

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
MONDAY, OCTOBER 12, 2020

TOWNSHIP COMMITTEE BUSINESS MEETING SPECIAL MEETING TO
REPLACE THE BUSINESS MEETING OF OCTOBER 6, 2020
MUNICIPAL COURT ROOM
MONDAY, OCTOBER 12, 2020 - 8:00 PM

1. Regular Meeting of the Wyckoff Township Committee called to order by Mayor Timothy E. Shanley
2. Flag Salute
3. Invocation by Reverend Andy Kadzban, Wyckoff Reformed Church
4. Reading of the "Open Public Meetings Act" statement by Nancy Cole

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Township Committee of the Township of Wyckoff scheduled for 7:00 pm Tuesday, October 12, 2020 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment during the 8:00 pm public comment period. Members of the public may also email their public comments to wyckoffclerk@wyckoff-nj.com before 4:00 pm on the date of the meeting. These comments will be read at the meeting during the public comment period.

These measures are implemented to allow members of the public to observe the meeting via live streaming and to provide to the public the ability to comment before the meeting through written comments and during the period for public comment during the meeting.

Due to the Covid-19 Public Health Emergency, members of the public will not have access to Town Hall.

This notice and agenda have been posted on the front door of Town Hall (facing Franklin Avenue) and on the Township's home page Wyckoff-nj.com at the Quick Link for "Minutes & Agendas" on Friday, October 9, 2020. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which would otherwise be made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "News" item on Friday, October 9, 2020 at 4:30 pm.

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This regular business meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our *annual schedule of meetings*. A copy of said annual schedule

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has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, as well as The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having a general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting, the Agenda thereof was similarly posted, filed and emailed to said newspapers.

5. Roll Call of the Township Committee Members Present:

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

6. Request motion to open the Public Comment Period:

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

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

Request motion to close the Public Comment Period:

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

7. Approval of the September 15, 2020 Township Committee Work Session and Regular Business meeting minutes:

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

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

I Resolutions (Adoption of the following):

- | | |
|---------|---|
| #20-275 | Acceptance of Donation - Flagpole |
| #20-276 | Adopt Police Transport Policy for Protecting Children Program |
| #20-277 | Adopt JIF/MEL Protecting Children Program |
| #20-278 | Authorize Road Closure Detour and 6am Work Start Time |
| #20-279 | Ratify the Payment of Bills from 10/06/20 Pursuant to Resolution #20-64 |
| #20-280 | Return of Certain Overpaid Taxes, etc. |
| #20-281 | Return of Maintenance Guarantee – 245 Madison Avenue |
| #20-282 | Invoke Title 59 Immunities – RFCP Playground |
| #20-283 | Invoke Title 59 Immunities – 2020 Chevy Tahoe Fire Command Vehicle |
| #20-284 | Confirm Emergency Contracts |
| #20-285 | Authorize Redemption of Tax Sale Certificate |
| #20-286 | Changes to the 1033 Program |
| #20-C10 | Closed Session NJSA 10:4-12b (7) Contract Negotiation |

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II Ordinance – Introduction (None)

III Motions

- A. To approve and memorialize effective October 6, 2020 the application of Carson Alnor as Probationary Firefighter with Fire Company #1.
- B. To approve and memorialize effective October 6, 2020 the application of Timothy Murray Jr. as Probationary Firefighter with Fire Company #1.
- C. To approve a Township Committee sub-committee to study forming our own water utility whose purpose would be a clean, adequate water supply and reasonable water rates

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

The Following vote is the vote on the Consent Agenda:

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

IV Ordinances – Public Hearing / Further Consideration:

None

V Adjourn

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

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

**PAYMENT OF CLAIMS MAY BE PAID AT ALL TOWNSHIP COMMITTEE
WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE
REGULAR MEETINGS
FORMAL ACTION MAY BE TAKEN DURING THIS MEETING**

NOTICE TO PUBLIC

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

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE SPECIAL OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
MONDAY, OCTOBER 12, 2020 – 7:00 P.M.**

OPEN PUBLIC MEETINGS ACT

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA 10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Township Committee of the Township of Wyckoff scheduled for 7:00 pm Tuesday, September 15, 2020 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment at the time for the public comment period. Members of the public may also e-mail their public comments to wyckoffclerk@wyckoff-nj.com before 4:00 p.m. on the date of the meeting. These comments will be read at the meeting during the public comment period.

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Mayor Timothy E. Shanley opened the Open Work Session Meeting at 7:52 p.m. in the second-floor municipal court room.

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

Present: Mayor Timothy E. Shanley, Committeemen Thomas J. Madigan and Rudolf E. Boonstra and Committeewomen Melissa D. Rubenstein and Elizabeth J. Fischer

Also Present: Township Administrator Robert J. Shannon, Jr., Acting Municipal Clerk Nancy Brown, and Township Attorney Robert Landel

Mayor Shanley apologized for the delay to begin the Open Public Work Session Meeting scheduled for 7:00 p.m. this evening. The Township was confronted with technical difficulties caused by the YouTube Channel. The YouTube protocols were changed however, the Township was able to contact the technician familiar with the changes performed today. A number of other communities had reached out for service also.

Mayor Shanley confirmed that the Finance Committee has reviewed and signed vouchers.

Mayor Shanley opened the meeting for the ten (10) minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff. Please call 201-891-7000, ext. 222 if you wish to make a public comment at this time. Motion from Committeewoman Rubenstein, seconded by Committeeman Boonstra, all voting yes to open the ten (10) minute public comment period.

There was no public comment – written or verbal received this evening.

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

Review of the 8:00 p.m. Business Agenda:

The Administrator reported that in the interest of time, this evening's Agenda is as was posted with resolutions on Friday, October 9, 2020 on the municipal website. The only suggested change is a resolution to modify the military surplus program to allow the Wyckoff Police Department to possibly obtain laptop computers under a different category of that program. The governing body agreed to add this resolution to the agenda.

Policy Action Items:

1. In the interest of time, the Administrator will add his agenda items near the conclusion of the Work Session Meeting by reference so the 8:00 p.m. Business Meeting can start on time.

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Township Committee Reports:

Melissa Rubenstein:

1. Ms. Rubenstein recommended that the governing body establish a subcommittee to investigate forming Wyckoff's own water utility. The purpose would be to provide clean water, adequate water supply and reasonable rates for Wyckoff residents. Ms. Rubenstein has received a number of calls this past week concerning Ridgewood Water's excessive rates. Committeeman Boonstra supported Ms. Rubenstein's recommendation and indicated that approximately twelve (12) years ago, there was an issue with the current water utility. The utility was using the ratepayer's money specifically, Wyckoff, Midland Park and Glen Rock to balance their municipal budget. Mr. Boonstra also advised that the water situation is an element of the Master Plan. There are supply problems to the booster zone even though water is available from other municipalities. The Wyckoff Board of Health President interviewed the Director of Ridgewood Water to address issues such as cloudy water. Ridgewood Water continues to threaten to install a eighty-five (85) foot tower on Merrywood Drive. The time has come to give the Township its own representation.

Mayor Shanley advised that he had attempted to persuade Ridgewood Water to provide the municipalities it serves a "seat at the table" which was denied.

Rudy Boonstra:

1. Mr. Boonstra congratulated the firefighters referenced on this evening's agenda who are moving up from junior firefighters to probationary members.
2. Mr. Boonstra thanked the Partners in Pride for the donation of a flagpole at the Larkin House in memory of Tom & Mary Bugel.

Elizabeth Fischer:

1. In the interest of time, Ms. Fischer will carry her report to the next meeting on Tuesday, October 20, 2020.

Tom Madigan:

1. Mr. Madigan and Mayor Shanley met regarding the Outside Dining Subcommittee with the Police Chief, Fire Chief, the Code Enforcement Official and the Administrator. The outdoor dining was very successful this year however, a number of businesses have asked a series of questions with the colder weather approaching. Mr. Madigan stated that the Township's resolution authorizing outdoor dining expires on December 1, 2020. A number of questions were explained which included the prohibition of outdoor portable heaters under tents.
2. Mr. Madigan advised he was not able to attend the opening night of the football program on the new artificial turf field at Memorial on Saturday, October 3, 2020. Opening night was a complete success and Mr. Madigan thanked the Football Boosters for their willingness to donate a flagpole. The governing body will accept the donation for the new field

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and requested the Administrator to draft a resolution to accept that donation.

3. Mr. Madigan also thanked Committeeman Boonstra for obtaining the Vote by Mail Secure Drop Box installation at Town Hall.
4. Mr. Madigan reported that located in the New Jersey League of Municipalities Magazine is an article featuring resident Matthew Murphy, one of the Statewide winners of the New Jersey League of Municipalities Essay Contest entitled: "What my Governing Body does Best." Matthew Murphy was awarded a scholarship and his essay was outstanding.

Mayor Shanley:

1. Mayor Shanley did attend the opening night football program and described the evening as enthusiastic and positive.
2. The Police Committee consisting of Committeeman Madigan, Police Chief Murphy and Administrator Shannon interviewed four (4) sergeants last week who have expressed an interest in the lieutenant vacancy available on January 1, 2021. The next special interview meeting is scheduled for Thursday, October 22, 2020 at 7:00 p.m. when the full Township Committee will interview the candidates.

Township Attorney Report:

1. Mr. Landel has received the signed deed restriction on the Evergreen Court Affordable Housing Units and will forward this document to the court.
2. Mr. Landel continues to work on the Paul Court Sewer Extension. He and the Township Engineer may meet with the residents to explain the program benefits to them.
3. Mr. Landel has sent a letter to the attorney for the Maple Lake property. Once the information is received, the Township can move forward with the subdivision application.

Ms. Rubenstein announced that the microphones are creating echoing audio. The governing body members disconnected one (1) of the six (6) speakers and that appeared to resolve the issue.

Policy updates, presented by Administrator Shannon by reference in the interest of time

1. The Friday, September 18, 2020 Free Community Shredfest served 612 residents.
 - The Township of Wyckoff was able to utilize a shred truck at no cost, available from the Bergen County Utilities Authority.
 - Thanks to the Department of Public Works Staff, who staffed the event in compliance with COVID-19 precautions and the Chabad of Northwest Bergen County for distributing free masks.

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2. The Tax Office completed the Annual preparation and mailing of Tax Bills. State law requires the Township of Wyckoff to function as a billing and collection agency for all other units of government. (K-8 School, High School District, and County Government, even though the Township Committee does not establish those taxes.)
3. The Annual Tax Sale has begun, and concludes Thursday, October 28, 2020.
4. The Administrator and CFO are working on the New Jersey Department of Community Affairs Best Practices Checklist. In the past ten (10) years, the Township of Wyckoff has received 100 percent of funding due to compliance with the New Jersey Department of Community Affairs Best Practices.
5. The Township's notices and agendas have been modified to comply with new Open Public Meeting Act rules proposed but not adopted
6. Leaf collection starts October 19, 2020. This is an everyday service of the Department of Public Works. If you see the trucks on the road, we have not started early, it is the normal field testing and preparation for the start. We collect leaves at the curb from 5,600 homes in Wyckoff, on 105 miles of Wyckoff roads in our 7 sq. mile community. To put that in a perspective, the DPW collects 35,000 cubic yards of leaves. If we place that volume of leaves on the football field in Met-Life Stadium, it would cover endzone to endzone, sideline to sideline 20 feet deep.
7. We are working on a grant application for the 2020 NJDOT Trust Fund grant program.
8. Thanks to the Board of Health and the Township Committee for providing flu inoculations for employees and first responders. 67 shots were provided.
9. Next week, a new police officer will attend the Township Committee meeting for an administration of Oath of Office, effective November, 1, 2020.
10. A Special Meeting has been scheduled for Thursday, October 22, 2020 for the Township Committee to interview candidates for the Lieutenant vacancy.
11. A request was received from the Wyckoff Volunteer Ambulance Corps. for a social media graphic and distribution in the weekly E-News Communication to assist Corps recruit new volunteers. We are assisting the Ambulance Volunteers.
12. TUTU COVID-19 compliant event was successful. Some facts:
 - 285 volunteers registered, 46 more than 2019.
 - 28 quasi-public sites were cleaned.
 - 70 bags of garbage and 32 bags of recyclables were collected.

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13. NJDEP issued a report dated September 24, 2020, the inspection of the Charles Ave. leaf compost facility is in compliance with NJDEP rules.

14. Another municipality is using our bulletin- "Resident Information for attending/participating in a land use meeting.

15. Notice Received- From Bergen County Board of Taxation. Ratio of assessed value to true value is 99.4%.

16. A bulletin titled "Suggestions for Planning your Home Improvement" was developed last week with input from Staff to explain the process and why construction applications such as pools which requires five (5) separate technical reviews can take up to twenty (20) days as allowed by state statute. The bulletin also explains when a resident contracts with a professional who submits a non-compliant plan to safety and structure codes and it is denied, the review process starts all over. Thanks to Zoning/Building Staff and Township Committee Liaison Mr. Boonstra for his input and review. The bulletin is posted on our website, attached to building applications and provided in reply to questions.

At 8:10 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct a the 8:00 p.m. Business Meeting.

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

At 8:20 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

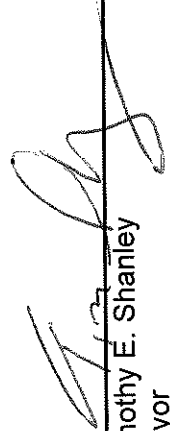
At 8:20 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct a Closed Session discussion via Resolution #20-C10.

MOTION: BOONSTRA SECOND FISCHER
BOONSTRA YES MADIGAN ABSTAIN RUBENSTEIN YES
FISCHER YES SHANLEY YES

At 8:38 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

The Open Work Session Meeting adjourned at 8:38 p.m.



Timothy E. Shanley
Mayor



Nancy A. Brown
Acting Municipal Clerk

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Meeting Called To Order

Mayor Timothy E. Shanley called the regular meeting of the Wyckoff Township Committee in the Municipal Court Room to order at 8:00 pm.

Flag Salute

The Township Committee proceeded with the Pledge of Allegiance led by Mayor Timothy E. Shanley.

Invocation

The Invocation was given by Reverend Andy Kadzban from Wyckoff Reformed Church.

RE: Township Committee of Monday, October 12, 2020 at 7:00 p.m. Work Session and 8:00 p.m. Business Meetings will be livestreamed, and public comments will be available telephonically.

Acting Municipal Clerk, Nancy Brown read the following notice:

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act NJSA10:4-6 et seq., and in consideration of Executive Order #103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Township Committee of the Township of Wyckoff scheduled for 7:00 pm Tuesday, October 12, 2020 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted via the Township of Wyckoff's YouTube channel and members of the public may call 201-891-7000, ext. #222 should they wish to provide public comment during the 8:00 pm public comment period. Members of the public may also email their public comments to wyckoffclerk@wyckoff-nj.com before 4:00 pm on the date of the meeting. These comments will be read at the meeting during the public comment period.

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OPEN PUBLIC MEETINGS ACT STATEMENT

This regular meeting of the Township Committee of the Township of Wyckoff is now in session. In accordance with Section 8 of the Open Public Meetings Act, I wish to advise that notice of this meeting has been posted on the bulletin board in Memorial Town Hall and on our Township Committee website page. A copy has been filed with the Township Clerk and copies were sent to the Ridgewood News, the Record and to the North Jersey Herald & News, all newspapers with general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting, the agenda was similarly posted, filed and mailed to said newspapers.

Attendance

Township Committee Present: Mayor Timothy E. Shanley; Committee Present: Rudolf E. Boonstra; Elizabeth J. Fischer, Thomas J. Madigan and Melissa D. Rubenstein.

Staff Present: Township Administrator Robert J. Shannon, Acting Municipal Clerk Nancy Brown, and Township Attorney Robert Landel.

Meeting Open for Public Comment

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

There being no callers wishing to make public comment, Mayor Shanley requested a motion to close the public comment period.

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

Approval of the September 15, 2020 Township Committee Work Session and Regular Business meeting minutes:

MOTION:	<u> RUBENSTEIN </u>	<u> SECOND </u>	<u> MADIGAN </u>
BOONSTRA	<u> YES </u>	<u> FISCHER </u>	<u> YES </u>
MADIGAN	<u> YES </u>	<u> SHANLEY </u>	<u> YES </u>

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

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I Resolutions (Adoption of the following):

#20-275 Acceptance of Donation – Flagpole

WHEREAS, the Wyckoff based volunteer non-profit organization- Partners in Pride (PIP's) have requested to donate a flagpole and a small plaque in recognition of the organization's founders – Tom and Mary Bugel; and,

WHEREAS, the PIP's desire to construct the Flagpole at the entrance of the Larkin House Senior Citizens/Adult Meeting room building, where the PIP's meet to plan their many beautification projects; and,

WHEREAS, the Public Works Manager and Township Committee member Boonstra, met with the PIP's and they have approved a location for the flagpole; and,

WHEREAS, the PIP's have been provided with a copy of Resolution #20-81 that provided specifications for a small plaque consistent with Township policy which would recognize Tom and Mary Bugel as founders of Partners in Pride; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a flagpole, valued at approximately \$3,000.00 is accepted from the Partners in Pride Wyckoff Organization for placement at the Larkin House Park and a small plaque in accordance with Resolution #20-81 is approved.

#20-276 Adopt Police Transport Policy for 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 taxpayers; 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 child abuse 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,

WHEREAS, the Township Committee endorses the Bergen County Joint Insurance Fund's Protecting Children Program and as such, this program requires the governing body to adopt the Municipal Law Enforcement Policy for Transportation of Minors; and,

WHEREAS, the Wyckoff Police Chief has reviewed the Protecting Children Program and has developed the attached policy; and,

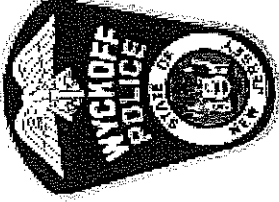
WHEREAS, the Township Committee has carefully reviewed the attached policy and is in concurrence.

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 #2020 dated 9/23/2020 establishing procedures to safeguard minor's while transported by the Wyckoff Police Department is hereby adopted.

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BE IT FURTHER RESOLVED, that the Acting Municipal Clerk shall provide a certified copy of this policy to the Police Chief for his use in distributing it to all police personnel, the Municipal Risk Consultant and the Administrator.

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WYCKOFF POLICE DEPARTMENT SPECIAL ORDER		
SUBJECT: Protecting Children From Abuse NJ MEL-JIF Policy	NUMBER: 2020 -1	
EFFECTIVE DATE: September 23, 2020	DISTRIBUTION TO: ALL SWORN OFFICERS	
CANCELLATION DATE: 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 (adult or 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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#20-277 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,

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

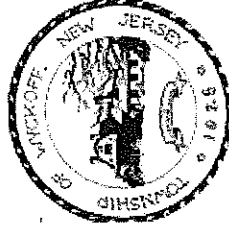
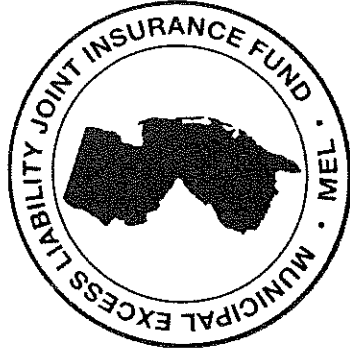
WHEREAS, the Township Committee requires all employees, (Part-time and Full-Time) Board and Commission volunteers and Volunteer Recreation coaches to participate in the Protecting Children program and training.

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.

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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 offence 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:**
- 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

PAGE NO.

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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:

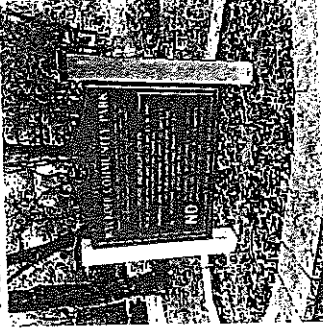
1. After initial assessment, if the child's parent or guardian is present, call them over and bring them into the decision making/care process. If the child's parent or guardian is NOT present, use the Recreation Department provided roster to immediately contact a parent to request permission to provide 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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#20-278 Authorize Road Closure Detour and 6am Work Start Time

WHEREAS, the Township of Wyckoff has adopted Resolution #20-97 which authorizes the closure of roads, Wyckoff Police Department designed/approved detours and hours of work; and,

WHEREAS, Bergen County has delegated to municipalities in Bergen County the ability to close a Bergen County road when required by the local Police Department; and,

WHEREAS, the Wyckoff Police Department has determined a road closure detour and 6:00am work time start is required to construct the drainage improvement in Sicomac Avenue safely.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that; a road closure of Sicomac Avenue and Cedar Hill Avenue and Mountain Avenue is authorized, the Police Department designed detour plan and a 6:00am start work time are approved for Monday September 28, 2020 and Tuesday September 29, 2020 from 6:00am to 7:00pm. In the event of inclement weather, the authorization for the detour is extended to the next rain free days.

#20-279 Ratify the Payment of Bills from 10/06/20 Pursuant to Resolution #20-64

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the action of the said Finance Committee be approved; and, that the payments of these bills are hereby authorized and the Chief Financial Officer is directed to issue checks for their payments as listed on the bill list attached to this date's meeting minutes and covered by checks no. 19207 – 19224 Payroll A/C, Direct Deposit Vouchers no. 13548 - 13610, Library Payroll check nos. 1553 & 1554, Library Direct Deposit Vouchers no. 5832 - 5863, Claims Wire nos. 201001, 201002 & 201003, check no. 1139 Accutrack A/C, Claims check nos. 084076 – 084142 and Voided Claims checks no. 084143 & 084276.

#20-280 Return of Certain Overpaid Taxes, etc.

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

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TAX REFUND:

Valerie Totera, 313 James Way, Wyckoff, New Jersey 07481 – State Tax Court Judgement – Block 380/Lot 10 - \$1,629.00

Frank & Patricia Sidoti, 498 Weymouth Drive, Wyckoff, New Jersey 07481 – State Tax Court Judgement – Block 314/5 - \$4,377.92

RECREATION:

Susan Fuhr, 121 Cumberland Court, Wyckoff, New Jersey 07481 – Soccer Refund - \$125.00

Paul Tirri, 339 Village Place, Wyckoff, New Jersey 07481 – Football Refund - \$240.00

Florence Vitale, 534 Lafayette Avenue, Wyckoff, New Jersey 07481 – Soccer Refund - \$115.00

Susan Creech, 653 Quackenbush Avenue, Wyckoff, New Jersey 07481 – Tennis Refund - \$155.00

Camila Urbina, 22 Mohawk Avenue, Wyckoff, New Jersey 07481 – Cheerleading Refund - \$105.00

#20-281 Return of Maintenance Guarantee – 245 Madison Ave

WHEREAS, Mr. Sau Yan Yee, Partner, Yee Group Properties, LLC, 245 Madison Avenue, in a letter dated September 21, 2020 has requested the release of the \$10,140.00 Maintenance Guarantee; and

WHEREAS, the Township's Consulting Engineer, Mr. Peter TenKate, from Boswell Engineering in a letter dated January 14, 2014, states that a \$10,140.00 Two (2) Year Maintenance Guarantee be held by the Township of Wyckoff for site improvements; and

WHEREAS, Mr. Sau Yan Yee, Yee, Partner, Yee Group Properties LLC, 245 Madison Avenue posted the following with the Municipal Clerk on March 11, 2013 for site improvements:

Performance Cash Bond	\$3,120.00
Maintenance Cash Bond	\$ 780.00
Professional Escrow	\$4,200.00

WHEREAS, Mr. Sau Yan Yee, Yee, Partner, Yee Group Properties LLC in a letter dated December 29, 2013 has requested the release of the Performance Guarantee; and,

WHEREAS, the Township's Consulting Engineer, Mr. Peter TenKate, from Boswell/McClave Engineering in a letter dated January 14, 2014 states that a three year replacement agreement for plantings has been executed (on the adjacent Lot 8 to maintain and/or replace the plantings if required); and,

WHEREAS, on January 28, 2014 \$6,240.00 was deposited with the Municipal Clerk as additional Maintenance Guarantee; and,

WHEREAS, Mr. Peter TenKate the Township's Consulting Engineer requested the following for a Two (2) Year Maintenance Guarantee:

Maintenance		
Performance Guarantee to be Held by	Amount of *LOC to be Released to	
Posted _____	Township _____	Yeegroup _____

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Maintenance Cash Bond	\$780.00	\$780.00	\$0.00
Performance Cash Bond	\$3,120.00	\$3,120.00	\$0.0
Performance/Maintenance			
*LOC	\$28,080.00	\$6,240.00	\$28,080.00
Total	\$31,980.00	\$10,140.00	\$28,080.00

(*LOC – Letter of Credit)

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby accept the recommendation of the Township Engineer, Mr. Mark Di Gennaro to release the \$10,140.00 Two (2) Year Maintenance Guarantee to Yeegroup Properties, LLC.

BE IT FURTHER RESOLVED, that the Municipal Clerk will forward a copy of this resolution to the Township Engineer, Mr. Mark Di Gennaro, as well as to the Township's Consulting Engineer, Mr. Peter TenKate, Boswell Engineering, 330 Phillips Avenue, PO Box 3152, South Hackensack, NJ 07606-1722 and finally to Mr. Sau Yan Yee, Yeegroup, LLC, 245 Madison Avenue, Wyckoff, NJ 07481.

#20-282 Invoke Title 59 Immunities – RFCP Playground

WHEREAS, the Township of Wyckoff issued Purchase Order #20-00774 to George Ely Associates, Inc. for a Playworld playground amounting to \$57,261 for the manufacture, delivery and installation of a modern, state-of-the-art playground authorized by Resolution #20-236; and

WHEREAS, the plan and design for this public improvement was previously authorized by the Township Committee when the procurement was authorized; and

WHEREAS, the vendor – George Ely Associates in a letter dated September 21, 2020 (attached as if set forth at length) certifies that the playground installation was performed by a factory certified playground installer and in accordance with the manufacturer's instructions; and

WHEREAS, the Recreation Director has certified that safety grade playground mulch of a depth of twelve (12) inches was placed as the surface of the playground.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that we formally approve the final "as built" plan and design of the playground as delivered and installed by the factory certified playground installer in accordance with the manufacturer's specifications and instructions.

BE IT FURTHER RESOLVED that this resolution approving the final plan and design of the aforementioned improvement, which was purchased, delivered and installed by an installer certified to perform installations by the manufacturer, invokes plan and design immunity in accordance with the New Jersey Tort Claims Act, NJSA 59:4-6 et. Seq.

BE IT FURTHER RESOLVED that the Township Administrator shall place a certified copy of this resolution in the permanent project file together with a copy of the plan referred to above with a notation referring to the Resolution of Approval placed therein.

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201-891-0249
717.243.0439 Fax
playworldnj@gmail.com

PO Box 396 NJ Field Office
Carlisle, PA 17013 Wyckoff, NJ 07481
GeorgeElyAssociates.com

September 21, 2020

Wyckoff Recreation Dept
Attn: Andy Wingfield, Director
1 Scott Plaza
Wyckoff, NJ 07481
(201) 891-3350 (201) 961-2550 cell
wyckoffrec@wyckoff-nj.com

JOB: Russell Farms 2020 Playground
PWS-19-0781B

Dear Mr. Wingfield,

This letter shall confirm that your recent playground purchase was made and we contracted with Sports and Golf Solutions, LLC, an authorized Playworld Playgrounds Factory Certified Playground Installer, as certified by Darryl Rarich.

The installation was completed as per the playground installation specifications as provided by Playworld, the manufacturer, when your equipment was purchased.

Your warranty for the playground equipment is in force as of September 14, 2020.

Sincerely

Scott Fenton

Scott Fenton
Sales Manager- Northern NJ

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#20-283 Invoke Title 59 Immunities – 2020 Chevy Tahoe Fire Command Vehicle

WHEREAS, the Township Committee of the Township of Wyckoff has determined a need exists for a replacement Fire Department Command Vehicle; and

WHEREAS, Township Committee of the Township of Wyckoff adopted Resolutions #20-205 & #20-206 which authorized the purchase of a 2020 Chevrolet Tahoe Command Vehicle from a Cooperative Contract and emergency safety lighting system and installation from a State of New Jersey Contract; and

WHEREAS, the Township of Wyckoff Purchase Order #20-00624, 20-00661 & 20-00632 were approved by the Township Committee; and

WHEREAS, before issuing the Purchase Order, alternate items were selected and approved by the Township Committee which are reflected on the Purchase Order; and

WHEREAS, the vehicle has been delivered, inspected and placed in service, and

WHEREAS, the Vehicle Identification Number (VIN#) is 1GNSKDKC7LR254846.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that the governing body of the Township of Wyckoff hereby formally approves the final “as built” plan or design of the 2020 Chevrolet Tahoe Fire Command Vehicle on Purchase Order #20-00624 to Gentilini Chevrolet, LLC, 500 John S. Penn Boulevard, Woodbine, New Jersey 08270.

BE IT FURTHER RESOLVED that the Township Committee invokes all applicable immunities including, but not limited to NJSA 59-4-6.

BE IT FURTHER RESOLVED that the Township Administrator shall place a certified copy of this resolution in the permanent project file together with the Purchase Order or plan with a notation referencing this resolution.

#20-284 Confirm Emergency Contracts

WHEREAS, on August 11, 2020, the Township Committee adopted resolution #20-250 to authorize contracts for removal of trees in the municipal right of way to recover from the significant tree damage from Hurricane Isaias; and,

WHEREAS, the estimate of \$44,000.00 was simply an estimate and such estimate must be increased; and,

WHEREAS, the on August 4, 2020 Hurricane Isaias impacted the Township of Wyckoff resulting in over thirty (30) roads blocked by large downed trees, ten (10) large trees struck the second floor of homes and five (5) utility poles snapped which resulted in vast areas of township homes and businesses left without electric power for up to seven (7) days; and,

WHEREAS, Governor Phil Murphy declared a State of Emergency for the entire State to respond to the hurricane (Executive Order #147); and,

WHEREAS, the Wyckoff Emergency Management Team was activated and the Office of Emergency Management assessed the damage as previously described and indicated additional emergency tree service assistance was needed to address immediate hazardous trees, provide road access and remove large trees which had struck homes; and,

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WHEREAS, the Township Administrator, in accordance with NJSA 40A:11-6 formed a conclusion based on the aforementioned recommendation, his inspection of the community, consultation with the Police Chief, Public Works Committee, Emergency Management Coordinator and Township Committee members, that an emergency affecting public health, safety and welfare exists requiring the immediate deployment of private tree services to support the DPW and a 30 – 45 day period to draft bid specifications, advertise for bids, open bids and award contracts at one of the two monthly Township Committee meetings would be counter intuitive to resident expectations for an appropriate public safety response from the Township of Wyckoff; and,

WHEREAS, the meeting minutes of the Township Committee Special Meeting on August 11, 2020 shall satisfy the requirement in NJSA 40A:11-6 of a written notification for the need for services on an emergency basis to respond to these emergency conditions; and,

WHEREAS, the Township Administrator quickly inquired of availability of assistance based on previous price quotations for;

1. Almstead Tree and Shrub Care Co., LLC
504 High Mountain Road
North Haledon, New Jersey 07508
2. Top Notch Tree Services
83 Grant Street
Ramsey, New Jersey 07446
3. Downes Tree Service
65 Royal Avenue
Hawthorne, New Jersey 07506

WHEREAS, the Administrator consulted and requested from the Public Works Manager his recommendation for the most efficient and effective approach to respond to this emergency and the Public Works Manager recommended tree service on a first available basis; and,

WHEREAS, the Administrator determined; that an actual emergency situation exists requiring immediate delivery of the aforementioned services. This determination was based on the Governor's declaration of an emergency, and consultation with the Police Chief, Public Works Manager and Emergency Management Coordinator. The Township does not own its' own crane and the bucket truck it often borrows from North Haledon was not available. However, the Township utilized its' existing Shade Tree contract/procedures. Emergency contracts shall be for a limited duration to meet only the immediate needs of responding from the emergency and the emergency contract is not a multi-year contract; 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 Committee does hereby confirm and approve of the emergency contracts on a first available basis to assist the Township to respond and recover from the August 4, 2020 Hurricane Isaias up to an increase total amount of \$65,000 to respond to an emergency affecting public health, safety and welfare requiring the immediate delivery of services emergency contracts in accordance with NJSA 40A:11-6 and NJSA 5:34-6.1 were awarded to:

1. Almstead Tree and Shrub Care Co., LLC
504 High Mountain Road
North Haledon, New Jersey 07508

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2. Top Notch Tree Services
83 Grant Street
Ramsey, New Jersey 07446
3. Downes Tree Service
65 Royal Avenue
Hawthorne, New Jersey 07506

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFIES THAT AVAILABLE FUNDS EXIST IN 0-01-26-292-020 2020 BUDGET APPROPRIATION AND T-12-56-285-000 STORM EMERGENCY TRUST, OR THE TOWNSHIP OF WYCKOFF CAN UTILIZE AN EMERGENCY APPROPRIATIONS RESOLUTION AS PER NJSA 40A: 4-49, TO FUND THE EXPENDITURES FOR THIS EMERGENCY RESPONSE WHICH SUCH PROCEDURE IS AVAILABLE IN THE NEW JERSEY FISCAL AFFAIRS LAW FOR EMERGENCY SITUATIONS IF REQUIRED.

DIANA MCLEOD
CHIEF FINANCIAL OFFICER

#20-285 Authorize Redemption of Tax Sale Certificate

WHEREAS, the Tax Collector of the Township of Wyckoff has previously determined that there was due and owing to the Township of Wyckoff outstanding tax and interest for tax year 2016 on Block 259 /Lot 25.02 C503, aka 503 Barrister Court, within the Township of Wyckoff, County of Bergen, State of New Jersey; in the amount of \$126,123.26; and,

WHEREAS, on the 26th day of October 2017, the Township of Wyckoff executed a "Certificate of Sale of Unpaid Municipal Liens", hereinafter referred to as a Tax Sale Certificate on the above-described property in the amount above-recited; and,

WHEREAS, said Tax Sale Certificate was purchased by US Bank, Cust. For BV002Trust & Crdtrs., 50 South 16th Street, Suite 2050, Philadelphia, PA 19102-2513; and,

WHEREAS, subsequent to the execution and filing of said Tax Sale Certificate and prior to the commencement of foreclosure proceedings against the property owner's right to redemption of said Tax Sale Certificate, the mortgagor has paid to the Tax Collector of the Township of Wyckoff any and all charges deemed due and owing on the above-described property and the property owner is therefore entitled to a redemption of said Tax Sale Certificate pursuant to N.J.S.A. 54:5-55.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the Tax Collector be, and the same is hereby authorized and directed to cancel and endorse Tax Sale Certificate 17-00002 effective October 12, 2020 for redemption and make refund in the amount of \$126,123.26 being lien amount of \$13,692.58, subsequent taxes, and interest in the amount of \$60,843.68 recording fees in the amount of \$1,587.00 and a premium of \$50,000. to US Bank, Cust. for BV002 Trust & Crdtrs. and deliver said Tax Sale Certificate to the mortgagor for cancellation with the County Clerk in accordance with N.J.S.A. 54:5-55.

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#20-286 Changes to the 1033 Program

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.

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 from October 9, 2020 to December 31, 2020; and

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 is hereby authorized to acquire the following "DEMIL B thorough Q" property, if it shall become available in the period of time for which this resolution authorizes: 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, 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

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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, 25 computers.

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 from October 9, 2020 to December 31, 2020.

#20-C10 Closed Session NJSA 10:4-12b (7) Contract Negotiation

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

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

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

N.J.S.A. 10:4-12b (7) – Contract Negotiation

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on October 12, 2020 meeting, hereby authorize, that an Executive Session closed to the public shall be conducted on October 12, 2020 Municipal Court Room at Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

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

II Ordinance – Introduction (None)

III Motions

- A. To approve and memorialize effective October 6, 2020 the application of Carson Alnor as Probationary Firefighter with Fire Company #1.

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- B. To approve and memorialize effective October 6, 2020 the application of Timothy Murray Jr. as Probationary Firefighter with Fire Company #1.
- C. To approve a Township Committee sub-committee to study forming our own water utility whose purpose would be a clean, adequate water supply and reasonable water rates

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

The Following vote is the vote on the Consent Agenda:

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

Mr. Madigan, Ms. Rubenstein and the other members of the Township Committee expressed their congratulations to the Probationary Firefighters approved this evening, Carson Alnor and Timothy Murray Jr.

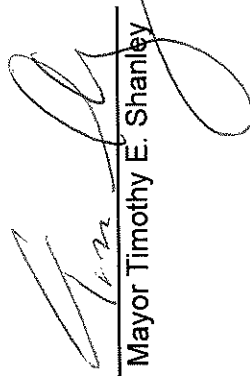
IV Ordinances – Public Hearing / Further Consideration:

None

V Adjourn at 8:45pm

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

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


Mayor Timothy E. Shanley


Nancy A. Brown
Acting Municipal Clerk