

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, DECEMBER 3, 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.

Richard Schluger, 515 Lafayette Avenue attended the last business meeting on November 18, 2013 with the Wyckoff Girls Scouts. Mr. Schluger is a bee keeper and pursuant to the discussion at the last meeting, he inspected both the Gardens of Wyckoff Nature Sanctuary and the Larkin House Park. Mr. Schluger was of the opinion that the Larkin House Park was the better location to place a bee hive. Committeeman Rooney commented that while attending the New Jersey League of Municipalities Conference he spoke with the New Jersey Beekeeper's Association and the representative of the Association was a former Wyckoff resident who opined that she thought the Larkin House Park was the better location. Mr. Schluger indicated that half of the honey would be provided to the Girl Scouts as a fundraising tool.

After a thorough and extensive discussion, a motion was made by Committeeman Rooney to accept the proposal of the Wyckoff Girl Scouts Association to locate a bee hive at the Larkin House Park and erect a safety fence around the bee hive. The Girl Scout Troop will manage the beehive as an action project. The fence should be locked and a key given to Scott Fisher, DPW Manager. The location will be a mutually agreed upon site between Mr. Schluger and Mr. Fisher. The project would begin in the Spring and the Girl Scouts would receive an educational benefit from Mr. Schluger since he will provide seminars on the benefits of honey. The motion was seconded by Committee Scanlan, all members of the governing body voting yes.

Committeeman Christie 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 New Jersey League of Municipalities Conference on November 19, 2013 and also attended the Joint Insurance Fund Educational Session for credit on the municipality's insurance assessment as did all members of the governing body. Mr. Scanlan paid for his registration and costs of attendance.

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2. Mr. Scanlan and Committeeman Rooney met with a professor from Rutgers University and Ms. Susan Gurack to design or layout a sensory garden at the Russell Farms Community Park. Ms. Gurack has been able to obtain flowering tulip bulbs and with the assistance of several master gardeners, they will plant those donated bulbs at the Gardens of Wyckoff on December 12, 2013.
3. Mr. Scanlan has contacted the Wyckoff Historical Society and he is collecting images of Russell Farms in days gone by for use on story boards to convey the farming history of the site. Mr. Shannon indicated he has contacted Bryant Park Commission in New York City three (3) times but has not received a response as to where they purchase the story boards in Bryant Park. Committeeman Rooney and the DPW Manager have located a vendor and funds are available from the grant to purchase three (3) signs for this purpose.
4. At the recent New Jersey League of Municipalities Conference, Mr. Scanlan located a number of vendors which provide benches which could serve as examples residents may donate at the Russell Farms Community Park in memory of a passed family member. A discussion ensued regarding the use of recycled plastic for the benches.
5. Mr. Scanlan thanked Bob Shannon for his follow-up with regard to his request to have a small section of curb installed on Cedar Hill Avenue to correspond with the new belgium block curb recently installed on the Newtown Road grant project.

Doug Christie:

1. Mr. Christie also attended the New Jersey League of Municipalities Conference in November and attended the sustainability luncheon where Wyckoff was awarded the **Silver Level Certificate** from Sustainability New Jersey.
2. The Design Review Advisory Board (DRAB) met for a second time with Capital One Bank where a revised architectural drawing was presented for consideration. The DRAB considered the second design more favorably due to the colonial design.
3. On Sunday, November 24, 2013 Mr. Christie volunteered with the Wyckoff Volunteer Fire Department and the Lions Club for the delivery and unloading of the Christmas trees next to Town Hall. The Lions Club has a great selection of trees from Canada and the proceeds benefit both organizations.

Haakon Jepsen:

1. Mr. Jepsen hoped everyone had a very nice Thanksgiving.
2. Mr. Jepsen attended the New Jersey League of Municipalities Conference and found the programs informative and timely for elected officials.

Kevin Rooney:

1. Mr. Rooney reported that the rain from Wednesday, November 27, 2013 damaged and washed sections of the recreational trail paths at the Russell Farms Community Park. Certain repair work will be required.

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2. The new storage building at the Recycling Center is nearing completion. This building will house DPW equipment and emergency management equipment.

Mayor Boonstra:

1. Mayor Boonstra attended the New Jersey League of Municipalities Conference and attended the luncheon ceremony where Bob Shannon was honored as the “Municipal Administrator of the Year” from the New Jersey Municipal Management Association.
2. Mayor Boonstra attended the Russell Farms Community Park Grand Opening Ceremony on Saturday, November 16, 2013. There is a long list of individuals who worked tirelessly on the park to mention, however Mayor Boonstra would like to recognize Township liaisons to the Russell Farms Advisory Committee, Mr. Brian Scanlan and Mr. Kevin Rooney.
3. Mayor Boonstra attended the Menorah Lighting Ceremony on Sunday, December 1, 2013 at 5:00 p.m. in front of Town Hall.
4. On Wednesday, November 27, 2013 Mayor Boonstra spoke to a group of cub scouts from Cub Pack 44 from Washington School. The Municipal Clerk provided a tour of Town Hall.
5. Mayor Boonstra completed his “Meet the Mayor” sessions for 2013 on November 23rd. A number of questions were asked by residents who visited Town Hall.
6. Mayor Boonstra reported the completion of a shared service agreement where the Township of Wyckoff will be providing payroll services to the library for a fee. Mayor Boonstra recognized Bob Shannon, Administrator, Diana McLeod, Chief Financial Officer, Mary Witherell, Library Director and Vincent Antonacci, Library Board of Trustees President for their work and participation which resulted in this successful shared service.

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

The Administrator advised that this evening the Township Committee has the pleasure of providing a number of presentations:

1. The first presentation will be conducted by Police Chief Fox and the Traffic Safety Officers who have been awarded the American Automobile Association (AAA) of Northern New Jersey’s highest award, the Award of Excellence for pedestrian and traffic safety.
2. A special group of student athletes from Eisenhower Middle School will be presented proclamations as the first Wyckoff middle school students to win the middle school league championship for soccer. The soccer team had fifteen (15) wins and no losses.
3. A presentation by Lisa Miller to the Township Committee of a water color painting of Town Hall in memory of her mother, Betty McCallum.
4. The Township Committee will present a proclamation to Michael Almstead who donated 130 trees to the Township of Wyckoff for planting at the Russell Farms Community Park.

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5. Resolution #13-270 will be removed from this evening's agenda to provide time for further research and to determine if a less cumbersome and inexpensive option is available to the Township to compel residents to repair sidewalks abutting their property when property owners fail to respond to an abatement letter.
6. The agenda also includes two (2) public hearings this evening. The first public hearing references the 2014 salaries for the Wyckoff Road Association. A collective bargaining agreement is in place for 2014 and therefore, the ordinance is scheduled for further consideration and adoption. The second hearing reflects the 2014 salaries for the uniform police officers in the Wyckoff Police Department due to an existing collective bargaining agreement for 2014.

Policy Action Items:

1. The Administrator provided a list of volunteers on board rosters for governing body review and consideration in anticipation of the Reorganization Meeting.
2. A memo suggesting a change to the two (2) hour parking along Wyckoff Avenue between Franklin Avenue and Highland Avenue was received. This request has been reviewed by the Police Chief and a recommendation will be submitted to the Public Policy Subcommittee for review and approval. If recommended and then approved by the Township Committee, a draft ordinance will be submitted for full governing body consideration in January 2014.
3. The draft shared service agreement for payroll services for the library was reviewed today by the Administrator, the Township Attorney and the Chief Financial Officer. Various improvements were made and further vetting will continue and this agreement is proposed to be submitted for Township Committee consideration at the December 17, 2013 business meeting.
4. The ordinance to amend police off-duty assignments, an outgrowth of a budget discussion with the Finance Committee, was reviewed today by the Administrator, Chief of Police and the Township Attorney. This draft ordinance amendment, if approved by the governing body, will be introduced at the Reorganization Meeting.
5. On Friday, December 6, 2013 the Chamber of Commerce is providing their "Santa Comes to Wyckoff" and Tree Lighting Ceremony at Town Hall beginning at 7:45 p.m. Mayor Boonstra will provide the welcoming remarks.
6. The American Flag in front of Town Hall was flown at half-staff on Friday, November 22, 2013 to honor President John F. Kennedy's memory and celebrate his enduring imprint on American history on the 50th year of his assassination.
7. The 2014 Municipal Calendar is expected to be delivered to Wyckoff homes the week of December 14, 2013. A public service announcement has been prepared and will be issued to alert residents to expect the calendar. The Township Committee has determined that the calendar theme for 2014 shall be, Emergency Preparedness. The calendar is filled with useful and timely informational tips for residents to make their homes and families safe in times of emergencies.

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8. The Wyckoff Municipal Alliance is attempting to expand its anti-drug and alcohol message through a partnership with the K-8 Board of Education specifically, the video clips from Partnership for a Drug Free New Jersey are being provided to the schools for distribution in their Friday electronic packets to parents. The Township has received successful responses in that 80% of those who have registered to receive the municipal Friday e-blasts are viewing these twenty second anti-drug educational video clips.
9. The Wyckoff Alliance and the Franklin Lakes, Oakland and Wyckoff Chiefs of Police sponsored a drug awareness program for parents on Tuesday, November 19, 2013 at Indian Hills High School which was well attended.
10. The Administrator reviewed the correspondence provided concerning the work being devoted by the municipality to comply with the global hazardous chemical unfunded mandate. This new mandate requires additional training of employees and volunteers in 2014 and is intended to reflect the same chemical awareness training in Europe.
11. The Administrator attended the November 25, 2013 Bergen County Joint Insurance Fund Meeting at Westwood Borough Hall. The purpose of the meeting was to review and vote on the 2014 budget. The Administrator was pleased to report that Wyckoff is the only municipality in the approximately fifty (50) member insurance consortium receiving a decrease in their 2014 assessment charge. The priority in 2014 is to encourage all employees and volunteers in the Township of Wyckoff to avoid accidents and injuries. Mr. Shannon will be a member of the executive board of the Bergen County Joint Insurance Fund in 2014.
12. The Wyckoff Public Library hosted a blood drive today from 2:00 p.m. to 7:00 p.m.
13. The Administrator reported that while at the New Jersey League of Municipalities Conference in November, he attended a seminar regarding pension reporting. A report was provided to the governing body that the Township of Wyckoff is in compliance with the training and reporting laws required by the New Jersey Pension Bureau.
14. Partners in Pride has requested to place two (2) Christmas wreaths on the Zabriskie Pond covered bridge. The Township Committee approved.
15. The damaged utility pole in front of 431 Grandview Avenue was finally replaced on Saturday, November 30, 2013. The police department had been contacting PSE&G to prod the utility company into replacing the pole because the existing pole was not installed securely.
16. Committeeman Rooney asked the Administrator if the Tax Assessor has provided any input, pro or con concerning the revaluation process. The Administrator advised that the Tax Assessor has not provided any additional information other than the field inspectors are in the community visiting homes and completing inspections. Mr. Rooney asked if any dates have been selected for the three (3) public information sessions. The Administrator replied that those dates have not been established until a formal report is received from the New Jersey Division of Taxation.

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- 17. Committeeman Scanlan asked the Administrator the status of the resident request for ACH payments and the response from the Chief Financial Officer. Mr. Scanlan suggested a subcommittee meet with the Chief Financial Officer to explore this issue in further detail. The Township Committee discussed this request and determined to have the Finance Committee speak with Ms. McLeod and report thereafter.
- 18. The DPW leaf crews are in District 8 of the second townwide leaf collection. They will start the third round of leaf collection on Friday in District 1.

Township Attorney Report:

- 1. Mr. Landel has been working with the Municipal Clerk to assist with a number of complex Open Public Records Requests (OPRA).
- 2. Mr. Landel has completed the contract which will allow AT&T as per their response to the Township’s advertised competitive bid and Planning Board application approval to locate their wireless telephone facilities on the Route 208 communications tower at the location previously occupied by Nextel. Nextel has issued notice it is leaving both Town Hall and the Route 208 towers.
- 3. The Township Attorney reported that a final reply draft letter was received for governing body review and consideration with regard to the acquisition of the Maple Lake property. As per Township Committee instruction, multiple letters were sent to the attorney for the property owner and it appears at this time the property owner is not willing to negotiate the sale of the property consistent with the objective and independent appraisals obtained.

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

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

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 YES SCANLAN YES
BOONSTRA YES

The Township Committee determined there was no need to enter into a Closed Session discussion this evening.

The Work Session Meeting adjourned at 8:46 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk

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