

2022 TOWNSHIP COUNCIL ORGANIZATION

**January 4, 2022
7:00 p.m.
Municipal Building**

CALL TO ORDER – Mayor

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. 10:4-8 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 31, 2021. 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.

THIS MEETING IS BEING CONDUCTED UNDER THE CIRCUMSTANCES SURROUNDING THE COVID-19 HEALTH SITUATION. ONLY 25 MEMBERS OF THE PUBLIC WILL BE ALLOWED TO ATTEND THE MEETING IN PERSON. A LINK AND A TELEPHONE NUMBER TO JOIN THE MEETING VIRTUALLY CAN BE ACCESSED ON THE TOWNSHIP WEBSITE AT WWW.LFNJ.COM. ELECTRONIC PROVISIONS HAVE BEEN ESTABLISHED FOR THE PUBLIC TO PARTICIPATE DURING THE PUBLIC COMMENT PORTION OF THE MEETING.

MAYOR DAMIANO TAKES THE CHAIR

ROLL CALL OF COUNCIL MEMBERS

NOMINATION AND ELECTION OF COUNCIL PRESIDENT FOR 2022

Roll Call

OATH OF OFFICE administered by MAYOR JAMES BELFORD DAMIANO to COUNCIL PRESIDENT 2022

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

Municipal Attorney/Labor Counsel	<i>Joseph Wenzel, Esq.</i>
Bond Counsel	<i>Steve Rogut, Rogut McCarthy</i>
Special Counsel	<i>Fred Semrau, Dorsey & Semrau</i>
Tax Appeal Attorney	<i>Fred Semrau, Dorsey & Semrau</i>
Township Engineer	<i>The Alaimo Group</i>
Certified List of Special Project(s) Engineers	<i>Boswell Engineering– South H2M Architects and Engineers Maser Consulting</i>
Planner	<i>Ryan Conklin, Planner/H2M</i>
Risk Manager	<i>Frank Covelli/Professional Insurance Associates, a division of World Insurance Associates, LLC Millennium Strategies</i>
Grant Writer	<i>Dan Marinello/NW Financial</i>
Financial Advisor	<i>Anthony DiAntonio, Esq.</i>
Prosecutor	<i>Alissa Hascup</i>
Public Defender	<i>Charles Festa, Raymond Reddin, & John Cerza</i>
Assistant Public Defenders	<i>Zoe Marshall</i>
Municipal Alliance Coordinator	<i>Denise Whiteside</i>
Tax Search Officer	<i>Cynthia Kraus</i>
Unconfirmed Assessment Search Officer	<i>Mayor James Belford Damiano</i>
OEM Coordinator	<i>James DiMaria</i>
Fire Official	<i>Melissa DePiro</i>
Deputy Municipal Clerk	<i>Ronald Campbell</i>
DPW Superintendent	

MAYOR’S APPOINTMENTS TO BOARDS AND COMMISSIONS (ONE

Planning Board

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

Planning Board Alternates

2nd Alternate – MAYOR appoints: 2-year term – Derek Damiano
3rd Alternate – MAYOR appoints: 2-year term – Michael Poscius
4th Alternate – MAYOR appoints: 2-year term – Ellie Abdi

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

Regular Members (5) – *George Eaton, Peggy Olivi, John Veteri, MaryAnn Kilpatrick and Debbie Breitweiser*

Local Assistance Board – Four-year term

Regular Members (1) – MAYOR appoints with ADVICE and CONSENT of COUNCIL: *Mayor James Belford Damiano, Robert D'Antonio, Anthony Sgobba, Robert Dombrowski*

Shade Tree Commission – Five-year term

Regular Member (1) – MAYOR appoints: Ronald Campbell

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

Regular Members (6) – *Mayor James Belford Damiano, Councilman Al Kahwaty (Mayor's Alternate), Christopher Vancheri (Councilmember), Ronald Campbell (DPW Superintendent), Dorothy O'Haire and Hansgeorg Prell*

Municipal Alliance - MAYOR appoints – One-Year term

Regular Members (13) – *Mayor James Belford Damiano, Councilmember Tanya Seber, Zoe Marshall, Coordinator, Elizabeth Gobeille, Marie Sgobba, Tricia Czornomor, Julie Aboud, Vanesa Apaza, Beth Billig, Cpl. Jon Vanak, Bethanne Youngster-Strippoli, Tiffany Sellitto and Catherine Sokalski*

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

Mayor James Damiano, Council President, OEM Coordinator, Law Enforcement, Police Chief Steven Post, Deputy Police Chief Bryan Prall, Fire, Fire Chief Ken Cichy, EMS Coordinator Mike Bandurski, Health Officer John Biegel, Transportation, Robert MacFarlane, Hospitals, Thomas Jacobus, Press Officer/Mayor James Damiano, Business, Albert Kahwaty, Volunteer Coordinator Frank Conti, Local Government Coordinator Charles Cuccia, DPW Superintendent, Senior Citizen Coordinator Anthony Sgobba, School Coordinator Tracy Marinelli

Environmental Commission – MAYOR appoints – Three-Year term

Regular Members (4) – Kevin Barry, Drew Sous, and Gary Wilks

(motion/second/poll)

APPOINTMENTS by Township Council:

Municipal Auditor

Wielkotz & Company, LLC

(motion, second, poll)

Planning Board

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

SUBCOMMITTEES – COUNCIL PRESIDENT appoints the following Committees:

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

School Liaison (K-12) Albert Kahwaty

Council Ad-Hoc Committees:

Senior Citizen Advisory Committee (1) – Anthony Sgobba (Chair)
Community Representatives (4) Janet Cohen, Helen Lewis, Nadine Heinis and Phyllis Dillon, Secretary

Open Space Committee/Grant Committee (1) Tanya Seber (Chair)
Community Representatives (8) John Pace, Renea Shapiro, Mary Ann Kilpatrick, Rocco Corrage, Ray Kostroski, Anne Kahwaty, Adam Zurbruegg, Janet Cohen

Domestic Violence Prevention Committee (2) Albert Kahwaty (Chair), Christine Hablitz, Alternate
Community Representatives (12) James Belford Damiano (Mayor), Steve Post (Chief of Police) Rosemarie Bello-Truland, Marianne Holzach, Sara Goldstein, Wendy A. Madonia, Gina Clough, Maria Doland, Renee Zolocha, Kevin Wronko, Cindy Chananie, Marianne Holzach.

Transportation Committee (1) Christopher Vancheri
Community Representatives (3) – Kenneth Kimmel, George Dassinger, 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.

- A. Adopting Temporary Budget for 2022
- B. Awarding Fair and Open Contract for Provision of Municipal Auditor Services for 2022 and Appointing Steven Wielkotz, RMA/Wielkotz & Company, LLC
- C. Awarding Fair and Open Contract for Provision of Services of Municipal Attorney/Labor Counsel for 2022 to Joseph Wenzel, Esq.
- D. Awarding Fair and Open Contract for Provision of Services of Bond Counsel for 2022 to Steve Rogut/Rogut McCarthy
- E. Awarding Fair and Open Contract for Provision of Municipal Planner for 2022 and Appointing Municipal Planner Ryan Conklin/H2M
- F. Awarding Fair and Open Contract for Provision of Municipal Engineering Services for 2022 and Appointing Municipal Engineer Tom Lemanowicz, P.E./Alaimo Group Consulting Engineers
- G. Awarding Fair and Open Contract for Services of Risk Management Consultant for 2022 and Appointing Risk Management Consultant Frank Covelli/Professional Insurance Associates, a division of World Insurance Associates, LLC
- H. Awarding Fair and Open Contract for Services of Tax Appeal Attorney and Special Counsel for 2022 and Appointing Tax Appeal Attorney and Special Counsel Fred Semrau/Dorsey & Semrau
- I. Awarding Fair and Open Contract for Services of Financial Advisor for 2022 and Appointing Financial Advisor Daniel Marinello/NW Financial
- J. Awarding Fair and Open Contract for Provision of Special Project Consulting Engineer for 2022 and Appointing Boswell Engineering
- K. Awarding Fair and Open Contract for Provision of Special Project Consulting Engineer for 2022 and Appointing H2M Architects & Engineers
- L. Awarding Fair and Open Contract for Provision of Special Project Consulting Engineer for

Reorganization Meeting Agenda

1/4/22

- 2022 and Appointing Maser Consulting
- M. Authorizing Payroll Transfers and Payment of Certain Bills
- N. Designate Bank Depositories for 2022
- O. Authorizing payroll check signatures
- P. Fixing Meeting dates for current year
- Q. Re-establishing Four (4) Petty Cash Funds for Current Year
- R. Fixing 2022 Holidays
- S. Fixing interest rates for nonpayment of taxes or assessments
- T. Authorizing sale of tax liens in 2022 on property in arrears as of 11/11/21 & authorize notice by mail in lieu of two publications thereof
- U. Requiring Bank Certified Check for redemption of tax liens
- V. Fixing service charges for returned checks on any municipal account
- W. Fixing Public Office Hours of Tax Collector's Office
- X. Requiring Physical Examination for All Newly Hired Employees
- Y. Authorizing Tonnage Grant application
- Z. Appointing Public Agency Compliance Office (PACO)
- AA. Appointing Tax Search Officer
- BB. Appointing Certifying Officer and Supervisor to the Certifying Officer for Pension Funds
- CC. Designating Herald & News as Official Newspaper
- DD. Appointing Fund Commissioner and Safety Delegate for the Suburban Essex Joint Insurance Fund
- EE. Appointing VALIC as a Deferred Compensation Plan for the Township
- FF. Appointing Nationwide Retirement Solutions as a Deferred Compensation Plan for the Township
- GG. Re-fix policy re positive drug/alcohol results on CDL driver tests
- HH. Establishing policy for public-portion, public-hearing speakers
- II. Authorizing Administrator/QPA to execute Purchase Orders with Vendors who have been awarded Contracts through Cooperative Purchasing
- JJ. Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Unit Pursuant to N.J.S.A. 40A:11-12a
- KK. 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.
- LL. Establishing Rules of Conduct for Council Meetings
- MM. Adopting the 2022 Employee Manual, an Accounting Policy and a Fund Balance Policy for the Township
- NN. Resolution Authorizing Mandatory Direct Deposit of Net Pay for All Employees
- OO. Resolution Appointing Community Emergency Response Team Members
- PP. Resolution Establishing a Payment Schedule for the Little Falls Public Library
- QQ. Resolution Appointing Clean Communities Coordinator
- RR. Resolution to Establish Standard Protocols for Remote Public Meetings Held During a Governor-Declared Emergency
- SS. Resolution to Establish an Electronic Tax Payments Policy
- TT. Awarding Fair and Open Contract for Provision of Grant Writing Services for 2022 and Appointing Millennium Strategies

(motion, second, poll)

PUBLIC COMMENT

ANYONE WISHING TO ADDRESS THE TOWNSHIP COUNCIL MAY DO SO THROUGH THE COUNCIL PRESIDENT. PLEASE GIVE YOUR NAME AND ADDRESS FOR THE RECORD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES, HOWEVER, IF APPROPRIATE, YOU MAY BE GRANTED ADDITIONAL TIME IN THE SOLE DISCRETION OF THE COUNCIL PRESIDENT.

MEMBERS OF THE PUBLIC WHO HAVE JOINED THE MEETING VIRTUALLY AND DESIRE 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 THE RAISE 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.

TIME CAPSULE: 46 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.

MOTION TO ADJOURN

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

TOWNSHIP OF LITTLE FALLS
RESOLUTION [A] 22-01-04 - # _____

Resolution Re: Establishing Temporary Budget Appropriations for 2022

WHEREAS, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2021 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 2022, and

WHEREAS, said total temporary appropriations are limited to 26.25 percent of the total appropriations in the 2021 Budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2022 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.

APPROVED: _____

cc: Finance Dept.
Dept.

RESOLUTION [AA] 22-01-04 - #_____

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 12/31/22.

APPROVED: _____

cc: D. Whiteside
State
Dept.

RESOLUTION [B] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL AUDITOR FOR 2022

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 2022 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 Wielkotz, 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, 2022.

APPROVED: _____

cc: Finance Dept.
Auditor
Award file
File
Dept.

RESOLUTION [BB] 22-01-04 - # _____
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.

APPROVED: _____

cc: State
Personnel Files
Dept.

RESOLUTION [C] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL ATTORNEY/LABOR COUNSEL FOR 2022

WHEREAS, the Township of Little Falls has a need to acquire the services of a Municipal Attorney/Labor Counsel 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/Labor Counsel and the submission clearly details Joseph Wenzel's qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2022 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/Labor Counsel for the Township of Little Falls for a one-year term ending December 31, 2022.

APPROVED: _____

cc: Finance Dept.
Twp. Attorney
Award file
File
Dept.

RESOLUTION [CC] 22-01-04- #_____

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

be and the same is hereby designated the official newspaper for 2022.

APPROVED: _____

cc: Dept.

RESOLUTION [D] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL BOND COUNSEL FOR 2022

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 2022 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, 2022.

APPROVED: _____

cc: Finance Dept.
Bond Counsel
Award file
File
Dept.

RESOLUTION [DD] 22-01-04 - #_____

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.

APPROVED: _____

cc: Suburban Essex JIF
Risk Manager
Personnel Files
Dept.

RESOLUTION [E] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL PLANNER FOR 2022

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, Ryan Conklin, 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 Ryan Conklin, Planner/H2M Architects & Engineers' qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2022 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 Ryan Conklin, 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, Ryan Conklin, 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, 2022.

APPROVED: _____

cc: Finance Dept.
Auditor
Award file
File
Dept.

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.

APPROVED: _____

cc: Finance Dept.
Employees
Dept.

RESOLUTION [F] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL ENGINEER FOR 2022

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 2022 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, 2022.

APPROVED: _____

cc: Finance Dept.
Engineer
Award file
File
Dept.

RESOLUTION [FF] 22-01-04- # _____

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.

APPROVED: _____

cc: Finance Dept.
Employees
Dept.

RESOLUTION [G] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF RISK MANAGEMENT CONSULTANT FOR 2022

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 2022 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 Management Consultant for the Township of Little Falls for a one-year term ending December 31, 2022.

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.

APPROVED: _____

cc: Finance Dept.
Auditor
Award file
File
Dept.

RESOLUTION [GG] 22-01-04 - #_____

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.

APPROVED:

cc: DPW
Dept.
CMFO for info.

RESOLUTION [H] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF MUNICIPAL TAX APPEAL ATTORNEY FOR 2022

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 2022 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, 2022.

APPROVED: _____

cc: Finance Dept.
Auditor
Award file
File
Dept.

RESOLUTION [HH] 22-01-04- # _____

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 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.
6. During virtual meetings, there shall be a break of no less than five minutes, but not more than ten minutes to afford the public an opportunity to email or call in their comments. This break shall include shall include second readings of ordinances.

APPROVED: _____

cc: Dept.

RESOLUTION [I] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF FINANCIAL ADVISOR FOR 2022

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 2022 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, 2022.

APPROVED: _____

cc: Finance Dept.
Financial Advisor
Award file
File
Dept.

RESOLUTION [II] 22-01-04 - #_____

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

APPROVED: _____

cc: Finance Dept.
Dept.

RESOLUTION [J] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF SPECIAL PROJECT CONSULTING MUNICIPAL ENGINEER FOR
2022

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 2022 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, 2022.

APPROVED: _____

cc: Finance Dept.
Engineer
Award file
File
Dept.

RESOLUTION [JJ] 22-01-04 - #_____

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 4, 2022 to December 31, 2022.

APPROVED: _____

cc: Finance Dept.
File
Dept.

RESOLUTION [K] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF SPECIAL PROJECT CONSULTING MUNICIPAL ENGINEER FOR
2022

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 2022 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.

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, 2022.

APPROVED: _____

cc: Finance Dept.
Engineer
Award file
File
Dept.

RESOLUTION [KK] 22-01-04 - #_____

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.

APPROVED:

cc: Finance Dept.
File
Dept.

RESOLUTION [L] 22-01-04 - # _____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF SPECIAL PROJECT CONSULTING MUNICIPAL ENGINEER FOR
2022

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, Mark Lescavage, P.E./Maser Consulting, has submitted a response to the Township's Request for Qualifications for provision of services of a special projects consulting engineer and the submission clearly details Mark Lescavage, P.E./Maser Consulting's qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2022 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 Mark Lescavage, P.E. of the firm of Maser Consulting, 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, Mark Lescavage, P.E., Maser Consulting be and he is hereby appointed Consulting Engineer for the Township of Little Falls for a one-year term ending December 31, 2022.

APPROVED: _____

cc: Finance Dept.
Engineer
Award file
File
Dept.

TOWNSHIP OF LITTLE FALLS
COUNTY OF PASSAIC NEW JERSEY

RESOLUTION [LL] 22-01-04 - #_____

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

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 and Agenda Items
 - 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 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.

APPROVED: _____

cc: Attorney
File
Dept.

RESOLUTION [M] 22-01-04 - # _____

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.

APPROVED: _____

cc: Finance Dept.
Employees
Dept.

RESOLUTION [MM] 22-01-04- # _____

RESOLUTION ADOPTING THE 2022 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 2022.

APPROVED: _____

cc: Twp. Administrator
Twp. Attorney
Finance Dept.
Dept.

TOWNSHIP OF LITTLE FALLS
PASSAIC COUNTY NEW JERSEY

RESOLUTION [N] 22-01-04 - # _____

DESIGNATING BANK DEPOSITORIES FOR 2022

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.

APPROVED: _____

cc: Finance Dept.
Banks x8
Tax Collector
Dept.

I, Cynthia Kraus Municipal Clerk of the Township of Little Falls, hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Council on January 4, 2022.

Given under my hand and the seal of the Township of Little Falls this 4th day of January 2022

Cynthia Kraus, Municipal Clerk

RESOLUTION [NN] 22-01-04- # _____

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.

APPROVED: _____

cc: Twp. Administrator
Twp. Attorney
Finance Dept.
Dept.

RESOLUTION [O] 22-01-04 - # _____

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.

APPROVED: _____

cc: Finance Dept.
Bank
Dept.

RESOLUTION [OO] 22-01-04 - #_____

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, Camille Mosella, Caren DaSilva, Colette Hassan, David Bridges, David Henninger, David Thomas, Dina Carnemolla, Donald Gallarelli, Frank Tuscano, Gregory Malenchak, James S. Caratozzolo, Matthew N. Antola, Joan Strothers, Janet Cohen, Kathy Koch, Laura Gianduso, Maria Thompson, Mark Sciacca, Mary Ellen Ballantyne, Michele Kocotos, Mukund Shah, Patti Flatley, Phyllis Dillon, Robert Dombrowski, Steve DiPaola, Sue Cardone, Tony Carnemolla

APPROVED: _____

cc: OEM Coordinator
File
Dept.

RESOLUTION [P] 22-01-04 - # _____

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 2022:

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 24, 2022
February 28, 2022
March 28, 2022
April 25, 2022
May 23, 2022
June 27, 2022

July 25, 2022
August 22, 2022
September 19, 2022
October 24, 2022
November 21, 2022
December 12, 2022

WORKSHOP MEETINGS

February 14, 2022
March 14, 2022
April 11, 2022
May 9, 2022
June 13, 2022

July 11, 2022
August 8, 2022
September 12, 2022
October 3, 2022
November 7, 2022
December 5, 2022

APPROVED: _____

cc: All Departments
Dept.

RESOLUTION [PP] 22-01-04 #_____

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

APPROVED: _____

cc: Finance Dept.
Tax Collector
Little Falls Library
Dept.

RESOLUTION [Q] 22-01-04 -#_____

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 2022 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, Zoe Marshall - \$100.00
Township Clerk, Cynthia Kraus - \$250.0
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, Zoe Marshalla - \$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

APPROVED: _____

CC: Finance Dept.
Clerk's intake file (x3)
Dept.

RESOLUTION [QQ] 22-01-04 - #_____

APPOINTING CLEAN COMMUNITIES COORDINATOR

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

APPROVED: _____

cc: State
Dept.

RESOLUTION [R] 22-01-04 -#_____

FIXING HOLIDAYS FOR CURRENT YEAR

BE IT RESOLVED by the Township Council of the Township of Little Falls that the official holidays for 2022 be and they are hereby fixed as follows:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	(1/3)
Martin Luther King Day	(1/17)
President's Day	(2/21)
Good Friday	(4/15)
Memorial Day	(5/30)
Emancipation Day	(6/20)
Independence Day	(7/4)
Labor Day	(9/5)
Columbus Day	(10/10)
Election Day	(½ day on 7/1 & ½ day on 9/2)
Veteran's Day	(11/11)
Thanksgiving Day	(11/24)
Day after Thanksgiving	(11/25)
Christmas Eve	(12/23 OFF to observe ½ day for Christmas Eve)
Christmas Day	(12/26)
New Year's Eve	(12/30 OFF to observe ½ day for NYE)

APPROVED: _____

cc: Finance Dept.
Clerk's Personnel intake file (x5)

TOWNSHIP OF LITTLE FALLS
RESOLUTION [RR] 22-01-04 - #_____

RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, TO ESTABLISH STANDARD PROTOCOLS FOR REMOTE PUBLIC MEETINGS HELD DURING A GOVERNOR-DECLARED EMERGENCY

WHEREAS, due to the COVID-19 pandemic, local government entities have been forced to hold public meetings remotely; and

WHEREAS, newly enacted P.L. 2020, c.34 authorizes the Director of the Department of Community Affairs to issue regulations establishing standard protocols for remote public meetings held by a local public body during a Governor-declared emergency; and

WHEREAS, N.J.A.C. 5:39-1.1, et seq. have been adopted as emergency regulations and are proposed for permanent adoption in the October 19, 2020 New Jersey Register; and

WHEREAS, these protocols aim to ensure continuity of government operations and transparency in conducting public business when an emergency requires a municipal governing body meeting to be held remotely, including standard procedures and requirements for public comments and notice.

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of Little Falls hereby adopts the Remote Public Meeting Protocol attached hereto, to be followed by the Township Council of the Township of Little Falls.

TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS
REMOTE PUBLIC MEETING PROTOCOL

In accordance with N.J.A.C. 5:39-1.1., et seq., the Township Council of the Township of Little Falls (the “Township Council”) hereby adopts the following meeting protocols whenever a declared emergency requires the Township Council to conduct a public meeting without physical attendance by members of the public. This protocol has been adopted by resolution of the Township Council.

1. The Council President, in consultation with the Mayor and the Administrator shall make the determination as to whether a remote public meeting should be held due to a declared emergency that reasonably prevents the Township Council from safely conducting public business at a physical location with members of the public present.
2. If in-person meeting attendance is restricted due to capacity restrictions, the Township Council must hold the public meeting in a location with adequate capacity or hold both an in-person and remote public meeting. No in person meeting may proceed if room capacity does not permit any member of the public to attend.
3. Remote meetings shall be conducted with adequate electronic communications technology, at no cost to the public, for attendance of at least 50 public participants (beyond those persons required to conduct business at the meeting).
4. A telephonic conference line shall be provided for the public to dial in to and listen to and provide public comment during meetings. Additional technology is permissible, including video and Internet-accessible technology, but a telephonic conference line must be provided.
5. All members of the public that provide public comment shall first identify themselves.
6. The public shall be provided with similar access to a remote meeting as members of the local public body, staff, and presenters with the exception of during executive session.
7. A public meeting must be broadcast by video as well as audio if sworn testimony is being taken at the remote public meeting. All individuals giving sworn testimony shall appear by video as well as audio.
8. If documents would be made available at a remote meeting, such documents shall be made visible on a video broadcast or available on the municipal website. If hard copies of a document would be made available to members while physically attending a meeting, the document shall be made available in advance of the meeting on the municipal webpage near the meeting notice and at the municipal building.
9. Members of the public may make public comments through audio and video (if the meeting is held via video), during the meeting. Public comments may be submitted to the Township Clerk via email or written letter if received at least one (1) hour prior to the meeting. Public comments

shall be read at the remote meeting with the same time restrictions of all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Council President.

10. The remote meeting must allow for members of the public to be muted and the public to mute themselves.

11. The public comment protocol and muting function shall be announced at the beginning of the remote meeting.

12. The Council President may direct that a member of the public that becomes disruptive may be muted and warned that continued disruption may result in their being prevented from speaking or removal from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruptions, use of profanity and refusing to comply with the directions of the Council President.

13. Remote public meeting shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated services or Cloud, or evidence of satisfactory cybersecurity internal controls through an annual SOC2 audit report.

14. Notice shall comply with N.J.S.A. 10:4-8 and shall provide clear and concise instructions for accessing the remote public meetings, means for making public comments, and where relevant documents, if any, are available.

15. Electronic notice of a remote public meeting shall be posted on the municipal website and at the main access door of the municipal building, in a location viewable from outside.

16. If a series of remote public meetings are expected, the annual notice shall be revised at least seven (7) days prior to the next regularly scheduled meeting, indicating which meetings will be remote, and with clear and concise instructions for accessing the remote public meetings, means for making public comments, and where relevant documents, if any, are available. The revised annual notice shall be posted on the municipal website and at the main access door of the municipal building, in a location viewable from outside.

17. At the commencement of every remote public meeting, the Council President shall announce publicly, and shall cause to be entered in the minutes, an accurate statement to the effect that:

a. both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided; or

b. only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters requiring decision during the remote public meeting due to imminent time constraints; or

c. that adequate notice and electronic notice was not provided, in which case such announcement shall state;

1. the reason or reasons why the matter or matters, discussed are of such urgency and importance as contemplated under N.J.S.A. 10:4-9 (b) (1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;

2. that the remote public meeting will be limited to discussion of and acting with respect to such matters of urgency and importance;

3. the time, place, and manner in which notice of the meeting was provided;
and

4. either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.

18. Prior to the commencement of a remote public meeting, a copy of the agenda shall be made available to the public for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website. The notice shall also be posted at the municipal building prior to the commencement of the remote public meeting.

19. Executive session shall be accessed only by these individuals participating in the session. A separate non-public conference line or e-platform session may be employed for this purpose.

RESOLUTION [S] 22-01-04 - # _____

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 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 2022.

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.

APPROVED: _____

cc: CTC
Finance Dept.
Dept.

RESOLUTION (SS) 22-01-04 # _____

ELECTRONIC TAX PAYMENTS POLICY

WHEREAS, the Tax Collector accepts Electronic Tax Payments (ACH E-CKS online through Cit-e-Net) with regards to property taxes; and

WHEREAS, when the Tax Collector receives a bank notice for charging a parcel back due to **“NO ACCOUNT”** or **“INSUFFICIENT FUNDS”**, the Tax Collector shall **block** the party from re-submitting replacement monies online for that time; and

WHEREAS, the party will be required to re-submit a check plus interest if applicable for **“NO ACCOUNT”** parcels. Chargebacks for **“INSUFFICIENT FUNDS”**, the Tax Collector may request a Cashier’s check for re-submitting of taxes, plus interest if applicable and \$20.00 return check fee; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Little Falls, County of Passaic, State of New Jersey, they being the Governing Body thereof as follows:

1. The Tax Collector to block parties with re-submitting tax payments via online due to **“NO ACCOUNT”** and **“INSUFFICIENT FUNDS”**.
2. This Resolution shall take effect immediately.

APPROVED: _____

cc: Tax Collector
Finance Dept.
Township Attorney
Dept.

RESOLUTION [T] 22-01-04 - # _____

AUTHORIZING SALE OF TAX LIENS IN 2022 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.

APPROVED: _____

cc: CTC
Dept.

RESOLUTION [TT] 22-01-04 - #_____

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR
PROVISION OF SERVICES OF GRANT WRITER FOR 2022

WHEREAS, the Township of Little Falls has a need to acquire Grant Writing 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, Millennium Strategies, has submitted a response to the Township's Request for Qualifications for provision of services of a Grant Writer and the submission clearly details Millennium Strategies' qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2022 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 Millennium Strategies, 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 Millennium Strategies be and is hereby appointed Grant Writer for the Township of Little Falls for a one-year term ending December 31, 2022.

APPROVED: _____

RESOLUTION [U] 22-01-04 - # _____

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.

APPROVED: _____

cc: Tax Collector
Finance Dept.
Dept.

RESOLUTION [V] 22-01-04 - # _____

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.

APPROVED: _____

cc: Finance Dept.
CTC
Construction
Court
Dept.

RESOLUTION [W] 22-01-04 - # _____

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 noted on the attached document.

APPROVED: _____

cc: Tax Collector
Dept.

TAX COLLECTOR'S OFFICE HOURS MONDAY-FRIDAY

Monday - 8:00 A.M. – 9:00 A.M. Phone calls
9:00 A.M. – 2:00 P.M. Walk-ins or 8:00 A.M. – 3:00 P.M. *
2:00 P.M. – 3:00 P.M. Phone calls

- longer office walk-in hours with no phones as cannot answer phones at counter or call back. Your call.

Tuesday - 8:00 A.M. – 9:00 A.M. Phone calls
2:00 P.M. – 3:00 P.M. Phone calls
No public walk-ins

Wednesday - 8:00 A.M. – 9:00 A.M. Phone calls
2:00 P.M. – 3:00 P.M. Phone calls
No public walk-ins

Thursday - 8:00 A.M. – 9:00 A.M. Phone calls
9:00 A.M. – 2:00 P.M. Walk-ins or 8:00 A.M. – 3:00 P.M. *
2:00 P.M. – 3:00 P.M. Phone calls

- longer office walk-in hours with no phones as cannot answer phones at counter or call back. Your call.

Friday- 8:00 A.M. – 9:00 A.M. Phone calls
2:00 P.M. – 3:00 P.M. Phone calls (during non-covid hours and/or summer hrs)
No public walk-ins

Office closures subject to change due to two daily breaks; lunch breaks; annual tax sale date; other out-of-office duties i.e. tax sale duties; notaries; seminars; time off.

Faxes and emails will be responded to within three (3) business days if not sooner.

Senior Freeze/Disabled Person forms to be completed by Tax Collector will not be completed in person. These can be mailed in or left in the drop box along with a self-addressed stamped return envelope a week before a tax quarter starts or after each tax quarter.

Tax Payments in drop box Monday-Thursday received after 3:00 p.m. and on Fridays after 12 Noon will be posted on the next business day.

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.

APPROVED: _____

cc: Finance Dept.
All Dept's
Dept.

RESOLUTION [Y] 22-01-04 - # _____

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 2022 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;

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.

APPROVED: _____

cc: Recycling
Dept.

RESOLUTION [Z] 22-01-04 - #

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.

APPROVED: _____

cc: State
Dept.