

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 3, 2013**

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 3, 2013 - 7:30 P.M.**

1. 7:30 pm Work Session Meeting called to order by Mayor Rudolf E. Boonstra
2. Roll call of Township Committee
3. Reading of "Open Work Session" statement by Mrs. Santimauro
4. Meeting open for the Work Session ten minute total public comment period for any item on or off the agenda. Two (2) minutes per speaker.
5. Mayor and Municipal Clerk to sign documents
6.
 - a. Finance Committee to review and sign vouchers
 - b. Report of Township Committee
 - c. Report of Administrator
 - d. Report of Attorney
7. Recess Work Session Meeting to conduct 8:00 pm Business Meeting
8. Reconvene Work Session Meeting
9. Adjourn

**PAYMENT OF CLAIMS MAY BE PAID AT ALL WORK SESSION MEETINGS
AND ALL TOWNSHIP COMMITTEE BUSINESS MEETINGS**

FORMAL ACTION MAY BE TAKEN AT THIS WORK SESSION

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
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TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 3, 2013 - 8:00 PM

1. Regular Meeting of the Wyckoff Township Committee called to order by Mayor Rudolf E. Boonstra
2. Flag Salute led by Mayor Boonstra
3. Invocation provided by Reverend Fred Provencher
4. Reading of the "Open Public Meetings Act" statement by Mrs. Santimauro.
5. Roll call of the Township Committee
6. Meeting open for public comment on any item on or off the Agenda; five (5) minutes per speaker
7. Approval of the Township Committee Work Session and Regular Meeting Minutes from August 20, 2013.

MOTION: ROONEY SECOND SCANLAN
 CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
 BOONSTRA YES

8. **Consent Agenda:** All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately:

I Resolutions (Adoption of the following):

- #13-220 Payment of Bills
- #13-221 Return of certain overpaid taxes, escrow monies, etc.
- #13-222 Memorialize Road Closing-Cedar Hill Avenue
- #13-223 Final Approval of Plan and Design of Public Improvement
- #13-225 Lead Agency Resolution to Renew Cooperative Pricing System
- #13-226 Green Building Policy
- #13-227 Grounds Maintenance Policy

II Motions

- a. Approve the temporary sign request from Buddy Walk of Bergen County for 10 days September 26 through October 5 at the following locations where permission has been obtained: Cornerstone Christian Church, Dairy Queen, Wyckoff Family YMCA and front window of 3 Chicas (no sandwich board sign).
- b. Authority for the Wyckoff Ambulance Corps to utilize the Township's bulk mailing permit for request for donation letters.
- c. Approve specifications and authorize competitive bidding for improvements to Newtown Road.
- d. Appoint Glen Sietsma to class 4 term on Planning Board which expires on December 31, 2016.
- e. Appoint Michael Bruno to Planning Board Alternate #1 position.

Following is the vote on the Consent Agenda:

MOTION: SCANLAN SECOND ROONEY
 CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
 BOONSTRA YES

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III Resolution & Motion Not on Consent Agenda

Resolution

#13-224 Approval to Submit Grant Application to NJDOT for Ravine Avenue Improvement

Motion

a. Appoint John Haboob to Planning Board Alternate #2 position.

MOTION: _____ ROONEY _____ SECOND _____ CHRISTIE _____
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN ABSTAIN
BOONSTRA YES

**PAYMENT OF CLAIMS MAY BE PAID AT ALL TOWNSHIP COMMITTEE
WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE REGULAR
MEETINGS**

FORMAL ACTION MAY BE TAKEN DURING THIS MEETING

**TOWNSHIP OF WYCKOFF
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Meeting Called To Order

Mayor Rudy Boonstra called the regular meeting of the Wyckoff Township Committee in the Municipal Court Room to order at 8:00 pm.

Flag Salute

The Township Committee proceeded with the Pledge of Allegiance led by Mayor Rudy Boonstra.

Invocation

The Invocation was given by Reverend Fred Provencher from Cornerstone Christian Church.

Open Public Meeting Act Statement

Municipal Clerk Santimauro read the "Open Public Meeting Act" Statement: "This regular meeting of the Township Committee of the Township of Wyckoff is now in session. In accordance with the provisions of Section 8 of the Open Public Meetings Act, I wish to advise that notice of this meeting has been posted in the lower level of the Memorial Town Hall and that a copy of the schedule of meetings has also been filed with the Township Clerk, and copies of this agenda and the annual notice of meetings, of which this is a part, have been heretofore sent to the Ridgewood News, The Record, and The North Jersey Herald and News all papers with general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers."

Attendance

Township Committee Present: Mayor Rudolf E. Boonstra; Committee Present: Douglas J. Christie, Kevin J. Rooney, Brian D. Scanlan and Haakon C. Jepsen.
Staff Present: Township Administrator Robert J. Shannon, Joyce C. Santimauro, Municipal Clerk and Township Attorney Robert Landel.

Meeting Open for Public Comment

The Township Committee voted unanimously to open the public portion of the meeting.

Mrs. Susan Winton, 80 Logan Lane. Mrs. Winton objected to revisions to the Township Committee agenda prior to the meetings, but she did agree with the Township Committee and Police Departments position of opposing texting while driving. While objecting to the special primary election costs, Mrs. Winton expressed her opinion on sustainability and how it relates to the Republican National Committee's Resolution "Exposing United Nations Agenda 21". Mrs. Winton read the Resolution into the record (copy attached). Mayor Boonstra thanked Mrs. Winton for her concerns.

The Township voted unanimously to close the public portion of the meeting.

Approval of the Township Committee:

Township Committee Work Session and Regular Meeting Minutes from August 20, 2013.

MOTION: ROONEY SECOND SCANLAN
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
BOONSTRA YES

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Consent Agenda:

The Municipal Clerk read the following: "All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately".

I Resolutions(Adoption of the following):

#13-220 Payment of Bills

WHEREAS, the Township Committee has a practice of each Township Committee member participating in the reviewing and signing of vouchers; and,

WHEREAS, the vouchers which comprise this bill list have been reviewed and signed by two (2) Township Committee members; and,

WHEREAS, the two (2) Committeemen acting as the Finance Committee recommend payment; and,

WHEREAS, the Township Treasurer has certified that sufficient funds are available for payment of said vouchers.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the action of the said Finance Committee be approved; and, that the proper officers of the Township be, and they are hereby authorized and directed to draw checks against the funds of the Township of Wyckoff in payment of such vouchers covered by checks no. 11752 – 11782 Payroll A/C, Direct Deposit Vouchers no. 2260 - 2318, checks no. 067278 – 067390 Claims A/C, check no. 2149 Dog Trust A/C, check no. 02267 Accutrack A/C, Claims Wire nos. 130901 & 130902 and Voided Claims checks no. 067267, 067160, 067255, 067277, 067334, 067340, 06749 & 067381.

#13-221 Return of certain overpaid taxes, escrow monies, etc.

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Treasurer is hereby authorized and directed to return certain monies as follows:

BUILDING DEPT.:

Dan Barr, 427 Sicomac Avenue, Wyckoff, New Jersey 07481 – Refund for overpayment for septic permits – Block 425.01/Lot 8 - \$125.00

TAX REFUND:

Corelogic, 95 Methodist Hill Road, Ste. 100, Rochester, New York 14623 – Refund of Taxes due to overpayments – Refer to Voucher no. 13-1608 - \$52,052.65

RECREATION:

Gina Dekens, 450 Wyckoff Avenue, Wyckoff, New Jersey 07481 – Soccer Refund - \$85.00

Barbara Keogh, 717 Frederick Court, Wyckoff, New Jersey 07481 – Cheerleading Refund - \$140.00

Daise Tubb, 260 Wyckoff Avenue, Wyckoff, New Jersey 07481 – Soccer Refund - \$60.00

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#13-222 Memorialize Road Closing-Cedar Hill Avenue

WHEREAS, Bergen County is requiring that PSEG re-apply the “safety grip road treatment” onto (Bergen County Route #93) Cedar Hill Avenue where the road curves at Maple Avenue; and,

WHEREAS, Bergen County has advised the Township that Bergen County shall perform this improvement on Wednesday, August 28, 2013; and,

WHEREAS, this improvement will require a road closing to through traffic on Cedar Hill Avenue from Wyckoff Avenue to Newtown Road, however access for local traffic will be available from either side of Cedar Hill Avenue (but not both) up to the area where the improvement will be performed; and,

WHEREAS, the Township Engineer and the Wyckoff Police Department have worked with the contractor to design a road closing detour plan to allow the contractor to complete this work safely and expeditiously where possible, and to attempt to minimize the inconvenience to residents, motorists and the business community; and

WHEREAS, the Police Department has reviewed the need for this work, the scope and type of work and they recommend the following road closure and traffic plans.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Township Committee does hereby memorialize the following road closure and detour plan as recommended by the Wyckoff Police Department and Wyckoff Township Engineer due to Bergen County’s decision to issue road work permits for Wednesday, August 28, 2013, Thursday, August 29, 2013 and Friday, August 30, 2013.

BE IT FURTHER RESOLVED, that the Township Traffic Safety Officer will implement public notice of this work.

BE IF FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to Police Chief Fox, Lieutenant Van Dyke, Township Engineer DiGennaro, Public Works Manager Fisher and Fire Chief Graglia.

#13-223 Final Approval of Plan and Design of Public Improvement

WHEREAS, the Township of Wyckoff received two (2) Community Development Block Grants for the construction of ADA Access Improvements to Wyckoff Town Hall, 340 Franklin Avenue, Scott Plaza, Wyckoff, New Jersey amounting to \$155,346; and,

WHEREAS, the Township Committee of the Township of Wyckoff appointed Wayne Johnson, AIA of Blueline Architecture, LLC, 397 Franklin Avenue, Wyckoff, New Jersey 07481 as its design professional to design the ADA public access improvements to Town Hall in accordance with all relevant construction, ADA compliance and safety standards; and,

WHEREAS, Wyckoff Memorial Town Hall is a public building; and,

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WHEREAS, the Township Committee approved the plan and design of these improvements (new ramp into the west wing entrance of Town Hall with automatic door opening system, installation of new door with automatic door opening system at the front or Franklin Avenue entrance to Town Hall with a newly constructed and enhanced for length and width ADA landing at the new door with new steps) through its approval of the bid specifications and authorizing public bidding; and,

WHEREAS, the Township's Consulting Architect, Mr. Wayne Johnson, AIA has stated that the improvement project is now completed; and,

WHEREAS, all construction permits have been obtained, inspections completed and a Certificate of Approval issued by the Borough of Allendale's Uniform Construction Code Official.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that we hereby formally approve the final "as built" plan and design of the plan entitled: Access entrances at Memorial Town Hall, Scott Plaza, Wyckoff, New Jersey 07481", as prepared by Blueline Architecture, LLC, 397 Franklin Avenue, Wyckoff, New Jersey 07481 for the public improvements designed in the aforementioned plan for Memorial Town Hall, 340 Franklin Avenue, Scott Plaza, Wyckoff, New Jersey 07481; and,

BE IT FURTHER RESOLVED that this resolution approving the final plan and design of the aforementioned improvement, which was designed by the Township's consulting Professional Architect of Record invokes plan and design immunity in accordance with the New Jersey Torts Claim Act, NJSA 59:4-6.

BE IT FURTHER RESOLVED that the Public Works Manager and the Township Administrator shall place a certified copy of this resolution in the permanent project file together with a copy of the plan referred to above with a notation referring to the Resolution of Approval placed thereon.

#13-225 Lead Agency Resolution to Renew Cooperative Pricing System

WHEREAS, the Township Committee of the Township of Wyckoff established the WOLF Shared Service Cooperative Pricing System in 2008 with Resolution 2008-255; and,

WHEREAS, the Township of Wyckoff, the Boroughs of Franklin Lakes and Oakland have met from 2008 through 2013 to explore regionalized efforts for the purpose of obtaining cost avoidance and cost saving measures; and,

WHEREAS, the Township views it as being desirable and beneficial to the public good to explore ways in which to reduce costs for the benefit of its residents by either regionalizing services to reduce redundancy on working cooperatively with our neighboring communities of Franklin Lakes and Oakland to effectuate purchases to obtain reduced pricing from vendors; and,

WHEREAS, *N.J.S.A. 40a:11-11(5)* authorizes two or more contracting units to establish a Cooperative Pricing System and entering into a Cooperative Pricing Agreement with other contacting units; and,

WHEREAS, the Township of Wyckoff has agreed to continue as the Lead Agency for a Cooperative Pricing System; and,

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WHEREAS, the Township is hopeful that the renewal of the WOLF cooperative Group will lead to further cooperative ventures with Franklin Lakes and Oakland which will be mutually advantageous to all three communities during these challenging economic times; and,

WHEREAS, the Township Committee, after careful review and consideration of the benefits and cost avoidances achieved between and 2008 through 2013 has determined to continue the WOLF Group Cooperative Pricing System.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey as follows:

1. The cooperative pricing system is renewed.
2. The Township Committee hereby authorizes the renewal of the Cooperative Pricing System known as WOLF Cooperative Group with the Township of Wyckoff serving as the Lead Agency.
3. The other units of government voluntarily participating are the Borough of Franklin Lakes and the Borough of Oakland.
4. The Mayor of the Township of Wyckoff is hereby authorized to enter into separate Cooperative Pricing Agreements with the participating contracting units, if required, and said Agreement shall be deemed a single Agreement.

BE IT FURTHER RESOLVED that the Municipal Clerk shall forward a certified copy of this resolution to the Director of the Division of Local Government Services as part of the application to renew the registration of this cooperative pricing system.

#13-226 Green Building Policy

WHEREAS, buildings account for 39% of CO2 emissions – more than either the transportation or industrial sectors. In addition, buildings account for nearly 12% of potable water use, 65% of waste output, and 71% of electricity consumption in the U.S. (according to the U.S. Green Building Council; and,

WHEREAS, green building – also referred to as sustainable or high performance building – is a collection of better design, construction and operating practices that have the potential to reduce or eliminate the negative impacts of development on the environment and on human health. There are many examples of green building programs and guidelines that have been propagated at national, state and municipal levels. They commonly address energy efficiency and carbon emissions reduction, water conservation, healthy and sustainably produced materials, indoor air quality, occupant productivity and health and other components of green building and sustainable development; and,

WHEREAS, the purpose of this resolution is to enhance the public welfare and to encourage that commercial, residential and civic development is consistent with the Township of Wyckoff's desire to create a more sustainable community by incorporating green building measures into the design, construction, operation and maintenance of buildings; and,

WHEREAS, the Township desires to set a leadership example in the area of green building through the implementation of energy efficiency audits and system upgrades, when required and if practical, to the municipal building stock, (e.g. improve water conservation, increase construction waste recycling and energy conservation and efficiency).

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey implements a Green Building Policy that will consider opportunities to incorporate green building measures into the design, construction, operation and maintenance of municipal buildings and facilities, where practical.

#13-227 Grounds Maintenance Policy

WHEREAS, the Township of Wyckoff desires to develop a grounds maintenance program; and,

WHEREAS, this policy encourages, wherever practical, sustainable municipal operations and incorporates best practices of efficient landscape design, water conservation, the use of recycled materials and composting to promote healthy communities and waste reduction; and,

WHEREAS, the Township of Wyckoff shall encourage, consider and use wherever practical the following methods in its' grounds maintenance policy:

1. Utilize compost landscape waste from the Township's leaf compost facility as mulch in landscaping projects.
2. The Township encourages the re-use of materials from the municipal waste stream (such as tire recycling, asphalt and milling recycling and cement) wherever possible and to decrease its' costs.
3. The Township utilizes native species and does not consider exotic plantings in its' projects primarily for cost reasons both in purchase price and for less maintenance costs and for those projects to blend into the local habitat.
4. Except for sports fields, the Township encourages minimizing lawn areas to reduce maintenance costs.
5. The Township encourages and considers landscaping projects to achieve the purposes of stormwater management. Through the use of property contours, water flow can be slowed and filtered through landscaping to improve ground water recharge and prevent erosion.
6. Significantly reduce or eliminate the use of conventional pesticides through an integrated pest management program.
7. Avoid the use of excessive fertilizers.
8. The Township refrains from watering its' lawns. Irrigation is only utilized on sports fields to maintain a healthy growth of grass for safety of the sports participants. The irrigation systems are equipped with rain sensors to achieve efficient watering schedules and water conservation. Drip irrigation systems are used and leaks promptly repaired to minimize costs.
9. The Township will continue its practice of evaluating trees and shrubs from properties with houses to be demolished for the purpose of replanting the trees and plants to recycle them in their native habitat on municipal property.

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the aforementioned grounds maintenance policy is hereby adopted to achieve the benefits of cost avoidance and reduction, water conservation, re-use of compost materials, recycling of materials from the municipal waste stream to promote healthy communities.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a copy of this policy to the Wyckoff Certified DPW Manager, Wyckoff Construction Code Official, Wyckoff Township Engineer, Wyckoff Recreation Director and the Wyckoff Consulting Engineer.

II Motions

- a. Approve the temporary sign request from Buddy Walk of Bergen County for 10 days September 26 through October 5 at the following locations where permission has been obtained: Cornerstone Christian Church, Dairy Queen, Wyckoff Family YMCA and front window of 3 Chicas (no sandwich board sign).
- b. Authority for the Wyckoff Ambulance Corps to utilize the Township's bulk mailing permit for request for donation letters.
- c. Approve specifications and authorize competitive bidding for improvements to Newtown Road.
- d. Appoint Glen Sietsma to class 4 term on Planning Board which expires on December 31, 2016.
- e. Appoint Michael Bruno to Planning Board Alternate #1 position.

Following is the vote on the Consent Agenda:

MOTION: SCANLAN SECOND ROONEY
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN YES
BOONSTRA YES

III Resolution & Motion Not on Consent Agenda

Resolution

#13-224 Approval to Submit Grant application to NJDOT for Ravine Avenue Improvement

WHEREAS, the Township Committee is required to authorize a grant application and execute a grant contract with the New Jersey Department of Transportation for the Ravine Avenue project; and,

WHEREAS, the Township Committee has received a recommendation from the Chief of Police, Department of Public Works Manager and Township Engineer to apply to the New Jersey Department of Transportation (NJDOT) trust fund grant program to improve Ravine Avenue.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that they formally approve the grant application for the above stated project.

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2014-Wyckoff Township-00220 to the New Jersey Department of Transportation on behalf of the Township of Wyckoff.

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

Motion

- a. Appoint John Haboob to Panning Board Alternate #2 position.

MOTION: _____ ROONEY _____ SECOND _____ CHRISTIE
CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN ABSTAIN
BOONSTRA YES

VI Meeting adjourned 9:05 pm.

Mayor Rudolf E. Boonstra

Joyce C. Santimauro
Municipal Clerk