the Recreation Director or Police Chief in charge.
- The Department Head shall immediately report the alleged incident to the Police Chief. The Police Department shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:

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- a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Police Department shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Township of Wyckoff.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall immediately call the Wyckoff Police Department and the Wyckoff Police shall contact the NJ Department of Children and Families.

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For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, Officials and Department Heads shall immediately notify the Wyckoff Police Department and the Wyckoff Police shall contact the NJ Department of Children and Families.
- **For Law Enforcement Officers:**
 - o Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

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XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Township of Wyckoff encourages all officials, employees, and volunteers in programs operated by the Township of Wyckoff or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. *Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. *However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. *When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XII. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date the acknowledgement form on page 22 that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Township of Wyckoff. The same process shall be used for any revised policy issued in the future.

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**RECEIPT FOR PROTECTING CHILDREN FROM ABUSE
WYCKOFF POLICIES AND PROCEDURES MANUAL**

I acknowledge that I have received a copy of the Township of Wyckoff's Protecting Children from Abuse Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy provision in the manual that I do not understand, I will seek clarification from my Department Head, the Township Administrator or the Chief of Police.

In addition, I understand that this manual states the Township of Wyckoff's Protecting Children from Abuse policies is in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or supplemented at any time. This policy is available online at www.wyckoff-nj.com.

Date: _____

Signature _____

Print Name: _____

Department: _____

Employee Title: _____

Volunteer Coach: _____

Volunteer Board Member: _____ Board: _____

Other Volunteer: _____

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Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts: - On face, lips, mouth - On torso, back, buttocks, thighs - In various stages of healing - Cluster, forming regular patterns - Reflecting shape of article used to inflict (electric cord, belt buckle) - On several different surface areas - Regularly appear after absence, weekend or vacation Unexplained burns: - Cigar, cigarette burns, especially on soles, palms, back or buttocks - Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) - Patterned like electric burner, iron, etc. - Rope burns on arms, legs, neck or torso Unexplained fractures: - To skull, nose, facial structure - In various stages of healing - Multiple or spiral fractures Unexplained laceration or abrasions: - To mouth, lips, gums, eyes - To external genitalia	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: - Aggressiveness - Withdrawal Frightened of parents Afraid to go home Reports injury by parents

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Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: • Compliant, passive • Aggressive, demanding Overly adoptive behavior: • Inappropriately adult • Inappropriately infant

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Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

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**Appendix C- Township of Wyckoff Policies Established to
Implement the Protecting Children From Abuse Program**

CODE OF CONDUCT
For Junior Environmental Commission Members

THAT ENVIRONMENTAL COMMISSION MEMBERS ARE EXPECTED TO FOLLOW WHEN INTERACTING WITH
JUNIOR/STUDENT MEMBERS OF THE ENVIRONMENTAL COMMISSION

1. Do not contact Jr/Student members via phone/text messages/email after 8:00 pm.
2. Always remain cognizant that Jr/Student members homework, standardized test preparation and school work is their primary responsibility and Environmental Commission work is secondary.
3. All contact with Jr/Student members (meaning; in person/text messages/phone/email) shall always include two (2) members of the Environmental Commission. This requirement is critical and cannot be disregarded.
4. Jr/Student members are just that and are appointed for one calendar year. No other titles shall be assigned.
5. If a Jr/Student's effort is not progressing to a member's satisfaction do not prod the Jr/Student member. It is okay to fail and learn from failures. Constant prodding will be perceived by the student and their parents as harassment.
6. The Environmental Commission Chair shall receive all emails and text messages sent to Jr/Student members in addition to the second Environmental Commission member. The second Environmental Commission members role is to monitor the interaction and to intervene if the Environmental Commission member sending the email is becoming strident.
7. The Environmental Commission Chair must review and approve all student projects before they commence to make sure they aren't overly complex or time consuming.

8. Any public events to be held by the Environmental Commission must first be approved by the Township Committee.

9. Restroom Policy

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
 - Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there.
- Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

My signature indicates that I have received this document and that it has been read and understood.

Print Name _____

Signature _____

Date _____

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RECREATION DEPARTMENT

Emergency Treatment - Parent's Consent

This is the Recreation Department information that is a required checkbox for all residents who register their children for a Recreation program. They literally cannot register without checking the box in this section.

As a parent and/or guardian of the registered minor(s), I hereby authorize the treatment by a qualified and licensed medical doctor in the event of a medical emergency which, in the opinion of the attending physician, may endanger my child's life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

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RECREATION DEPARTMENT

Wyckoff Recreation Participant Injury & Parent Contact Procedure

In the course of a sporting event, injuries will invariably occur. It is important that the coaches remain calm and follow the procedures outlined below. When in doubt about the severity of the injury, call 911 first and immediately contact the parents or guardians. Be sure to review your roster for allergies or any other conditions that the parents made us aware of during registration.

Three Levels of Care

1. Serious Life-Threatening Injury to a Participant:

1. Call 911
2. If the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide first aid. The parents have already provided permission for emergency treatment via the registration process but obtaining verbal permission must still be attempted.
3. If First Aid certified, provide basic First Aid/CPR. First Aid kits are provided to each coach prior to the start of the season. An AED (Automated External Defibrillator) is located at each of the Township fields as well at every school. If the injury is neck, back, or a bone is potentially broken, do not attempt to move the child, and wait for emergency services to arrive. If the coach or an assistant coach has time, he/she should begin filling out the accident report form. If there is no time, one should be completed immediately following the incident. Report the incident to the Recreation Department by email and/or phone as soon as possible after the injury, but not before the player has been cared for.

2. Less Threatening Injuries:

1. After initial assessment, if the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide first aid. The parents have already provided permission for treatment to be provided via the registration process but obtaining verbal permission must still be attempted.
2. If First Aid certified, provide basic First Aid/CPR. First Aid kits are provided to each coach prior to the start of the season. If the coach or an assistant coach has time, he/she should begin filling out the accident report form. If there is no time, one should be completed immediately following the incident. Report the incident to the Recreation Department by email and/or phone as soon as possible after the injury, but not before the player has been cared for.

3. Minor Injuries:

1. After initial assessment, provide standard First Aid with appropriate precautions or have the child administer him/herself for the most minor of injuries (icepacks, band aid applications).
2. Upon completion of the session, if the parent or guardian was not in attendance and is unaware of the minor injury, contact them using the Recreation Department provided roster to alert them to the injury.

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WYCKOFF RECREATION DEPARTMENT



TO: Recreation Department Volunteers including; Coaches and Parents

FROM: Recreation Director

DATE: March 29, 2019

RE: **ALL VOLUNTEERS ARE REQUIRED 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**

As volunteers, it is critical that all are aware of the attached policies that have been established for the benefit of all. As way of a reminder, volunteers and appointees are considered agents and employees of the Township of Wyckoff when conducting volunteer functions. The Township can be held liable for claims arising out of misconduct by Recreation members.

Your volunteer service is appreciated. The Wyckoff Recreation Department thrives because our residents volunteer their time to make our children's lives better and more complete. By following the mostly common-sense guidelines that follow, the recreation participants of Wyckoff will continue to enjoy the benefits of the many activities we have to offer. These policies are put in place and distributed for the benefit and protection of all.

This document is posted on our website for the edification of any citizen who may choose to visit, participate in or observe one of the Wyckoff Recreation events.

Recreation Director

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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.

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- See that the players are provided with adequate adult supervision while under the care of the coach.
- Be visible to other staff members and spectators (if applicable) at all times when supervising/coaching minors.
- Never transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Never purchase gifts for individual members of the program under the coach's supervision.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players and ensure that I follow the Recreation Department's policy on injury treatment and parent contact.

Expected Behavior:

- Keep basic first aid supplies available in all practice and game situations.
- Keep a copy of the Recreation Department provided team roster with me at all practices and games so that immediate contact can be made with a parent in case of an injury.
- Take advantage of the first aid and CPR courses offered to coaches.
- Recognize and administer proper first aid to an injured player and call 911 immediately in the case of a serious/life-threatening injury.
- Demonstrate concern for an injured player, notify parents immediately and cooperate with medical authorities.
- Protect the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.
- Be particularly vigilant with regard to removing any player from competition or practice who may have sustained a head injury.
- Do not attempt to move players who appear to have sustained a serious injury such as a head, neck, or back injury or when the potential for a broken bone exists.

I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied, and productive and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated. Maintain an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage athletes to give defeated opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.

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- Don't engage in or permit profanity or obscene gestures during practices, sporting events, or any other situation where the behavior could reflect badly on yourself, your players, or the Township.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities and in the presence of players.
- Refrain from the use of any type tobacco products or alcohol at all team activities and in the presence of your players.
- Never provide any type of alcohol, drug or tobacco products to any of your players.
- Demand that parents refrain from the public use of tobacco products or alcohol at team activities.
- Understand that the use of tobacco, nicotine delivery products, and the consumption of alcohol on Township property, parks, recreation areas, and parking lots is prohibited, including "tailgating" prior to or after youth sporting events.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.
- Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

Expected Behavior:

- Treat the parents of athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Fulfill the expected role of a youth coach to adopt a "children first" philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.

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- Place the emphasis on fun and participation.
- Encourage athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

I am aware that the Township has a Zero Tolerance Policy for Harassment/Intimidation/Bullying.

Expected Behavior:

- Any observations of harassment, bullying, or intimidation of a parent or child participant shall be instructed to stop immediately by a coach and reported to the Recreation Director. This includes actions by other coaches, parents, or child participants.
- I will report any coach's, parent's or child's behavior that is disruptive to team activities or disrespectful of teammates and/or coaches to the Head Coach and Recreation Director. I will also advise the coach, parent, or child that his or her behavior is inappropriate and that the behavior is being reported.

I am aware of Restroom Procedures as they relate to children utilizing a restroom during activities.

Expected Behavior:

- All restrooms shall be checked in advance by staff persons (head coach, assistant coach) before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- Staff members may also relinquish the child to his or her parent if they are present to use the restrooms.

Parents:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. I will not argue with, yell at, or otherwise engage in confrontational conversation with any player, coach, or official.
2. I will place an emphasis on my child's effort ahead of a concern for the outcome. I will not criticize, demean, or otherwise embarrass my child during practices or games.
3. I will be informed as to each program's philosophy and competitive level and conduct myself in a manner which is consistent with the age, developmental level, and emotional maturity of the participants.
4. I will cheer for every child – not just my own. All positive plays and displays of good sportsmanship by all participants will be recognized. I will not cheer when an opposing player makes a mistake, nor will I attempt to distract any players from achieving their desired outcome.
5. I will make efforts to understand the modified rules utilized at each different level.

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6. I will promote a safe and healthy environment for all children in attendance as both spectators and participants. I will not attempt to intimidate, harass, or bully any participants, officials or coaches.
7. I will communicate respectfully to coaches and officials working with my child in order to encourage a positive and enjoyable experience for all. In the event that I disagree with a coach's decision, I will abide by the Recreation Department's 24-Hour Rule in that I will not approach a coach with any concern in person, by phone, or by email until 24 hours after the event has taken place.
8. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events. This includes but is not limited to "tailgating" or otherwise consuming alcohol at all youth sports events. I further understand that the Township prohibits smoking in all public parks and recreational facilities and their parking lots.
9. I will remember that the game is for youth – not for adults.
10. I will make youth sports fun for my child. This includes my actions, behavior, and conversations before, during, and after games or contests.
11. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, gender, ethnicity, sexual orientation, religion, or ability.
12. I will serve as a role model in my actions and words.
13. I will respect my child's coaches and teammates by making every effort to fully meet the program's commitment as shown by his/her regular attendance at scheduled games and practices for the duration of the season.
14. I am aware of the Zero Tolerance Policy toward Harassment/Intimidation/Bullying and will not participate in any of these toward any coaches, players, other parents, or officials. I will report any observations of such conduct to the appropriate parties (i.e. coach, Recreation Director, Recreation Board).
15. I will refrain from posting negative comments about the Wyckoff Recreation Program, its staff, volunteer coaches, officials, other parents and players, and its opponents on any form of social media. Doing so is disrespectful to the program and its many volunteers and goes against the positive experience all are attempting to provide for your child.

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Wyckoff Recreation Code of Conduct

My failure or reported failure to comply with the attached Code of Conduct, Zero Tolerance Towards Harassment, Intimidation, and Bullying Policy, and the Volunteers Communicating Electronically Regarding Municipal Operations Policy in my role as a Coach or a Parent will result in my alleged actions being brought before the Wyckoff Board of Parks and Recreation's Code of Conduct Committee where my conduct will be reviewed and appropriate action taken. Such action may include, but is not limited to: no action, warnings, short and/or long-term suspension, or immediate dismissal from the program or from coaching in the Wyckoff Recreation Programs.

Name (Printed)

Signature

Date

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**ZERO TOLERANCE POLICY TOWARDS
HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

Wyckoff Parks & Recreation

Zero Tolerance Policy towards Harassment, Intimidation and Bullying

It is the Township of Wyckoff's policy to prohibit harassment, intimidation and bullying of a participant, parent, spectator, or coach by another participant, parent, spectator or coach on the basis of actual or perceived ability level, sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment, intimidation and bullying are, they include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images and other similar verbal, written, printed or physical conduct.

If a participant, parent, spectator or coach is witness to or believes to have experienced harassment, intimidation or bullying, the participant, spectator, coach or witness shall immediately notify the parent, the coach and the Parks & Recreation Director regarding the observed harassment.

Notification of appropriate personnel, such as the coach, the parent and the Parks & Recreation Director is essential to the success of the implementation of this policy. The Township of Wyckoff's Board of Parks and Recreation cannot resolve a harassment, intimidation or bullying problem unless it is notified about it. Therefore, it is the responsibility of all participants, parents, spectators and coaches to bring those kinds of problems to the attention of the appropriate officials so that actions are taken to correct them. Violation of this policy shall subject participants, parents, spectators and coaches to disciplinary action, up to and including immediate removal from the program.

Any questions, please contact the Recreation Director at 201-891-3350 or wyckoffrec@wyckoff-nj.com.

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VOLUNTEERS COMMUNICATING ELECTRONICALLY REGARDING MUNICIPAL OPERATIONS

As a volunteer for the Township of Wyckoff utilizing your personal electronic device for communications of **ROUTINE PROCEDURAL TASKS**, such as your availability for dates of recreational sports and training programs, your availability for special meetings, sharing of fire department meeting dates and drills, etc. via *all* electronic devices such as cell phones, smart phones, computers, electronic tablets, internet, voicemail, email and fax shall be conducted in a professional manner that does not discriminate, harass, bully, disparage, denigrate or threaten in any way an employee, youth sports participant, volunteer, member of the public or resident interacting or participating in Township of Wyckoff programs. A message that includes any of the aforementioned prohibitions is an "inappropriate message." If a volunteer receives an inappropriate message via any electronic device, the volunteer has an obligation and shall *immediately* provide the inappropriate message as follows:

**RECREATION COACHES, VOLUNTEERS AND PARENTS:
PROVIDE THE MESSAGE TO THE RECREATION DIRECTOR**

Volunteers must comply with all policies adopted by the Township, including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while utilizing the internet, social media, application or any other electronic device or program.

Any communications regarding the Department, Board or the Team for which you volunteer **MUST BE LIMITED TO ROUTINE PROCEDURE TASKS** since all communications on personal emails, cell phones, or other personal Communication Media are subject to the provisions of the Open

Public Records Act.

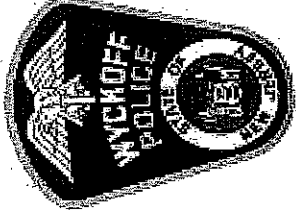
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Volunteers participating in the Township of Wyckoff programs who are using electronic devices shall not:

- Invade the privacy of others
- Engage in any activity that is harassing or defamatory
- Communicate in a defamatory, obscene, or harassing manner or in violation of the Township's rules or policy
- Use 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
- Use 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
- Threaten any person or organization
- Use information that may tend to compromise the safety or security of the public or public systems
- 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
- Use content that incites violence
- Provide photographs or videos without parental consent
- Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, disparaging comments or unsupported accusations.

NOTE: MUNICIPAL OPERATIONS IS THE BUSINESS OF ANY VOLUNTEER, AGENCY, DEPARTMENT, BOARD, OR RECREATION PROGRAM IN WHICH YOU SERVE. THE USE OF YOUR PERSONAL ELECTRONIC DEVICE SHALL NOT INCLUDE THE PROHIBITIONS STATED. THE USE MUST BE LIMITED TO "ROUTINE PROCEDURAL TASKS."

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WYCKOFF POLICE DEPARTMENT SPECIAL ORDER						
SUBJECT:	Protecting Children From Abuse NJ MEL-JIF Policy	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">NUMBER:</td> <td style="width: 50%; padding: 5px;">2020</td> </tr> </table>	NUMBER:	2020		
NUMBER:	2020					
EFFECTIVE DATE:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">September 23, 2020</td> <td style="width: 50%; padding: 5px;"> DISTRIBUTION TO: ALL SWORN OFFICERS </td> </tr> </table>		September 23, 2020	DISTRIBUTION TO: ALL SWORN OFFICERS		
September 23, 2020	DISTRIBUTION TO: ALL SWORN OFFICERS					
CANCELLATION DATE:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Until Rescinded</td> <td style="width: 50%; padding: 5px;"> ISSUED BY: Chief David Murphy </td> </tr> <tr> <td></td> <td style="padding: 5px;"> APPROVED BY: Chief David Murphy </td> </tr> </table>		Until Rescinded	ISSUED BY: Chief David Murphy		APPROVED BY: Chief David Murphy
Until Rescinded	ISSUED BY: Chief David Murphy					
	APPROVED BY: Chief David Murphy					

MEL/JIF Safety Institute have adopted policies and training for addressing the protection and treatment of minors. To act in the best interest of our children, the Township will be adopting a comparable version of this policy.

It is our priority to make sure that all police department employees are fully trained in recognizing and understanding any issues that negatively impact our children. As part of the requirements, the police department must specify a policy concerning the transporting of minors in a police vehicle.

Procedure:

- a. Transporting minors in a police vehicle. *Whenever possible*, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that do not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio to Communications as well as activate their in-car camera for the duration of the transport.
- b. This procedure is also covered in the Arrest and Transportation Standard Operating Procedure under Section VI, Letter "G"- Custody and Transportation: It reads as follows:
 G. Prior to commencing transportation, officers shall advise communications of the number of arrestees being transported, their gender, their classification (adult or juvenile), the starting location, their destination, and starting mileage to the nearest 1/10th of a mile. Upon arrival at their destination, officers are to give their ending mileage. Although it refers to an "Arrestee", the procedure and actions of the officer are the same as it would be to satisfy the requirement of this policy.

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Appendix C: Continued- Additional written procedures that require actions which are required in all Township of Wyckoff programs which include minors. These actions are required during Recreation Programs, Jr. Firefighter Programs, Jr. Police Academy Programs, Jr. Environmental Commission Programs and any other programs involving minors.

1. All employees, volunteers and elected officials shall first complete the Protecting Children from Abuse Program, before participating in any Township of Wyckoff Program involving children.
2. A written protocol for notifying the parents or guardian of a minor in case of an emergency, whether medical or behavioral, natural disaster, or any other disruption.
3. Medical treatment authorization forms.
4. Establish a policy that forbids the release of children to anyone other than the parent, guardian, or another authorized adult.
5. Policies that prohibit staff or volunteers from transporting children in their own vehicles without written authorization. Police agencies also must adopt specific procedures for the transportation of minors.
6. Strong policies forbidding staff and volunteers from meeting with a child alone and in private. Staff and/or volunteers shall not meet one (1) on one (1) with a minor.
7. Prohibition of images taken of children as part of an activity from being shared on social media or any other platform without expressed written prior consent from parents and guardians.
8. Anti-Hazing and bullying policies that cover cyberbullying.
9. Procedures for monitoring of bathroom facilities when minors visit a bathroom.
10. Officials, Employees, Volunteer Board Members, shall not begin a new Township of Wyckoff program that includes minors without first obtaining Township Committee written approval. A "Protection and Safe Treatment of Minors" review shall be performed. A written proposal explaining, among other details, whom is the responsible person for compliance with the protection and safe treatment of minors in such a proposed program shall be required.

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WHEREAS, the Township Committee endorses the Bergen County Joint Insurance Fund's Protecting Children Program; and,

WHEREAS, the Township Committee requires all employees, (Part-time and Full-Time) Board and Commission volunteers and Volunteer Recreation coaches to participate in the Protecting Children program and training.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached policy addressing The Protection and Safe Treatment of Minors, dated October 2020 is hereby approved and all employees and volunteers, shall participate and comply with this program.

#21-113 Easy Public Access (A Transparency) Program

WHEREAS, the Township Committee of the Township of Wyckoff desires to share information with citizens by providing easy access for the public to access municipal documents; and,

WHEREAS, in 2019, the Township of Wyckoff was awarded a "2019 Innovation in Governance Award" for its "10 Part Easy Public Access Program"; and,

WHEREAS, the Easy Public Access Program was enhanced in 2020 to 15 Easy Public Access measures to provide information.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the 15 Part Easy Public Access Transparency Program be continued to share information with citizens.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall distribute this program to all department managers to implement.

**TOWNSHIP OF WYCKOFF'S MUNICIPAL MATTERS
BAKER'S DOZEN PLUS TWO (2) PROGRAM FOR EASY PUBLIC ACCESS**

1. Township Committee meeting agendas and the resolutions and the ordinances listed on those meeting agendas for action are posted on the Township's web site (Wyckoff-nj.com) on the Friday before the Tuesday night meeting (4 days prior to the Township Committee meeting).
2. The Planning Board and the Zoning Board of Adjustment meeting agendas are posted on the Township of Wyckoff website (wyckoff-nj.com) on the Friday prior to the Wednesday Planning Board meeting and on the Friday prior to the Thursday Zoning Board of Adjustment meeting. **ADDITIONALLY**, the meeting agendas include a parenthetical explanation in "non legal" terminology of the purpose of each land-use application in common vernacular.
3. Meeting minutes of the Township Committee meetings, Planning Board, Zoning Board of Adjustment, Board of Health, Parks and Recreation Advisory Board, and Environmental Commission are posted on the Township's website the day after the meeting at which they are approved. For the Township Committee, that means every fifteen (15) days the Township Committee meeting minutes are posted and for all other boards, since they meet once a month, their meeting minutes are posted every thirty (30) days. At minimum, three (3) years of meeting minutes are posted) and available for easy public access 365/24/7.
4. When the Township Committee introduces an ordinance, it is permitted to publish only the title of the ordinance in the Ridgewood News. Although this is legal, it is impossible for a citizen to understand the ordinance. The Wyckoff Township Committee publishes each ordinance in its entirety to allow citizens to gain an understanding of the ordinance and its impact or purpose from reading the publication in the newspaper.

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5. Effective July 2019, the Township Committee began live streaming and video recording its bi-monthly meetings and posting those video recordings on its web site in the same location that written meeting minutes are located for easy public access 365/24/7.
6. The Township's website homepage includes a prominent link titled, "Legal Notices from the Municipal Clerk" which contains a listing of each legal notice as it is published and which links to each complete legal notice of the Township Committee such as; bid notices and ordinances, for easy public access 365/24/7.
7. The Township's website includes a prominent link titled, "Municipal Records" where financial records, collective bargaining agreements and elements of the Township's Master Plan are located for easy public access 365/24/7.
8. The Township's website includes a prominent link titled, "Township Laws and Codes" which provides all laws of the Township of Wyckoff, such as; the zoning codes, subdivision and site plan codes, property maintenance code and the traffic code all located in one place for easy public access 365/24/7.
9. The Township's website includes a prominent 365/24/7 link titled, "Request a Non-emergency Service". Residents and citizens utilize this easy website feature to communicate request for service and questions. The below information lists the number of requests, resulting in responses for each since its inception in 2017.
- | | |
|------|-----|
| 2020 | 313 |
| 2019 | 224 |
| 2018 | 244 |
| 2017 | 53 |
10. The Municipal Clerk's Office prioritizes its response to public records request, and diligently records its issuance of public records. For example:
- 95 percent of the OPRA requests are replied to in three (3) of the allowable seven (7) days permitted by Law.
 - The OPRA request form can be easily found on the Township's website and submitted directly to the Municipal Clerk using the online platform for easy public access 365/24/7.
 - The following tally of OPRA responses over the past 5 years
- | | |
|------|-----------------------|
| 2020 | 727 (As of 12/9/2020) |
| 2019 | 612 |
| 2018 | 659 |
| 2017 | 665 |
| 2016 | 536 |
11. Two bulletins were drafted, "Resident Information for Attending/Participating in a Zoning Board of Adjustment Meeting and a Planning Board Meeting." These bulletins welcome members of the public to the land use meeting and explain the application review process, public comment periods and posting of agendas in advance of the meetings. The New Jersey League of Municipalities featured these bulletins as best practices. The bulletins are available on the Township's website 365/24/7 and available at meetings.
12. Wyckoff requires all officials and volunteer board member to recite an oath of office that exceeds the minimum statutory language for public oaths of office and requires affirming, "and that I will not use my office to grant preferential treatment, nor to seek personal gain, favor or advantage not available to the public." This additional language for the oath of office required in Wyckoff exceeds the minimum statutory requirement.

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13. The Township utilizes the following social media accounts to provide timely and useful municipal information for citizen convenience:

Facebook
Instagram
Twitter
Subscribe to Wyckoff's You Tube Channel

14. Applications and plans for Planning Board and Board of Adjustment review and consideration are posted on the municipal website for easy inspection 24/7 ten (10) days before the meeting in which the applications are anticipated to be reviewed. Applications and plans remained on the website until the resolution approving or denying the applications are adopted.

15. "Tax and Sewer Payments" is an interactive link on the Townships home page which allows interactive use and transactions such as:

- Review Tax and sewer charges per property for multiple years.
- Print bills.
- Pay tax and sewer charges
- Process a change of name or address form for tax and sewer charges on-line.

#21-114

Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and,

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Wyckoff, hereby states that they have complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Municipal Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTOCOPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF BERGEN

We, members of the Township Committee of the Township of Wyckoff being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Committee of the Township of Wyckoff in the county of Bergen;

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2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	Timothy E. Shanley	(L.S.)
(L.S.)	Rudolf E. Boonstra	(L.S.)
(L.S.)	Melissa D. Rubenstein	(L.S.)
(L.S.)	Thomas J. Madigan	(L.S.)
(L.S.)	Peter J. Melchionne	(L.S.)

Sworn to and subscribed before me this

day of

Notary Public of New Jersey

Nancy A. Brown, Municipal Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.
IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

Following is the vote on the Consent Agenda:

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

Township Committee Remarks

Mr. Madigan wished all a Happy New Year and then welcomed Pete to the Township Committee

I would like to welcome Pete Melchionne to the Wyckoff Township Committee!

Pete's focus of Public Service and conservative and fiscally responsible local government is well demonstrated. His service to his community began at a young age with his 9 years of EMS service!

He has shown leadership and immersed himself in our Wyckoff community as a member and Chairman of our Wyckoff Environmental Commission and working collaboratively they accomplished NJ Sustainable Jersey Silver award and continued the traditions of Team up to Tidy Up and Shred Fest.

As President of the Wyckoff Republican Club, he has generated new enthusiasm and membership. His election victory spoke volumes as did his conviction for keeping taxes low, maintaining public safety, open space and supporting all first responders.

Both he and Melissa Rubenstein pledged to keep Wyckoff affordable and both will build on the success of why we love and call Wyckoff home.

Pete is not only an active member for the Wyckoff community, but a neighbor and a friend. Congratulations!

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Mr. Boonstra wished everyone a Happy New Year and remarked that he is looking forward to working with new Township Committee member, Pete Melchionne and with Melissa as Mayor. He expressed his happiness with having two younger people on the Township Committee and he looks forward to the future when we can put Covid behind us. He expressed his thanks to all Township employees for their hard work this past year, especially to Bob Shannon, Nancy Brown and Rob Landel.

Mr. Shanley wished everyone a Happy New year and welcomed Pete Melchionne to the Township Committee and said that he counts Pete as a friend and that he looks forward to working with him in the coming year. Mr. Shanley offered his congratulations to Melissa Rubenstein on her appointment as Mayor for 2021 and made positive remarks about working together in the past and looking forward to working together in the future. Mr. Shanley also thanked Ms. Rubenstein for her kind remarks regarding his service as Mayor during a very difficult year. He is hopeful that with the rollout of the vaccine that things will continue to get better and better. Mr. Shanley thanked all of the residents who followed his Facebook page for updates on the pandemic and remarked that when he made his final Facebook report over 300 people liked, thanked, commented and wished him well.

Mr. Melchionne wished everyone a Happy New Year and thanked everyone for their warm welcome. He congratulated Ms. Rubenstein, his running mate, on her reelection and on being selected as Mayor. Mr. Melchionne said that he appreciated Ms. Rubenstein's work ethic and remarked that she has worked tirelessly for the Township of Wyckoff. He looks forward to working with Ms. Rubenstein and the Township Committee. He thanked his family, friends and campaign team as well as all of the residents who supported him and believed in him.

Mr. Boonstra asked to speak again. He remarked that earlier Ms. Rubenstein had stated that she was only the second woman to serve as Mayor and , he wanted to point out that she was also the first Jewish Mayor to serve the Township of Wyckoff and that he thought that was quite cool.

Ms. Rubenstein thanked Mr. Boonstra and wished everyone a Happy New Year and welcomed Pete to the Township Committee and said that she was looking forward to his fresh perspective in the coming year. She also thanked her children, Jillian and Lucas, for sitting so nicely through the meeting and for helping with the flag salute.

Meeting Open for Public Comment

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

Ten Minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff. If you wish to make a comment, please call 201-891-7000, ext. #222.

There being no callers wishing to make public comment and no written comments received via email, Mayor Rubenstein requested a motion to close the public comment period.

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

Meeting adjourned at 12:47pm

Chairperson: May I have a motion to and a second to adjourn the Reorganization Meeting?

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



Mayor Melissa D. Rubenstein
Mayor



Nancy A. Brown
Acting Municipal Clerk