

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 5, 2020

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 5, 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 Pastor Fred Provencher, Cornerstone Christian 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 NJS10:4-6 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 8:00 pm Thursday, November 5, 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 3:00 pm on the date of the meeting. These comments will be read at the meeting during the period for public.

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 30, 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 30, 2020 at 4:30 pm.

To view the live-streamed Township Committee meeting, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on November 5, 2020.

To be notified of all future live streamed Township meetings, please create a YouTube account and subscribe to our YouTube channel, "Township of Wyckoff".

In the event the YouTube platform modifies its connectivity protocols and does not announce these critical changes again in the future, instructions on how to

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view each meeting via Zoom technology will be posted at the "News" section of the Township's home page, Wyckoff-nj.com before 7:10 pm. This second method of conducting remote meetings is provided to ensure the continuity of government when platforms which the Township does not control establish unannounced changes and will *only* be utilized if it is not possible to conduct the meeting via livestream on YouTube. As a precaution, for this "plan B", the following instructions are provided:

Please locate the link on the "News" item announcing the Township Committee meeting on the homepage of our website and use the posted link for the November 5, 2020 Work Session and Business Meeting set to begin at 7:00 pm.

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 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. The agenda with the resolutions and ordinances to be considered was posted on the township's website at "minutes & Agendas" on the Friday prior to tonight's meeting.

5. **Roll Call of the Township Committee Members Present:**

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

6. Reading of any written public comments received before 3:00 pm today by the Municipal Clerk.

7. **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

8. **Approval of the October 22, 2020 Township Committee Work Session and Regular Business meeting minutes:**

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

9. **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):

- | | |
|---------|---|
| #20-293 | Review of Best Practices Checklist |
| #20-294 | Transfer of Funds per NJSA 40A:4-58 |
| #20-295 | Extend Recreational Camp Program - Chess |
| #20-296 | Extend Recreational Multi-Sport Camp Program |
| #20-297 | Extend Recreational Camp Program – Crafty & Creative Children |
| #20-298 | Authorize Purchase from Cooperative Pricing System Contract – Pick Up Truck |
| #20-299 | Re-Adopt Tort Claims Form |
| #20-300 | Payment of Bills |
| #20-301 | Authorization for Public Hearing and Compliance Letter |
| #20-302 | Authorize Emergency Procedures & Contracts |
| #20-C12 | Closed Session - Litigation |

II Ordinance – Introduction

No Ordinances for Introduction

III Motions

- A. Appoint Maureen Mitchell to the vacant position on the Historic Preservation Commission.
- B. Approve specifications and authorize advertised, competitive, sealed bidding for Recreation Equipment.
- C. Promotion of Sergeant Kevin Kasak to the rank of Lieutenant effective November 16, 2020.
- D. Approve the size and form of plaque recognizing Lakeland Bank's donation of a scoreboard, including its installation at the new synthetic turf field at Memorial Field in the Memorial Field campus. Recognition plaque shall be attached to the scoreboard's stanchion.

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:	MADIGAN	SECOND	FISCHER
BOONSTRA	YES	FISCHER	YES
MADIGAN	YES	SHANLEY	YES

10. Ordinances – Public Hearing / Further Consideration:

Mr. Chairman, I have three Ordinances for Public Hearing / Further Consideration. The first is Ordinance #1922 which is

AN ORDINANCE TO PROVIDE A CERTAIN CAPITAL IMPROVEMENT IN THE TOWNSHIP OF WYCKOFF AND TO PROVIDE FOR THE RECEIPT, ACCEPTANCE AND DEPOSIT OF BERGEN COUNTY FUNDS THEREFORE AND TO AUTHORIZE APPROPRIATIONS OF \$51,298.50.

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

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COMMITTEE PERSON MADIGAN : I move the Ordinance on second reading by Title only.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

CHAIRMAN: This is the time and place for the Public Hearing on Ordinance #1922, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #222.

(Public Comments are heard here.)

At the Conclusion of public comments:

COMMITTEE PERSON MADIGAN : I move that the Public Hearing on Ordinance #1922 be closed.

COMMITTEE PERSON FISCHER : Seconded

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1922, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

COMMITTEE PERSON MADIGAN : I move the resolution.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

We also have Ordinance #1923 for Public Hearing / Further Consideration which is

AN ORDINANCE AUTHORIZING THE TOWNSHIP OF WYCKOFF TO EXTEND THE LEASE OF REAL PROPERTY, TOGETHER WITH IMPROVEMENTS THEREON, TO THE WYCKOFF TORPEDOES SOCCER CLUB, INC. FOR PUBLIC PURPOSES FOR A TERM OF TEN (10) YEARS WITH A TEN (10) YEAR OPTION PURSUANT TO THE "LOCAL LANDS AND BUILDINGS LAW", NJSA 40A-12.1 ET. SEQ.

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

COMMITTEE PERSON MADIGAN : I move the Ordinance on second reading by Title only.

COMMITTEE PERSON FISCHER : Seconded.

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ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

CHAIRMAN: This is the time and place for the Public Hearing on Ordinance #1923, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #222.

(Public Comments are heard here.)

At the Conclusion of public comments:

COMMITTEE PERSON MADIGAN : I move that the Public Hearing on Ordinance #1923 be closed.

COMMITTEE PERSON RUBENSTEIN : Seconded

ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1923, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

COMMITTEE PERSON MADIGAN : I move the resolution.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

And finally, we have ORDINANCE # 1924 for Public Hearing / Further Consideration:

AN ORDINANCE AUTHORIZING THE TOWNSHIP OF WYCKOFF TO EXECUTE AN AGREEMENT TO ALLOW THE USE OF REAL PROPERTY, TOGETHER WITH IMPROVEMENTS THEREON, TO THE WYCKOFF TORPEDO SOCCER CLUB, INC.FOR PUBLIC PURPOSES FOR A TERM OF TEN (10) YEARS PURSUANT TO THE “LOCAL LANDS AND BUILDINGS LAW”, NJSA 40A-12.1 ET. SEQ.

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

COMMITTEE PERSON MADIGAN : I move the Ordinance on second reading by Title only.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

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CHAIRMAN: This is the time and place for the Public Hearing on Ordinance #1924, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #222.

(Public Comments are heard here.)

At the Conclusion of public comments:

COMMITTEE PERSON MADIGAN : I move that the Public Hearing on Ordinance #1924 be closed.

COMMITTEE PERSON RUBENSTEIN : Seconded

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1924, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

COMMITTEE PERSON MADIGAN : I move the resolution.

COMMITTEE PERSON FISCHER : Seconded.

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

11. Reconvene Open Work Session

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.

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PAUSE – Municipal Clerk will post the link to the live meeting on our website's homepage.

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, November 5, 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 7:00 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. The Agenda with the resolutions and ordinances to be considered was posted on the Township's website at "Minutes & Agendas" on the Friday prior to this evening's meeting."

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 confirmed that the Finance Committee has reviewed and signed vouchers.

Acting Municipal Clerk Brown advised that no written comments have been received prior to this evening's meeting.

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 Committeewoman Fischer, all voting yes to open the ten (10) minute public comment period.

There were no written public comments submitted received via telephone procedure.

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

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

1. The Administrator extended congratulations to those who participated in the election process specifically, the candidates who desire to serve their community as elected officials and contribute in the governing process. Thanks to the Wyckoff Voters who participated in the democratic process by exercising their right to vote. It is estimated that between 80 – 90% of Wyckoff's 14,088 registered voters voted in the General Election. In 2016, the General Election produced a 75.86% registered voter turnout.
2. Resolution #20-301 has been posted as of Monday, November 2, 2020.
3. The Agenda is proposed for modification as follows:
 - a. The appointment of a sergeant to the rank of lieutenant effective Monday, November 16, 2020. The Oath of Office will be administered at the next business meeting on Monday, November 16, 2020.

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- b. To approve the "Donor Plaque" for the scoreboard donated by Lakeland Bank at the new Turf Field at Memorial. Although the governing body accepted this donation, this action accepts the size and form of the donor plaque which will be attached to the stanchion. Very clearly, it is not a sign, it is a donor plaque, similar to the donor plaques that are affixed to the Pulis Play-ground at the Pulis Field Concession Stand.
4. With regard to Resolution #20-293 for historical purposes, this is the eleventh (11) year the State of New Jersey has required municipalities to respond to their Best Practice Checklist in order for the town to receive full State aid. This will be the eleventh year the Township has replied that it is performing the Best Practice Checklist items and the Township will receive 100% of its State aid after performing this exercise for eleven (11) years.
5. Resolution #20-302 has been proposed as an emergency procurement to address a significant issue with two (2) sanitary sewer pump stations. A meeting was conducted this week with the Sewer Committee of the Township Committee where this matter was discussed in detail. There are detailed reports provided for review, two (2) pump stations are experiencing difficulties and have reached the end of their useful life. These pump stations are thirty-two (32) years old. The options were reviewed and the cost to replace these facilities will be significantly greater because time is of the essence. The DEP Licensed Sewer Operator of the pump stations also recommends an immediate replacement.
6. There are three (3) ordinances scheduled for public hearing and further consideration. The first ordinance appropriates grant funds from the County to construct ADA curb ramps on Sicomac Avenue and sections of Wyckoff Avenue. The other two (2) ordinances authorizes leases for the use of the new synthetic turf fields to the Wyckoff Torpedoes Soccer Club, Inc. in exchange for payments that will assist the Township to establish a funding source for the replacement of the field carpet surface as well as construct the concession at the new Memorial Field.

Policy Action Items:

1. A request from Bergen County was received advising of the new succession of CDBG Grant opportunities. The Administrator requested the staff to examine every "nook & cranny" in order to obtain a grant application. Please note: the governing body's 2019 grant application, as well as all other municipalities grant applications in that current succession have not been approved to date. The Township is awaiting the final approval.
2. The Township has earned a JIF dividend of \$18,288.00. This dividend will be utilized to offset the 2021 cost of the municipal insurance program. The significance of this dividend is that not only is safety the manner in which Wyckoff protects its employees and keep them injury free and "on the job", but safety is a positive fiscal indicator. Recently, timely information was disseminated this time of year to everyone from the Ambulance Corp, the Wyckoff Volunteer Fire Department to the school crossing guards, to the DPW to the Wyckoff Police Department on how to avoid slip and fall injuries. This awareness is intended to alleviate slip and fall injuries as the No. 1 injury this time of year.

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3. The Township is in the process of fully implementing the "Protect the Children" Program. This is the Joint Insurance Fund's (JIF) Risk Avoidance Program to address the new law signed by the Governor which allows individuals to sue up to age fifty-five (55) for any type of abuse. Training is being provided to volunteers, volunteer coaches, employees, certain key individuals, such as the governing body and other department managers must take the 1 ½ hour training webinar.
4. The Township received a call from a Girl Scout Leader requesting to use the bridge at the Wyckoff Community Park to conduct a "bridging ceremony." This event is typically when a Girl Scout "bridges" to a higher level of scouting. The date and time of the ceremony was requested to ensure there is no conflict with any other municipal event. No reply has been received.
5. The Administrator reported that the insurance component of the Township's 2021 budget will remain at no increase. Mr. Shannon is in the process of obtaining when the governing body may sign onto the website to begin the Annual Elected Officials Training so that each governing member can realize a \$250 credit towards the 2021 municipal insurance premium.
6. As way of update from last meeting, in accordance with Township Committee direction, the owner of 232 & 234 Madison Avenue was contacted to request they submit a copy of their appraisal. At this point, no appraisal has been received.
7. It is with a sense of pride that I advise the governing body that Nancy Brown and her Key Staff of Maryellen Tafate and Anna Coscia performed an amazing job with the Presidential Election on Tuesday, November 3, 2020. This was an unprecedented election – it engendered significant public engagement. Between 80-90% of registered voters in Wyckoff voted. The election administration functioned with precision and skillful organization. The Clerk's Office encountered several "bumps in the road" but navigated over the hurdles and completed the task at hand. The smallest of details were addressed and handled with kind assistance. The DPW, the Wyckoff Police Department and Joe Salerno are hereby recognized for their full cooperation and assistance on the days before, during and after this extraordinary election. Two (2) items to mention as well; the Secure Vote by Mail Drop Box on the West Wing Ramp of Town Hall was an instrumental and convenient tool in this election. And the very clear and concise social media posts that the Township of Wyckoff designed and posted numerous times each week prior to the election to assist the voters. Sincere thanks to the Clerk's Office.
8. Information has been issued regarding the Annual stormwater Management Act Training. This is a federal unfunded mandate that requires a significant amount of work. Two (2) weeks ago, the Administrator was contacted by the DEP inquiring on certain compliance items (which are all in compliance). One of these items also includes completing the training as referenced above by the end of the year. The Administrator has completed his training which took approximately one hour. Township Committee Liaisons to the volunteer boards and commissions are requested to assist in ensuring all members complete this training.
9. A request has been received from Rabbi Kaplan to conduct the Menorah Lighting Ceremony this year on the front lawn of Town Hall. This request is challenging because specific guidelines mandated by the Governor

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regarding social distancing must be adhered to. New Jersey is currently experiencing the Fall Spike” of COVID19. It is extremely important that the any decision reached takes into account the Menorah Lighting request as well as the Wyckoff Chamber of Commerce Tree Lighting Ceremony. The Administrator believes that these events engender “good will” and signal to all that everyone is welcome to Wyckoff. Therefore, several options are provided to the governing body that could be considered. Committeeman Madigan indicated he did not have time to read the e-mail and would rather not discuss the matter at this time. The governing body determined to carry this matter to November 16, 2020 meeting.

10. The Administrator asked if there were any questions regarding the information provided concerning a public hearing the Township must administratively conduct for the Christian Health Care Center who are looking to borrow funds from the National Finance Administration under the Tax Equity and Fiscal Responsibility Act of 1982. The Christian Health Care Center, a non-profit agency located in Wyckoff is the borrower, that a hearing must be conducted as per the federal laws by the municipality of which the non-profit is located. The fact that the Township is required to conduct the hearing is one thing however, there is no obligation of the Township for any of the debt or borrowing that the Christian Health Care Center is applying for. There were no other questions.
11. The Administrator hopes the Township Committee finds the weekly activity and accomplishment reports helpful.
12. The Administrator advised that the process to plan for the Reorganization Meeting will begin soon. Typically, that meeting is conducted with considerable ceremony. For example, the Wyckoff Volunteer Fire Department Honor Guard is present, governing body members families and past and present dignitaries. As such, due to the COVID19 Pandemic and the Governor’s social distancing orders, a review should be performed to determine if and what options exist to conduct the Reorganization Meeting with pageantry, if possible.
13. Governor’s Executive order #192 has been implemented to all volunteers and employees to use a self-symptom checklist that began today as another measure to avoid bringing the virus to the workplace.
14. The 2020 Community Safety Program was completed with the following safety awareness flashing school crosswalk signs and traffic calming signs:
 1. “Your speed is/slow down OR Thank You” digital message are installed at:
 - Two (2) signs on Grandview Ave. near Coolidge Elementary School.
 - Two (2) signs on Sicomac Ave. near Sicomac Elementary School.
 - One (1) sign on Monroe Ave. near Washington Elementary School.
 - One (1) sign on Mason Ave. before Lincoln Elementary School.
 2. The LED flashing school crosswalks are all constructed at:
 - Two (2) signs at Grandview Ave./Coolidge Terr. School crosswalk.
 - Two (2) signs at Wyckoff Ave./Circle Dr. school crosswalk.
 - Two (2) signs at Sicomac Ave./Terhune Terr. School crosswalk.
 - Two (2) signs at the Monroe Ave./Van Houten Ave. school crosswalk.

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- Two (2) signs at the Franklin Ave./Mason Ave. school crosswalk.

15. The Township of Wyckoff was notified this week that the New Jersey Clean Communities Council has awarded the Township of Wyckoff an award for our “commitment to a clean New Jersey and for rising to the challenge” with a COVID19 compliant town wide clean-up day. Special thanks to Denise Capparelli for her efforts.
16. In the month of October, the Building Department’s historic volume of applications continued with 199 new applications. 280 Certificates of Continued Occupancy have been issued to date.
17. The Municipal Clerk’s Office is on pace to service the highest number of OPRA Requests ever. As of 10-30-2020, 653 OPRA Requests were serviced. The current record is 659 requests in 2018.
18. The new playground at the Russell Farms Community Park for children ages 2-5 (FYI - per playground signage) was opened last week. This playground was funded by a Bergen County Open Space Grant.

Township Committee Reports:

Rudy Boonstra:

1. Mr. Boonstra reported that Kevin Purvin will serve as chair at the next Planning Board Meeting.
2. Mr. Boonstra elaborated on the Administrator’s update concerning the sewer pumping station. An emergency subcommittee meeting was conducted to address the aging two (2) pump stations – one an underground sewer ejector station at Wayfair Circle and the second is located at the Mountain Avenue pump station. Both stations are approximately thirty-two (32) years old and combined stations service 140 homes. The failing equipment is obsolete and difficult to obtain parts therefore, moving forward as an emergency purchase is the correct decision.
3. Mr. Boonstra thanked the Clerk’s Office, DPW, the Administrator and the entire team for well administered 2020 General Election process.
4. The Wyckoff Environmental Commission will examine the new law that the Governor signed banning plastic bags, paper bags and Styrofoam set to take effect May 2022.
5. Mr. Boonstra wished to further discuss the water utility idea previously proposed by Committeewoman Rubenstein. Mr. Boonstra explained that a resident residing in the Sicomac Section, who is served in the booster zone had a well that failed and Ridgewood Water would not permit that resident to connect to the Ridgewood Water system. Ridgewood Water is interpreting a DEP regulation and is taking the position that until Ridgewood Water constructs an 85 foot water tower in the Sicomac section, there can be no additional water connections to the water system. Mr. Boonstra described this rationalization as “absurd.”
Bureaucracy at its Worst!! Committeewoman Rubenstein remarked that she has received similar frustrating comments from residents concerning Ridgewood Water.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
THURSDAY, NOVEMBER 5, 2020 – 7:00 P.M.**

6. Mr. Boonstra advised that the contribution from Mark DiGennaro with our sanitary sewer pump stations has saved the town significant funds. Mr. Boonstra stated: "Mr. DiGennaro is a valuable asset and a member of "our team" with an extensive background in this area."

Melissa Rubenstein:

1. Ms. Rubenstein thanked the Clerk's Office and everyone involved with the election day administration process.
2. Ms. Rubenstein advised she would like to serve as a member of the Water Utility Subcommittee. A discussion resulted and a consensus arrived that Ms. Rubenstein and Mayor Shanley would serve on the Water Utility Subcommittee.

Thomas Madigan:

1. Mr. Madigan opined that Committeeman Boonstra conveys a very valid point concerning Ridgewood Water and Mr. Madigan is in full agreement. Previously, when Mr. Madigan served on the Planning Board there were two (2) property owners who had wells drilled at their own expense despite the fact the Ridgewood Water water lines were located in the street. It appears Ridgewood Water considers Wyckoff "second class."
2. Mr. Madigan also thanked the Clerk's Office and all those involved in the General Election process on November 3, 2020. The Vote by Mail Ballot Secure Drop Box worked out flawlessly. Mr. Madigan commented there was one dispute the day of the election regarding a candidate placing political signs on school property. He suggested the governing body think about this problem and how to address the issue in the future.
3. Mr. Madigan raised the issue of "Outdoor Dining" where he spoke with business owners who expressed their request that outdoor dining continue. The resolution adopted by the Township Committee expires effective 12/1/2020. Mr. Madigan suggested placing on the next agenda extending the outdoor dining on the sidewalks from 12/1/2020 until 4/1/2021 when the new outdoor dining permits become effective. The concern is to prevent numerous businesses from closing. Mayor Shanley suggested extending the outdoor dining approval until the public emergency enacted by the Governor is lifted. The Township Attorney will research this authority for a discussion on November 16, 2020. Committeewoman Rubenstein suggested that due to the spike in corona virus cases, she expects new executive orders to be authorized in the near future.

Elizabeth Fischer:

1. Ms. Fischer has completed the protecting children training webinar provided by the Municipal Safety Institute.
2. Ms. Fischer was honored to be the co-host of the "Bag It" presentation. Due to COVID 19, the presentation was presented virtually in lieu of being shown at the Wyckoff Public Library. Approximately twenty-five (25) people watched the video.
3. Ms. Fischer thanked the Administrator, the Acting Municipal Clerk and Staff and the Pollworkers for their time and effort on Election Day 2020.

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Ms. Fischer described the day as “exciting to see democracy at work.

Mayor Shanley:

1. Mayor Shanley received concerns regarding the spike in the COVID19 cases. He urged all citizens to wear masks and practice social distancing.

Township Attorney Report:

1. Mr. Landel completed two (2) leases; one for Verizon and one for T- Mobile for the next twenty-five (25) years which will result in revenue income for the municipality. Mr. Landel thanked Bob Shannon for his extensive work in preparing the bid specifications.
2. Mr. Landel met with the Township Engineer and residents of the Paul Court/Evers Street private sewer extension project. It appears there is sufficient interest for the sewer project to move forward. The funds will be retained by Mr. Landel in a trust account. Kudos to Mark DiGennaro for doing an excellent job in explaining the project to the residents why this is a benefit to them in lieu of septic systems.
3. Mr. Landel requested a Closed Session Discussion this evening regarding pending litigation.

There was a motion by Committeeman Boonstra, seconded by Committeeman Madigan, to establish a sub-committee to examine the potential for a water utility, consisting of Mayor Shanley and Committeewoman Rubenstein, all governing body members voting affirmatively.

At 7:40 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: RUBENSTEIN SECOND BOONSTRA
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 YES RUBENSTEIN YES FISCHER YES
SHANLEY YES

At 8:21 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-C12.

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

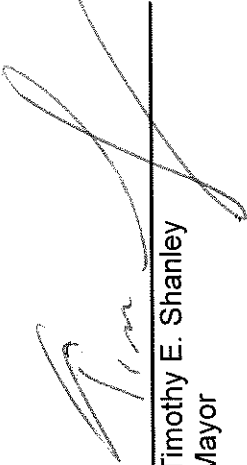
TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
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At 8:38 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

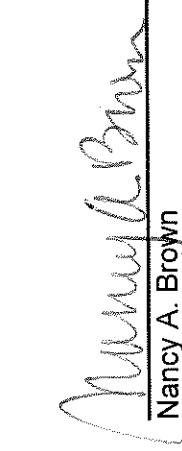
MOTION: FISCHER SECOND BOONSTRA
BOONSTRA YES MADIGAN YES RUBENSTEIN YES FISCHER YES
SHANLEY YES

The Open Work Session Meeting concluded and adjourned at 8:39 p.m.

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



Timothy E. Shanley
Mayor



Nancy A. Brown
Acting Municipal Clerk

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
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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 Pastor Fred Provencher, Cornerstone Christian Church

Acting Municipal Clerk, Nancy Brown read the following notice:

RE: Township Committee of Monday, November 5, 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.

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 8:00 pm Thursday, November 5, 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 3:00 pm on the date of the meeting. These comments will be read at the meeting during the period for public.

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 30, 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 30, 2020 at 4:30 pm.

To view the live-streamed Township Committee meeting, please access the YouTube link which will be posted on the Wyckoff web site's home page at www.wyckoff-nj.com as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 6:55 pm on November 5, 2020.

To be notified of all future live streamed Township meetings, please create a YouTube account and subscribe to our YouTube channel, "Township of Wyckoff".

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In the event the YouTube platform modifies its connectivity protocols and does not announce these critical changes again in the future, instructions on how to view each meeting via Zoom technology will be posted at the "News" section of the Township's home page, Wyckoff-nj.com before 7:10 pm. This second method of conducting remote meetings is provided to ensure the continuity of government when platforms which the Township does not control establish unannounced changes and will *only* be utilized if it is not possible to conduct the meeting via livestream on YouTube. As a precaution, for this "plan B", the following instructions are provided:

Please locate the link on the "News" item announcing the Township Committee meeting on the homepage of our website and use the posted link for the November 5, 2020 Work Session and Business Meeting set to begin at 7:00 pm.

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 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. The agenda with the resolutions and ordinances to be considered was posted on the township's website at "minutes & Agendas" on the Friday prior to tonight's meeting.

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 and no written comments received via email, 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 October 22, 2020 Township Committee Work Session and Regular Business meeting minutes:

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

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):

#20-293 Review of Best Practices Checklist

WHEREAS, the State's Fiscal Year 2012 Appropriations Act or 2012 State Budget (P.L. 2011, c.85) requires the Division of Local Government Services to determine how much of each municipality's final 5% allocation of its CMPTRA and ETR reimbursement (referred to as State aid) will be disbursed based upon the results of a Best Practices Inventory to be completed by each municipality by November 3, 2020; and,

WHEREAS, the Best Practices Checklist was completed and submitted to the State before November 3, 2020 and was discussed at the Township Committee's November 5, 2020 Public Business Meeting; and,

WHEREAS, the Township Administrator and the Chief Financial Officer have certified the results of the checklist.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that they acknowledge the responses in the checklist, certified by the Township Administrator and the Chief Financial Officer, that were discussed and instruct the Municipal Clerk to certify and transmit to the Division of Local Government Services full completion of this requirement.

BE IT FURTHER RESOLVED that the public is advised that Consolidated Municipal Property Tax Relief Aid (CMPTRA) and Energy Tax Receipts (ETR) are not State aid, they are municipal taxes that were originally assessed and collected by the municipal government to fund municipal programs and services. The State took over their collection and never provided municipal governments with the full statutory distribution of ETR and CMTRA because the State retains for State use the revenue increases in those taxes. These State actions may help the State; however, they simply transfer the obligation to Wyckoff taxpayers to be funded through property taxes; and,

BE IT FURTHER RESOLVED that the Township of Wyckoff response to the Best Practices Checklist require the State of New Jersey to provide full funding of the remaining 5% payment.

#20-294 Transfer of Funds per NJSA 40:A-4-58

WHEREAS, N.J.S.A 40A:4-58 permits transfers of funds during the last two (2) months of the fiscal year; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the transfer of the following funds is hereby authorized and directed:

FROM:

UCC	22-195-020 OE	2,500
Health Benefits	23-220-020 OE	27,000

29,500

TO:

UCC	22-195-010 SW	2,500
Unemployment Ins.	23-225-020 OE	5,000
Police Vehicles	26-316-020 OE	15,000
Tax Collector	20-145-020 OE	7,000

29,500

29,500

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#20-295 Extend Recreational Camp Program – Chess

WHEREAS, the Township Committee awarded a contract to Martin Kenny Chess, 18 Manhattan Place, Cliffside Park, New Jersey 07010 to conduct a non-competitive recreation program for children in grades K-2 for two years via resolution #18-333, adopted on December 18, 2018; and,

WHEREAS, the bid specification and resolution of approval allow the Township at its sole discretion to award the contract for two more years; and,

WHEREAS, the Recreation Director has recommended extending the award for two additional years; and,

WHEREAS, the Township Attorney and Township Administrator have reviewed this procurement and they concur with the award recommendations; and,

WHEREAS, a certification of funds from the CFO is not required because this procurement is performed under the concession requirements of the Local Public Contracts Law, where a private vendor performs a service on public property after publicly advertised competitive bidding and the municipality receives a payment as a component of the award.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract extension is awarded in accordance with the bid specifications for a Chess Recreation Program to Martin Kenny Chess, 18 Manhattan Place, Cliffside Park, New Jersey 07010 for the payment to the Township of \$25.00 per participant from the \$85.00 cost per participant for 24 consecutive months beginning January 1, 2021 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a copy of this resolution to the Recreation Director, Accounts Payable Office and the Chief Financial Officer.

#20-296 Extend Recreational Multi-Sport Camp Program

WHEREAS, the Township Committee awarded a two (2) year contract for summer multi-sport camp via resolution #18-332 on December 18, 2018; and,

WHEREAS, both the bid specifications and resolution #18-332 provided for the option at the Municipality's sole discretion to award one (1) / two (2) year extension; and,

WHEREAS, the attached letter from Andy Wingfield, Recreation Director, recommends awarding a contract extension; and,

WHEREAS, the payment to the Township remains at \$25.00 per player for the Fall, Spring & Summer Clinics and \$50 per participant to be paid to the Township of Wyckoff for Summer Camp; and,

WHEREAS, the Township Attorney and Township Administrator have reviewed the bids and concur; and,

WHEREAS, the Chief Financial Officer in accordance with NJAC 5:30-5.5(d)2 certifies that this contract extension is not subject to the availability and appropriation annually of sufficient funds in future years.

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NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a two (2) year contract extension is hereby awarded to U.S. Sports Institute, 12 Maiden Lane, Bound Brook, NJ 08805 to provide summer multi-sport camp in the Township in 2021 and 2022 as stated above.

BE IT FURTHER RESOLVED, that a copy of this resolution be given to the Recreation Director by the Municipal Clerk.

#20-297 Extend Recreational Camp Program – Crafty & Creative Children

WHEREAS, the Township Committee awarded a contract to Heidi Robak, The Happy Dance, LLC to conduct a non-competitive recreation program for children in grades K-2 for two years via resolution #18-334, adopted on December 18, 2018; and,

WHEREAS, the bid specification and resolution of approval allow the Township at its sole discretion to award the contract for two more years; and,

WHEREAS, the Recreation Director has recommended extending the award for two additional years; and,

WHEREAS, the Township Attorney and Township Administrator have reviewed this procurement and they concur with the award recommendations; and,

WHEREAS, a certification of funds from the CFO is not required because this procurement is performed under the concession requirements of the Local Public Contracts Law, where a private vendor performs a service on public property after publicly advertised competitive bidding and the municipality receives a payment as a component of the award.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract extension is awarded in accordance with the bid specifications for a Crafty & Creative Children's Recreation Program to Heidi Robak, The Happy Dance, LLC, 53 Third Street, Pequannock, New Jersey 07440 for the payment to the Township of \$25.00 per participant from the \$125.00 cost per participant for 24 consecutive months beginning January 1, 2021 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a copy of this resolution to the Recreation Director, Accounts Payable Office and the Chief Financial Officer.

#20-298 Authorize Purchas from Cooperative Pricing System Contract- Pick Up Truck

WHEREAS, the DPW maintains a fleet of vehicles and equipment that are utilized in four seasons throughout the year and for emergency services; and,

WHEREAS, the Township's certified Public Works Manager has advised of a need to replace an existing front line pick-up truck to replace a 19 year old pick-up truck; and,

WHEREAS, the Public Works Manager has researched purchase options and he will capture cost avoidances if he purchases the pick-up truck from an existing pre-bid COOP contract; and,

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WHEREAS, the pick-up exists on a cooperative pricing system contract from the Educational Services Commission of New Jersey (ESCNJ), COOP #65MCESCCPS which the Township of Wyckoff is a member; and,

WHEREAS, contract #ESCNJ 20/21-09 established a contract for the purchase of a pick-up truck for the period of September 15, 2020 thru September 14, 2022; and,

WHEREAS, the Public Works Manager recommends that the Township Committee award a contract for the purchase of a Ford F350 4x4 pick-up truck from the aforementioned cooperative pricing system contract award to United Ford, LLC, 330 County Avenue, Secaucus, New Jersey 07096 for \$36,739.70; and,

WHEREAS, the CFO provides the below certificate indication that adequate funds exist to the maximum amount as set forth in this resolution amounting to \$36,739.70 for this purchase.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a purchase from the #ESCNJ 20/21-09 for a new never used before Ford F-350, 4X4 pick-up truck to United Ford, LLC, 330 County Road Avenue, Secaucus, New Jersey 07096 for \$36,739.70 is hereby approved.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (b) 2 CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON OCTOBER 5, 2020 AND IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2020 CAPITAL ORDINANCE #1912 C-04-55-937-406 AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30 – 5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4 (a).

DIANA MCLEOD
CHIEF FINANCIAL OFFICER

#20-299 Re-Adopt Tort Claims Forms

WHEREAS, the Township Committee adopted a NJ Title 59, Tort Claims Form on 1/1/2020 via Resolution #20-32 for use by all persons wishing to file a tort claim against the Township of Wyckoff; and,

WHEREAS, the Township Committee re-adopt the Township of Wyckoff Tort Claims Form with revision date of 2-25-2020; and,

WHEREAS, the Township Committee desirous to again re-adopt the Tort Claims Form to utilize best practice language.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Township of Wyckoff Tort Claims Notice with revision date of 10-26-2020 is hereby adopted and shall be the only tort claim form used in filing claims against the Township of Wyckoff.

PAGE NO.

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**TOWNSHIP OF WYCKOFF
NOTICE OF TORT CLAIM
CLAIMANT INFORMATION**

Name: _____ Telephone: _____
Address: _____ Date of Birth _____
SSN: _____
Email: _____

ATTORNEY INFORMATION (if applicable)

Name: _____ Telephone: _____
Address: _____ Fax: _____
File No. _____
Email: _____

Send Notice to: Claimant _____ Attorney _____
Email: _____ Email: _____

GENERAL INSTRUCTIONS:

Pursuant to the provisions of the Title 59, the New Jersey Tort Claims Act (hereinafter "Title 59"), the Township of Wyckoff (hereinafter the municipal government) has adopted this Notice of Tort Claim (hereinafter "Notice") form including these written questions and requests for the production of documents as the official form for the filing of claims against the Wyckoff municipal government.

The written questions are to be answered under oath and with all information available to the Claimant or the claimant's attorneys. The fully completed Notice and the documents requested shall be returned to:

Administrator - Township of Wyckoff
Memorial Town Hall
340 Franklin Avenue
Wyckoff, New Jersey 07481

NOTE CAREFULLY:

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Your claim will not be considered filed as required by Title 59 until this completed form has been filed with the Wyckoff municipal government. Failure to provide the information requested, or responses such as "To Be Provided," "Under Investigation," or similar non-responsive answers, will result in the claim being treated as not being filed in accordance with the Notice requirements of Title 59.

Notices of Claim normally must be filed within 90 days after the incident giving rise to the claim. Upon a proper application, the New Jersey Superior Court may, for good cause, allow a claim to be filed not later than one year after the date of the incident giving rise to the claim.

This form is designed to be used for all claims and some questions may not be applicable to your particular claim. For example, if your claim does not involve an automobile, questions regarding road conditions might not be applicable. In that event, you should so specify in the space for that answer.

A. When, after a reasonable and thorough investigation using due diligence, you are unable to answer any question, or any part thereof, specify in full and complete detail the reason the information is not available to you and what has been done to locate the information. In addition, specify what knowledge or belief you have concerning the unanswered portion of the question and set forth the facts upon which the knowledge or belief is based.

B. When a question asks that you identify documents, a sufficient answer is to attach legible copies of these documents.

C. Where a question does not specifically request a particular fact, but where the facts are necessary in order to make the answer to the question either comprehensible, complete or not misleading, you are requested to include the fact or facts as part of the answer.

D. If you claim any form of privilege, whether based on statute or otherwise, as a ground for not answering a question or any part thereof, set forth in complete detail each and every fact upon which the privilege is based, including sufficient facts for a court to make a full determination whether the claim of privilege is valid.

E. Where a question asks for a date or an amount or any other specific information, it will not be adequate to state that the precise date, amount or other specific information is unknown to you, if you are capable of providing an estimate or approximation of the information requested.

F. Where a question requests that you "identify all writings," you should state with specificity the date, author, description, addressee (if any), nature, custodian, and location of the writings referred to by the question, as well as the substance of the writing(s).

G. Where a question asks that you "identify all oral communications," you should state, with respect to every oral communications, the description of which is required by the question, (I) the date and place thereof, (II) who initiated the communication, (III) whether the communication was in person or by telephone or other form of transmission and specify which, (IV) the name, home address and telephone number, business address and telephone number, employer (present or last known), job title, occupation of each and every person who participated in or heard any part of the communication, and (V) the substance of what was said by each person who participated in the communication.

H. Where a question asks that you "identify all persons," state the name and present or last known business and residence address and telephone numbers, occupation and title, if any, of the person(s) whose identity is sought by the question.

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- I. For the purpose of these questions, "Person" shall include a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.
- J. If any document to be produced in response to these questions contains information which must be treated as confidential in nature, identify that document and state the reason for the confidentiality in sufficient detail to allow for a determination on the issue of confidentiality. The (type of local unit) and its attorneys hereby warrant that the confidentiality of any document so identified will be respected and maintained until such time as a court having jurisdiction over the issue may rule on any disputed issue of confidentiality.
- K. These questions request documents that are relevant to the subject matter of the claims and allegations of the Claimant. To the extent that any document does not relate, in its entirety, to the subject matter of the Claimant's claims or allegations, the document may be withheld. All other documents which deal directly with the subject matter of the Claimant's claims or allegations must be produced in response to these requests.
- L. All responses to questions or objections thereto shall be prefaced by the particular question or subsection thereof.
- M. An attempt has been made to provide adequate space for the answers. If you need more space to provide a fully responsive answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.
- N. All documents produced shall be labeled and referenced to a particular document request or question. If the documents are produced in response to more than one question, they should be labeled accordingly.
- O. The questions and document requests shall be deemed continuing, so as to require supplemental answers from time to time up to the date of a trial, in the event that the claim results in litigation.

DEFINITIONS:

"Document" means any written, recorded or graphic representation either produced or reproduced and any copy thereof, including, but not limited to, letters, memoranda, notes, minutes, summaries, forecasts, appraisals, surveys, calculations, inter-office communications, diaries, work sheets, telegrams, cables, telex messages, written agreements, invoices, press releases, books, records, financial statements, tapes, computer print-outs, computer tapes and/or disks, computer programs, drafts of any of the foregoing, magazines and other publications and any materials underlying, supporting or used in the preparations of any documents, now or formerly in the actual or constructive possession, custody or control of the deponent, and all copies thereof where the copy is not an identical copy of the original, such as where the copy contains written notations.

"Claimant" means the person or person on whose behalf this Notice of Claim is being filed.

"(name of local unit)" means the (type of local unit) along with any agent, official employee or volunteer of the (type of local unit) against whom a claim is asserted by the Claimant.

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INFORMATION REGARDING THE CLAIMANT

1. Claimant:

a. Name:

b. Any other name by which the Claimant has been known:

c. Current address:

d. Current telephone number(s):

Home: ()

Work: ()

Mobile: ()

Other: ()

e. Address at the time of the incident giving rise to the claim:

f. Date of birth:

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g. Social security number: _____

h. Marital status (at the time of the incident and current)
☐ Single (never married) ☐ Married, or in domestic relationship ☐ Widowed
☐ Divorced ☐ Separated

i. Identify each person residing with the claimant and the relation, if any, of the person to the Claimant.

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2. Set forth all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, if any, of the person to the Claimant.

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2. Set forth in complete detail, and in narrative form, the Claimant's version of the events that form the basis of the claim, specifically setting forth the names and addresses of all participants and the nature and extent of the participation of any individuals so identified.

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4. Identify all public entities or public employees alleged to have caused the injury and specify as to each public entity or employee the act or omission alleged to have caused the injury.

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5. If you allege wrongdoing by an employee or official of the (type of local unit), set forth the name and position of the employee or official and the exact nature of the alleged wrongdoing.

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7. If you allege a dangerous condition of property, set forth the specific basis on which you claim that the (type of local unit) was responsible for the condition and the specific basis on which you claim that the (type of local unit) was given notice of the alleged dangerous condition. General allegations such as “should have known” and “common knowledge” are insufficient.

[illegible]

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8. If you or any other party or witness you propose to produce consumed any alcoholic beverages or any drugs or medications within six (6) hours before the incident forming the basis of the Claim, state (a) the person consuming the same and for each person (b) what was consumed (c) the quantity thereof (d) where consumed (e) the names and addresses of all persons present.

[illegible]

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INFORMATION REGARDING PROPERTY DAMAGE CLAIMS

1. If your claim is for property damage **only**, provide a description of the property damage and attach an estimate of the costs of repair. (If your claim is for property damage only, skip Questions 1 – 17 and go to Question 18 under PERSONAL INJURY CLAIMS.)

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INFORMATION REGARDING PERSONAL INJURY CLAIMS

1. With respect to the alleged injury forming the basis of the claim, was any complaint made to the (type of local unit) or to any official or employee of the (type of local unit).

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2. If the answer to the question above is in the affirmative, state the time and place of the complaint and the person or persons to whom the complaint was made.

[illegible]

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4. Describe in detail any injury or condition claimed to be permanent or residual, together with all present complaints.

[illegible]

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5. If confined to any hospitals, state name and address of each and the dates of admission and discharge therefrom. Include all hospital admissions prior to and subsequent to the alleged injury forming the basis of the claim and set forth the reason for each admission.

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6. If x-rays, CT scans, MRIs or other images were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d) what each disclosed, (e) where and in whose possession they now are. Include all x-rays, CT scans, MRIs or other images taken, whether prior to or subsequent to the alleged injury forming the basis of the claim.

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7. If treated by any medical professional, state (a) the name and present address of each medical professional (b) the dates and places where treatments were received (c) the date of last treatment. Annex true copies of all written reports rendered to you or about you by any medical professionals whom you propose to have testify on your behalf.

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8. If you have been treated by or have consulted with a psychologist, psychiatrist, social worker, or counselor, set forth the name and address of the psychologist, psychiatrist, social worker, or counselor; the dates of the consultation or treatment, the reasons for the consultation or treatment and the date of discharge from the treatment, and true copies of all written reports rendered to you or about you by any of the psychologists, psychiatrists, social workers, or counselors.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. A faint vertical margin line is present on the left side, creating a narrow left margin. The paper appears slightly aged or off-white. There are some very small, dark specks scattered across the surface, likely dust or minor imperfections in the paper or scanning process. No handwriting or printed text is visible on the page.

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9. If you are still being treated, state (a) the name and address of each professional rendering treatment (b) the nature of the treatment and (c) where and how often the treatment is received.

[illegible]

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10. If you claim that a previous injury, disease or illness has been aggravated, accelerated or exacerbated, state in detail the nature of each and the name and present address of each medical professional who rendered treatment for the condition, the period during which treatment was received and the cause of the previous injury, disease or illness which is alleged to have been aggravated, accelerated or exacerbated.

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11. If you have any physical impairment affecting your ordinary movements, hearing or sight, state in detail the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.

[illegible]

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12. If any treatments, operation or other form of surgery in the future has been recommended, suggested or advised to cure, correct, remedy or alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail, (a) the nature and extent of the treatment, operation or surgery (b) the purpose thereof and the results anticipated or expected (c) the name and address of the doctor who recommended or suggested or advised the treatments, operation or surgery (d) the name and address of the doctor who will administer or perform the same (e) the estimated medical expenses and disbursements to be incurred thereby (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence (g) all other losses or expenditures anticipated as a result of the treatments, operation or surgery (h) whether it is your intention to undergo the treatments, operation or surgery and the approximate date.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20-22 lines visible. The paper appears slightly aged or off-white. There are some very faint, small dark spots scattered across the surface, possibly due to scanning artifacts or dust. No text or other markings are present on the page.

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This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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13. Itemize any and all amounts expended or expenses incurred for hospitals, doctors, nurses, diagnostic tests, medication, any other form of care, including the cost of medical equipment, and state the name and address of each payee and the amount paid or owed each payee.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor blemishes or dust specks. The edges of the paper are slightly irregular.

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14. Itemize any and all future medical or other expenses to be incurred, not otherwise set forth herein.

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15. If employed at the time of alleged injury forming the basis of the claim, state (a) the name and address of the employer (b) position held and the nature of the work performed (c) average weekly wages for the year prior to the injury (d) period of time lost from employment, giving dates (e) amount of wages lost, if any.

[illegible]

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16. If other loss of income, profit or earnings is claimed, state (a) total amount of the loss (b) give a complete detailed computation of the loss (c) the nature and source of loss of the income, profit and earnings and dates of deprivation; thereof.

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17. If you are presently employed, state (a) the date that the employment began (b) the name and address of the employer (c) the position held and the nature of the work performed (d) the average weekly wages. Attach copies of pay stubs or other complete payroll record for all wages received during the past year.

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19. If any photographs, sketches, charts or maps were made with respect to anything which is the subject matter of the claim, state the date thereof, the names and addresses of the persons making the same and of the persons who have present possession thereof. Attach copies of any photographs, sketches, charts or maps upon which you intend to rely.

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20. State the names and addresses of all persons who have knowledge of any relevant facts relating to the Claim, identify each person whom you intend to call as a witness, and set forth as to each person the nature of the information that you expect them to present.

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21. If you or any of the parties to this Claim or any of the witnesses made any statements or admissions, set forth what was said; by whom said; date and place where said; and in whose presence, giving names and addresses of any person having knowledge thereof.

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22. With respect to all expert witnesses, including treating physicians who are expected to support the claim of the Claimant, and with respect to any person who has conducted an examination of the Claimant or of the property alleged to be damaged and who may be called upon to testify in any proceeding with respect to the claim, state the witnesses' name, address and area of expertise, and annex a true copy of all written reports rendered to or about you. If a report is not written, supply a summary of any oral report.

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23. Set forth the amount of your claim and the basis on which you calculate the amount claimed.

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24. Identify and provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention or pertain to the subject matter of this claim.

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DOCUMENT REQUEST: Produce all documents identified in your answers to the above questions.

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CERTIFICATION

The undersigned, identified as the Claimant for the purpose of the above claim hereby certifies that the information provided is the truth and is the full and complete response to the questions, to the best of the knowledge, information and belief of the undersigned.

SIGNATURE _____

DATED: _____

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AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

PATIENT NAME: _____ DATE OF BIRTH: _____
ADDRESS: _____ SOCIAL SECURITY NO.: _____

1. I do hereby consent and authorize the use and/or disclosure of my health information as described below.
2. The following individual or organization is authorized to make the disclosure.

Specific date(s) of treatment and/or admission:	All dates of examination and treatment

3. The type and amount of information to be used or disclosed is as follows:

MY ENTIRE MEDICAL CHART FOR ALL DATES OF SERVICE INCLUDING:

<u>XX</u> Problem List	<u>XX</u> Laboratory Results
<u>XX</u> Medication List	<u>XX</u> Consultation Reports
<u>XX</u> List of Allergies	<u>XX</u> X-Ray and Imaging Reports
<u>XX</u> Immunization Record	<u>XX</u> Personal contact with the provider of service
<u>XX</u> Most recent history & physical	<u>XX</u> Other: Bills
<u>XX</u> Most recent discharge summary	

I understand that the information in my health record may include information related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral, psychiatric or mental health services and treatment for alcohol and drug abuse or genetic information. I authorize the release of this information.

This information may be disclosed to and used by the following individual or organization or any of the attorneys or authorized representative thereof for the purpose of legal representation, or to provide copies of my records to opposing parties in litigation, which I have commenced.

I understand I have the right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand the revocation will not apply to my insurance company when the law provides my insurer the right to contest a claim under my policy. If I fail to specify an expiration date, event or condition, this authorization will expire at the conclusion of the litigation between _____.

I understand the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in CFR 164.524. I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosures of my health information, I can contact the HIM director or privacy officer for information.

I understand that this consent shall operate as a complete release of liability to the hospital, medical provider, and to their employees for the release of the information specified above. I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my health information. I hereby, knowingly and voluntarily, authorize the provider of medical services to disclose my health information in the matter described above.

Signature of Patient/Legal Representative _____ Date _____

NOTICE OF RECIPIENT OF INFORMATION *****
Each disclosure made with the patient's consent may be accompanied by the written statement reproduced below. This information has been disclosed to you from records protected by Federal confidentiality rules 42 C.F.R. Part 2. The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent from the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

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AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

TO: _____ DATE: _____

RE:

Employee's Name

Address:

Social Security Number

You are hereby authorized and requested to disclose, make available and furnish to the attorney for the Township of Wyckoff or to the authorized representatives of the municipal government, all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and permit him or her to inspect and make copies or abstracts thereof.

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you.

SIGNATURE

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#20-300 Payment of Bills

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. 19261 – 19280 Payroll A/C, Direct Deposit Vouchers no. 13697 - 13758, Library Payroll check no. 1538, Library Direct Deposit Vouchers no. 5902 - 5931, Claims Wire nos. 201101, 201102 & 201103, check no. 1141 Accutrack A/C, Claims check nos. 084380 – 084477 and Trs. Dog Trust - \$1482.50.

#20-301 Authorization for Public Hearing and Compliance Letter

WHEREAS, the Christian Health Care Center ("CHCC"), a New Jersey nonprofit corporation, is located at 301 Sicomac Avenue in the Township of Wyckoff; and,

WHEREAS, CHCC owns and operates certain facilities located at 301 Sicomac Avenue in the Township of Wyckoff; and,

WHEREAS, the National Finance Authority (the "Authority") proposes to issue its Revenue Bonds (Christian Health Care Center Project), Series 2020, in one or more series, in an estimated aggregate principal amount not to exceed \$35,000,000 (the "Bonds"); and,

WHEREAS, the proceeds of the Bonds are expected to be loaned to Christian Health Care Center (the "Borrower") and used, together with certain other funds, to: (i) refinance existing indebtedness of the Borrower incurred in connection with the planning, construction, installation and equipping of certain improvements to the Borrower's Heritage Manor facility, including but not limited to, renovations to the therapy gym and the lounge, as well as generator and electrical improvements at the Borrower's Longview Assisted Living Residence facility, (ii) finance the costs of constructing and equipping certain improvements to the Borrower's Southgate Behavior Management and Ramapo Ridge Psychiatric Hospital facilities and other Borrower facilities, as required, including but not limited to, the construction and equipping of additional rooms, renovations and generator and electrical improvements ((i) and (ii) collectively referred to herein as the "Project"), and (iii) pay costs of issuance of the Bonds and certain other costs incurred in connection with the issuance of the Bonds; and,

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WHEREAS, the Project's address is 301 Sicomac Avenue, Wyckoff, New Jersey, and the Project will be located within the area generally bounded by Sicomac Avenue, Mountain Avenue, and Teresa Bushman Drive; and,

WHEREAS, in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), the issuance of the Bonds must receive "Host Approval" (within the meaning of Treasury Regulations Section 1.147(f)-1) from the "Applicable Elected Representative" (as defined in Treasury Regulations Section 1.147(f)-1) of each municipality in which the Project is to be located; and,

WHEREAS, the Borrower has requested that the Applicable Elected Representative of the Township of Wyckoff (the "Township") approve the issuance of the Bonds in order to satisfy the requirements of Section 147(f) of the Code with respect to Host Approval by the Township; and,

WHEREAS, the Mayor of the Township, as the "chief elected executive officer" of the Township (within the meaning of Treasury Regulations Section 1.147(f)-1), is the Applicable Elected Representative of the Township; and,

WHEREAS, in accordance with Section 147(f) of the Internal Revenue Code, public notice shall be published (the "Notice") and a public hearing regarding the proposed issuance of the Bonds shall be conducted; and,

WHEREAS, the public hearing shall be conducted via Zoom technology and live-streamed on the Township's YouTube channel on Thursday, November 19, 2020 at 9:00 am. The public is invited to comment by calling 800-719-6100, access #4115169 at the time for public comment during the public hearing. The link to access the Zoom webinar via YouTube will be posted as a News item on the Township's homepage at wyckoff-nj.com.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the 2020 Mayor, Timothy E. Shanley, is hereby authorized to sign a letter approving the issuance of the Bonds by the Authority as described in the Notice, after the public hearing has been held. It is the purpose and intent that this Resolution shall authorize the Mayor, on behalf of the Township Committee, to sign and issue the formal Host Approval by the Township of the issuance of the Bonds by the Authority following the required Notice and public hearing.

#20-302 Authorize Emergency Procedures and Contracts

WHEREAS, the NJ Local Public Contracts Law allows for expedited procurement when an imminent emergency condition exists which impacts public health, safety or welfare; and,

WHEREAS, in accordance with NJSA 40A:11-6 and NJAC 5:34-6.1, the Township Committee has adopted Resolution #12-78 which establishes rules for confirming the existence of an emergency; and,

WHEREAS, the Municipal Engineer has provided the required certification of request for emergency purchase regarding the imminent malfunctioning sanitary sewerage pumping stations that serve 140 homes; and,

WHEREAS, the attached e-mail from the Township's Licensed Sewer Operator recommends an emergency repair; and,

WHEREAS, the Municipal Administrator provided the attached memorandum of his conversation and request for an immediate 11-05-20, 9:00 a.m. meeting with the Township Committee Liaisons for the municipal sanitary sewer system; and,

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WHEREAS, a recommendation from the Municipal Administrator, Municipal Engineer, Municipal Finance Officer and Township Committee Liaisons for the sanitary sewer system is that an emergent condition exists and the Township needs to expeditiously repair the sanitary sewer pumping stations in order to prevent an imminent public health, safety and environmental consequence; and,

WHEREAS, this matter was discussed at the 11/05/20 Township Committee Public Business Meeting; and,

WHEREAS, the Township Attorney has reviewed this matter and concurs with an emergency procurement to avoid a public health, safety and environmental consequence.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the request for certification of request for emergency purchase amounting to approximately \$224,000 is hereby approved.

BE IT FURTHER RESOLVED, that the Municipal Engineer shall serve as Project Team Leader and devote his immediate and full attention to this effort for the purpose of performing and completing these repairs as soon as possible. All employees shall assist the Municipal Engineer as the most critical municipal objective.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Township Engineer, Public Works Manager, Chief Financial Officer, Administrator and Accounts Payable Control Officer.

CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:34-6.1 CERTIFY THAT THIS EMERGENCY TOOK PLACE IN 2020 AND FUNDS APPROPRIATED IN SEWER CAPITAL ORDINANCE #1849 & 1873 ARE AVAILABLE. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30 – 5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4 (a).

DIANA MCLEOD
CHIEF FINANCIAL OFFICER

#20-C12 Closed Session – N.J.S.A. 10:4-12b (7) – Litigation

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 was 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) Litigation

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 June 16, 2020 meeting, hereby authorize, that an Executive

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Session closed to the public shall be conducted on November 5, 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

No Ordinances for Introduction

III Motions

- A. Appoint Maureen Mitchell to the vacant position on the Historic Preservation Commission.
- B. Approve specifications and authorize advertised, competitive, sealed bidding for Recreation Equipment.
- C. Promotion of Sergeant Kevin Kasak to the rank of Lieutenant effective November 16, 2020.
- D. Approve the size and form of plaque recognizing Lakeland Bank's donation of a scoreboard, including its installation at the new synthetic turf field at Memorial Field in the Memorial Field campus. Recognition plaque shall be attached to the scoreboard's stanchion.

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

Ordinances – Public Hearing / Further Consideration:

Mr. Chairman, I have three Ordinances for Public Hearing / Further Consideration. The first is Ordinance #1922 which is

**AN ORDINANCE TO PROVIDE A CERTAIN CAPITAL IMPROVEMENT
IN THE TOWNSHIP OF WYCKOFF AND TO PROVIDE FOR THE
RECEIPT, ACCEPTANCE AND DEPOSIT OF BERGEN COUNTY
FUNDS THEREFORE AND TO AUTHORIZE APPROPRIATIONS OF
\$51,298.50.**

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

COMMITTEE PERSON MADIGAN : I move the Ordinance on second reading by Title only.

COMMITTEE PERSON RUBENSTEIN : Seconded.

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ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

CHAIRMAN: This is the time and place for the Public Hearing on Ordinance #1922, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #222.

Administrator Robert Shannon stated: The Township of Wyckoff has received a letter from Bergen County to reimburse the Township for these improvements \$51,298.50.

At the Conclusion of public comments:

COMMITTEE PERSON MADIGAN : I move that the Public Hearing on Ordinance #1922 be closed.

COMMITTEE PERSON FISCHER : Seconded

ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1922, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

COMMITTEE PERSON MADIGAN : I move the resolution.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

ORDINANCE # 1922

AN ORDINANCE TO RESCIND ORDINANCES #1920 & 1921 TO PROVIDE A CERTAIN CAPITAL IMPROVEMENT IN THE TOWNSHIP OF WYCKOFF AND TO PROVIDE FOR THE RECEIPT, ACCEPTANCE AND DEPOSIT OF BERGEN COUNTY FUNDS THEREFORE AND TO AUTHORIZE APPROPRIATIONS OF \$51,298.50.

WHEREAS, the Township of Wyckoff has been advised by the Bergen County Road Department that Bergen County Road #93, known as Sicomac Avenue, will be paved by Bergen County if the Township of Wyckoff first constructs the remaining curb ramps on Sicomac Avenue between Birchwood Drive and Hawthorne in compliance with New Jersey Department of Transportation's latest construction standard; and

WHEREAS, the Township of Wyckoff has been advised by the Bergen County Road Department that the intersection of Bergen County road #S-93, known as Russell Avenue and Bergen County road #93, known as Sicomac Avenue and Bergen County road #87, known as Wyckoff Avenue between Russell Avenue and West Shore Drive will be paved by Bergen County if the Township of Wyckoff first constructs the remaining curb

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ramps at the intersection of Sicomac Avenue and Russell Avenue as well as on Wyckoff Avenue at Monroe Avenue in compliance with New Jersey Department of Transportation's most recent construction standards; and,

WHEREAS, the Township of Wyckoff has received a notice that Bergen County will reimburse the Township of Wyckoff for its construction costs as well as engineering design costs in accordance with the Shared Service Agreement for County Road Resurfacing dated March 9, 2017 and Bergen County Resolution of Contract Award #410-19, dated April 7, 2019; and,

WHEREAS, the Township of Wyckoff has entered into a Shared Service Contract with the County of Bergen for Road Resurfacing to participate in the receipt of Bergen County funds made available.

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

SECTION 1: The Township of Wyckoff in the County of Bergen shall proceed with the construction of barrier-free curb ramps on Sicomac Avenue between Birchwood Drive and Hawthorne as instructed by the Bergen County Road Department in order to obtain the improvement of road resurfacing on Sicomac Avenue, Bergen County Route #93, from Birchwood Avenue to Hawthorne.

SECTION 2: The Township of Wyckoff in the County of Bergen shall proceed with the construction of barrier-free curb ramps at the intersection of Sicomac Avenue and Russell Avenue as well as on Wyckoff Avenue at Monroe Avenue as instructed by the Bergen County Road Department in order to obtain the improvement of road resurfacing on Wyckoff Avenue, Bergen County Route #87, from Russell Avenue to West Shore Drive.

SECTION 3: The cost of implementing said improvements in Section 1 and Section 2 shall be paid by Township funds:

- a. \$51,298.61 to be authorized specifically for said purpose from the Shared Service Agreement between the County of Bergen and the Township of Wyckoff.
- b. Total appropriation authorized is \$51,298.50.
- c. Ordinances #1920 & 1921 are hereby rescinded.

SECTION 4: It is hereby determined and stated:

- a. Said purpose is not a current expense. The same is an Improvement which the Township of Wyckoff may lawfully make or acquire and no part of the cost of said improvement has been or shall be specifically benefited.
- b. It is not necessary to finance this authorization by the issuance of obligations by the Township of Wyckoff pursuant to the Local Bond Law of the State of New Jersey.

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- c. The total authorized appropriation in the ordinance is \$51,298.50.

SECTION 5: The monies which the Township of Wyckoff is authorized to receive pursuant to the terms of the Shared Service Agreement dated March 9, 2017 between the County of Bergen and the Township of Wyckoff, shall, when received, be placed in a capital improvement fund of the Township of Wyckoff for the purpose set forth in Section 1 of this ordinance.

SECTION 6: It is hereby determined and stated that no supplemental debt statement is required to be made and signed in connection with said purpose, since the gross debt of the Township of Wyckoff as defined under the Local Bond Law is not increased by this Ordinance, and no obligations in the matter of notes or bonds are authorized by this Ordinance.

SECTION 7: This ordinance shall take effect after publication thereof and final passage as required by law.

We also have Ordinance #1923 for Public Hearing / Further Consideration which is:

AN ORDINANCE AUTHORIZING THE TOWNSHIP OF WYCKOFF TO EXTEND THE LEASE OF REAL PROPERTY, TOGETHER WITH IMPROVEMENTS THEREON, TO THE WYCKOFF TORPEDOES SOCCER CLUB, INC. FOR PUBLIC PURPOSES FOR A TERM OF TEN (10) YEARS WITH A TEN (10) YEAR OPTION PURSUANT TO THE "LOCAL LANDS AND BUILDINGS LAW", NJSA 40A-12.1 ET. SEQ.

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

COMMITTEE PERSON MADIGAN : I move the Ordinance on second reading by Title only.

COMMITTEE PERSON FISCHER : Seconded.

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

CHAIRMAN: This is the time and place for the Public Hearing on Ordinance #1923, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #222.

There being no callers wishing to make public comment on Ordinance #1923, a motion was requested to close the public comment period.

At the Conclusion of public comments:

COMMITTEE PERSON MADIGAN : I move that the Public Hearing on Ordinance #1923 be closed.

COMMITTEE PERSON RUBENSTEIN : Seconded

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ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1923, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

COMMITTEE PERSON MADIGAN : I move the resolution.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE
BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

ORDINANCE #1923

AN ORDINANCE AUTHORIZING THE TOWNSHIP OF WYCKOFF TO EXTEND THE LEASE OF REAL PROPERTY, TOGETHER WITH IMPROVEMENTS THEREON, TO THE WYCKOFF TORPEDOES SOCCER CLUB, INC. FOR PUBLIC PURPOSES FOR A TERM OF TEN (10) YEARS WITH A TEN (10) YEAR OPTION PURSUANT TO THE "LOCAL LANDS AND BUILDINGS LAW", NJSA 40A-12.1 ET. SEQ.

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

SECTION 1. The Township of Wyckoff shall enter into extend the a lease with the Wyckoff Torpedoes Soccer Club, Inc. a non-profit corporation of the State of New Jersey, for the non-exclusive leasing of a section of real property located in the Township of Wyckoff at Block 202, Lot 7.03, known as the Pulis Recreation Facility, together with all the improvements thereon for public purposes as provided in Section 3.

SECTION 2. The Mayor and Township Clerk of the Township of Wyckoff, pursuant to NJSA 40A:12-14(c) are hereby authorized to execute a extend the non-exclusive lease with the Wyckoff Torpedoes Soccer Club, Inc. for a period not to extend of ten (10) years which shall commence on April 30, 2025 with an option for a second ten (10) year period.

SECTION 3. The subject premises shall be used by the Wyckoff Torpedoes Soccer Club, Inc. for recreation and other activities for the promotion of education, health, safety, morals and general welfare pursuant to NJSA 40A:12-15. The persons benefiting from the public purpose served by this lease shall be Wyckoff residents, participants in the Township of Wyckoff Recreation Program, members and participants of the Wyckoff Torpedoes Soccer Club, Inc. throughout the term and any renewal of said lease.

SECTION 4. The Township Administrator of the Township of Wyckoff shall be responsible for the enforcement of the terms and conditions of the said lease and shall require the Wyckoff Torpedoes Soccer Club, Inc. to submit an annual report indicating the purposes for which the premises was utilized during each year, the number of participants, the number of participants from Wyckoff, compliance with a program that provides training for protecting children from abuse, the activities of the Wyckoff Torpedoes Soccer Club, Inc. undertaken in furtherance of the public purposes for which the lease is granted, the amount of funds utilized for the said public purpose and an affirmation of the continued non-profit status of the corporation pursuant to both State and Federal laws.

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SECTION 5. Copies of the aforementioned lease and annual report to be submitted by the Wyckoff Torpedoes Soccer Club, Inc. shall be kept on file with the Municipal Clerk of the Township of Wyckoff for public inspection.

SECTION 6. If any section of this ordinance shall be adjudged invalid, such adjudication shall apply only to such section or part and the remainder of the ordinance shall be deemed valid and effective.

SECTION 7. This ordinance shall take effect immediately upon final passage and publication as required by law.

And finally, we have ORDINANCE # 1924 for Public Hearing / Further Consideration:

AN ORDINANCE AUTHORIZING THE TOWNSHIP OF WYCKOFF TO EXECUTE AN AGREEMENT TO ALLOW THE USE OF REAL PROPERTY, TOGETHER WITH IMPROVEMENTS THEREON, TO THE WYCKOFF TORPEDO SOCCER CLUB, INC. FOR PUBLIC PURPOSES FOR A TERM OF TEN (10) YEARS PURSUANT TO THE "LOCAL LANDS AND BUILDINGS LAW", NJSA 40A-12.1 ET. SEQ.

for second reading, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

COMMITTEE PERSON MADIGAN : I move the Ordinance on second reading by Title only.

COMMITTEE PERSON RUBENSTEIN : Seconded.

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

CHAIRMAN: This is the time and place for the Public Hearing on Ordinance #1924, and all persons who wish to be heard, please state your name and address before making your statement. If you wish to comment, please dial 201-891-7000, ext. #222.

There being no callers wishing to make public comment on Ordinance #1921, a motion was requested to close the public comment period.

At the Conclusion of public comments:

COMMITTEE PERSON MADIGAN : I move that the Public Hearing on Ordinance #1924 be closed.

COMMITTEE PERSON RUBENSTEIN : Seconded

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES
MADIGAN YES SHANLEY YES

MUNICIPAL CLERK: BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that Ordinance #1924, after public hearing and further consideration is hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by law.

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COMMITTEE PERSON MADIGAN : I move the resolution.

COMMITTEE PERSON FISCHER : Seconded.

ROLL CALL VOTE

BOONSTRA YES FISCHER YES RUBENSTEIN YES

MADIGAN YES SHANLEY YES

Reconvene Open Work Session at 8:38pm
Adjourn at 8:39pm



Mayor Timothy E. Shanley



Nancy A. Brown
Acting Municipal Clerk