

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, APRIL 23, 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, Brian D. Scanlan and Douglas J. Christie
Also Present: Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

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 Scanlan.

There was no public comment.

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

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

Township Committee Reports:

Brian Scanlan:

1. Mr. Scanlan reported that this year's Health Fair and Influenza Program has been rescheduled to Saturday, September 21, 2013. The Board of Health has been advised that vaccine will be available and this date is an appropriate time to administer flu vaccinations.
2. Mr. Scanlan attended the April 10, 2013 Planning Board Meeting with Mayor Boonstra.
3. Mr. Scanlan advised that Tuesday, April 30, 2013 is the second meeting in the series sponsored by the Wyckoff Board of Health and the Municipal Alliance is providing entitled Wellness Initiative for Senior Education (WISE). This program is conducted at the Wyckoff Library on Thursdays and its intention is to provide health education and anti-drug information to senior citizens. Thus far, it has been very successful.
4. Mr. Scanlan attended along with his governing body colleagues the Annual Wyckoff Baseball/Softball Parade and Opening Day Ceremony on Saturday, April 20, 2013.
5. The Wyckoff Recreation Advisory Board Meeting scheduled for Monday, April 22, 2013 was cancelled due to a lack of quorum.

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6. Mr. Scanlan had recently drafted an ordinance amendment to Chapter 176 of the Code of the Township of Wyckoff concerning public parks to update that section to include the new Russell Farms Community Park and to add a prohibition preventing smoking at public parks. This draft had been sent to the Public Policy Committee and forwarded the draft to the Township Attorney for his review and evaluation. Mr. Scanlan requested the Administrator recirculate the draft ordinance amendment to governing body members.

Douglas Christie:

1. Mr. Christie attended the Wyckoff Library Board of Trustees Meeting on Monday, April 22, 2013 and met with the Library Director. The Monday evening movie series is very popular and well received by the residents.
2. Mr. Christie met with the Environmental Commission and discussed the rain garden. At the last meeting, Stormwater Management Act training was provided as well as plans for the Environmental Commission to participate in "Wyckoff Day" were discussed.
3. During the past month, Mr. Christie has worked with the Fire Department and the three (3) fire companies regarding the future fire pumper purchase.
4. Mr. Christie also attended the Wyckoff Baseball/Softball Parade and commented that Mayor Boonstra threw two (2) strikes, one (1) with a baseball and one (1) with a softball to begin the Spring Baseball/Softball Recreation Program.

Haakon Jepsen:

1. Mr. Jepsen stated that going back to the last meeting, it was brought to the governing body's attention that the Township's website appeared to be "down" that particular day or experiencing some form of security breach. This should serve as a reminder of the importance to maintain a "stable" and highly available website. Mr. Jepsen reported that he will continue to spearhead the research process to obtain vendor proposals. Committeeman Scanlan added the possibility of securing potential bids from other companies as well.
2. Mr. Jepsen attended the Zoning Board of Adjustment Meeting on Thursday, April 18, 2013.
3. Mr. Jepsen attended the Wyckoff Baseball/Softball Parade and Opening Day Ceremony on Saturday, April 20, 2013 where the children enjoyed the event immensely.
4. Mr. Jepsen attended the most recent Wyckoff Board of Education K-8 Meeting where a proposal to introduce foreign language curriculum was discussed.
5. Mr. Jepsen is working to support a fundraiser at Washington School which will provide a grant for the school and assistance from State Farm may be available due to the efforts of resident Brian Saxton.

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Kevin Rooney:

1. Mr. Rooney thanked Committeeman Jepsen and Brian Saxton for their efforts in assisting Washington School.
2. On Thursday, April 2013 Mr. Rooney attended the Wyckoff Chamber of Commerce Meeting where the first four (4) Sustainable Awards were presented to Certified Wyckoff Green Businesses and he recognized the Environmental Commission/Green Team and the Township Staff for their work in this regard.
3. Arbor Day will be celebrated on Saturday, April 27, 2013 at 9:00 a.m. at the new Russell Farms Community Park. Six (6) trees will be planted as part of the celebration and donated by Nelson Lee of Landscapeworks. The DPW will plant these trees at the Russell Farms Community Park.
4. Mr. Rooney reported that Scott Fisher, DPW Manager is recovering and expects to be back at work on Monday.
5. Mr. Rooney, Committeeman Christie and the engineering staff will perform a site inspection in connection with a bond release request.

Mayor Boonstra:

1. Mayor Boonstra and Committeeman Scanlan attended the Planning Meeting on Wednesday, April 10, 2013.
2. On Friday, April 19, 2013 Mayor Boonstra attended a subcommittee meeting regarding voting location changes. In attendance were representatives from the Cedar Hill Christian Reformed Church and Bob Shannon to review any concerns the church may have.
3. On Sunday, April 21, 2013 Mayor Boonstra performed a wedding ceremony.
4. Today, Mayor Boonstra attended a breakfast recognizing the veterans at the Wyckoff Family YMCA. Over 300 residents were in attendance.
5. Mayor Boonstra was honored to receive on behalf of the Township of Wyckoff a certification as a “green” Wyckoff business for 2013 at the Wyckoff Chamber of Commerce General Membership Meeting on Thursday, April 18, 2013. This is a sustainability project that was developed by Bob Shannon and the Wyckoff Green Team including Harriet Shugarman, Tom Madigan and a subcommittee of Chamber of Commerce members.
6. Mayor Boonstra attended the Library Board of Trustees Meeting on Wednesday, April 17, 2013. During that meeting, a fire alarm was sounded and the meeting was temporarily recessed. The meeting reconvened when the smoke dispersed. At this meeting, the Library Board discussed additional HVAC work and improvements in the older section of the building. The discussion included the need for permits and verification of the concrete pad placement (not above underground utilities) for the HVAC units. Also discussed, the rain garden project is scheduled for installation on Saturday, May 11, 2013. The topic of emergency generators was referenced specifically, the Wyckoff Family YMCA will not install an emergency generator and the Library Board members are not in favor of funding an emergency generator either even though both are designated as emergency shelters.

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Mayor Boonstra reported that a report from the Library Trustee Personnel Committee was reviewed that indicates a number of library employees have accumulated a considerable volume of compensation time hours. The Library Board discussed the need for the Library Director to limit this practice. Committeeman Rooney asked who approves compensation time at the library. Mayor Boonstra replied the Library Director. Mr. Rooney asked who oversees the financial records for the library and Mayor Boonstra responded the treasurer is Lauren DeKorte. It was noted that the Library has a significantly large budget and over time, especially with the new revaluation, the Library will be receiving less money. Therefore, the Library should begin to forecast how to control future costs and expenditures. Last year, then Mayor DePhillips sent the Library and their Board of Directors the very same message in a written memorandum. Committeeman Rooney advised the Library wants to relocate two (2) trees that were planted in an incorrect location. A Library representative should be overseeing their staff as well as issues such as where to plant trees.

The Administrator made comment that the Township frequently offers the extension of its municipal assistance to aid the Library from the beginning of the construction project and to purchasing issues, although it is usually is not accepted.

Committeeman Scanlan asked if compensation time is continuing to escalate. Mayor Boonstra replied that based on the review of the last meeting the Library Board is attempting to diminish the situation.

Committeeman Rooney asked how this information was obtained and Mayor Boonstra responded the compensation time was discovered by Personnel Committee Member Brian Saxton.

Committeeman Rooney advised that the Township recognized the need for emergency generators to power Town Hall due to the "100 Year" storms this area of New Jersey has experienced in the last three (3) years. Upgrading the emergency generators is a discussion that dates back to 2006 when an eagerness was expressed by the Wyckoff Family YMCA, Eisenhower School and the Library Board to create shelters in an emergent situation. However, in 2013 both the Library and the YMCA will not be funding emergency generators.

Committeeman Scanlan reported that the minutes from the Library Board of Trustees Meeting indicated that the library does not want to utilize donated funds for the installation of a generator. However, they could use tax dollars from the abundant tax dollars a State of New Jersey law guarantees to the library. It would be an improvement that would benefit the residents. What a better way to encourage the use of the library than to make the library available to residents on the occasion of an emergency.

- 7. Mayor Boonstra informed the governing body that it is the Township of Wyckoff's turn to host the Northwest Bergen Mayor's Association Meeting on Saturday, May 4, 2013 at 8:00 a.m.

At 8:00 p.m. the Township Committee recessed the Work Session Meeting to conduct the Regular Business Meeting.

At 9:00 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

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Policy Action Items:

1. The Administrator reported that at the Wyckoff Chamber of Commerce Membership Meeting on Thursday, April 18, 2013 the Green Wyckoff Business Program was unveiled. This program is innovative and unique in that there is only one (1) other similar type program in New Jersey. Go Green!!
2. The Administrator reported he assisted Mayor Boonstra this evening at a 5:30 p.m. meeting at Borough Hall in Waldwick. A number of the municipalities that are members of the Northwest Bergen Sewer Utilities Authority met to review the Authority's debt service bond reserve account. It appears that the Authority maintains a rather large surplus and in 2013 the Authority is completing the final payment of an old bond ordinance. The bond reserve account, established by the authorization, requires that that bond reserve account be the final payment of that bond principle. At this point, it appears that the Authority may have used that bond reserve account to make the final payment but also charged all member municipalities the same amount as if they were raising that similar principle and interest amount. The meeting, attended by all municipalities except Ho-Ho-Kus, determined to form a subcommittee to meet with the Authority to attempt to have the third and fourth quarter sewer payment amounts credited.
3. The Administrator reported that a formal approval from the New Jersey Division of Taxation has been received approving the Bergen County Board of Taxation's mandate that the Township perform a revaluation.
4. The Recreation Director submitted a report that the pump in the well house at the Wyckoff Community Park which powers the underground sprinkling system at the park has failed or reached its' useful life and it requires replacement. This is an unplanned and unbudgeted expense. The Township is in the process of obtaining three (3) price quotations and will replace the pump to maintain the investment in the grass field and the planted buffer.
5. The Administrator provided a "sign-up sheet" and information previously received regarding Stormwater Management Act Training for Elected Officials.
6. The Administrator reviewed information regarding the animal shelter at 475 West Main Street, a pre-existing structure and a pre-existing approved animal shelter. The Capital Budget includes a pole type barn to house DPW equipment, OEM supplies and OEM trailer. The Finance Committee recommends the removal of that animal shelter and placement of a pole type structure in its' location. This means that the Township will no longer have the use of an animal shelter. No objections from the governing body.
7. The "Operation Drug Takeback" will be conduct on Saturday, April 27, 2013 from 10:00 a.m. to 2:00 p.m. at police headquarters. It is a great opportunity to recycle any unused/expired prescriptions or over the counter medications.
8. In anticipation to the Township's Annual Arbor Day Celebration, valuable public service announcements and information have been e-blasted to residents and provided to the press. The Township prioritizes the beautification of public areas through the Arbor Day Celebration. This year, six (6) trees will be planted at the new Russell Farms Community Park.

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9. The Administrator thanked the governing body for adopting two (2) resolutions at the business meeting which object to two (2) legislative bills which are cost generative to the local taxpayers and which would cost taxpayers additional funds for another unfunded mandate.
10. A letter was received from the Council on Affordable Housing (COAH) indicating that the Township successfully completed its annual affordable housing trust fund monitoring report.
11. The New Jersey DEP provided a report indicating they have completed their quarterly inspection of the Township's leaf compost facility on Charles Avenue.
12. The Administrator discussed a letter from the New Jersey Department of Labor/Division of OSHA that required testing or repair to the boiler that operates Town Hall. A new compressor was purchased and will be installed this week. The Administrator will reply to the New Jersey Department of Labor in this regard.
13. The Annual Spring Leaf Collection Program has been completed. Two (2) full township wide collections have been performed.
14. A letter was received from the New Jersey DEP/ Dam Safety Bureau advising the Township that they have lowered Rambult Dam classification.
15. The shared service contract the Township Committee awarded at 8:00 p.m. for road resurfacing involved discount pricing based on the volume of road resurfacing for ten (10) municipalities resulting in eight (8) bidders.
16. The Administrator reported that the Historical Society is again participating in in the Northwest Bergen History Day. There will be tours of eight (8) historic homes on Saturday, May 18, 2013 and the tour will include the Zabriskie House, the Township's museum of early American furnishings. Tickets may be purchased at Abma's Farm.
17. The Administrator attended the April Board of Fire Officers Meeting and discussed safety, accident and injury avoidance and further explained the Township's revised anti-drug and alcohol policy for firefighters. This policy has been adopted by the JIF as a Best Practice for all fire departments.
18. Committeeman Rooney asked the Administrator to report on the status of the Maple Lake acquisition. The Administrator advised that he continues to work with the Township Attorney and at this point, we are "oceans" away at arriving at a consensus with the property owners on the acquisition price. The Administrator expressed his concern that the Bergen County Open Space Grant will expire later this year. Mr. Shannon indicated he must devote considerable time to completing the Green Acres \$450,000 Grant and pointed out that funds were cut in the budget for a second appraisal and a preliminary engineering environmental analysis. However, the grant completion was temporarily delayed because research revealed the Wyckoff Community Park could not be placed on the Recreation Open Space Inventory (ROSI) as the property has a reverser clause back to the Board of Education. This is significant because placing recreation property on the ROSI is a grant requirement.

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The Township Attorney reported that he has sent a letter reaching out to the attorney for the property owner but has yet to receive a reply. A meeting with Committeemen Scanlan, Jepsen and the property owner was discussed but has not come to fruition primarily because the agreeable acquisition price is a “universe” apart between the municipality and the property owner. It was suggested that Mr. Landel should send a letter to the property owner which states the purchase price the Township is willing to pay and advise accordingly.

Mayor Boonstra mentioned that he recollects the purchase of Russell Farm it was a very lengthy process but there was never an insurmountable issue such as the purchase price. The Township Committee did not authorize any additional work except to ask Mr. Landel contact the property owner for an update for the next meeting.

19. The Administrator reported that he, the Glen Rock and Midland Park Administrator have received notice that the attorneys for Ridgewood Water will take their depositions in the class action lawsuit against Ridgewood Water for charging their municipal operating expenses to the utility budget in order to be paid by Glen Rock, Midland Park and Wyckoff.
20. The Administrator sent a thank you letter to the Library Director for her assistance on the voting locations project team and assistance to the Board of Health with their “WISE” program.
21. The Administrator commented that Spring is his favorite time of the year with all the magnificent flowering trees in Wyckoff specifically, the trees planted two (2) years ago around Town Hall, the county roads and Monroe Avenue. The Wyckoff Community Park splashed with yellow forsythias saved and replanted by the DPW when the NJDOT built the center island on Route 208.
22. Mr. Shannon thanked John Unglert for the photos he provided of the Annual Baseball/Softball Parade and Opening Day Ceremony on Saturday, April 20, 2013.

Township Attorney Report:

1. Mr. Landel reported he completed a sewer agreement that will help the residents at 506 Helena Avenue extend the sewer main.
2. Mr. Landel reported he has finished the lease for AT&T to co-locate on the Township of Wyckoff Communications Tower at Route 208 and Cedar Hill Avenue. This lease will result in additional revenue for the Township to help defray taxation.

The Work Session Meeting adjourned at 9:17 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk