

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, AUGUST 20, 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 Shannon 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., and Township Attorney Robert Landel

**Absent:** 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 Christie, seconded by Committeeman Scanlan.

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 August 8, 2013 Planning Board Meeting.
2. The Wyckoff Parks and Recreation Advisory Committee Meeting was cancelled last evening due to lack of a quorum.
3. Mr. Scanlan thanked Bob Shannon for his work drafting an ordinance amendment to allow the establishment of new fees for food handler's establishments that fail their food handler's inspections. This ordinance is required so that the Wyckoff Board of Health may recoup costs that contribute to the increase in the regional service when the Township Sanitarian must conduct multiple inspections. The Board of Health will introduce this ordinance at the September 12, 2013 meeting.

**Douglas Christie:**

1. Mr. Christie attended a Public Policy Subcommittee Meeting on Thursday, August 8, 2013 where a number of issues were discussed including the green purchasing policy, the green lighting awareness policy and sideyard setback requirements.

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2. On Monday, August 19, 2013 Mr. Christie attended the Environmental Commission Meeting. The objectives of the Sustainable Jersey Silver Award application were reviewed.

**Haakon Jepsen:**

1. Mr. Jepsen reported that he voted in the Special Primary Election to fill the vacant Senate seat due to the passing of Senator Frank Lautenberg on Tuesday, August 13, 2013. Mr. Jepsen commented that 842 registered voters in Wyckoff voted in this election and extended compliments to the Polling Place Project Team for their efforts.
2. On Thursday, August 8, 2013 Mr. Jepsen and his two (2) daughters attended the Wyckoff Board of Adjustment Meeting. In addition to observing the thorough approach of the Board of Adjustment, Mr. Jepsen was able to explain to his daughters what the term “messy rooms are non-conforming” implies.
3. Last evening, Mr. Jepsen attended the K-8 Board of Education Meeting. The completion of the playground at Washington School is under a full court press and is expected to be open before the start of school. Also at the meeting, a Washington School parent approached Mr. Jepsen to complain about Washington School moms driving through a maintenance road not for through traffic to access the school. Mr. Jepsen reported the complaint to Lt. Van Dyk and additional patrols will monitor the location. Committeeman Rooney asked if any discussion transpired with regard to parking at the adjacent Atlantic Stewardship Bank. Employees of the bank informed Mr. Rooney that the bank had to post signs in the parking lot advising parents of Washington School students not to park in the parking lot because there were no spaces for bank customers. Mr. Jepsen advised that this issue was not discussed.

**Kevin Rooney:**

1. Mr. Rooney thanked Bob Shannon for the hard work preparing the competitive contracting proposal to procure a revaluation service. The Procurement Team required by State Law includes the Township Administrator, Tax Assessor, Township Attorney and Committeeman Rooney. A significant amount of work has been devoted to this project in order to procure a quality service.
2. Mr. Rooney discussed the public hearings scheduled at the 8:00 p.m. business meeting to de-obligate \$20,000 of grant funds from the Wyckoff Community Park and re-obligate same funds to the Russell Farms Community Park. Mr. Rooney met with Committeeman Scanlan and Scott Fisher, DPW Manager to review the ideas from the Russell Farms Advisory Committee. The Administrator spoke with a representative from the Bergen County Open Space Committee and the Township’s grant application will be delivered to the County offices tomorrow. It is possible for the municipality to move forward with improvements that are funded by the municipality’s matching share of the grant until the actual grant is approved sometime in September. Specifically, this will allow the stone chip walkways and trees to be installed for the precise benefit of opening the park for resident enjoyment. A gazebo and pet stations were also discussed.

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Committeeman Scanlan agreed with Mr. Rooney and remarked this work will allow the park to be opened for use by our residents.

It was also further mentioned that the Wyckoff Community Park has been opened for use since 1995 and re-obligating these funds to the Russell Farms Community Park will expand the recreational opportunities for residents.

3. The Township of Wyckoff owns a vacant lot at the corner of Clinton Avenue and Morse Avenue, Block 238/Lot 2 which is utilized for parking by residents in the area and as an overflow parking lot when the Wyckoff Board of Education, 241 Morse Avenue conducts meetings. Mr. Rooney suggested this vacant lot is underutilized and further suggested that the municipality “test the waters” by advertising for competitive bids to allow businesses in the triangle to park from 5:00 p.m. to sometime later in the evening when the parking lot would not be used by the Wyckoff Board of Education. This could be a two (2) year bid with two (2) – one (1) year possible extensions. This is another option to create additional revenue to help defray taxes. The property is located in the B1A Zone, an undersized lot with two (2) front yards, therefore making the placement of a zoning compliant structure difficult. The governing body discussed this suggestion in the context of the interior block parking plan and determined to refer same to the Public Policy Subcommittee Meeting for a recommendation.

**Mayor Boonstra:**

1. Mayor Boonstra reported that the Special Primary Election on Tuesday, August 13, 2013 for the vacant Senate seat was implemented flawlessly from a logistical perspective. The polling place relocation project team worked diligently to realize a smooth transition. Mayor Boonstra especially emphasized the work performed by the DPW crews with the placement of additional signs at the new polling locations and various work related assignments at the two (2) church polling locations reciprocating for the use of the church facilities as voting places.
2. On Wednesday, August 14, 2013 Mayor Boonstra attended the Planning Board Meeting.
3. Mayor Boonstra attended the Public Policy Subcommittee Meeting on Thursday, August 8, 2013 where a number of items were discussed including enhanced sideyard setbacks.
4. On Saturday, August 17, 2013 Mayor Boonstra had the pleasure of attending the 90<sup>th</sup> Birthday Celebration of a resident on Voorhis Avenue, Kenneth Lockhart. Mr. Lockhart is a resident of Wyckoff for thirty (30) years. During World War II, he was an eighteen (18) year old soldier assigned as a tail gunner on a B-24 Bomber flying missions over occupied Europe. Mr. Lockhart’s bomber was shot down – he parachuted, was wounded and was a Prisoner of War (P.O.W.) for almost one (1) year. Mayor Boonstra presented Mr. Lockhart with a proclamation celebrating his 90<sup>th</sup> birthday.  
Mayor Boonstra commented that in the fast pace to today’s life, it is sometimes easy to forget the sacrifices these men and women provided, sometimes at a very young age for the freedoms we enjoy today.
5. Mayor Boonstra reminded everyone that the Wyckoff Volunteer Annual Fireworks Fundraiser is scheduled for Saturday, August 31, 2013 beginning with a band concert at 7:30 p.m. followed by the magnificent

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fireworks display. Please attend and support your volunteer fire department.

6. Committeeman Rooney asked Mayor Boonstra if any new information was received regarding the declaration by Governor Christie to reimburse municipalities for the costs of these two (2) special elections to fill the vacant senate seat. The Administrator responded that there was no additional information and Committeeman Rooney suggested that the Municipal Clerk send a letter to the Governor's Office with a bill requesting reimbursement of the election costs. The Administrator was instructed to review this item with Mrs. Santimauro upon her return to the office.
7. Committeeman Scanlan asked Committeeman Rooney the status of the resident request for bushes planted around the clothes and shoe receptacles between Fire Company #1 and the Ambulance Corps building. The Administrator will provide the status in his report.
8. Committeeman Rooney asked who the owner of the boat that is parked in the municipal parking lot across from Fire Company #1. Committeeman Christie responded that a motorist broke down and asked permission from the fire department to temporarily park his boat in the lot for a few days until such time as he can fix his car to retrieve the boat. Unfortunately, that person's interpretation of a few days has been prolonged to a week. The Administrator was instructed to have the boat removed from the municipal parking lot.

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

The Administrator reported the following:

1. The agenda begins with two (2) public hearings on the Bergen County Open Space Grant Applications. The first public hearing addresses the de-obligation of the \$20,000 grant and re-obligating same to the Russell Farms Community Park. That application has been available for public inspection for over fifteen (15) days, exceeding the advertisement period. No member of the public has inspected the grant application. The second public hearing will focus on the 2013 grant application due next week. The purpose of that hearing is to receive public comment; a number of ideas had been suggested. For safety reasons, the staff recommends that an application be submitted to replace backstops at two (2) school fields that the Recreation Department utilizes for their baseball/softball and soccer programs.
2. A new resolution is requested to be added this evening which would endorse the green lighting policy. This policy has been developed in conjunction with the Environmental Commission and specifically to achieve the requirements of the Sustainable Jersey Program. The Environmental Commission has requested this policy to earn points towards the Silver status achievement. Committeeman Jepsen asked if the resolution could be delayed. The Administrator advised that the policy has been provided to the governing body in various stages of its development in the last two (2) months. This resolution should have been placed on the current agenda but other critical work items required more time and the resolution was inadvertently left off the agenda. Committeeman Christie, Liaison to the Environmental Commission recommended its inclusion on this evening's agenda and recommend its' adoption.

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- 3. With regard to motions, a request for temporary signs for the Eastern Christian Children’s Retreat Country Fair will be removed from the Consent Agenda and considered separately.
- 4. A public hearing is scheduled to further consider Ordinance #1717 to establish the schedule of water restrictions that Ridgewood Water, the BPU approved water provider for the Township of Wyckoff has requested.

**Policy Action Items:**

- 1. On Saturday, September 21, 2013 from 9:00 a.m. to 3:00 p.m. the Wyckoff Board of Health will participate in a shared service arrangement with Midland Park specifically, providing the Annual Health Fair and Influenza Program. The Saturday hours, in combining resources with Midland Park, is anticipated to result in a more thorough and comprehensive program to improve public health.
- 2. The Administrator reported that he “pinched hit” as Secretary at the Planning Board Meeting on Wednesday, August 14, 2013 due to Susan Schilstra’s unexpected surgery. Sue should be back to work by Monday, August 26, 2013.
- 3. The Administrator received a Subpoena Duces Tecum regarding a request for employment records of a former employee from the Sussex County Sheriff’s Office. A significant amount of time will be devoted to ensure the proper documents are released.
- 4. The Administrator commented that the Polling Place Relocation Project Team did an exemplary job transitioning the voting locations to the new voting venues. The Administrator recognized and thanked Mayor Boonstra, Joyce Santimauro, Maryellen Tafate, Scott Fisher and the DPW Staff who assisted with the smooth operating election on August 13, 2013.

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

At 8:30 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

**Continuation of Policy Action Items:**

- 5. The resolution adopted this evening allows the Police Department to participate in the statewide DWI Enforcement Program entitled “Drive Sober or Get Pulled Over.” This statewide campaign will be conducted from August 16, 2013 through September 2, 2013, a period which experiences many motor vehicle fatalities.
- 6. The Administrator mentioned that the final grant reimbursement request for the CD Access Grants have been submitted to the County and that reimbursement is expected soon. The improvement project was completed under budget. Committeeman Christie asked the status of Ravine Avenue and Lafayette Avenue. This evening, Mr. Christie drove through that intersection and noticed anti-freeze on the ground possibly due to an accident.

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The Township Committee discussed potential traffic calming devices and determined to ask Committeeman Rooney, Liaison to the Police Department to speak with Police Chief Fox in this regard.

7. The Administrator reported that the Wyckoff Recreation Department successfully completed the Summer Camp Program. Five (5) weeks of summer fun was provided to Wyckoff campers who experienced activities such as arts and crafts to a trip to Funtime Junction. In addition, approximately fifty-five (55) teenagers received an employment experience as a camp counselor or camp counselor in training. For many young people, this was their first paying job and introduction into employment. The Recreation Department also competitively bid sport instructional skill camps for soccer, lacrosse, football and baseball that were also successfully provided.  
Committeeman Rooney asked if the Wyckoff Family YMCA had paid their lease payment to utilize Pulis Field. The Administrator replied that a check was expected today for \$31,259.00. The governing body requested to be updated when payment is received.  
Committeeman Rooney noted the OPRA request for the YMCA Lease Agreement. The lease duration is fifty (50) years with a twenty (20) year extension however, the rent is significantly below market value for that fifteen (15) acre parcel of property at 691 Wyckoff Avenue. The Township Committee discussed revisiting that lease.
8. The Administrator received a contact from Gordon Stanley, a member of the church board at the Cornerstone Christian Church, located at the corner of Wyckoff and Russell Avenues. The congregation allows the Township to utilize their ball field on the rear portion of the church property for the recreation program as well as their parking lot for the weekday commuter park and ride service. The Cornerstone Christian Church has requested that their property be included in the no smoking ordinance at ball fields. The Administrator explained that after speaking with the Township Attorney, that was not possible. Additionally, the ordinance has an exemption for parking lots which would defeat the purpose of the request to make the entire church property smoke free. And so, the church is requesting that the commuter parking permit include a prohibition for smoking on church property. The church has determined to post signs throughout its property indicating their campus is smoke free. It was specifically requested that signs be posted where the commuters gather while queuing for the bus. The Township Committee determined to agree with the church's requirement to add language to the park and ride application that the campus is smoke free.
9. The Administrator received a letter and spoke with a resident at 242 Woodland Avenue, Mrs. Barbara Reynolds regarding her objection to the clothes and shoes recycling containers located in Scott Plaza between Fire Co. #1 and the Ambulance Corps. The governing body members took issue with the letter that described the containers as "dumpsters" when in fact they are not. It was noted that these containers have been there for approximately two (2) years without complaint. The Township Committee requested that the Administrator provide a cost estimate to plant shrubs at this location.
10. On Tuesday, September 3, 2013 the twice a week curbside garbage collection ends and the once a week schedule returns.
11. There will be no garbage or recycling collection on Monday, September 2, 2013 due to the Labor Day holiday.

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12. The Administrator reported that Bergen County has completed installing the application of safety grip road surface on sections of Wyckoff and Cedar Hill Avenues.
13. The DPW crews are working steadily to complete the painting of the safety road markings before the start of school. These include school crosswalks, center yellow lines, edge of pavement lines and stop lines.
14. Saturday, October 26, 2013 from 9:00 a.m. to noon is the Township's personal paper shredding event and the drug takeback program. Committeeman Jepsen asked why the paper event cost more to be provided when most of the work is done by volunteers. The Administrator replied that in the Spring the personal shredding day was scheduled on the same day as "Team Up to Tidy Up" and the Township schedules a DPW worker to assist the Recycling Center attendant after the center closes to collect the bags of recycling and litter that are cleaned from quasi-public places. The Township Committee requested that the personal paper shredding event have no cost to it. The Administrator stated that this is a very successful event and residents sincerely appreciate this semi-annual event sponsored by the Township. Approximately 300 – 400 residents participate and it will be provided without public works assistance.

**Township Attorney Report:**

1. Mr. Landel has completed a sewer licensing agreement for the Wiley Place residents who privately funded the sewer extension project which extends the period the residents are responsible for the sewer main.

The Work Session Meeting adjourned at 8:50 p.m.

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Rudolf E. Boonstra  
Mayor

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Joyce C. Santimauro  
Municipal Clerk