

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, OCTOBER 1, 2013 – 7:30 P.M.**

Deputy Mayor Douglas J. Christie 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: Deputy Mayor Douglas J. Christie, Committeemen Kevin J. Rooney, Haakon C. Jepsen and Brian D. Scanlan

Also Present: Township Administrator Robert J. Shannon, Jr., Attorney Taryn Sommella, Esq., for Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

Absent: Mayor Rudolf E. Boonstra and Township Attorney Robert Landel

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

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

Township Committee Reports:

Brian Scanlan:

1. On Saturday, September 21, 2013 the Wyckoff Board of Health conducted a very successful health fair and influenza vaccine program at the Wyckoff Public Library. From set-up to clean-up, everything went on without a "hitch." All members of the Wyckoff Board of Health volunteered where 300 individuals attended the 11:00 a.m. to 3:00 p.m. program. Mr. Scanlan recognized Board of Health President Carol Hertenstein and Board of Health Secretary Cindy Risseeuw for organizing the event perfectly. Mr. Scanlan also thanked the CERT member volunteers who assisted with the coordination of the exhibitors and to promote emergency preparedness.
2. Mr. Scanlan thanked Bob Shannon for drafting the Wyckoff Board of Health ordinance amendment to establish a number of new fees which includes a penalty for food handlers who require re-inspections. This shall serve as a disincentive to those food handling establishments failing the initial inspection which then creates additional inspections that the Northwest Regional Health Commission (a shared service that performs sanitarian inspections) charges the Township.

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3. On Monday, September 23, 2013 the Wyckoff Parks and Recreation Advisory Board Meeting was cancelled due to a lack of a quorum. Mr. Scanlan and Committeeman Christie interviewed four (4) residents who expressed an interest in serving on the Wyckoff Parks and Recreation Advisory Board. A motion has placed on this evening's agenda to appoint one (1) of the interviewees to serve on the Wyckoff Parks and Recreation Advisory Board.
4. On Saturday, September 28, 2013 Mr. Scanlan attended the Eastern Christian Children's Retreat Annual Country Fair.
5. Mr. Scanlan thanked Administrator Shannon for the voluminous time and effort preparing the Revaluation Newsletter.
6. Mr. Scanlan commented that the walking trail at the Russell Farms Community Park is under construction and the DPW crew is performing the project with great precision.
7. Mr. Scanlan pointed out that Township Attorney Rob Landel circulated a copy of the New Jersey Supreme Court ruling regarding the Council on Affordable Housing (COAH). In the future, the Township Committee will be considering policy changes concerning COAH.
8. Mr. Scanlan attended the St. Elizabeth's Oktoberfest Fundraiser on Sunday, September 29, 2013.

Haakon Jepsen:

1. On Thursday, September 19, 2013 Mr. Jepsen attended the Wyckoff Chamber of Commerce Meeting. The Wyckoff Superintendent of Schools, Richard Kuder spoke about the goals of the K-8 School District.
2. On Tuesday, September 24, 2013 Mr. Jepsen attended a Northwest Bergen Chapter of the Tea Party Group at the Larkin House. The principal speaker was Congressman Scott Garrett. Also in attendance was Freeholder John Mitchell.
3. Mr. Jepsen observed at the Larkin House that a tree has been removed and a plaque remains where the previous tree stood dedicating the tree to Charles Marcus. Committeeman Rooney advised that the tree was damaged and uprooted during Hurricane Sandy as well as three (3) other trees on the Larkin property. Mr. Jepsen requested the DPW replant a tree in that location sooner than later.
4. Mr. Jepsen attended the St. Elizabeth's Roman Catholic Church Oktoberfest Fundraiser on Saturday, September 29, 2013 and was pleased that a one (1) day social affair liquor license was obtained for the event.

Kevin Rooney:

1. On Thursday, September 19, 2013 Mr. Rooney attended a fire department fireworks meeting where the group assembled discussed the fireworks fundraiser and how to modify the event for greater profitability for the volunteer firefighters. Various areas were reviewed to improve the event and additional information will be provided in the near future.

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2. On Monday, September 23, 2013 Mr. Rooney attended the Office of Emergency Management Meeting. A photo was taken for the 2014 Municipal Calendar.
3. Mr. Rooney attended the Eastern Christian Children's Retreat Country Fair on Saturday, September 28, 2013 and judged the bake-off event at the fair. A local girl who graduated from Ramapo High School in 2012 won the Bake-Off Contest which included many entries, some from two (2) states away.
4. Mr. Rooney provided an update with regard to the progress of the Russell Farms Community Park. The recreational pathways are under construction and rest areas will be strategically located every few feet to comply with the ADA Law for recreation trails all should be completed early this Fall. There are sixteen (16) trees purchased which will be planted along the route of the parking lot, six (6) maple trees will be planted along Russell Avenue and three (3) October Glory Maple trees will be planted on the berms. Mr. Rooney noted that a number of residents have contacted him to express an interest in donating a bench in memory of a loved one. The governing body discussed this topic and determined to solicit information from the DPW Manager to identify a standard bench that once approved by the governing body, residents could purchase the item and the DPW would install same. Committeeman Christie thought a "standardized" bench purchase makes good sense. However, Mr. Christie asked the question should a resident wish to plant a tree in memory of a loved one. Mr. Rooney advised that the current plans are focusing on opening the park this Fall with the basic amenities. Identifying an area for a tree planting memorial would be a task performed later in the process.
5. Mr. Rooney reported that last week there was gas main rupture on Spring Meadow Road. The contractor performing the drainage work for the Township hit an unmarked gas line, PSE&G failed to mark the gas line. This occurred even after Scott Fisher, DPW Manager walked the construction route with the PSE&G Inspector. Mr. Rooney complimented the Wyckoff Emergency Services, the Police Department, the Wyckoff Volunteer Fire Department, the Wyckoff Volunteer Ambulance Corps and the Wyckoff CERTS who responded as well as the Mutual Aid response from the neighboring volunteer fire departments.
6. During the Eastern Christian Children's Retreat Country Fair, Mr. Rooney reported that he spoke with Judy Abma, a Trustee on the Zabriskie House Trust, and she expressed that the Zabriskie House is in dire need of painting. Mr. Rooney noted that the Larkin House is also in need of painting and suggested the use of the Municipal Open Space Tax to fund the painting. Committeeman Scanlan suggested the option of applying for a Bergen County Open Space Historical Places Grant. A general discussion evolved concerning the fact that the Zabriskie House is only open two (2) days a year and possible improvements could be implemented to make it more of a destination. Mr. Rooney suggested reviewing the barber shop located at the Zabriskie House Pond Parking lot and relocating the structure where it could be more appreciated.

Deputy Mayor Christie:

1. Deputy Mayor Christie attended the Design Review Advisory Board Meeting on Thursday, September 26, 2013 where Capital One Bank has acquired the TD Bank located at 690 Wyckoff Avenue, across from the entrance to the Wyckoff Family YMCA. The bank proposed an

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architectural plan the Design Review Advisory Board felt was incompatible for the Township and suggested Capital One Bank revise the rendering to a more colonial style structure similar to the Atlantic Stewardship Bank at 376 Franklin Avenue.

2. The Environmental Commission has completed its application to Sustainable Jersey for the Silver Award. The Township should be notified in November if the application is successful.
3. Deputy Mayor Christie and Committeeman Scanlan conducted four (4) interviews and received five (5) applications for residents expressing an interest to serve on the Wyckoff Parks and Recreation Advisory Board. A motion is listed on this evening's agenda which reflects a recommendation for that appointment.
4. Deputy Mayor Christie attended the Eastern Christian Children's Retreat Country Fair on Saturday, September 28, 2013 and described the day as beautiful and sunny that resulted in an outstanding number of fair patrons.
5. This morning, Deputy Mayor Christie attended a Police Committee Meeting where radio systems and radio matters were discussed with a consultant. The Police Department is actively pursuing improvements and enhancements to the radio system for reasons of safety. The meeting was considered very productive.
6. Deputy Mayor Christie also attended the fireworks fundraising meeting that Committeeman Rooney described earlier and described the meeting as productive with the intention of assisting the fire department in realizing a more profitable event.
7. On Sunday, October 6, 2013, the Wyckoff Volunteer Fire Department responded to a call for assistance in the Sicomac section where a two (2) year old boy was burned with boiling water. The child was airlifted via helicopter and transported to the St. Barnabas Burn Unit in Livingston, New Jersey. All expressed concern and good wishes for the child's recovery.
8. Last Sunday, September 29, 2013 the Wyckoff Volunteer Fire Department responded to a mutual aid call in Waldwick that suffered a very serious and significant house fire. The cause is currently attributed to candles in the house.
9. Saturday, October 19, 2013 is the Wyckoff Volunteer Fire Department Ladies Auxiliary "Fish Fry" fundraiser at Fire Company #2. If you are available, please try to attend.
10. The Wyckoff Education Foundation is conducting its Annual 5K Run and Family Walk on Sunday, October 20, 2013 beginning at 10:00 a.m. at Eisenhower School.
11. Deputy Mayor Christie reported that the personal paper shredding event is scheduled for Saturday, October 26, 2013 at the Recycling Center, 476 West Main Street from 9:00 a.m. to noon.
12. Deputy Mayor Christie expressed concern this past weekend where many young people wearing signs saying Penn State were walking in and out of traffic at intersections in the Township of Wyckoff, not always in a safe manner, soliciting donations. The Township Committee did not approve this fundraiser and had that have been the case, the individuals participating in the fundraiser would have been required to wear bright

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colored clothing as a safety precaution for their personal safety. It was reported that the prior Friday, a Penn State student contacted Police Chief Fox to request permission the following day. The Chief of Police denied the request and referred the requestor to obtain a Special Events Permit from the Municipal Clerk. It appears the Penn State students ignored the Police Chief's instruction of the municipal law and did not follow the proper procedures.

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

At 8:08 p.m. the Township Committee reconvened the Work Session Meeting voting as follows:

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

Policy Action Items:

1. The Administrator reported that a press package has been furnished to the press this evening that provides background information regarding the contract to improve Newtown Road specifically, the construction schedule. A preconstruction meeting is scheduled for next week and the work should be completed before Thanksgiving.
The press package also includes a public service announcement to explain the ordinance introduction to appropriate the \$20,000 Bergen County Open Space Park Improvement Grant to improve Russell Farms Community Park which is also expected to be completed this Fall.
The final public service announcement explains the revaluation process to begin this month.
2. Mr. Shannon reviewed two (2) popular events scheduled for Saturday, October 26, 2013. The first event is the personal paper document shredding to be conducted at the Recycling Center, 475 West Main Street from 9:00 a.m. to 12 noon. The second event is "Operation Drug Takeback" where residents can deposit their expired/unused prescriptions and/or over the counter medications at the Wyckoff Police Department, 340 Franklin Avenue from 10:00 a.m. to 2:00 p.m. This information has been e-blasted to site registrants, included in the Fall Newsletter and posted on the Township's website. All prior events have been extremely successful.
3. The Township Committee adopted a resolution this evening endorsing the police participation in the national campaign entitled "Put the Brakes on Fatalities" scheduled for Thursday, October 10, 2013. The purpose of participation is to alert all motorists to drive safely as most fatalities are the result of driver error or alcohol related. Various public service announcements have been issued requesting motorists to travel at safe speeds and stop for pedestrians at crosswalks.
4. The next Wyckoff Chamber of Commerce General Membership Meeting scheduled for Thursday, October 17, 2013 at the Wyckoff Public Library will include the Environmental Commission and the Chamber of Commerce conveying the "Green Wyckoff Business Certification" to three (3) new businesses. This exciting new program is one of the many programs that comprise the Environmental Commission's application for Sustainable Jersey Silver Award status.

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5. A communication was sent to department managers to finalize their capital budget requests for 2014. The purpose of this request is for three (3) specific reasons. The first reason is to provide the governing body with a long term view of the capital needs to provide a greater understanding of capital plant (buildings) and replacement of rolling stock (vehicles and equipment) schedules. The second reason affords the Township Committee greater flexibility to plan for the budgeting of these resources and the third reason, since many large cost items are no longer sustainable in this economy, a greater understanding will then drive alternative considerations.
6. Two (2) documents in the packet reflect Uniform Construction Code penalties issued by the Construction Code Official for work performed at 684 Lawlins Road and 735 Albemarle Street without building permits. Work being performed without building permits is one of the primary reasons why communities are mandated to conduct costly revaluations.
7. With regard to the revaluation update, the newsletter has been completed and it is in final draft. The Administrator thanked the members of the governing body for their input. The revaluation newsletter is very thorough and awaits final approval from the Tax Assessor. As to the contract, the Township Attorney has completed the document and is waiting for the Tax Assessor review to move forward. Committeeman Scanlan asked the Administrator when the newsletter will be delivered to residential homes. The Administrator replied after input from the Tax Assessor, he expects the newsletter to be delivered to the printer this week.
8. The Administrator reported that October is Fire Prevention Month in New Jersey. A series of fire department public service announcements have been prepared and will be distributed this week to the press. It is requested that the press consider publishing one (1) of these valuable public service announcements each week during the month of October as a public service. Deputy Mayor Christie reported that the serious house fire in Waldwick may have been started from burning candles. Candles are the primary cause for house fires in the United States. This information is vital for residents to be aware of so they can take measures to prevent fires in their homes.
9. The Administrator inspected the drainage work being performed at the Pulis Soccer Field. After speaking with the DPW Manager, the Administrator is confident the work is on schedule to be completed next week.
10. One of the most enjoyable services for Wyckoff residents is the Annual Fall Leaf Collection Program. This program begins on Monday, October 21, 2013 and the DPW Staff is in the process of servicing the leaf vacuums and trucks in preparation for the leaf collection season.
11. On Thursday, October 3, 2013 Scott Fisher, Joyce Santimauro and Peggy Keen will begin their 25th year as employees of the Township of Wyckoff.
12. After a governing body request last week, the Administrator reported that he and the Municipal Clerk drafted a bulletin explaining the State mandated procedure (in non-bureaucratic language) and anticipated time duration to obtain a raffle license and permit in the Township of Wyckoff. The bulletin has been posted on the Township's website and is available in the Municipal Clerk's Office. Committeeman Rooney suggested sending the information to the houses of worship and the school system

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for distribution to the PTO's. Mrs. Santimauro will complete that suggestion.

13. A bulletin regarding the procedure and anticipated time duration to obtain a one (1) day liquor license/social affair permit has also been prepared, placed on the Township's website and available for residents in the Clerk's Office.
14. Mr. Shannon discussed the New Jersey Department of Community Affairs Best Practice Checklist. Governor Christie has deemed this an annual requirement to obtain full funding of State aid. This checklist has been prepared by the Chief Financial Officer and the Administrator.
15. One (1) of the items on the Best Practice Checklist discusses procurement cards or "P Cards." The Administrator recommended against utilizing P Cards for an organization the size of the Township of Wyckoff. The intention and purpose of the Local Public Contracts Law is to establish procedures to ensure taxpayers money is appropriately spent and checks and balances performed. No checks, no balances, no Thanks!

Township Attorney Report:

1. Taryn Sommela, Esq. reported that Township Attorney Rob Landel prepared a memo regarding the New Jersey Supreme Court's invalidation of COAH Third Round Rules and Methods. The Court gave COAH five (5) months to establish new methods. Of particular note was the Court indicated COAH relied on Statewide data and should have relied on regional data. More information will be provided by Mr. Landel.
2. Committeeman Jepsen received a fundraising request in the mail from the Wyckoff Volunteer Ambulance Corps and inquired if the Township provides any assistance to the ambulance corps regarding their fundraising efforts. Committeeman Rooney and the Administrator explained the funding and assistance that is provided to the Wyckoff Volunteer Ambulance Corps in the form of the use of the Township bulk mail account, a solicitation for volunteers is routinely published in a municipal newsletter, payment of worker compensation insurance, payment for fuel to operate the two (2) ambulances and an annual financial donation (currently \$37,128 in 2013). However, the Wyckoff Volunteer Ambulance Corps is a fiercely independent and private association. The Corps purchases their own ambulances and they are a separate legal entity. Mr. Rooney reported that the ambulance corps takes pride in the fact that as compared to other volunteer organizations they do not bill Wyckoff residents for services rendered. It was noted that the Wyckoff Volunteer Ambulance Corps is the second oldest private volunteer ambulance corps in the State of New Jersey. Deputy Mayor Christie commented that in World War II, one (1) of the Wyckoff ambulances was donated to Europe and was sunk on a liberty ship being transported across the Atlantic during the war.

At 8:25 p.m. the Township Committee recessed the Work Session Meeting to enter into Closed Session discussion.

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

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At 8:55 p.m. the Township Committee reconvened the Work Session Meeting voting as follows:

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

1. A motion by Committeeman Rooney authorizing Rob Landel, Township Attorney to spend up to \$2,500 for work to acquire a donated small portion of Mark Cole's property (at 592 Sicomac Avenue) of an approximate size of seventy (70) feet by one hundred (100) feet sliver adjacent to the Russell Farms Community Park for use as part of the Russell Farms Community Park. The motion is seconded by Committeeman Scanlan, all governing body members voting affirmatively.
2. Committeeman Rooney initiated a motion to accept the recommendation of Police Chief Fox and Labor Counsel to deny the PBA grievance. However, that denial letter shall include the fact that the Police Committee Subcommittee of the Township Committee requests to meet with the members of the PBA officers who determined to submit the grievance to discuss the matter with them. The motion is seconded by Committeeman Scanlan, all governing body members voting affirmatively.

The Work Session Meeting adjourned at 8:58 p.m.

Douglas J. Christie
Deputy Mayor

Joyce C. Santimauro
Municipal Clerk