

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, JANUARY 15, 2013 – 7:30 P.M.**

Mayor Rudolf E. Boonstra opened the Work Session Meeting at 7:30 p.m. in the second floor municipal conference room.

Municipal Clerk Santimauro read the Open Public Work Session statement: "This regular Work Session Meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having 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."

**Present:** Mayor Rudolf E. Boonstra, Committeemen Kevin J. Rooney, Haakon C. Jepsen, and Douglas J. Christie

**Also Present:** Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

**Absent:** Committeeman Brian D. Scanlan

Mayor Boonstra opened the meeting for the ten (10) minute total public comment period for any item on or off the Agenda, two (2) minutes per speaker, with a motion from Committeeman Rooney, seconded by Committeeman Christie.

There was no public comment.

Committeeman Rooney motioned to close the public comment period, seconded by Committeeman Jepsen with an affirmative voice vote.

Mayor Boonstra advised that the Finance Committee was reviewing and signing vouchers.

**Township Committee Reports:**

**Doug Christie:**

1. Mr. Christie attended the Bloodborne Pathogen Safety Training at Fire Company #1 on Monday, January 7, 2013.
2. Later on the evening of January 7, 2013, Mr. Christie participated in the interview process for those firefighters who have expressed an interest to serve as the Assistant Department Fire Chief.
3. On Wednesday, January 9, 2013 Mr. Christie attended a Finance Committee Meeting Committeeman Rooney, the Chief Financial Officer and the Administrator where a budget review was conducted with the Police Chief, the DPW Manager and the Recreation Director to review their goals and immediate needs for 2013.
4. On Wednesday, January 9, 2013 Mr. Christie and Committeeman Rooney conducted interviews with applicants who are interested in volunteering on the Russell Farms Advisory Committee.
5. On Friday, January 11, 2013 Mr. Christie met with Committeeman Rooney, the Chief Financial Officer and the Administrator to review municipal budgets.

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**Haakon Jepsen:**

1. Mr. Jepsen attended the January 7, 2013 Bloodborne Pathogen Safety Training at Fire Company #1. As the Township Committee Liaison to the Community Emergency Response Team (CERT) Volunteers, Mr. Jepsen was able to obtain the training specifics that a CERT member is required to complete. Mr. Jepsen had the pleasure to meet with Debbie Chen, the Coordinator of the CERTS and is prepared for their first meeting later this month.
2. Mr. Jepsen contacted Joy Votero, Executive Director of the Wyckoff Family YMCA and advised that he is the 2013 Township Committee Liaison to the YMCA. Mr. Jepsen will attend the Annual Governing Board Meeting of the YMCA on Wednesday, January 23, 2013 at 8:00 a.m.
3. As Township Committee Liaison to the Maple Lake Advisory Board, Mr. Jepsen reported he has spoken with Committeeman Scanlan and has received and reviewed the background information regarding the Open Space Grant.

**Kevin Rooney:**

1. Mr. Rooney attended the January 8, 2013 Shade Tree Commission Meeting where a reorganization took place and discussed a strategic plan for the future.
2. On Tuesday, January 8, 2013 Mr. Rooney attended a Lions Club function. At that meeting, the Lions Club was able to receive an update regarding the "Seeing Eye" dog which the Lions Club was funding from their fundraisers. Mr. Rooney commented that it is an extremely extensive process to fund a "seeing eye" dog with costs totaling \$60,000 and he complimented the Lions Club as a significant volunteer organization.
3. On Wednesday, January 9, 2013 Mr. Rooney and Committeeman Christie conducted interviews from residents who expressed an interest in serving on the Russell Farms Advisory Board. Four (4) additional interviews are scheduled for tomorrow evening at 6:00 p.m.
4. On Friday, January 11, 2012 Mr. Rooney and Committeeman Christie met with the Administrator and Chief Financial Officer to review the 2013 Municipal Budget requests specifically for the Police Chief, the DPW Manager and the Recreation Director.
5. Mr. Rooney reported that the Township of Wyckoff, its staff and its residents, are very resilient when confronted with extreme challenges. However, an update was received from the Chief Financial Officer which reflects an action from the Bergen County Board of Taxation which will cause the municipality to incur an additional \$5,000 or \$10,000. Essentially, Bergen County requested a time extension and was granted an extension by the State of New Jersey in delivering its tax appeal judgements to the municipality. By statute, those judgements are required to be delivered to the municipality by November 1<sup>st</sup> and the municipality is required to process those refunds. However, the County requested an extension and did not provide those tax appeal judgements until January 4, 2013 yet the Township still has the statutory responsibility to return the tax appeal funds by November 1<sup>st</sup> thereby requiring the Township to provide interest payments. The Chief Financial Officer and the Administrator have been in communication with the Township Auditor and Tax Appeal Attorney on this matter and discussions with the State

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are ongoing. The County's request has resulted in additional costs to the municipality.

6. On Saturday, January 12, 2013 Mayor Boonstra, Committeeman Rooney and Bob Shannon volunteered at the Annual Rabies Prevention Program at the DPW Garage, 475 West Main Street.
7. Mr. Rooney reported that on Saturday evening, January 12<sup>th</sup> the weather was very foggy and a non-profit group was walking in the roads and canvassing door to door selling candy as part of its fundraiser. The police department received approximately fifty (50) calls from residents objecting that these solicitors canvassing their neighborhood before 9:00 p.m. Mr. Rooney advised that although the Township Committee previously amended the ordinance regarding solicitation, the amendment only applies to "for profit" groups. The municipality can regulate the time of canvassing for groups that are profit making. However, due to a 1986 Federal District Court decision in the Third Circuit Court of Appeals, municipalities are prohibited from curtailing solicitors of non-profit groups before 9:00 p.m.
8. Mr. Rooney reviewed a letter from the Township Engineer regarding natural gas generators. Essentially, the letter proposes, with certain circumstances to allow commercial property owners to place a natural gas generator on their property without applying to the Planning Board for a site plan amendment if certain criteria are met. Mr. Rooney recommended the Township Committee approve this recommendation as a way to assist commercial property owners when the placement of natural gas generators will not impact parking or any of the other criteria listed by the Township Engineer. The Township Committee discussed a number of the items referenced in the Township Engineer's letter and those points included: Item 1: installation of a generator is permitted in every zone; Item 2: the fifth point should read, provided that commercial property is not adjacent to any residential property. An additional criteria should be established that the Township Engineer has the discretion to require screening of the generator if he deems necessary. It was also suggested that rather than the fifth item as stated, replace the criteria as adjacent (and within a to be determined distance) to a residential property and that distance shall be determined by the Township Engineer. Mr. Rooney motioned to approve the ordinance amendment, seconded by Committeeman Christie, all governing body members voting affirmatively. The Township Attorney was then instructed to draft an ordinance amendment in this regard.

**Mayor Boonstra:**

1. On Saturday, January 5, 2013 Mayor Boonstra attended a Bergen County Mayors Association Meeting where the guest speaker was Dave Grubb, Executive Director of Bergen County JIF. At the meeting, Mayor Grubb commended the Wyckoff Volunteer Fire Department for their "Heart Attack Prevention" testing of firefighters and suggested this program as a role model for all seventy (70) municipalities in Bergen County. Committeeman Rooney noted that the Ambulance Corps is conducting CPR courses for residents.
2. On Friday, January 11, 2013 Mayor Boonstra met with Committeeman Rooney, the Administrator and the Ambulance Corps Captain to review the Ambulance Corps needs for 2013.

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3. On Saturday, January 12, 2013 Mayor Boonstra attended the Eagle Scout Court of Honor for Wyckoff resident Justin Charles and provided him with a congratulatory letter.
4. On January 12, 2013 Mayor Boonstra attended a Northwest Bergen Mayors Association Meeting. Many topics were discussed and the issue of the Northwest Bergen Sewer Utility Authority bonding reserve fund was discussed. Possible litigation may be forthcoming hence, Mayor Boonstra requested a closed session discussion this evening.
5. Mayor Boonstra volunteered at the Annual Rabies Prevention Program on Saturday, January 12, 2013 at the DPW Garage, 475 West Main Street. The Municipal Clerk's Office licensed 287 dogs and cats. The event was well organized, the rabies vaccination and certificate lines moved quickly. Also, every resident was provided with a bulletin asking them to "Be Storm Informed" regarding the four (4) communication tools to receive emergent information during storms. For example, they include: e-mail blasts, text messages, reverse 911 telephone calls to resident cell phones and the PD/OEM Facebook Page.
6. On Thursday, January 10, 2012 Mayor Boonstra and Committee Christie interviewed candidates for the vacancy in the Wyckoff Volunteer Fire Department Assistant Chief position. Based on the interviews and in accordance with ordinance, Mayor Boonstra will be recommending Tim Brock to the vacancy of Assistant Department Fire Chief.

**Review of the 8:00 p.m. Agenda:**

1. The Administrator reported that the 8:00 .p.m. Agenda includes the Township Committee presenting proclamations to the Ramapo High Athletic Teams that have that have achieved State Championships, the Gymnastics Team, the Boys Soccer Team and the Football Team.
2. Under resolutions, a closed session discussion has been requested and added.
3. Two (2) ordinances are scheduled for public hearing and further consideration.

**Policy Action Items:**

1. The JIF Reorganization Meeting is scheduled for Thursday, January 17, 2013 at 6:00 p.m. and the Administrator will attend.
2. The Recreation Director has submitted a request for the Township to contract summer sports skilled camps specifically, the middle school camp, the lacrosse skills camp, the tennis skills camp and the soccer skills camp. The Administrator will begin drafting the bid specifications for those contracts. The Wyckoff Parks and Recreation Advisory Board has determined that these types of recreational activities in the summer are valuable to residents and more cost effective to contract out for these services than to hire employees and conduct these services. Committeeman Rooney requested that consistent with the Finance Committee's discussion with the Recreation Director regarding background checks for volunteer recreation coaches, that the bid specification be amended to require background checks on employees of these camps. The Township Committee approved.

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3. The Elected Officials Training is scheduled for Thursday, January 31, 2013 from 7:00 to 9:00 p.m. at the Ridgewood Village Hall Senior Citizen Room. This training is meant to cover two (2) specific areas; the first area is to satisfy the annual JIF training which allows each Township Committee members and the Administrator to participate in the training and achieve a \$250 per person credit towards the Township's insurance costs. The second area is to satisfy the requirement of Governor Christie's practice checklist that elected officials receive training. Committeeman Rooney requested that the training differ from last year.
4. The Wyckoff Family YMCA Annual Meeting is scheduled for Wednesday, January 23, 2013 at 8:00 a.m. at the YMCA. All governing body members are invited to attend. Mayor Boonstra will administer the Oaths of Office to the 2013 Governing Board.
5. The Administrator was pleased to report that Environmental Commission Chair, Harriet Shugarman was able to obtain a \$1,000 grant from Clean Air/Cool Planet for Environmental Commission activities to encourage further recycling.
6. Mayor Boonstra has been requested to speak at the February 28, 2013 Chamber of Commerce General Membership Meeting held at the Blue Moon Restaurant at 8:00 a.m. As is tradition, the New Year Mayor provides remarks at the February Chamber of Commerce Meeting.
7. The budget process which began in December is continuing. 2013 appears to be another challenging year for the municipality especially with the need to equip the Township with the OEM requirements that residents expect and to also satisfy the State mandates and budget constraints. Every year the Township Committee is confronted with many valid projects all competing for limited funds. The Township Committee will again have to determine the allocation of funds from scarce resources.
8. The Administrator discussed a letter from a resident requesting that the Township Committee adopt an ordinance which would require a residence who modify or rebuild their homes to install at their expense a natural gas generator to help prevent situations caused by the electric power company when electric power is de-activated due to storms.
9. A letter was received from a resident who is President of the Blue Star Moms of North Jersey requesting the Township to purchase and fly or post an Honor and Remembrance Flag. The Honor and Remembrance Flag remembers our soldiers who have fought in times of war and died for the freedoms that we enjoy. A lengthy discussion resulted regarding various governing body members feeling that the American Flag symbolizes all that is decent in our country. Although no one is opposed to a new flag the American Flag represents how freedom has been achieved. Committeeman Rooney indicated the letter also requests that the Township also adopt the Honor and Remembrance Flag as its' Township Flag however, a consensus did not exist to satisfy this request. The Administrator was requested to obtain costs for a flagpole, base and flag for governing body consideration.

At this time, Mayor Boonstra requested the Township Committee cancel their February 19, 2013 Township Committee Meeting and reschedule the meeting for Tuesday, February 26, 2013. The Township Committee agreed.

At 8:06 p.m. the Township Committee recessed the Work Session Meeting to conduct the public business meeting.



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The Work Session Meeting adjourned at 9:45 p.m.

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Rudolf E. Boonstra  
Mayor

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Joyce C. Santimauro  
Municipal Clerk