

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

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, DECEMBER 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

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TUESDAY, DECEMBER 17, 2013

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, DECEMBER 17, 2013 - 8:00 PM

1. Regular Meeting of the Wyckoff Township Committee called to order by Mayor Rudolf E. Boonstra
2. Flag Salute given by Rudolf E. Boonstra
3. Invocation given by Reverend Rich Higby of Cornerstone Christian Church
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 December 3, 2013

MOTION: ROONEY SECOND CHRISTIE
 CHRISTIE YES JEPSEN YES ROONEY YES SCANLAN ABSENT
 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):

- #13-272 Authorize Contract for Compliance with CDL Mandate
- #13-273 Authorize Change Order #1 Reducing the Contract Cost for Newtown Road Improvements
- #13-274 Payment of Bills
- #13-275 Release Performance Guarantee for Helena Avenue Sewer Extension Project
- #13-276 Authorize Redemption of Tax Sale Certificate #13-00003 Block 230 Lot 14
- #13-277 Release Maintenance Guarantee for Wiley Place Sewer Extension Project
- #13-278 Transfer of Funds
- #13-279 Return of certain overpaid taxes, recreation fees, etc.
- #13-C11 Closed Session – NJSA40:4-12(b)6

II Motions

- a. Approve specifications and authorize advertised bidding for a WOLF shared service bid for recreation equipment.
- b. Authorize early release of hard copy December 28, 2013 paychecks on December 23, 2013 if requested by employee.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
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Following is the vote on the Consent Agenda:

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

**III This meeting will not adjourn, it will be carried to January 1,
2014, 11:00 a.m., Sine Die meeting.**

**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 Rudolf E. 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 Boy Scout Jeremy Swanson.

Invocation

The Invocation was given by Mayor Rudy Boonstra .

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, and Haakon C. Jepsen.

Absent: Brian D. Scanlan

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.

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 December 3, 2013

MOTION: _____ ROONEY _____ SECOND _____ CHRISTIE _____
CHRISTIE YES JEPSSEN YES ROONEY YES SCANLAN ABSENT
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):

#13-272 Authorize Contract for Compliance with CDL Mandate

WHEREAS, the Township of Wyckoff is mandated by Federal Law to comply with the CDL Mandate for random drug and alcohol testing; and

WHEREAS, in accordance with NJSA 40A:11-15, this contract award is subject to the availability and appropriation of sufficient funds in 2014.

NOW, THEREFORE, BE IS RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen State of New Jersey, that a contract is awarded to Valley Health Medical Group, 15 Essex Road, Ste. 504, Paramus, NJ 07652 for 2014 for an amount not to exceed \$2,000.00

BE IT FURTHER RESOLVED that the Mayor and the Municipal Clerk are authorized to sign the attached agreement.

#13-273 Authorize Change Order #1 Reducing the Contract Cost

WHEREAS, the Township Committee of the Township of Wyckoff awarded a contract to the lowest bidder to New Prince Construction Co., 215 Eileen Terrace, Hackensack, New Jersey 07601 for improving Newtown Road via Resolution #13-250 dated October 15, 2013 for \$138,621.50; and,

WHEREAS, the Township Administrator has filed with the Township Committee, in accordance with a recommendation from the DPW Manager, a written request for a change order in accordance with NJAC 5:34-4.4 prior to the adoption of this resolution; and,

WHEREAS, the Chief Financial Officer is not required to attach a Certificate of Available Funds because this change order reduced the contract cost; and,

WHEREAS, the Township Attorney has reviewed this information and NJAC 5:34-4 and recommends the Township Committee adopt this resolution as for form and procedure.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the Change Order is hereby authorized reducing the total amount of \$138,621.50 by \$1,401.32 or 1% for a combined total contract of \$137,220.18.

BE IT FURTHER RESOLVED that the attached amendatory contract be approved.

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#13-274 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. 12038 – 12084 Payroll A/C, Direct Deposit Vouchers no. 2650 - 2713, checks no. 068056 – 068209 Claims A/C, Voided Claims check no. 067793, 068055 & 068147 and Claims Wire nos. 131203 & 131204.

#13-275 Release Performance Guarantee for Helena Avenue Sewer Extension Project

WHEREAS, the following was deposited by Mr. David Mahle for a sewer main extension project at 506 Helena Avenue on May 9, 2013:

Performance cash	\$3,282.75
Maintenance cash	\$ 410.25
Engineering escrow	\$4,469.50

WHEREAS, the following performance and maintenance bonds were provided to the Township Clerk for the sewer main extension project at 506 Helena Avenue by Hewitt Excavating, LLC:

Performance bond	\$29,538.00
Maintenance bond	\$ 3,692.00

WHEREAS, on November 19, 2013 Mr. Mahle requested the release of the performance guarantee; and,

WHEREAS, the Township Engineer Mark DiGennaro in a letter dated November 22, 2013 is recommending release of the performance guarantee while instituting a maintenance guarantee as follows:

<u>Performance Cash</u> \$3,282.75	<u>Release Performance Cash To:</u> Mr. David Mahle, 506 Helena Avenue, Wyckoff, NJ 07481
<u>Performance Bond</u> \$ 29,538.00	<u>Release Performance Bond To:</u> Mr. Paul Hewitt, Hewitt Excavating LLC, 18 Broad Street, Norwood, NJ 07648
<u>Two (2) Year Maintenance Bond</u> \$3,692.00	<u>Two (2) Year Maintenance Cash</u> \$410.25

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby accept the recommendation of the Township Engineer Mark DiGennaro to release the performance cash amounting to \$3,282.75 to Mr. David Mahle, 506 Helena Avenue, Wyckoff, NJ 07481 and to return the performance bond of \$29,538.00 to Mr. Paul Hewitt, Hewitt Excavating LLC, 18 Broad Street, Norwood, NJ 07648 and for the Township to retain a

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two (2) year maintenance cash guarantee of \$410.25 and retain the two (2) year maintenance bond in the amount of \$3,692.00.

#13-276 Authorize Redemption of Tax Sale Certificate #13-00003 Block 230 Lot 14

WHEREAS, the Tax Collector of the Township of Wyckoff has previously determined that there was due and owing to the Township of Wyckoff outstanding tax and interest for tax year 2012 on Block 230 /Lot 14, aka 132 Crescent Avenue, within the Township of Wyckoff, County of Bergen, State of New Jersey; in the amount of \$2,022.79 and;

WHEREAS, on the 24th day of October 2013, the Township of Wyckoff executed a "Certificate of Sale of Unpaid Municipal Liens" numbered 13-00003, hereinafter referred to as a Tax Sale Certificate on the above-described property in the amount above-recited; and,

WHEREAS, said Tax Sale Certificate was purchased by US Bank, Cust. For BV001Trust, 50 South 16th Street, Suite 1950, Philadelphia, PA 19102-2513; and,

WHEREAS, subsequent to the execution and filing of said Tax Sale Certificate and prior to the commencement of foreclosure proceedings against the property owner's right to redemption of said Tax Sale Certificate, the mortgagor has paid to the Tax Collector of the Township of Wyckoff any and all charges deemed due and owing on the above-described property and the property owner is therefore entitled to a redemption of said Tax Sale Certificate pursuant to N.J.S.A. 54:5-55.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that the Tax Collector be, and the same is hereby authorized and directed to cancel and endorse Tax Sale Certificate 13-00003 for redemption and make refund in the amount of \$2,022.79 being lien amount of \$515.18, subsequent taxes, and interest in the amount of \$495.61 recording fees in the amount of \$12.00 and a premium of \$1,000.00 to US Bank, Cust. for BV001 Trust and deliver said Tax Sale Certificate to the mortgagor for cancellation with the County Clerk in accordance with N.J.S.A. 54:5-55.

#13-277 Release Maintenance Guarantee for Wiley Place Sewer Extension Project

WHEREAS, the following was deposited with the Municipal Clerk's office for the Wiley Place sewer extension project:

\$4,000	Escrow	Deposited by Donnelly Investments
\$1,000	Escrow	Deposited by Donnelly Investments
\$4,375	Performance Cash	Deposited by Zuccaro Inc.
\$39,377	Performance Bond	Deposited by Zuccaro Inc.

WHEREAS, Township of Wyckoff approved Resolution #12-143 dated May 1, 2012 authorized the Township Clerk to return to Zuccaro Inc. \$3,828 performance cash and to return the \$39,377 Performance bond; the township will retained \$547.00 as two (2) year Maintenance cash and the Township will retain the two (2) year Maintenance bond in the amount of \$4,923.

<u>Release</u>	<u>Retain</u>
\$3,828 Performance cash	\$547 as two (2) year Maintenance cash
\$39,377 Performance bond	\$4,923 as two (2) year Maintenance bond

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WHEREAS, the Township Engineer Mark DiGennaro in an email is recommending that the \$4,923.00 two (2) year maintenance bond and \$547.00 maintenance cash be returned to Mr. Sal Zuccaro, Zuccaro Inc., 64 Commerce Street, Garfield, NJ 07026. The remaining engineering escrow should be refunded to Donnelly Investments, 419 Sicomac Avenue, Wyckoff, NJ 07481.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen and State of New Jersey that they hereby accept the recommendation of the Township Engineer to that the \$4,923.00 two (2) year maintenance bond and \$547.00 maintenance cash be returned to Mr. Sal Zuccaro, Zuccaro Inc., 248 Alberta Drive, Saddle Brook, NJ 07668. The remaining engineering escrow should be refunded to Donnelly Investments, 419 Sicomac Avenue, Wyckoff, NJ 07481.

BE IT FURTHER RESOLVED, that the Municipal Clerk will forward a copy of this resolution to the Township Engineer and Mr. Sal Zuccaro, Zuccaro Inc., 248 Alberta Drive, Saddle Brook, NJ 07668.

#13-278 Transfer of Funds

WHEREAS, N.J.S.A. 40A:4-58 permits the transfers of funds during the last two (2) months of the fiscal year,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that the transfer of the following funds is hereby authorized and directed.

From:

General Liability Insurance	11,000
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\$11,000.

To:

Planning Board	O/E	4,500
Park Maintenance	O/E	2,000
Administration	O/E	4,000
Municipal Court	S&W	500

\$11,000

#13-279 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:

BOARD OF ADJUSTMENT:

Joseph & Betty Didato, 134 Ridge Road, Wyckoff, New Jersey 074812 – Return of Escrow – Block 300/Lot 16 - \$47.02

Kenneth & Pamela Vandersluys, 741 Frederick Court, Wyckoff, New Jersey 07481 – Return of Escrow – Block 430/Lot 11 - \$91.34

TAX REFUND:

Thomas & Laura Butler, 204 Oak Avenue, Wyckoff, New Jersey 07481 – Refund on 4th Quarter taxes – Veteran’s Exemption – Block 354/Lot 25 - \$2,897.56

Corelogic, 95 Methodist Hill Road, Suite 100, Rochester, New York 14623 – Refund of Taxes – Matthew & Kathryn Gately, 407 Kingston Street – Block 486/Lot 20.01 - \$2,273.78

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George & Kathy Vaughan, 101 Linden Street, Wyckoff, New Jersey 07481 – Refund of 4th Quarters taxes due to overpayment – Block 267/Lot 12 - \$56.14

Luciano & Carla Salvatore, 65 Mary Ann Lane, Wyckoff, New Jersey 07481 – Refund on 4th Quarter 2013 Taxes – Block 466/Lot 4 - \$2,525.39

RECREATION:

Larry Ennis, 10 Chestnut Drive, Chester, New Jersey 07930 – Refund from Field use revenue - \$425.00

Susan Bavagnoli, 251 Navajo Drive, Wyckoff, New Jersey 07481 – Basketball Refund - \$65.00

Greg Pecoraro, 471 Florence Avenue, Wyckoff, New Jersey 07481 – Basketball Refund - \$65.00

#13-C11 Closed Session – NJSA40:4-12(b)6

WHEREAS, the Township Committee of the Township of Wyckoff is subject to certain requirements of the “Open Public Meetings Act”, N.J.S.A. 10:4-12, et seq.; and,

WHEREAS, the “Open Public Meetings Act”, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

WHEREAS, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

a. NJSA 40:4-12(b) 6 - Personnel.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on December 17, 2013, hereby authorize, that an Executive Session closed to the public shall be conducted on December 17, 2013, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

II Motions

- a. Approve specifications and authorize advertised bidding for a WOLF shared service bid for recreation equipment.
- b. Authorize early release of hard copy December 28, 2013 paychecks on December 23, 2013 if requested by employee.

Following is the vote on the Consent Agenda:

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

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TOWNSHIP COMMITTEE REGULAR BUSINESS MEETING
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- III This meeting will not adjourn, it will be carried to January 1, 2014,
11:00 a.m., Sine Die meeting.**

Mayor Rudolf E. Boonstra

Joyce C. Santimauro
Municipal Clerk