

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

**Monday, June 14, 2021**

Council President Sgobba called the meeting to order at 7:00 p.m. with the following members present: Christine Hablitz, Albert Kahwaty, Tanya Seber, and Christopher Vancheri. Also present were Mayor James Damiano, Township Attorney Joseph Wenzel, Township Engineer Tom Lemanowicz, Ryan Conklin, Township Planner, Township Engineer Joe Pomante, Township Administrator Charles Cuccia, Deputy Clerk Melissa DePiro and Township Clerk Cynthia Kraus.

Absent: None.

Township Employees present: Police Chief Steve Post and Fire Chief Jack Sweezy.

**SALUTE TO THE FLAG.**

**STATEMENT OF PUBLIC NOTICE:** Take notice that adequate notice of this meeting has been provided in accordance with 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 February 17, 2021. A copy of the notice was faxed to the North Jersey Herald and 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. **This meeting is being conducted under the circumstances surrounding the COVID-19 health situation. No public will be allowed to attend the meeting in person. A link and a telephone number to join the meeting can be accessed on the Township website at [www.lfnj.com](http://www.lfnj.com). Electronic provisions have been established for the public to participate during the public comment portion of the meeting.**

LGBTQIA PRIDE MONTH PROCLAMATION - At this time, Mayor Damiano read the Proclamation recognizing the Month of June, 2021 as LGBTQIA Pride Month in the Township of Little Falls.

PROCLAMATION RECOGNIZING EMANCIPATION DAY – Mayor Damiano then read the Proclamation recognizing June 19, 2021 as Emancipation Day in the Township of Little Falls.

**PUBLIC COMMENT – GENERAL MATTERS**

Members of the public who desired to provide comment shall raise their virtual hand in the Zoom application. The Meeting moderator will queue the members of the public that wish to provide comment and the Council President will recognize them in order. Members of the public who have joined the Meeting by calling in must press \*6 to mute and unmute themselves and \*9 to raise their hand. Members of the public who have joined the meeting via the Zoom application must click the Reactions icon and then raise the Hand icon. Please give your name and address for the record. Once the process is complete, we will return to the regular order of business.

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

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

The Council President declared the motion passed.

Arnold Korotkin- 181 Long Hill Road, submitted questions regarding Hemlock Road. Mayor Damiano stated ongoing discussion has occurred with the church, however, possibilities for Hemlock Road exist which may eliminate the need to utilize access via the nearby church. The Mayor discussed rights to land and described possibilities for open space that may exist from the Township owning a portion of the roadway. The Mayor emphasized the Township's commitment to planting trees throughout the Township; however, he could not speak to where trees would be planted. Secondly, Mr. Korotkin requested a status report on the PNC parking lot. Mayor Damiano reported the Township is awaiting PNC's comment on the sale of the lot. Mr. Korotkin then announced MSU has named a new President, and that students returning to MSU will have to provide proof of vaccination.

Luis Fernandez, 54 Harrison Street, posed a question regarding Hemlock Road and the use of Open Space funds. Mayor Damiano stated the Township already owns Hemlock Road and added the proposed improvements may result in open space which may be used in various ways. Mr. Fernandez commented on the PILOP in regard to improvements near Paterson Avenue. Council President SGOBBA clarified the PILOP is for the commercial portion of the building. Mayor Damiano explained a PILOP would only be acceptable to the Township when it is adjacent to public parking and elaborated on why it presents a mutual benefit to the Township and developer. Mayor Damiano agreed with Mr. Fernandez that there will be increased traffic. Councilmember KAHWATY commented there are businesses that are utilizing the concept previously discussed. Lastly, Mr. Fernandez questioned whether Congress has approved funding for the Peckman River. Mayor Damiano reported the Peckman Project was not included in the President's budget, however Congresswoman Sherrill submitted it as one of the community projects before the portal closed on June 4<sup>th</sup>.

Norman Scherzer – 26 Birch Road, commented on the coronavirus pandemic and accurate data, and discussed having the Council appoint a representative to be responsible as a liaison for public health matters. Councilmember VANCHERI stated the Council has discussed having Mr. Biegel of the Clifton Health Department attend a meeting. In response to Mr. Scherzer's suggestion for a unified policy for schools, Council President SGOBBA stated

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decisions regarding the schools are made by the School Board and Superintendent. Mayor Damiano reported zero new cases of COVID-19 in the Township of Little Falls. He then commented on the appropriateness of Council meetings as a forum to disseminate public health information, the pandemic as it related to schools and a unified policy, as well as understanding the reported data.

John Veteri, 110 Ridge Avenue, thanked the Council and DPW for their continued support of the Passaic River Coalition. Mr. Veteri reported the Coalition has planted twenty trees this past Friday and have ten more on backorder. Mayor Damiano praised the group and commented on the positive morale at the tree planting event.

Tom Barone, 26 Viewmont Terrace, suggested General Matters on the Agenda be at the end of the Meeting and a time limit be enforced. Mr. Cuccia commented the placement of General Matters on the Agenda. Mayor Damiano also explained the rationale as to the order of Agenda items.

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

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

The Council President declared the motion passed.

**PUBLIC HEARING ON THE SUBMISSION OF A 2021 NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION GREEN ACRES GRANT PROGRAM APPLICATION FOR IMPROVEMENTS TO LOUIS STREET PARK**

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

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

The Council President declared the motion passed.

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

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

The Council President declared the motion passed.

**ITEMS TO BE DISCUSSED:**

**MAYOR/ADMINISTRATOR:**

1. RESOLUTION AUTHORIZING GRANT APPLICATION FOR MAIN STREET STREETScape PROJECT– Mayor Damiano explained the Streetscape application and what portions of the Township are encompassed by the Project.
2. RESOLUTION AUTHORIZING GRANT APPLICATION FOR IMPROVEMENTS TO STEVENS AVENUE PROJECT – Mayor Damiano explained the Township is using a similar but different Safe Streets to Transit Grant, and the hope that the new bus stop installation on Stevens Avenue will yield more success with this application.
3. NJDEP GREEN ACRES ENABLING RESOLUTION – Mayor Damiano explained the recent public hearing allows the Township to seek the funds to make the improvements to the park.
4. ESTIMATED TAX BILL RESOLUTION – Mayor Damiano explained the annual nature of the Resolution.
5. RESOLUTION AUTHORIZING SHARED SERVICE AGREEMENT WITH ELMWOOD PARK- The Mayor explained the Township provides Elmwood Park with EMS services which the Township receives payment for, in addition to receiving additional costs throughout the year. The Mayor added this has proven to be an effective revenue generating operation. Per the request of Councilmember VANCHERI, Mayor Damiano clarified that this is a renewal of the agreement the Township has with Elmwood Park.
6. INTRODUCTION OF ORDINANCE NO. 1413, RESCINDING CHAPTER 240-1 – The Mayor explained the rationale of Ordinance No. 1413.
7. INTRODUCTION OF ORDINACNE NO. 1414, AMENDING SECTION 3-7.8.1 – The Mayor explained this ordinance amends the EMS service to repeal and replace the code such that the EMS report to the Business Administrator and not a volunteer Fire Chief.

**ACTION ITEMS:**

It was moved by Councilmember Kahwaty, seconded by Councilmember Hablitz, to approve the following Resolutions A through F:

Grant Agreement with NJDOT for Main Street Streetscape Project

**RESOLUTION [A] 21-06-14 - #1  
TOWNSHIP OF LITTLE FALLS**

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Main Street Streetscape Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Municipal Council of Little Falls formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2021-Main Street Streetscape Project-00396 to the New Jersey Department of Transportation on behalf of the Township of Little Falls.

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**BE IT FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Little Falls and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council On this 14<sup>th</sup> day of June, 2021.

### Grant Agreement with NJDOT for Improvements to Stevens Avenue Project

#### **RESOLUTION [B] 21-06-14 - #2**

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Improvement of Stevens Avenue Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Little Falls formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk of Little Falls are hereby authorized to submit an electronic grant application identified as *SST-2022-Improvements to Stevens Avenue-00012* to the New Jersey Department of Transportation on behalf of the Township of Little Falls.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk of Little Falls are hereby authorized to sign the grant agreement on behalf of the Township of Little Falls and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Township Committee of the Township of Little Falls on this 14<sup>th</sup> day of June, 2021.

### NJDEP Green Acres Enabling Resolution

#### **RESOLUTION [C] 21-06-14 - #3**

##### **STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION GREEN ACRES ENABLING RESOLUTION**

**WHEREAS**, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition, development, and stewardship of lands for outdoor recreation and conservation purposes; and

**WHEREAS**, the Township of Little Falls desires to further the public interest by obtaining funding in the amount of \$X, in the form of a \$X matching grant, from the State to fund the following project(s): the Louis Street Park Improvement Project at a cost of \$X;

**NOW, THEREFORE**, the governing body/board resolves that Township Administrator and Council of Little Falls or the successor to the Township Administrator is hereby authorized to:

- (a) make application for such a loan and/or such a grant,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above-named applicant; and

**WHEREAS**, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

**WHEREAS**, the applicant is willing to use the State's funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above-named project;

#### **NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE TOWNSHIP OF LITTLE FALLS**

1. That the Township Administrator of the above-named body or board is hereby authorized to execute an agreement and any amendment thereto with the State known as the Louis Street Park Improvement Project;
2. That the applicant has its matching share of the project, if a match is required, in the amount of \$X;
3. That, in the event the State's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

### Estimated Tax Bills for Third Quarter 2021

#### **RESOLUTION [D] 20-05-04-#4**

**WHEREAS**, N.J.S.A. 54:4-66.3, pursuant to Section 3 of P.L. 1994 c.72 and 54:4-66.2 the Township Council of the Township of Little Falls has determined that the Tax Collector will be unable to complete the mailing and delivery of the tax bills by June 14, 2021 due to the absence of a certified tax rate; and

**WHEREAS**, the Little Falls Tax Collector in consultation with the Little Falls Chief Financial Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and they have both signed a certification showing the tax levies for the previous year, and the range of permitted estimated tax levies;

**WHEREAS**, in accordance with Chapter 72, P.L. 1994, the Tax Collector requests the Council to approve the estimated tax levy of \$49,592,326.25 at a tax rate of \$3.230; which is between the mandated estimated range proposed by the Local Government Services. Approval will enable the Township to meet its financial obligations, maintain the tax collection rate, and provide uniformity for tax payments and save the unnecessary cost of interest expenses in borrowing;

**NOW, THEREFORE BE IT RESOLVED** that the Township Council of the Township of Little Falls, County of Passaic, State of New Jersey, hereby authorizes that:

1. The Tax Collector of the Township of Little Falls is hereby authorized and directed to prepare, and issue estimated tax bills for the Township of Little Falls for the third quarter installment of 2021.
2. The entire estimated tax levy for 2021 is hereby set at \$49,592,326.25. The estimated tax rate for 2021 is hereby set at \$3.230.
3. In accordance with law, the third quarter installment of 2021 taxes shall not be subject to interest until the later of August 10th or the twenty-fifth calendar day after the date the estimated bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be forwarded to the Tax Collector and Chief Financial Officer of the Township of Little Falls for their records.

**ADOPTED** at a Workshop meeting of the Township Council on June 14, 2021.

### Elmwood Park Shared Service Agreement

#### **RESOLUTION [E] 21-06-14 - #5**

##### **AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF ELMWOOD PARK FOR EMS SERVICES AND THE LEASING OF TWO AMBULANCES**

**WHEREAS**, the Township of Little Falls and the Township of Elmwood Park entered into a shared service agreement for EMS services operated and administered by the Township of Little Falls for EMS coverage in the Township of Elmwood Park on December 1, 2019; and

**WHEREAS**, said agreement is due to be renewed and both parties wish to extend the contract until December 31, 2022; and

**WHEREAS**, the terms of the contract shall remain the same, wherein the Township will bill and collect for services rendered to operate the EMS program in the Township of Elmwood Park;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Little Falls that the Mayor be and is hereby authorized to execute a shared services agreement with the Township of Elmwood Park for EMS services and for the leasing of two ambulances.

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Bill List

**RESOLUTION [F] 21-06-14 - #6**

**BE IT RESOLVED** by the Township Council of the Township of Little Falls the Council having received the Treasurer’s certification of the availability of funds for payment of all bills presented, that payment of all bills approved by the Finance Committee be and is hereby authorized, subject to the availability of funds and subject to the appropriate and available appropriation in the line item.

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

The Council President declared the motion passed.

**CORRESPONDENCE**

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

REQUEST FROM LITTLE FALLS EAGLE HOSE COMPANY NO. 1 FOR PERMISSION TO CONDUCT A BOOT DRIVE AT THE INTERSECTION OF MAIN STREET UNION AVENUE AND BROWERTOWN ROAD AND ROSE STREET ON FRIDAY, OCTOBER 8, 2021 FROM 7:00 A.M. – 6:00 P.M. AND SATURDAY, OCTOBER 9, 2021 FROM 8:00 AM – 5:00 PM.

RAFFLE, SONS OF THE AMERICAN LEGION POST #108, TRICKY TRAY, 9/5/2021. 1:00 P.M. – 5:00 P.M., 591 MAIN STREET, LITTLE FALLS

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

The Council President declared the motion passed.

**NEW BUSINESS**

Ordinance No. 1406 - -It was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, that the public hearing on Ordinance No. 1406, “**AN ORDINANCE OF THE TOWNSHIP OF LITTLE FALLS, ADOPTING A REDEVELOPMENT PLAN FOR THE DOWNTOWN REDEVELOPMENT AREA,**” be and it was opened.

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

The Council President declared the motion passed.

Arnold Korotkin, 181 Long Hill Road, commented on having a comprehensive area included when discussing the redevelopment of the Town Centre. Mayor Damiano stated the redevelopment plan was initially proposed over 24 months years ago, however, a review of the south side of Main Street could be performed should there be any interest in redevelopment in that portion of the Township. The Mayor stated that he did not believe the south side of Main Street would qualify as an area of redevelopment according to the criteria. Ryan Conklin, Township Planner, explained it is not necessarily a redevelopment area but does embody some of the transit-oriented development principles and there is zoning on that side of the southside that contains that type of development. Mr. Korotkin requested clarification as to the definition of the town center to which Mr. Conklin responded an online zoning map could provide reference.

As no comments from the public were received, it was moved by Councilmember Hablitz, seconded by Councilmember Kahwaty that the public hearing on Ordinance No. 1406 be and it was closed.

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

The Council President declared the motion passed.

It was moved by Councilmember Seber, seconded by Councilmember Hablitz, that the Ordinance No. 1406 be and it was adopted.

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

The Council President declared the motion passed.

Ordinance No.1413 - It was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, that there be introduced and the meeting of July 12, 2021 set as the date for the public hearing of the following:

**TOWNSHIP OF LITTLE FALLS  
ORDINANCE NO. 1413**

**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, TO RECIIND CHAPTER 240-1 PUBLICATION OF DELIQUENT TAXPAYER LIST OF THE CODE OF THE TOWNSHIP OF LITTLE FALLS**

**WHEREAS**, the current Municipal Code under Chapter 240-1 contains certain provisions for the Publish the names of delinquent taxpayers in the Township of Little Falls; and

**WHEREAS**, it has been determined that this procedure serves no purpose in generating tax payments; and

**WHEREAS**, the Township Council has found this practice to be burdensome on certain taxpayers;

**NOW THEREFORE BE IT ORDAINED** by the Township Council of the Township of Little Falls, that Chapter 240-1 Taxpayer List, of the Code of the Township of Little Falls, is hereby rescinded in full:

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that:

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1. Ordinances, resolutions and regulations or parts of ordinances, resolutions and regulations inconsistent herewith are hereby repealed to the extent of such inconsistency; and
2. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such a decision shall not affect the remaining portion of the Ordinance; and
3. Except as hereby amended, the Code of the Township of Little Falls shall remain in full force and effect.
4. This Ordinance shall take effect twenty days after final passage and publication in accordance with law.

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

The Council President declared the motion passed.

Ordinance No.1414 - It was moved by Councilmember Kahwaty, seconded by Councilmember Hablitz, that there be introduced and the meeting of July 12, 2021 set as the date for the public hearing of the following:

**AN ORDINANCE AMENDING THE LITTLE FALLS  
FIRE DIVISION IN THE CODE OF THE TOWNSHIP OF LITTLE FALLS CODE SECTION 3.7.8.1 ENTITLED: EMERGENCY  
MEDICAL SERVICE AND CREATING THE DIVISION OF EMERGENCY MEDICAL SERVICE**

**The Township of Little Falls is repealing Code section 3.7.8.1 in its entirety and replacing code section 3.7.8.1 as follows:**

**§ 3-7.8.1. Emergency Medical Service.** Establishment and organization; definitions.

(1) Township of Little Falls Emergency Medical Service. The Township of Little Falls Emergency Medical Service is hereby created and established as a Division of the Township.

(2) Definitions. As used in this section, the following terms shall have the meanings indicated:

**AUTHORITY** - The right to issue orders, give commands, enforce obedience, initiate actions, and make necessary decisions commensurate with rank or assignments as provided for in the Emergency Medical Service rules, policies and procedures. Authority may be delegated by those designated. Acts performed without proper authority or authorization shall be considered to be in violation of the rules.

**CHAIN OF COMMAND** — Vertical lines of communication, authority, and responsibility within the organizational structure of the Emergency Medical Service:

**DIRECTIVE** - A document detailing the performance of a specific activity or method of operation.

"Directive" includes:

(a) **GENERAL ORDER** -Broadly based directive dealing with policy and procedure and affecting one or more organizational subdivisions of the Emergency Medical Service.

(b) **PERSONNEL ORDER** – A directive initiating and announcing a change in the assignment, rank, or status of personnel.

(c) **SPECIAL ORDER** – A directive dealing with a specific circumstance or event that is usually self-cancelling.

**EMT EMPLOYEE** — A person who performs in the capacity of an emergency medical technician not more than 24 hours per week. "Basic life support" or "BLS" means a basic level of pre-hospital care that includes patient stabilization, airway clearance and maintenance, cardiopulmonary resuscitation (CPR) (to the level of the Professional Rescuer or Health Care **EMERGENCY MEDICAL SERVICE COORDINATOR**

(EMS Coordinator) is required at minimum to hold valid Emergency Medical Technician-Basic certification as set forth at N.J.A.C.8:40A

Classification Responsibilities: An Emergency Medical Services (EMS)

Coordinator is responsible for analyzing, planning, designing, implementing, and administering EMS programs as well as billing for care and other department-wide and community-oriented programs. EMS Coordinators research and analyze current and future medical and EMS issues and trends to ensure the provision of quality medical services in the Township of Little Falls. The EMS coordinator is responsible to review patient care charts to ensure proper care and procedures have been followed by the assigned EMT.

**EMERGENCY MEDICAL SERVICE DIVISION** — Herein to be known as the "Little Falls Emergency Medical Service (EMS)."

**EMERGENCY MEDICAL SERVICES** — Any service, including transportation, provided by the Emergency Medical Service to a potentially ill or injured person in response to a call for service.

**EMERGENCY MEDICAL TECHNICIAN**

Emergency Medical Technician-Basic" or "EMT-Basic" **means** a person trained in basic life support care and validly certified or recognized by the Commissioner in accordance with the standards for Emergency Medical Technician-Basic certification as set forth at N.J.A.C.8:40A

Provider as issued by either the American Heart Association, the American Red Cross, the National Safety Council or other entity determined by the Department to comply with AHA CPR Guidelines), hemorrhage control, initial wound care, fracture stabilization, victim extrication and other techniques and procedures as defined in the United States Department of Transportation (U.S.D.O.T.) EMT-Basic National Standards Curriculum Obtainable from

**MAY/SHOULD** — The action indicated is permitted.

**MEDICAL DIRECTOR** — Within the Emergency Medical Service, a Medical Director is a physician who provides guidance, leadership, oversight and quality assurance for the practice of local paramedics and EMTs within a predefined area. In North America, Medical Directors are typically board-certified in emergency medicine.

**ORDER** — Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of duty.

**PATIENT** — Any person who receives emergency medical services from the Emergency Medical Service.

**POLICY** — A statement of emergency medical service principles that provides the basis for the development of procedures and directives.

**PROCEDURE** — A written statement providing specific direction of performing emergency medical service activities. Procedures are implemented through policies and directives.

**SHALL/WILL** — The action indicated is mandatory.

**SUPERVISOR (Crew Chief)** — An employee assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

**THIRD-PARTY BILLING AGENCY** — A business entity engaged by the Township of Little Falls for the purpose of effecting the billing of patients and collecting payments therefrom, which payment shall be remitted to the Township of Little Falls.

(3) Division created. Within the Department of Administration, there is hereby created a Division of Emergency Medical Service.

a) Chief of the Division of Emergency Medical Services.

(1) Position created. The position of EMS Coordinator is hereby created. The EMS Coordinator shall head the Division of Emergency Medical Service and serve under the direction and supervision of the Township Administrator and the Medical Director.

(2) The EMS Coordinator will be an employee subject to all requirements, allowances and regulations of such employees set forth in the Township Personnel Policy Manual and Township Code.

(3) The appointee shall serve a probationary period of six months.

(4) Compensation. The EMS Program Coordinator will be compensated at a yearly rate established by the Mayor.

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### Medical Director.

- (1) Position created. The position of Medical Director will provide guidance, leadership, oversight and quality assurance for the practice of local paramedics and EMTs within the Township of Little Falls. The Medical Director shall be board-certified in emergency medicine and serve under the direction and supervision of the Township Administrator.
- (2) Appointment. The Medical Director shall be appointed by the Mayor.
- [c] Employees: The Little Falls Emergency Medical Service shall consist of an EMS Coordinator and as many other EMT members as are or may be appointed and approved by Township Administrator with authority of the Mayor. The EMS Coordinator and all EMT's must hold a valid New Jersey or National EMT certification.
- (4) Qualifications for employees. No person shall be eligible to become an employee of the Little Falls Emergency Medical Service unless such person possesses and provides proof of the following qualifications:
  - (a) All applicants for membership shall be between the age of 18 and the state maximum permitted. Be physically fit to perform the duties of an emergency medical technician. The applicant shall submit to a medical evaluation by a licensed physician designated by the Township.
  - (b) Be subject to a criminal background check and have no prior convictions for any offense or crime.
  - (c) Be subject to a motor vehicle background check with no prior record of careless or reckless driving, driving under the influence of drugs or alcohol or any other serious moving violation.
  - (d) Be subject to pre-employment and random drug testing.
  - (e) Be a certified emergency medical technician of the State of New Jersey or National certification. Any lapse in certification will be cause for immediate suspension of duties. Reinstatement may occur upon certification being reinstated.
  - (f) Possess a valid New Jersey driver's license.
  - (g) Compensation. All EMS employees will be compensated at a hourly rate of pay established by the Mayor.
- (5) Application and approval for employment.
  - (a) Employees shall comply with and follow the Township of Little Falls Personnel Policy Manual and make application to the Township as directed by said Manual. Appointments as employees will follow the provisions of the Optional Municipal Charter Law, N.J.S.A. 40:69A-1 et seq.
- (6) Emergency Medical Service composition. The active roster of the Emergency Medical Service shall be comprised of as many EMT's as needed to meet the scheduling requirement and maintain the operations of the Emergency Medical Service.

### B. Executive Board.

- (1) Composition of Board; control of the Emergency Medical Service.
  - (a) The EMS Coordinator, the Medical Director, and the Mayor or his designee shall constitute the Executive Board. The Board shall meet as needed for the transaction of Emergency Medical Service business.
  - (b) The EMS Board will be primarily responsible for framing the ongoing vision of the Township's EMS system. The Board will serve to ensure transparency and coordinate with EMS Administration to develop recommendations for a plan to maintain the EMS system in the Township of Little Falls.

### C. Operations

(1) The EMS Coordinator will function as the head of the Division of Emergency Medical Service. Pursuant to municipal ordinance, the EMS Coordinator shall be the head of the Emergency Medical Service and shall be directly responsible to the Township Administrator for the efficiency and day-to-day operations of the Emergency Medical Service. Pursuant to policies established by the Township of Little Falls:

- (a) Report at least monthly to the Township Administrator, in such form as shall be prescribed, on the operation of the Emergency Medical Service during the preceding month and make such other reports as may be requested by the Township Administrator.
- (b) Prepare and submit the annual budget and proposed expenditure programs to the Township Administrator.

(2) Records maintained. The EMS Coordinator shall see that timely and accurate records are kept of all responses to calls for service, training, attendance, certifications, and any other records required by the state, Township, or other authorized agency.

D. Appointment of Crew Chiefs. Members who meet the qualifications for the position of EMS Crew Chief may submit their names for consideration. These names shall be presented to the EMS Coordinator and Township Administrator for review. The EMS Coordinator and Township Administrator will review the qualifications of all interested members. The EMS Coordinator and Township Administrator may conduct interviews to establish facts, such as available time and management skills. The EMS Coordinator and Township Administrator shall make recommendations to the Mayor. The Mayor will appoint the EMS Crew Chiefs.

### E. Policy for Emergency Medical Services billing.

#### (1) Purpose.

- (a) The Township of Little Falls recognizes the need to bill for the provision of emergency medical services to aid in the provision of those services.
- (b) No person requiring emergency medical services shall be denied services due to a lack of insurance or ability to pay.
- (c) Whereas the Little Falls Emergency Medical Service is funded by local taxes, it is in the best interest of the residents of Little Falls to establish the payment plan in accordance with the Health Care Finance Administration (HCFA) guidelines so that residents will not be responsible for any out-of-pocket expenses.

#### (2) Billing for service.

- (d) The Little Falls Emergency Medical Service (the "program") shall obtain licensure from the New Jersey State Department of Health. The Little Falls Emergency Medical Service.
- (e) The Township of Little Falls shall apply for a provider number from the federal and state Medicare/Medicaid programs enabling the municipality to institute a third-party payment plan (the "payment plan")
- (f) All patients, whether or not residents of the Township of Little Falls, and/or their financially responsible parties, insurers or carriers, will be billed for emergency medical services provided by the Little Falls Emergency Medical Service according to the fee schedule established herein or at rates established by the Township of Little Falls from time to time.
- (g) A patient who receives emergency medical services from the Emergency Medical Service is obligated at the time of service, or as soon as practicable thereafter, to provide the Emergency Medical Service with all pertinent insurance and payment information to facilitate the Township's billing of third-party payment sources for services rendered. The Township may, at its option, and shall, where required by law, bill insurers or carriers on a patient's behalf and may accept payment on an assignment basis.
- (h) All patients shall be liable for any co-payment or deductible amounts not satisfied by public or private insurance, and the Township shall make reasonable collection efforts for all such balances according to the most-current rules or regulations set forth by applicable Health Care Financing Administration federal policies and regulations. The Township may bill any applicable coinsurance carriers for such amounts. Exceptions include only those instances where the Township has knowledge of a particular patient's indigence or where the Township has made a determination that

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the cost of billing and collecting such co-payments or deductibles exceeds or is disproportionate to the amounts to be collected.

- (i) The Township shall not bill any Little Falls resident for any fee, balance, deductible, or co-payments not satisfied by public or private insurance, including Medicare/ Medicaid, nor will the Township bill a Little Falls resident for emergency medical services provided if the resident is not covered by private or public insurance.
- (j) The Township of Little Falls may, either directly or through any third-party billing agency with which it has contracted for billing and/or collections for emergency medical services, make arrangements with patients and/ or their financially responsible party for installment payments of bills or forgive any bill or portion thereof so long as the Township determines that:
  - [1] The financial condition of the patient requires such an arrangement; and
  - [2] The patient and/or financially responsible party has demonstrated a willingness to make good-faith efforts towards payment of the bill.
- (k) A patient for whom the Township of Little Falls has not received payment from a third-party payer on assignment and who receives payment directly from a third-party payer for emergency medical services rendered by the Emergency Medical Service is obligated to remit such monies to the Township in the event the Township has not been paid for services rendered. Patients who do not remit such monies may be held liable for costs of collection in addition to the charges for emergency medical services rendered.
- (l) The Township of Little Falls shall be authorized to enter into contracts with area hospitals that provide advanced life support (ALS) services to patients that are transported by the Little Falls Emergency Medical Service. This will allow the hospitals to bill for emergency medical services and reimburse the Township for its transportation costs within 45 days of receiving payment.
- (3) Procedure for third-party emergency medical services billing.
  - (a) The Township of Little Falls is hereby authorized to enter into a contract with a third-party billing agency for the performance of EMS billing and collection services; provided, however, that the following standards for such third-party billing contracts are met:
    - [1] The third-party billing agency has in place a compliance program conforming to standards set forth in the Office of Inspector General's Compliance Program Guidance for Third Party Medical Billing Companies, 63 Federal Register 70138, as amended.
    - [2] Neither the billing agency nor any of its employees are subject to exclusion from any state or federal health care program.
    - [3] The billing agency is bonded and/or insured in amounts satisfactory to the Township of Little Falls.
  - (b) A detailed listing of patients who utilize emergency medical services provided by the Little Falls Emergency Medical Service will be compiled by the Township of Little Falls. This information will be transmitted to the third- party billing agency. The information will be subjected to the confidentiality requirements of applicable law. This information will include, at a minimum, the following:
    - [1] Name, address and telephone number of patients.
    - [2] Name, address and claim number of insurance carrier, if applicable.
    - [3] Date, time and EMS chart number. [4] Point of origin and destination.
    - [5] Odometer reading at point of pick up and destination.
    - [6] Reason for transport/patient's complaint/current condition.
    - [7] Itemization and description of services provided and charges.
    - [8] Signature of the patient, when possible, or authorized decision maker.
    - [9] Name of receiving physician.
    - [10] Names, titles and signatures of ambulance personnel, when possible
  - (c) The third-party billing agency shall obtain the information from the Emergency Medical Service and will bill the patient and/or their financial representative parties, insurers or carriers according to the fee schedule established herein; provided, however, that the third- party billing agency shall not bill any Little Falls resident for any fee, balance, deductible, or co-payment not satisfied by public or private insurance, including Medicare/Medicaid, nor will the Township bill a Little Falls resident for emergency medical services provided if the resident is not covered by private or public insurance.
  - (d) The fees for emergency medical services shall be Authorized by the Mayor annually and kept on file in the office of the Township Clerk and the EMS Coordinator.
  - (e) The Mayor shall review the fees for services listed in Subsection E(3)(d) above annually and adjust said fees based on the recommendation of the Township Administrator, the EMS Program Coordinator and the Township Financial Officer and in accordance with the federally approved Medicare fee schedule.
  - (f) The Township of Little Falls may, at its discretion, bill additionally for materials, vehicle and/or personnel costs in the case of major or unique incidents.

Severability.

If any section, paragraph, subdivision, clause, sentence, phrase or provision of this ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

Repealer and Merger.

All Township ordinances and parts or ordinances inconsistent with this ordinance are hereby repealed.

Section 7 - Effective Date.

This ordinance shall take effect upon its final passage by the Township Council.

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

The Council President declared the motion passed.

**COUNCIL TOPICS FOR DISCUSSION**

Councilmember VANCHERI thanked all those involved with Memorial Day activities this past weekend. He also recognized the second annual Pride flag raising on June 1, 2021. Councilmember VANCHERI announced twelve streets will be presented to the Council for stop sign consideration. A resolution recommending intersections for painting of an intersection grid and sign placement will be developed to deter vehicles from blocking the box. On July 9, 2021 Little Falls Night will be held at Yogi Berra Stadium. This evening Councilmember VANCHERI, Mayor Damiano and Councilmember Kahwaty honored Flag Day by attending the annual flag ceremony held by the Boy Scouts and Cub Scouts at the American Legion.

Councilmember HABLITZ reported the Library held a successful 105<sup>th</sup> Birthday celebration and fundraiser with Chipotle and was also represented at the Farmers Market this weekend. Future events include a preschool and Father’s Day story time as well as a summer book drive. The next Friends of the Library Meeting will convene on June 29, 2021 at 7pm via Zoom.

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Councilmember SEBER reported the third Farmer's Market was successful and announced plans are in place with the Clifton Board of Health to have a walk-up vaccination clinic at the Farmer's Market on June 27, 2021. Councilmember SEBER also reported the Municipal Alliance held a popcorn fundraiser at the Farmers Market.

Councilmember KAHWATY acknowledged his pride in our community and of those who are dedicated to the Township. Councilmember KAHWATY provided details of Little Falls Week sponsored by the Little Falls Business Association which will be from July 12 through July 17, 2021. Movie nights will commence on July 28 for five weeks. Parents Night Out is being planned for a sometime in July.

Council President SGOBBA announced the Senior Advisory Committee sponsored a pleasant concert and ice cream event. On June 23, 2021 an event will be held at Pencilworks and on July 21, 2021 Mark Darcy will perform from 1pm-3pm at the Civic Center. Council President SGOBBA discussed recent legislature regarding the transportation of dirt and topsoil, and the banning of Styrofoam take out containers and cups in May of 2022. Council President SGOBBA reported the Mayor has presented the Council with several drafts regarding cannabis which will be reviewed. Council President SGOBBA then outlined the two areas that certain licenses pertaining to cannabis will be allowed.

### **PUBLIC COMMENT – AGENDA ITEMS ONLY**

Members of the public who desired to provide comment shall raise their virtual hand in the Zoom application. The Meeting moderator will queue the members of the public that wish to provide comment and the Council President will recognize them in order. Members of the public who have joined the Meeting by calling in must press \*6 to mute and unmute themselves and \*9 to raise their hand. Members of the public who have joined the meeting via the Zoom application must click the Reactions icon and then raise the Hand icon. Please give your name and address for the record. Once the process is complete, we will return to the regular order of business.

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

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

The Council President declared the motion passed.

Tom Barone – 26 Viewmont Terrace, discussed his concern regarding the parking of car loaders in front of MAVIS Discount Tire. Councilmember KAHWATY then commented. Councilmember VANCHERI discussed actions taken regarding no parking in that area and further actions that could be taken to add signage. Mayor Damiano added that the concern will be addressed.

Arnold Korotkin – 181 Long Hill Road, requested the dollar amounts be filled in on Resolution C. Mayor Damiano explained the dollar amounts are not present as the Township is awaiting an exact cost estimate on the grant. Mr. Cuccia elaborated further on the requirements regarding public hearing on the intent of the grant.

There being no further business to come before the meeting, it was moved by Councilmember Kahwaty, seconded by Councilmember Seber, that the meeting be and it was adjourned at 8:45 p.m.

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Cynthia Kraus  
Municipal Clerk