

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 2, 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 Jepsen 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 met this evening with Committeeman Rooney to discuss the status of the Russell Farms Community Park. Their expectation is to achieve extensive progress in the next few weeks at the park.

Douglas Christie:

1. Mr. Christie reported that on Monday, June 24, 2013 he attended the fire department training course for drivers and operators of fire apparatus.

Haakon Jepsen:

1. Mr. Jepsen reported he has been away on vacation for the past two (2) weeks and good to be back home in Wyckoff.

Kevin Rooney:

1. Mr. Rooney reported that he, Mayor Boonstra and Administrator Shannon met with members of the Wyckoff Parks and Recreation Foundation (WPRF) where those members provided a status report of their plans to construct an artificial turf field at Pulis Field. A local article in the Suburban News stirred an interest from residents of the Spring Meadow Condominium Association. The Foundation members are seeking to

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 2, 2013 – 7:30 P.M.**

have a meeting with the Wyckoff Family YMCA. The WPRF has planned two (2) fundraisers scheduled; one (1) in July and one (1) in October. On Thursday, June 27, 2013 the members of the Wyckoff Parks and Recreation Foundation, Mayor Boonstra, Scott Fisher and Mr. Rooney met with members of the Spring Meadow Condominium Association where a number of concerns were raised. One (1) of those concerns was drainage. Mr. Rooney advised that two (2) years ago, the Township applied for a Bergen County Open Space Grant and was awarded a \$50,000 grant to perform infrastructure repairs at Pulis Field. Mr. Rooney explained that the natural drainage pattern flows from Lawlins Road through Abma's Farm into the leaf compost facility through the parking lot and ponds at the edge of the parking lot by the rear property line of Spring Meadow Drive before flowing into the public storm sewer system. This is the area in which the grant funds will correct the drainage as well as solve the drainage problem before the artificial turf field is installed sometime in the future.

Mr. Rooney reported that he received an e-mail from the Spring Meadow Condominium Association President expressing her concerns regarding drainage. The drainage system is in the Spring Meadow Drive right-of-way which is a municipal road and owned by the municipality. The Administrator will soon be preparing the bid specifications and anticipate the improvement project to begin in late July.

2. Mr. Rooney and Committeeman Scanlan discussed the \$20,000 Bergen County Open Space Grant to improve Wyckoff Community Park and asked the Administrator to provide background. The Administrator explained that in August 2012 the Township Committee conducted a public hearing and submitted an application to the Bergen County Open Space Park Improvement Grant Program. Due to the uncertainty of the fundraising status with the Wyckoff Parks and Recreation Foundation efforts and the progress of the newly purchased Russell Farms Community Park a decision was made to submit a grant application to construct a gravel stone path throughout Wyckoff Community Park and to fund a natural barrier to separate the parking lot from the fields as well as the purchase of various dog waste stations. On Friday, June 28, 2013 the Township received notice that the Township was awarded this grant. The Administrator spoke with the Director of the grant program and explained that the Township has made significant progress preparing the Russell Farms Community Park closer to being formally opened. The Administrator has requested that the County essentially transfer the grant from one (1) park to another park in Wyckoff, from the Wyckoff Community Park to the Russell Farms Community Park. A copy of that letter is provided to the governing body this evening.
Mr. Rooney made comment that the initial work at the Russell Farms Community Park included stabilization of the grass area as well as the free planting donations on the berm. However, the Russell Farms Community Park Advisory Committee is in need of walking trails and fencing. A complaint was received from the Sicomac Fire Company regarding the fence along the rear yard of the park property requiring repair and/or replacement. Also suggested, is additional dog waste stations for use at the park.
Committeeman Scanlan indicated the municipality does not have the finances to open the park at this time therefore, the transfer of the grant program would make a significant contribution. The terrain of the Russell Farms Community Park in some areas is uneven which is why the walking path component would "jump start" the use of the park.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 2, 2013 – 7:30 P.M.**

Mayor Boonstra:

1. Mayor Boonstra attended the Library Board Meeting on May, 15, 2013 The Library Director is making progress controlling the employee compensation time policy that is enjoyed by the library employees.
2. On Thursday, June 13, 2013 Mayor Boonstra attended the Boy Scout Troop 77 (sponsored by Bethany Church) Flag Retirement Ceremony at Fire Company #1 and described the ceremony as a great civic lesson.
3. Last week, Mayor Boonstra attended two (2) meetings; the first meeting with the Wyckoff Parks and Recreation Foundation and the second meeting with the Spring Meadow Condominium Association previously described by Committeeman Rooney.
4. On Thursday, June 27, 2013 Mayor Boonstra attended an event at the Christian Health Care Center whereby three (3) residents were honored for reaching the century mark. Each centenarian received a congratulatory letter from Mayor Boonstra.
5. Mayor Boonstra attended the wake of Patrolman Kyle Ferreira's grandfather last week.
6. On Saturday, June 29, 2013 Mayor Boonstra attended the beefsteak retirement dinner for Deputy Chief Doug LoRusso from Fire Company #2. A congratulatory proclamation recognizing his service to the community was presented to Mr. LoRusso.
7. Mayor Boonstra informed the governing body that he and Committeeman Christie will conduct a Public Policy Subcommittee Meeting on Thursday, July 11, 2013.

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

The Administrator advised that a number of resolutions have been proposed to be added to this evening's Agenda. They include: a revised road closing and detour plan that reflects the progress achieved by PSE&G paver, Roman Asphalt last week and the paving planned for July 8th & 9th; adoption of an affordable housing rehabilitation manual. The Administrator reported this action has been recommended by the Township's Affordable Housing Planner. A resolution to release closed session discussion meeting minutes was added to the Agenda.

Resolution #13-188 establishes a lien on Block 506/Lot 25, 528 Lafayette Avenue. This is another situation where the property owner and/or mortgage holder have not responded to numerous letters sent by the Zoning Enforcement Office. Failure to maintain the property has resulted in the Township of Wyckoff expending public funds to have the grass cut and property thoroughly cleaned.

The Township has received delivery on two (2) replacement police vehicles and a resolution is proposed to Invoke Title 59 – Plan and Design Defense which is a best practice.

The final resolution sanctions the support of A7253/S1923 – a legislative bill which would require the direct payment of energy taxes back to municipalities rather than the current procedure where energy taxes are paid to the State. As way of summary, the Township Committee has adopted resolutions in the past on this subject however; this bill is taking a circuitous route through the legislature and if the Township Committee adopts this resolution, it will be sent to the State Legislators to convey its benefit to municipal governments.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 2, 2013 – 7:30 P.M.**

Policy Action Items:

1. The Administrator reported that he will join Mayor Boonstra on Saturday, July 13, 2013 at 8:00 a.m. in Oakland for a joint meeting of the Northwest Bergen Mayors and Administrators.
2. On Thursday, July 11, 2013 the Administrator will attend a Northwest Bergen Cooperative Pricing Meeting in Glen Rock.
3. The Administrator provided an update to the governing body regarding a number of safety improvements accomplished in the last few weeks. They include: 1) On Monday, June 24, 2013 the Administrator attended the coaching emergency vehicle operating seminar provided by the Joint Insurance Fund. Fire Chief Graglia required all fire pumper operators and drivers to complete this course. The Administrator attended to gauge the quality of the course and opines it was an excellent training tool; 2) the DPW, at the request of the Recreation Director, purchased and installed new playground sand in the sandbox at the Wyckoff Community Playground; 3) the Township completed the annual OSHA inspection of the vehicle lift at the DPW Garage; 4) the DPW scheduled and completed the repair of an emergency push bar at Fire Company #1's rear doors and 5) the Township purchased eight (8) upgraded mobile radios for Wyckoff police vehicles.
4. The Administrator discussed an article in a local magazine featuring Carol Hertenstein, Wyckoff Board of Health President. The article highlighted how Ms. Hertenstein assists residents in her job as well as helping the community by serving as the President of the Board of Health.
5. The DPW has managed the road resurfacing project this year and all but Carlton Road has been completed. Due to the recent rains, the last section will be completed as soon as weather permits by the end of this week.
6. The Administrator opined that Wyckoff is becoming similar to Minnesota in that there are two (2) seasons, Winter and Construction. Last year PSE&G replaced gas mains continuously from the beginning of June to the end of September in a number of heavily travelled Bergen County roads in Wyckoff. Those roads included large sections of Wyckoff Avenue, Cedar Hill Avenue, Franklin Avenue, Newtown Road, Ravine Avenue and Lynch Place. Last week, the subcontractor, Roman Asphalt, working for PSE&G, made great progress and completed all the work except for the work required on Cedar Hill Avenue, Ravine Avenue and Lynch Place. A public service announcement has been printed to that effect in today's Bergen Record indicating the remaining work will begin, Monday, July 8, 2013. The public service announcement has been modified to clearly state the Township has sent this information to New Jersey Transit and Coach USA Bus line, which operates commuter bus service for New Jersey Transit. An e-mail blast to all site registrants will be completed this week.
7. On Thursday, June 20, 2013 the Administrator travelled to the DEP Office in Trenton to review plans and correspondence that has been submitted to the DEP regarding the Maple Lake property as part of an ongoing legal strategy for the purchase of this property.
8. The Administrator and the Municipal Clerk developed a Special Events Form intended to provide areas so that businesses or non-profit organizations requesting special events or a grand opening ceremony can provide a thorough and complete description to allow the governing

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 2, 2013 – 7:30 P.M.**

body and staff to review the request to ensure all public safety requirements are reviewed. Committeeman Rooney commented that every year Grace United Methodist Church requests permission to place a tent on their property as part of their Summer Bible School Program. Also, the Walgreen's at the Cedar Hill Shopping Plaza must seek permission to conduct their free blood pressure screenings under a tent in the parking lot. The Wyckoff Family YMCA has tents and did they request permission? The Administrator will review this matter with the Zoning Enforcement Officer.

9. Committeeman Scanlan advised that the paving on Sunrise Drive looks terrific however, the center islands in the road require landscape maintenance and asked if any plans are scheduled. The Administrator responded that he would forward this request to the DPW. As a footnote, when the Planning Board approved that planned unit development, it was a complex application which included an affordable housing component and a sanitary sewer pump station. The Planning Board missed the ongoing maintenance burden when they approved the planted center roadway islands. In the past, a number of residents have visited the Administrator and expressed their concern that the town maintain the center islands in a more manicured fashion similar to Town Hall. Therefore, the DPW Manager was requested to make a recommendation on a more permanent maintenance solution to the traffic islands.
10. Committeeman Scanlan advised that Police Chief Fox was in audience and requested an update with regard to the bulletin that indicated a few municipalities have 24/7/365 drug takeback boxes at their police station. Mr. Scanlan inquired whether the Township could do the same. Police Chief Fox indicated he is aware that three (3) municipalities provide that service however, a problem arises with both storage and security. Last Spring, the one (1) day drug drop-off resulted in 400 lbs. of over the counter and prescription medications. These three (3) locations are part of a service provided by the Bergen County Department of Health as a regional county service. Mr. Scanlan requested that these three (3) locations be placed on the Township's website for resident awareness and use.
11. The Administrator has been working with the Township Attorney on the smoking ban prohibition ordinance for parks and playgrounds. A draft ordinance is expected for the next Public Policy Subcommittee Meeting.
12. The Administrator spoke to Frank Moritz, Director of Ridgewood Water regarding the Township Committee's discussion last regarding the water ordinance that Ridgewood Water has adopted. Member communities are requested to adopt this ordinance and specifically, the provision to give Ridgewood Water the authority to shut off homeowners water supply for violating water restrictions. The Township is not in favor of this provision for a number of good reasons. This sentiment was conveyed to Mr. Moritz, who suggested adopting the form of ordinance without that provision.
13. With regard to the governing body's request from a prior meeting concerning PSE&G request for a resolution in support of their plan to spend 3.9 billion dollars over ten (10) years to safeguard their infrastructure. The Administrator, at the Township Committee's direction, contacted PSE&G and requested to know in precise terms the impact of that plan on the average ratepayer over the next ten (10) years. PSE&G responded with an answer to a different question and the Administrator then asked the question again. That response is pending.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 2, 2013 – 7:30 P.M.**

14. On Friday, June 28, 2013 the Administrator received notice that the \$20,000 Bergen County Open Space Park Improvement Grant was awarded and the letter requesting the transfer of the improvement from the Wyckoff Community Park to the Russell Farms Community Park is provided to the governing body for review.
15. There were a number of complaints forwarded to the governing body via the website. The Administrator discussed with the governing body how these complaints could be handled. Committeeman Rooney advised that these complaints focused on the grass recycling and asked Committeemen Scanlan and Jepsen if one would respond to these complaint e-mails. They will receive a reply.
16. The Administrator, Township Engineer and the OEM Coordinator worked for approximately three (3) hours today to complete a very detailed survey form for a request for a hazard mitigation grant application the Township has submitted. The work on this application continues.

Township Attorney Report:

1. Mr. Landel reported he is continuing to prepare the smoking ban prohibition ordinance. The draft ordinance should be completed next week.
2. Mr. Landel completed the sewer license for the residents of the Wiley Place privately funded sanitary sewer project.
3. The Township Attorney has been performing a significant amount of tax appeal work in the municipality. Mr. Landel reported he has seen a significant increase in home values in the real estate market since the Spring. The Township Committee may want to reexamine the order of revaluation. Committeeman Rooney asked the Administrator how the specifications are proceeding for the procurement of a revaluation firm. The Administrator replied he is in the process of assembling this information.

The Work Session Meeting adjourned at 8:05 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk