

**TOWNSHIP OF THE WINFIELD
MINUTES OF THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE - DECEMBER 1, 2025**

CALL TO ORDER: Mayor Reilly called the meeting to order at 7:00 p.m.

PUBLIC NOTICE: In accordance with the Open Public Meetings Act, NJSA 10:4-6 et. Seq.; Mayor Reilly read the public notice and indicated the fire exits.

PRAYER & PLEDGE OF ALLEGIANCE: Mayor Reilly led the Township's Prayer and led the Pledge of Allegiance.

ROLL CALL: Present: Mayor Reilly, Commissioner Koomer, Commissioner Byrne, Clerk Slowik, Attorney Colicchio, WPD Chief Mazzarella, WVFD Deputy Chief Banchansky

APPROVAL OF MINUTES: RMTC 11/03/2025; Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

COMMUNICATIONS: As Presented



Township Communication

Municipal:



The Township of Winfield with the Winfield PBA # 360, Winfield Mutual Housing Corporation, Winfield School & Winfield Fire and EMS sponsored a "Giving Tree" and hosted a Community Food Drive for the Union County residents in need this Holiday Season.

All donations were due Monday, December 1, 2025 to the Township Office, but late drop offs are still being accepted until Wednesday, December 3, 2025.

We thank everyone for their kindness and generosity during this holiday season.



DEPARTMENT REPORTS: As Presented

REQUISITIONS: As Presented (\$8,286.00); Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

LISTED REQUISITIONS FOR THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE, DECEMBER 1, 2025

REQ #	DEPARTMENT	JUSTIFICATION	AMOUNT
10216	WPD	FIRE HOSE	\$3,516.00
10217	WMC	SPANISH INTERPRETER	\$150.00
10231	WPD	TORNOUT GEAR	\$4,620.00

TOTAL: \$8,286.00

UNLISTED REQUISITIONS: None Presented

BILLS: As Presented (\$40,394.89); Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

**List of Bills - (100001) CASH - CHECKING
Current Fund**

Check#	Vendor	Description	Payment	Check Total
9381	712 - ANNA LOWREY	PO 16618 (025-331) REIMBURSEMENT FOR ARTS & CRAFT	122.28	122.28
9382	1003 - ASSOCIATED HUMANE SOCIETIES	PO 16625 OCTOBER ANIMAL CONTROL 2025	333.34	333.34
9383	1003 - ASSOCIATED HUMANE SOCIETIES	PO 16647 ANIMAL ANIMAL CONTROL 2025	333.34	333.34
9384	597 - BIS DIGITAL	PO 16619 BIS DIGITAL RECORDING SYSTEM SUPPORT	330.08	330.08
9385	486 - CONFIRM FIRE PROTECTION SERVICE	PO 16638 EXTINGUISHERS	841.50	841.50
9386	98 - COUNTY OF UNION - MOTOR VEHICLES	PO 16620 OCTOBER FUEL	1,055.47	1,055.47
9387	921 - GRANFORD PUBLIC LIBRARY	PO 16632 2025 LIBRARY SERVICES	240.00	240.00
9388	1005 - DAVID ALFIERI	PO 16649 2025 VISION & GYM REIMBURSEMENT	276.76	276.76
9389	48 - DELTA DEFEND PLAN OF NJ	PO 16638 DECEMBER DENTAL COVERAGE	4,581.66	4,581.66
9390	1122 - ELITE EXTERIORS GC LLC	PO 16636 2025 LANDSCAPING	3,335.00	3,335.00
9391	39 - ELIZABETHTOWN GAS CO	PO 16633 WPD 5938660171 NATURAL GAS SVC 10/10 -11	136.04	136.04
9392	1090 - ERIC M. BERNSTEIN & ASSOCIATES, L.L.C.	PO 16624 PROSECUTOR - SERVICES RENDERED FOR OCTOB	300.00	300.00
9393	973 - GIORDANO COMPANY INC.	PO 16641 RECYCLING PICK UP FOR 11/14 & 11/28	4,583.33	4,583.33
9394	871 - KENTWORTH CAR WASH & QUICK LUBE	PO 16630 CAR WASH TICKET # F256719 & F256734	17.00	17.00
9395	1099 - MARCO TECHNOLOGIES	PO 16631 COPIER LEASE STANDARD PAYMENT	449.97	449.97
9396	1110 - MELANIE SLOWIK	PO 16629 REIMBURSEMENTS	245.60	245.60
9397	1160 - MICHAEL MARCEL	PO 16617 2025 VISION REIMBURSEMENT	59.99	59.99
9398	1186 - MODERN GROUP POWER SYSTEMS	PO 16628 GENERATOR REPAIRS	1,730.20	1,730.20
9399	633 - MUNICIPAL EMERGENCY SERVICES, INC	PO 16627 BODY ARMOR AND CARRIERS	6,208.80	6,208.80
9400	983 - PRINCETON HOSTED SOLUTIONS	PO 16622 OCTOBER PHONE SERVICE	897.13	897.13
9401	1188 - PRO GREEN	PO 16640 WINTERIZATION OF THE SPRINKLER SYSTEM	142.50	142.50
9402	72 - PSE&G	PO 16637 ELECTRIC 10/7 - 11/4	2,511.55	2,511.55
9403	1056 - RAUL PINZO	PO 16614 SPANISH INTERPRETER SERVICES FOR 10/28/2	150.00	150.00
9404	992 - RENADO & COLICCHIO LLC	PO 16623 SEPTEMBER LEGAL SERVICES	1,742.50	1,742.50
9405	992 - RENADO & COLICCHIO LLC	PO 16644 RETAINER AND NON - RETAINER FOR OCTOBER	2,732.50	2,732.50
9406	300 - ROBERT REILLY	PO 16645 2025 REIMBURSEMENT FOR NJM CONVENTION	117.48	117.48
9407	1165 - T & J GOURMET FOODS	PO 16642 2025 HOLIDAY MEALS	150.00	150.00
9408	170 - TREASURER - STATE OF NJ	PO 16639 3RD QTR 2025 DCA FEES FOR CONSTRUCTION C	188.00	188.00
9409	144 - TREASURER, STATE OF NEW JERSEY	PO 16640 MARRIAGE LICENSE FEE 3RD QUARTER 2025	75.00	75.00
9410	32 - VERIZON	PO 16621 COURT ROUTER 11/2 - 12/1 FOR ZOOM SESSION	139.65	139.65
9411	32 - VERIZON	PO 16634 FIOS 11/10 - 12/9	159.99	159.99
9412	452 - VERIZON WIRELESS	PO 16646 CELL PHONE AND AIR CARDS 11/16 - 12/15	353.52	353.52
9413	319 - WIELKOWE & COMPANY, LLC	PO 16626 BALANCE DUE RELATIVE TO THE DEC. 3, 2024	4,342.50	4,342.50
TOTAL				38,802.68

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
100001	CASH - CHECKING			0.00	38,802.68
100310	DGE To/From Trust			122.28	
100325	DGE To State - Marriage Fee			75.00	
100350	DGE To State - OCC Fees			108.00	
10A810	ADMINISTRATION & EXEC. - OTHER EXPENSE	1,799.21			
10A810	FINANCIAL ADM. - OTHER EXPENSE	4,342.50			
10DA10	LEGAL SERVICES & COSTS - OTHER EXPENSE	4,475.00			
10DC10	MUNICIPAL COURT - OTHER EXPENSE	454.69			
10DP00	MUNICIPAL PROSECUTOR - SALARY & WAGE	300.00			
10EG10	BUILDINGS & GROUNDS - OTHER EXPENSE	6,074.10			
10EK10	GROUP INSURANCE PLANS FOR EMPLOYEES	4,918.41			
10FE10	FIRE DEPARTMENT - OTHER EXPENSE	158.87			
10WB10	POLICE - OTHER EXPENSE	7,696.68			
10KE10	EMERGENCY MANAGEMENT - OTHER EXPENSE	40.01			
10LG10	STREET LIGHTING	1,535.09			
10LR10	RECYCLING	4,583.33			
10MR10	BOC REGULATION	666.68			
10RP10	CELEBRATION OF PUBLIC EVENTS - OE	100.33			
10SL10	LIBRARY SERVICES	240.00			
10UT10	UTILITIES	1,112.50			
TOTALS FOR	Current Fund	38,497.40	0.00	305.28	38,802.68

Total to be paid from Fund 10 Current Fund 38,802.68

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
		38,802.68			

Checks Previously Disbursed

9378	PETTY CASH	PO# 15616	FOOD AND REFRESHMENTS FOR ELECTION	80.21	11/04/2025
9379	OCEAN CASINO RESORT	PO# 16443	NJLM 2025	1,062.00	11/13/2025
9380	UNION COUNTY FIRE/EMS ACADEMY	PO# 16606	FIRE ACADEMY TRAINING - CIANO	450.00	11/18/2025
				<u>1,592.21</u>	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 10 Current Fund	1,592.21	38,802.68	<u>40,394.89</u>
BILLS LIST TOTALS	1,592.21	38,802.68	<u>40,394.89</u>

UNLISTED BILLS: None Presented

UNFINISHED BUSINESS: As Presented

Two Ordinance # 470 An Ordinance to Establish Fees and Special Service Charges Pursuant to the New Jersey Open Public Records Act

Motion to take up the Ord. Motion was made by Commissioner Kooser and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

At this time the mayor opened the floor to public discussion regarding the ordinance:

No one from the public wished to speak.

At the time the mayor closed the floor to public discussion:

Motion to take up the Ordinance for adoption: Motion was made by Commissioner Kooser and Seconded by Commissioner Byrne, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD - ORD. 470
COUNTY OF UNION, STATE OF NEW JERSEY
AN ORDINANCE TO ESTABLISH FEES AND SPECIAL SERVICE CHARGES PURSUANT
TO THE NEW JERSEY OPEN PUBLIC RECORDS ACT**

WHEREAS, the Township of Winfield Police Department ("Department") expends significant time and resources in responding to requests for copies of body-worn camera footage ("BWC footage"); and

WHEREAS, the Department must redact such BWC footage under the rules and regulations of the Open Public Records Act ("OPRA"); and

WHEREAS, for each hour of BWC footage requested, approximately three (3) hours of time is required to redact same; and

WHEREAS, the Department has received requests for BWC footage which encumber a substantial amount of time and cost; and

WHEREAS, the Department has on various occasions prepared copies of BWC footage for requesters who do not follow through with collecting their requested records; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Township Committee of the Township of Winfield, County of Union, and State of New Jersey, that the following be established as follows:

SECTION 1.

Fees and special service charges pursuant to the New Jersey Open Public Records Act

A. Generally

1. All documents that are deemed to be "government records" pursuant to N.J.S.A. 47:1A-1 et. seq, the Open Public Records Act, shall be open to public search, inspection and examination to and within the limitations prescribed by law.
2. All government records shall be carefully and conveniently filed, kept and preserved and be and remain the sole property of the Township and shall not at any time be removed from the offices of such department except when required for use in official business and shall then be returned to such office without delay. Each department head shall be responsible for enforcing the requirement of this subsection in their department.
3. Any requests for copies of government records shall be made to the Township Clerk on a form established by the Township Clerk for such purpose.
4. A deposit shall be paid prior to filing a request where it is estimated that the records request will cost in excess of \$5 to reproduce. The amount of the deposit shall equal the total estimated cost of fulfilling the request.
5. Nothing in this section shall require the custodian of documents or any other municipal official to examine, analyze, tabulate or interrupt documents which are subject to production under OPRA.

B. Ordinary requests for information. The statutory fee schedule shall apply to routine requests under the Open Public Records Act. The fees of N.J.S.A. 47:1A-5 are incorporated in this section as such fee schedule presently exists or as such fees might appear in future modifications or amendments of the statute. Fees for routine copies of municipal documents, therefore are:

Page Size	Fee
Letter (8 1/2 by 11)	\$0.05
Legal (8 1/2 by 14)	\$0.07

C. Special service charge/special charges authorized.

- (1) The Township Clerk or other custodian or keeper of documents qualifying for mandatory production as government records under the Open Public Records Act shall be entitled to special service charges and/or special charges as set forth.
- (2) Any requester of government records which are eligible for the imposition of a special charge or special service charge under this ordinance shall receive advance notice of the amount of fees and charges before any work is started. The Township Clerk shall require prepayment of 50% of the estimated cost of any charges over \$5 before causing the work to begin.

D. Fees, special service charges and special charges.

- (1) Duplication of other work beyond capability of Township in-house workforce. Whenever the in-house Township workforce or available municipal equipment is insufficient to duplicate or produce government records in a timely fashion, the Township Clerk may cause such duplication or production to be accomplished by outside vendors such as copy centers or producers of digital images. If the cost of such duplication or production charged by such vendors exceeds the routine charges set forth in N.J.S.A. 47:1A-5, the actual direct cost of same without any additional surcharge for labor costs shall be paid.
- (2) Special service charges authorized. Whenever government records cannot be reproduced by regular copying equipment or fulfillment of the request would involve extraordinary time and effort (for example, where a large number of records must be recovered from storage or substantive staff time is required to review, sort and assemble records), charges may be imposed, pursuant to 47:1A-5(c), as follows:
 - (a) The actual cost (materials and supplies but no staff labor) of duplication or reproduction; plus
 - (b) A special service charge of \$50 per hour or the actual direct cost of labor (if less) shall be imposed for each hour of extraordinary time predicted to be utilized to respond to the request.
- (3) Electronic and digital records.
 - (a) Cost of obtaining a copy of existing electronic files to a disk or CD in the format that currently exists is \$10. For security reasons, the use of a disk or CD provided by the requestor is prohibited.
 - (b) If a request for governmental records involves production or conversion of digital or computerized records or film which is: in a medium not routinely used by the Township; not routinely developed or maintained by the Township; or requiring a substantial amount of manipulation or programming of information technology, the requester shall pay fees and special fees, including: direct costs to comply with the request, plus special charges consisting of the lesser of the cost of technology and labor actually incurred or \$25 per hour.
 - (c) Copy of Committee meeting: video tape, \$15; audio tape, \$5. (if applicable/available)
- (4) Camera Footage – When body-worn camera/police vehicle camera footage is requested from the Township of Winfield Police Department, the footage generally requires review for possible redaction.
 - (a) For every one (1) hour of camera footage requested, it shall be assumed that three (3) hours were required to review the footage for redaction purposes.
 - (b) Requests of camera footage will be charged a fee of \$50.00 per hour of review for redaction purposes.
 - (c) Camera footage review fees shall be billable in fifteen (15) minute increments or part thereof.
 - (d) Requests of body-worn/vehicle camera footage with run-times of one (1.0) hour or less shall be provided free of charge; the fee for redaction shall begin in the second hour of run-time. Requests which include more than 1 (one) video shall be calculated in the aggregate and the fee for redaction shall begin in the second hour, and calculation shall be performed from the lowest run-time to the highest.
 - (e) Prior to review and production of record camera footage, the requestor shall be provided with an estimated charge for production of the footage. In order for the review and production to proceed, the requestor shall provide the Township of Winfield with a deposit in the amount of fifty percent (50%) of the estimated charge.

- (f) If the actual review time is under the estimated cost, the requestor shall only be charged for actual cost less the deposit. If the actual review is over the estimate cost, the requestor shall only be charged the amount of the estimate and no higher. If the actual review time is less than the deposit paid, the requestor shall be refunded the difference between the deposit and the actual cost.
- (g) Victims of crime shall not be charged any fee for redaction when requesting body-worn/vehicle camera footage of such incident.

This Ordinance shall take effect upon its passage and publication according to law.

INTRODUCTION						COMMITTEE MEMBER		FINAL ADOPTION									
Moved	Second	Aye	Nay	Abstain	NP	Moved	Second	Aye	Nay	Abstain	NP	Moved	Second	Aye	Nay	Abstain	NP
						ADAM D. KOOMER											
						JOSEPH P. BYRNE											
						MAYOR ROBERT F. RELLY											
Introduced:						I hereby certify the above ordinance was adopted by the Township Committee of the Township of Winfield, County of Union, State of New Jersey on the aforementioned date.											
Published:																	
Final Adoption:																	
Publication:						Melanie Strzlik, Acting Township Clerk											

Twp Ordinance # 471 An Ordinance to Establish Filming

Motion to take up the Ord. Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

At this time the mayor opened the floor to public discussion regarding the ordinance:

No one from the public wished to speak.

At the time the mayor closed the floor to public discussion:

Motion to take up the Ordinance for adoption: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD -ORD. #471
COUNTY OF UNION, STATE OF NEW JERSEY
AN ORDINANCE ESTABLISHING FILMING**

WHEREAS, the Township of Winfield has established guidelines setting forth the procedures for obtaining a permit to film within the Township; and

WHEREAS, the Township wishes to establish filming permit procedure in order to be more consistent with filming standards Statewide,

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Winfield, County of Union, State of New Jersey, as follows:

Definitions.

Filming- The taking of still or motion pictures either on film or videotape or similar recording medium, for commercial or educational purposes, including setup and breakdown, intended for viewing on television, in theaters, major linear broadcast network or streaming platforms, or for institutional uses. Filming shall include the use of the public right-of-way for equipment used in connection with the taking of still or motion pictures (lights, cables, trucks, trailers, etc.) The provisions shall not be deemed to include the filming of news stories within the Township of Winfield.

Public Land- Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the municipality which is within the jurisdiction and control of the municipality.

A. Permit Required

1. No person or organization shall film or permit filming on public property or on private property where such filming involves the use of public property for the operation, placement or temporary storage of vehicles or equipment utilized in such filming, within the Township of Winfield without first having obtained a permit from the office of the Township Clerk, which permit shall set forth the approved location(s) of such filming and the approved duration of such filming by specific reference to day or dates, including setup, filming and breakdown. Said permit must be readily available for inspection by township officials at all times at the site of the filming. Municipal filming permits shall not be required when filming occurs entirely on county, state or federally-owned properties (i.e.; county parks, courthouses, etc.) when no municipal services are being used (i.e.; parking on public streets, etc.) or public rights-of-way are being obstructed (i.e.; blocked sidewalks or public access) and when the required permit is obtained from the applicable county, state, or federal authority.
2. All permits shall be applied for and obtained from the Township Clerk. Applications for such shall be in a form approved by the Township Clerk and be accompanied by a permit fee in the amount established herein.
3. All permits shall be sufficient to authorize outdoor or indoor filming for a period as specified in the permit.

4. Any change to the approved dates and times once a permit has been issued must be submitted to the Township Clerk. No additional fee shall be paid for this permit. However, the project will be responsible for Township resources needed for additional days, such as the use of police officers or facilities.

B. Issuance of Permits

1. No permits will be issued by the Township Clerk unless applied for at least seven days prior to the setup date; provided, however, that the Township Mayor and/or Township Clerk may waive the seven-day period if, in their judgment, the applicant has obtained all related approvals and affected property owners, and/or business owners.

2. No permit shall be issued for filming upon public lands unless the applicant shall provide the township with satisfactory proof of the following:

3. Proof of insurance coverage for bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000 and property damage in the amount of \$300,000 per occurrence, together with a certificate of insurance naming the Township of Winfield as an additional insured and containing a provision giving the Township five days' notice before cancellation.

4. An agreement, in writing, whereby the applicant agrees to indemnify and save harmless the Township of Winfield from any and all liability, expenses, claims or damages resulting from the applicant's negligence, and/or the applicant's use of public lands, and the applicant further agrees to reimburse the Township for out-of-pocket expenses, including but not limited to police, fire, according to agree upon public safety plan.

5. The posting of a cash bond in the amount of \$5,000, running in favor of the Township and protecting and ensuring that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment and that due observance of all Township ordinances, laws and regulations will be followed and any costs incurred by the Township are paid. Within 10 days of the completion of the filming, the Township will return the bond if there has been no damage to public property or public expense caused by the filming.

6. The hiring of off-duty Winfield police officer(s), if required by the Chief of Police, according to the agreed upon public safety plan, for the times indicated on the permit at the municipality's standard hourly rates for police.

7. The holder of the permit shall take all reasonable steps to minimize the interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Winfield Police and Fire Departments with respect thereto.

8. Before filming, the Township may ask the project's contact person to attend a

meeting with the Township Mayor, Township Clerk, Police Department, Fire Prevention, and other departments involved with public safety, either virtually or in person, whichever is most feasible, to create a public safety plan.

9. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to neighboring property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit, to the extent possible, any interference with normal public activity on such public lands. Where in the opinion of the Township Mayor and/or Township Clerk, the

applicant's production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties, immediately adjacent residents, businesses and merchants potentially impacted by additional light and/or noise in or where foot and/or vehicular traffic may be impaired, shall be given written notice by the applicant of the filming at least three days' prior to the requested setup date and be informed that questions or concerns may be filed directed to the Township Clerk. Proof of service of notification to affected parties shall not be required by certified mail. Proof of service of notification to adjacent residents and businesses must be submitted to the Township Clerk's office within two days of the requested shooting date. Notice shall include:

- Company letterhead.
- Address where filming will take place.
- Company contact person.
- Contact person's phone number.
- Date letter sent.
- Dates of filming, with start and end time.
- The contact information of the film permit representative.
- Information reflecting the nature and number of your vehicles, where they will be parked, and whether you'll have an officer present.
- Information explaining how you will be following all state and local COVID-related regulations and about how you plan to keep everyone safe.

10. Filming shall be permitted between the hours of 7:00 a.m. and 9:00 p.m. Camera wrap is expected at 9:00 p.m. and crew wrap at 10:00 p.m. Monday through Sunday. Night filming restrictions shall only apply to a project with exterior filming, provided that all requests for night scenes shall be approved in

the permit or by a waiver to be granted in accordance with Subsection B-9.

11. The Township Clerk may refuse to issue a permit whenever she determines, on the basis of objective facts and after a review of the application and a report thereon by the Police Department, Fire Department and by other Township agencies involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or ordinance or would unreasonably interfere with the use and enjoyment of neighboring properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise adversely affect the public's health, safety or welfare. Further, the Township reserves the right to require one or more on-site police officers in situations where the proposed production may impede the proper flow of traffic, the cost of said police officers to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.

12. Any person aggrieved by a decision of the Township Clerk denying or revoking a permit or a person requesting relief pursuant to, may appeal to the Township Committee. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Township Clerk. An appeal from the decision of the Township Clerk shall be filed within 10 days of the Township Clerk's decision. The Township Committee shall set the matter down for a hearing within 30 days of the day on which the notice of appeal was filed. The decision of the Township Committee shall be in the form of a resolution supporting the decision of the Township Committee at the first regularly scheduled public meeting of the Township Committee after the hearing on the appeal, unless the appellant agrees in writing to a later date for the decision. If such a resolution is not adopted within the time required, the decision of the Township Clerk shall be deemed to be reversed and a permit shall be issued in conformity with the application or the relief shall be deemed denied.

13. The Township Clerk may authorize a waiver of any of the requirements or limitations of this chapter, and may authorize filming other than during the hours herein or may waive any other limitation or requirement of this chapter whenever he determines that such a permit may be issued without endangering the public health, safety and welfare. In determining whether to issue a waiver under this section, the Township Clerk shall consider the following factors:

- Traffic congestion at the location caused by vehicles to be parked on the public street;
- Applicant's ability to remove film-related vehicles off the public streets;
- When the applicant is requesting restrictions on the use of public streets or public parking during the course of the filming;
- Nature of the film shoot itself, e.g., indoors or outdoors; day or night;
- Prior experience of the film company/applicant with the Township, if any; and
- Consultation with the Township Committee.

14. Copies of the approved permit will be sent to the Police and Fire Departments before filming takes place and to the New Jersey Motion Picture and Television Commission at njfilm@njeda.gov. The applicant shall permit the Fire Prevention Bureau or other Township inspectors to inspect the site and the equipment to be used. The applicant shall comply with all safety instructions issued by the Fire Prevent Bureau or other Township inspectors.

15. In addition to any other fees or costs mentioned in this chapter, the applicant shall reimburse the Township for any lost revenue, repairs to public property, out-of-pocket expenses, overtime paid, or other Township costs, or revenues that the Township was prevented from earning because of filming.

16. The use of ancillary township facilities (parking of vehicles, serving of meals, etc.) shall be at the direction of the Township Clerk and/or Police Department. The applicant shall reimburse the Township the reasonable cost for use of all such ancillary facilities.

C. Fees – The schedule of fee for the issuance of permits is as follows:

1. Basic filming permit: \$100. Where an applicant requests a waiver of the provision of requiring expedited processing of the permit application, the basic filming permit fee shall be \$125.
2. Filming fees will be waived for projects that certify they will not create revenue from public exhibition, such as student projects and nonprofit corporations. However, if the project is expected to make revenue from public exhibition, the fee shall be \$25. If this condition is later violated, the Township reserves the right to impose the applicable daily filming fee as outlined in the Fee Schedule and/or require police personnel on-site at the production's expense.
3. No daily filming fee for filming on private property and does not disrupt the public's use or enjoyment of public property or right-of-way. An application is still required, and the production company must certify in the application that filming will occur exclusively on private property. If this condition is later violated, the Township reserves the right to impose the applicable daily filming fee as outlined in the Fee Schedule and/or require police personnel on site at the production's expense.

4. Filming fees can be waived at the discretion of the Township Mayor and/or Township Clerk.

5. Daily filming fee payable in addition to basic filming permit: \$150 per day for film, television, and commercial projects under \$20 million and \$500 per day for film, television, and commercial projects over \$20 million or part thereof.

6. The Township will not be involved in the financial negotiations between a private business, or residence and a project. If a business or private residence owner has agreed to an inconvenience fee with a project, the Township will not re-negotiate the agreed upon fee on the behalf of the business or private residence owner.

7. The Township shall not willfully assign more law enforcement or public safety personnel than is generally considered necessary by public safety experts, for maintaining public safety in the context of the planned filming.

8. Public safety officials, such as off-duty police and fire inspectors, are to be paid the Township's standard hourly rate for police and fire.

D. Violations and Penalties – any person in violation of this ordinance, upon conviction thereof, shall be punished by a fine not exceeding \$2,000 per day or by imprisonment in the county jail for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during on which a violation occurs or continues.

E. Severability: Repealer- if any portion of this chapter is held invalid, the reminder shall remain in full force. Inconsistent ordinances are repealed to the extent of such inconsistency.

F. This Ordinance shall take effect immediately following final passage and publications as required by law.

NEW BUSINESS: As Presented

1st Reading – Ord. # 472 AN ORDINANCE REGULATING THE PLACEMENT, HANDLING & COLLECTION OF YARD WASTE TO PROTECT PUBLIC HEALTH, SAFETY & WELFARE:

Motion to move the approval of the draft of the ordinance: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

Motion to take up the ordinance on first reading by title: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

Motion to read ordinance by title ordinance passed on first reading: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

Motion for ordinance to be taken up on second reading: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD -ORD. # 472
COUNTY OF UNION, STATE OF NEW JERSEY
AN ORDINANCE REGULATING THE PLACEMENT, HANDLING & COLLECTION
OF YARD WASTE TO PROTECT PUBLIC HEALTH, SAFETY, & WELFARE**

SECTION I. Purpose:

The purpose of this Ordinance is to establish uniform requirements for the preparation, placement, collection, and disposal of yard waste within the Township of Winfield, in order to protect public health, safety, and welfare; prevent yard waste from entering stormwater systems; comply with applicable New Jersey Department of Environmental Protection (NJDEP) stormwater regulations; and prescribe penalties for violations.

SECTION II. Definitions:

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

- a. Containerized - The placement of yard waste in a trash can, bucket, bag, or other durable vessel that prevents the yard waste from spilling, blowing, or being washed into the street or into stormwater conveyance systems.
- b. Person - Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- c. Street - Any street, avenue, boulevard, road, parkway, viaduct, drive, or other way, which is an existing State, county, or municipal roadway, and includes the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, curbs, sidewalks, parking areas, and other areas within the street lines.
- d. Yard Waste - Leaves and grass clippings.
- e. Loose Yard waste - Leaves and grass clippings that are not containerized.

SECTION III. General Rules for Yard Waste:

A. General Prohibition

Except as provided in Section IV below, no person shall sweep, rake, blow, pile, or otherwise place loose yard waste in any street or upon any portion of the public right-of-way. All yard waste placed for disposal at any time other than the permitted leaf-collection period must be containerized.

B. Responsibility for Violation

If loose yard waste is placed in the street in violation of this Ordinance, the owner, occupant, or landscaping contractor responsible for the placement shall promptly remove such waste. Failure to do so constitutes a violation.

SECTION IV. Seasonal Leaf Collection Exception

A. Limited Exception

Loose yard waste may be placed at the curb only during the seven (7) days immediately preceding a scheduled and publicly announced leaf collection and/or during weekends of the months of October, November and December.

B. Storm Drain Protection Requirement

Loose yard waste placed pursuant to this section shall not be located within ten (10) feet of any storm drain inlet.

C. Prohibited Conduct Outside the Authorized Period

Loose yard waste placed at the curb or in the street at any time other than the permitted seven-day collection window is strictly prohibited and constitutes a violation.

SECTION V. Enforcement:

The provisions of this ordinance shall be enforced by the Township of Winfield and its designated agents.

SECTION VI. Violations and Penalties

Any person found to be in violation of any provision of this Ordinance shall be subject to:

- A. A fine of not less than one hundred dollars (\$100) for the first offense; and
- B. A fine for any subsequent offense not to exceed one thousand dollars (\$1,000).

Each day a violation continues shall constitute a separate and distinct offense.

SECTION VII. Severability

If any section, subsection, clause, or phrase of this Ordinance is found to be unconstitutional, invalid, or unenforceable, such portion shall be deemed severable, and all remaining portions shall remain in full force and effect.

SECTION VIII. Repealer

Ordinance Nos. 367 and 368 are hereby repealed in their entirety. All other prior ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are likewise repealed, only to the extent of such inconsistency.

SECTION IX. Effective Date

This Ordinance shall take effect upon final passage and publication as required by law.

INTRODUCTION						COMMITTEE MEMBER			FINAL ADOPTION									
Moved	Second	Aye	Nay	Absent	NP	Moved	Second	Aye	Nay	Absent	NP	Moved	Second	Aye	Nay	Absent	NP	
						ADAM D. KOOMER												
						JOSEPH P. BYRNE												
						MAYOR ROBERT F. REILLY												
Introduced:						I hereby certify the above ordinance was adopted by the Township Committee of the Township of Winfield, County of Union, State of New Jersey on the aforementioned date.												
Publication:																		
Final Adoption:																		
Publication:																		
Melanie Slowik, Acting Township Clerk																		

Resolution #25-46 AUTHORIZING AN ADDITIONAL ITEM TO THE AGENDA: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD – RESOLUTION # 25-46
COUNTY OF UNION, NEW JERSEY
AUTHORIZING AN ADDITIONAL ITEM TO THE AGENDA**

WHEREAS, an item may be added to the agenda by an affirmative vote of a majority of the governing body members present when necessary to deal with a matter of importance.

WHEREAS, the item added to the agenda is of importance for the consideration of the governing body

WHEREAS, the next regularly scheduled meeting of the Township Committee of the Township of Winfield, December 1, 2025. Requiring an additional item to be added to the December 1, 2025 meeting agenda.

NOW THEREFORE BE IT RESOLVED, that the governing body add matters of employment to the agenda of December 1, 2025.

Dated: December 1, 2025

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN
MAYOR ROBERT F. REILLY						
COMM. ADAM D. KOOMER						
COMM. JOSEPH P. BYRNE						

I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on December 1, 2025.

Melanie Slowik, Acting Twp. Clerk

Resolution #25-46 AUDIT CORRECTIVE ACTION PLAN – 2024 AUDIT: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION 25-47
COUNTY OF UNION, STATE OF NEW JERSEY
AUDIT CORRECTIVE ACTION PLAN – 2024 AUDIT**

WHEREAS, the Winfield Township Committee is in receipt of the 2024 Report of Audit for the period ending December 31, 2024; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document in November 2025; and

WHEREAS, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

WHEREAS, said plan must be approved and filed within sixty days of formal notice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Winfield that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

Adopted by the Township Committee on December 1, 2025

I, Melanie Slowik, Acting Township Clerk of the Township of Winfield, County of Union, State of New Jersey, hereby certify this to be a true copy of a resolution adopted by the Township Committee on December 1, 2025.

➤ **Resignation of Officer Sinnott**

CITIZEN'S FORUM:

Erin Kelly- Stated "I'm sorry I didn't bring it with me", she saw that the township had a meeting with the Board of Education, like a Tri-Meeting. Mayor Reilly- Responded yes. Ms. Kelly discussed, there were comments in the meeting about assigned parking spaces possibly? Mayor Reilly- Was unsure of where she saw the information. Parking on Seafoam was discussed, but not the whole street is an issue. No assigned parking will be created. Ms. Kelly stated she was concerned about assigned parking. Mayor Reilly responded to her concerns.

ADJOURNMENT: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

Time: 7:12 P.M.

Respectfully submitted,

Melanie Slowik
Acting Township Clerk