

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, APRIL 2, 2019 – 7:00 P.M.**

Mayor Thomas J. Madigan 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 Thomas J. Madigan, Committeemen Rudolf E. Boonstra, Timothy E. Shanley, Brian D. Scanlan and Committeewoman Melissa D. Rubenstein

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

Mayor Madigan 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 Scanlan, seconded by Committeeman Rubenstein.

There was no public comment.

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

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

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

The Administrator reported the Agenda is as submitted to the Township Committee and posted on the Township's website on Friday with all supporting action correspondence.

1. This evening's meeting includes a presentation of proclamations to James and Anna Abma for recognition as "Young Farmers of the Year."
2. The Agenda includes a public hearing to solicit input for a 2019 Open Space Park Improvement Grant.
3. A public hearing on an ordinance to establish a municipal cap bank. The municipal cap bank provides flexibility in future years and does not authorize spending.

Policy Action Items:

1. At last meeting during the discussion of Ordinance #1874, the governing body asked the Administrator to recirculate Ordinance #1860 adopted in July 2018 prohibiting the sale of marijuana in the Township of Wyckoff. Specifically, the Township Committee wished to discuss cannabidiol (CBD) oil with a higher THC level as a marijuana derivative and hemp oil with a lower tetrahydrocannabinol (THC) concentration.

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Melissa Rubenstien mentioned that New York City just banned CBD in edible forms. The challenge of enforcement was discussed when packaging may not distinguish the concentration of THC in CBD products. Committeeman Scanlan advised that there are varying concentrations of THC from the marijuana stalk compared to the marijuana flower. Generally speaking, the lower on the plant or stalk, the lower amount of THC and the higher the plant or stalk, the higher the concentration of THC is present. Committeeman Scanlan noted that CBD oil can also be derived from the hemp plant, which is legal to farm. The Township Committee discussed this issue at length and requested legal guidance from the Township Attorney.

2. The Administrator reviewed the information regarding the establishment of a historic preservation commission and its role. Mr. Shannon and Mr. Landel were tasked at last meeting to develop for this evening a plan on how the governing body would pursue such an ordinance. The plan has been submitted with a broad and robust public information awareness period of thirty (30) days prior to a public hearing on the ordinance. The Township Committee discussed the plan and approved. The Administrator and Township Attorney will implement the plan.
3. The 2019 Municipal Budget as introduced by the Township Committee will be published on Friday, April 5, 2019 in the Ridgewood News. A public hearing and further consideration will take place at the April 16, 2019 Meeting.
4. The Administrator reviewed a proposal to solicit the services for affordable housing administrative services. Since 1990, the affordable housing function has been provided by the Administrator with assistance from the Planning Board Secretary and Mr. Landel for legal services. However, with the last round of certification from the court and the new rules, the process has become more complex. The recommendation is it can no longer be performed as an ancillary function of an employee and it has now become a core function. Mr. Landel indicated that Wyckoff is the only municipality that uses in-house staff to perform this function. The cost is essentially presented at \$6,000 annually with the governing body establishing fees by ordinance to charge owners of affordable housing units and developers to lessen the burden on taxpayers. Mr. Shannon has checked references of municipalities that utilize this service and he prefers their use of technology in providing this service. The Township Committee discussed this at length and suggested the Administrator present a purchase order for their approval next meeting.
5. With regard to the public hearing for public input for open space projects, the Administrator received an e-mail from the Bergen County Open Space Division which indicates the Township's declaration of intent to apply for an application was approved. Therefore, the public hearing can proceed.
6. The Administrator thanked all five (5) members of the governing body for attending the Joint Insurance Fund (JIF) Elected Officials Training. Each member of the governing body and the Administrator earned a \$250 credit (applied to decrease the Township's 2019 insurance cost) which is applied against the Township's insurance premium.
7. An enhanced risk avoidance in education documents for recreation coaches and the recreation programs was completed last week. They are now posted on the recreation website and incorporated into the community pass recreation program registration. Mr. Shannon thanked Mr. Landel for his assistance.

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8. The fire department decision not to provide the annual fireworks display due to the lack of revenue, has been posted on the Township's website and was included in last Friday's E-News communication.
9. The owners at 731 Birchwood Drive received a \$2,000 fine from the Construction Code Official for performing work without a building permit. Performing work without a permit is the primary reason that municipalities are ordered by the Bergen County Board of Taxation to perform costly revaluations.
10. The Spring Leaf Collection Program began on Monday, April 1, 2019. Today, leaf crews are working in District 2 and this information has been posted on the municipal website and social media accounts.
11. The Wyckoff Police Department is participating with a State of New Jersey Grant in the twenty-one (21) day program beginning Monday, April 1st and concluding on Sunday, April 21st, "UDrive, UText, UPay. This information has been posted on the Township's website and social media accounts for awareness.
12. The Administrator spoke to the President of the United Way of Bergen County and was informed that the United Way Project is still on schedule for a grand opening of the special needs housing at 370 Clinton Avenue at the end of June 2019.
13. The Administrator commented that he had an enjoyable Tuesday evening last week when he attended the Wyckoff Historical Society's panel discussion that Committeeman Boonstra was a panelist regarding historical recollections of Wyckoff in its early farming days. Mr. Boonstra, Ms. DaSilva and Mr. Abma provided very interesting and nostalgic reminiscences of growing up in Wyckoff when it was primarily a farming community.
14. The Administrator provided his vacation schedule for leave in the month of June.
15. During the last snow storm, it was reported that a number of STOP signs on private, commercial sites were knocked down by the property owner's private snow plowing operations. The Zoning Official and police department followed up and those signs have been reposted.
16. The shared service agreement for the Certified Court Administrator has been implemented and progressing. The first court session is scheduled for Thursday, April 4, 2019 and the Administrator plans to observe.
17. The Municipal Clerk requested and hosted in Town Hall an elections course taught by the Bergen County Board of Elections on Monday, March 22, 2019 for poll workers. Ms. Santimauro advised that a number of poll workers required further training to improve their election knowledge. Although Ms. Santimauro was disappointed with the number of poll workers who attended, the course was a positive approach to improve their knowledge on Election Day. Mayor Madigan questioned the process and if different poll workers could be assigned to Wyckoff who are more knowledgeable. Ms. Santimauro replied that she has requested all new poll workers however, at this time, the Bergen County Board of Elections has no new poll workers to provide.

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18. This evening, there is a resolution to award a contract for firefighter turnout gear. This is another WOLF Cooperative Pricing System success. The price we have achieved in 2019 for firefighters is less than the past years due to the power of the consortium of grouping the needs of the three (3) communities, Wyckoff, Franklin Lakes and Oakland. However, it also includes increasing the flame-resistant quality of the firefighter turnout gear – thereby providing better protection for our firefighter from fire, heat and smoke.
19. Last week, the Township initiated a new program called “Adopt a Storm-Drain” where a clear, visual social media posting of a storm drain clear of any debris next to a storm drain full of litter was depicted.
20. On Saturday, April 27, 2019 two (2) very well attended community events will take place: the annual “Team Up to Tidy Up” cleanup day of quasi-public property and the Free Personal Paper Shredding Event known as “Shredfest.” Volunteers are needed for both events.
21. The Administrator provided a copy of a magazine entitled New Jersey Family which rates Wyckoff as #48 in the top 100 of New Jersey’s 566 Municipalities as “Best Towns in New Jersey for Families.”
22. The Township of Wyckoff continues to be a leader in best practices. The April 2019 issue of the New Jersey League of Municipalities Magazine includes an article that was requested from the New Jersey League of Municipalities regarding the plan and procedures implemented by the Township to address the changing recycling market last June. This effort also resulted in an innovative award from the New Jersey League of Municipalities and Rutgers University regarding the use of public information.
23. The Administrator advised that from a transparency perspective, the agenda, resolutions and ordinances were posted on Friday, March 29, 2019, the Municipal Clerk’s Office has satisfied 147 OPRA requests that were received to date, from 3/19 to today, the Township’s website has received nine (9) requests for service that were responded to, all approved meeting minutes have been posted on the website and the ordinance scheduled for public hearing and further consideration this evening and the two (2) other ordinances that will be addressed on April 16, 2019 have been published in full. Many municipalities only publish ordinances in summary by title which makes it impossible for readers of the legal advertisement to understand the implication of the ordinance. Wyckoff publishes its ordinances in full as a transparency measure.

Township Attorney Report:

1. Mr. Landel has received a court approved order to extend the Township’s judgement of repose on the affordable housing preliminary approval to June 30, 2019.
2. Mr. Landel is reviewing the first draft ordinance to implement the affordable housing zoning and is expected the additional overlay zoning ordinances this week.
3. With regard to the public comment last week from resident Robert Craig, the Township Attorney spoke to the Municipal Prosecutor and he advised that if Mr. Craig wishes to make an application to the court or reopen his matter, the Prosecutor would not object to such an application.

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Township Committee Reports:

Rudy Boonstra:

1. A meeting was conducted last week with Mr. Boonstra, Township Engineer and members of the Northwest Bergen Sewer Utilities Authority regarding the Hillside Avenue sewer main extension project. Mr. Boonstra requested the sewer authority waive its sewer capitalization recapture fee. They refused however; they may consider reducing the fee as an incentive to encourage future sewer extensions.
2. Mr. Boonstra attended the JIF Elected Officials Training Session.
3. Mr. Boonstra, Mayor Madigan and Committeewoman Rubenstein attended the Oak Lodge Grand Opening of the new home owned by the Eastern Christian Children's Retreat for individuals who are mentally challenged and physically disabled with developmental disabilities.
4. Mr. Boonstra congratulated the Wyckoff Volunteer Fire Department at the Annual Awards Dinner on Saturday, March 23, 2019.
5. Mr. Boonstra attended the Police Committee Meeting on Friday, March 29, 2019 with Mayor Madigan and Police Chief Murphy.
6. The land clearing is the first step in the Vista Construction Project at the Christian Health Care Center at the corner of Cedar Hill Avenue and Sicomac Avenue.
7. The Knolls Neighborhood sewer trunk main extension project is making good progress. The construction now has begun from Martom Road to Sunset Boulevard. A property owner on Sunset Boulevard is exploring extending the sewer main to service their home.
8. Mr. Boonstra and Committeewoman Rubenstein attended a meeting at the Zabriskie House Museum with a contractor and Zabriskie House Trustees to address the \$45,000 proposal to rebuild the wall composed of brownstone rocks on the Franklin Avenue side of the property. Various options were discussed and the project has been reduced down to approximately \$10,000 including traffic control. The property is owned by the municipality therefore, the Township would waive the off-duty traffic control charge for vehicle and administrative/payroll. The funds would be provided by the Township's municipal tax for Open Space and historic properties. The Township Committee discussed this matter at length. Traffic Safety Officer Sgt. Zivkovich requirements for traffic safety at that location would be required. Committeeman Shanley inquired how a tractor trailer would be diverted? Those vehicles would be diverted to Russell Avenue and the work would take approximately 2-3 days to complete. The Administrator will draft a road closure resolution in this regard. The governing body approved all recommendations in this matter.

Melissa Rubenstein:

1. Ms. Rubenstein extended her condolences to Zabriskie House Trustee Jean Hildebrandt on the passing of her husband John.

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2. The Environmental Commission is working diligently on renewing its Silver Certification for Sustainable Jersey. The Administrator pointed out that Denise Capparelli is performing the “lions share” of the work. She is working tirelessly on this project.
3. Ms. Rubenstein thanked Committeeman Boonstra for his thorough presentation at last week’s Historical Society Monthly Meeting. Ms. Rubenstein stated that she learned many interesting facts about Wyckoff.
4. Ms. Rubenstein attended the Wyckoff Volunteer Fire Department Inspection Dinner and congratulated the firefighters from all three (3) fire companies for their dedicated service. She also attended the Grand Opening of the Oak Lodge and thanked the staff and board at the Eastern Christian Children’s Retreat.
5. Today, we wear blue for Autism Awareness Day and hopefully, this action is a source of comfort and awareness for individuals confronting autism.
6. Ms. Rubenstein will volunteer on Saturday, April 27, 2019 at the Team Up to Tidy Up Event and the Shredfest Event in the morning. Then in the afternoon, she will volunteer in West Milford to rebuild a shelter for women and children.

Timothy Shanley:

1. Mr. Shanley reported that at last meeting the Zoning Board did a very effective job sending two (2) developers back to the drawing boards because their proposals for homes on Harding Road and Edison Street were too large of an expansion requiring variances. Each developer was requested to reduce the plans by improving the architectural look of the homes. The applicants reduced their building size, resubmitted plans and the plans were then approved. Also, the St. Elizabeth’s Chapel application was memorialized by resolution at that meeting.
2. Mr. Shanley also attended the Wyckoff Volunteer Fire Department Inspection Dinner and congratulated the firefighters for their time and dedication to service. Mr. Shanley also attended the fire department meeting on Monday, April 1, 2019 where Assistant Fire Chief Vander Laat and Former Fire Chief Murphy spoke to the firefighters about the importance of cleaning their gear and the fire truck after a fire situation.
3. Mr. Shanley had the opportunity to speak with Special Counsel for the three (3) town alliance in the Ridgewood Water Litigation. A conference call with the Appellate Court Judge was attempted to be scheduled from last week however, the judge was not available. A second conference call will be scheduled.

Brian Scanlan:

1. Mr. Scanlan commented that a reporter was not in the audience this evening.
2. Mr. Scanlan attended the last Library Board Meeting where routine business was conducted. The library is seeing a reduction in DVD rentals. DVD rentals will be replaced with streaming services.

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3. Mr. Scanlan provided an update on local school budgets. The tax levy for the K-8 school board is just north of \$800,000 at a \$40 million-dollar tax levy. The increase this year is 2.06% and the average home will realize a tax increase of \$108.23 or a 1.99% increase. The regional school budget has increased by approximately \$997,000 resulting in a total levy of \$60 million dollars. The average homeowner will receive a tax increase of \$75.44. It was mentioned that the Township does not establish school rates and residents elect their own school representatives who establish the school tax rate. The municipal government's share of the tax dollars is limited to 14%.
4. Mr. Scanlan attended a number of Wyckoff Day Meetings at the Wyckoff Family YMCA where the planning process is moving forward. This year will be the 10th Anniversary of Wyckoff Day.
5. Mr. Scanlan received an inquiry from a resident regarding whether the Northwest Bergen Utilities Authority would ever extend the sewer main up Hartung Drive. Mr. Scanlan spoke to the Township Engineer and he advised that the closest sanitary sewer is located at the corner of Wyckoff and Franklin Avenues. Committeeman Boonstra advised he would inquire from the sewer authority in this regard.

Mayor Madigan:

1. As a follow-up to Committeeman Scanlan, the Township's Municipal Budget was introduced on March 19th and it includes a \$32.00 increase for the average home in Wyckoff. The municipal government's tax obligation is 14% of the total tax dollar.
2. Mayor Madigan complimented the Wyckoff DPW for the terrific job refurbishing the Municipal Court Room. They are preparing the court room for video recording function which will be implemented once the municipal budget is adopted. Again, KUDOS to the DPW Staff.
3. Mayor Madigan also attended the Wyckoff Volunteer Fire Department Inspection Dinner and thanked the firefighters for the job they do day in and day out. Mayor Madigan recognized Committeeman Boonstra for fifty (50) years of service in the fire department.
4. Mayor Madigan also attended the Grand Opening of the Oak Lodge at the Eastern Christian Children's Retreat.
5. The Township has been posting on its website and social media accounts the Environmental Commission's Environmental Film Festival. Approximately 100 people were in attendance. On Thursday, April 4, 2019 there is presentation at the Wyckoff Library at 7:00 p.m. which will include a demonstration of electric cars.
6. Mayor Madigan reported that at last Friday's Police Committee Meeting, he and Committeeman Boonstra reviewed the twelve (12) hour shift, the use of overtime and the organization of the police department.
7. Mayor Madigan thanked the DPW for the installation of the new crosswalk sign and flashing LED lights at the crosswalk located at Franklin Avenue and Main Street.

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The Open Work Session Meeting adjourned at 7:59 p.m.

Thomas J. Madigan
Mayor

Joyce C. Santimauro
Municipal Clerk