

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, DECEMBER 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 and Douglas J. Christie

**Also Present:** Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

**Absent:** Committeeman Brian D. Scanlan

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 Christie.

There was no public comment.

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

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

**Township Committee Reports:**

**Douglas Christie:**

1. Mr. Christie attended the Environmental Commission Meeting last evening where the two (2) student assistants who volunteered this year were thanked for their service. A public service announcement requesting two (2) additional students for 2014 has been issued.
2. On Friday, December 6, 2013 Mr. Christie attended a subcommittee meeting with the Wyckoff Parks and Recreation Foundation and the Wyckoff Family YMCA.
3. On Monday, December 16, 2013 Mr. Christie attended a meeting to review Sustainable Jersey programs and grant applications with the Administrator and the Environmental Commission Chair.

**Haakon Jepsen:**

1. Mr. Jepsen attended the 12/10/13 meeting of the CERTS Group and reported that Mr. Shannon attended the meeting to discuss safety measures with the CERT members present.
2. Mr. Jepsen reported that his home was visited by a revaluation employee and he found the inspector to be polite and professional.

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3. Mr. Jepsen was contacted a by a scout leader who has expressed an interest in performing a civic improvement project by his troop. The Administrator was asked to determine if there is a specific project required within the municipality for the boy scout troop to perform and alleviate the need for municipal staff to perform.

**Kevin Rooney:**

1. Mr. Rooney attended subcommittee meetings on December 4, 5, and 6, 2013 which included reviewing the budget and discussions with the Wyckoff Parks and Recreation Foundation and the Wyckoff Family YMCA.
2. On December 6, 2013 Mr. Rooney attended the Chamber of Commerce sponsored “Santa Comes to Wyckoff” and “Tree Lighting Ceremony.”
3. Mr. Rooney attended the Zabriskie House “Open House” on Saturday, December 7, 2013.  
Also on December 7, 2013 Mr. Rooney attended the Toys for Tots Marine Train along with the Wyckoff Volunteer Fire Department.
4. On Wednesday, December 11, 2013 Mr. Rooney attended another budget formulation meeting.

**Mayor Boonstra:**

1. Mayor Boonstra reported that on Wednesday, December 11, 2013 he officiated the first same sex marriage in Wyckoff.
2. On Thursday, December 12, 2013 Mayor Boonstra provided remarks and answered questions at the Wyckoff/Midland Park Rotary Club Breakfast Meeting held at the Brickhouse Restaurant.
3. Mayor Boonstra would like to thank the governing body members, the Township Administrator and the Department Managers for the support provided to him as Mayor in 2013. Many achievements were completed in 2013.

**Policy Action Items:**

1. The Administrator reviewed the shared service agreement which would authorize the Township to perform payroll services for the Wyckoff Public Library employees for the payment of a reasonable fee. The Township Committee approved this resolution and it will be placed on the January 1<sup>st</sup> Agenda for adoption.
2. The Administrator reviewed the ordinance amendment redrafted by the Township Attorney which modifies police off-duty assignment charges. The ordinance will be placed on the January 1<sup>st</sup> Agenda for introduction.
3. With regard to the Township Committee’s request for the Township Attorney to review the current ordinance related to compelling property owners to repair their sidewalks after failure to act upon receiving notice, Mr. Landel advised that he will have a response soon.

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4. The draft re-organization agenda is submitted for governing body review. One change on the agenda indicates that the Ambulance Corps members will not be present therefore, their officers will not be sworn in at the Reorganization Meeting.
5. A letter has been sent to the municipal employees who serve as staff to the boards and commissions asking them to invite the volunteer board members to attend the Reorganization Meeting and wish the Township Committee well with the New Year's challenges. Board members who are being reappointed will be sworn in at this time.
6. The agenda this evening includes a motion which will allow the early release of hardcopy paychecks on December 23<sup>rd</sup>. Employees who have chosen direct deposit are not impacted by this decision.
7. A letter from Police Chief Fox discussed a proposed parking limitation modification to decrease the duration of parking from one (1) hour to fifteen (15) minutes on Wyckoff Avenue between Franklin Avenue and Highland Avenue and for a few on-street parking spaces on Highland Avenue near Wyckoff Avenue. This proposal has been forwarded to the Public Policy Subcommittee for review and recommendation to the full Township Committee for their consideration at a future Township Committee Work Session Meeting.
8. The flags in front of Town Hall were flown at half staff on 12/7/13 for Pearl Harbor Remembrance Day to show our enduring gratitude to all who fought to defend freedom against the forces of tyranny and oppression in the Second World War.
9. The flags were also flown at half staff from 12/6/13 to 12/9/13 as ordered by President Obama as an honor and mark of respect in recognition of Nelson Mandela's contribution to peace.
10. A copy of a resident e-mail regarding solicitors who travel door to door was clarified as the initial information was stated incorrect. Police Chief Fox's reply corrected the facts by citing the appropriate law.
11. A request has been received from Wheels for Wishes to post their link on the Township's municipal website for any resident who wishes to recycle a car by donating a car to this group. The governing body discussed this item and determined that this atypical request was not approved for posting on the recycling page.
12. The Administrator reported that he will attend the Joint Insurance Fund Reorganization Meeting on Thursday, January 20, 2014 at 6:00 p.m. if any governing body members wish to attend. Please advise the Administrator.
13. The Administrator will take a vacation day on Friday, December 20, 2013 returning to the office on Monday, December 23, 2013.
14. A reply was received from Ridgewood Water to the second letter the governing body sent which questioned various comments made by the Ridgewood Water Director in relation to the public information bulletin Ridgewood Water mailed to Wyckoff residents regarding elevated lead levels in drinking water. The Township Committee instructed the Administrator to post the governing body's letter on the homepage of the municipal website and the response from Ridgewood Water.

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15. The Town Hall Holiday Luncheon is scheduled for Thursday, December 19, 2013.
16. A request was received from the Faith Community Church to waive the food handlers license fee for 2014 as a reciprocal gesture for the usage at no cost of the church barn as an election polling place. The Township Committee agreed as long as the waiver does not exceed \$500.
17. A notice was received from the New Jersey Division of the Alcoholic Beverage Commission (ABC) indicating the State has issued a license to allow Unionville Vineyard, LLC from Ringoes, New Jersey to have a new additional retail privilege license to pour and sell wine at Pizzeria Mandara Restorante at 319 Franklin Avenue. The license is issued pursuant to NJSA 33:1-10.2(a). The governing body discussed the role of the police department regarding these licenses and asked that an answer be obtained on who is responsible to ensure that the restaurant only pours or sells wine grown by the ABC approved vineyard only.
18. A request was received from the Eastern Christian Children's Retreat to waive the building permit fees for the construction of their group home for folks with disabilities at 832 Mountain Avenue. The Township Committee stated that their policy is to waive 20% of the fee paid to the municipality.
19. This year, New Year's Eve falls on Tuesday evening. Therefore, the Township Committee has approved closing the municipal offices from 6:00 to 8:p.m. on Tuesday, December 31, 2013. This information will be placed in the next two (2) e-mail blasts and posted on the doors of Town Hall.
20. The Administrator reported that a Township school crossing guard, working at the school crosswalk in Calvin Court at Cedar Hill Avenue, slipped on ice and was taken to the hospital. As more information becomes available, an update will be provided.
21. The Administrator attended the 12/4/13 meeting of the Partners in Pride (PIP) whereby they expressed their appreciation for the bright yellow safety vests provided by Police Chief Fox. Previously, a letter was sent to the PIPS advising that the members should be wearing bright safety garments when gardening in the traffic islands. This is the 27<sup>th</sup> year of the non-profit organization's assistance with the beautification of Wyckoff.
22. On Thursday, December 5, 2013 the Administrator attended a Wolf Shared Service Meeting with Mayor Boonstra and Committeeman Christie. At the meeting, the elected officials present discussed how the proliferation of State actions prevent municipalities from establishing and maintaining their own identity and how the cost of these State mandates continue to grow. Also discussed was police salaries, the largest component of municipal budgets as well as community energy aggregation.
23. The Administrator attended a meeting with the Wyckoff Parks and Recreation Foundation and the Wyckoff Family YMCA on Friday, December 6, 2013.
24. On Saturday, December 7, 2013 the Administrator attended a meeting with Committeeman Rooney and the Mayor of North Haledon regarding completion of a shared service agreement for electrical subcode officer services. That discussion continues with a potential resolution in the near future.

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25. The Administrator contacted the Joint Insurance Fund (JIF) to verify that all five (5) members of the governing body and he attended the JIF Risk Management Safety Educational Program. The Township will receive the maximum credit to its insurance assessment as possible.
26. Two (2) notices from the Construction Code Official indicated that residents residing at 81 Wyckoff Avenue and 611 Buena Vista Way received fines for performing work to their homes without the required building permits.
27. The Administrator volunteered at the Chamber of Commerce Santa Comes to Wyckoff and Tree Lighting Ceremony on Monday, December 9, 2013. Approximately 150 individuals attended the festive event.
28. The Administrator attended the CERT Meeting on Tuesday, December 10, 2013 to ensure the CERT Members understood why the Township is requiring CERTS to complete a traffic safety course prior to performing any traffic function.
29. The Administrator attended the meeting concerning the Annual Free Rabies Prevention Program. The impetus of the meeting was that the Township was informed it would not receive the State purchased rabies vaccine donated through the County. Alternate planning was required as the rabies prevention program has been advertised in the 2014 Municipal Calendar and on the back of the annual dog/cat license renewal form. At the meeting, Carol Tyler, the Certified Animal Control Officer, reported that she spoke to Bergen County and the Township will receive the rabies vaccine as anticipated. It was reported that the municipality already purchases the syringes for the program. The Township Committee discussed whether the town could charge a fee for the rabies vaccination as many dog owners are not from Wyckoff. The Administrator responded that it was his understanding that because the taxpayers of the State of New Jersey paid for the rabies vaccine, any municipality receiving the vaccine may not charge a fee. An idea for next year was discussed in that the Township would purchase the rabies vaccine and then charge a fee for the vaccination. An ordinance would have to be established to create that fee and it could not be established before this year's rabies prevention program on Saturday, January 11, 2014. However, Committeeman Rooney suggested the Township use the police digital communication board and place a request at the rabies prevention program for residents to make donations if they so choose. The Municipal Clerk will implement this process.
30. The Township has received a bill from the Borough of Waldwick for \$165.76. This amount was forwarded to the seven (7) member municipalities who funded the effort of a bond counsel and an auditor to persuade the Northwest Bergen Sewer Utilities Authority to refund the double payment of the bond in 2013.
31. A request was received from Boswell Engineering for a 3% increase in their hourly rate. The Township Committee denied that request because any and all other requests have been denied as well.
32. The Administrator attended the Environmental Commission Meeting last evening and reported that considerable energy and momentum exists on the Environmental Commission and the Green Team Task Force. The Township will submit a grant application requesting \$25,000 to perform two (2) improvements that include: converting the flashing school crosswalk signals on Grandview Avenue to solar power; constructing solar powered flashing signals on Sicomac Avenue at both approaches to

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the Fire Company #3 to alert motorists who are driving on that section of Sicomac Avenue when a fire truck is exiting or entering the firehouse.

- 33. A vehicle auction was conducted this morning and one (1) 2007 police vehicle no longer needed for public use was sold for \$1,000.
- 34. On Saturday, December 14, 2013 a significant snow storm (six inches) required the DPW to sand and salt the municipal roads.
- 35. The DPW is working in District 3 in the third townwide round of leaf collection.
- 36. 2014 will be the 25<sup>th</sup> year the Wyckoff Police Department has been teaching 6<sup>th</sup> graders the DARE Anti-Drug and Alcohol Program in the public and parochial schools in Wyckoff.
- 37. Today, 12/17/13, the Township experienced three (3) inches of snow which required the DPW to sand and plow. The total snow fall in 2013 in Wyckoff is forty-five (45) inches of snow.
- 38. The Administrator reviewed a potential shared service contract with the K-8 Board of Education. The DPW would perform general mechanical repair to Board of Education vehicles (not school owned buses) for a fee and the use of Lincoln School for the summer recreational camp program.
- 39. The Administrator reported that the first public information seminar for residents regarding the revaluation is scheduled for Wednesday, January 15, 2014 at 10:00 a.m. in the Shotmeyer Room at the Wyckoff Public Library. It was discussed and agreed that Township Committee members shall not attend because the Township Committee role in the revaluation ends with the award of the contract. A perception does not need to be created that the Township Committee has any role in the development of property values. The special edition newsletter clearly states the Township Committee is not involved in the revaluation process and they are prohibited by law from that involvement.

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

At 8:10 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

At 8:11 p.m. the Township Committee adopts Resolution #13-C11 to enter into Closed Session discussion:

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

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At 8:35 p.m. the Township Committee re-enters the Work Session Meeting with the following vote:

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

The Work Session Meeting adjourned at 8:35 p.m.

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Rudolf E. Boonstra  
Mayor

\_\_\_\_\_  
Joyce C. Santimauro  
Municipal Clerk