

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, FEBRUARY 6, 2018 – 7:00 P.M.**

Mayor Brian D. Scanlan opened the Open Work Session Meeting at 7:00 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 Brian D. Scanlan, Township Committee Rudolf E. Boonstra, Timothy E. Shanley and Melissa D. Rubenstein

Absent: Committeeman Thomas J. Madigan

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

Mayor Scanlan opened the meeting for the ten (10) minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff, with a motion from Committeeman Shanley, seconded by Committeewoman Rubenstein.

There was no public comment.

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

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

Committeeman Shanley:

1. Mr. Shanley reported that on January 16, 018 he attended the Board of Adjustment meeting and that Carl Fry was elected Chairman and Erik Ruebenacker was elected Vice Chairman. Mr. Shanley thanked Erik Ruebenacker for his years of service as Chairman, in 2017 the Board of Adjustment reviewed 33 applications of which 32 were approved and one (1) was withdrawn. The majority of these applications require multiple meetings before an approval is obtained.
2. Mr. Shanley indicated that he had the honor to attend the Wyckoff Volunteer Ambulance Corps reorganization dinner meeting and he administered the oath of office to the 2018 officers. Mr. Shanley reported that there were three (3) volunteers who responded to over 100 calls in 2017; there were 11 volunteers who responded to over 100 calls in 2018. Charles Belluci responded to over 138 calls in 2018.
3. Mr. Shanley said he attended a Township Committee subcommittee meeting with Mayor Scanlan and Mr. Shannon regarding Ridgewood Water which will be discussed further during closed session later this evening.
4. Mr. Shanley attended the wake and funeral for Ben Landel and he said there was an overwhelming expression of community support for the Landel family. It was very evident how much everyone loved Ben Landel. Mr. Shanley reported that the Pulis Field complex consists of three (3)

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fields, he proposed to name the largest of the three fields The Ben Landel Memorial Field and suggested this be discussed at the next meeting.

5. Mr. Shanley indicated the Parks and Recreation Advisory Board Meeting and Zoning Board of Adjustment meetings are scheduled for next week.
6. Roger Schnorrbusch contacted Mr. Shanley, Mr. Schnorrbusch is heading a resident effort to turf the Memorial Field for football and requested to meet with a subcommittee of the Township Committee. Mr. Shanley will inquire what the opinion of the Parks and Recreation Advisory Board is. Mrs. Rubenstein volunteered to be a member of the subcommittee to look into turfing Memorial Field for football. Mayor Scanlan requested that this new liaison committee be added to the Township Committee liaison assignment resolution.

Committeeman Rudolf E. Boonstra:

1. Mr. Boonstra reported on the progress to preserve the Zabriskie House. The Zabriskie House Trustees have received a proposal & report from an architect specializing in historic preservation and that report is being reviewed by the Zabriskie House Trustees. Mayor Scanlan asked if the proposal included converting the current garage into usable space. Mr. Boonstra said that was an issue under consideration.
2. In his role as liaison to legislators, Mr. Boonstra reported, the New Jersey League of Municipalities is requesting municipalities take a position against the legislation to place control of the police and fire fighters retirement system to a board that is dominated by representatives of the labor unions. This would allow the board to grant enhanced benefits to its members at cost to the tax payers. Township Committee requested a resolution in this regard. Mayor Scanlan inquired regarding an assembly bill regarding measuring water leaks from water utilities, Mr. Boonstra will look into this.
3. Mr. Boonstra reported that this season the DPW has responded to nine (9) snow emergencies. A total of 17.5 inches of snow has fallen in 2018. Tomorrow we have a storm predicted and the DPW is ready.
4. Mr. Boonstra reported that the 12 hour work shift in the police department resulted in \$600.00 overtime in the month of January, the overtime was primarily for court time. Mr. Boonstra indicated that as anticipated this shift has resulted in an increase of officers on patrol, however, what was not anticipated is that all five (5) front line police vehicles are operated 24/7 and we only have one (1) spare. The police department is currently making one of the cars which is planned to be replaced (but is still in good working order) to serve as a spare vehicle to be used when the front line cars need to go out of front line use for maintenance. The estimated cost to equip the spare car with the necessary safety equipment is \$15,000.00.
5. Police Chief Murphy was recognized by Mr. Boonstra for obtaining a \$96,000.00 donation for police equipment, as well as, a new police car allowing the chief to only request one (1) new police car from the budget this year.
6. Mr. Boonstra indicated that next week the Planning Board will consider the proposed Township Committee Ordinance #1848, which is recommended by the township's consulting engineer as a best practice. Mr. Boonstra also said on the Planning Board agenda is Bank of America's drive through ATM and a subdivision on Hillside Avenue.

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7. Mr. Boonstra provided an update regarding the ongoing discussions with the Northwest Bergen County Utility Authority about the discussion of extending the sewer main trunk. Previous discussions have focused on the authority's proposal to fund the extension of the sewer trunk if the township can encourage future connections. The impetus of this project is the fact that the authority is at 50% capacity, the township is at 73% sewer. The extension of sewer would cost the Northwest Bergen County Utility Authority \$300,000.00 and would connect the five (5) new homes, which were recently approved by the Planning Board via a subdivision application, and allow for the connection of dry sewers on Brownstone Court. Mr. Boonstra thanked Mark DiGennaro, Pete TenKate and Scott Fisher for their creative thinking on this matter. The Township Committee reviewed a drawing that showed the sewer being extended through Wyckoff Community Park, through an easement on one (1) of the five (5) new lots and then in the unpaved right of way of Wyckoff Avenue to an intersection at the beginning of Martom Drive and Brownstone Court.

Mr. Boonstra indicated that the authority is looking for the township to provide financial support and/or concessions to encourage connections. The Township Committee will discuss that aspect of the report in closed session since it deals with negotiation strategy. Mr. Boonstra indicated that the developer of the five (5) lots is preserving and maintaining the Meer Manor as well as the beautiful wrought iron trellis structure in front of the manor house. Mayor Scanlan inquired if the sidewalk would be replaced with asphalt or concrete, Mr. Boonstra said the sidewalk would be paved with asphalt, because it is currently paved with asphalt.

8. Mr. Boonstra added that he as well as all the members of the Township Committee attended the funeral service for Ben Landel and commented that the township continues to support the Landel family. Also, he attended the JIF elected officials training and the YMCA reorganization meeting.

Committeewoman Melissa Rubenstein:

1. Mrs. Rubenstein stated she attended the Board of Education meetings. The K-8 Board of Education meeting focused on their plan for the new year and the Ramapo Indian Hills meeting was heavily attended by teachers and the discussion focused on the pending contract negotiation.
2. Mrs. Rubenstein said she was honored to administer the oath of office to the new YMCA Board of Directors at their annual meeting which was their 75th year of operation.
3. Mrs. Rubenstein thanked Bob Shannon for arranging the Joint Insurance Fund (JIF) elected officials training at Wyckoff town hall.
4. Mrs. Rubenstein reported that she, Committeeman Tom Madigan, Diana McLeod, CFO and Administrator Bob Shannon have met numerous times in the capacity of the finance committee crafting the 2018 municipal budget. This subcommittee has met with department managers from the police department, fire department and Department of Public Works (DPW) and the process and hard work continues.
5. Mrs. Rubenstein reported that the Design Review Advisory Committee's next meeting is on February 13, 2018 to review an application from Jersey Mike's Subs proposed to be located on Godwin Avenue next to the TD Bank. Also, the Wyckoff Board of Health meets later this week.

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Mayor Brian Scanlan:

1. Mayor Scanlan commented that the eulogy Rob Landel gave for his son Ben was extremely moving and the Township Committee continues to support the Landel family.
2. Mayor Scanlan reported that last week he had knee replacement surgery, he thanked the Township Committee, Bob Shannon and Joyce and Mark Santimauro for their cards and well wishes.
3. Mayor Scanlan commented that the Joint Insurance Fund (JIF) training performed by David Grubb the JIF Executive Director was outstanding. The interactive training and the technique utilized by Mr. Grubb was very effective and he extends his compliments to Mr. Grubb.
4. Mayor Scanlan reported that on January 25, 2018 he provided remarks at the Chamber of Commerce general membership meeting and he thanked Mr. Boonstra, Mr. Madigan and Mrs. Rubenstein for attending as well (Mr. Shanley was in court). The primary speaker was Larry Inserra, who is building the Shop Rite on Greenwood Avenue, everyone was pleased to hear that progress on the new Shop Rite construction was moving forward and that Mr. Inserra plans to have the new Wyckoff Shop Rite open for the Thanksgiving Holiday.
5. Mayor Scanlan commented on the recent articles in the Bergen Record regarding the fiasco going on with the interlibrary loan consortium, specifically, the delivery service has not been working. That consortium is in the process of rebidding the delivery service, Mayor Scanlan commended the Wyckoff Library staff on working through this situation even though they have no control over the delivery of the books.
6. Mayor Scanlan reported that he has held several meetings with the leadership of the fire department in his role as the fire department liaison and he encourages all to attend the fire department's first fund raiser in 2018, which is the comedy night scheduled for this Friday, February 9, 2018 at the YMCA.
7. Mayor Scanlan reported that the stigma free committee is conducting basketball games at Indian Hills and Ramapo High Schools to carry the stigma free message forward. The basketball games will consist of the Ramapo boys playing the Indian Hills boys at one high school and the Ramapo girls playing the Indian Hills girls at the other high school.
8. Mayor Scanlan indicated that Nina Tina from Spring Meadow Condominium Association is in the audience this evening and she has inquired as to when the work on the berm and addition of the shield for the last outdoor sports light closest to the condominium association would be completed. Mr. Boonstra responded that he met with the Department of Public Works DPW manager last week and they are working to have the lighting company return to replace the light shield and a number of trees on the berm have died and they will be replaced with trees from Russell Farms Community Park tree farm.
9. Mayor Scanlan said at the Planning Board and next Township Committee meeting he will abstain from discussion and the vote on Ordinance #1848.

The Mayor requested the Administrator to provide his report.

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Administrator's Report:

Review of 8:00 pm Agenda

Mr. Shannon reviewed the 8:00 pm meeting agenda and indicated that the agenda is provided as in the Friday packet, however, a resolution has been written to purchase a police vehicle from a cooperative pricing system that can be purchased now, because it is funded by the donation that Chief Murphy received. The agenda also includes the award of lowest unit price contracts for various fire fighter equipment, the Township of Wyckoff was the lead agency for the Wyckoff, Oakland, Franklin Lakes (WOLF) cooperative pricing system. This has been bid and approximately 37% of of the 66 items purchased will be purchased at a cost less than paid in 2017. This is another example of the Township Committee stretching its dollar.

Review of Policy Action Items

1. The Administrator thanked the Township Committee for attending the JIF elected officials training on January 23, 2018 in the Wyckoff court room. Each governing body member earned a \$250.00 credit against the town's assessment for insurance. With the Administrator's participation the total discount was \$1,500.00.
2. On the work session is the report regarding the Mayor Selection subcommittee. The Township Committee determined to carry the conversation about this report, since the Mayor Selection subcommittee member Thomas Madigan was not in attendance this evening.
3. The Administrator provided an update on the special needs housing at 370 Clinton Avenue. An update was obtained from United Way of Bergen County, they are still waiting on the issuance of their building permit from the New Jersey Department of Community Affairs.
4. On the agenda is a resolution requested by the New Jersey Bee Keeper's Association to communicate the Township Committee's opposition to the proposed regulations. The Township Committee determined to adopt this resolution this evening.
5. The Administrator reported on 162 Packard Avenue, a new property owner purchased a home and as part of their inspection required for a continued certificate of occupancy the building inspector identified a sidewalk requiring repair. The property owner has written a letter to the Township Committee requesting to have authority to remove the side walk rather than repair it. The Township Committee discussed this at length and determined that they were not in favor of removing the sidewalk, and instructed the administrator to have the building inspector contact the property owner and advise him that he does have to repair the sidewalk and to do it in such a way that he does not cause harm to the large mature tree located between the road and the sidewalk.
6. The Administrator reported on 240 Demarest Avenue, which is an abandoned and unoccupied home structure that has been a source of resident complaints. It appears the bank that holds the primary mortgage on the property will be placing the property on the County Sheriff's website to start the process of selling the property. The Township Committee discussed that 90% of this property consists of wetlands and after an extended discussion the Township Committee instructed Mr. Shannon and Mr. Garlick to notify the bank and sheriff's office that this property is primarily wetlands and unbuildable.

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7. A request was received from a young man in town by the name of Tyler Wharton, a Life Scout from Troop 309 sponsored by the Wyckoff Reformed Church to perform an Eagle Scout community service project. Life Scout Wharton wishes to build and place bat boxes at the Wyckoff Community Park, the Gardens of Wyckoff, Russell Farm Community Park and the Larkin House property. The Administrator and DPW Manager have met with Tyler Wharton and are in favor of the project. The Township Committee approved Tyler Wharton's Eagle Scout Community project.
8. The Administrator reviewed a recommendation from the township engineer regarding a three (3) sewer later connection at the Faith Community Church campus located at 530 Sicomac Avenue. The administrator discussed the township engineer's report, specifically, a condition that an agreement would have to be assigned which would indicate that the church would receive three (3) connections, since it would serve the sanctuary, the parsonage and the former dairy barn. The church would be responsible for the maintenance of these sewer lines to the point of the sewer main in Sicomac Avenue. The church would pay one sewer capitalization re-capture charge, since its one connection. There was a question as to how many connection fees the church would pay to the Northwest Bergen Sewer Utility Authority, and the response is essentially that the connection fees to the Northwest Bergen Sewer Utility Authority is under the purview and control of the sewer authority. The Township Committee approved this connection.

At 8:00 pm the Township Committee recessed the Open Work Session

Meeting portion of the meeting to conduct the 8:00 pm Regular Business Meeting.

At 8:10 pm the Township Committee reconvenes the Open Work Session Meeting and requested the Administrator to review any additional items.

Administrator's Report Continued

1. The Administrator reported that the Township received notice from the Joint Insurance Fund that the law was changed regarding CDL driver testing and a communication was extended to the Valley Hospital work place who conducts the township's CDL driver drug and alcohol testing advising them that the test has been expanded to include testing for opiates as per the federal mandate.
2. The Administrator reported that the township has received its annual Cable Television franchise fee payment from Altice, USA (they purchased Cablevision of Oakland) and the amount is \$137,388.00.
3. The Administrator recognized Police Chief Murphy for obtaining a \$96,300.00 donation from a local foundation.
4. The township received notice from the State of New Jersey that its Emergency Management Plan, which every municipality must develop, and have periodically approved by the State Police is scheduled for reevaluation in 2018. The police department is working on that process.
5. As per the instruction at the JIF elected officials training seminar, the administrator has been working with the Planning Board/Zoning Board secretary and the language that JIF recommends is scheduled to be stated by the Chairman of each board, at the beginning of every meeting and reflected in the meeting minutes.

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6. The Administrator reported as it relates to compliance the OSHA forms 300a have been posted and that work is annually prepared and completed by Fran Piskadlo.
7. The Administrator recognized Police Chief Murphy for obtaining a grant from the 200 Club for the purchase of three (3) AED's that will be placed in police cars. This grant is valued at \$2,471.00.
8. The Administrator indicated that the police department will be conducting an abandoned vehicle auction on February 23, 2018.
9. The Administrator reported that the Wyckoff Fire Department has submitted two (2) fire grants to the federal assistance to firefighter program. One grant is for the purchase of portable fire ground radios the second grant is for an upgrade to the fire radio at the fire department communications desk. The Administrator explained that the research performed on this grant found it is primarily designed to help fire departments in impoverished areas or large urban cities, so our grant application has been strategically written towards one (1) category that we feel we have the best change of obtaining a grant and that is a radio communications grant. We remain hopeful that we will be successful.
10. The Administrator reported that the solicitation of candidates for town hall vacancies that are determined which must be filled and cannot be eliminated continues. We have a number of applicants who are not interested due to our low salary structure.
11. The Administrator updated the committee regarding the police department accreditation process. The step before the final evaluation is a mock assessment, which is essentially 80% complete. Police Chief Murphy is pursuing that with extreme purpose, once this step is completed the final evaluation will be conducted by the New Jersey Chiefs of Police Association. The township is confident that it will be successful.
12. The project to digitize forms and applications headed by Nancy Cole that began on February 1st continues.
13. The Administrator reported that the report he provided concerning the number of residents that follow the township on its social media and Friday e-blasts continues to significantly grow and the township works hard providing relevant, timely and useful information on these sites.
14. The Administrator reported that in 2017 the township residents recycled electronic waste that totaled 119,283 pounds at the DPW recycling center.
15. The Administrator indicated that this week the township experienced two (2) sewer backups, one on Radcliffe Street and the other was at the Larkin House that backed up the on-site septic system. In both cases when the lines were cleared, and the obstruction removed, there were rags and napkins and items cleared that should not have been placed in the toilet. The township will provide public information regarding what should and should not be placed in the toilet in the next spring newsletter and on its website.

At 8:20 pm a motion was made by Committeewoman Rubenstein; seconded by Committeeman Shanley to enter closed session discussion pursuant to the Resolution adopted at the 8:00 pm meeting.

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At 9:20 pm a motion was made by Committeeman Shanley; seconded by Committeewoman Rubenstein to return to the open work session portion of the public meeting.

A motion was made by Committeeman Shanley; seconded by Committeewoman Rubenstein to adjourn the open work session portion of the public meeting at 9:21 pm.

Mayor Brian D. Scanlan

Joyce C. Santimauro, Municipal Clerk