

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, APRIL 1, 2014 – 7:30 P.M.**

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:** 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 Scanlan, seconded by Committeeman Rooney.

Jerry Goetting, 629 Lawlins Road provided governing body members with photos of a recreational vehicle parked in the driveway at 624 Lawlins Road. Mr. Goetting suggested that parking a recreational vehicle on a driveway overnight is a violation of the Township's zoning ordinance. The property owner has placed a cover over the vehicle thereby concealing the license plate of the vehicle which Mr. Goetting believes is also a code violation. Mr. Goetting stated the vehicle is an eyesore and Mr. Goetting wants the vehicle removed. The Township Attorney asked Mr. Goetting if he has spoken to his neighbor concerning this matter. Mr. Goetting replied he did not – he does not speak to his neighbor.

Committeeman Jepsen 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.

**Township Committee Reports:**

**Haakon Jepsen:**

1. Mr. Jepsen attended the Wyckoff K-8 Board of Education Meeting on Monday, March 10, 2014 where the Board voted on the 2015 School Calendar. The school budget was introduced with a 2.3% increase. The budget is scheduled for a public hearing and further consideration on Monday, May 5, 2014. The parents in attendance at the meeting expressed frustration that the K-8 School District's scheduled the public hearing and adoption on the same night that the regional school district budget is being further considered. Committeeman Rooney asked Mr. Jepsen if any of the parents were upset with an almost 3% increase when the Township Committee's 2014 Municipal Budget increase is less than 1%. Mr. Jepsen responded there were no negative comments regarding the budget. The focus of negativity was directed towards the school calendar.

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2. On Friday, March 14, 2014 Mr. Jepsen attended the Wyckoff Volunteer Fire Department Annual Inspection Contest and Mr. Jepsen was very impressed with the dedication and firematic knowledge of the Wyckoff Volunteer Firefighters.
3. Mr. Jepsen attended the Environmental Commission Meeting on Monday, March 17, 2014 whereby a “Green Film Festival” sponsorship with Wyckoff and two (2) other towns to be conducted on three (3) days in May at the Wyckoff Library was discussed. This year, the Township of Wyckoff is the lead agency.
4. Mr. Jepsen reported that the Municipal Alliance, chaired by Wendy Coffey has completed the three part series of parental educational programs. Third and final presentation, “Raising Thriving Children” was described as informative and beneficial.

**Brian Scanlan:**

1. Mr. Scanlan also attended the Wyckoff Volunteer Fire Department Annual Inspection Contest and found the process very informative. All three (3) fire companies did a fabulous job and their preparation was evident.
2. Mr. Scanlan attended the Love Fund Reception Event on Thursday, March 20, 2014 and was delighted to learn more about this outstanding organization.
3. Last evening, Mr. Scanlan met with Girl Scout Leaders, the DPW Manager and Committeeman Rooney at the Larkin House Park to discuss the placement of the bee hive which is part of the Girl Scouts Bronze Achievement Community Project.
4. Mr. Scanlan complimented Bob Shannon for the preparation and mailing of an outstanding Resident Spring Newsletter which he described as a “cut-above” public information issued by other municipalities.
5. Mr. Scanlan will attend a CERT Meeting tomorrow evening.
6. On Thursday, April 3, 2014 Mr. Scanlan will attend a Zabriskie House Board of Trustees Meeting.

**Rudy Boonstra:**

1. Mr. Boonstra attended a Police Committee Meeting with Committeeman Rooney, Police Chief Fox and the Administrator.
2. Mr. Boonstra also attended the Love Fund Reception Event and complimented the important work accomplished by the members.
3. Mr. Boonstra attended the March Zoning Board of Adjustment Meeting.
4. Mr. Boonstra attended a Subcommittee Meeting with the Township Attorney, Committeeman Rooney and the Administrator regarding a preliminary discussion of a sewer extension into the Wyckoff sanitary sewer system from the High Mountain Golf Club property in Franklin Lakes.

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**Kevin Rooney:**

1. Mr. Rooney also attended the Love Fund Reception Event and echoed the comments from Committeemen Scanlan and Boonstra.
2. On Wednesday, March 26, 2014 Mr. Rooney, the Township Attorney and Mayor Christie met with the Wyckoff Family YMCA to discuss the organization's commitment to the recreational improvements known as the artificial turf field and sports lighting at the Pulis Soccer Field Facility.
3. Mr. Rooney made comment with regard to the update from Mr. Boonstra concerning a potential sewer hook-up. The discussion related to investigating the capacity and the route of any connection to the Wyckoff sanitary sewer system.
4. On Thursday, March 27, 2014 Mr. Rooney participated in a meeting with the Police Committee and the PBA. Negotiations with the PBA and the Township Committee will begin earlier than in past contracts in a proactive manner.
5. Mr. Rooney attended the well attended Wyckoff Education Foundation Fundraiser Dinner on Friday, March 28, 2014.
6. Last evening, Mr. Rooney met with Committeeman Scanlan, the DPW Manager and the Girl Scout Leaders to determine the placement of the bee hives at the Larkin House Park. On Saturday, April 26, 2014 Arbor Day will be celebrated at the Larkin House beginning at 9:00 a.m.
7. The Automated External Defibrillator (AED) has been installed in the Municipal Court Room.

**Mayor Christie:**

1. Mayor Christie commented that the mounted defibrillator fits appropriately in the Municipal Court Room. There is also a defibrillator located on the first floor of Town Hall at the dispatch desk in the police department. Mayor Christie asked if there is an AED in the Recreation Office. The Administrator indicated there was one in the Football Room in Memorial Field.
2. Meetings have been conducted with representatives of the Wyckoff Family YMCA and progress continues on the negotiation of an agreement for the funding of the artificial turf field at the Pulis Soccer Facility.
3. At today's Public Policy Meeting, Mayor Christie reported that the potential for selling additional park and ride permits at the Cornerstone Christian Church Park & Ride facility was discussed. The Township Committee is looking into the further use of the adjacent Wyckoff Community Park, specifically parking at the baseball/softball parking lot area as overflow parking.
4. Last week, the Township Committee discussed dispatching its Property Maintenance Officer to inspect and start notifying residents who own property bordering NJ Highway Route 208 who have placed fences along the rear property line. Many of the fences are in various states of disrepair and it does not lend itself of a positive view since this is one of the gateways into Wyckoff. The Zoning Enforcement Officer will begin the process this week.

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5. On Tuesday, May 6, 2014 representatives of Valley Hospital will present tunicate kits from the Valley Hospital Auxiliary to the Wyckoff Police Department.
6. Mayor Christie described his experience in March attending “Career Day” at Eisenhower Middle School. Mr. Christie spoke from the capacity of his full time occupation as a builder and his volunteer activity as the Mayor of the Township of Wyckoff, an elected official and longtime volunteer firefighter. Mayor Christie asked a number of the students for their comments about Wyckoff which included; the football jerseys smell and should be replaced, Clinton Avenue and Oakwood Drive have the most potholes, why can’t the Library have more nooks and kindles and a Starbucks in the Library, the bathroom below Fire Company #1, utilized for recreational program patrons is deplorable and why can’t the recreation program have a dance team, a yoga team, a younger cheerleading group and the bike rack at the Library needs repair. Committeeman Scanlan advised that the Recreation Department is looking at a new approach to football jerseys where a player would purchase his own jersey and keep the same number and jersey for all the years that he is involved in the football program. Mr. Scanlan will deliver these suggestions from the Eisenhower students to the Recreation Advisory Board.

**Policy Action Items:**

1. The Administrator advised that listed on the Agenda for this evening is an ordinance which authorizes bond anticipation notes to borrow funds to achieve capital improvements. The State requirement for the preparation of a Supplemental Debt Statement has been prepared and completed and it is on file and available for public inspection in the office of the Municipal Clerk.
2. The Township of Wyckoff was awarded the Bergen County Joint Insurance Funds highest award, the Gold Certificate for its efforts in 2013 to limit lost work days from employee injuries and to make municipal facilities safer. A \$2,000 grant for purchase of safety gear was awarded to the Township.
3. Significant time was expended last week on drafting the road resurfacing specifications which are currently advertised for competitive bids.
4. The Township was notified that it did not receive the Dr. Pepper/Snapple Grant to receive free recycling and garbage receptacles at its parks.
5. The Township’s webpage indicates that the “Recyclometer” reflects a 37.19% recycling rate that residents have achieved in the month of February. This is a fantastic increase!! Please recycle weekly!!
6. The Administrator reported that the Township receives a preferred insurance rate and as such pays a lower price for their employment practices liability. The Township places a number of risk management techniques in place and practices these policies. Approximately seven (7) zero tolerance policies for workplace harassment and other related policies have been issued to employees. The Personnel Manual and Supervisors Manual have been updated. Supervisor training is scheduled for Monday, April 21, 2014 and the Administrator has volunteered to come in on Saturday morning and Tuesday evening to teach anti-harassment training to the volunteer members of boards and commissions.

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

At 8:40 p.m. the Township Committee reconvenes the Work Session Meeting voting as follows:

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

**Continuation of Policy Action Items:**

7. A fine was issued to the property owner at 465 Manchester Way for performing work without a building permit. When residents or property owners perform work without permits, over time, the sales to market ratio becomes skewed and the municipality is ordered to perform a very costly revaluation.
8. An approval was received from the New Jersey Department of Environmental Protection, (NJDEP) for the Township's Charles Avenue Leaf Permit for recycling both wood waste and leaves.
9. The Administrator complimented the Finance Committee and the Township Committee for their work in developing and crafting the 2014 Municipal Budget. This was a very difficult process with challenging decisions to be made between many valid competing projects. Funds are not unlimited and those funds are essentially scarce resources. The Township cannot pave every road or skin patch every road, only those roads in most need of repair. The Administrator described the budget as a prudent, responsible, reasonable and honest approach to developing a spending plan for 2014.
10. The Administrator advised that all the capital ordinances including the cap bank ordinance will be further considered at the next meeting on April 29, 2014.
11. The month of April is Parkinson's Awareness Month and the proclamation adopted by the Township Committee at the public business meeting will be forwarded to the resident who requested the public attention.
12. At the May 6, 2014 public business meeting, in addition to a presentation from Valley Hospital to the Wyckoff Police Department, the Township Committee will present a proclamation to the Ramapo High School Boys Fencing Team who won the Bergen County Fencing Championship.
13. A report was received from Police Chief Fox to advise that Passaic County intends to install a traffic signal this Summer at the intersection of Goffle Road/Rock Road/Braen Avenue in Hawthorne. This intersection is located at the border of Hawthorne and Wyckoff. Once more definitive information is received, the Township will issue its own public service announcement to alert Wyckoff residents who may utilize Goffle Road.
14. A report was received from the Juvenile Justice Commission that Police Headquarters has been inspected, reviewed the records and issued a letter that the Wyckoff Police Department is in compliance with the Juvenile Justice and Delinquency Prevention Act.

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15. Police Department Officials attended a New Jersey Department of Transportation (NJDOT) Meeting in Midland Park on Wednesday, March 19, 2014. Three (3) railroad crossings will be reconstructed and improved in Midland Park. They are; Newtown Road, a truck route, Sicomac Road (Midland Park), not a truck route and Goffle Road in Wyckoff which is a truck route. The road closures will be 24/7 and the predicted duration of work is approximately 1-2 weeks for each location. Police Chief Fox has expressed his concerns to NJDOT that a portion of the Goffle Road/Wyckoff Avenue intersection should remain open and the work should not be performed in at the same time that the traffic signal installation at the intersection of Goffle Road/Rock Road/Braen Avenue.
16. The Township Engineer and Township Attorney are currently in the process of amending the generator ordinance. Once completed, the amended ordinance will be presented to the governing body.
17. The Administrator reported on a number of efforts that are being taken by the Township to enhance its safety endeavors for its employees and volunteers in order to avoid costly consequences. They include: an annual verification by the Police Chief that employees and volunteers have valid driver's licenses, researching vision and hearing tests for inclusion in a future Wolf Group bid for school crossing guards. This year, the Township received a \$2,000 grant from JIF for achieving its highest award. These funds will be utilized to purchase safety equipment.
18. As of today's date, the final totals for the 2013 – 2014 snow season which began on December 9, 2013 encompassing 17 weather events that required sanding, salting and/or snow plowing measured 73.5 inches of snow from 12/9/13 to date.
19. The Administrator attended the Wyckoff Board of Health Meeting on Tuesday, March 11, 2014 at the Wyckoff Family YMCA concerning caring for aging parents. The presentation was excellent.
20. Mr. Shannon also attended the Drug and Alcohol Abuse Program at the Wyckoff Family YMCA that was also excellent. Lt. Dave Murphy was a panelist and he provided excellent remarks.
21. The Administrator thanked the Villadom Times and Suburban News for publishing the Township's public service announcement regarding the "Team Up to Tidy Up Day" on Saturday, April 5, 2014. This Saturday is also the Personal Document Shredding Event at the DPW Garage, 475 West Main Street from 9:00 a.m. to noon, first come, first served.
22. The Wyckoff Police Department is participating with the United States DEA on Saturday, April 26, 2014 from 10:00 a.m. until 2:00 p.m. by accepting over the counter prescription drugs and medicines that will be disposed of by the DEA.
23. The third in a series of three (3) revaluation public information sessions will be conducted on Wednesday, April 2, 2014 at 7:30 pm. at the Wyckoff Library. Again, extensive notice has been issued in the community which includes posting notice of the event the session on the electronic bulletin board on Franklin Avenue, continued e-blasting of the event for the past seven (7) weeks, posting on the Township's OEM Facebook page and sending notices home to parents through the school's students Friday's packet.

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24. The Administrator reviewed a number of improvements that have been completed by the DPW to maintain and preserve municipal facilities. They include the installation of twelve (12) energy efficient windows on the second floor of Town Hall, two (2) energy efficient windows have been installed at Fire Company #1 in the exempt room area. The west wing steps into Town Hall are currently under reconstruction by the DPW Staff. There have been building repairs and electric meter repairs at the Bridle Path pump station.
25. The Annual Spring Leaf Collection began today and the street sweeper has been dispatched throughout the town. The DPW is performing the annual inspection of storm drains required by State and Federal mandates. The DPW is also cleaning parks and traffic islands throughout the town.

At 8:55 p.m. the Township Committee recessed the Work Session Meeting to enter into Closed Session discussion via Resolution #14-C1.

At 9:30 p.m. the Township Committee adjourns Closed Session discussion and reconvenes the Work Session Meeting with the vote as follows:

MOTION: \_\_\_\_\_ SCANLAN \_\_\_\_\_ SECOND \_\_\_\_\_ ROONEY \_\_\_\_\_  
BOONSTRA YES JEPSSEN YES ROONEY YES SCANLAN YES  
CHRISTIE YES

The Work Session Meeting adjourned at 9:32 p.m.

\_\_\_\_\_  
Douglas J. Christie  
Mayor

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