

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, JULY 16, 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.

Township Administrator/Deputy Municipal Clerk Robert J. Shannon, Jr. 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 Haakon C. Jepsen, and Brian D. Scanlan

Also Present: Township Administrator Robert J. Shannon, Jr. and Township Attorney Robert Landel

Absent: Township Committeeman Kevin J. Rooney and Township Clerk Joyce C. Santimauro

Committeeman Christie joined the meeting at 7:42 p.m.

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 Scanlan, seconded by Committeeman Jepsen.

There was no public comment.

Committeeman Scanlan 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 attended the Tuesday, July 9, 2013 CERT Meeting and described this group as a vibrant consortium of volunteers that is growing in membership.
2. On Wednesday, July 10, 2013 Mr. Scanlan and Mayor Boonstra attended the Planning Board Meeting.
3. Mr. Scanlan attended the Wyckoff Board of Health Meeting on Thursday, July 11, 2013. At this meeting, the Board of Health adopted an ordinance to establish a fee schedule for the annual inspection of massage parlors. Also at the meeting was a representative from the Midland Park Board of Health. The Wyckoff Health Fair and Influenza Vaccination Program will be conducted jointly with the Borough of Midland Park on Saturday, September 21, 2013.
4. Mr. Scanlan attended the recent Recreation Advisory Board Meeting and reported that the ten (10) and under and eleven (11) and under boys baseball team won the New Jersey Youth Championship. The twelve (12) and under boys baseball team were the runners up.

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It was also reported at this meeting that 250 coaches have completed the criminal background checks.

The meeting also formalized an adopted complaint form for anyone wishing to file a formal complaint to the Parks and Recreation Advisory Committee.

Mr. Scanlan also advised that the Recreation Office is in need of building repairs.

5. Last evening, Mr. Scanlan had the opportunity to walk thorough Memorial Field and estimated that between 125 – 150 people were utilizing all the recreational facilities; from the tennis courts, to the basketball courts, to the soccer facility, to the roller hockey rink, to the softball fields and the playground.
6. Mr. Scanlan thanked Bob Shannon and Scott Fisher for the maintenance of the traffic islands on Sunrise Drive.
7. Mr. Scanlan suggested that the memorandum from the Administrator requesting ideas for the next New Jersey Department of Transportation Trust Fund Grants could include the lower portion of Ravine Avenue. Although Mr. Scanlan resides on Ravine Avenue, Mr. Fisher has mentioned that the lower portion of Ravine Avenue requires significant work. Also suggested are repairs to the upper portion of Newtown Road. Mr. Scanlan also recommended an intersection improvement at Lafayette Avenue and Ravine Avenue possibly shifting the sidewalk around the large tree and moving the road over.
8. Mr. Scanlan referred to a Bergen Record article and described it as “deja vou” all over again regarding Wyckoff’s dispute with PSE&G regarding solar panels on utility poles. Now the Village of Ridgewood is experiencing a similar dispute fighting PSE&G over “Jack and the Bean stalk” type utility poles. As a matter of precaution, the Township Committee should have their guard up should PSE&G attempt to install these larger poles in Wyckoff. Committeeman Jepsen asked Mr. Scanlan if there was any discussion at the Recreation Advisory Board regarding lightning policies. There was an article in the Bergen Record regarding several communities that have established policies to cancel sports games when lightning is imminent. Some communities were considering fining coaches when not adhering to the safety policies. Mr. Scanlan advised that the Wyckoff Recreation Program has a very proactive policy on game cancellations when lightning is evident.

Haakon Jepsen:

1. Mr. Jepsen attended the last K-8 Board of Education Meeting and described the meeting as a “breath of fresh air.” The discussions ranged from how to install air conditioning in the elementary schools to categorizing expenditures to the various curriculum subjects.
2. Mr. Jepsen reported that he has responded to residents who sent e-mails to the Township’s website regarding grass collection options.

Doug Christie:

1. Mr. Christie attended the Public Policy Meeting on Thursday, July 11, 2013.

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2. The Environmental Commission Meeting was canceled in July however, the Environmental Chair has left various instructions for members to perform tasks in an effort to achieve the Silver Award from Sustainable Jersey.
3. Mr. Christie was pleased to learn that everyone had a safe Fourth of July holiday.

Mayor Boonstra:

1. Mayor Boonstra reported that he visited the fire houses on the last two (2) Mondays and spoke with the Fire Chief and volunteer firefighters regarding their needs.
2. Mayor Boonstra attended the Planning Board Meeting on Wednesday, July 10, 2013 with Committeeman Scanlan. The amended site plan for the doctor's office at the corner of Madison Avenue and Highland Avenue was approved. The amended application focused on extending the public sidewalk in the right-of-way and removal of a shade tree to achieve same.
3. On Thursday, July 11, 2013 Mayor Boonstra attended the Public Policy Meeting with Committeeman Christie, the Administrator and the Township Attorney. A very lengthy agenda was discussed which included enhancing sideyard setbacks to this evening's ordinance concerning smoking prohibition in public parks, to the efforts to purchase the Maple Lake property.
4. Mayor Boonstra attended a meeting with the Administrator and the Chief Financial Officer/Tax Collector on Thursday, July 11, 2013. The Officials from the Library Board of Trustees and Library Director were present to discuss services the Township could possibly provide in the area of finance, accounts payable, purchasing and payroll for the library.
5. On Saturday, July 13, 2013 at 8:00 a.m. Mayor Boonstra and the Administrator attended the Northwest Bergen Mayors Association Meeting in Oakland. The State of New Jersey Shared Service Coordinator was present and provided a very thorough presentation regarding shared services.
6. Mayor Boonstra attended a meeting today at noon at the Wyckoff Family YMCA concerning a follow-up on the Wyckoff Day activities conducted on Saturday, June 8, 2013. The general consensus was that Wyckoff Day was extremely successful.
7. At 5:00 p.m. today, Mayor Boonstra attended a meeting with six (6) other mayors from member municipalities of the Northwest Bergen Sewer Authority (NBCUA) to discuss their efforts to obtain funds back to the municipalities due (NBCUA) to double budgeting for the last debt service payment of a bond that was retired in 2013.
8. Mayor Boonstra reminded everyone that Saturday, August 31, 2013 is the Annual Wyckoff Volunteer Fire Department Fireworks Fundraiser. Please attend this enjoyable event and support your volunteer fire department.

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

The Administrator advised that this evening's agenda is as submitted with the inclusion of three (3) resolutions. There are as follows:

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1. A resolution to waive a sump pump surcharge because the Township Engineer has verified that the property never had an illegal sump pump connection.
2. The second resolution authorizes a road closure and detour to allow Bergen County to install safety grip road treatment on Wyckoff Avenue in the area of an elevated curve between Greenwood Avenue and Lawrence Court.
3. The last added resolution will authorize competitive contracting for the purchase of revaluation services.
These resolutions were approved for this evening's agenda.

Policy Action Items:

1. The Administrator asked if the governing body was amenable with regard to the referenced plaque and donation policy for adoption with the revisions of the past few weeks. Committeeman Scanlan suggested that the policy concerning naming a facility or a room after a valued public servant be approved only if the public servant is deceased. Mr. Scanlan also suggested that the Township Committee should authorize the final approval for any naming decisions or dedications at the library, because the library is municipal property. The Township Committee determined to refer this item to the Public Policy Subcommittee for further review and recommendation.
2. The Administrator reported that this week's packet will include an e-mail from PSE&G where PSE&G indicates the 3.9 billion dollar "Energy Strong" Program will not increase electric or gas rates for its customers.
3. With regard to the de-obligation and re-obligation of the \$20,000 Open Space Park Improvement Grant from the Wyckoff Community Park to the Russell Farms Community Park, a communication was received from Bergen County indicating that the transfer is possible and additional paperwork will be required by the Township.
4. Suggested dates for Township Committee Meetings for 2014 as well as the 2014 Holiday Schedule are presented for review and approval. These dates are required so the 2014 Municipal Calendar preparations can move forward. The Township Committee approved the dates and Committeeman Scanlan requested that the same review be performed on the Planning Board and Zoning Board Meeting dates. The Administrator advised that those meeting dates have not been submitted by the board secretary as of yet.
5. Police Chief Fox has submitted a recommendation to permit Sgt. Brian Zivkovich to develop his traffic safety skills and to serve on the Bergen County Fatal Accident Investigation Unit. Mayor Boonstra also endorsed the recommendation. Committeeman Jepsen requested clarification that Bergen County would reimburse the Township for the Sergeant's time. The Administrator advised that Chief Fox's recommendation states Bergen County will reimburse the Township. The Township Committee approved.
6. The Administrator reviewed the Green Purchasing Policy, one (1) of the actions that earns points for Sustainability New Jersey in the Environmental Commissions quest for the Silver Award. The governing body acknowledged they are satisfied with this policy, therefore the Green Purchasing Policy will be scheduled for approval on the next agenda.

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At 8:00 p.m. the Township Committee recessed the Work Session Meeting to conduct the public business meeting.

At 8:45 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

Continuation of Policy Action Items:

7. The Administrator discussed a memorandum he prepared in an attempt to save funds by combing the Fall Newsletter and the Special Revaluation Newsletter. However, the procurement requirements will not allow that to be achieved and also provide notification for upcoming municipal events such as the 9/21/13 Health Fair. The Administrator stated that there are funds in the budget for both newsletters therefore, the governing body approved both newsletters.
8. The Administrator reviewed a memorandum from Fred Depken, Zoning Official regarding tents at the Wyckoff Family YMCA. Mr. Depken's inspection revealed that two (2) tents exceeded the square foot area thereby requiring UCC permits which were then obtained. However, the YMCA is zoned for recreation as well as the Township's Memorial Field and Pulis Soccer Field. The three (3) fields utilize tents to shield players and children from the sun and are municipal properties, the Zoning Official's recommendation was not to require approval. The Township Committee agreed but only for municipal property.
9. On Thursday, July 25, 2013 the Wyckoff Volunteer Fire Department will honor Ex-Fire Chief Mike Rose at the Brick House with a dinner. The fee is \$45.00 and paid by those attending.
10. The Special Primary Election for the vacant United States Senate Seat is scheduled for Tuesday, August 13, 2013. The Voting Project Team will convene shortly.
11. The DPW has begun the annual road painting project consisting of painting; stop lines, crosswalks, school crosswalks, edge of road markings and "school Xings." This traffic safety project should be completed before the start of school.
12. The annual road resurfacing project has been completed and the DPW crews are in the process of filling potholes and skin patching larger area where simply filling potholes is not adequate.
13. PSE&G's subcontractor, Roman Asphalt did a fine job completing Cedar Hill Avenue on July 8, 2013 and Ravine Avenue and Lynch Place on July 9, 2013. Therefore all the trenches that were excavated by PSE&G for gas main replacement last summer have been restored.
14. The Administrator reported that he and Police Chief Fox wrote a joint letter to the houses of worship in Wyckoff requesting their assistance with the "Be Storm Informed" Program. Specifically, identifying seniors in their congregations who would need to be contacted in times of emergencies.
15. A project team meeting was conducted on the 2014 Municipal Calendar, "Emergency Preparedness." The work continues.

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16. The Administrator received a number of calls last week regarding the improvement project on Newtown Road because residents observed a Boswell Engineering Survey crew working on Newtown Road. The road improvement (funded by a NJDOT Trust Fund Grant) will begin in the Fall.
17. The Administrator reported that three (3) notices of penalties were issued by the Construction Code Official to residents performing work on their homes without building permits. Those houses are; 206 Deep Brook Road, 387 Heights Road and 220 Godwin Avenue. This information was provided to the Township Committee because property owners performing work without building permits is a primary reason municipalities are ordered to perform costly revaluations.
18. The Administrator provided a memorandum to indicate that the next round of New Jersey Department of Transportation Trust Fund Grants are due on September 20, 2013. A memo was sent to staff indicating that a possible suggestion was Greenwood Avenue which connects two (2) County roads. However, suggestions and/or comments from the governing body are welcome.
19. The Administrator advised that the proclamation for Ex-Fire Chief Mike Rose has been completed.
20. Last Saturday, July 13, 2013 at the 8:00 a.m. Northwest Bergen Mayors Association Meeting, the Shared Service Coordinator for the State of New Jersey spoke in detail concerning successes and failures in terms of shared services. However, when shared services are initiated by several municipalities, there are statutory laws that are impediments to developing shared services specifically, library laws, tenure laws and civil service laws, etc.
21. The new special event application that was used this evening by the governing body to review St. Nicholas Greek Orthodox Church's flea market request has been developed and posted on line.
22. Many valuable public service announcements were distributed to the press this evening including; the date of the Fall personal document paper shredding event, the date of the drug takeback program, information regarding the Bergen County regional 24/7 – 365 locations for drop-offs, "When seconds count, pull over for volunteers responding to emergency calls", precautions for residents during extreme heat and precautions residents can take to protect their pets in extreme heat.
23. The Recreation Director submitted a report concerning much needed building repairs at the Recreation Office.
24. The Administrator reported that Bergen County has approved the reinstallation of the safety grip road treatment on Wyckoff Avenue between Greenwood Avenue and Lawrence Court. A public service announcement has been issued, distributed to the Wyckoff Family YMCA, Spring Meadow Condominium Association President, St. Elizabeth's Church and the press.
25. The property at 384 Cedar Hill Avenue, after numerous and multiple contacts, has not been maintained. A notice has been issued to the property owner and holder of the mortgage advising if property maintenance is not performed within the statutory time frame the Township will have the work performed and place a lien on the property. A notice was also issued to a home on James Way for the same issue.

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Committeeman Jepsen questioned the language on these notices as it referred to "jail time" and suggested better language be utilized because a reference to jail time will not encourage out of state banks to comply. The Administrator will review the lien notice and advise.

26. Committeeman Jepsen asked what the process to follow is in order to obtain the current water restriction stage imposed by Ridgewood Water that the Township of Wyckoff is under. A check of the Township's website and the Village of Ridgewood's website indicated the information is not posted. The Administrator will contact Ridgewood Water on Thursday and reply to Committeeman Jepsen.
- Committeeman Scanlan asked the status of the municipal ordinance amendment concerning water restrictions and when it can be acted upon. The Administrator responded the revision should be completed shortly.

Township Attorney Report:

1. Mr. Landel advised that he has completed the ordinance regarding no smoking prohibition in public parks.
2. Mr. Landel has forwarded a reply to the attorney representing the owners of the Maple Lake property.
3. Mr. Landel opined that every municipal field and recreational facility is "packed" on a given evening and it is very gratifying to see how well the facilities are enjoyed.

The Work Session Meeting adjourned at 9:15 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk