

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, FEBRUARY 21, 2017 – 7:30 P.M.**

Mayor Rudolf E. Boonstra opened the Open 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 Rudolf E. Boonstra, Committeemen Thomas J. Madigan, John A. Carolan and Timothy E. Shanley

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 Carolan, seconded by Committeeman Madigan.

There was no public comment.

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

Mayor Boonstra advised that the Finance Committee has reviewed and signed vouchers.

Township Committee Reports:

Tom Madigan:

1. Mr. Madigan attended the recent Special Planning Board Meeting where a four (4) lot residential subdivision on Smith Place in the Sicomac Section of Wyckoff was approved.
2. A Police and Subcommittee Meeting was conducted on Friday, February 17, 2017.

John Carolan:

1. The Township Staff sent a public service announcement to the Northwest Bergen Communities asking them to post information concerning the availability of the Township of Wyckoff's commuter parking permits at the Cornerstone Christian Church.
2. Mr. Carolan thanked Police Chief Murphy for obtaining laptop computers at no cost for staff where needed from the Federal Surplus 1033 Program.
3. The Township of Wyckoff's Spring Shred Fest will be conducted on Saturday, April 8, 2017 from 8:30 a.m. – 11:00 a.m. at the Recycling Center, 476 west Main Street. Residents may bring their personal documents (four bags or boxes) for shredding.

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4. Mr. Carolan thanked Mrs. Santimauro, Municipal Clerk and her project team of employees who continue to work on the archives management program in the basement of Town Hall. Currently, Mr. Carolan advised that the project is 80% complete and is greatly appreciated.
5. Mr. Carolan thanked the Administrator for meeting on Saturday, February 18, 2017 with fire department personnel and providing a seminar on purchasing. It is anticipated that a cooperative pricing bid may be issued for fire equipment for discount volume purchases.
6. Mr. Carolan had attended the Wyckoff Volunteer Fire Department Comedy Night Fundraiser and described the event as successful with more than 400 citizens in attendance. Mr. Carolan specifically thanked the Wyckoff Family YMCA for providing its facility at no cost to the fire department and the local business community who donated the food.
7. The snow storm of last week was the ninth storm requiring response from the DPW.
8. Last week, the first Municipal Alliance Meeting of 2017 was conducted and Patrolman William Christopher was welcomed as the new Chair of this important committee. The efforts of the Alliance Committee focus on providing information and activities to parents and children aware of the evils of drug and alcohol addiction.
9. The Finance Committee has been working diligently on the formation of the 2017 Operating Budget and Capital Plan. Mr. Carolan thanked Committeeman Madigan, Diana McLeod, Chief Financial Officer and Bob Shannon, Administrator for their conscientious efforts. The Township continues to review expenditures to determine where cost avoidance may be obtained. Difficult decisions will be required regarding competing valid services, projects and expenses.
10. Mr. Carolan attended a Wyckoff K-8 Board of Education Meeting on Monday, February 13, 2017 where the K-8 Special Education Program was recognized for being one of the best special education programs in Bergen County. It is very efficiently operated and provides an effective education for children with special needs.

Mayor Boonstra:

1. On Saturday, February 18, 2017 Mayor Boonstra attended a meeting of the Northwest Bergen Mayors and Administrator at Waldwick Borough Hall. The purpose of the meeting was to receive a presentation from the Northwest Bergen Sewer Authority concerning sewer operations. However, in route to the meeting, Mayor Boonstra received a phone call from Committeeman Carolan regarding a sinkhole on Mountain Avenue, between Camelot Court and Ruit Farm Road. The police department was called, as well as the Administrator and safety provisions were completed prior to the arrival of the DPW crew.
2. Mayor Boonstra also attended the fire department comedy night fundraiser and thanked the Wyckoff Family YMCA and local businesses for their support.
3. On Wednesday, February 8, 2017 Mayor Boonstra attended the Planning Board Meeting with Township Committee Liaison Tom Madigan.

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4. Mayor Boonstra attended the Special Planning Board Meeting on Tuesday, February 14, 2017 with Committeeman Madigan where the four (4) lot subdivision on Smith Place was reviewed and approved. At the meeting, both the applicant's planner and the Planning Board's Planner reviewed the site plan and application. Both planners performed their tasks efficiently.
5. Mayor Boonstra attended a "Wyckoff Day" meeting whereby the Wyckoff Family YMCA requested the day begin with a Mayor's Wellness Walk around the perimeter of the Pulis Field Recreation Complex.
6. On Thursday, February 16, 2017, Mayor Boonstra attended a Public Policy Meeting and on February 17, 2017 a series of three (3) meetings which included the police and Municipal Alliance. Mayor Boonstra thanked Patrolman Christopher for volunteering to serve as Chair of the Municipal Alliance.
7. This morning, Mayor Boonstra attended a meeting at the Bergen County Courthouse with Township Attorney Landel and Administrator Shannon regarding the Township's efforts to craft an effective affordable housing program and to address the involvement of the owner of the Maple Lake property who is an intervenor in the litigation. Mr. Landel will provide additional information in this regard shortly.

Township Administrator Report:

1. At the last meeting, Mr. Shannon provided an update to the governing body that the commodity resale price agreement between the Township and the K-8 Board of Education was renewed. As way of summary, this operation allows the taxpayers to avoid funding a fuel dispensing system and a salt storage facility by allowing the K-8 Board of Education to utilize the Township's facilities. This past week, the Administrator renewed the cooperative pricing system between the Township and the K-8 Board of Education where Wyckoff is the lead agent.
2. The Federal SAFER Grant was completed ahead of the February 10th 2017 deadline for receiving applications. The Township received notice from the federal government that the application was complete and received on time. The Administrator provided a copy of that grant application to Congressman Gottheimer with a respectful request that he assist the Township advocate that application into a grant award.
3. The Administrator reviewed with the Township Committee various themes suggested by employees for the 2018 Municipal Calendar. Mr. Shannon recommends that the Township utilize the theme, "Recycling and Greening Wyckoff." It is very important to re-issue information in a readable and attractive format to remind residents that we avoid the high cost of garbage disposal fees by diverting recyclables out of the garbage stream and into the recyclable stream. The use of weekly single stream collections are a very critical component of that function. After discussion, the Township Committee approved the calendar theme for 2018.
4. Four (4) Board of Health ordinances were drafted for consideration at the Board of Health Meeting on Thursday, March 2, 2017. These ordinances take into account the normal inflationary costs for the various fee schedules.

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5. The Elected Officials JIF Training which results in a \$250 per Township Committeeman and Administrator credit on the Township's JIF insurance costs for Wyckoff Town Hall On Tuesday, February 28, 2017 at 7:00 p.m.
6. A recent public service announcement was issued and posted requesting resident assistance with the Township's efforts to avoid higher garbage disposal fees by participating in a number of simple measures that decrease the cost of the garbage disposal fees. The Township pays by garbage weight, therefore the heavier items that can be removed from the curbside garbage can be very beneficial. Wyckoff provides "White Goods Wednesday" whereby an appointment is scheduled to collect any metal item requiring curbside disposal. The Recycling Center also provides a container for all items of an electronic nature. A question was asked about placing plumbing fixtures curbside and Mr. Shannon responded that any form of construction materials and/or plumbing fixtures are the responsibility of the property owner to privately dispose of. Committeeman Shanley noted that lids should be placed on all garbage containers to keep trash dry because wet trash weighs more and therefore costs the taxpayers more.
7. The Clerk's Office has issued five (5) additional commuter park and ride permits since a separate public service announcement was drafted alerting residents that permits available for purchase. This information was disseminated to the Northwest Bergen Administrators requesting it be posted on their municipal websites.
8. The Township received notice from Ridgewood Water that they will be performing rehabilitation tasks to increase the longevity of the Vance Avenue water tank. This project will take approximately ten (10) weeks. Ridgewood Water contacted the Township Engineer who required Ridgewood Water provide notices to the area residents.
9. A communication was received from Ridgewood Water stating that they are in the process of proposing revisions to their water restrictions. The municipalities serviced by Ridgewood Water are requested to meet with them to discuss the proposed water restrictions. The Administrator inquired whether the governing body wished himself and Police Chief Murphy to attend such meeting. The Township Committee agreed they attend the meeting.
10. The Municipal Instagram Account is being successfully followed by many residents. A report from Krista Hussey was provided to the governing body that indicates Wyckoff is one of three (3) municipalities in the State currently utilizing an Instagram account to provide municipal information through that social media. The most recent snow storm allowed the Instagram account to be used to advise residents that the DPW was prepared and ready for the storm, ask resident to stay off the roads and to request that residents assist their neighbors to shovel the snow from around fire hydrants.
11. The Joint Insurance Fund's (JIF) Annual Breakfast Award Ceremony is scheduled for Tuesday, March 7, 2017 at 8:30 a.m. Wyckoff will receive a \$2,500 grant for its top efforts in the thirty-eight member JIF concerning its safeguards to keep employees on the job, free from injury. Also, this year, the JIF is having a special recognition program whereby the Administrator submitted three (3) entries. All three (3) entries were approved and are as follows: 1) recognition to the governing body for their efforts in keeping safety a priority, adopting Title 59, Plan & Design Defense resolution, their genuine effort to make municipal facilities safe for the employees and visitors. 2) The Library Director has done a superb

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job managing risks as it relates to the many groups and individuals who utilize the various meeting rooms at the Library as it relates to risk management, certificates of insurance and hold harmless forms. 3) The three (3) employees in 2016 who issued numerous community safety reminders in the Township's Newsletter.

12. A document was provided by the JIF that indicates that 2016 was the best year for savings that JIF has experienced since its inception in 1986 with the lowest accident frequency of all fifteen JIF's in New Jersey.
13. The Administrator reported that on Wednesday, February 15, 2017 the Construction Code Official met with a representative from Insurance Service Office (ISO). ISO is responsible for evaluating municipal building code enforcement departments. ISO provides this information to insurers which may use the evaluations in underwriting for property maintenance insurance in Wyckoff. The Administrator was not able to attend that meeting however, he met with the Construction Code Official at 6:30 a.m. that morning to review the information to be provided and his responses to questions. Mr. Gensheimer successfully completed that review meeting and the Township's rating is expected to be issued in a few months. As way of background; the last time ISO evaluated the Wyckoff Building Code Enforcement Department was in April 2012 and they issued a rating of 3 on the scale of 1 (the best) to 10 (the worst). To put the rating into perspective, in 2012:

The County average was:	5.5
The State average was:	6.3
The National average was:	5.1
Wyckoff's rating is:	3.0

This is another example of the municipal government's diligence resulting in added value for property owners in Wyckoff.

Township Attorney Report:

1. Mr. Landel is drafting two (2) ordinances for possible governing body consideration at the next business meeting on Tuesday, March 7, 2017. The first ordinance will include provide for tree protection in the context of the Stormwater Management Act application. The second ordinance would approve additional lighting controls when the Planning Board or Zoning Board reviews a site plan application. The recent application of Capitol One Bank, 690 Wyckoff Avenue has resulted in complaints that the intensity of the lights on the site is extremely bright in the evening. The staff presumes there are some reasonable controls that could be added to the ordinance that would provide the Planning Board more tools to address the lighting aspect of a site plan application which is difficult to address during the application process but may be more appropriate to adjust after the improvement has been built and the actual lighting intensity is observed and inspected.
2. The Township's efforts to obtain court approval of its most recent affordable housing/fair share plan and to address the litigation was pursued today at a conference before the court. Mr. Landel will report on the status in closed session.

At 7:58 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct the Public Business Meeting.

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

MOTION: CAROLAN SECOND SCANLAN
CAROLAN YES MADIGAN YES SCANLAN YES SHANLEY YES
BOONSTRA YES

At 8:10 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Work Session Meeting to enter into Closed Session discussion via Resolution #17-C5.

At 9:00 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

MOTION: CAROLAN SECOND SCANLAN
CAROLAN YES MADIGAN YES SCANLAN YES SHANLEY YES
BOONSTRA YES

The Open Public Work Session Meeting adjourned at 9:00 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk