

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, MARCH 17, 2020 – 7:00 P.M.**

Mayor Timothy E. Shanley opened the Open Work Session Meeting at 7:00 p.m. in the second floor municipal court room.

The Township Committee, Tuesday, March 17, 2020 7:00 pm Work Session and 8:00 pm Business Meeting to be live streamed and public comment to be held telephonically.

Municipal Clerk Santimauro read the following Open Public Meetings Act statement: “In accordance with the Open Public Meetings Act, NJSA 10:4-6 et seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township Committee of the Township of Wyckoff does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Wyckoff Township Committee scheduled for Tuesday March 17, 2020 at Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 will be conducted via live stream on the Township’s You-Tube channel and individuals may call 201-891-7000 X 222 should you wish to provide public comment during the 7:00 pm and 8:00 pm public comment period. These measures are implemented to allow members of the public to observe the meeting and provide public comment during the meeting.”

**Present:** Mayor Timothy E. Shanley, Committeemen Rudolf E. Boonstra, Thomas J. Madigan and Committeewoman Elizabeth J. Fischer

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

**Absent:** Committeewoman Melissa D. Rubenstein

Mayor Shanley confirmed that the Finance Committee has reviewed and signed vouchers

Mayor Shanley 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 Boonstra, seconded by Committeewoman Fischer.

Mayor Shanley explained that due to the Coronavirus Pandemic, Town Hall is closed to the public and therefore, the Open Work Session Meeting will be livestreamed and any member of the public watching this evening’s meeting may call 201-891-7000 ext. 222 for any public comment.

Motion by Committeeman Boonstra, seconded by Committeewoman Fischer, the governing body paused and waited for any incoming calls. Approximately sixty (60) seconds later, with no public comment, motion by Committeeman Boonstra, seconded by Committeeman Madigan to close the ten (10) minute public comment period.

**Review of the steps & precautions taken to protect the residents, employees and first responders from the Coronavirus:**

1. The Township’s website has a series of public information which has been posted since Thursday, March 12, 2020.
2. The post from Monday, March 16, 2020 includes the Township’s plan. Town Hall has been closed to the public. The public may conduct business by phone, fax, internet and website.

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3. Taxes may be paid through the online payment site or at the lockbox located at the front entrance to Town Hall.
4. Business of government is continuing. Significant inspections are being performed and inspections that are not critical are being postponed.
5. The Township Committee conducted a Special Emergency Meeting on Sunday, March 15, 2020 at 2:30 p.m. where these measures were considered, established and implemented on Monday.
6. The Office of Emergency Management met with community leaders from the school district, the clergy, police, fire and ambulance on Thursday evening, March 12, 2020.
7. An E-News Communication was sent today at approximately 3:00 p.m. which reflected Governor Murphy's second Declaration of Emergency and the Bergen County Executive's second Declaration of Emergency. Both were posted in full on the Township's website.
8. The Township continues to serve the public while the ranks of the Town Hall Employees have been decreased to due health concerns and/or compromised family members as it relates to the Coronavirus.
9. Mayor Shanley stated that the community is in "unchartered waters." A call from Governor's Murphy's Office established a contact is available should the need arise.
10. A call was received from a resident on Sheldon Street informing Mayor Shanley that a difficulty arose when he was unable to connect with the Building Department for a Continued Certificate of Occupancy. The Administrator reiterated that the Town Hall phone system is operational and this resident should call the Building Department in the morning.
11. Committeeman Boonstra informed the governing body that the motor vehicle agency in Oakland is closed for two (2) weeks. However, many actions can be completed online. Deadlines for vehicle registration, vehicle inspections and driver's license renewals have received an automatic two (2) month extension.
12. Committeeman Madigan suggested the residents support their local businesses and utilize the take-out and delivery options for prepared food service. Take-out & Delivery Service is exempt from the Bergen County Executive's Executive Order closing establishments where the public assembles.
13. Committeeman Boonstra thanked Mayor Shanley for taking point on this coronavirus matter and the additional work involved.
14. Mayor Shanley advised that the parks and the recreation programs are closed – the health and safety of the children is paramount. Also, children can be virus carriers to older adults.
15. The Administrator thanked the governing body for their willingness to conduct an emergency meeting on Sunday afternoon.

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

1. There are a number of items on this evening's agenda which relate to the 2020 Municipal Budget.

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2. Ordinance #1905 is scheduled for introduction which will allow the governing body to reserve budget cap flexibility should it be warranted in the next two (2) years. It is not a spending ordinance but simply provides the flexibility should a State mandate increase the Township's expenditure total.
3. Resolution #20-155 is another State mandate which requires the governing body to adopt and certify that the Township will not discriminate against individuals based on their arrest and conviction record and employment matters in the Township
4. The next resolution allows the Township, due to its sound fiscal condition, to perform a self-examination if its budget and relieving the State of New Jersey from performing that function. This self-examination is intended to ensure that the budget has followed all proper guidelines from various rules including the Local Bond Law, the Local Fiscal Affairs Law, the Local Budget Law and the Local Public Contracts Law.
5. Resolution #20-163 introduces the 2020 Municipal Budget. The Finance Committee will summarize at the 8:00 p.m. business meeting. However, the Administrator pointed out that the Finance Committee met nine (9) times where many difficult decisions were addressed and decided among limited resources.
6. An additional resolution is proposed this evening. The State of New Jersey issued guidance today regarding emergencies related to the Coronavirus. The resolution allows the governing body, should it decide if it approves a future action, to appropriate funds required during this emergency.
7. The Agenda also includes resolutions to award a contract to the lowest bidder for work funded by a grant to improve Russell Farms Community Park and a contract award for construction of the field base at Memorial Field for future installation of the artificial turf field. Seven (7) bids were received. The lowest bid was \$382,350.00 which brings the projected cost approximately \$120,000 under the proposed budget. Less municipal open space tax will be required.
8. The Agenda includes a Closed Session discussion of pending litigation and two (2) ordinances are scheduled for public hearing and further consideration.
9. Committee Boonstra advised that Ordinance #1907, if approved by the governing body will allow the Township Attorney to make an application to the Planning Board for a minor subdivision. An appraisal was received today from the Township's Consultant in this regard.

**Policy Action Items:**

1. The Township was able to participate on Wednesday, March 11, 2020 in the Bergen County Joint Insurance Fund's Awards Breakfast. Wyckoff received the highest award – the Platinum Award presented to the Township Committee for their safety incentive program. A grant was received in the amount of \$2,500. The Administrator stated that "Safety is a Positive Fiscal Indicator."

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2. Information was received concerning a problem with the affordable housing condos and the garbage and recycling collections at the Boulder Run Shopping Center. Various memos from the Administrator are presented however, that matter has been resolved.
3. At last meeting, two (2) contracts were awarded – the K-4 Sumer Recreation Camp and the Greenwood Avenue Improvement Project. Project Administration has been performed.
4. The social media and e-news communication registrants are increasing. The biggest increases are in the Police Facebook Page and the Township's Instagram Page.
5. As it relates to the previous discussion regarding donations to Memorial Field, the Administrator provided a research memo and indicated that donations are accepted in a certain manner which is similar to the procedure followed and conducted at Pulis Field. However, the Administrator requested the actual written offer of donation from the bank to provide the scoreboard. The Township is better protected if such donation is received in writing and the Township replies in writing. The Administrator suggested this approach to donations is the most compliant approach. A consensus existed by the governing body that the donor plaque is the appropriate way to address such donations.
6. The next round of Bergen County Open Space Grant opportunities are available. Two (2) suggestions were provided to the governing body for consideration. The Staff is recommending the first suggestion initiated by the Recreation Director to replace the Memorial Field Playground fences which have reached the end of their useful life. Also, improving the safety by adding additional safety wood chips, repainting the tennis courts and adding additional surveillance cameras in the parks. As a risk management technique after discussion, the Township Committee approved to move forward in this regard. Bergen County rules require two (2) advertisements and a public hearing before the application can be submitted.
7. The Township Committee discussed a letter received from the President of the Chamber of Commerce wishing to post his letter asking residents to shop locally on the Township's website. The Township Attorney opinion was requested and a consensus existed that such an action would constitute allowing the Township's resources to be utilized as a public forum. However, Committeeman Madigan thought the Township could issue its own social media post encouraging residents with the restrictions imposed by the County Executive and Governor to stay local, shop local, use the take-out services from restaurants and the availability of grocery store hours. The Township Committee approved the social media post from the Township in this regard.
8. A suggestion was made last week to re-establish a subcommittee to study a prohibition of the use of plastic bags by businesses located in the Township of Wyckoff. Committeeman Boonstra advised when this was discussed previously, a bill was not before the New Jersey Legislature. Currently, a bill to ban single use plastic bags and Styrofoam has passed the Senate and is before the Assembly. The Township Committee believed the bill should be monitored and a Statewide ban is preferable for uniformity.

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9. Mayor Shanley requested an updated report from the Township Attorney regarding the progress in the purchase of the Maple Lake property as a grant is pending towards the purchase. Mr. Landel will contact the attorney for the property owner to attempt to expedite this matter.

**Township Committee Reports:**

**Rudy Boonstra:**

1. Mr. Boonstra is pleased to report that the 2020 Road Improvement Program will include repaving a small portion (located in Wyckoff) of Wayfair Circle. A portion of this road is located in Franklin Lakes, therefore they will include that section of the road in their road resurfacing program and Wyckoff will pay 25% of that cost to pave Wayfair Circle.
2. Mr. Boonstra thanked Stone House Nursery for donating a new shed deemed for disposal. The DPW retrieved the shed and the new shed will replace an existing municipal dilapidated shed at the Recreation Department.
3. The DPW Crews have been working during the Coronavirus Pandemic. The DPW Manager may resort to “flex crews” to protect the health of the employees.
4. Mr. Boonstra attended the recent Planning Board Meeting where a fence application was approved. The application for 225 Van Houten Avenue where work was performed with out a permit was denied.
5. The Environmental Commission Meeting scheduled for Monday, March 16, 2020 was cancelled. Junior Environmental candidates were interviewed for consideration on the Environmental Commission.

**Elizabeth Fischer:**

1. Ms. Fischer thanked Mayor Shanley for taking the lead on the Coronavirus Pandemic and recognized the governing body for taking immediate action to ensure all mandatory precautions are administered.
2. Ms. Fischer also thanked Board of Health President Dr. Clarke and Vice President Lynn Raffo for their medical expertise and guidance. Thank you to the Wyckoff Public Library for their immediate action and suggested the social media posts to support local businesses.
3. Ms. Fischer attended the most recent Design Review Advisory Board Meeting where a recommendation on one (1) application has been sent to the Planning Board for approval.
4. Ms. Fischer participated in the Historic Preservation Commission March Meeting as well as the most recent Board of Health Meeting on Thursday, March 12, 2020.
5. Last evening, Ms. Fischer attended the Wyckoff K-8 Board of Education Meeting and she inquired as to their plans to close the school’s playgrounds and school fields. However, by the close of the meeting, the Governor’s Executive Order was issued which overrules any policy of the Board of Education.

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**Thomas Madigan:**

1. Mr. Madigan wished everyone a Happy St. Patrick’s Day and although the day is not very festive, all should say a prayer to St. Patrick for a quick end to this Coronavirus Pandemic.
2. Mr. Madigan wished Happy Anniversary to Mayor Shanley and his wife Melissa on their wedding anniversary.
3. Mr. Madigan stated that this has been a very busy week and he appreciates everyone working together in the town to address the ramifications of the Coronavirus.
4. Mr. Madigan attended the Ramapo/Indian Hills High School District Budget Introduction Meeting.
5. Mr. Madigan attended the Green Film Festival sponsored by the Environmental Commission. Two (2) of the three (3) films were cancelled.
6. Mr. Madigan attended the bid opening for Memorial Field and was very pleased with the low bid of \$382,350. Thanks to all involved included Scott Fisher and Bob Shannon. Mr. Madigan is hopeful the new synthetic turf field will be ready for play before Memorial Day.
7. Mr. Madigan thanked Brian Brisby of Stone House Nursery for the donation of a new shed worth approximately \$10,000.

**Mayor Shanley:**

1. This past week and the previous week have been long days and nights due to the Coronavirus Pandemic. However, as elected officials we continue to work diligently on this global issue.
2. The Northwest Bergen Mayors Association Meeting was cancelled.

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.

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

MOTION: BOONSTRA SECOND MADIGAN  
BOONSTRA YES MADIGAN YES RUBENSTEIN ABSENT  
FISCHER YES SHANLEY YES

At 8:40 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to enter into Closed Session discussion via Resolution #20-C3.

At 9:25 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

MOTION: BOONSTRA SECOND FISCHER  
BOONSTRA YES MADIGAN YES RUBENSTEIN ABSENT  
FISCHER ABSENT SHANLEY YES

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The Open Work Session Meeting adjourned at 9:25 p.m.

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Timothy E. Shanley  
Mayor

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Joyce C. Santimauro  
Municipal Clerk