

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, MARCH 3, 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.

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 Timothy E. Shanley, Committeemen Rudolf E. Boonstra, Thomas J. Madigan and Committeewomen Melissa D. Rubenstein and Elizabeth J. Fischer

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

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 Rubenstein.

There was no public comment.

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

At this time, Mayor Shanley stated that he and members of the Township Committee are pleased to appoint two (2) Wyckoff Police Officers to the rank of Sergeant. The Administrator was asked to review the process. The Wyckoff Police Department is an accredited department that the Township Committee is extremely proud of. As part of that accreditation, which was issued by a third party independent entity, The New Jersey State Police Chiefs Association, the Township police department has rules and regulations that are based on best practices laws and rules governing policing. Those rules include; a) when a police officer has served the department for more than five (5) years and a sergeant vacancy is available, he or she may apply through the promotional process; b) the promotional process includes a written test for the rank of sergeant administered by the New Jersey State Police Chiefs Association; c) The New Jersey State Police Chiefs Association then administers the test and once completed, scores the test; d) the candidates then participate in an oral interview with the Police Committee of the Township Committee. This Police Committee serves as the appropriate authority; e) the officers are then ranked on an eligibility list hence, the two (2) officers present this evening are ranked #1 and #2 and will be promoted to the rank of sergeant.

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Mayor Shanley thanked the Administrator for explaining the promotion process and asked for a motion to appoint Patrol Officer Ryan Tenney to the rank of Sergeant.

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

The Township Committee the voted to approve the appointment of Patrol Officer Kyle Ferriera to the rank of Sergeant.

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

Mayor Shanley read a short biography regarding each sergeant's educational background and their accomplishments with the Wyckoff Police Department. The officers were then administered the Oath of Office to the rank of Sergeant. A brief recess transpired for a photo opportunity.

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

1. The Agenda with attachments were posted on the municipal website and issued to the governing body on February 28, 2020.
2. A number of suggestions for introduction this evening are presented. They are as follows:
 - a. The resolution awarding the unit price contracts on the 112 items of firefighting safety equipment has been tabulated. 37% of the 112 items purchased are at the same price as last year or below last year's price. That resolution is in final form.
 - b. A resolution to release Closed Session Meeting Minutes from the 2/18/19 Closed Session discussion.
 - c. Two (2) resolutions for road closures – one (1) on Hickory Hill Road and one (1) on at Everett Avenue for the construction of utility trenches.
3. Ordinance #1907 has been prepared by Mr. Garlick where it addresses land acquisition for the Gardens of Wyckoff.
4. Resolution #20-C2 to enter into Closed Session discussion has been struck from this evening's agenda as requested by Mayor Shanley.

Township Committee Reports:

Rudy Boonstra:

1. The ordinance scheduled for introduction this evening reverts back to August 2019 when a resolution was adopted authorizing professional fees and to move forward with the engineering for a "land swap" at the Gardens of Wyckoff and the Brackett Property to resolve an easement dispute.
2. Mr. Boonstra has just been advised that The Barn Original Restaurant and adjacent property has been sold to the current owner of the restaurant business. As a result, the business will remain the same and hopefully, The Barn Original will continue to run successfully for another ninety (90) years.

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Melissa Rubenstein:

1. The Fire Department Inspection for the Wyckoff Volunteer Fire Department will be conducted on Friday, March 27, 2020. There is a Fire Department Committee overseeing the inspection and competition where independent firefighters will serve as judges.
2. The FLOW Follies begins Thursday, March 5, 2020 at Ramapo High School.
3. An application was approved for 11 Madison Heights and at 51 Midland Avenue for a pool by the Board of Adjustment. The request for a pool patio has been carried to the next meeting so the property owner can consider suggestions to decrease the variance requested.
4. The bicycle shop in Wyckoff is expanding into the space that is currently occupied by the kitchen cabinet vendor at the corner of Franklin and Wyckoff Avenues. The project is scheduled to be reviewed at the next Design Review Advisory Board Meeting.
5. The Zabriskie Trustees will soon begin a major renovation project to complete structural improvements at the Zabriskie House Museum.
6. The Finance Committee has met six (6) times to craft a 2020 operating budget. The 2020 Municipal Budget is expected to be introduced on Tuesday, March 17, 2020. Thanks to all department managers for their cooperation and preparedness in assisting the Administrator and Chief Financial Officer with the budget process.
Ms. Rubenstein opined that the focus of this year's budget is safety and service at the lowest cost to the taxpayer.

Thomas Madigan:

1. As a member of the Police Committee, Mr. Madigan congratulated the two (2) police sergeants. The process was very competitive and all four (4) candidates were thoroughly prepared.
2. The Finance Committee is working diligently to develop the 2020 Municipal Budget. One (1) final meeting is scheduled to further limit expenditures among many valid, competing projects.
3. Mr. Madigan advised that at last meeting there was a commentary concerning the Mayor's Wellness Program and the need for a rejuvenation of the program. As Mayor last year, Mr. Madigan realized a very successful year with the Mayor's Wellness Campaign by utilizing social media accounts to distribute the mayor's mission and at no cost to the Township. Mr. Madigan thanked Denise Capparelli for her assistance.
4. Mr. Madigan attended the presentation by the Wyckoff Board of Health on Thursday, February 27, 2020 at the Wyckoff Public Library regarding vaping and described the effort by Dr. Clarke as excellent.

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Elizabeth Fischer:

1. Ms. Fischer indicated that her comments last week regarding the Mayor's Wellness Campaign, was to invigorate the eight (8) week wellness challenge which was not been held since 2016. Ms. Fischer has met with the wellness representatives from Oakland and Franklin Lakes and there will be an eight (8) week wellness challenge for the FLOW area beginning April 22, 2020 and concluding on June 8, 2020. There is no cost to the municipality for this event.
2. Ms. Fischer attended Wyckoff's First Quarterly Safety Meeting and felt it was a very thorough approach to safety.
3. Ms. Fischer attended the last Environmental Commission Meeting where the discussion was very effective and thanked everyone involved for the "Super Recycling Saturday" Event. Volunteers are needed to staff the many events for Saturday, April 25, 2020.
4. The Teen & Cops Event at the Wyckoff Family YMCA on Thursday, February 27, 2020 was well attended.
5. Ms. Fischer also attended the vaping presentation at the Wyckoff Public Library as a member of the Wyckoff Board of Health. Dr. Clarke conducted an outstanding presentation on the vaping epidemic.
6. Ms. Fischer was pleased the Township was able to post on their website information regarding the coronavirus. Thanks to Bob Shannon and Nancy Cole who were able to post this information over the weekend.
7. Ms. Fischer is a member of the Design Review Advisory Board and as such, the board secretary will be contacted in this regard.
8. Ms. Fischer completed a New Jersey League of Municipalities Seminar on Budgeting for Elected Officials.
9. Ms. Fischer indicated she would like to propose that the subcommittee be re-established to research the plastic bag prohibition. It is a topic of the Wyckoff Chamber of Commerce and was also discussed at the Environmental Commission Meeting. Committeewoman Rubenstein made comment that the subcommittee is still in existence. Ms. Fischer volunteered to serve in the position that was previously held by Mr. Scanlan. Committeeman Boonstra advised that the Township has postponed considering such a ban because the State Legislature was supposed to act and provide statewide guidance. However, the legislature failed to act and Mr. Boonstra is aware the New Jersey Association of Environmental Commission is placing pressure on their environmental commissions to adopt such a ban to put pressure on the legislature. But Wyckoff must do what is best for Wyckoff. A discussion resulted on whether the Wyckoff Chamber of Commerce is in favor of this prohibition. Committeewoman Rubenstein stated that she was not invited to the Chamber of Commerce Meeting and the information provided to the governing body was verified and found to be inaccurate. It was also mentioned that considerable input has been received from shoppers that they are not patronizing businesses in towns that have banned plastic bags. Ms. Fischer was asked to contact Mayor Shanley for inclusion on the next business agenda.
10. Ms. Fischer requested to begin preparations for the Pride Flag raising in June. Ms. Fischer was instructed to please contact Mayor Shanley for adding it as an agenda item.

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Mayor Shanley:

1. Mayor Shanley participated in the Police Committee process that resulted in two (2) sergeant promotions. Thank you to Committeeman Boonstra and Mr. Madigan who in 2009 devoted an extensive amount of work to this process. The four (4) officers that were considered for the rank of sergeant were exceptionally qualified for the position.
2. Mayor Shanley’s son turned 11 on the evening of the Tens & Cops Basketball Game at the Wyckoff Family YMCA. Therefore, Mayor Shanley was unable to attend the event.
3. Mayor Shanley attended this evening’s Shade Tree Commission Meeting where they discussed a date for a tree planting at the Russell Farms Community Park to celebrate Earth Day and Arbor Day. Information will be provided to Committeewoman Fischer for dissemination to the public schools to determine if a school principal desires to participate in a tree planting on school property.
4. Mayor Shanley participated in two (2) conference calls with the State of New Jersey regarding the coronavirus. The State has described New Jersey as a “low risk state.” There are two (2) confirmed cases in New York and this disease can be deadly to the elderly. Committeewoman Rubenstein inquired as to the statement issued by the karate school in Wyckoff that they are quarantining their employees from South Korea. South Korea has recently been designated a “hot spot” for the coronavirus. A discussion resulted regarding the Wyckoff Board of Education’s policies on hand washing and it was reported that there is no soap dispensers in the Eisenhower School boys bathrooms.
5. Mayor Shanley commented that on a positive note, the governing body’s process of promoting the sergeants at a public meeting is positively received. Bringing police officers to a public meeting for promotions and recognizing their accomplishments is a good practice.

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 8:15 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

Administrator’s Report:

1. On Thursday, February 27, 2020 a pre-construction meeting was conducted for the improvement project on Greenwood Avenue. A road closure will be required on Tuesday, March 17, 2020. A public service announcement will be issued.
2. The Annual Joint Insurance Fund (JIF) Safety Award Ceremony is Tuesday, March 10, 2020 at 8:00 a.m. The Township will receive the highest safety award and hopefully receive a \$2,500 Safety Grant.

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3. The Township Recycling Coordinator has completed the annual reporting of the volume of electronics diverted from the solid waste stream into the recycling stream. The Township does not receive any funding in recognition of this function from the State of New Jersey but must dedicate time away from core duties to complete this voluminous report.
4. The bill list tonight includes an application to the Bergen County Conservation District for the Memorial Field Artificial Turf Field Project.
5. The Administrator attended the vaping presentation at the Wyckoff Public Library and described the presentation as excellent. Mr. Shannon suggested to the Board of Health they consider video recording any future presentations for easy placement on the municipal website.
6. A report was received from Patrol Officer Michael Teegan who has inspected all the AED's owned by the Township of Wyckoff. The AED's are all working and up to date.
7. The coronavirus factsheet and letter from the Board of Health President have been posted on the Township's website for several weeks.
8. The Township of Wyckoff Notice of Tort Claim Form has been recently updated. It is the same form posted on the JIF website as a model practice.
9. The Administrator reported that measures are in the works to sponsor an exciting recycling day event, "Super Recycling Saturday" on April 25, 2020 in recognition of the 50th Anniversary of Earth Day. Volunteers are needed to staff the many activities.
10. The Wyckoff Education Fun Run/Walk is slated for Saturday, April 18, 2020. It coincides with the first Saturday of recreational baseball/softball season of which games are scheduled.
11. Maureen Mitchell, Planning Board Secretary recently completed a three (3) hour CPR/AED Training Course.
12. On Thursday, March 5, 2020 at 9:30 a.m. in the Municipal Court Room Patrolman Teegan will be teaching Town Hall Employees and Staff how to operate the AED located in the Court Room.
13. The Administrator reviewed the State Commission of Investigation Report entitled, "The Beat Still Goes On" regarding municipalities that have been studied for less than efficient processes. The report makes five (5) recommendations to abolish certain financial practices or processes. Those five (5) processes are not implemented in Wyckoff.
14. A vendor complaint letter to the Turf Field USA was sent. The Joint Insurance Fund (JIF) has indicated that the Employment Practices Liability Program will be extensive this year.
15. Three (3) Eagle Scouts from Troop 309 will hold their Eagle Scout Court of Honor on Sunday, March 29, 2020 at 2:00 p.m. Congratulatory letters will be sent.

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16. The Administrator has received a complaint from a commuter that Coach USA has eliminated an outbound bus that would run from approximately 6:30 p.m. to 7:00 p.m. The resident has requested the Township to intervene and have the bus restored.

The Open Work Session Meeting adjourned at 8:20 p.m.

Timothy E. Shanley
Mayor

Joyce C. Santimauro
Municipal Clerk