

**ORGANIZATION MEETING
OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS
WAS HELD THIS EVENING IN THE MUNICIPAL BUILDING**

Monday, January 6, 2020

Mayor James Belford Damiano called the meeting to order at 6:30 p.m. with the following members present: Councilmember Maria Cordonnier, Councilmember Albert Kahwaty, Councilmember Tanya Seber, and Councilmember Christopher Vancheri. Also present were Township Attorney Joseph Wenzel, Township Administrator Charles Cuccia, Municipal Clerk Cynthia Kraus, Deputy Municipal Clerk Melissa DePiro, and Chief of Police Steve Post.

Township Employees Present: Sgt. Daniel Gianduso, Emergency Management Coordinator, Nadine Heinis, Assistant Director of Recreation, Tom Lemanowitz, Township Engineer, Steven Maye, Administrative Assistant to Police Department, and John Pace, Director of Recreation.

Absent: Council President Anthony Sgobba

SALUTE TO THE FLAG

Senator Corrado led the Salute to the Flag.

The Township Clerk read the Statement of Public Notice as follows:

STATEMENT OF PUBLIC NOTICE - TAKE NOTICE that adequate notice of this meeting has been provided in accordance with N.J.S.A. 10:4-8 and N.J.S.A. 10:4-10 as follows: A notice of the meeting was prominently posted on the bulletin board at the Municipal Building, located at 225 Main Street, Little Falls, N.J. on December 26, 2018 a copy of the notice was faxed to the North Jersey Herald & News and The Record on the same date; additionally, a copy of the notice was filed in the office of the Township Clerk on said date.

MAYOR DAMIANO TAKES THE CHAIR

At this time, Mayor Damiano welcomed Senator Corrado, Assemblyman Rooney and Assemblyman DePhillips.

ROLL CALL OF COUNCILMEMBERS

The following Councilmembers were present: Maria Cordonnier, Albert Kahwaty, Tanya Seber, and Christopher Vancheri.

NOMINATION AND ELECTION FOR COUNCIL PRESIDENT FOR 2020

Roll Call

It was moved by Councilmember Cordonnier, seconded by Councilmember Vancheri, to nominate ANTHONY SGOBBA for Council President. No further nominations were made.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
 Nays: None

The Mayor declared the motion passed.

It was moved by Councilmember Cordonnier, seconded by Councilmember Vancheri, to close the floor to nominations.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
 Nays: None

The Mayor declared the motion passed.

OATH OF OFFICE administered by MAYOR JAMES BELFORD DAMIANO to Council President ANTHONY SGOBBA. Tabled due to the absence of Council President Sgobba.

At this time, Councilmember Cordonnier led the remainder of the Reorganization Meeting.

APPOINTMENTS by MAYOR of persons to fill the following positions with ADVICE and CONSENT of COUNCIL for one-year term

Municipal Attorney/Labor Counsel
Bond Counsel
Special Counsel
Tax Appeal Attorney
Certified List of Special Project(s) Engineers

*Joseph Wenzel, Esq.
Steve Rogut, Rogut McCarthy
Fred Semrau, Dorsey & Semrau
Fred Semrau, Dorsey & Semrau
Boswell Engineering–South
Hackensack, NJ
H2M Architects and Engineers –
Suffern, NY
Jeff Janota, Planner/H2M
Frank Covelli/Professional
Insurance Associates, a division of
World Insurance Associates, LLC*

Planner
Risk Manager

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Grant Writer	<i>Millennium Strategies</i>
Financial Advisor	<i>Dan Marinello/NW Financial</i>
Prosecutor	<i>Anthony DiAntonio, Esq.</i>
Public Defender	<i>Alissa Hascup</i>
Assistant Public Defenders	<i>Charles Festa, Raymond Reddin & John Cerza</i>
Municipal Alliance Coordinators	<i>Steven Maye & Pamela Cannataro</i>
Tax Search Officer	<i>Denise Whiteside</i>
Unconfirmed Assessment Search Officer	<i>Cynthia Kraus</i>
OEM Coordinator	<i>Daniel Gianduso</i>
Deputy OEM Coordinator	<i>James Hearney</i>
Fire Official	<i>James DiMaria</i>
Deputy Municipal Clerk	<i>Melissa DePiro</i>

It was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri to approve the appointments:

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
Nays: None

The Council President declared the motion passed.

MAYOR’S APPOINTMENTS TO BOARDS AND COMMISSIONS (ONE motion/second/poll at the end for Advice and Consent Items)

Planning Board

Class II – Environmental Commission member MAYOR appoints (1) member: one-year term – Kevin Barry

Class IV – MAYOR appoints (2) members: four-year term –Joan Strothers and Richard Greco

Planning Board Alternates

3rd Alternate – MAYOR appoints: 2-year term – Derek Damiano (No relation)

4th Alternate – MAYOR appoints: 2-year term – Michael Poscius

Historic Preservation Commission - MAYOR appoints with ADVICE and CONSENT of COUNCIL – One-Year term

Regular Members (5) – *George Eaton, Peggy Olivi, William Liess, John Veteri, MaryAnn Kilpatrick, and Maria Martini Cordonnier*

Local Assistance Board - Four-year term

Regular Members (2) – MAYOR appoints with ADVICE and CONSENT of COUNCIL: *Anthony Sgobba and Rosemary Ryglicki*

Shade Tree Commission – Five-Year term

Regular Members (2) – MAYOR APPOINTS: *William Morton and Joan Imandt*

Regional Flood Control Board – MAYOR appoints – One-Year term

Regular Members (6) – *Mayor James Belford Damiano, Daniel Gianduso (Mayor’s Alternate), Christopher Vancheri (Councilmember), Philip Simone (DPW Superintendent), Dorothy O’Haire and Hansgeorg Prell*

Municipal Alliance - MAYOR appoints – One-Year term

Regular Members (14) – *Mayor James Belford Damiano, Councilmember Tanya Seber, Steven Maye Coordinator, Pamela Cannataro, Coordinator, Elizabeth Gobeille, Marie Sgobba, Tricia Czornomor, Julie Aboud, Vanesa Apaza, Beth Billig, John Vanak, Bethanne Youngster-Strippoli, Tiffany Sellitto, and Catherine Sokalski*

Local Emergency Management Planning Council (LEPC) – one-year term

Mayor James Damiano, Council President Anthony Sgobba, OEM Coordinator, Sgt. Daniel Gianduso, Law Enforcement, Police Chief Steven Post, Fire/EMS, Fire Chief Jack Sweezy, Health Officer John Biegel, Transportation, Robert McFarlane, Hospitals, Asst. Chief Paul Holzach (LFFD), Press Officer/Deputy OEM Coordinator James Hearney, Business, Tanya Seber, Volunteer Coordinator Frank Conti, Local Government Coordinator Charles Cuccia, DPW Superintendent Phillip Simone, Senior Citizen Coordinator Maria Cordonnier, School Coordinator Tracy Marinelli

(motion/second/poll)

It was moved by Councilmember Vancheri, seconded by Councilmember Seber, that the Council approve the appointments.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
Nays: None

The Council President declared the motion passed.

APPOINTMENTS by Township Council:

Municipal Auditor *Wielkotz & Company, LLC*

Planning Board

Class III – COUNCIL appoints (1) member of the Council: one-year term – Anthony Sgobba (motion,second,poll)

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It was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the Council approve the appointments.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
Nays: None

The Council President declared the motion passed.

SUBCOMMITTEES – COUNCIL PRESIDENT appoints the following Committees:

Finance (3) – Council President and 2 Council members – Tanya Seber, Anthony Sgobba, Maria Cordonnier, Alternate

Council Ad-Hoc Committees:

Senior Citizen Advisory Committee (1) – Maria Cordonnier (Chair)

Community Representatives (10) William Liess, Janet Cohen, Helen Lewis, Marcella Kelleher, Evelyn Tosi, Nadine Heinis, and Phyllis Dillon, Secretary

Open Space Committee/Grant Committee (2) Maria Martini Cordonnier (chair)

Community Representatives (8) John Pace, Renea Shapiro, Mary Ann Kilpatrick, Rocco Corage, Ray Kostroski, Anne Kahwaty, Adam Zurbruegg, Janet Cohen

Domestic Violence Prevention Committee (2) Albert Kahwaty (Chair), Maria Martini Cordonnier, Alternate

Community Representatives - Rosemarie Bello-Truland, Marianne Holzach, Sara Goldstein, Wendy A. Madonia, Barbara Carrig, Gina Clough, Maria Doland, Renee Zolocha, Kevin Wronko, James Belford Damiano (Mayor), Steve Post (Chief of Police)

Transportation Committee – Christopher Vancheri

Community Representatives (11) – Kenneth Kimmel, Wendy A. Madonia, George Dassinger, Mike Voyko, and Pearl Beers

RESOLUTIONS BY CONSENT

ALL ITEMS ON THE CONSENT AGENDA ARE CONSIDERED TO BE STANDARD REORGANIZATION RESOLUTIONS AND WILL BE ENACTED WITH A SINGLE MOTION. ANY COUNCIL MEMBER MAY REMOVE ANY RESOLUTION AND HAVE IT VOTED ON SEPARATELY.

Adopting Temporary Budget for 2020

**TOWNSHIP OF LITTLE FALLS
RESOLUTION [A] 20-01-06 - #1**

Resolution Re: Establishing Temporary Budget Appropriations for 2020

WHEREAS, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2020 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty (30) days of January, 2020, and

WHEREAS, said total temporary appropriations are limited to 26.25 percent of the total appropriations in the 2019 Budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2019 Budget.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Little Falls, that the following temporary appropriations be made and a certified copy of this resolution be transmitted to the Treasurer for his records.

Municipal Auditor Services for 2020

**RESOLUTION [B] 20-01-06 - #2
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL AUDITOR FOR 2020**

WHEREAS, the Township of Little Falls has a need to acquire Auditing and Other Financial and Accounting Services as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Wielkotz & Company, LLC has submitted a response to the Township’s Request for Qualifications for provision of services of a municipal auditor and other financial services and the submission clearly details Wielkotz & Company, LLC’s qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Gary Higgins, RMA of the firm of Wielkotz & Company, LLC for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, Steve Wielkotz, RMA/ Wielkotz & Company, LLC be and he is hereby appointed Municipal Auditor for the Township of Little Falls for a one-year term ending December 31, 2020.

Municipal Attorney/Labor Counsel Services for 2020

**RESOLUTION [C] 20-01-06 - #3
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL ATTORNEY FOR 2020**

WHEREAS, the Township of Little Falls has a need to acquire the services of a Municipal Attorney as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Joseph Wenzel, Esq. has submitted a response to the Township’s Request for Qualifications for provision of services of a Municipal Attorney and the submission clearly details Joseph Wenzel’s qualifications and experience; and

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WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Joseph Wenzel, Esq. for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, that Joseph Wenzel, Esq. be and are hereby appointed for the services of Municipal Attorney for the Township of Little Falls for a one-year term ending December 31, 2020.

Bond Counsel for 2020

RESOLUTION [D] 20-01-06 - #4 AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR PROVISION OF SERVICES OF MUNICIPAL BOND COUNSEL FOR 2020

WHEREAS, the Township of Little Falls has a need to acquire Bond Counsel Services as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Steve Rogut/Rogut McCarthy, has submitted a response to the Township's Request for Qualifications for provision of services of a Municipal Bond Counsel and the submission clearly details Rogut McCarthy's qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Little Falls, authorizes the Mayor to enter into a contract with Steve Rogut with the firm of Rogut McCarthy for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, that Steve Rogut of the firm of Rogut McCarthy be and are hereby appointed for the services of Municipal Bond Counsel for the Township of Little Falls for a one-year term ending December 31, 2020.

Municipal Planner Services for 2020

RESOLUTION [E] 20-01-06 - #5 AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR PROVISION OF SERVICES OF MUNICIPAL PLANNER FOR 2020

WHEREAS, the Township of Little Falls has a need to acquire services of Municipal Planner as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Jeff Janota, Planner/H2M Architects & Engineers has submitted a response to the Township's Request for Qualifications for provision of services of Municipal Planner and the submission clearly details Jeff Janota, Planner/H2M Architects & Engineers' qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Jeff Janota, Planner of the firm of H2M Architects & Engineers for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Jeff Janota, Planner/H2M Architects & Engineers, be and he is hereby appointed Municipal Planner for the Township of Little Falls for a one-year term ending December 31, 2020.

Municipal Engineering Services for 2020

RESOLUTION [F] 20-01-06 - #6 AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR PROVISION OF SERVICES OF MUNICIPAL ENGINEER FOR 2020

WHEREAS, the Township of Little Falls has a need to acquire Engineering Services as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is three years; and

WHEREAS, Richard A. Alaimo, P.E./Alaimo Group Consulting Engineers, has submitted a response to the Township's Request for Qualifications for provision of services of a municipal engineer and the submission clearly details Richard A. Alaimo, P.E./Alaimo Group Consulting Engineers qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Richard A. Alaimo, P.E./Alaimo Group Consulting Engineers for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Richard A. Alaimo, P.E./Alaimo Group Consulting Engineers be and he is hereby appointed Municipal Engineer for the Township of Little Falls for a three-year term ending December 31, 2020.

Risk Management Consultant for 2020

RESOLUTION [G] 20-01-06 - #7 AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR PROVISION OF SERVICES OF RISK MANAGEMENT CONSULTANT FOR 2020

WHEREAS, the Township of Little Falls has a need to acquire services of Risk Management Consultant as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Frank Covelli/Professional Insurance Associates (PIA), a division of World Insurance Associates, LLC has submitted a response to the Township's Request for Qualifications for provision of services of Risk Management Consultant and the submission clearly details PIA's qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Frank Covelli with the firm of Professional Insurance Associates (PIA), a division of World Insurance Associates, LLC for the services as described herein; and

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Frank Covelli/ Professional Insurance Associates (PIA), a division of World Insurance Associates, LLC is hereby appointed Risk

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Management Consultant for the Township of Little Falls for a one-year term ending December 31, 2020.

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

Appointing Tax Appeal Attorney & Special Counsel for 2020

**RESOLUTION [H] 20-01-06 - #8
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL TAX APPEAL ATTORNEY FOR 2020**

WHEREAS, the Township of Little Falls has a need to acquire services of a Tax Appeal Attorney as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Fred Semrau Esq./Dorsey & Semrau, has submitted a response to the Township's Request for Qualifications for provision of services of Tax Appeal Attorney and the submission clearly details Fred Semrau, Esq./Dorsey & Semrau's qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Fred Semrau, Esq. of the firm of Dorsey & Semrau for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Fred Semrau, Esq./Dorsey & Semrau, be and he is hereby appointed Tax Appeal Attorney for the Township of Little Falls for a one-year term ending December 31, 2020.

Financial Advisor Services for 2020

**RESOLUTION [I] 20-01-06 - #9
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF FINANCIAL ADVISOR FOR 2020**

WHEREAS, the Township of Little Falls has a need to acquire Financial Advisor services as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Dan Marinello/NW Financial Advisors, has submitted a response to the Township's Request for Qualifications for the provision of services of a Financial Advisor and the submission clearly details Dan Marinello/NW Financial Advisors' qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Dan Marinello/NW Financial Advisors for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Dan Marinello/NW Financial Advisors, be and is hereby appointed for the services of Financial Advisor for the Township of Little Falls for a one-year term ending December 31, 2020.

Special Project Consulting Engineer Services for 2020 – Boswell Engineering

**RESOLUTION [J] 20-01-06 - #10
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF SPECIAL PROJECT CONSULTING MUNICIPAL ENGINEER FOR 2020**

WHEREAS, the Township of Little Falls has a need to acquire Engineering Services as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Steven Boswell P.E./Boswell Engineering, has submitted a response to the Township's Request for Qualifications for provision of services of a special projects consulting engineer for DEP, LSRP and Pump Station matters and the submission clearly details Steven Boswell P.E./Boswell Engineering's qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Steven Boswell, P.E. of the firm of Boswell Engineering, for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Steven Boswell, P.E., Boswell Engineering be and he is hereby appointed Consulting Engineer for the Township of Little Falls for a one-year term ending December 31, 2020.

Special Project Consulting Engineer Services for 2020 – H2M Architects and Engineers

**RESOLUTION [K] 20-01-06 - #11
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF SPECIAL PROJECT CONSULTING MUNICIPAL ENGINEER FOR 2020**

WHEREAS, the Township of Little Falls has a need to acquire Engineering Services as a FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, it is expected that the value of the acquisition of these services will exceed \$17,500; and

WHEREAS, the term of the contract is one year; and

WHEREAS, Dennis Lindsay P.E./H2M Consulting Engineers, has submitted a response to the Township's Request for Qualifications for provision of services of a special projects consulting engineer for Storm Water Projects clearly details Dennis Lindsay P.E./H2M Consulting Engineers qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls authorizes the Mayor to enter into a contract with Dennis Lindsay P.E./H2M Consulting Engineers, for the services as described herein; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized and directed to cause notice to be published in the newspaper once in accordance with the provisions of statute.

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BE IT FURTHER RESOLVED by the Township Council of the Township of Little Falls that, based on the recommendation of the Mayor, Dennis Lindsay P.E./H2M Consulting Engineers be and he is hereby appointed Consulting Engineer for the Township of Little Falls for a one-year term ending December 31, 2020.

Authorizing Payroll Transfers and Payment of Certain Bills

**RESOLUTION [L] 20-01-06 - #12
AUTHORIZATION PAYROLL TRANSFERS AND PAYMENT OF CERTAIN BILLS**

WHEREAS, the Township of Little Falls has entered into certain contracts and has certain other obligations for which the required payments are fixed; and

WHEREAS, the scheduled dates of the regular meetings of the Township Council do not permit timely approval and payment of the amounts due under said obligations;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Little Falls that the Treasurer be and is hereby authorized to make payroll transfers and payments in settlement of the following obligations; provided appropriate vouchers are presented for ratification at the next Township Council Meeting:

1. Little Falls Board of Education, Passaic Valley Regional High School – School and Little Falls Library
2. County of Passaic - County Tax
3. Suburban Essex Joint Insurance Fund
4. New Jersey State Health Benefits Fund
5. FEMA and Community Development Flood Mitigation Program Costs
6. Solid Waste Cost and Recycling Cost
7. Utility charges ie. Tele-communications, gas, electric water, sewerage disposal and landfill fees.
8. Lease agreements
9. Pension Payments
10. Debt Service Payments for Notes and Bonds
11. Payments required to be made in between Council Meeting to accommodate sound business practices, approved by the Mayor and Chief Financial Officer, not to exceed \$7,500.00; payments to be ratified at the subsequent Township Council Meeting.
12. Transfer of Payroll and Payroll Agency as Required by Regulation & Law.

Designate Bank Depositories for 2020

**TOWNSHIP OF LITTLE FALLS
PASSAIC COUNTY NEW JERSEY
RESOLUTION [M] 20-01-06 - #13
DESIGNATING BANK DEPOSITORIES FOR 2020**

BE IT RESOLVED by the Governing Body of the Township of Little Falls that the

- Lakeland Savings Bank
- Valley National Bank
- Wells Fargo
- New Jersey Cash Management Fund

be and they are hereby designated as depositories of the Township of Little Falls (subject to each named entity's filing with the Township proof of its authorization by the State to serve as a depository for governmental agencies); and

BE IT FURTHER RESOLVED that the funds of said Township deposited in said banks and/or financial entities be subject to withdrawal upon checks or other orders for the payment of money when signed by any two of the following officials, to wit:

- | | |
|----------------|-----------------------|
| Mayor | James Belford Damiano |
| Township Clerk | Cynthia Kraus |
| Treasurer | Charles Cuccia |

BE IT FURTHER RESOLVED that funds deposited in the Public Assistance Trust Fund II account be subject to withdrawal upon check or other orders for the payment of money when signed by any two of the following officials, to wit:

- | | |
|-------------------------|-----------------------|
| Mayor | James Belford Damiano |
| Township Clerk | Cynthia Kraus |
| Treasurer | Charles Cuccia |
| Human Services Director | Robert D'Antonio |

BE IT FURTHER RESOLVED that funds deposited in the Tax Collector's Lien Redemption Accounts be subject to withdrawal upon check or other orders for the payment of money when signed by:

- | | |
|----------------|-----------------------|
| Mayor | James Belford Damiano |
| Township Clerk | Cynthia Kraus |
| Treasurer | Charles Cuccia |

and, **BE IT FURTHER RESOLVED** that the said banks and/or funds are hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue, or the disposition of the proceeds even if drawn to the individual order of any signing official; and

BE IT FURTHER RESOLVED that the Mayor, Clerk and Treasurer be and they are hereby authorized to borrow, from time to time, on behalf of this Township from said banks, sums of money for such period or periods of time and upon such terms, rates of interest and amounts as may be authorized and to execute notes or agreements in the forms required by said banks in the name of the Township of the payment of any sums so borrowed; and that the foregoing powers and authority will continue until written notice of revocation has been delivered to said banks; and

BE IT FURTHER RESOLVED that the Clerk of the Township of Little Falls be and he is hereby authorized to certify to the above-noted entities the within resolution and that the provisions thereof are in conformity with the provisions of law.

Authorizing Payroll Check Signatures

**RESOLUTION [N] 20-01-06 - #14
AUTHORIZING PAYROLL CHECK SIGNATURE**

BE IT RESOLVED by the Governing Body of the Township of Little Falls that the Township's Payroll Account, Lakeland Bank, be and the same is hereby made subject to withdrawal upon checks or other orders for the payment of money when signed by either one of the following, to wit:

Charles Cuccia - Treasurer

And

BE IT FURTHER RESOLVED that the bank is hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue, or the disposition of the proceeds even if drawn to the individual order of the signing official; and

BE IT FURTHER RESOLVED that the Clerk of the Township of Little Falls be and he is hereby authorized to certify the within resolution to the above-noted bank.

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Fixing Meeting Dates for Current Year

**RESOLUTION [O] 20-01-06 - #17
FIXING TOWNSHIP COUNCIL MEETING SCHEDULE**

BE IT RESOLVED by the Township Council of the Township of Little Falls that the following be and is hereby established as the Township Council meeting schedule for the year 2020:

Meetings of the TOWNSHIP COUNCIL shall be held at 7:00 p.m. in the Municipal Building, 225 Main Street, Little Falls, N.J., as follows:

REGULAR MEETINGS

January 27, 2020	July 27, 2020
February 24, 2020	August 24, 2020
March 23, 2020	September 21, 2020
April 27, 2020	October 19, 2020
May 18, 2020	November 23, 2020
June 22, 2020	December 21, 2020

WORKSHOP MEETINGS

January 6, 2020	July 13, 2020
February 10, 2020	August 10, 2020
March 9, 2020	September 14, 2020
April 13, 2020	October 5, 2020
May 4, 2020	November 9, 2020
June 8, 2020	December 7, 2020

Re-establishing Four (4) Petty Cash Funds for Current Year

**RESOLUTION [P] 20-01-06 -#16
RE-ESTABLISHING FOUR (4) PETTY CASH FUNDS FOR CURRENT YEAR**

BE IT RESOLVED by the Township Council that, pursuant to approval previously given by the Director, Division of Local Government Services, the following Petty Cash Funds be and the same are hereby established for the year 2020 and that the Clerk and Treasurer be and they are hereby authorized and directed to issue checks payable to the said Petty Cash accounts in the amounts respectively listed:

- Municipal Alliance Coordinator, Steve Maye - \$100.00
- Township Clerk, Cynthia Kraus - \$250.00
- Recreation Director, John Pace - \$250.00
- Police Department, Steven Post - \$500.00

and, **BE IT FURTHER RESOLVED** that the within authorized Petty Cash funds may, from time to time, be replenished as funds are expended therefrom; and

BE IT FURTHER RESOLVED that claims be honored for payment from the within-authorized Petty Cash Funds only up to the following respectively listed maximum amounts per claim:

- Municipal Alliance Coordinator, Steve Maye - \$35.00 per claim
- Township Clerk, Cynthia Kraus - \$25.00 per claim
- Recreation Director, John Pace - \$50.00 per claim
- Police Department, Steven Post – No Maximum

Fixing 2020 Holidays

**RESOLUTION [Q] 20-01-06 -#17
FIXING HOLIDAYS FOR CURRENT YEAR**

BE IT RESOLVED by the Township Council of the Township of Little Falls that the official holidays for 2020 be and they are hereby fixed as follows:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	(1/1)
Martin Luther King Day	(1/20)
President's Day	(2/17)
Good Friday	(4/10)
Memorial Day	(5/25)
Independence Day	(7/3)
Labor Day	(9/7)
Columbus Day	(10/12)
Election Day	(½ day on 12/24 & ½ day on 12/31)
Veteran's Day	(11/11)
Thanksgiving Day	(11/26)
Day after Thanksgiving	(11/27)
Christmas Eve	(12/24 ½ day)
Christmas Day	(12/25)
New Year's Eve	(12/31 ½ day)

Fixing Interest Rates for Nonpayment of Taxes or Assessments

**RESOLUTION [R] 20-01-06 - #18
FIXING INTEREST RATES FOR NONPAYMENT OF TAXES OR ASSESSMENTS and AUTHORIZING ISSUANCE OF, AND
FIXING FEE FOR, DUPLICATE CERTIFICATES IN EVENT OF LOSS OR DESTRUCTION OF THE ORIGINAL and
AUTHORIZING TAX COLLECTOR TO PROCESS ANY PROPERTY TAX REFUNDS OF LESS THAN \$10.00 AND CANCEL ANY
PROPERTY TAX REFUNDS OR DELINQUENCIES OF LESS THAN \$10.00**

WHEREAS, NJSA 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, NJSA 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 and allows an additional penalty of 6% to be collected against any delinquency, including tax sale redemption liens, in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year; and

WHEREAS, NJSA 40A:5-17.1, as amended permits the governing body to authorize a municipal employee to process without further action on the part of the governing body, any property tax refund of less than \$10.00 and to cancel any property tax refund or delinquency of less than \$10.00; and

WHEREAS, NJSA 54:5-26 was amended to replace the current phrase "set of notices" with the word "notice". This change clarifies

Organization Meeting of January 6, 2020

that the cost of mailing a notice of tax sale, by either regular or certified mail, to each interested party may not exceed \$25 for each notice, or mailing, for a particular property. The cost of mailing shall be added to the cost of the tax sale in addition to those provided in NJSA 54:5-38.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Little Falls as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500 of taxes becoming delinquent after due date; 18% per annum on any amount of taxes in excess of \$1,500 becoming delinquent after the due date; and, if any delinquency, including tax sale redemption lien, is in excess of \$10,000 and remains in arrears beyond December 31st of each year, an additional penalty of 6% shall be charged against such delinquency.

2. A ten (10) day grace period for quarterly payments shall be in effect for 2020.

3. Any payments not made in accordance with paragraph 2. of this resolution shall be charged interest from the due date as set forth in paragraph 1 of this resolution.

and, **BE IT FURTHER RESOLVED** that the Tax Collector be and she is hereby authorized and directed to issue a Duplicate Tax Sale Certificate in the event the original is lost or destroyed, provided that:

1. The Tax Collector shall obtain an affidavit from the person shown as owner of the lost certificate verifying that he is and was the owner; that he has lost the certificate or that it has been destroyed; and that he has not transferred or otherwise assigned the certificate.

2. The Tax Collector shall provide a copy of the affidavit to be attached to the resolution authorizing issuance of the duplicate certificate.

and, **BE IT FURTHER RESOLVED** that the Tax Collector be and she is hereby authorized and directed to charge the following fees for the services respectively shown:

For duplicate copies of tax bills - \$5.00 per copy for first duplicate

\$25.00 for each subsequent duplicate bill in same calendar year

For returned checks - \$20.00 per check

For duplicate copy of a lost or destroyed tax sale certificate - \$100

For each notice - \$25 per set in lieu of two normal lien advertisement

Publications

and, **BE IT FURTHER RESOLVED** that the Tax Collector be and she is hereby authorized to process any property tax refund of less than \$10.00 and cancel any property tax refund or delinquency of less than \$10.00 without further action on the part of the governing body.

Authorizing Sale of Tax Liens in 2020 on Property in Arrears as of 11/11/19 & Authorize Notice by Mail in Lieu of Two Publications Thereof

RESOLUTION [S] 20-01-06 - #19

AUTHORIZING SALE OF TAX LIENS IN 2020 ON PROPERTY IN ARREARS AS OF NOVEMBER 11 OF THE PRIOR CALENDAR YEAR AND AUTHORIZING NOTICE OF TAX SALE BY MAIL IN LIEU OF TWO PUBLICATIONS OF NOTICE THEREOF

WHEREAS, C 99, PL '97 has amended R.S. 54:5-19 to permit a municipality, by resolution, to authorize sale of tax liens on property in tax arrears as of November 11 of the prior calendar year; and

WHEREAS, C 99, PL '97 has amended R.S. 54:5-26 to permit substitution of notice by regular or certified mail for any two of the required publications in a newspaper in general circulation in the municipality; and

WHEREAS, C 99, PL '97 has amended R.S. 54:5-26 to require addition of the cost of such mail notices to the costs of sale in an amount not to exceed \$25.00 for each notice as defined in the statute;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Little Falls as follows:

1. The Tax Collector is hereby authorized and directed to hold in the current calendar year a sale of unpaid tax liens, or any unpaid municipal lien or part thereof on real property, found to be in arrears as of November 11 of the prior calendar year.

2. In lieu of any two publications, notice by Regular Mail shall be made to the property owner and to any person or entity entitled to notice of foreclosure pursuant to Section 20 of PL 1948, C. 96 (C.54:5-104.48).

3. The cost of postage, paper and copying for such mailings shall be added to the costs of sale in addition to those provided in R.S. 54:5-38.

Requiring Bank Certified Check for Redemption of Tax Liens

RESOLUTION [T] 20-01-06 - #20

REQUIRING BANK CERTIFIED CHECK FOR REDEMPTION OF TAX LIENS

BE IT RESOLVED by the Township Council of the Township of Little Falls that the Tax Collector be and she is hereby authorized and directed to accept only BANK CERTIFIED CHECKS for redemption of tax liens; and

BE IT FURTHER RESOLVED, that requests for lien, foreclosure and sale of property information and documents require a ten (10) day notice to the Tax Collector for processing.

Fixing Service Charges for Returned Checks

RESOLUTION [U] 20-01-06 - #21

FIXING SERVICE CHARGES FOR RETURNED CHECKS ON ANY MUNICIPAL ACCOUNT

BE IT RESOLVED by the Township Council of the Township of Little Falls that, pursuant to C. 105, P.L. 1990, a service charge of \$20 be added to any account owing to the municipality if payment was tendered on the account by a check or other written instrument which was returned for insufficient funds; and

BE IT FURTHER RESOLVED that in the case of accounts owing to the Township for a tax or special assessment, the service charge authorized by the within Resolution shall be included on whatever list of delinquent accounts is prepared for enforcement of the lien; and

BE IT FURTHER RESOLVED that the service charge authorized by the within Resolution be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered; and

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions which are inconsistent with the provisions of this Resolution be and they are hereby rescinded to the extent of such inconsistency.

Fixing Public Office Hours of Tax Collector's Office

RESOLUTION [V] 20-01-06 - #22

FIXING PUBLIC OFFICE HOURS OF TAX COLLECTOR'S OFFICE

BE IT RESOLVED by the Township Council of the Township of Little Falls that the public office hours of the Tax Collector's Office for collection purposes be and they are fixed as follows:

Daily: 8 a.m. to 4:00 p.m.

Organization Meeting of January 6, 2020

Requiring Physical Examination for All Newly Hired Employees

**RESOLUTION [W] 20-01-06 - #23
REQUIRING PHYSICAL EXAMINATION FOR ALL NEWLY HIRED EMPLOYEES**

BE IT RESOLVED, by the Township Council of the Township of Little Falls, that all new employees being hired by the Township, whether permanently or temporarily, for any department or division whatsoever, except for the Recreation Division's summer counselors, shall be administered a physical examination, by a State of New Jersey licensed physician in good standing, within fourteen (14) calendar days of the date of hire, with the cost of said physical examination to be paid by the Township. The physical examination shall include, but shall not be limited to, the following medical testing, based upon the position being filled:

CBC and SMAC Blood Tests, Urinalysis, Pulmonary Function Test, EKG and Chest X-Rays, Lumbosacral X-Rays (for Police Division Bargaining Unit Employees and Public Works Division Employees only)

BE IT FURTHER RESOLVED, in the event that the newly hired employee shall have, within the prior sixty (60) days, received a duplicate examination, in whole or in part, then the Township at its sole discretion may, after reviewing the relevant medical records, accept the results of the earlier examination and elect to forego elements of the medical examination provided for herein, either in whole or in part; and

BE IT FURTHER RESOLVED that the Township's Physician, Joseph T. Farnese, M.D., shall be the Police Medical Administrator, unless the Township Council shall by formal resolution specify an additional or replacement medical provider; and

BE IT FURTHER RESOLVED that all such examinations shall include drug testing, and in view of the fact that all such new employees shall be on a probationary status as employees of the Township, any confirmed positive drug testing results shall be grounds for the immediate dismissal of any such newly hired employee; and

BE IT FURTHER RESOLVED that the within resolution shall be re-adopted annually at the Township's Reorganization Meeting, or as soon as practicable thereafter, for the ongoing guidance of the Township's staff, until such time as the Township Council shall elect to alter, expand, eliminate or otherwise modify the policy implemented herein.

Appointing Recycling Coordinator, Authorizing Tonnage Grant Application

**RESOLUTION [X] 20-01-06 - #24
AUTHORIZING FILING OF TONNAGE GRANT APPLICATION**

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1981, c. 278, has established a Recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations, N.J.A.C. 14A:6-1 et seq., to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations imposed on municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the 2020 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycling and indicate the assent of the Township Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations;

WHEREAS, Phillip Simone is designated the Township Recycling Coordinator and the individual authorized to ensure that the application is properly completed and timely filed;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Little Falls that the Township of Little Falls hereby endorses the submission of a Municipal Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection, Office of Recycling.

Appointing Public Agency Compliance Officer (PACO)

**RESOLUTION [Y] 20-01-06 - #25
APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED by the governing body of the Township of Little Falls that Cynthia Kraus be and is hereby appointed Public Agency Compliance Officer for the Township of Little Falls.

Appointing Tax Search Officer

**RESOLUTION [Z] 20-01-06 - #26
APPOINTING TAX SEARCH OFFICER**

BE IT RESOLVED by the governing body of the Township of Little Falls that Denise Whiteside be and is hereby appointed Tax Search Officer for the Township of Little Falls for a one-year term, expiring 12/31/20.

Appointing Certifying Officer and Supervisor to the Certifying Officer for Pension Funds

**RESOLUTION [AA] 20-01-06 - #27
APPOINTMENT OF CERTIFYING OFFICER/SUPERVISOR FOR PENSION FUNDS**

BE IT RESOLVED, that Cynthia Kraus, Township Clerk, be designated as the Certifying Officer for the Township of Little Falls and said certification be forwarded to the New Jersey Department of the Treasury, Public Employees' Retirement System and Police and Fire Retirement System of New Jersey and the DCRP; and

BE IT FURTHER RESOLVED, that Charles Cuccia, Township Administrator, be designated as the Supervisor to the Certifying Officer for the Township of Little Falls and said certification be forwarded to the New Jersey Department of the Treasury, Public Employees' Retirement System and Police and Fire Retirement System of New Jersey and the DCRP.

Designating Herald & News as Official Newspaper

**RESOLUTION [BB] 20-01-06 - #28
DESIGNATING OFFICIAL NEWSPAPER**

BE IT RESOLVED by the governing body of the Township of Little Falls that the
North Jersey Herald & News
The Star Ledger
The Record

Organization Meeting of January 6, 2020

be and the same is hereby designated the official newspaper for 2020.

Appointing Fund Commissioner and Safety Delegate for the Suburban Essex Joint Insurance Fund

RESOLUTION [CC] 20-01-06 - #29

APPOINTING CHARLES S. CUCCIA AS COMMISSIONER AND SAFETY DELEGATE TO THE SUBURBAN ESSEX MUNICIPAL JOINT INSURANCE FUND AND THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, the Township of Little Falls has resolved to join the Suburban Essex Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the By-Laws of said Funds require that a Commissioner and Safety Delegate to said Funds be appointed by the Mayor with the Advice and Consent of the Council; and

WHEREAS, the Mayor has recommended the appointment of Charles S. Cuccia as Commissioner and Safety Delegate to said Funds;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Little Falls, County of Passaic, New Jersey, that Charles S. Cuccia is hereby appointed as Commissioner and Safety Delegate to the Suburban Essex Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.

Appointing VALIC as a Deferred Compensation Plan for the Township

RESOLUTION [DD] 20-01-06 - #30

APPOINTING VALIC AS A DEFERRED COMPENSATION PLAN

WHEREAS, the Township has considered the establishment of a Deferred Compensation Plan to be made available to all eligible employees, pursuant to Federal Legislation permitting such Plans, and

WHEREAS, certain substantial tax benefits could accrue to employees participating in said Deferred Compensation Plans, and

WHEREAS, such benefits will act as incentives to Township employees to voluntarily set aside and invest portions of the current income to meet their future financial requirements and supplement their State retirement, at no cost to the Township, and

WHEREAS, Variable Annuity Life Insurance Co. (Valic), as Plan Administrator, agrees to hold harmless and indemnify the Township, its appointed and elected officers and participating employees from any loss resulting from Valic or its agent's failure to perform its duties and services pursuant to the Valic Program;

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Little Falls, County of Passaic New Jersey, that the Valic Deferred Compensation Program and its attendant investment options are hereby adopted and establishes as a Deferred Compensation Plan for voluntary participation by all eligible Township employees,

BE IT FURTHER RESOLVED, that the Administrator is hereby authorized to execute for the Township individual participation agreements with each said employee requesting same, and to act as the "Administrator" of the Plan representing the Township, and to execute such agreements and contracts as are necessary to implement the program. It is implicitly understood that other than the incidental expenses of collecting and disbursing the participating employee's deferrals, through the Townships payroll system, and other minor administrative matters, that there is to be no cost to the Township for the program.

Appointing Nationwide Retirement Solutions as a Deferred Compensation Plan for the Township

RESOLUTION [EE] 20-01-06- #31

APPOINTING NATIONWIDE RETIREMENT SOLUTIONS AS A DEFERRED COMPENSATION PLAN

WHEREAS, the Township has considered the establishment of a Deferred Compensation Plan to be made available to all eligible employees, pursuant to Federal Legislation permitting such Plans, and

WHEREAS, certain substantial tax benefits could accrue to employees participating in said Deferred Compensation Plans, and

WHEREAS, such benefits will act as incentives to Township employees to voluntarily set aside and invest portions of the current income to meet their future financial requirements and supplement their State retirement, at no cost to the Township, and

WHEREAS, Nationwide Retirement Solutions, as Plan Administrator, agrees to hold harmless and indemnify the Township, its appointed and elected officers and participating employees from any loss resulting from Nationwide Retirement Solutions or its agents failure to perform its duties and services pursuant to the Nationwide Retirement Solutions' Program;

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Little Falls, County of Passaic New Jersey, that the Nationwide Retirement Solutions Deferred Compensation Program and its attendant investment options are hereby adopted and establishes as a Deferred Compensation Plan for voluntary participation by all eligible Township employees,

BE IT FURTHER RESOLVED, that the Administrator is hereby authorized to execute for the Township individual participation agreements with each said employee requesting same, and to act as the "Administrator" of the Plan representing the Township, and to execute such agreements and contracts as are necessary to implement the program. It is implicitly understood that other than the incidental expenses of collecting and disbursing the participating employee's deferrals, through the Townships payroll system, and other minor administrative matters, that there is to be no cost to the Township for the program.

Re-Fix Policy Re: Positive Drug/Alcohol Results on CDL Driver Tests

RESOLUTION [FF] 20-01-06 - #32

FIXING TOWNSHIP RESPONSE AND ACTION POLICY IN EVENT OF POSITIVE EMPLOYEE BLOOD-ALCOHOL OR DRUG TEST RESULTS

BE IT RESOLVED by the Township Council of the Township of Little Falls that the attached summary tabulation of Recommendations by the Public Works Superintendent, which comply with the Federal guidelines administered by NJDOT, be and it is hereby adopted as the Township's response and action policy in the event of the within positive blood-alcohol-level readings and/or verified positive drug test for any Township- employed CDL driver, subject to its augmentation by such additional provisions as are required by law; and

BE IT FURTHER RESOLVED that in event of a Township-employed CDL driver refusing random or post-accident testing the penalties therefor shall be the same as the penalties provided for Post-Accident blood alcohol readings of .02-.039 or verified positive drug test.

Establishing Policy for Public-Portion, Public-Hearing Speakers

RESOLUTION [GG] 20-01-06- #33

GOVERNING MAXIMUM PERMISSIBLE TIME PER SPEAKER DURING PUBLIC PORTION AND PUBLIC HEARINGS AT TOWNSHIP COUNCIL MEETINGS

BE IT RESOLVED by the Township Council of the Township of Little Falls that the following policy be and is hereby established for conduct of the Public Portion and Public Hearings at all Regular and Special Township Council meetings:

1. Except as provided in items 4 and 5 below, any member of the public wishing to address the Township Council during the Public Portion of a meeting shall be allotted a period of time not to exceed three (3) minutes total for the evening, regardless of the number of subjects the speaker addresses at any one meeting.
2. To simplify timekeeping, members of the public shall not leave and return to the microphone but shall include all topics they wish to

Organization Meeting of January 6, 2020

- cover, other than agenda items already listed for public hearing, in a single address to the Township Council, except as provided in items 4 and 5.
3. Any member of the public wishing to address the Township Council during a public hearing on any scheduled agenda matter including, but not limited to, public hearings on pending Township ordinances, shall be allotted a period of time not to exceed three (3) minutes total, except as provided in items 4 and 5 below.
4. Any member of the public wishing to address both unscheduled and agenda matters at a single meeting shall be heard on unscheduled matters during the Public Portion and on agenda items at the publicly-announced appropriate time, but shall be limited to a total of three (3) minutes on all subjects.
5. At the discretion of the Council President, or any other Township Council member presiding in the Council President's absence, an additional two (2) minutes may be allotted to a member of the public, for a total not to exceed five (5) minutes for any one speaker during any one meeting.

Authorizing Administrator/QPA to Execute Purchase Orders

RESOLUTION [HH] 20-01-06 - #34

WHEREAS, under the New Jersey Public Contracts Law, municipalities are permitted to make purchases without competitive bids from vendors who have entered into a contract with the State of New Jersey and the County of Passaic;

NOW, THEREFORE, BE IT RESOLVED that the Administrator/QPA be authorized in accordance with annual budget provisions to execute purchase orders with vendors who have been awarded contracts through the following cooperative purchasing organizations:

- State of New Jersey,
- County of Passaic,
- New Jersey Local Cooperative Purchasing Group Contracts
- National Cooperative Contracts

Authorizing Contracts with Certain Approved State Contract Vendors

RESOLUTION [II] 20-01-06 - #35 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a

WHEREAS, the Township of Little Falls, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of Little Falls has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Township of Little Falls intends to enter into contracts with the Referenced State Contract Vendors listed on the NJ Department of Treasury, Division of Purchase & Property website through this resolution, and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Little Falls authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the referenced list and any other approved State Contract Vendor that may be utilized throughout the year, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Township of Little Falls, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Township of Little Falls and the Referenced State Contract Vendors shall be from January 6, 2020 to December 31, 2020.

Increasing Bid Threshold with a Qualified Purchasing Agent

RESOLUTION [JJ] 20-01-06 - #36 INCREASING THE BID THRESHOLD WITH A QUALIFIED PURCHASING AGENT, PURSUANT TO N.J.S.A. 40A:11-3a AND N.J.S.C. 5:34-5 et seq.

WHEREAS, the recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$40,000; and

WHEREAS, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Charles Cuccia possesses the designation of Temporary Purchasing Agent as issued by the Local Finance Notice 2011-15, which reads in part: "If a QPA vacates the position, the appointing authority for the contracting unit may appoint, for one year from the date of the vacancy, a person who does not possess a QPA certificate as "temporary purchasing agent."; and

WHEREAS, the Township of Little Falls desires to take advantage of the increased bid threshold;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Little Falls in the County of Passaic, in the State of New Jersey hereby increases its bid threshold to \$40,000.

Establishing Rules of Conduct for Council Meetings

TOWNSHIP OF LITTLE FALLS COUNTY OF PASSAIC NEW JERSEY RESOLUTION [KK] 20-01-06 - #37 ESTABLISHING RULES OF CONDUCT FOR COUNCIL MEETINGS

WHEREAS the Township Council of the Township of Little Falls is authorized and empowered to enact Policies and Procedures, Rules and Regulations and/or By-laws, by way of Resolution, pursuant to the terms and provisions of N.J.S.A. 40:69A-36 (f) and (n); and

WHEREAS the Township Council of the Township of Little Falls is desirous of fixing, establishing and otherwise implementing certain Policies and Procedures to regulate the day to day business operations of the Township Council;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Little Falls, that the following be and is hereby established as the Amended Policies and Procedures governing the regular daily business operations of the Township Council:

Section 1. Receipt of Minutes and Agenda Materials

A. The Agenda and related supporting materials, including Minutes shall be uploaded for the Members of the Township Council to their Township ipads on the Friday prior to the public meeting covered by the said Agenda. Council members will be able to download the data at 4:00 p.m. on Friday.

Section 2. Order of Business for Township Council Meetings

Organization Meeting of January 6, 2020

The order of business at each Regular Meeting of the Township Council shall be as follows:

- Meeting called to Order
- Salute to the Flag
- Statement of Public Notice
- Roll Call
- Approval of Prior Meeting Minutes
- Remarks from the Chair
- Council Member Reports
- Mayor's Report
- Attorney's Report
- Public Comment – Agenda Items Only
 - Statement of Public Comment
- Consent Agenda
 - Reports
 - Applications
 - Resolutions
 - Regular Agenda
 - Interdepartmental
 - Correspondence
 - New Business
- Payment of Bills
- Council Committee Reports
- Public Comment – General Matters
 - Statement of Public Comment
- Executive Session (if required)
- Adjourn

The order of business at each Workshop Meeting of the Township Council shall be as follows:

- Meeting called to Order
- Salute to the Flag
- Statement of Public Notice
- Roll Call
- Public Comment – General Matters
 - Statement of Public Comment
- Mayor's Report
- Administrator's Report
- Municipal Clerk's Report
- DPW Superintendent's Report
- Engineer's Report
- Attorney's Report
- Payment of Bills
- Public Comment – Agenda Items Only
 - Statement of Public Comment
- Executive Session (if required)
- Adjourn

Section 3. Procedure for Public Comment

- A. Each Speaker shall state, for the record, their name, address and a brief description of their topic of discussion prior to speaking. A three (3) minute time limit shall prevail, unless additional time is granted in the sole discretion of the Council President.

Section 4. Deadline for Receipt of Proposed Agenda Resolutions

- A. The Township Clerk shall review all items to be listed upon the Agenda with the Council President at least one (1) day prior to distribution of the Agenda as required by Section 1A above.
- B. Any items required for addition to the previously distributed Agenda may only be added upon consultation and consent of the Council President. In the event of any dispute or disagreement relating to the addition of any such Agenda item(s), the determination of the Council President shall be final.

Section 5. Council President Appointment Authority

The Council shall provide, by appropriate Resolution, for each Standing Committee and Special Committee to be appointed by the Council President. Standing Committees of the Council shall consist of no more than two (2) Members of the Council. Council Committees that include community members shall have all such representatives approved by the Council.

Section 6. Council Standing Committees

The following are hereby established as Standing Committees of the Township Council:

- Regional Flood Board (adopted by Ordinance)
- Senior Citizen Advisory Board
- Finance Committee
- Domestic Violence Committee
- Transportation Committee
- Open Space Committee
- Technology Committee
- Grant Committee
- Wildlife Management Committee
- School Liaison
- Passaic River Advisory Committee

Section 7. Adoption of Township Ordinances

- A. Ordinances other than Bond and Appropriation Ordinances shall require three (3) affirmative votes for adoption.
- B. Bond and Appropriation Ordinances shall require four (4) affirmative votes for adoption.
- C. Ordinances shall become effective twenty (20) days after final passage and approval by the Mayor.
- D. Failure of the Mayor to sign any Ordinance or return it to the Township Clerk within ten (10) days thereafter shall result in the Ordinance taking full force and effect in the same manner as it had been duly executed by the Mayor.
- E. In those instances where an Ordinance is reconsidered by the Township Council following a veto by the Mayor, the Council may enact such Ordinance upon the affirmative vote of two-thirds (2/3) of its Members.

Section 8. Recognition of Council Service

- A. Members elected to the Township Council who serve at least one (1) full term, shall be recognized for that service by the Council, with the presentation of a plaque memorializing their service as a Member of the Little Falls Township Council.
- B. Said presentation shall be made to the out-going Council Members at their last regularly scheduled Council Meeting.

Section 9. Legal Services

No Member of the Township Council shall elicit the Township Attorney to engage in Township business without first having obtained the consent of the Council President. In the event of any dispute or disagreement concerning the services to be supplied by the Township Attorney, the determination of the Council President shall be final.

NOW, THEREFORE, BE IT RESOLVED:

1. **CONDUCT OF COUNCIL MEMBERS.** Each member of the Council shall cooperate with the chair in preserving order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings of the Council nor disturb any member while speaking or fail to abide by the orders of the Council or its President, except as specifically permitted by these rules.
2. The Township Governing Body does not comment on the operational aspects of other Local, Regional and County agencies. The Township Governing Body will comment of issues of other Local, Regional and County agencies, which directly affect the

Organization Meeting of January 6, 2020

operational workings of the Townships ability to provide for public safety of its residents.

CONDUCT OF PUBLIC. Any person who shall disturb the peace of the Council, make offensive or abusive remarks or conduct himself in a boisterous manner while addressing the Council shall be forthwith barred by the presiding officer from further audience before the Council, except that if the speaker shall submit to proper order under these rules, permission for him to continue may be granted by a majority vote of the Council. Public comments on local education agencies and Boards, County Government and Regional Authorities should be made at the meetings of those public entities.

Failure by any member of the public to conform to proper order after being told to do so by the presiding officer shall be subject that person to possible removal by the Little Falls Police.

Adoption of 2020 Employee Manual, an Accounting Policy, & a Fund Balance Policy

RESOLUTION [LL] 20-01-06- #38

RESOLUTION ADOPTING THE 2020 PERSONNEL POLICIES AND PROCEDURES MANUAL, ACCOUNTING POLICY AND PROCEDURES MANUAL AND A FUND BALANCE TARGET AND RE-GENERATION POLICY FOR THE TOWNSHIP OF LITTLE FALLS

WHEREAS, it is necessary for the Township to adopt policies and procedures supporting the basic operations of the Township; and

WHEREAS, said policies and procedures have been approved by the Council in past; and

WHEREAS, the best practices program in the State of New Jersey has addressed the adoption of formal policies in local municipalities,

NOW, THEREFORE, BE IT RESOLVED, in accordance with those directives, the Township Council of the Township of Little Falls hereby adopts the following policies and procedures: Little Falls Personnel Policies and Procedures Manual, Little Falls Accounting Policy and Procedures Manual, and the Little Falls Fund Balance Target and Re-Generation Policy for the year 2020.

Mandatory Direct Deposit for Employees

RESOLUTION [MM] 20-01-06- #39

RESOLUTION AUTHORIZING MANDATORY DIRECT DEPOSIT OF NET PAY FOR ALL EMPLOYEES IN ACCORDANCE WITH P.L.2013, c28

WHEREAS, the Township wishes to adopt policies requiring mandatory direct deposit of net pay for all employees in accordance with P.L. 2013, c28; and

WHEREAS, this policies will reduce the cost of payroll processing; and

WHEREAS, the Township policy exempts seasonal and temporary employees,

NOW, THEREFORE, BE IT RESOLVED, in accordance with P.L.2013, c28, the Township Council of the Township of Little Falls hereby adopts mandatory direct deposit of net pay for all employees and directs the Chief Financial Officer to amend the Accounting Policy and Procedures manual to reflect this policy.

Appointing Community Emergency Response Team Members

RESOLUTION [NN] 20-01-06 - #40

RESOLUTION APPOINTING COMMUNITY EMERGENCY RESPONSE TEAM MEMBERS

WHEREAS, the Township of Little Falls has established a Community Emergency Response Team (CERT); and

WHEREAS, CERT is comprised of trained volunteers to help first responders and address various needs in the event of an emergency at the direction of the Township OEM Coordinator;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Little Falls, in the County of Passaic, State of New Jersey, that the following CERT members are hereby appointed:

Ahmed Hassen, Alen Thompson, Angela Jones, Arturo Zamora, Ashley Trommelen, Robert Craner, Camille Mosella, Caren DaSilva, Colette Hassan, David Bridges, David Henninger, David Thomas, Dina Carnemolla, Donald Gallarelli, Frank Tuscano, Gregory Malenchak, James S. Caratozzolo, Joan Strothers, Joe Cannataro, Janet Cohen, Kathy Koch, Kenneth Dak, Kenneth Huber, Laura Gianduso, Maria Thompson, Mark Sciacca, Mary Ellen Ballantyne, Michele Kocotos, Mukund Shah, Nancy Mecca, Patti Flatley, Paul Raspintini, Phyllis Dillon, Robert Dombrowski, Steve DiPaola, Sue Cardone, Tony Carnemolla

Payment Schedule for Little Falls Public Library

RESOLUTION [OO] 20-01-06 #41

WHEREAS, N.J.S.A. 40:54-8 requires municipalities to raise by taxation a sum equal to one-third of a mil on every of dollar assessable property in the municipality for the operation of the free public library; and,

WHEREAS, Little Falls wishes to establish a schedule for the payments to the Little Falls Public Library,

NOW THEREFORE BE IT RESOLVED, the Township of Little Falls shall make quarterly payments to the Little Falls Public Library on February 20th, May 20th, August 20th, and November 20th of each year to the extent possible and subject to tax revenues having been collected

Appointing a Clean Communities Coordinator

RESOLUTION [PP] 20-01-06 - #42

APPOINTING CLEAN COMMUNITIES COORDINATOR

BE IT RESOLVED by the governing body of the Township of Little Falls that Dorothy Cataldo be and is hereby appointed Clean Communities Coordinator for the Township of Little Falls.

It was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the Consent Agenda be approved as printed.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
Nays: None

The Council President declared the motion passed.

Subpoena

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PUBLIC COMMENT

It was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the meeting be and it was opened to the public.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
 Nays: None

The Council President declared the motion passed.

Luis Fernandez, 54 Harrison Street, questioned the purpose of the Reorganization Meeting. Mayor Damiano explained the purpose of the meeting to adopt and appoint professionals for services as well as annual renewals of procedures for the year.

No one further having coming forward to be heard, it was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the meeting be and it was closed to the public.

Poll: Ayes: Cordonnier, Kahwaty, Seber, and Vancheri
 Nays: None

The Council President declared the motion passed.

TIME CAPSULE: 48 years and three months remain until the opening of the Time Capsule on April 2, 2068. The Time Capsule was buried in Memorial Park on Wilmore Road on April 2, 1968, in connection with the Centennial Celebration, the 100th Anniversary of the Township of Little Falls; and the then Township Committee directed that the Township Clerk shall, at each Organization Meeting of the Township's governing body, insert in the Minutes a notation of the time remaining until it shall be opened.

There being no further business to come before the meeting, it was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, the meeting be and it was adjourned at 6:46 p.m.

Poll: Ayes: Cordonnier, Kahwaty, Seber, Vancheri, and Council President Sgobba
 Nays: None

The Council President declared the motion passed.

H A P P Y N E W Y E A R
