TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN PUBLIC WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, DECEMBER 2, 2014 – 7:30 P.M.

Mayor Douglas J. Christie opened the Work Session Meeting at 7:30 p.m. in the second floor municipal court room.

Municipal Clerk Santimauro read the Open Public Work Session statement: "This Open Public 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 Douglas J. Christie, Committeemen Kevin J. Rooney, Haakon C. Jepsen, Brian D. Scanlan and Rudolf E. Boonstra
Also Present: Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

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

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

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

The Agenda is as submitted with the following additions:

1. A Transfer of Funds resolution recommended by the Chief Financial Officer to perform transfers which are permitted after November 1st.

2. The Administrator reviewed the following items of note on this evening's Agenda:

   a.) High marks to the Chief Financial Officer for Resolution #14-272 regarding her alertness that obtained $7,800 for tax relief.

   b.) The Agenda includes two (2) shared service agreements which are extended for 2015 and 2016. The first agreement is for sewer cleaning and the second agreement is for TV video inspections of sewers. Thanks to Joyce for putting these together.

   c.) A new fire apparatus was delivered on Friday, November 28, 2014 and a resolution to invoke Title 59 – Plan and Design Immunities in favor of the Township of Wyckoff was drafted and is presented. This is a best practice risk management action.

   d.) Four (4) contract award extensions are included. Previously, these contracts were awarded for Summer camp programs which the Wyckoff Parks and Recreation Advisory Board requested that the Township provide for its residents. Those contracts were for two (2) year periods. The law allows municipalities to include language that if contracts are performed efficiently, they can be extended for two (2) –

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one (1) year periods. This process saves money and staff time. These Summer camp programs are proposed to be extended for 2015 and 2016.

e.) Two (2) resolutions confirm that non-profit agencies exist in Wyckoff and that is a requirement for them to compete for grant funds from Bergen County.

f.) An ordinance is introduced which reflects the sixth year of a seven (7) year contract for public works labor salaries. The salary increase reflects a 2% increase on the step guide. The contract includes no longevity for new employees. Employees hired after 2010 pay 15% of their health benefits in year one (1), then a greater percentage for health benefits each year until year seven (7) which they then pay 50% of their health benefit coverage for all future years of employment.

g.) A report from Police Chief Fox regarding the award of license for vendors to tow vehicles that have mechanical breakdowns or collision crashes on municipal, county and State roads in Wyckoff. The Township creates a rotating list and three (3) vendors have met the requirements established. An ordinance for this purpose established standards, based on a recommendation by Police Chief Fox, the Township Committee determines which vendors will be approved for the rotating list in 2015.

h.) A public hearing is scheduled for tonight on an ordinance to accept a donation of 'bases' for the Pulis Field future outdoor sports lighting and $27,624 monetary donation for the DPW to install the bases this winter. The YMCA did not provide for the installation of the 'bases' (structural Foundations) to anchor or support poles and overhead lighting, should they be installed at a future date. It makes no sense to install the artificial turf playing surface without including the installation of the bases.

i.) An ordinance is proposed to remove the two (2) three (3) year term limit a volunteer can serve on the Parks & Recreation Advisory Board.

j.) The Township Committee has the pleasure this evening of presenting proclamations to the Ramapo High School State Championship Gymnastic Team.

Policy Action Items:

1. The next public business meeting will be conducted on Monday, December 15, 2014 because Tuesday evening, December 16th is the beginning of Hanukkah. On Thursday, January 1, 2015 the Sine Die Meeting will commence at 11:00 a.m. followed by the Reorganization Meeting at noon.

2. The September and October Wyckoff Board of Health Meeting Minutes were provided for discussion. The Administrator reported that these meeting minutes are performed in a thorough and complete manner. The Board Secretaries and Staff complete the meeting minutes in a timely manner to be posted on the Township website usually within fifteen (15) days to thirty (30) days after a meeting. The Township provides an additional transparency function evident on the Board of Adjustment Agenda whereby a detailed explanation of an application is posted. The Township executes this function consistently for all land use applications.

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3. Two (2) notices of penalty from the Building Inspector were issued for work performed without a building permit and a business property was occupied without a Certificate of Occupancy. The first property is 370 Dorothy Lane. The second penalty was for the tenant at 291 Franklin Avenue whereby the tenant did not install the State required fire safety suppression system.

4. Two (2) community events are upcoming shortly; the first event is the Christmas Tree Lighting Ceremony in Town Hall on Friday, December 5, 2014 at 7:30 p.m. On Tuesday, December 16, 2014 the Lighting of Menorah Ceremony will be conducted at 6:00 p.m.

5. On Thursday, January 29, 2015 the FLOW Area Alliances will provide a presentation in conjunction with the Ramapo/Indian Hills Regional High School District at Indian Hills High School regarding stress, anxiety, drugs and alcohol specifically for parents and teenagers. The Township has been attempting to obtain the information to begin e-blasting to site registered e-mails wishing to participate in the presentation.

6. The Administrator presented the governing body with the first place award in the New Jersey Public Information Contest for Best Print Media provided by Rutgers University and the New Jersey State League of Municipalities.

7. The Administrator has the following bid openings scheduled for Tuesday, December 9, 2014 at 11:00 a.m. They include three (3) additional recreation Summer camps, the medical examinations required of firefighters to comply with the OSHA mandate, school crossing guard hearing and vision testing and bond counsel service. Award recommendations will be presented at the Monday, December 15, 2014 business meeting.

8. The annual WOLF (Wyckoff, Oakland, Franklin Lakes Cooperative Pricing System) bid for recreation equipment is scheduled for Tuesday, December 16, 2014.

9. On Saturday, January 10, 2015 at the DPW Garage, 475 West Main Street, the Clerk's Office will conduct the Annual Free Rabies Prevention Program from 1:00 p.m. to 3:00 p.m. Governing body members are welcome to volunteer at the event. Donations are welcome.

10. A memorandum from Lt. Van Dyk reflects the request of members of the CERT Team to perform additional functions. The Township Committee discussed the request and determined to add the requested events the Wyckoff Board of Health Annual Health Fair, Memorial Day Parade and the Wyckoff Day event at the Wyckoff Family YMCA Campus, all in Wyckoff.

11. With regard to the Wyckoff YMCA/Wyckoff/Midland Park Rotary Club Triathlon conducted in Franklin Lakes, the Administrator was instructed to add to the resolution with the caveat that a certificate of insurance be provided by the Wyckoff Family YMCA or Rotary Club designating the Township of Wyckoff as additional insured.

12. Committeeman Rooney advised that another community event will be held on Saturday, December 6, 2014 at 11:45 a.m. at the PTO Economy Shop, 399 Main Street where the Marine Corps will conduct their Toys for Tots Program. The Marine Corps train will stop exactly at 11:45 a.m. with the Wyckoff Fire Department delivering the collected toys to the train to

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be distributed to needy children. The Town Hall Staff donated three (2) large boxes of toys.

Township Committee Reports:

Haakon Jepsen:

1. At the recent New Jersey State League of Municipalities Conference on November 18–20, 2014, Mr. Jepsen reported he was pleased with the number of IT Programs available as part of the Educational Forum which allowed him to compare the Township's capabilities with surrounding municipalities. A number of different options are accessible as a Township resource.

2. Mr. Jepsen reported that the Township's code of its municipal laws and ordinances are available on our website 365/24/7. However, there is the option to download the E-Code as an "app" onto a dataphone.

3. Mr. Jepsen's daughter will be singing at the Christmas Tree Lighting Ceremony on Friday, December 5, 2014 at Town Hall. Also in attendance will be the Wyckoff artist whose illustration is depicted on a U.S. postage stamp.

Rudy Boonstra:

1. Mr. Boonstra extended congratulations to Committeeman Scanlan and Mayor Christie on their recent election.

2. Mr. Boonstra also congratulated Committeeman Scanlan and Administrator Shannon on the recent engagements of their daughters.

3. On Thursday, December 4, 2014 there will be a re-hearing at the Board of Adjustment for the Christian Health Care Center Vista application. The Christian Health Care Center is returning to the Board of Adjustment to make minimal reductions to several building sizes and requesting relief to the Wyckoff requirement for fire rated construction materials. This application included property that is both located in Wyckoff and Hawthorne; therefore, applications were submitted to both the Bergen and Passaic County Planning Boards.

4. There will be a re-hearing of the Aldo's Restaurant, 640 Wyckoff Avenue at the Planning Board Meeting on Thursday, December 11, 2014. Mr. Boonstra anticipates the application will be re-heard and possibly the current litigation dismissed.

5. Mr. Boonstra advised that Erik Ruebenacker, Vice-Chair of the Board of Adjustment performed an outstanding job at the last meeting in the absence of Chairman Donkersloot. Mr. Donkersloot, a longtime volunteer member of the Wyckoff Board of Adjustment, will be moving out of Wyckoff.

Kevin Rooney:

1. Mr. Rooney also attended the New Jersey League of Municipalities Educational Conference.

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2. Mr. Rooney asked Committeeman Boonstra if there are any changes to the Christian Health Care Center landscape plan and if so, could they be provided to the Shade Tree Commission.

3. The Shade Tree Commission will conduct six (6) meetings in 2015.

4. The new fire apparatus was received and is located at Fire Co. #1.

5. Mr. Rooney has attended numerous meetings concerning the police contract and the shared service contract for dispatch at Bergen County. It is anticipated to be completed by the end of the year.

Brian Scanlan:

1. Mr. Scanlan attended a portion of the Wyckoff Recreation Advisory Board Meeting on Monday, November 17, 2014 (the public business meeting was conducted) and initiated a discussion item to address whether it is appropriate when a Wyckoff resident coaches a travelling team and coaches a club team as well. Is this a conflict of interest? The Recreation Advisory Board discussed this at length and determined to develop a policy that requires the Recreation Director to advise the Parks and Recreation Advisory Board when this transpires and will be addressed on a case by case basis. It was noted that coaches are required to sign a document that indicates they are 100% committed to being a travelling team coach.

2. Mr. Scanlan indicated that the Agenda this evening includes contract extensions for Summer Camp programs the Parks and Recreation Advisory Board feels are valuable programs for the children in the Summer.

3. Mr. Scanlan pinched hit for Mayor Christie at the Wyckoff Library Board of Trustees Meeting on Wednesday, November 19, 2014 where salary increases were approved and the Board voted to establish a library logo developed from a contest. Also, the Library Director is applying for a very competitive grant through the Smithsonian Institute in Washington, DC to host a travelling exhibition on what it means to be human.

4. The Friends of the Library will sponsor a holiday concert on Sunday, December 7, 2014 at the Library from 1:00 p.m. to 3:00 p.m.

5. Mr. Scanlan is pleased to announce that after a year's worth of work, the Zabriskie House Trustees will be issuing the first draft of a plan that includes the use of the property and maintenance work that needs to be performed in stages, funding possibilities to responsibly maintain the Zabriskie House. The report also includes turning the garage into a meeting place area.

Mayor Christie:

1. Mayor Christie concurred with members of the governing body that the NJ League of Municipalities Educational Conference was exceptional.

2. The new fire truck has been thoroughly inspected, water has flowed through the apparatus to ensure the pumps are operating properly at all speeds. The truck will be accepted by the fire department.

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3. The Wyckoff Volunteer Fire Department will be conducting their annual elections on Monday, December 8, 2014.

4. To date, there have been 473 calls for fire department assistance.

5. Mayor Christie extended an invitation to all to attend the Christmas Tree Lighting Ceremony on Friday, December 5, 2014 at 7:45 p.m.

6. All residents are invited to attend the Toys for Tots Marine Train event at the PTO Economy Shop, 399 Main Street on Saturday, December 6, 2014 beginning at 11:45 a.m.

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

At 8:20 p.m. the Township Committee convenes the Work Session Meeting voting as follows:

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

At 8:25 p.m. the Township Committee recesses the Work Session Meeting to enter into Closed Session discussion via Resolution #14-C8.

At 8:55 p.m. the Township Committee reconvenes the Work Session Meeting with the following vote:

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

The Work Session Meeting adjourned at 8:55 p.m.

Douglas J. Christie
Mayor

Joyce C. Santimauro
Municipal Clerk