

**2025 TOWNSHIP COUNCIL ORGANIZATION**

**January 6, 2025  
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 26, 2024. 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.

**A LINK AND A TELEPHONE NUMBER TO JOIN THE MEETING VIRTUALLY CAN BE ACCESSED ON THE TOWNSHIP WEBSITE AT [WWW.LENJ.COM](http://WWW.LENJ.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 2025**

**Roll Call**

**OATH OF OFFICE** administered by MAYOR JAMES BELFORD DAMIANO to COUNCIL PRESIDENT 2025

**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>Arthur R. Thibault, Jr.</i>
	<i>Fred Semrau, Dorsey &amp; Semrau</i>
Tax Appeal Attorney	<i>Fred Semrau, Dorsey &amp; Semrau</i>
Township Engineer	<i>The Alaimo Group</i>
Certified List of Special Project(s) Engineers	<i>Boswell Engineering– South Suburban Consulting Engineers</i>
	<i>Heyer Gruel &amp; Associates (HGA)</i>
Planner	<i>Frank Covelli/Professional</i>
Risk Manager	<i>Insurance Associates, a division of World Insurance Associates, LLC</i>
	<i>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</i>
Assistant Public Defenders	<i>John Cerza</i>
	<i>Lori Sproviero</i>
Tax Search Officer	<i>Cynthia Kraus</i>
Unconfirmed Assessment Search Officer	<i>John Moncato</i>
OEM Coordinator	<i>Ronald Stell</i>
Deputy OEM Coordinator	<i>Michael Bolchune</i>
Deputy OEM Coordinator	<i>Jason Presing</i>
Deputy OEM Coordinator	<i>James Belford Damiano</i>
Fire Official	<i>James DiMaria</i>
Deputy Municipal Clerk	<i>Melissa DePiro</i>
DPW Superintendent	<i>Ronald Campbell</i>

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

Planning Board

MAYOR appoints (3) Class IV Members; four-year term  
Walter Kilpatrick, Rocco Corrage, and Charles Seber

Historic Preservation Commission

MAYOR appoints (5) Regular Members; one-year term  
George Eaton, Peggy Olivi, John Veteri, MaryAnn Kilpatrick and Jan Price

Shade Tree Commission

MAYOR appoints (2) Regular Members; five-year term  
William Morton, Kelly Cogan  
MAYOR appoints (1) Alternate Member; five-year term  
Galyna Ganeiva

Regional Flood Control Board

MAYOR appoints (5) Regular Members; one-year term  
Mayor James Belford Damiano, John Moncato (Mayor’s Alternate), Christopher Vancheri (Councilmember), Ronald Campbell (DPW Superintendent), and Robert Brobeck

Municipal Alliance

MAYOR appoints (11) Regular Members; one-year term  
James Belford Damiano, Councilmember Anthony Sgobba, Vanessa Apaza (Coordinator), Julie Abboud, Cpl. Jon Vanak, Bethanne Youngster-Strippoli, Courtney Gradzki, Catherine Sokalski, Maria Dolan, Robert Price, and Keegan Aveno

Local Emergency Management Planning Council (LEPC)

MAYOR appoints; one-year term  
Mayor James Damiano; Council President; OEM Coordinator John Moncato; Law Enforcement, Police Chief Bryan Prall; Fire Chief Ken Cichy; EMS Coordinator Mike Bandurski; Health Officer John Biegel; Transportation, Cpl. Alfonso Pinnola; Hospitals, Mike Bandurski; Press Officer/Mayor James Damiano; Business, Albert Kahwaty; Volunteer Coordinator Christopher Vancheri; Local Government Coordinator Vincent Quatrone; DPW Superintendent Ronald Campbell; Senior Citizen Coordinator Anthony Sgobba; School Coordinator Tracey Marinelli

*(motion, second, poll)*

**APPOINTMENTS** by Township Council:

Municipal Auditor

*Wielkocz & Company, LLC*

*(motion, second, poll)*

Planning Board

COUNCIL appoints (1) Class III Member; one-year term  
Anthony Sgobba

*(motion, second, poll)*

**SUBCOMMITTEES** – COUNCIL PRESIDENT appoints the following Committees:

Finance (3) – (2) Council Members and (1) Alternate  
Anthony Sgobba, Michael Murphy, and Christopher Vancheri (Alternate)

School Liaison (K-8) -- Councilwoman Jayna Patel

School Liaison (PVHS) -- Councilwoman Jayna Patel

**Council Ad-Hoc Committees:**Senior Citizen Advisory Committee (1) – Anthony Sgobba (Chair)

Community Representatives (5): Robin Sherman, Marc Candino, Gaylina Ganieva, Christine Coruna, and Franco Iacovo

Open Space Committee/Grant Committee (1) -- Christine Hablitz (Chair)

Community Representatives (11): John Pace, Tyler Passero, Renea Shapiro, Mary Ann Kilpatrick, Anne Kahwaty, Nancy Friedrich, Pat Palmieri, Carl Ziesing, Sabrina Aversa, Carlos Ortiz and Alex Coletta

Domestic Violence Prevention Committee (2) -- Michael Murphy (Chair), Jayna Patel (Alternate)

Community Representatives (19) James Belford Damiano (Mayor), Bryan Prall (Chief of Police or Police Department Representative), Rosemarie Bello-Truland, Marianne Holzach, Sara Goldstein, Wendy A. Madonia, Gina Clough, Maria Doland, Renee Zolocha, Kevin Wronko, Cindy Chananie, Matt Hardy, Barbara Carrig, Dana Piccoli, Brittney Scheuerman, Donna Tannis, Kelley Amico, Patricia Costa, Angelica Luciano

Transportation Committee (1) -- Christopher Vancheri (Chair)

Community Representatives (8) – Fred DeMarco, Megan Candio, George Dassinger, Pearl Beers, Wendy Zulaga, Bonnie Nolan, Janice Scheuerman, and Judy Eldridge

Public Health Committee (1) Jayna Patel (Chair)

Community Representatives (5) John Biegel, III, Health Officer, Norman Scherzer, Betty Kauffman, Renea Shapiro, John Pace

**OATH OF OFFICE** administered by MAYOR JAMES BELFORD DAMIANO to members of Boards and Commissions

**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 2025
- B. Awarding Fair and Open Contract for Provision of Municipal Auditor Services for 2025 and Appointing Steven Wielkotz, RMA/Wielkotz & Company, LLC
- C. Awarding Fair and Open Contract for Provision of Services of Municipal Attorney/Labor Counsel for 2025 to Joseph Wenzel, Esq.
- D. Awarding Fair and Open Contract for Provision of Services of Bond Counsel for 2025 to Steve Rogut/Rogut McCarthy
- E. Awarding Fair and Open Contract for Provision of Municipal Planner for 2025 and Appointing Municipal Planner Heyer Gruel & Associates (HGA)
- F. Awarding Fair and Open Contract for Provision of Municipal Engineering Services for 2025 and Appointing Municipal Engineer Michael Kobylarz, P.E./Alaimo Group Consulting Engineers, and Suburban Consulting Engineers
- G. Awarding Fair and Open Contract for Services of Risk Management Consultant for 2025 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 for 2025 and Appointing Dorsey & Semrau
- I. Awarding Fair and Open Contract for Services of Financial Advisor for 2025 and Appointing Financial Advisor Daniel Marinello/NW Financial
- J. Awarding Fair and Open Contract for Provision of Special Project Consulting Engineer for 2025 and Appointing Boswell Engineering
- K. Authorizing Payroll Transfers and Payment of Certain Bills
- L. Designate Bank Depositories for 2025
- M. Authorizing payroll check signatures
- N. Fixing Meeting dates for current year
- O. Re-establishing Four (4) Petty Cash Funds for Current Year
- P. Fixing 2025 Holidays
- Q. Fixing interest rates for nonpayment of taxes or assessments

- R. Authorizing sale of tax liens in 2025 on property in arrears as of 11/11/24 & authorize notice by mail in lieu of two publications thereof
- S. Requiring Bank Certified Check for redemption of tax liens
- T. Fixing service charges for returned checks on any municipal account
- U. Fixing Public Office Hours of Tax Collector's Office
- V. Requiring Physical Examination for All Newly Hired Employees
- W. Authorizing Tonnage Grant application
- X. Appointing Public Agency Compliance Office (PACO)
- Y. Appointing Tax Search Officer
- Z. Appointing Certifying Officer and Supervisor to the Certifying Officer for Pension Funds
- AA. Designating Herald & News as Official Newspaper
- BB. Appointing Fund Commissioner and Safety Delegate for the Suburban Essex Joint Insurance Fund
- CC. Appointing VALIC as a Deferred Compensation Plan for the Township
- DD. Appointing Nationwide Retirement Solutions as a Deferred Compensation Plan for the Township
- EE. Re-fix policy re positive drug/alcohol results on CDL driver tests
- FF. Establishing policy for public-portion, public-hearing speakers
- GG. Authorizing Administrator/QPA to execute Purchase Orders with Vendors who have been awarded Contracts through Cooperative Purchasing
- HH. Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Unit Pursuant to N.J.S.A. 40A:11-12a
- II. 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.
- JJ. Establishing Rules of Conduct for Council Meetings
- KK. Adopting the 2025 Employee Manual, an Accounting Policy and a Fund Balance Policy for the Township
- LL. Resolution Authorizing Mandatory Direct Deposit of Net Pay for All Employees
- MM. Resolution Appointing Community Emergency Response Team Members
- NN. Resolution Establishing a Payment Schedule for the Little Falls Public Library
- OO. Resolution Appointing Clean Communities Coordinator
- PP. Resolution to Establish an Electronic Tax Payments Policy
- QQ. Awarding Fair and Open Contract for Provision of Grant Writing Services for 2025 and Appointing Millennium Strategies
- RR. Resolution to Allow the Sale and Possession of Alcoholic Beverages at the Little Falls Farmer's Market for the Year 2025
- SS. Awarding Fair and Open Contract for Provision of Special Counsel for 2025 and Appointing Arthur R. Thibault, Jr.
- TT. Awarding Non-Fair and Open Contract for Provision of Special Project Engineer for 2025 and Appointing Suburban Consulting Engineers

*(motion, second, poll)*

### **PUBLIC COMMENT**

ANYONE WISHING TO ADDRESS THE TOWNSHIP COUNCIL MAY DO SO THROUGH THE COUNCIL PRESIDENT. IT IS PREFERRED THAT YOU 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:** 43 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 100<sup>th</sup> 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

**HAPPY NEW YEAR**

TOWNSHIP OF LITTLE FALLS  
RESOLUTION [A] 25-01-06 - # \_\_\_\_\_

**Resolution Re: Establishing Temporary Budget Appropriations for 2025**

WHEREAS, N.J.S. 40:4-19 provides that where contracts, commitments or payments are to be made prior to final adoption of the 2025 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 2025, and

WHEREAS, said total temporary appropriations are limited to 26.25 percent of the total appropriations in the 2024 Budget exclusive of any appropriations made for debt service, capital improvement fund and public assistance in the said 2025 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.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Dept.

01-2010-36-4722-103	PERS	\$155,506.07		\$133,865.03
	Social Security			\$105,000.00
	PFRS			\$364,477.05
	Pension Volunteer Fireman's Widow			\$1,312.50
	Defined Contribution			\$5,250.00
	Total Deferred Charges	\$155,506.07	\$0.00	\$609,904.58
		=====	=====	=====
	Total General Appropriations within Cap	#VALUE!	#VALUE!	\$4,616,574.64
		=====	=====	=====
	Operations Excluded from Cap			
01-2010-31-4572-103	Passaic Valley Sewer Commission Contractual			\$285,600.00
	Second River Joint Meeting			\$1,181.25
	Third River Joint Meeting			\$656.25
	Township of Montclair			\$1,312.50
	City of Clifton			\$1,312.50
	City of Clifton Health Officer			\$32,025.00
	Educational Functins			
	Maintenance of Free Public Library			\$191,469.86
	Losap			
	Other Expense			\$27,562.50
	Recycling Tax Appropriation			\$4,200.00
	Worker Compensation			
	Health Insurance			\$12,367.95
	Garbage and Trash			
	PFRS			
	Liability Insurance			\$30,934.84
	Total Other Operations excluded from Caps	\$0.00	\$0.00	\$588,622.65
		=====	=====	=====
01-2010-46-8755-103	Emergency Medical Services			
	Salaries and Wages	\$2,845.00	\$2,845.00	\$98,437.50
01-2010-46-8756-103	Total Interlocal Service Agreement	\$2,845.00	\$2,845.00	\$98,437.50
		=====	=====	=====
	Public and Private Programs Offset by Revenues			
01-2010-41-7051-011	Clean Communites Program	\$7,088.68	\$8,184.11	
01-2010-41-7062-103	Recycling Tonnage Grant	\$8,997.30	\$8,437.37	
01-2010-41-7102-103	Click it ticket it			
	Stigma Free			
01-2010-41-7245-103	Body Armor Grant			
01-2010-41-7252-103	Assistance to Fire fighters			
01-2010-41-7022-103	Distracted Driving	\$2,783.30	\$2,187.03	
	Click it ticket it			
	Alcohol Education Rehabilitation			
01-2010-41-7240-103	Stormwater Management			
	Click it ticket it			
	U Text U Pay			
	Bullet Proof Vest			
01-2010-41-7230-103				
01-2010-41-7071-011				
	Total Private Programs	\$18,869.28	\$18,808.51	\$0.00
		=====	=====	=====
	Total Operations from Caps	\$21,714.28	\$21,653.51	\$687,060.15
		=====	=====	=====
01-2010-44-9012-103	Down Payments of Improvements			
	Capital Improvement Fund	\$30,000.00	\$30,000.00	\$26,250.00
	Acq. Of Computers			\$0.00
	Total Improvements	\$30,000.00	\$30,000.00	\$26,250.00
		=====	=====	=====
	Municipal Debt Service			
01-2010-45-9202-103	Payment of Bond Principal	\$800,000.00	\$825,000.00	\$429,450.00
01-2010-45-9302-103	Payment of Bond Antic Notes	\$246,850.00	\$220,450.00	\$44,275.09
01-2010-45-9252-103	Inter on Bonds	\$9,511.02	\$40,000.00	\$139,717.46
	Interest on Notes		\$21,000.00	\$100,852.50
01-2010-45-9352-103			\$47,225.59	
01-2010-45-9353-103				
		\$3,668.98	\$2,767.89	
	Total Municipal Debt Excluded from Caps	\$1,060,030.00	\$1,156,443.48	\$714,295.05
		=====	=====	=====
	Deferred Charges			
01-2010-46-8758-103	Emergency			
	Special Emergency 5 year (N.J.S 40A:4-55)	\$146,000.00	\$111,000.00	\$79,320.68
	Deferred Charge CIF 2023			
	Def Charge Police S W	\$31,187.18	\$0.00	
	Def Charge Police Other	\$7,449.47	\$0.00	
	Def Charge Other Police			\$16,275.00
	DEF Charge EMS			
	Judgements	\$97,772.00	\$97,772.00	
	total Appropriations from Cap	#VALUE!	#VALUE!	\$1,564,728.21
		=====	=====	=====
	Total General Appropriations	#VALUE!	#VALUE!	\$6,181,302.85
		=====	=====	=====
01-2010-50-8992-103	Reserve for Uncollected Taxes	\$557,000.00	\$350,000.00	\$800,000.00
	total General Appropriations Current Fund	#VALUE!	#VALUE!	\$6,981,302.85
		=====	=====	=====

RESOLUTION [B] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF MUNICIPAL AUDITOR FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Auditor  
Award file  
File  
Dept.



RESOLUTION [C] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF MUNICIPAL ATTORNEY/LABOR COUNSEL FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

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

RESOLUTION [D] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF MUNICIPAL BOND COUNSEL FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

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

RESOLUTION [E] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF MUNICIPAL PLANNER FOR 2025

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, John Barree, Planner/Heyer, Gruel & Associates, has submitted a response to the Township's Request for Qualifications for provision of services of Municipal Planner and the submission clearly details John Barree, Planner/Heyer, Gruel & Associates' qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2025 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 John Barree, Planner of the firm of Heyer, Gruel & Associates 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, John Barree, Planner/Heyer, Gruel & Associates, be and he is hereby appointed Municipal Planner for the Township of Little Falls for a one-year term ending December 31, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Planner  
Award file  
File  
Dept.

RESOLUTION [F] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF MUNICIPAL ENGINEER FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Engineer  
Award file  
File  
Dept.

RESOLUTION [G] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF RISK MANAGEMENT CONSULTANT FOR 2025

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 2025 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, 2025.

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

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Risk Manager  
Award file  
File  
Dept.

RESOLUTION [H] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF MUNICIPAL TAX APPEAL ATTORNEY FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Tax Appeal Attorney  
Award file  
File  
Dept.

RESOLUTION [I] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF FINANCIAL ADVISOR FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

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

RESOLUTION [J] 25-01-06 - # \_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF SPECIAL PROJECT CONSULTING MUNICIPAL ENGINEER FOR  
2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Engineer  
Award file  
File  
Dept.



RESOLUTION [K] 25-01-06 - # \_\_\_\_\_

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.

TOWNSHIP OF LITTLE FALLS  
PASSAIC COUNTY NEW JERSEY

RESOLUTION [L] 25-01-06 - # \_\_\_\_\_

DESIGNATING BANK DEPOSITORIES FOR 2025

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

Provident Savings Bank  
Spencer 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	Roy Riggitano
Deputy Clerk	Melissa DePiro

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	Roy Riggitano

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
Deputy Clerk	Melissa DePiro
Treasurer	Roy Riggitano

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 6, 2025.

Given under my hand and the seal of the Township of Little Falls this 6th day of January 2025.

\_\_\_\_\_  
Cynthia Kraus, Municipal Clerk

RESOLUTION [M] 25-01-06 - # \_\_\_\_\_

AUTHORIZING PAYROLL CHECK SIGNATURE

BE IT RESOLVED by the Governing Body of the Township of Little Falls that the Township's Payroll Account, Provident 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:

Roy Riggitano - 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.

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 6, 2025.

Given under my hand and the seal of the Township of Little Falls this 6th day of January 2025.

\_\_\_\_\_  
Cynthia Kraus, Municipal Clerk

RESOLUTION [N] 25-01-06 - # \_\_\_\_\_

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 2025:

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

**REGULAR MEETINGS**

January 27, 2025  
February 24, 2025  
March 24, 2025  
April 28, 2025  
May 19, 2025  
June 23, 2025

July 28, 2025  
August 25, 2025  
September 29, 2025  
October 20, 2025  
November 24, 2025  
December 22, 2025

**WORKSHOP MEETINGS**

February 10, 2025  
March 10, 2025  
April 14, 2025  
May 12, 2025  
June 2, 2025  
July 14, 2025

August 11, 2025  
September 8, 2025  
October 6, 2025  
November 10, 2025  
December 8, 2025

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APPROVED: \_\_\_\_\_

cc: All Departments  
Dept.

RESOLUTION [O] 25-01-06 -#\_\_\_\_\_

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 2025 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 - \$100.00  
Township Clerk, Cynthia Kraus - \$500.00  
Recreation Director, Tyler Passero - \$250.00  
Police Department, Bryan Prall - \$500.00  
Recreation Department - Senior Advisory Committee, Tyler Passero - \$250.00

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 - \$35.00 per claim  
Township Clerk, Cynthia Kraus - \$50.00 per claim  
Recreation Director, Tyler Passero - \$50.00 per claim  
Police Department, Bryan Prall - No Maximum  
Recreation Department - Senior Advisory Committee, Tyler Passero - \$50.00

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APPROVED: \_\_\_\_\_

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

RESOLUTION [P] 25-01-06 -#\_\_\_\_\_

FIXING HOLIDAYS FOR CURRENT YEAR

BE IT RESOLVED by the Township Council of the Township of Little Falls that the official holidays for 2025 be and they are hereby fixed as follows:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	(1/1)
Martin Luther King Day	(1/20)
President's Day	(2/17)
Good Friday	(4/18)
Memorial Day	(5/26)
Emancipation Day	(6/19)
Independence Day	(7/4)
Labor Day	(9/1)
Columbus Day	(10/13)
Election Day	(5/23 and 8/29)
Veteran's Day	(11/11)
Thanksgiving Day	(11/27)
Day after Thanksgiving	(11/28 and 12/31)
Christmas Eve	(12/24)
Christmas Day	(12/25)
New Year's Eve	(12/31)

APPROVED: \_\_\_\_\_

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

RESOLUTION [Q] 25-01-06 - # \_\_\_\_\_

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 2025.

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.

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APPROVED: \_\_\_\_\_

cc: CTC  
Finance Dept.  
Dept.

RESOLUTION [R] 25-01-06 - # \_\_\_\_\_

AUTHORIZING SALE OF TAX LIENS IN 2025 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.

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APPROVED: \_\_\_\_\_

cc: CTC  
Dept.

RESOLUTION [S] 25-01-06 - # \_\_\_\_\_

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 [T] 25-01-06 - # \_\_\_\_\_

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 [U] 25-01-06 - # \_\_\_\_\_

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.

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APPROVED: \_\_\_\_\_

cc: Tax Collector  
Dept.

## **TAX COLLECTOR'S OFFICE HOURS MONDAY-FRIDAY**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**8:00 A.M. – 3:00 P.M. OPEN TO THE PUBLIC FOR QUESTIONS AND PAYMENTS**

**3:00 P.M. – 4:00 P.M. CLOSED TO THE PUBLIC FOR TAX PROOF CLOSING AND RETURNING PHONE CALLS AND EMAILS NOT RETURNED DURING THE REGULAR BUSINESS DAY**

**Friday- 8:00 A.M. – 11:00 A.M. OPEN TO THE PUBLIC FOR QUESTIONS AND PAYMENTS**

**11:00 P.M. – 1:00 P.M. CLOSED TO THE PUBLIC FOR TAX PROOF CLOSING AND RETURNING PHONE CALLS AND EMAILS NOT RETURNED DURING THE REGULAR BUSINESS DAY**

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, Chilton Occupational Health 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.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
All Dept's  
Dept.

RESOLUTION [W] 25-01-06 - # \_\_\_\_\_

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 2025 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.

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APPROVED: \_\_\_\_\_

cc: Recycling  
Dept.



RESOLUTION [X] 25-01-06 - #

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.

RESOLUTION [Y] 25-01-06 - #\_\_\_\_\_

APPOINTING TAX SEARCH OFFICER

BE IT RESOLVED by the governing body of the Township of Little Falls that Lori Sproviero be and is hereby appointed Tax Search Officer for the Township of Little Falls for a one-year term, expiring 12/31/25.

\*\*\*\*\*

APPROVED: \_\_\_\_\_

cc: L. Sproviero  
State  
Dept.

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 Melissa DePiro, Deputy Township Clerk, 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 [AA] 25-01-06- #\_\_\_\_\_

DESIGNATING OFFICIAL NEWSPAPERS

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 are hereby designated the official newspapers for 2025.

\*\*\*\*\*

APPROVED: \_\_\_\_\_

cc: Dept.

RESOLUTION [BB] 25-01-06 - # \_\_\_\_\_

APPOINTING VINCENT QUATRONE 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 Vincent Quatrone 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 Vincent Quatrone 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 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.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Employees  
Dept.

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.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Employees  
Dept.

RESOLUTION [EE] 25-01-06 - # \_\_\_\_\_

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.

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APPROVED:

cc: DPW  
Dept.  
CMFO for info.



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 second readings of ordinances.

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APPROVED: \_\_\_\_\_

cc: Dept.

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 and the 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

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Dept.

AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE  
CONTRACT VENDORS FOR CONTRACTING UNITS  
PURSUANT TO N.J.S.A. 40A:11-12a

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

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

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

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

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

**Be It Further Resolved**, that the duration of the contracts between the Township of Little Falls and the Referenced State Contract Vendors shall be from January 6, 2025 to December 31, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
File  
Dept.

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 \$44,000; 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, Roy Riggitano 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 \$44,000.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
File  
Dept.

TOWNSHIP OF LITTLE FALLS  
COUNTY OF PASSAIC NEW JERSEY

RESOLUTION [JJ] 25-01-06 - # \_\_\_\_\_

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.

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APPROVED: \_\_\_\_\_

cc: Attorney  
File  
Dept.



RESOLUTION ADOPTING THE 2025 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 2025.

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APPROVED: \_\_\_\_\_

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

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.

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APPROVED: \_\_\_\_\_

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

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, Arturo Zamora, 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

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APPROVED: \_\_\_\_\_

cc: OEM Coordinator  
File  
Dept.

**RESOLUTION [NN] 25-01-06 # \_\_\_\_\_**

**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 20<sup>th</sup>, May 20<sup>th</sup>, August 20<sup>th</sup>, and November 20<sup>th</sup> of each year to the extent possible and subject to tax revenues having been collected

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APPROVED: \_\_\_\_\_

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

RESOLUTION [00] 25-01-06 - # \_\_\_\_\_

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.

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APPROVED: \_\_\_\_\_

cc: State  
Dept.

**ELECTRONIC TAX PAYMENTS POLICY**

**WHEREAS**, the Tax Collector accepts Electronic Tax Payments (ACH E-CKS online through Muidex payment portal) 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 shall request a cashier's check; and

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

**WHEREAS**, any third party liens when paying subs, both the lien holder and/or owner shall pay the Tax Collector with a check only and not pay online; 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"** and replacement funds shall be by cashier's check only.
2. This Resolution shall take effect immediately.

APPROVED: \_\_\_\_\_

cc: Tax Collector  
Finance Dept.  
Township Attorney  
Dept.

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF GRANT WRITER FOR 2025

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 2025 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, 2025.

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APPROVED: \_\_\_\_\_

**RESOLUTION [RR] 25-01-06 - # \_\_\_\_\_**

**RESOLUTION TO ALLOW THE SALE AND POSSESSION OF ALCOHOLIC BEVERAGES AT THE LITTLE FALLS FARMER'S MARKET FOR YEAR 2025**

**WHEREAS**, the Township of Little Falls sponsors a Famer's Market on Sundays from May to October; and

**WHEREAS**, the Farmer's Market takes place in the municipal parking lot adjacent to the Township Hall which area is a public space; and

**WHEREAS**, various merchants who attend the Farmer's Market have expressed their interest in selling alcoholic beverages and to offer samples of same to customers; and

**WHEREAS**, these merchants have the appropriate State issued license to sell alcoholic beverages and offer samples to customers at farmer's markets; and

**WHEREAS**, the Little Falls Municipal Code states that the sale and consumption of alcoholic beverages are disallowed in public spaces under §11-22;

**WHEREAS**, the Municipal Council has the option pursuant to §11-23 to allow such sales and consumption on public property by way of resolution

**WHEREAS**, the Municipal Council of the Township of Little Falls, County of Passaic, State of New Jersey now sets forth the fee as follows;

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

1. The sale of alcoholic beverages shall be allowed to occur on the municipal parking lot area behind the Township Hall during the operating days and hours of the Little Falls Farmer's Market for the year 2025, with the following restrictions:
  - a. Vendors who have valid and current state issued liquor licenses to sell at farmer's markets are required to present those to the Municipal Clerk prior to operating at the farmer's market
  - b. Samples of alcoholic beverages for consumption by adults on same premises shall be allowed if approved under the State issued permit
2. This resolution shall take effect immediately upon passage.



RESOLUTION [SS] 25-01-06 - #\_\_\_\_\_

AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF SPECIAL COUNSEL FOR 2025

WHEREAS, the Township of Little Falls has a need to acquire the services of a Special 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, Arthur R. Thibault, Jr., Esq./Apruzzese, McDermott, Mastro & Murphy has submitted a response to the Township's Request for Qualifications for provision of services of a Special Counsel and the submission clearly details Arthur R. Thibault Jr.'s qualifications and experience; and

WHEREAS, the award is subject to the Availability of Funds and certification of same in the 2025 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 Arthur R. Thibault, Jr., Esq./Apruzzese, McDermott, Mastro & Murphy 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 Arthur R. Thibault, Jr., Esq./Apruzzese, McDermott, Mastro & Murphy be and are hereby appointed for the services of Special Counsel for the Township of Little Falls for a one-year term ending December 31, 2025.

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APPROVED: \_\_\_\_\_

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

RESOLUTION [TT] 25-01-06 - #\_\_\_\_\_

AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACT FOR  
PROVISION OF SERVICES OF SPECIAL PROJECT ENGINEER FOR 2025

WHEREAS, the Township of Little Falls has a need to acquire the services of a Special Project Engineer for water management projects as a NON-FAIR AND OPEN CONTRACT pursuant to N.J.S.A. 19:44A-20.4 or 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, the award is subject to the Availability of Funds and certification of same in the 2025 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 Suburban 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, that Suburban Consulting Engineers be and are hereby appointed for the services of Special Project Engineer for water management projects for the Township of Little Falls for a one-year term ending December 31, 2025.

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APPROVED: \_\_\_\_\_

cc: Finance Dept.  
Special Project Engineer  
Award file  
File  
Dept.