

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013**

(Rev. 9-17-13)

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 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
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**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 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 given by Msgr. Robert Harahan
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 following Township Committee meeting minutes:

Township Committee Work Session and Regular Meeting Minutes from September 3, 2013

MOTION: SCANLAN SECOND ROONEY
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):

- #13-228 Payment of Bills
- #13-229 Return of Certain Overpaid Taxes, Recreation Fees, etc.
- #13-230 Award Contract for Revaluation Service
- #13-231 League of Municipalities
- #13-232 Chapter 159 – Drive Sober
- #13-233 Award Contract for Drainage System Installation and Connection
- #13-234 New Jersey 2013 Green Communities Grant – Community Forestry Management Plan

II Motions

- a. Approve the request from Saint Elizabeth's School Home School Association for "Walk to School Day" on September 27, 2013.
- b. Approval for the Wyckoff Park and Recreation Foundation (WPRF) to utilize the Township's sign board at the entrance of Wyckoff Community Park to advertise their October 17th Oktoberfest from October 8 through October 17.
- c. Approve the Wyckoff Parks and Recreation Foundation use of the Township of Wyckoff bulk mail permit.
- d. Approve bid specifications and authorize competitive bidding for Department of Public Works Pole Building.

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III Ordinance – Introduction

**1718 - AN ORDINANCE AUTHORIZING AN EMERGENCY
APPROPRIATION UNDER NJSA 40A:4-53 TO CONDUCT A
PROPERTY REVALUATION FOR THE PURPOSES OF TAX
ASSESSMENTS FOR THE TOWNSHIP OF WYCKOFF**

Following is the vote on the Consent Agenda:

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

IV Adjourn

**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
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
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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 Monsignor Robert Harahan from Saint Elizabeth's 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.

No one came forward to speak.

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

Approval of the following Township Committee minutes:

Township Committee Work Session and Regular Meeting Minutes from September 3, 2013

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

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".

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I Resolutions(Adoption of the following):

#13-228 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. 11783 – 11812 Payroll A/C, Direct Deposit Vouchers no. 2320 - 2369, checks no. 067392 - 067475 Claims A/C, check no. 02268 Accutrack A/C, Claims Wire no. 130903 & 130904 and Voided Claims checks no. 067391 & 067448.

#13-229 Return of Certain Overpaid Taxes, Recreation Fees, 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.:

Reiner Group, 11-07 River Road, Fair Lawn, New Jersey 07417 – Refund for Permit #13-0999 – Block 443/Lot 49.03 - 301 Sicomac Avenue - \$\$267.00

Pamela J. Vandersluys, 741 Frederick Court, Wyckoff, New Jersey 07481 – Refund of Stormwater Management Fee due to variance requirement – Block 430/Lot 11 - \$500.00

TAX REFUND:

Debra Martin Rome, 72 Cummings Court, Mahwah, New Jersey 07430 – Refund on 3ed Quarter Taxes due to overpayment – Block 300/Lot 18 – 47 Hurley Avenue - \$2,618.58

RECREATION:

Greg Carbone, 609 Overlook Drive, Wyckoff, New Jersey 07481 – Soccer Refund - \$40.00

#13-230 Award Contract for Revaluation Service

WHEREAS, the Township of Wyckoff has been ordered by the Bergen County Board of Taxation to perform a program of revaluation for all properties in the Township of Wyckoff; and,

WHEREAS, the Township committee adopted resolution 2013-200 to initiate competitive contracting as the procurement method to procure an appropriate company approved by the New Jersey Division of Taxation to perform a program of revaluation; and

WHEREAS, the Township of Wyckoff received authorization from the New

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Jersey Division of Local Government Service to utilize competitive contracting to procure a company to perform a program of revaluation for the Township of Wyckoff; and,

WHEREAS, a procurement team consisting of the Tax Assessor, Municipal Attorney, the Township Committee Finance Chair and the Township Administrator/QPA was assembled to perform the competitive contracting procurement; and,

WHEREAS, the Township Committee approved the Request for Proposal competitive contracting (RFP) document and authorized advertising to solicit competitive proposals; and,

WHEREAS, the members of the procurement team in accordance with the NJAC 5:34-4.1 provided a certification indicating that they do not have a conflict of interest that would prevent them from serving on this procurement team; and,

WHEREAS, an August 17, 2013 a legal advertisement was published in the Ridgewood News soliciting proposals; and,

WHEREAS, the Township of Wyckoff also performed the following actions to encourage competition; a notice soliciting proposals was posted on the Township’s website under the jobs and bids link easily accessed from the home page and the legal advert soliciting proposals was mailed through the U.S. Postal Service to all nine (9) companies approved by the New Jersey Division of Taxation to perform revaluations in New Jersey; and,

WHEREAS, on September 6, 2013 at 11 a.m. sealed envelopes were received and they were publicly opened and their contents read aloud as follows:

<u>RESPONDENT</u>	<u>AMOUNT BID</u>
1. Realty Appraisal Company 4912 Bergen Line Avenue Suite 4 West New York, NJ 07093	Amount bid: \$415,000.00
Sealed envelope contents: four (4) paper proposals and one (1) cd. Proposal signed by a company official Non-collusion - present Statement of Ownership - -present Acknowledgement of Addenda of which there are none – present Disclosure of Investments in Iran Certificate – present List of References – present	
2. Appraisal Systems Inc. 110 S Jefferson Road Suite 300 Whippany, NJ 07981	

Sealed envelope contents: One letter from Appraisal Systems indicating “No Bid” The letter describes the questions under the category of merit based criteria to be onerous and in the form of interrogations.

WHEREAS, the procurement team members individually reviewed the bid from Realty Appraisal Company utilizing the merit based criteria and the procurement team determined that the Realty Appraisal Company submitted a responsive proposal and the they were a responsible respondent; and,

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WHEREAS, Realty Appraisal Company was ranked as the only responsive and responsible respondent; and,

WHEREAS, a recommendation report was prepared by the procurement team, distributed to the Township Committee on September 13, 2013, posted, made available to the public and forwarded to Realty Appraisal Company, said report is attached as if set forth at length; and,

WHEREAS, the procurement team submitted the aforementioned recommendation report to the Township Committee that concludes; that Realty Appraisal Company has submitted a responsive proposal, they are a responsible respondent and it recommends a contract award to Realty Appraisal in accordance with the RFP document; and

WHEREAS, the Township of Wyckoff Certified Municipal Finance Officer (CMFO) has attached a certificate indicating that adequate funds are available contingent upon the adoption of Ordinance #1718, introduced on September 17, 2013 and scheduled for a public hearing and further consideration on October 1, 2013 and the approval of the Ordinance by the Director of the Division of Local Government Services.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract is awarded to Realty Appraisal Company, 4912 Bergenline Avenue, West New York, New Jersey 07093 to conduct a program of revaluation for all real property in the Township of Wyckoff in accordance with the New Jersey Division of Taxation requirements and the requirements of the competitive contracting RFP document for a price of \$415,000.00 conditioned upon the adoption of Ordinance #1718 and the approval of Ordinance #1718 by the Director of the Division of Local Government Services.

BE IT FURTHER RESOLVED, that the Municipal Attorney is hereby instructed to prepare a contract in accordance with the New Jersey Division of Taxation form contract; and,

BE IT FURTHER RESOLVED, that the Municipal Clerk is directed to publish a notice of the contract award when the contract is completed and establish a file in her office for public inspection of this resolution and the contract. The Municipal Clerk shall also transmit a copy of the signed contract to the Director of the Division of Taxation for his/her signature on the contract; and,

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Tax Assessor, Township Administrator, Township Attorney and Realty Appraisal Company.

#13-231 League of Municipalities

WHEREAS, the Township Committee of the Township of Wyckoff authorize the following officials to attend the 2013 New Jersey League of Municipalities Conference in Atlantic City on November 19, 20 & 21, 2013: Township of Wyckoff Mayor and Township Committee, Township Administrator, Township Attorney, Township Engineer, Township Clerk, Department of Public Works Manager, Police Chief and Chief Financial Officer; and,

WHEREAS, hotel accommodations at the rate of \$165 per night and the conference registration fee of \$55.00 per official and mileage and toll reimbursement up to \$25 are the only items attendees are reimbursed for by the township; meals are the responsibility of attendees; and,

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WHEREAS, authorization for township employees attending the conference is limited to November 19, 20 & 21, 2013; absence on November 22, 2013 shall be through the use of a personal day or vacation day.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that the allowance for said attendance shall not exceed the amount of \$405.00 per attendee. Said amount shall include hotel accommodation(s), and conference registration(s) and mileage and tolls if any. Meals are the responsibility of the attendees. All requests for reimbursement must be accompanied by receipts.

#13-232 Chapter 159 – Drive Sober

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any item of revenue in the budget of any county or municipality when such item have been made available by law and the amount was not determined at the time of the adoption of the budget; and,

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wyckoff, County of Bergen, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$4,400, which is now available from the 2013 Drive Sober.

BE IT FURTHER RESOLVED, that the like sum of \$4,400 is hereby appropriated under the caption 2013 Drive Sober; and,

BE IT FURTHER RESOLVED, that the above is the result of funds from the 2013 Drive Sober in the amount of \$4,400.

#13-233 Award Contract for Drainage System Installation and Connection

WHEREAS, the Township of Wyckoff has been awarded a \$50,000.00 open space grant to improve facilities at municipal locations; and

WHEREAS, the Township Committee of the Township of Wyckoff has determined to utilize this grant and the municipal matching appropriation to improve the drainage at the existing Charles Avenue Compost facility/Pulis Soccer field facility and connect the drainage improvements into the municipal storm water system in the public road of Spring Meadow Drive; and

WHEREAS, the Township Committee of the Township of Wyckoff has approved the specifications and authorize competitive re-bidding through resolution 2013-211; and

WHEREAS, a legal advert soliciting competitive bids was published in the August 30, 2013 issue of The Ridgewood News; and

WHEREAS, on August 30, 2013 the legal advert soliciting bids was also posted on the Township's web site at Jobs and Bids, where municipal purchase orders directs vendors to reference for bid and quote opportunities; and

WHEREAS, on September 13, 2013 at 11a.m., the following bids were received and they were publicly opened and contents read as follows:

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<u>Bidder Name</u>	<u>Bid Amount</u>
M. Ingannamorte & Son 211 LaRoche Avenue Harrington Park, NJ 07640	\$125,000.00
CMS Construction Inc. 152 Sucrmaw Avenue Newark, NJ 07114	\$59,000.00
Colonnelli Brothers, Inc. 409 South River Street Hackensack, NJ 07601	\$218,500.00
Matina & Son, Inc. 146 English Street Hackensack, NJ 07601	\$88,000.00
Montana Construction Corp. Inc. 80 Contant Avenue Lodi, NJ 07644	\$79,000.00
D.R. Mullen Construction Company, Inc. 38 Edison Avenue Oakland, NJ 07436	\$59,950.00
New N House Septic Service 537 Ramapo Avenue Pompton Lakes, NJ 07442	\$35,200.00
Sanitary Construction 415 Franklin Avenue Rockaway, NJ 07866	\$93,094.00

WHEREAS, the Township Certified Public Works Manager and Township Engineer have reviewed the bid responses and recommend a contract award to the lowest responsive and responsible bidder; and,

WHEREAS, the Township Certified Municipal Finance Officer has provided a certificate indicating available funds exist in account numbers C-04-55-985 and C-04-56-912 for this purchase; and,

WHEREAS, the Township Administrator and Township Attorney have reviewed this procurement and concur with the recommendation.

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 after review of this procurement, award a contract to New N House Service, 537 Ramapo Avenue, Pompton Lakes, NJ 07442 for the installation of underground drainage storm water detention system, drainage pipes and structures and connections to the municipal drainage system in Spring Meadow Road for a lump sum cost of \$35,200.00 in accordance with the bid specification and drawings.

BE IT FURTHER RESOLVED THAT, that the Municipal Clerk shall provide a certified copy of this resolution to the CFO, Accounts Payable Control Officer Public Works Manager and the Township Engineer.

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#13-234 New Jersey 2013 Green Communities Grant – Community Forestry Management Plan

WHEREAS, The Township of Wyckoff Township Committee desires to further public interest

By obtaining a grant from the State of New Jersey in the amount of approximately \$3,000.00 to fund the 2013 Green Communities Grant – Community Forestry Management Plan; and

WHEREAS, these funds will allow the Township of Wyckoff Shade Tree Commission to continue the Township of Wyckoff’s Community Forestry Management Plan.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that Robert J. Shannon, Jr., Township Administrator or the successor to the office of the Township Administrator is authorized (a) to make application for such a grant, (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$3,000 and not more than \$3,000 and (c) to execute any amendments thereto which do not increase the Grantee’s obligations.

BE IT FURTHER RESOLVED, that the Grantee agrees to comply with all applicable federal, state and municipal laws, rules and regulations in its performance pursuant to the agreement.

II Motions

- a. Approve the request from Saint Elizabeth’s School Home School Association for “Walk to School Day” on September 27, 2013.
- b. Approval for the Wyckoff Park and Recreation Foundation (WPRF) to utilize the Township’s sign board at the entrance of Wyckoff Community Park to advertise their October 17th Oktoberfest from October 8 through October 17.
- c. Approve the Wyckoff Parks and Recreation Foundation use of the Township of Wyckoff bulk mail permit.
- d. Approve bid specifications and authorize competitive bidding for Department of Public Works Pole Building.

III Ordinances(Further Consideration/Public Hearings)

ORDINANCE #1718

AN ORDINANCE AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION UNDER NJSA 40A:4-53 TO CONDUCT A PROPERTY REVALUATION FOR THE PURPOSES OF TAX ASSESSMENTS FOR THE TOWNSHIP OF WYCKOFF

Be it ordained by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey as follows:

Section 1. The Bergen County Board of Taxation has ordered the Township of Wyckoff to perform a program of revaluation of all real property in the Township of Wyckoff.

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Section 2. Pursuant to NJSA 40A:4-53, the sum of five hundred and fifty two thousand and one hundred and twenty eight dollars (\$552,128.00) is hereby appropriated to conduct a property revaluation for purposes of tax assessments for the Township of Wyckoff and shall be deemed a special emergency appropriation as defined and provided for in NJSA 40A:4-55.

Section 3. The authorization to finance the appropriation shall be provided for in succeeding annual budgets by the inclusion of at least 1/5 of the amount authorized pursuant to this act (NJSA 40A:4-55).

Section 4. This ordinance shall take effect upon its passage, approval, publication and filing according to law.

Following is the vote on the Consent Agenda:

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

VI Meeting adjourned 8:09 pm.

Mayor Rudolf E. Boonstra

Joyce C. Santimauro
Municipal Clerk