

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, MARCH 5, 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 Shanley, seconded by Committeeman Scanlan.

1. Patricia Mellis, 44 Morley Drive came forward and stated she is selling her home and it is under contract for sale. The septic system in the home is not up to code but they can connect to the Borough of Waldwick sewer which is accessible to her home. Ms. Mellis sent a letter on Friday, March 1, 2019 to the Administrator requesting permission to connect to the sewer. Mr. Shannon responded that he and the Township Engineer had a conversation with the new Waldwick Administrator on Friday. This is a situation where 44 Morley Drive is partially in Wyckoff and partially in Waldwick. According to the Waldwick Administrator, the home may connect into the Waldwick sewer. The Administrator and the Township Engineer would recommend and authorize such a connection subject to complying with all usual and customary requirements the Township Engineer requires for a sewer connection permit, specifically obtaining the sewer connection permit from the Township of Wyckoff so that Wyckoff can bill the property owner. The Borough of Waldwick then bills the Township. There are approximately 147 homes that are in Wyckoff that flow into the Waldwick's collection system. The two (2) municipalities have a contract for this specific situation.

Ms. Mellis advised that she has hired a professional engineer to perform the engineering work for the connection. The Township Committee approved the sewer connection subject to the applicable requirements.

2. Boy Scout Colin Bradley, 75 Frost Court from Troop 89 introduced himself and stated he is attending this evening's meeting to work on the Citizenship of the Community Badge.

3. Sean Noe, 256 Van Houten Avenue from Troop 309 is also present this evening to work on the Citizenship of the Community Badge.

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

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

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

The Agenda is as submitted with several modifications:

1. The Administrator advised that the agenda, resolutions and ordinances were posted on the municipal website the Friday before tonight's meeting. All Township Committee Meeting Minutes and Board and Commission meeting minutes are posted. Ninety-one (91) OPRA Requests to date have been satisfied and since last meeting, ten (10) responses to "request for services" e-mails were sent.
2. A Closed Session discussion regarding the contract negotiations for the renewal of the five (5) year dispatch agreement with Bergen County has been added this evening.
3. Resolution #19-149 to authorize a shared service for Certified Court Administrator services has been modified to include the word "certified" in front of the words "court administrator" in two (2) locations and to include a certification of funds.
4. Ordinance #1873 is scheduled for public hearing and further consideration. This ordinance simply moves funds from the sewer capital improvement fund to the sewer capital account should an emergency arise.
5. The third week in March is Poison Prevention Week. The Administrator thanked the governing body for adopting a resolution to bring recognition to this issue.

**Policy Action Items:**

1. As it relates to the annual Labor Day Fireworks Display, the Wyckoff Volunteer Fire Department advised the governing body that they can no longer provide the display as a fundraiser because of the lack of funds raised at the event. The volume of work required, the mandated fire training and the cost does not allow the fire department to be in a position to conduct the fireworks event any longer. At previous meetings, the Township Committee has been attempting to identify a community organization which may possibly take ownership of the event each year. The Wyckoff Chamber of Commerce, the Wyckoff Family YMCA and the Eastern Christian Children's Retreat were contacted in this regard. The Eastern Christian Children's Retreat leadership representatives exhibited the most positive feedback. However, the representatives of the Retreat did not want to incur the cost of the fireworks display and/or the amusement rides and preferred the Township assume responsibility and liability for the event. The Township reviewed those requirements with their Municipal Risk Consultant and Township Attorney where several concerns were raised specifically, the fire department is part of the Township and is a public agency. When the municipality joins in a venture with a private agency, it loses its Title 59 immunities and is held to a higher standard for liability. The governing body discussed this at length and will further discuss this matter. However, at this juncture, the fireworks display will not be conducted on Labor Day Weekend. It was briefly mention that the fire department's new replacement fundraiser, A Taste of Wyckoff was held at the Wyckoff Family YMCA several weeks ago and raised \$30,000. It was also noted, that the Wyckoff Volunteer Fire Department has responded to over 100 calls for assistance at this point in the year. Therefore, it is very difficult to secure

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volunteers to devote additional time to fundraising activities and planning when training mandates and fire call responses are time consuming.

2. The Administrator provided the governing body with a communication from the Bergen County Open Space Office. The 2019 round of grant applications was announced and municipalities which choose to participate must submit a notice of intent by March 19, 2019. The more in depth application must be submitted by May 20, 2019. The Bergen County Open Space Program consists of a number of different grant opportunities. For example; park improvement grants, purchase of land for passive recreation grants, historic preservation grants. The Administrator reviewed comments that he has received for a grant idea for the park improvement grant opportunity. They include the construction of a playground designed for younger children, ages 2 – 5 at Russell Farms Community Park and the replacement of the roller hockey scoreboard. The Administrator sent a letter to the Bergen County Office and requested their opinion if a grant application for video surveillance cameras for safety would qualify as an eligible expense or if such video camera could be a component of an application. Video surveillance is becoming more prevalent at public facilities to protect the municipality from liability and to provide safety for patrons utilizing those facilities. The governing body discussed this at length. Committeeman Scanlan indicated that he contacted the Bergen County Open Space and a small children's playground is considered an eligible passive recreation activity. After further discussion, the Township Committee determined that the grant application would include the construction of a playground designed for younger children ages 2-5 at the Russell Farms Community Park.
3. The weekend packet included a bulletin from the Joint Insurance Fund (JIF) providing guidance regarding marijuana and CDL driver policies. This will require the Administrator to devote some time to modify the existing policies to reflect this new law.
4. The Administrator provided an update with regard to the fire pumper purchase specifically, a copy of the resolution to purchase a fire truck from a national cooperative contract and a resolution for a change order to fund unpublished items. When a national contract is bid, it is usual and customary that the bid includes the base items and typical enhancements. It is nearly impossible to include every enhancement that a municipality's fire department may desire. Hence, the unpublished items would be authorized through a change order resolution the same evening. The process includes posting a notice in the newspaper and providing a ten (10) day public comment period for any vendor to come forward and advise they would supply the same truck at a lesser price. That ten (10) day notice period expired yesterday at 4:30 p.m. There was no comment in that regard received. With regard to the ordinance that funded the purchase of the fire truck, there is a twenty (20) day estoppel period which concludes on Thursday, March 14, 2019. This will allow the Township Committee at next meeting to adopt the resolution and purchase the truck on the evening of March 19, 2019. The entire process has been scheduled to avoid a \$26,000 price increase scheduled for March 20, 2019. The Administrator will then scan and e-mail the purchase order to the vendor so the order is received by the vendor before March 20, 2019. Additionally, a copy of the letter the Administrator sent to the Spartan Fire Equipment Sales representative that requires multiple compliance items which are usually and typically required in a purchase that exceeds the bid threshold was reviewed. The next meeting will include those resolutions for this purchase to proceed.

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5. The Spring Resident Newsletter is expected to be delivered on or before March 27, 2019.
6. On March 6, 2019 at 7:00 p.m. the Bergen County Freeholders will meet in Hackensack to consider the 2018 land acquisition grants and park improvement grants. Previously, the Township Committee attended the Bergen County Open Space Advisory Board Meeting where they considered the amount to fund for land acquisition grants of which the Township had an application to purchase twenty (20) acres of the Maple Lake property. The Township Committee “wowed” the advisory board which resulted in additional funding from what the Township requested. The Administrator thanked the governing body members for their willingness to attend the Freeholders meeting tomorrow evening. Presenting the four (4) color power point presentation booklet and visiting these boards displays the Township’s commitment to these open space purchases.
7. On Sunday, March 9, 2019 at 2:00 p.m. the Advent Lutheran Church will conduct the Eagle Scout Court of Honor for Matthew Reynen. Matthew’s community service project included replacing the signs at the DPW Facility and re-landscaping the foundation plantings in front of the DPW building. Matthew’s mom is a volunteer on the Wyckoff Ambulance Corp and prior volunteer on the Environmental Commission. A congratulatory letter from the Township Committee will be prepared for the Mayor’s signature.
8. In 2018, the Medicine Drop-off Box in the police department lobby collected 420 pounds of unused medications/prescriptions. This service is clearly being utilized by many residents.
9. Earlier today, a communication was received from the Township Attorney where he provided a draft ordinance regarding a historical preservation commission and the ability for the governing body to slow down any development which may include the loss of a historic home. Mr. Landel explained the ordinance in detail and requested governing body review of the draft ordinance. Committeeman Scanlan reviewed the genesis of the ordinance, modeled after the Township of Vernon and recommended to the Township by its professional planner. The Administrator described this as a reasonable and rational balance between the town’s ability to slow down any demolition of a historic home and the exemption of usual and customary maintenance or interior renovations to a historic home.
10. The Wyckoff Environmental Commission Chair contacted the Administrator to advise they wish to have a compost demonstration on Saturday, March 30, 2019 at 10:00 a.m. at one of the three (3) community parks. Preliminary approval was granted at the Russell Farm Community Park due to its ample parking. The Township Committee approved.
11. The Administrator has been working with Mayor Madigan, Committeeman Boonstra and Police Chief Murphy on the five (5) year dispatch shared service which comes due on 12/31/19. A meeting was held earlier today at the County Dispatch Center with the director and an Assistant County Counsel. A closed session discussion will discuss this in further detail this evening.

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12. A notice was received that the United States Department of Homeland Security has a grant opportunity available entitled Staffing and Adequate Fire and Emergency Response Grants (SAFER). The Wyckoff Volunteer Fire Department has evaluated this grant opportunity and the Township as a volunteer fire department does not qualify for any of the program categories.

**Township Committee Reports:**

**Rudy Boonstra:**

1. Mr. Boonstra was contacted by the engineer from the Northwest Bergen sewer Utilities Authority regarding the Wyckoff Avenue sewer trunk main extension. The discussion focused on two (2) change orders; one for \$18,000 and one for \$21,000. The authority was looking for the municipality to pay the \$21,000 change order. However, after extensive negotiations at the request of the Township, the change order was lowered to \$5,000. Since sewer construction involves encountering conditions under ground and change orders are frequent in this type of construction, Mr. Boonstra suggested that the Township provide a \$10,000 contribution towards the change orders with the caveat that this is all the Township will pay on this project. Should the authority accept this contribution, the Township will not render any additional funds if any other change orders are encountered during construction. The Township Committee discussed this at length and approved.
2. The Planning Board Meeting is scheduled for Wednesday, March 13, 2019.
3. The DPW responded to the 11<sup>th</sup> Snow Event on Sunday-Monday, March 3 & 4, 2019 plowing nine (9) inches of heavy, wet snow.
4. On Thursday, February 28, 2019 the Wyckoff Police Department participated with the NJ Division of Motor Vehicles with a checkpoint assignment for three (3) hours at the corner of Wyckoff Avenue and Main Street. The police department issued thirty (30) tickets for motorists who were driving vehicles that had not been inspected. This type of enforcement ensures that our residents who drive to and from activities in town are safer than if these checkpoints were not performed.
5. Mr. Boonstra attended a Police Committee Meeting on Tuesday, February 26, 2019, the Wyckoff Chamber of Commerce Breakfast Meeting on Thursday, February 28, 2019 where Marc Needman of the Wyckoff Environmental Commission Green Team Task Force did an excellent job explaining the NJ Board of Public Utilities Program which allows business property owners to apply for clean energy grants.
6. On Sunday, March 3, 2019 Mr. Boonstra attended Tyler Wharton's Eagle Scout Court of Honor.

**Melissa Rubenstein:**

1. Ms. Rubenstein was pleased to announce that the Recycle Coach App received 105 new subscribers in the last month. The total number of subscribers to this app to date is 1,106. Residents are encouraged to download the Recycle Coach App as an easy and straightforward tool to receive recycling reminders.

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2. On Thursday, April 4, 2019 there will be a display of electric cars at the Wyckoff Library.
3. Marc Needman, the Chair of the Environmental Commission Green Task Force provided a very informative presentation on an opportunity for business owners to obtain grants to save costs and create energy efficiencies on Thursday, February 28, 2019.
4. The Eisenhower Middle School has adopted a zero waste art supply program where they are recycling hard to recycle items that the Township's recycling program will not recycle.
5. Last week, Ms. Rubenstein, Mayor Madigan and the Chief Financial Officer attended the fifth budget meeting where the Finance Committee "drilled down" on attempting to reduce the budget to limit costs for taxpayers. Due to many mandated increases that are uncontrollable, the Finance Committee had to make difficult choices on many competing projects. Resources are limited. The Chief Financial Officer is waiting to hear from the State on the budget introduction dates. The Finance Committee has prioritized roads, cyber security and video-recording Township Committee meetings in the 2019 Municipal Budget.
6. Ms. Rubenstein commented that many residents are not aware that the two (2) recycling bins located at Fire Co. #1 and Fire Co. #2 provide revenue for the fire department and ambulance corps. Ms. Rubenstein asked the Administrator to prepare several social media postings that would disseminate this information through our social media accounts.
7. A project team meeting was scheduled for the Russell Farms Community Park project funded by a 2018 Bergen County Open Space Park Improvement Grant for park enhancements. However, due to the snow conditions, the meeting will be rescheduled.
8. Ms. Rubenstein suggested a follow-up meeting with the football boosters should be scheduled in the near future.

**Timothy Shanley:**

1. The Board of Adjustment conducted its last meeting on February 21, 2019 and approved an application for a one car garage where none existed on Louisa Avenue. The property owner had previously resided in Wyckoff but moved out of Wyckoff and then moved back into Wyckoff. He was a former member of the Wyckoff Ambulance Corps and Mr. Shanley suggested he rejoin the ambulance corps as volunteers are always needed.  
Also, at this meeting, the St. Elizabeth's Roman Catholic Church submitted an application to construct a small chapel for daily Mass. That application was approved. Mr. Shanley complimented Board of Adjustment Chair, Carl Fry on the masterful job he did guiding the board through that application to ensure all verifications and requirements were satisfied. The meeting adjourned at 11:20 p.m.
2. The Parks and Recreation Advisory Board will meet next week.
3. During conversations with Fire Chief Brock, Mr. Shanley advised that the "Taste of Wyckoff Fundraiser" resulted in a \$30,000 profit for the fire department. The funds generated from this event will be used to purchase a commercial grade washing machine which is required to launder fire gear after coming into contact with a smoke or chemical

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environment. Also purchased was ice rescue equipment. Committeewoman Rubenstein asked a question regarding the annual fire department competition. Mr. Shanley responded that the usual and typical fire competition will not be conducted this year. However, on Monday, March 18, 2019 there will be a fire department exercise and the annual awards dinner is scheduled for Saturday, March 23, 2019.

At 8:00 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct the Public Business Meeting.

At 8:20 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

**Continuation of Township Committee Reports:**

**Brian Scanlan:**

1. Previously, governing body members inquired as to the enrollment figures in the K-8 school district. In 2017, the school district had 2,058 students and in 2018, student enrollment decreased to 1,968. At the opening of school in September, student enrollment was 1,931, a 6.8% decline. The K-8 school district has scheduled its public hearing for the school budget for Tuesday, March 18, 2019.
2. Mr. Scanlan was unable to attend the most recent Ramapo/Indian Hills Regional Board of Education Meeting due to business commitments. However, Mr. Scanlan was advised that the school board is contemplating a decision to reduce teacher's supervisors and sharing those supervisors between the two (2) high schools as way of addressing student enrollment reduction.
3. Mr. Scanlan offered some guidance to the Administrator and Chief Financial Officer based on a report concerning additional cyber space security messages. He suggested passwords should be replaced and re-established every ninety (90) days. Employees should be prohibited from adding any software programs to their work computer without written authorization from the Administrator.  
Mr. Scanlan suggested the computers be replaced, not upgraded. Ms. Rubenstein stated that the Finance Committee had discussed that last week with the Chief Financial Officer. A decision was made to replace the computers with the most updated versions.  
Also, Mr. Scanlan suggested that Township purchase a single brand of computer and establish a replacement schedule.
4. Mr. Scanlan announced that no reporter was in the audience this evening.

**Mayor Madigan:**

1. Mayor Madigan attended a Memorial Day Parade "Kick-off" Meeting. The grand marshal will be a World War II Veteran who is 98 years old. The veteran's name is Robert Matthews.

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2. The Ramapo/Indian Hills High School Band will be performing at this year's Memorial Day Parade.
3. Mayor Madigan attended the 2019 Municipal Budget Meeting last week. Committeewoman Rubenstein and the Chief Financial Officer. He expressed concern that the Township wrestled with these unfunded mandates in trying to limit the amount of an increase in the budget to a reasonable amount for the taxpayers. Because of these State unfunded mandates, a significant amount of increase is absorbed by these mandates. The Township had to prioritize between many competing and valid projects. With limited resources, the process was again challenging. An introduction date for the budget is pending from the Chief Financial Officer based upon when the State will certify the revenue numbers.
4. Mayor Madigan advised that he is available to attend the Bergen County Freeholders Meeting tomorrow evening regarding the Open Space Grant decision.
5. Joseph Francica, a longtime Wyckoff resident, ambulance corps volunteer and former Memorial Day Parade Grand Marshal has passed away. All expressed their condolences.
6. Mayor Madigan participated in the negotiation meeting today with the Bergen County Dispatch Director to renew the five (5) year shared service agreement where the Bergen County Dispatch Center performs dispatching for the Township of Wyckoff.
7. Mayor Madigan will attend a Northwest Bergen Mayors Association Meeting on Saturday, March 16, 2019. The topic of the meeting will be cyber security.
8. Mayor Madigan complimented and thanked Scott Fisher and the DPW Staff for the efforts in clearing snow.

**Township Attorney Report:**

1. Mr. Landel has been working with the police department and the Municipal Clerk on a number of OPRA Requests.
2. Mr. Landel has performed research on the issue of municipalities that prohibit treehouses in their zoning code and to date has found no municipality that expresses treehouse prohibition. However, every municipality operates its zoning code similar to the Township of Wyckoff and if it is not expressly permitted, then it is prohibited per the zoning code. Therefore, Mr. Landel recommended that an ordinance not be adopted.
3. Mr. Landel spoke to the Township's Affordable Housing Planner and is expecting the zoning amendment soon.
4. Mr. Landel is finalizing the developer's agreement for the Christian Health Care Center.
5. A letter was sent to the bank that owns the mortgage for the property at 240 Demarest Avenue and Mr. Landel's office continues to keep abreast of this matter.
6. Mr. Landel is working with Officer Christopher on the liability language for the Junior Police Academy scheduled for this Summer.



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7. Mr. Landel had reviewed the Interlocal Services Agreement for a shared service with Glen Rock.
8. With regard to the correspondence with the towing company that has been suspended for inappropriate practices, Mr. Landel is attempting to resolve that dispute. However, if the towing company chooses to appeal Police Chief Murphy's ruling, a hearing will then be scheduled with the governing body.
9. Committeeman Scanlan inquired regarding the e-mail from Mr. Shannon this afternoon relating to a potential zoning code issue that requires updating. Mr. Landel advised that he would examine this however, he indicated it may simply be a data entry error performed by the codifier.

At 8:35 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to enter into Closed Session discussion via Resolution #19-C05.

At 8:45 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

A motion by Committeeman Scanlan, seconded by Committeeman Boonstra, for the Township Committee to approve a negotiated settlement for the renewal of the dispatch agreement where Bergen County will perform dispatching services for the Township of Wyckoff for its police, fire and ambulance services as per the project team's efforts which would result in a 2% increase in year one (1) and a 2% increase in year five (5). All governing body members voting affirmatively.

The Open Work Session Meeting adjourned at 8:51 p.m.

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Thomas J. Madigan  
Mayor

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Joyce C. Santimauro  
Municipal Clerk