

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
WEDNESDAY, MARCH 27, 2013 – 3:30 P.M.**

Mayor Rudolf E. Boonstra opened the Work Session Meeting at 3:30 p.m. in the second floor municipal conference room.

Municipal Clerk Santimauro read the 48 Hour Notice statement: "The purpose of this Notice is to comply with the Open Public Meeting Act and advise the public that the Township Committee of the Township of Wyckoff has cancelled their regularly scheduled Tuesday, March 19, 2013 7:30 p.m. work session meeting and 8:00 p.m. regular business meeting due to scheduling conflicts. The meetings are rescheduled to Wednesday, March 27, 2013. The March 27, 2013 work session will be held at 3:30 p.m. in the second floor municipal court room and the 4:00 p.m. regular business meeting will be held in the second floor municipal court room; both meetings are at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ. The agenda will consist of the items that would have been considered on March 19, 2013 including a public hearing and further consideration of Ordinance #1707 regarding a stream lined process for commercial property owners to install natural gas generators, a public hearing and further consideration of Ordinance #1708, sewer fees for 2013, and the introduction of the 2013 municipal budget and payment of bills. The Township Committee will take action at the March 27, 2013 3:30 p.m. work session meeting and the 4:00 p.m. regular business meeting.

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

Also Present: Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel, Municipal Clerk Joyce C. Santimauro and Chief Financial Officer Diana McLeod.

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

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

Township Committee Reports:

Brian Scanlan:

1. The Recreation Advisory Board supports an ordinance to ban smoking on all public fields. The Board of Health expressed its support for such an ordinance also.
2. Mr. Scanlan and Committeeman Jepsen have been working on a grass clipping survey to be discussed later in the meeting.
3. Mr. Scanlan reported he participated in the Ramapo/Indian Hills Board of Education "FLOW Follies."

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Haakon Jepsen:

1. Mr. Jepsen reported that he has had serving of “culture” by attending the Ramapo/Indian Hills Board of Education “FLOW Follies,” the Lincoln School “Dad Nights” and the Wyckoff Education Foundation “Masquerade Ball.” The parental support for the students is fantastic as evidenced by their willingness to participate in these impressive events.
2. Mr. Jepsen reported that during the last snowstorm he spent two (2) hours riding with Scott Fisher in a DPW snowplow learning the snow removal process.

Douglas Christie:

1. Mr. Christie, Finance Committee member, will provide a report during the discussion concerning the 2013 Municipal Budget.

Kevin Rooney:

1. Mr. Rooney will also report on the 2013 Municipal Budget later this evening as Chair of the Finance Committee.

Mayor Boonstra:

1. Mayor Boonstra reported that he also attended the FLOW Follies, a great event that raised considerable money for scholarships for high school seniors.
2. Mayor Boonstra attended the Lincoln School Student Council Meeting and spoke with the students regarding community service.

Review of the 4:00 p.m. Agenda:

The Administrator advised that this afternoon’s agenda has a number of potential additions:

1. A resolution which indicates that the Chief Financial Officer has performed a self-examination of the municipal budget.
2. A resolution regarding the release of performance bonds. At this point, Committeeman Rooney requested Resolution #13-129 regarding 548 Russell Avenue be removed from the agenda. A number of years ago, when Mr. Rooney was a member of the Board of Adjustment, the above referenced address was a very controversial application which included multiple conditions for compliance and requested a full report from the Township Engineer prior to the release of any bond reduction.
3. A resolution to release Closed Session Meeting Minutes has been added. The Municipal Clerk advised that since the Rousseau’s Nursery litigation has been resolved, these meeting minutes can be released.
4. A number of resolutions have been removed from the Consent Agenda to allow governing body members who wish to abstain may do so.
5. The introduction of the 2013 Municipal Budget this evening will have a public hearing and further consideration on Tuesday, May 7, 2013.

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6. Two (2) ordinances are scheduled for further consideration this evening.

Policy Action Items:

1. The Russell Farms Advisory Committee consisting of Committeemen Rooney and Scanlan, has proposed that the Township Committee approve the name for the Russell Farms property as the Russell Farms Community Park. A motion by Committeeman Rooney, seconded by Committeeman Scanlan, all members voting affirmatively to approve the name of the Russell Farms five (5) acre property.
2. The Administrator reviewed a recommendation from the Finance Committee consisting of Committeemen Christie and Rooney where they recommend a policy change in the LOSAP Program. The members of each individual account shall pay the administration fee rather than the Township Committee incurring the fee. Last year, the administration fee amounted to almost \$5,000. The governing body discussed this at length and determined that during these economic times the Township Committee could not continue to provide this additional payment. Therefore, there was a recommendation by Committeeman Jepsen, seconded by Committeeman Scanlan to require the LOSAP individual accounts to pay for each individual fee. Mayor Boonstra, Committeemen Jepsen and Scanlan voted yes, Committeemen Rooney and Christie abstained. Mayor Boonstra requested that a memorandum be sent to each of the department managers for the ambulance and fire departments and inform them of the policy change.
3. The Administrator advised that Mayor Boonstra will provide an update regarding the new voting locations for the primary and general elections. Mayor Boonstra reported he has served as Chair of a working committee since January consisting of Committeeman Jepsen, Municipal Clerk Santimauro, Administrator Shannon, DPW Manager Fisher and Mary Witherell, Library Director. This working group has met almost every Friday and based on discussions with K-8 School Superintendent Kuder regarding the Board of Education's discomfort with voting in the schools two (2) days a year, the Township Committee has agreed to authorize a subcommittee to explore new voting locations in town. Mayor Boonstra was pleased to report that this year the voting locations shall be changed. The new locations are as follows: a) The Historic Barn at the Faith Community Christian Reformed Church, 530 Sicomac Avenue; b) The Cedar Hill Christian Reformed Church, 416 Cedar Hill Avenue; c) the Wyckoff Free Public Library, 200 Woodland Avenue and d) the Larkin Senior Citizen House, 380 Godwin Avenue. Mayor Boonstra thanked the congregations of the Faith Community Christian Reformed Church and the Cedar Hill Christian Reformed Church as well as the Library Board of Trustees for the overwhelming support and assistance. Fire Company #2 was also reviewed as a potential polling location and wished to thank Fire Company #2 President Tony Avia, Fire Company #2 Brian Hendrickson and Fire Chief Lou Graglia. Mayor Boonstra indicated the Spring Newsletter will feature this information on Page One.
4. A project team including Committeemen Scanlan and Jepsen have been working on a survey to determine if 400 residents would pay for a grass clipping collection program. Mr. Scanlan reported that the survey concerned only those residents who contacted the governing body regarding the policy that the Township will not be providing curbside grass collection in 2013. The survey indicated nine (9) yes, six (6) no and four (4) maybe. Mr. Scanlan outlined the following alternatives: 1) not

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providing a subscription grass collection program as originally decided and conveying the four (4) options which include, driving their grass clippings to the Recycling Center, the grass removed by a landscaper, “cut it and leave it” on the lawn or compost the grass in an area of the yard; 2) A subscription program paid by the residents wanting the service every week for May and June only. Mr. Scanlan commented that he would be in favor of an every week program in the months of May and June, only when the grass grows quickest, with a cost of approximately \$30,000, offset by permit fees. Committeeman Jepsen was not in favor of adding an additional cost to the budget and felt the response was not overwhelming. It was noted that the Recycling Center was modified so that residents may deposit grass clippings in the dumpster or on the ground.

The Township Committee discussed this item at length and as per the Township’s ordinance and the Bergen County Waste Management Plan, grass clippings are not permitted to be placed in household trash. At this point, the Township Committee determined to carry this item to the budget discussion as it is now 4:00 p.m.

At 4:00 p.m. the Township Committee recessed the Work Session Meeting to conduct the public business meeting.

At 4:50 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

Continuation of Policy Action Items:

5. The Administrator expected Boy Scout Troop 77 to be in attendance this afternoon. Street maps and a CD featuring “Say No to Drugs” was available for the scouts.
6. A letter was received from residents requesting that the Township donate to a charity in another community which provides recreation opportunities because the State of New Jersey had reduced funding to this charity. It was pointed out that the State has cut back \$594,911 of funding to the Township of Wyckoff as well. A letter will be provided to the requester suggesting they contact the many generous civic organizations (Rotary and Lions Club) in the community and that the Township Committee is not able to provide a donation.
7. The Administrator reported that the first two (2) raffle licenses have been issued as per voter approval of Games of Chance in the November Election. Both raffle licenses were issued to the Ramapo Bergen Animal Rescue, Inc. (RBARI) for fundraising events at the Grace United Methodist Church on Russell Avenue.
8. The Administrator reviewed a copy of a fine issued to the owners of 441 Hartung Drive for performing construction work without a permit. This is yet another reason why municipalities are ordered to perform costly revaluations.
9. The Administrator advised that valuable public service announcements have been issued to the press regarding numerous upcoming municipal events; They include: the Annual “Team Up to Tidy Up” townwide community cleanup day on Saturday, April 6, 2013, the free Personal

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Paper Shredding Event at the Recycling Center, 476 West Main Street, also on Saturday, April 6, 2013 from 9:00 a.m. to noon, the Operation Drug Takeback on Saturday, April 27, 2013 at Police Headquarters from 10:00 a.m. to 2:00 p.m. and the two (2) Safety Awards the Township was bestowed by the Bergen County Joint Insurance Fund, a regional insurance consortium of which Wyckoff is a member. Performing risk management is a positive fiscal operation to limit municipal costs.

10. As part of the Township's efforts to exceed the requirements of the Open Public Meetings Act, the March 22, 2013 Special Meeting Minutes, along with the March 5, 2013 meeting minutes will be posted tomorrow on Wyckoff on the Web.
11. A Township Subcommittee will be meeting on Saturday, March 30, 2013 with area mayors regarding the Ridgewood Water litigation.
12. Committeeman Rooney reported that the Arbor Day Celebration will be conducted on Saturday, April 27, 2013 at the Russell Farms Community Park. A number of trees will be donated by the landscape company, Landscape Works who has donated trees for the last six (6) years and planted in municipal parks and municipal right-of-way. All agreed the donation was outstanding and thanked Landscape Works again for donating trees for the Arbor Day Celebration.
13. Committeeman Scanlan indicated that the draft Spring Newsletter could be enhanced with a table showing the prior voting location next to the new polling location. That information has been received and has been added to the newsletter.
Also in the newsletter is an article regarding the announcement of a municipal revaluation. A last sentence will be added to indicate a special newsletter will be mailed in the near future. Committeeman Scanlan requested if the voting location chart could be e-mailed to the press for their use of writing an article. The Administrator will provide that chart to the press.
14. Mr. Shannon made comment that both regional high schools have requested \$1,500 each for "Project Graduation", an event that is provided through the PTO's which focuses on maintaining the safety of students the night of their graduation by providing events in a controlled and safe environment. Committeeman Rooney questioned how these events were approved in the past. The Administrator responded that the Alliance Chair approved these events. Mr. Rooney stated that the governing body wishes to approve these events in the future.
15. Committeeman Rooney asked the Administrator how the CERT Coordinator was appointed. The police officers who manage the CERT Program under the auspicious of the Office of Emergency Management posted a notice to CERT members if anyone was interested in serving as the coordinator. Only one (1) person responded; Lieutenant Van Dyk and Patrolman Ferreira interviewed the respondent and determined to appoint the individual as coordinator. Mr. Rooney requested to know the training that is provided to the coordinator and how will the valuable knowledge gained in the last three (3) years from the former coordinator be passed along to the new coordinator. The Township Committee also inquired whether the CERTS maintain by-laws or any succession plan. The Administrator will provide a reply.

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16. The Administrator reviewed a letter received today from the St. Elizabeth's School requesting to utilize the Municipal Court Room on Thursday, April 11, 2013 for the school's "Mock Trial" competition. After careful review, the Township Committee approved the use of the building for that purpose. It was also noted that St. Elizabeth's Church allows the Township's Recreation Program to utilize its soccer field for the municipal recreation program.

Township Attorney Report:

1. Mr. Landel has been working with the Township Engineer and has drafted two (2) privately funded sewer extension developer agreements.
2. Mr. Landel suggested the Township Committee members drive by Rousseau's Nursery as a significant amount of site work has been performed and the location looks great. The new owner of the nursery is working cooperatively with the adjacent neighbors and that cooperation is appreciated.

The Work Session Meeting adjourned at 5:10 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk