

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 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 Christie, seconded by Committeeman Rooney.

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 reported that the Wyckoff Board of Health is monitoring the number of residents who have contracted mumps. It appears that children are not being vaccinated for mumps in the same way as were older adults years ago as children. The mumps disease is becoming more prevalent in North Jersey.
2. Mr. Scanlan thanked the reporters for publicizing the Wyckoff Board of Health's Annual Health Fair and Influenza Vaccine Program scheduled for Saturday, September 21, 2013 from 11:00 a.m. to 3:00 p.m. at the Wyckoff Public Library. The health fair is performed in conjunction with the Borough of Midland Park.
3. This evening, Mr. Scanlan and Committeeman Christie interviewed two (2) residents for the vacancy on the Wyckoff Parks and Recreation Advisory Board.
4. Mr. Scanlan commented he was pleased to learn the Wyckoff Police Department will secure their own web site and uniform web addresses.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013 – 7:30 P.M.**

Doug Christie:

1. Mr. Christie attended the Environmental Commission Meeting last evening and was pleased to report that the Environmental Commission has filed an application for the Sustainable New Jersey Silver Award. There are only seven (7) municipalities in the State of New Jersey who have achieved the Silver Award, non in Bergen County. Mr. Christie thanked Administrator Shannon for his relentless work in preparing the application, assisting Harriet Shugarman, the Environmental Commission Chair and her outstanding effort coordinating the application.
2. The 911 Remembrance ceremony at Fire Company #1 was well received. Mr. Christie was pleased with the number of folks attending from the community, the fire department and surrounding communities.
3. Mr. Christie reported that he advised the fire department last evening regarding his comments that were published in the press concerning the annual fireworks fundraiser. The specific concern was the escalated costs to conduct the fireworks display while realizing only a slight profit.

Haakon Jepsen:

1. On Tuesday, September 10, 2013 Mr. Jepsen attended the CERT Meeting. The meeting consisted of a review of the CERT's past events. The CERTS are making preparations to assist with the Wyckoff Board of Health's Annual Health Fair & Influenza Program on Saturday, September 21, 2013 at the Wyckoff Library.
2. Mr. Jepsen and his daughters attended the 911 Remembrance Ceremony and was very gratified and thankful for the hospitality of the fire department.
3. On Monday, September 16, 2013 Mr. Jepsen attended the Board of Adjustment Meeting. At that meeting, the Stonehouse Nursery proposed to rebuild a detached garage which has fallen into disrepair and at the same time, improve property drainage.
4. This afternoon, Mr. Jepsen attended his first ribbon cutting ceremony for the new playground at Washington School. It was a grand event for the school.

Kevin Rooney:

1. Mr. Rooney attended the 911 Remembrance Ceremony and congratulated Committeeman Christie for mastering an outstanding program.
2. Mr. Rooney, Mayor Boonstra, the Administrator and the Township Attorney attended a Parks and Recreation Foundation Meeting on Friday, September 6, 2013 where an update was received regarding the foundation's progress to construct two (2) artificial turf fields at the Pulis Soccer Field. The next major fundraiser is an "Oktoberfest" on Thursday, October 17, 2013 at McBride Field in Franklin Lakes.
3. Mr. Rooney attended the Fire Company #2 Picnic on Saturday, September 7, 2013 and commented that Bob Shannon won the horseshoe tournament.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013 – 7:30 P.M.**

4. On Monday, September 9, 2013 Mr. Rooney participated as a member of the Revaluation Procurement Project Team where the team performed checks, verifications and ratings as required by law to fulfill the requirements of competitive contracting procurement. Mr. Rooney recognized the hard work of Mr. Shannon, the Tax Assessor and the Township Attorney.
5. On Tuesday, September 10, 2013 Mr. Rooney attended the Shade Tree Commission Meeting where a resident attended the meeting to inquire about replanting trees on certain traffic islands.
6. Mr. Rooney commented on the information provided concerning a Coolidge School PTO member applying for a raffle permit. Most individuals are aware that the games of chance raffles were approved by a referendum vote of the voters last year. However, most people think that because the referendum was passed, there are no State regulations or paperwork that must be filed. The raffle permits are controlled by the New Jersey Legalized Games of Chance Commission in Trenton and the required process is a State mandated process. To begin the raffle process, there is a license required that takes approximately four (4) to six (6) weeks to obtain therefore, a non-profit organization planning an event, must anticipate adequate time prior to the raffle date. The second issue is the one (1) day social affair liquor license permit. If a non-profit organization is planning an event to include wine and/or beer, the process may take approximately three (3) to four (4) weeks to obtain a one (1) day liquor license permit. The Alcohol Beverage Control Commission in Trenton approves these applications. Mr. Rooney suggested that the Municipal Clerk and the Administrator prepare a public service announcement to the press for dissemination to the public.

Mayor Boonstra:

1. Mayor Boonstra attended the Wyckoff Parks and Recreation Foundation Meeting on Friday, September 6, 2013 and noted the upcoming Oktoberfest, October 17, 2013 fundraiser for the Foundation.
2. On Saturday, September 7, 2013 Mayor Boonstra performed a wedding ceremony in Town Hall.
3. Mayor Boonstra and the Administrator met with John McAvoy, President of Orange and Rockland Utilities to discuss various ideas and procedures during an hour long meeting.
4. On Wednesday, September 11, 2013 Mayor Boonstra attended a 911 Ceremony in Allendale at 10:00 a.m. where the Borough of Allendale dedicated a piece of steel from the World Trade Center. Lt. Governor Guadagno and State Senator Kevin O'Toole were present. Mayor Boonstra noted that the Principal of the adjacent school in Allendale brought the eighth grade class to attend the ceremony. We all have an obligation to ensure that 911 is remembered.
5. Mayor Boonstra also attended a Planning Board Meeting on Wednesday, September 11, 2013 as well as the 911 Remembrance Ceremony at Fire Company #1 where he provided remarks.
6. On Thursday, September 12, 2013 Mayor Boonstra attended a Christian Health Care Dinner at the Florentine Gardens in River Vale to honor David Bolger. The Administrator prepared a proclamation which was published in the dinner journal.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013 – 7:30 P.M.**

7. Mayor Boonstra attended the Wyckoff Volunteer Fire Department Annual Meeting and the Fire Officers elected for 2014 were Fire Chief Lou Graglia, Assistant Fire Chief Tim Brock, Department Secretary Tom Risseeuw and Department Treasurer Colin Bell.
8. On Thursday, September 12, 2013 the Northwest Bergen Sewer Authority voted to return 1.6 million dollars back to the participating municipalities. Mayor Boonstra advised that many of the mayors spent numerous hours and effort into making this happen. Mayor Boonstra recognized former Mayor Chris DePhillips, a member of the Northwest Bergen Sewer Utilities Authority, who was instrumental in achieving this objective.

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

1. The Administrator advised that late this afternoon an e-mail was received from the New Jersey Division of Forestry indicating that the Township has been awarded a \$3,000 grant to update its' Community Forestry Program. Therefore, a resolution is requested to be added to this evening's Agenda to endorse the acceptance of the grant award. The Township Committee approved.
2. The Administrator reviewed the resolution to award a contract for the installation of drainage systems at the Pulis Soccer Field. As a reminder, this is a re-bid, eight (8) vendors submitted bids and through the use of strategic bidding, the Township was able to bifurcate the two (2) primary components; the first being the purchase of the pipe and the second for the installation of the pipe. This allowed the Township to receive competitive prices below our budget estimates through advertising both project components and soliciting competitive sealed bids. The DPW Manager will manage the project to a successful completion.
3. The resolution to award a contract for revaluation service indicates a recommendation from the Procurement Project Team for a contract award to an experienced firm after an advertised competitive process. The Township followed the Competitive Contracting Law from the Local Public Contracts Law and contacted nine (9) vendors who have been approved by the State of New Jersey to perform revaluations. Following the Competitive Contracting Law, the members of the project team individually reviewed the results, then met as a group to determine a recommendation. The information presented from the RFP document to the award recommendation, to the no conflict of interest disclosure certifications, to the ethical checklists demonstrate the significant amount of work to attain this result. The next step will be to write and issue a special issue of the newsletter advising residents of a "grand tour" of a revaluation and to advise that inspectors will begin to visit homes the end of October/the beginning of November. The Administrator and the Township Attorney will meet to draft the contract to be signed by the Director of the New Jersey Division of Taxation. Mayor Boonstra thanked the Project Team and Bob Shannon for the countless hours that were devoted to this process. The Township Committee concurred with Mayor Boonstra.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013 – 7:30 P.M.**

Policy Action Items:

1. The Administrator provided a draft contract, reviewed by the Township Attorney, for professional service provider procurement. After reading the Office of the State Comptrollers report and collecting contract provisions from the classes he teaches for Rutgers, the Administrator was able to develop this very thorough professional service provider contract. The governing body approved the contract for use.
2. The Administrator completed the process to satisfy an Orange and Rockland Utilities requirement to provide electric power to the well house at the Russell Farms Community Park.
3. Approximately four (4) hours has been devoted by the Administrator towards satisfying a Subpoena Duces Tecum.

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

At 8:07 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

4. The Administrator and Mayor Boonstra attended a meeting with the new president of Orange and Rockland Utilities and described the meeting as very useful, productive, straightforward and candid. The Township discussed challenges that both the town and the utility will confront in the future and how these challenges can be overcome together. As an example, when there is a downed wire, how can the DPW assist the Orange and Rockland crews. Secondly, the Wyckoff Police Chief, the OEM Director and Public Works Manager know our priorities best and would like to work with Orange and Rockland to establish which roads are more critical to be opened first when there are multiple downed wires and trees. A number of positive questions and dialogue resulted. The Administrator thanked the Orange and Rockland President for meeting with the town and sharing his ideas and listening to our ideas. Mayor Boonstra reported that last week the Township was an integral component in assisting Orange & Rockland and PSE&G obtain two (2) new transformers that are designed to sustain power during storms and emergencies. Railroad carts stopped in Wyckoff, unloaded large transformers onto very large trucks to begin their journey to the substations to improve performance and mitigate power outages from storms. Mayor Boonstra thanked Chief of Police Ben Fox, Bob Shannon, Scott Fisher and Gary Ascolese, the Bergen County Assistant Engineer for their efforts in this regard.
5. A letter was received from the New Jersey Department of Environmental Protection that the August inspection of the leaf compost facility on Charles Avenue resulted in a compliant certification.
6. The backup generator and transfer switch have been installed and tested at the Wayfair Circle sewer ejector station.
7. As of today, there have been 293 OPRA requests received and fulfilled from the Clerk's Office. In 2012, a total of 399 OPRA requests were received.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013 – 7:30 P.M.**

8. Due to requirements to comply with mandates from the Office of Homeland Security and the New Jersey State Criminal Justice Information System, the Wyckoff Police Department will secure its' own website and establish uniform e-mail addresses for members of the police department.
9. Lt. Charles Van Dyk has scheduled a photo session of the Emergency Management Team for the 2014 Municipal Calendar which will feature emergency preparedness.
10. The Administrator advised that the DPW is performing the Fall maintenance on the leaf vacuums in preparation of the Fall leaf collection which begins Monday, October 21, 2013. Advertisements for part-time seasonal leaf crews are advertised also.
11. The DPW is completing line striping and the annual mechanical service for snow plowing vehicles.
12. Today, the Township received a letter from the American Automobile Association (AAA) notifying the municipality it will be honored with a Community Traffic Safety Award in October.
13. The Administrator has secured a public administration intern from Montclair State University working 2 ½ days per week.
14. Next Friday, a legal notice shall be posted in the Ridgewood News which provides notice that for the month of October, vendors who wish to apply to the Township's rotating list of towers may contact the police department for an application. As added transparency value, the Township will also post that notice on the home page of our website with a printable and down loadable link to the application.
15. The flags in front of Town Hall were lowered to half-staff on Tuesday and will remain at half-staff through Saturday in accordance with President Obama's directive to fly flags at half-staff as a mark of respect for the twelve (12) servicemen who were killed on September 16, 2013 by the senseless violence at the U.S. Naval Facility in Washington, DC.
16. This week the Township will mail its' application to Rutgers, the NJ State University for the Annual Public Information Contest.
17. Committeeman Jepsen asked a question regarding the number of abatement letters concerning defected sidewalks. The Administrator replied that 95% plus of municipalities have adopted an ordinance making the repair and maintenance of sidewalks the responsibility of the adjacent property owner.
18. Reminders – Saturday, October 26, 2013 will have two (2) popular municipal events. The free personal paper shredding event and the free drug take-back event. These reminders are issued every Friday in the e-mail blasts.

The Work Session Meeting adjourned at 9:20 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk

PAGE NO.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 17, 2013 – 7:30 P.M.**