

**TOWNSHIP OF WYCKOFF**  
**OPEN PUBLIC MEETINGS ACT**

**PLEASE TAKE NOTICE**, that in accordance with the Open Public Meetings Act N.J.S.A. 10:4-6 et seq., the Township Committee of the Township of Wyckoff shall conduct its 7:00 pm, Tuesday, July 16, 2024 Work Session meeting in the second floor court room at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 and the meeting will also be live-streamed via the Township of Wyckoff's YouTube channel and members of the public may attend the meeting to provide public comment.

This notice and agenda have been posted on the Township's home page [Wyckoff-nj.com](http://Wyckoff-nj.com) at the Quick Link for "Minutes & Agendas" on Friday, July 12, 2024. Please select "Township Committee" and locate the date of the meeting to view documents, such as resolutions and ordinances which are made available.

General instructions regarding access to the meeting will be posted on the Wyckoff web site's home page at [wyckoffnj.gov](http://wyckoffnj.gov) as a "News" item on Friday, July 12, 2024, by 4:30 pm.

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

**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 when, due to technical difficulties, live streaming or the recording of a meeting may not be available. A recording of the meeting will be available immediately after the meeting concludes on the Township's YouTube channel, "Township of Wyckoff". The Township shall not be responsible for and accepts no liability if the recording technology or live video streaming technology of the meeting is unavailable.

Nancy A. Brown, RMC  
Township Clerk

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE WORK SESSION MEETING  
MUNICIPAL COURT ROOM  
TUESDAY, JULY 16, 2024 - 7:00 P.M.**

1. **7:00 pm Work Session Meeting called to order by Mayor Peter J. Melchionne**

2. **Roll call of Township Committee**

BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

3. **Reading of "Open Work Session" statement by Municipal Clerk, Nancy A. Brown**

4. **Confirm Finance Committee have reviewed and signed vouchers and that Mayor and Municipal Clerk have signed any necessary documents.**

5. **Motion to open the Ten (10) Minute Public Comment period:**

Ten Minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff.

Please step forward to the microphone if you wish to make a comment.

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

Motion to close the Public Comment period:

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

6. **Review of 8:00 p.m. Business Meeting Agenda – Administrator**

7. **Review of Policy Action Items – Administrator**

8. **Reports of Township Committee Members**

9. **Report of Township Attorney**

(Items 10 through 14 will only be utilized if the business of the Township conducted at this meeting requires them to be utilized. They are added to the agenda as placeholders should their use be required.)

10. **Motion to adopt resolution #24-XX and enter a Closed Session Discussion:**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

11. **Motion to Exit the Closed Session Discussion and to re-enter the Open Work Session:**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

12. **Motion to Recess the Open Work Session to Conduct the Business Meeting:**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

13. **Motion to Reconvene the Open Work Session and adopt resolution #24-XX and enter a Closed Session Discussion:**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

14. **Motion to Exit the Closed Session Discussion and to re-enter the Open Work Session:**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

15. **Adjourn**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

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

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE BUSINESS MEETING  
MUNICIPAL COURT ROOM  
TUESDAY, JULY 16, 2024 - 8:00 PM**

1. **Regular Meeting of the Wyckoff Township Committee called to order by Mayor Peter J. Melchionne**
2. **Flag Salute**
3. **Invocation by Michael Johnson, Cedar Hill Church**
4. **Reading of the "Open Public Meetings Act" statement by Municipal Clerk, Nancy A. Brown**

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

BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

6. **Request motion to open the Public Comment Period:**

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.

Please step forward to the microphone if you wish to make a comment.

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

**Request motion to close the Public Comment Period:**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

7. **Approval of the June 18, 2024 Work Session & Business meeting minutes.**

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_



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

**I Resolutions (Adoption of the following):**

- #24-203 Closeout of Affordability Assistance Program Grant – Christian Health - Evergreen, Apt #1
- #24-204 Closeout of Affordability Assistance Program Grant – Christian Health - Evergreen, Apt #4
- #24-205 Closeout of Affordability Assistance Program Grant – Christian Health - Evergreen, Apt #5
- #24-206 Closeout of Affordability Assistance Program Grant – Christian Health - Evergreen, Apt #6
- #24-207 Closeout of Affordability Assistance Program Grant – Christian Health - Evergreen, Apt #13
- #24-208 Closeout of Affordability Assistance Program Grant – Christian Health - Evergreen, Apt #14
- #24-209 Authorization of Vouchers and Payment of Bills
- #24-210 Authorizing an Affordability Assistance Program Grant – Christian Health – Evergreen, Apt #2
- #24-211 Authorizing an Affordability Assistance Program Grant – Christian Health – Evergreen, Apt #10
- #24-212 Authorizing an Affordability Assistance Program Grant – Christian Health – Evergreen, Apt #24
- #24-213 Closeout of #23-09 – Supply, Delivery & Installation of Flexi-Pave on Russell Farms Community Park Contract #2
- #24-214 Release Landscaping Performance Cash Surety - 324 Newtown Road, Block 354/Lot 31
- #24-215 Release Performance Cash Surety – 518 Helena Avenue, Block 314/Lot 67
- #24-216 Award of Contract for the Purchase of a Rear Load Packer Truck

**II Ordinances – Introduction**

**#2016 - ESTABLISHING A NEW CHAPTER 176, ENTITLED TREES AND SHRUBS, OF CODE OF THE TOWNSHIP OF WYCKOFF TO REGULAR THE REMOVAL AND REPLACEMENT OF TREES**

**#2017 - AMENDING CHAPTER 163, STORMWATER MANAGEMENT, BY THE CREATION OF ARTICLE III, ENTITLED “PRIVATELY-OWNED SALT STORAGE”**

**III Motions**

- A. Approve request by non-profit, Never End the Fight to hold their annual 5K fundraiser on Saturday, October 12, 2024. The 5K will begin and end at Eisenhower Middle School and take place on the nearby streets necessitating some road closures. Never End the Fight strives to spread awareness about the connection between mental health and addiction.
- B. Approve request by Christian Health to post a temporary 6' x 9' sign promoting the gift shop's summer sale. The sign will be posted for ten days beginning July 26<sup>th</sup> and will be removed on August 5<sup>th</sup>.
- C. Approve request by Cornerstone Christian Church to host a 5K with a course set up entirely on the church property and that of Wyckoff Community Park. This event is planned for Saturday, October 12, 2024 from 7 am to 1 pm. Temporary signage for ten days prior to the event and permission for food trucks has also been requested.

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: \_\_\_\_\_ SECOND \_\_\_\_\_  
 BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
 SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

**9. Ordinances – Public Hearing / Further Consideration:**

**10. Adjourn**

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

MOTION: \_\_\_\_\_ SECOND \_\_\_\_\_  
 BOONSTRA \_\_\_\_\_ LANE \_\_\_\_\_ MADIGAN \_\_\_\_\_  
 SHANLEY \_\_\_\_\_ MELCHIONNE \_\_\_\_\_

**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**

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-203**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Close Out of Affordability  
Assistance Program Grant with Christian Health  
for the Renovation of Evergreen Court Unit #1**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

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**WHEREAS**, an Affordable Housing Assistance Program Grant in the amount of \$29,016.00 was awarded to Christian Health for the renovation of Evergreen Court Apartment #1 located at Christian Health, pursuant to Resolution No. 24-124; and

**WHEREAS**, the Township of Wyckoff has received a detailed report of the actual costs incurred, which includes supporting contractor invoices, updated "after" photographs of the primary areas renovated, and confirmation from the Construction Code Official that all required permits have been obtained, inspected, approved, and closed out; and

**WHEREAS**, an initial 75% upfront payment for this project, amounting to \$21,762.00, was disbursed by the Township to Christian Health; and

**WHEREAS**, the final project cost for the renovations to the unit amounted to \$22,238.00, resulting in a \$6,778.00 decrease from the approved grant award; and

**WHEREAS**, funds remain available under the Affordable Housing Assistance Program Grant, and the Township Administrator recommends closing out the grant with a final payment to Christian Health in the amount of \$476.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Affordable Housing Assistance Program Grant awarded to Christian Health for the renovations of Evergreen Court Apartment #1 is hereby closed out, and the remaining grant funds totaling \$476.00 shall be released to Christian Health.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this Resolution to the appropriate officials at Christian Health and the Township's Affordable Housing Administrator.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

\_\_\_\_\_  
DIANA MCLEOD  
CHIEF FINANCIAL OFFICER



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-204**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Close Out of Affordability  
Assistance Program Grant with Christian Health  
for the Renovation of Evergreen Court Unit #4**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

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**WHEREAS**, an Affordable Housing Assistance Program Grant in the amount of \$29,016.00 was awarded to Christian Health for the renovation of Evergreen Court Apartment #4 located at Christian Health, pursuant to Resolution No. 24-125; and

**WHEREAS**, the Township of Wyckoff has received a detailed report of the actual costs incurred, which includes supporting contractor invoices, updated "after" photographs of the primary areas renovated, and confirmation from the Construction Code Official that all required permits have been obtained, inspected, approved, and closed out; and

**WHEREAS**, an initial 75% upfront payment for this project, amounting to \$21,762.00, was disbursed by the Township to Christian Health; and

**WHEREAS**, the final project cost for the renovations to the unit amounted to \$26,891.00, resulting in a \$4,875.00 decrease from the approved grant award; and

**WHEREAS**, funds remain available under the Affordable Housing Assistance Program Grant, and the Township Administrator recommends closing out the grant with a final payment to Christian Health in the amount of \$5,129.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Affordable Housing Assistance Program Grant awarded to Christian Health for the renovations of Evergreen Court Apartment #4 is hereby closed out, and the remaining grant funds totaling \$5,129.00 shall be released to Christian Health.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this Resolution to the appropriate officials at Christian Health and the Township's Affordable Housing Administrator.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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DIANA MCLEOD  
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-205**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Close Out of Affordability  
Assistance Program Grant with Christian Health  
for the Renovation of Evergreen Court Unit #5**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

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**WHEREAS**, an Affordable Housing Assistance Program Grant in the amount of \$29,016.00 was awarded to Christian Health for the renovation of Evergreen Court Apartment #5 located at Christian Health, pursuant to Resolution No. 24-126; and

**WHEREAS**, the Township of Wyckoff has received a detailed report of the actual costs incurred, which includes supporting contractor invoices, updated "after" photographs of the primary areas renovated, and confirmation from the Construction Code Official that all required permits have been obtained, inspected, approved, and closed out; and

**WHEREAS**, an initial 75% upfront payment for this project, amounting to \$21,762.00, was disbursed by the Township to Christian Health; and

**WHEREAS**, the final project cost for the renovations to the unit amounted to \$28,288.00, resulting in a \$728.00 decrease from the approved grant award; and

**WHEREAS**, funds remain available under the Affordable Housing Assistance Program Grant, and the Township Administrator recommends closing out the grant with a final payment to Christian Health in the amount of \$6,526.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Affordable Housing Assistance Program Grant awarded to Christian Health for the renovations of Evergreen Court Apartment #5 is hereby closed out, and the remaining grant funds totaling \$6,526.00 shall be released to Christian Health.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this Resolution to the appropriate officials at Christian Health and the Township's Affordable Housing Administrator.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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DIANA MCLEOD  
CHIEF FINANCIAL OFFICER



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-206**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Close Out of Affordability  
Assistance Program Grant with Christian Health  
for the Renovation of Evergreen Court Unit #6**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

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**WHEREAS**, an Affordable Housing Assistance Program Grant in the amount of \$29,016.00 was awarded to Christian Health for the renovation of Evergreen Court Apartment #6 located at Christian Health, pursuant to Resolution No. 24-127; and

**WHEREAS**, the Township of Wyckoff has received a detailed report of the actual costs incurred, which includes supporting contractor invoices, updated "after" photographs of the primary areas renovated, and confirmation from the Construction Code Official that all required permits have been obtained, inspected, approved, and closed out; and

**WHEREAS**, an initial 75% upfront payment for this project, amounting to \$21,762.00, was disbursed by the Township to Christian Health; and

**WHEREAS**, the final project cost for the renovations to the unit amounted to \$27,929.00, resulting in a \$1,087.00 decrease from the approved grant award; and

**WHEREAS**, funds remain available under the Affordable Housing Assistance Program Grant, and the Township Administrator recommends closing out the grant with a final payment to Christian Health in the amount of \$6,167.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Affordable Housing Assistance Program Grant awarded to Christian Health for the renovations of Evergreen Court Apartment #6 is hereby closed out, and the remaining grant funds totaling \$6,167.00 shall be released to Christian Health.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this Resolution to the appropriate officials at Christian Health and the Township's Affordable Housing Administrator.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

\_\_\_\_\_  
DIANA MCLEOD  
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-207**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Close Out of Affordability  
Assistance Program Grant with Christian Health  
for the Renovation of Evergreen Court Unit #13**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

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**WHEREAS**, an Affordable Housing Assistance Program Grant in the amount of \$12,000.00 was awarded to Christian Health for the renovation of Evergreen Court Apartment #13 located at Christian Health, pursuant to Resolution No. 24-151; and

**WHEREAS**, the Township of Wyckoff has received a detailed report of the actual costs incurred, which includes supporting contractor invoices, updated "after" photographs of the primary areas renovated, and confirmation from the Construction Code Official that all required permits have been obtained, inspected, approved, and closed out; and

**WHEREAS**, an initial 75% upfront payment for this project, amounting to \$9,000.00, was disbursed by the Township to Christian Health; and

**WHEREAS**, the final project cost for the renovations to the unit amounted to \$6,000.00, resulting in a \$6,000.00 decrease from the approved grant award; and

**WHEREAS**, funds remain available under the Affordable Housing Assistance Program Grant, and the Township Administrator recommends closing out the grant;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Affordable Housing Assistance Program Grant awarded to Christian Health for the renovations of Evergreen Court Apartment #13 is hereby closed out. The surplus payment of \$3,000.00 shall be netted off the payment made to Christian Health for the closeout of the Affordability Assistance Grants for Apartment Nos. 1, 4, 5, 6, and 14.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this Resolution to the appropriate officials at Christian Health and the Township's Affordable Housing Administrator.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**CERTIFICATION OF FUNDS**  
NOT REQUIRED



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-208**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Close Out of Affordability  
Assistance Program Grant with Christian Health  
for the Renovation of Evergreen Court Unit #14**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

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**WHEREAS**, an Affordable Housing Assistance Program Grant in the amount of \$29,016.00 was awarded to Christian Health for the renovation of Evergreen Court Apartment #14 located at Christian Health, pursuant to Resolution No. 24-128; and

**WHEREAS**, the Township of Wyckoff has received a detailed report of the actual costs incurred, which includes supporting contractor invoices, updated "after" photographs of the primary areas renovated, and confirmation from the Construction Code Official that all required permits have been obtained, inspected, approved, and closed out; and

**WHEREAS**, an initial 75% upfront payment for this project, amounting to \$21,762.00, was disbursed by the Township to Christian Health; and

**WHEREAS**, the final project cost for the renovations to the unit amounted to \$27,919.00, resulting in a \$1,097.00 decrease from the approved grant award; and

**WHEREAS**, funds remain available under the Affordable Housing Assistance Program Grant, and the Township Administrator recommends closing out the grant with a final payment to Christian Health in the amount of \$6,157.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Affordable Housing Assistance Program Grant awarded to Christian Health for the renovations of Evergreen Court Apartment #14 is hereby closed out, and the remaining grant funds totaling \$6,157.00 shall be released to Christian Health.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a certified copy of this Resolution to the appropriate officials at Christian Health and the Township's Affordable Housing Administrator.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK



**CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

\_\_\_\_\_  
DIANA MCLEOD  
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-209**

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**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Approval of Vouchers  
and Authorization to Pay Bills**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**  
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**WHEREAS**, the Township of Wyckoff is a municipality in the State of New Jersey operating under the authority from N.J.S.A. 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 as follows: Payroll A/C; Town Hall payroll checks #, Payroll Void Checks #0, Direct Deposit Voucher #, Void Claims # , Library Payroll Checks #, Library Direct Deposit Vouchers #, Claims Wire #, Claims check #, AHDFT #, Accu-track #, and Trs. Dog Trust - \$0.00.

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-210**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Authorizing an Affordability Assistance Program Grant with Christian Health for the Renovation of Evergreen Court Unit #2**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**

\*\*\*\*\*

**WHEREAS**, the Township Committee of the Township of Wyckoff approved the Affordability Assistance Policies and Procedures Manual (“Manual”) by Resolution No. 2023-210 on June 8, 2023; and

**WHEREAS**, the Manual permits Non-Profits/Special Needs Group to request assistance from the Township under the Affordability Assistance Program; and

**WHEREAS**, Christian Health (the “Applicant”) has requested funds from the Affordable Housing Trust Fund to support necessary renovations to deed-restricted affordable senior housing at their Wyckoff campus located at 301 Sicomac Avenue, Wyckoff, New Jersey, specifically Evergreen Court Apartment #2; and

**WHEREAS**, Evergreen Court Apartment #2 is an Inclusionary Age Restricted Rental located on Block 443 / Lot 49.03 with 30-year Affordability Controls governed by the statutes, ordinances, rules, and regulations restricting ownership and use of the property as an Affordable Housing unit; and

**WHEREAS**, the work proposed in Evergreen Court Apartment #2 includes:

- full kitchen renovation including replacement of kitchen cabinets, plumbing fixtures, new appliances, electrical and lighting upgrades, painting, and
- full bathroom renovation including shower replacement, sink, vanity, exhaust fans, plumbing fixtures, accessories and painting, and
- full flooring replacement and painting throughout the apartment; and

**WHEREAS**, the Applicant has provided a project budget request dated July 1, 2024, in the amount of \$29,016.00 for the project, as well as “before” photographs of the primary areas to be renovated.

**WHEREAS**, the Applicant is a non-profit/special needs group that meets the eligibility criteria as outlined in the Manual; and

**WHEREAS**, Community Grants Planning & Housing, acting as administrators of the Township’s Affordability Assistance Program, has reviewed this resolution, and the form of resolution meets with their approval; and

**WHEREAS**, the Township Administrator has reviewed the request and recommends the award of the Grant to the Applicant for \$29,016.00.

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

1. An Affordable Housing Assistance Program Grant to the Applicant in the amount of \$29,016.00 is hereby awarded for the renovations of Evergreen Court Apartment #2 in accordance with the request for funding/project budget request dated July 1, 2024.
2. 75% of the grant funds shall be provided at the time of award. The remaining 25% of the grant funds shall be tendered upon receipt of a detailed report of actual costs incurred when the project is completed, along with supporting contractor invoices, updated "after" photographs of the primary areas renovated and confirmation from the Construction Code Official that all permits required have been obtained, inspected, approved and closed out.
3. All Township fees under Chapter 108 (Construction Code, Uniform) of the Code of the Township of Wyckoff are hereby waived with regard to this project.
4. The Mayor, Township Administrator, Municipal Clerk, and any other municipal official deemed necessary for implementing this grant are authorized to execute any required documents and agreements.
5. A copy of this Resolution shall be forwarded to the Township Administrator, Chief Financial Officer, Construction Code Official, and Community Grants Planning & Housing.

#### **CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

#### **CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

\_\_\_\_\_  
DIANA MCLEOD  
CHIEF FINANCIAL OFFICER



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-211**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Authorizing an Affordability Assistance Program Grant with Christian Health for the Renovation of Evergreen Court Unit #10**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**

\*\*\*\*\*

**WHEREAS**, the Township Committee of the Township of Wyckoff approved the Affordability Assistance Policies and Procedures Manual (“Manual”) by Resolution No. 2023-210 on June 8, 2023; and

**WHEREAS**, the Manual permits Non-Profits/Special Needs Group to request assistance from the Township under the Affordability Assistance Program; and

**WHEREAS**, Christian Health (the “Applicant”) has requested funds from the Affordable Housing Trust Fund to support necessary renovations to deed-restricted affordable senior housing at their Wyckoff campus located at 301 Sicomac Avenue, Wyckoff, New Jersey, specifically Evergreen Court Apartment #10; and

**WHEREAS**, Evergreen Court Apartment #10 is an Inclusionary Age Restricted Rental located on Block 443 / Lot 49.03 with 30-year Affordability Controls governed by the statutes, ordinances, rules, and regulations restricting ownership and use of the property as an Affordable Housing unit; and

**WHEREAS**, the work proposed in Evergreen Court Apartment #10 includes:

- full kitchen renovation including replacement of kitchen cabinets, plumbing fixtures, new appliances, electrical and lighting upgrades, painting, and
- full bathroom renovation including shower replacement, sink, vanity, exhaust fans, plumbing fixtures, accessories and painting, and
- full flooring replacement and painting throughout the apartment; and

**WHEREAS**, the Applicant has provided a project budget request dated July 1, 2024, in the amount of \$29,016.00 for the project, as well as “before” photographs of the primary areas to be renovated.

**WHEREAS**, the Applicant is a non-profit/special needs group that meets the eligibility criteria as outlined in the Manual; and

**WHEREAS**, Community Grants Planning & Housing, acting as administrators of the Township’s Affordability Assistance Program, has reviewed this resolution, and the form of resolution meets with their approval; and

**WHEREAS**, the Township Administrator has reviewed the request and recommends the award of the Grant to the Applicant for \$29,016.00.

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

1. An Affordable Housing Assistance Program Grant to the Applicant in the amount of \$29,016.00 is hereby awarded for the renovations of Evergreen Court Apartment #10 in accordance with the request for funding/project budget request dated July 1, 2024.
2. 75% of the grant funds shall be provided at the time of award. The remaining 25% of the grant funds shall be tendered upon receipt of a detailed report of actual costs incurred when the project is completed, along with supporting contractor invoices, updated "after" photographs of the primary areas renovated and confirmation from the Construction Code Official that all permits required have been obtained, inspected, approved and closed out.
3. All Township fees under Chapter 108 (Construction Code, Uniform) of the Code of the Township of Wyckoff are hereby waived with regard to this project.
4. The Mayor, Township Administrator, Municipal Clerk, and any other municipal official deemed necessary for implementing this grant are authorized to execute any required documents and agreements.
5. A copy of this Resolution shall be forwarded to the Township Administrator, Chief Financial Officer, Construction Code Official, and Community Grants Planning & Housing.

#### **CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

#### **CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

\_\_\_\_\_  
DIANA MCLEOD  
CHIEF FINANCIAL OFFICER

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-212**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Authorizing an Affordability Assistance Program Grant with Christian Health for the Renovation of Evergreen Court Unit #24**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**

\*\*\*\*\*

**WHEREAS**, the Township Committee of the Township of Wyckoff approved the Affordability Assistance Policies and Procedures Manual (“Manual”) by Resolution No. 2023-210 on June 8, 2023; and

**WHEREAS**, the Manual permits Non-Profits/Special Needs Group to request assistance from the Township under the Affordability Assistance Program; and

**WHEREAS**, Christian Health (the “Applicant”) has requested funds from the Affordable Housing Trust Fund to support necessary renovations to deed-restricted affordable senior housing at their Wyckoff campus located at 301 Sicomac Avenue, Wyckoff, New Jersey, specifically Evergreen Court Apartment #24; and

**WHEREAS**, Evergreen Court Apartment #24 is an Inclusionary Age Restricted Rental located on Block 443 / Lot 49.03 with 30-year Affordability Controls governed by the statutes, ordinances, rules, and regulations restricting ownership and use of the property as an Affordable Housing unit; and

**WHEREAS**, the work proposed in Evergreen Court Apartment #24 includes:

- full kitchen renovation including replacement of kitchen cabinets, plumbing fixtures, new appliances, electrical and lighting upgrades, painting, and
- full bathroom renovation including shower replacement, sink, vanity, exhaust fans, plumbing fixtures, accessories and painting, and
- full flooring replacement and painting throughout the apartment; and

**WHEREAS**, the Applicant has provided a project budget request dated July 1, 2024, in the amount of \$29,016.00 for the project, as well as “before” photographs of the primary areas to be renovated.

**WHEREAS**, the Applicant is a non-profit/special needs group that meets the eligibility criteria as outlined in the Manual; and

**WHEREAS**, Community Grants Planning & Housing, acting as administrators of the Township’s Affordability Assistance Program, has reviewed this resolution, and the form of resolution meets with their approval; and

**WHEREAS**, the Township Administrator has reviewed the request and recommends the award of the Grant to the Applicant for \$29,016.00.



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

1. An Affordable Housing Assistance Program Grant to the Applicant in the amount of \$29,016.00 is hereby awarded for the renovations of Evergreen Court Apartment #24 in accordance with the request for funding/project budget request dated July 1, 2024.
2. 75% of the grant funds shall be provided at the time of award. The remaining 25% of the grant funds shall be tendered upon receipt of a detailed report of actual costs incurred when the project is completed, along with supporting contractor invoices, updated "after" photographs of the primary areas renovated and confirmation from the Construction Code Official that all permits required have been obtained, inspected, approved and closed out.
3. All Township fees under Chapter 108 (Construction Code, Uniform) of the Code of the Township of Wyckoff are hereby waived with regard to this project.
4. The Mayor, Township Administrator, Municipal Clerk, and any other municipal official deemed necessary for implementing this grant are authorized to execute any required documents and agreements.
5. A copy of this Resolution shall be forwarded to the Township Administrator, Chief Financial Officer, Construction Code Official, and Community Grants Planning & Housing.

#### **CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

#### **CERTIFICATION OF FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN THE AFFORDABLE HOUSING TRUST FUND ACCOUNT T-12-99-870-878. NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

\_\_\_\_\_  
DIANA MCLEOD  
CHIEF FINANCIAL OFFICER



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-213**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Approving Contract Close Out for Contract No. 2023-09 – Supply, Delivery, and Installation of Flexi-Pave Material or Approved Equal on Walking Trail at Russell Farms Community Park – Contract #2**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

\*\*\*\*\*

**WHEREAS**, Waters & Bugbee, Inc. ("Contractor") and the Township of Wyckoff ("Township") have previously entered into an Agreement, specifically identified as Contract No. 2023-09 – "Supply, Delivery, and Installation of Flexi-Pave Material or Approved Equal on Walking Trail at Russell Farms Community Park – Contract #2," for the provision of labor, equipment, and materials at a cost not to exceed \$35,406.25, in strict accordance with the provisions of the Local Public Contract Law, N.J.S.A. 40A:11-1, et seq.; and

**WHEREAS**, the Township Committee has received a Contract Close Out for the aforementioned contract, reflecting no change to the final contract sum of \$35,406.25; and

**WHEREAS**, the Township has received a Maintenance Bond and all required manuals from the Contractor in accordance with the contract terms and applicable laws and regulations; and

**WHEREAS**, the execution of Contract Close Out is deemed to be in the best interests of the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, located in the County of Bergen, State of New Jersey, that Contract Close Out for Contract No. 2023-09 is hereby approved.

**BE IT FURTHER RESOLVED** that the Mayor, the Township Administrator, the Municipal Clerk, and any other duly authorized officer are hereby empowered and authorized to execute Contract Close Out for Contract No. 2023-09 on behalf of the Township and to take any and all necessary actions to effectuate the terms and conditions therein, in compliance with all applicable laws and regulations.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-214**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Release  
Performance Cash Surety –  
324 Newtown Road, Block 354, Lot 31**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**

**WHEREAS**, Janitza LaRosa, homeowner at 324 Newtown Road, Wyckoff, New Jersey 07481, in an email dated June 19, 2024, has requested the release of a \$2,500 Performance Cash Surety for landscaping work performed at 324 Newtown Road; and,

**WHEREAS**, Janitza LaRosa, homeowner at 324 Newtown Road, Wyckoff, New Jersey 07481 posted the following with the Municipal Clerk on December 27, 2023, for site improvements/landscaping improvements:

Performance Cash Surety	\$2,500.00
-------------------------	------------

**WHEREAS**, the Township’s Engineer, Mr. Mark Di Gennaro, in an email dated June 19, 2024, states that the Engineering inspection has taken place, and the work is complete and satisfactory and the balance of \$2,500.00 being held as Performance Cash Surety is approved to be released; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby accept the recommendation of the Township Engineer, Mr. Mark Di Gennaro to release the \$2,500.00 Performance Cash Surety to Janitza LaRosa, homeowner at 324 Newtown Road, Wyckoff, New Jersey 07481.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk will forward a copy of this resolution to the Township Engineer, Mr. Mark Di Gennaro and to Janitza LaRosa, homeowner at 324 Newtown Road, Wyckoff, New Jersey 07481.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-215

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Release Performance  
Cash – 518 Helena Avenue Block 314,  
Lot 67**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ MELCHIONNE \_\_\_ SHANLEY \_\_\_**

\*\*\*\*\*

**WHEREAS**, Karly Meyer, D.S. Meyer Enterprises, Inc., 34 Maple Avenue, Waldwick, New Jersey 07463 deposited the following on February 7, 2022 for a road opening related to a private sewer extension project at 518 Helena Avenue, Block 314, Lot 67:

D.S. Meyer Enterprises, Inc.	Performance Bond	\$ 98,255.00
D.S. Meyer Enterprises, Inc.	Performance Cash Surety	\$ 10,917.00
D.S. Meyer Enterprises, Inc.	Professional Escrow	\$ 1,500.00

**WHEREAS**, by way of Resolution #22-186 dated May 24, 2022 the \$98,255.00 Performance Bond for the sewer extension project at 518 Helena Avenue was released; and,

**WHEREAS**, the two year maintenance period has expired and the Township Engineer, Mark DiGennaro in an email dated June 19, 2024 has confirmed that the \$10,917.00 Performance Cash Surety and the remaining \$700.00 of Professional Escrow are approved to be released; and,

**WHEREAS**, the Chief Financial Officer, Diana McLeod, has verified the funds.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that they hereby concur with the recommendation of the Township Engineer to return the \$10,917.00 Performance Cash Surety and the remaining \$700.00 of Professional Escrow to Karly Meyer, D.S. Meyer Enterprises, Inc., 34 Maple Avenue, Waldwick, New Jersey 07463.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk shall forward a copy of this resolution to the Township Engineer and to Karly Meyer, D.S. Meyer Enterprises, Inc., 34 Maple Avenue, Waldwick, New Jersey 07463.

**CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

\_\_\_\_\_  
NANCY A. BROWN  
MUNICIPAL CLERK



**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #24-216**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: July 16, 2024**

**REFERENCE: Awarding Contract to Sanitation Equipment Corp. for the Purchase of One New Leach Model 2RIII 29 Cubic Yard Rear Load Packer**

**VOTE: BOONSTRA \_\_\_ LANE \_\_\_ MADIGAN \_\_\_ SHANLEY \_\_\_ MELCHIONNE \_\_\_**

\*\*\*\*\*

**WHEREAS**, the Township of Wyckoff ("Township") requires a new Rear Load Packer Truck and related equipment for the Department of Public Works; and

**WHEREAS**, the Township has identified that the packer truck for the Township's need is a Leach Model 2RIII 29 cubic yard rear load packer on a Western Star chassis together with all related equipment and appurtenances related thereto; and

**WHEREAS**, the Township has explored various options to procure the necessary equipment and determined that such equipment may be procured through a nationally-recognized and accepted cooperative purchasing contract; and

**WHEREAS**, pursuant to *N.J.S.A. 52:34-6.2b(3)* (as amended by P.L. 2011 c.139) and LFN 2012-10, a New Jersey municipality may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey or another state; and

**WHEREAS**, Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota, offering cooperative procurement solutions to government entities; and

**WHEREAS**, Sourcewell has awarded Cooperative Contract #110223-LEG to Sanitation Equipment Corp., under which the equipment sought by the Township may be procured; and

**WHEREAS**, the packer truck is available for purchase through Sourcewell Contract #110223-LEG awarded to Sanitation Equipment Corp. (the Supplier); and

**WHEREAS**, Sanitation Equipment Corp. has submitted a proposal to provide the Township with one (1) new Leach Model 2RIII 29 cubic yard rear load packer on a Western Star chassis together with all related equipment and appurtenances related thereto for the purchase total of \$307,760.40; and

**WHEREAS**, the Township has determined that the use of the Sourcewell cooperative purchasing contract to procure the sought-after sewer cleaner and equipment will result in cost savings after considering all factors including charges for service, material, and delivery; and

**WHEREAS**, Notice of Intent to Award a Contract under a National Cooperative Purchasing Agreement as recommended by LFN 2012-10 was printed in the Friday, June 14, 2024, edition



of the Ridgewood News, the official newspaper of the Township of Wyckoff, announcing a comment period that ended on June 24, 2024, and no comments were received during the comment period;

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

1. The foregoing "WHEREAS" clauses are hereby incorporated as if fully restated here.
2. A contract for the purchase of one (1) new Leach Model 2R111 29 cubic yard rear load packer on a Western Star chassis together with all related equipment and appurtenances related thereto in the amount of \$307,760.40 is hereby awarded to Sanitation Equipment Corp. without the Township soliciting public bids as permitted by law.
3. The Mayor or Township Administrator and Municipal Clerk are hereby authorized and directed to execute a Purchase Agreement with Sanitation Equipment Corp., pursuant to the terms of its nationally recognized and accepted cooperative purchasing agreement with Sourcewell.
4. The form and terms of the Purchase Agreement shall be consistent with this resolution and subject to the Township Attorney's approval.

#### **CERTIFICATION**

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION AS ADOPTED BY THE TOWNSHIP COMMITTEE ON JULY 16, 2024.

---

NANCY A. BROWN  
MUNICIPAL CLERK

#### **CERTIFICATE OF AVAILABLE FUNDS**

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN BOND ORDINANCE NO. 1983 (ACCOUNT C-04-56-999-995) AND NO. 2012 (ACCOUNT C-04-56-999-997), NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH ABOVE.

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DIANA MC LEOD  
CHIEF FINANCIAL OFFICER

TOWNSHIP OF WYCKOFF  
MUNICIPAL CLERK'S OFFICE

**SPECIAL EVENT APPLICATION**

(All Special Events are Permitted for a Maximum ten-day period)

Please type or print clearly and submit original copy with a detailed event description and any layout schematics:

Cornerstone Christian Church

Applicant/Business Name

495 Wyckoff Ave

Business Address

Block/Lot

201-891-1651

Luke Osterhus

Business Telephone

Contact/Applicant Name

201-891-1651

losterhus@cornerstonenj.org

Contact Telephone

Contact Email Address

October 12, 2024

7:00am - 2:00pm

Date of Event

Duration of Event (Days and/or hours)

eSigned via SeamlessDocs.com  
*Susan Franco*  
Key: f3f7b0514f0de5092e1fcd268aedeed

Applicant Signature

**REQUIRED INFORMATION: (Check all that apply)**

**Temporary Signage** Attach detailed drawing/art including dimensions; location(s) of temporary sign(s) and dates of the ten-day period requested. (10 days is the max. number of days for temporary signage). Specific Dates: \_\_\_\_\_

**Special Activities** Attach detailed description with specific location of special activities at the above address.

**Food and/or Drink** Any food or beverage vendors will REQUIRE a Wyckoff Board of Health License.

**Special Temporary Props** Attach specific description of items to be utilized.

**Tent** Attached map detailing the precise location of where the tent is proposed to be located. Tents larger than 900 SF will require a permit. Please contact [wyckoffbuildingsinsp@wyckoff-nj.com](mailto:wyckoffbuildingsinsp@wyckoff-nj.com) for more information on permits.

Official Use

Review by Zoning Enforcement Official

Date: 7-10-24 Approved:  Denied:

Review by Police Traffic Safety Officer

Date: 7-10-24 Approved:  Denied:

Permission Obtained from Township Committee

Date: \_\_\_\_\_ Approved:  Denied:

Nancy A. Brown, Municipal Clerk

TWP. OF WYCKOFF

JUL 01 2024

MUNICIPAL CLERK

Never End The Fight  
304 Briarwood Drive  
Wyckoff, NJ 07481  
(201) 247-6923  
info@neverendthefight.org  
www.neverendthefight.org



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Wyckoff Township Committee

340 Franklin Avenue

Wyckoff, NJ 07481

Dear Wyckoff Township Committee:

We are requesting your approval of the Never End The Fight 5K Run and 1 Mile Mental Health Walk on Saturday October 12, 2024. Never End The Fight, 501©3 was created in 2017 in memory of Dylan Macaluso, a lifelong Wyckoff resident, who died in 2015 when he lost his battle with mental illness and addiction at the age of 26. NETF strives to spread awareness about the connection between the illnesses of mental illness and addition while helping eliminate the stigmas associated with these diseases. We have help successful community events at Eisenhower Middle School in 2018, 2019, 2021, and 2023 as well as a virtual event during the pandemic year of 2020.

We have attached the permission application from the Wyckoff Board of Education, Insurance Certificate, and 5K Course map.

Thank you for your continuing support.

Sincerely,

James D Macaluso

President

Never End The Fight

*J Macaluso 7/1/24*

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*Fred Approved 7-9-24*  
*PD Approved 7-9-24*

Never End The Fight is a tax exempt public charity registered under the IRS Code Section 501(c)(3). All donations to Never End The Fight are tax deductible under IRC Section 170.



TOWNSHIP OF WYCKOFF  
MUNICIPAL CLERK'S OFFICE

**SPECIAL EVENT APPLICATION**

(All Special Events are Permitted for a Maximum ten-day period)

Please type or print clearly and submit original copy with a detailed event description and any layout schematics:

Christian Health

Applicant/Business Name

301 Sicomac Avenue, Wyckoff NJ

Business Address

201-848-5888

Block/Lot

Douglas A. Struyk

Business Telephone

201-848-5852

Contact/Applicant Name

dstruyk@ChristianHealthNJ.org

Contact Telephone

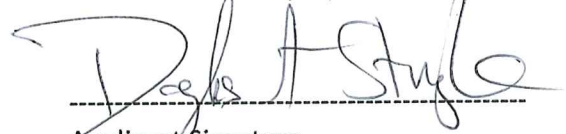
August 04, 2024

Contact Email Address

2 days (August 2-3), 10 am to 4 pm

Date of Event

Duration of Event (Days and/or hours)

  
Applicant Signature

**REQUIRED INFORMATION: (Check all that apply)**

- Temporary Signage** Attach detailed drawing/art including dimensions; location(s) of temporary sign(s) and dates of the ten-day period requested. (10 days is the max. number of days for temporary signage). Specific Dates: 7/26-8/5 (a.m.) Sicomac Ave entrance, 6 ft x 9 ft
- Special Activities** Attach detailed description with specific location of special activities at the above address.
- Food and/or Drink** Any food or beverage vendors will REQUIRE a Wyckoff Board of Health License.
- Special Temporary Props** Attach specific description of items to be utilized.
- Tent** Attached map detailing the precise location of where the tent is proposed to be located. Tents larger than 900 SF will require a permit. Please contact [wyckoffbuildingsinsp@wyckoff-nj.com](mailto:wyckoffbuildingsinsp@wyckoff-nj.com) for more information on permits.

Official Use

Review by Zoning Enforcement Official

Date: 7-9-24 Approved: X Denied:    

Review by Police Traffic Safety Officer

Date: 7-2-24 Approved: X Denied:    

Permission Obtained from Township Committee

Date:     Approved:     Denied:    

Nancy A. Brown, Municipal Clerk

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN, STATE OF NEW JERSEY**

**ORDINANCE #2016**

**ESTABLISHING A NEW CHAPTER 176, ENTITLED TREES AND SHRUBS,  
OF CODE OF THE TOWNSHIP OF WYCKOFF TO REGULAR THE REMOVAL  
AND REPLACEMENT OF TREES**

**WHEREAS**, the Township of Wyckoff is required by our MS4 Permit to adopt an ordinance regulating the removal and replacement of trees within the Township.

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

**SECTION 1.** There is hereby created a new Chapter 176 entitled "TREES AND SHRUBS" of the Code of the Township of Wyckoff to read as follows:

**CHAPTER 176            TREES AND SHRUBS**

**ARTICLE I    TREE PROTECTION REMOVAL & REPLACEMENT**

**§ 176-1.            Purpose.**

- A. The Township Committee finds that the preservation, maintenance, protection, and planting of trees aids in the stabilization of soil by the prevention of erosion and sedimentation; reduces stormwater runoff and the potential damage it may create; aids in the removal of pollutants from the air and assists in the generation of oxygen; provides a buffer and screen against noise and pollution; provides protection against severe weather; aids in the control of drainage and restoration of denuded soil subsequent to construction or grading; provides a haven for birds and other wildlife and otherwise enhances the environment; protects and increases property values; preserves and enhances the Township's physical and aesthetic appearance; and generally protects the public health and safety as well as the general welfare. It is the intent, therefore, of this article to regulate and control the indiscriminate and excessive cutting of qualified trees in the Township. It is the further intent of this article to preserve and build around trees whenever possible.
  
- B. Trees are declared important cultural, ecological, scenic, and economic resources. It is recognized that there is a strong relationship between the integrity of the Township's water resources, development on steep slopes, tree removal, soil disturbance, stormwater management, and the general use of the land resources, and a correlation between increased air pollution and high-density residential and commercial or industrial uses. Therefore, the Township finds that the appropriate management of these resources is an important health, safety, and general welfare concern.

- C. When qualified trees must be removed, the intent of this chapter is to provide for the planting of replacement trees in place of those lost qualified trees, not necessarily in kind or even on the same site, but throughout the Township to maintain the Township's tree stock for future generations to enjoy.
- D. Nothing in this article shall be held to take away or diminish any of the Shade Tree Commission's powers or authority pursuant to statute.

**§ 176-2. Definitions.**

**DEAD TREE** – A tree that has ceased to function physiologically. Such a tree is typically devoid of leaves and may have lost bark.

**DBH (DIAMETER AT BREAST HEIGHT)** – The diameter of a tree trunk, when measured at a height of 4.5 feet above the ground at the base of the tree, calculated as the circumference (or girth) of the tree divided by pi (3.1416). On sloping ground, the "above ground" reference point is the average between the highest and lowest points of the ground at the base of the tree. If the DBH point falls on a swelling in the trunk, it is measured below the swelling point where the diameter is the smallest. In the case of trees with multiple trunks, the DBH of the trunk with the greatest diameter shall be measured for permit purposes.

**DISEASED TREE** – A tree terminally infested with fungus, virus, or insects.

**DRIPLINE** – The circular area surrounding a tree, the radius of which area shall be the distance from the trunk of the tree to the tip of the outermost branch of the tree but in no case shall the dripline on any tree be less than ten (10) feet..

**HAZARD TREE** – means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not Hazard Trees.

- Is obviously dead;
- Is dying as determined by a Licensed Tree Expert;
- Has an infectious disease or insect infestation as determined by a Licensed Tree Expert;
- Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
- Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or
- Is determined to be a threat to public health, safety, and/or welfare by a Licensed Tree Expert or the Township Engineer.

**INVASIVE SPECIES** - all native and non-native vines and vegetation that grow out of place and are competitive, persistent and pernicious, or trees which are native or non-native to this country or region of the country, whose vines produce chemicals that prevent the growth of other plants and

serve as a primary food source to an invasive species of insects. These plants and trees may damage other trees, vegetation or structures.

**LICENSED TREE EXPERT or LICENSED TREE OPERATOR** – An individual licensed as a tree expert or a tree operator by the State of New Jersey after successfully passing an examination administered by the Board of Tree Experts.

**QUALIFIED TREE** – Any deciduous tree on any land within the Township with a diameter measured at breast height (DBH) of eight inches or greater or any coniferous tree with a height of 20 feet or greater.

The following tree conditions exempt the tree from being classified as a qualified tree for the purpose of this Chapter.

- A. All trees to be removed by the Township of Wyckoff, the County of Bergen, and the State of New Jersey or any of its political subdivisions pursuant to the law.
- B. Removal of invasive species.
- C. Pruning or the removal of trees within the right-of-way recognized and accepted by public utility companies for the conveyance of their services for the purpose of maintenance of said utility wires, cables, or pipelines with their attendant appurtenances. This shall also include trimming or removing trees that obstruct municipal signage, traffic control devices, and compromised sight angles at intersections and roadways for the public's safety.

**REPLACEMENT TREE** – Any tree proposed to be considered a replacement for a qualified tree removed under a permit.

**SHADE TREE COMMISSION** – The Shade Tree Commission of the Township of Wyckoff includes any duly appointed members, alternates, and any duly authorized agents, contractors, consultants, or employees.

**TREE OF HEAVEN (*ailanthus altissima*)** – A rapidly growing deciduous tree with an aggressive root system that has become a widespread invasive species across North America. Harbors and supports the spotted lanternfly.

**§ 176-3. Cutting or removal of a tree.**

- A. No person shall:
  - (1) Cut down, destroy, remove, or allow or cause such cutting, destruction, or removal of any qualified tree except as permitted by this article.
  - (2) Cause or allow any willful damage, injury, or disfigurement of any qualified tree growing within the Township. For purposes of this



subsection, the actions of any person shall be deemed willful if the damage, injury or disfigurement of any tree is caused as a result of, but not limited to, the following: cutting, gashing, nailing (exception for Township-authorized marking of trees), spiking or slitting of any tree; pouring any liquid or other material on any tree or upon the nearby ground; construction or placement of any nonporous material on the ground around any tree so as to cut off air, light or water from the roots; or placement or removal of any soil from within 10 feet of any tree; painting (exception for trailblaze markers) or marking with any permanent compound even if such compound would not cause the death of the tree.

(3) Store or pile building material or debris or place construction equipment within 10 feet of any tree.

B. Any term or provision of this article that contemplates, directs, regulates, or prohibits the doing of any act may, in applicable cases and where the context so requires, be construed to include the causing, allowing, permitting, or suffering of such act to be done by others under the direction, control or supervision of the person charged therewith. Every such act shall be deemed to be within the scope of this article.

**§ 176-4. Protection of trees during construction.**

A. Before construction begins, the developer shall erect snow fencing or other protective barriers around all mature trees not approved for removal during construction and to delineate the limit of disturbance. Such barriers shall be placed at least 10 feet from the trunk of any tree and shall remain in place until the Construction Code Official authorizes the removal of the protection after issuance of a certificate of occupancy or temporary certificate of occupancy. No equipment, chemicals, soil deposits, or construction materials shall be placed within any area so protected by barriers, nor shall any attachments or wires be attached to any trees so protected. Any landscaping activities subsequent to the removal of barriers shall be accomplished with light machinery or hand labor.

(1) A description of the existing tree protective barrier shall be provided on all major applications. The protective barrier shall be four feet high.

(2) The protective barrier where practical shall be placed at the dripline of any tree along the limit of clearing and around the entire tree dripline so that trees remain undisturbed within the limit of clearing.

B. In the event that any qualified tree to be protected in connection with construction as set forth above shall die during construction or within two years after the closure of the permit, it shall be replaced by the applicant or property owner upon written notification by the Township within 60 days on a 1-for-1 basis unless impractical due to weather conditions.

**§ 176-5. Other restrictions.**

- A. It shall be unlawful for the owner or occupant of any lands within the limits of the Township to permit to exist or harbor tent caterpillars, gypsy moths, or any other insect detrimental to the health and wellbeing of a tree on such premise after being noticed of such by certified mail return receipt requested. Any firm retained to eradicate insects in or on trees shall be duly licensed for such tasks by the New Jersey Department of Environmental Protection.
- B. It shall be expressly prohibited anywhere within the public rights-of-way and public properties of the Township to affix a sign or any other device to a tree of any size by means of any type of fasteners, including but not limited to nails, screws, or bolts.
- C. It shall be expressly prohibited in the Township to fasten any rope, wire, or cable to a tree within the public right-of-way for any reason other than for staking stabilization purposes of the tree in accordance with standard arboriculture practices.
- D. No person shall hitch or fasten an animal to any tree or shrub within a public right-of-way or any guard or support provided for such tree or shrub or permit an animal to bite or otherwise injure any such tree or shrub.
- E. No person shall permit or cause to be permitted the discharge or release of any liquid, gas, or solid compound containing injurious chemicals to come in contact with the stalk, leaves, bark, or roots of any tree or shrub within the public right-of-way.
- F. During the execution of any work on trees on public lands in the Township, other than for tree removal, no gaffs or spikes shall be permitted to be used by a climber to ascend a tree.
- G. It shall be expressly prohibited in the Township to alter or prune any tree within the public right-of-way or the conditions surrounding a tree in the public right-of-way in a manner that may reduce its viability and life span.
- H. Planting "running bamboo" or any bamboo of the genus *Phyllostachys aureosulcata* in the Township is prohibited.

**§ 176-6. Sidewalk construction and driveway enlargement.**

- A. When a sidewalk is constructed or being reconstructed due to defects within the public right-of-way, the party responsible for the work (i.e., the adjacent property owner) shall coordinate all work that may affect the root systems of trees within the public right-of-way with the Township's Engineer or their designee. Such responsible party shall be required to notify the Township Engineer prior to the commencement of any such work.
- B. No tree, tree root, or roots shall be cut or removed for sidewalk construction, reconstruction, or driveway enlargement within the public

right-of-way without first obtaining written authorization from the Township Engineer. Said authorization shall be appended to either the zoning review of the proposed work or a curb and sidewalk work or driveway enlargement permit issued by the Township Engineer.

- C. Any tree within the public right-of-way removed for a driveway enlargement or construction shall be considered a qualified tree and replaced in accordance with the provisions of this Chapter.
- D. The Township Engineer or their designee shall have authority to determine in such instances covered in this section whether root grinding, a tree's removal, a "round out" or "bump out" is warranted for trees within the public right-of-way, with the goal to preserve trees as best as possible. Defective sidewalk slabs within five feet of a tree shall be removed, and a new slab cast (at the property owners' expense) in accordance with the Township Engineer's directive.
- E. Any tree roots cut, damaged, or removed in the public right-of-way without the Township Engineer's or their designee's authorization shall be deemed a violation of this chapter.

**§ 176-7. Permit requirements for qualified tree removal.**

- A. Any qualified tree in the Township that is desired to be removed shall require a permit issued by the Building Department.
- C. No permit shall be issued for the removal of any qualified tree unless all taxes and other municipal charges levied against the property are current.
- D. All applications to the Township Planning Board, Zoning Board of Adjustment, Building Department, or the Township that propose removing any qualified trees shall require a permit.
- E. Any application for a qualified tree removal permit, whether in conjunction with a major or minor subdivision application, major or minor site plan application, or other private property improvement, shall be submitted to the Building Department for review and subsequent action. The Building Department shall coordinate all applications with the appropriate land use board, if necessary. The Building Department will make a courtesy notification of any applications or permits issued to the Township's Shade Tree Commission.

**§ 176-8. Tree removal permit.**

- A. Tree removal permits for qualified trees shall contain the following:

An application for a tree removal permit shall be filed with the Building Department to remove any qualified trees and to determine any applicable exemptions.

The tree removal permit fee shall be \$50 per tree to be removed. Trees determined to be hazard tree shall not require a permit fee.

A tree removal permit shall be valid only for the location (property) for which the application is made. The permit shall not authorize trespass on any adjoining property.

Applications shall provide the following information:

- (1) If using a Licensed Tree Expert for any determinations regarding trees, provide their name, address, title, and license number.
  - (2) The Lot and block or lots and blocks of the proposed qualified tree removal work. The street address of the proposed work. The identity of the owner(s) of the land where the work is proposed.
  - (3) A sketch of the property, preferably on a property survey, depicting the location of the qualified tree on the property (front yard, rear yard, side yard).
  - (4) The purpose or reason for the removal of the qualified trees.
  - (5) List the number of qualified trees being removed by species and size (diameter at breast height).
  - (6) Proposed start date of the work. Proposed date of completion.
  - (7) A plan for either replacing or offsetting the qualified trees proposed to be removed with the replacement tree's location on the property.
- B. The applicant shall place a one-inch-wide red, yellow, or blue ribbon around the trunk of each tree to be removed at a height of 4 1/2 feet above the ground so that the proposed tree removal may be inspected in the field by the Township.
- C. A permit shall be issued or denied by the Building Department within 20 business days of submission of an application for a permit based upon the Township Engineer's final assessment.
- D. All permits shall be visibly displayed on the subject property until project completion.
- E. All tree removal permits shall expire one year from the date of issuance. If the approved tree removal has not occurred within one year, a new permit must be applied for and is subject to the payment of new application fees.

**§ 176-9. Replacement tree requirements.**

- A. When a tree removal permit is filed to remove a qualified tree, the applicant shall provide for a replacement tree. Replacement trees shall be provided on a one per five thousand (5,000) square feet of unimproved coverage of



the entire lot (including front yards) for qualified trees removed. A minimum of one replacement tree per application shall be required not to exceed a 1-for-1 replacement.

- B. Placement of replacement trees is preferred in the front yard (outside the Township right-of-way) if no shade trees currently exist in the front yard unless deemed infeasible by the Township Engineer.
- C. If the applicant cannot provide suitable land for a replacement tree(s), the applicant shall be required to remit an amount for each qualified tree removed to the Township's Replacement Tree Fund. The value for a replacement tree is set at \$650 per tree.
- D. All funds in the Township's Tree Replenishment Trust Fund shall be used to purchase, plant and maintain trees within the public rights-of-way throughout the Township, public parks, Green Acres listed open space areas, stream bank restoration/protection projects or any other location public or privately owned at the determination of the Shade Tree Commission, all to help maintain the Township's tree stock.
- E. All replacement deciduous trees shall have a DPM of not less than a two-inch caliper. All replacement coniferous trees shall have a height of at least 10 feet.
- F. Replacement trees shall be planted within one year of the tree removal. Failure to plant a replacement tree within one year shall result in a monetary penalty equal to the value of a replacement tree plus 20%, which shall be placed against the property as a municipal lien and subject to collection by the Tax Collector.
- G. No permit is required to plant a tree if a property owner desires to do so. The Township would appreciate notification of any tree plantings to help track the health of the Township's tree canopy.

**§ 176-10. Exemptions from replacement requirements.**

The following qualified tree conditions shall be exempt from the provisions of § 176-9. If a tree is deemed exempt, its removal shall require a removal permit but shall not require a replacement tree. An application shall be made to determine if the tree is exempt prior to any action being taken unless an emergency exists.

- A. The removal of any tree or trees growing inside the following limits of disturbance for construction on any site (UCC, engineering or septic permit required):
  - 1. 20 feet from any foundation or footing.
  - 2. 10 feet from any septic component, drywall, driveway, patio, walkway, utility trenching, or shed.

3. 20 feet from any swimming pool coping and 10 feet from the pool equipment utilities.
  4. 10 feet from any retaining wall.
  5. Measurement shall be from the proposed structure to the nearest part of the tree trunk measured at the base of the tree at ground level
- B. The removal of any tree or trees growing on or over the public right-of-way or public land with the consent of the Township's Engineer or their designee.
- C. The removal of any tree(s) that meet the definition of a hazard tree pursuant to this Article.

**§ 176-11. Appeal of rejection of tree removal permits.**

Any applicant aggrieved by the Township Engineer's rejection of an application for a tree removal permit or other determination made under this article may appeal the determination to the Planning Board by filing the appeal with the Secretary of the Planning Board within ten days of the determination of the Township Engineer. Said appeal shall be accompanied by a fee of \$250. The Planning Board shall hear the appeal within 45 days. It may affirm, reverse, or modify the determination of the Township Engineer by setting forth a resolution with the Board's holding and the reasons for its result.

**§ 176-12. Tree removal contractor requirements; registration; notice and deadlines.**

- A. All tree contractors must register with the Township and pay a registration fee of \$250 annually to conduct business within the Township during the calendar year.
- B. All tree contractors operating within the Township shall be licensed in accordance with the NJ Tree Experts and Tree Care Operators Licensing Act, maintain the required insurance, hold a valid registration with the Township, and display proof of same on each of their vehicles operating in the Township.
- C. All tree removal contractors shall carry and provide proof of at least the following minimum insurance coverage: \$2,000,000 property damage and bodily injury insurance per incident; \$300,000 automobile insurance per incident; and workers' compensation insurance in such amounts as required by law. All tree removal contractors shall require their insurers to provide the Township with a minimum of 30 days advance notice of the cancellation of any required coverage. Upon the cancellation of any required insurance coverage, the tree removal contractor's registration shall automatically be suspended, and the tree removal contractor shall be prohibited from performing thereafter. Upon the submission of satisfactory proof of insurance coverage, licensure in accordance with the New Jersey

Tree Experts and Tree Care Operators Licensing Act, and a certification that the tree removal contractor has read, understands, and will comply with all requirements of this rule, then the Township Clerk shall register the tree removal contractor as approved to do business in the Township.

- D. Within 30 days of adopting this article, the Municipal Clerk shall mail a copy of this Ordinance to persons and entities known to be in the business of maintaining, cutting, or removing trees within the Township.
- E. Within 30 days thereafter, any company desiring to maintain, cut, or remove trees within the Township shall register with the Township.

**§ 176-13. Enforcement; violations and penalties.**

- A. Any person, firm, partnership, corporation, association, or other legal entity violating any of the provisions of this article shall, upon conviction of such violation, be punished by a fine not be less than the cost of each replacement tree installed, plus a penalty of \$500, plus court costs, in addition to the required mitigation for each tree illegally removed. Each illegally removed or damaged tree shall constitute a separate offense. Violations of this ordinance shall be heard in the municipal court of any other court of competent jurisdiction.
- B. The Zoning Official, Construction Code Official, Director of Public Works, Township Engineer, Township Administrator, and police officers all have full authority to enforce the provisions of this article, including the power to enter upon private property to make inspections, issue summonses or complaints; and issue cease-and-desist notices and stop-work orders.
- C. The Township shall suspend the registration of any tree removal contractor who has submitted a fraudulent tree removal permit application or a false tree certification(s) for up to three months. Subsequent offenses shall require revocation of Township registration and shall disqualify the tree removal contractor from obtaining a license to operate in the Township for a period of five years.
- D. Noncompliance with the provisions of this article may be grounds for denying registration to a tree removal contractor.

**§ 176-14 through 20. RESERVED**

**SECTION 2.** If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remainder of this ordinance.

**SECTION 3.** All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4.** This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN, STATE OF NEW JERSEY**

**ORDINANCE #2017**

**AMENDING CHAPTER 163, STORMWATER MANAGEMENT, BY THE  
CREATION OF ARTICLE III, ENTITLED “PRIVATELY-OWNED SALT  
STORAGE”**

**WHEREAS**, the Township of Wyckoff is required by our MS4 Permit to adopt an ordinance regulating Privately-Owned Salt Storage.

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

**SECTION 1.** The unused Sections (§ 163-19 through § 163-30) of the Code of the Township of Wyckoff shall be reserved for future use.

**SECTION 2.** There is hereby created a new ARTICLE III entitled “Privately-Owned Salt Storage” of Chapter 163 (Stormwater Management) of the Code of the Township of Wyckoff to read as follows:

**CHAPTER 163           STORMWATER MANAGEMENT**

**ARTICLE III           PRIVATELY-OWNED SALT STORAGE**

**§ 163-31.           Purpose.**

The purpose of this article is to prevent stored salt and other solid de-icing materials from being exposed to stormwater.

This article establishes requirements for the storage of salt and other solid de-icing materials on properties not owned or operated by the municipality (privately-owned), including residences, in [insert name of municipality] to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

**§ 163-32.           Definitions.**

For the purpose of this article, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- A. “De-icing materials” means any granular or solid material such as melting salt or any other granular solid that assists in the melting of snow.



- B. "Impervious surface" means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.
- C. "Storm drain inlet" means the point of entry into the storm sewer system.
- D. "Permanent structure" means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall).

A fabric frame structure is a permanent structure if it meets the following specifications:

- 1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
  - 2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
  - 3. The structure shall be erected on an impermeable slab;
  - 4. The structure cannot be open sided; and
  - 5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.
- E. "Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
  - F. "Resident" means a person who resides on a residential property where de-icing material is stored.

**§ 163-33. Deicing Material Storage Requirements.**

- A. Temporary outdoor storage of de-icing materials in accordance with the requirements below is allowed between October 15th and April 15th:
  - 1. Loose materials shall be placed on a flat, impervious surface in a manner that prevents stormwater run-through;
  - 2. Loose materials shall be placed at least 50 feet from surface water bodies, storm drain inlets, ditches and/or other stormwater conveyance channels;
  - 3. Loose materials shall be maintained in a cone-shaped storage pile. If loading or unloading activities alter the cone-shape

during daily activities, tracked materials shall be swept back into the storage pile, and the storage pile shall be reshaped into a cone after use;

4. Loose materials shall be covered as follows:
    - a. The cover shall be waterproof, impermeable, and flexible;
    - b. The cover shall extend to the base of the pile(s);
    - c. The cover shall be free from holes or tears;
    - d. The cover shall be secured and weighed down around the perimeter to prevent removal by wind; and
    - e. Weight shall be placed on the cover(s) in such a way that minimizes the potential of exposure as materials shift and runoff flows down to the base of the pile.
      - (1) Sandbags lashed together with rope or cable and placed uniformly over the flexible cover, or poly-cord nets provide a suitable method. Items that can potentially hold water (e.g., old tires) shall not be used;
  5. Containers must be sealed when not in use; and
  6. The site shall be free of all de-icing materials between April 16th and October 14th.
- B. De-icing materials should be stored in a permanent structure if a suitable storage structure is available. For storage of loose de-icing materials in a permanent structure, such storage may be permanent, and thus not restricted to October 15 to April 15.
- C. All temporary and permanent structures must comply with all applicable Township ordinances, including but not limited to, building and zoning regulations. Temporary structures require a Zoning Permit, for which applications must be submitted no later than September 30. Such permits shall be valid from October 15 to April 15. Permanent structures require Site Plan Approval from the appropriate land use board.
- D. The property owner, or owner of the de-icing materials if different, shall designate a person(s) responsible for operations at the site where these materials are stored outdoors, and who shall document that weekly inspections are conducted to ensure that the conditions of this article are met. Inspection records shall be kept on site and made available to the municipality upon request.

1. Residents who operate businesses from their homes that utilize de-icing materials are required to perform weekly inspections.

**§ 163-34. Exemptions.**

Residents may store de-icing materials outside in a solid-walled, closed container that prevents precipitation from entering and exiting the container, and which prevents the de-icing materials from leaking or spilling out. Under these circumstances, weekly inspections are not necessary, but repair or replacement of damaged or inadequate containers shall occur within 2 weeks.

If containerized (in bags or buckets) de-icing materials are stored within a permanent structure, they are not subject to the storage and inspection requirements in Section III above. Piles of de-icing materials are not exempt, even if stored in a permanent structure.

This article does not apply to facilities where the stormwater discharges from de-icing material storage activities are regulated under another NJPDES permit.

**§ 163-35. Enforcement.**

This article shall be enforced by the Police Department, the Township Engineer, and or other code enforcement officials of or contracted by the Township of Wyckoff.

**§ 163-36. Violations and Penalties.**

Any person(s) who is found to be in violation of the provisions of this article shall have 72 hours to complete corrective action. Repeat violations and/or failure to complete corrective action shall result in fines of not less than \$250 nor more than \$1,500 per violation.

**SECTION 3.** If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remainder of this ordinance.

**SECTION 4.** All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 5.** This ordinance shall take effect after final adoption and publication and otherwise as provided by law.