

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, FEBRUARY 4, 2014 – 7:30 P.M.**

Mayor Douglas J. Christie opened the Work Session Meeting at 7:30 p.m. in the second floor municipal conference room.

Municipal Clerk Santimauro read the Open Public Work Session statement: "This regular 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 Douglas J. Christie, Committeemen Kevin J. Rooney, Haakon C. Jepsen, Brian D. Scanlan and Rudolf E. Boonstra
Also Present: Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel and Municipal Clerk Joyce C. Santimauro

Mayor Christie opened the meeting for the ten (10) minute total public comment period for any item on or off the Agenda, two (2) minutes per speaker, with a motion from Committeeman Scanlan, seconded by Committeeman Rooney.

There was no public comment.

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

Mayor Christie advised that the Finance Committee was reviewing and signing vouchers.

Township Committee Reports:

Brian Scanlan:

1. Mr. Scanlan and Committeeman Rooney, the Chief Financial Officer and the Administrator met as the Finance Committee on Tuesday, January 28, 2014 from 9:00 a.m. to 4:00 p.m. to review budget requests with the department managers.
2. Mr. Scanlan attended a recreational basketball game on Friday, January 31, 2014 to monitor the play after receiving a complaint in his capacity as a member of the Parks and Recreation Advisory Board.
3. Mr. Scanlan commented that he was happy to see the Township Committee is introducing the sideyard setback ordinance and the sidewalk repair ordinance this evening.
4. With regard to the report from the Township Engineer concerning the amendment to the emergency generator ordinance, Mr. Scanlan had several questions regarding the precise language of the ordinance which appears to allow noise at a certain decibel level consistently as opposed to limiting the period of noise for the maintenance testing of the generator.

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Haakon Jepsen:

1. Mr. Jepsen requested to meet with Committeeman Scanlan to review Board of Health Food Handlers permits. A question was made from a not-for-profit organization that required a food handling permit in that the scope of the permit was not clear and the benefit was not fully understood. Mr. Scanlan will coordinate the meeting.
2. Mr. Jepsen has suggested a theme for the 2015 Municipal Calendar, "Arts in Wyckoff."
3. Mr. Jepsen thanked his Township Committee colleagues for their assistance in signing vouchers this past weekend.

Rudy Boonstra:

1. Mr. Boonstra attended a Police Committee Meeting last week with Committeeman Rooney, Police Chief Fox and the Administrator.

Kevin Rooney:

1. On Wednesday, January 15, 2014 Mr. Rooney and Mr. Almstead met with Girl Scout Troop 76 to discuss their Bronze Project at the Russell Farm Community Park. Essentially, the girls will be tagging and labeling the tree species and providing a map of the area.
2. Mr. Rooney attended the Rotary Club Meeting on Thursday, January 16, 2014 where the Wyckoff Volunteer Ambulance Corp was presented with a \$500 donation.
3. Mr. Rooney and Committeeman Boonstra attended a Police Committee Meeting on Friday, January 17, 2014.
4. On Saturday, January 18, 2014 Mr. Rooney attended the Wyckoff Ambulance Corp Annual Awards Dinner.
5. Mr. Rooney attended the Chamber of Commerce Membership Meeting on Thursday, January 23, 2014 where Mayor Christie provided remarks.
6. As Chair of the Finance Committee, Mr. Rooney conducted a budget review with the department managers on Tuesday, January 28, 2014. The next review meeting is scheduled for Friday, February 21, 2014.
7. On January 31, 2014, Mr. Rooney met with Police Chief Fox and Father Bill Gikas from St. Nicholas Greek Orthodox Church.
8. Early this morning, Mr. Rooney attended a Public Policy Meeting. At 6:30 p.m. Mr. Rooney attended a Shade Tree Commission Meeting where one (1) of its members suggested a community garden at the Russell Farm Community Park. The Shade Tree Commission discussed problems with landscapers placing leaf piles in the road in the Fall as opposed to the edge of the lawn. Mr. Rooney will recommend that the Township issue a permit process as a way to control this unauthorized activity.
9. Mr. Rooney suggested that the Friday e-blast underscore the point that the Township provides weekly curbside recycling collection. Several of Mr. Rooney's neighbors thought that recycling was collected once a month.

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Mayor Christie:

1. On Wednesday, January 15, 2014, Mayor Christie attended the Library Board of Trustees Meeting and Lori Peters was elected President of the Library Board.
2. Mayor Christie attended the Wyckoff Volunteer Ambulance Corp annual dinner and award ceremony on January 18, 2014. Mr. Christie administered the Oath of Office to the 2014 officers of the corp. and was amazed at the number of awards bestowed to the corp members for life saving. The volunteers of the ambulance corp should be commended for their dedication.
3. Mayor Christie attended the Rotary Meeting and indicated that Mrs. Haley Rooney, a member of the Wyckoff Volunteer Ambulance Corp, conducted a demonstration of CPR and the use of an Automatic External Defibrillator for the Rotary membership.
4. Mayor Christie attended the Chamber of Commerce General Membership Meeting at the Blue Moon Restaurant and provided remarks.
5. Mayor Christie attended a Saturday morning informational update session regarding the status of the Ridgewood Water fraudulent billing litigation. The litigation has been transferred from Superior Court Bergen County law Division to the Board of Public Utilities.
6. On Wednesday, January 29, 2014, Mayor Christie administered the Oath of Office to the 2014 Wyckoff Family YMCA Board of Directors at their annual meeting.
7. Last Friday, January 31, 2014, Mayor Christie received a call from Congressman Scott Garrett to join him on Sunday for a memorial service at the Saint Barsawmo Syriac Orthodox Church on Squawbrook Road which Mayor Christie did attend.
8. Mayor Christie attended a Public Policy Subcommittee Meeting this morning and indicated the Public Policy Committee is considering conducting the rabies prevention program and the shredding event in a different forum to reduce costs. It appears the Free Personal Paper Shredding Event will be conducted on Saturday, April 5, 2014, the same day as the Township's annual "Team Up to Tidy Up: event.
9. Mayor Christie reported that the public works department has done an outstanding job with snow plowing. During a recent snowstorm, Mayor Christie had an obligation to travel through a number of area municipalities for business at different times of the day during the snowstorm and stated that the Wyckoff DPW snow plowing efforts were far superior than the efforts in the neighboring towns. Committeeman Rooney commented that he had a similar opportunity during the snowstorm and indicated by far the Wyckoff roads were better plowed than adjacent communities. Committeeman Boonstra concurred with the same observation.
10. Mayor Christie reported that the annual fire department inspection process, a competition between three (3) fire companies in Wyckoff for firematic knowledge and apparatus maintenance, will be conducted on Friday, March 14, 2014 and suggested the governing body members attend to inspect the inspection process.

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

The Administrator advised that this evening's Agenda is as submitted with the following changes:

1. Ordinance #1727 regarding enhanced sideyard setbacks has a new whereas clause on the first page which addresses in a clearer manner for residents who may read it, the purpose of the ordinance. Mr. Landel made this change so that the purpose of the ordinance is clear. Mr. Rooney commented that with the adoption of this ordinance will come additional responsibilities and workload for the Building Department. The Township may have to consider additional staff to perform this new function during the budget process.
2. Committeeman Boonstra commented on Resolution 14-99 which urges the State Legislators to make permanent the 2% cap limitation on interest arbitration of police salary awards to assist local mayors and township councils control their budget. Mr. Boonstra stated that the current law was adopted on January 1, 2011 and it expires or sunsets on April 1, 2014. This tool was one of the "toolbox" features that Governor Christie provided to help local governments control costs. There is a real need to have this law extended.
The Administrator advised that once this resolution is adopted, it will be mailed, faxed and e-mailed to Governor Christie and key members of the New Jersey Legislature.

At 8:02 p.m. the Township Committee recessed the Work Session Meeting to conduct the Open Public Business Meeting.

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

MOTION: _____ ROONEY _____ SECOND _____ BOONSTRA _____
BOONSTRA YES JEPSEN YES ROONEY YES SCANLAN YES
CHRISTIE YES

Policy Action Items:

1. With regard to Resolution #14-98 which establishes a lien on the taxes for 632 Lawlins Road for failure to maintain the property, the Administrator commented that this is the second lien placed on this property in two (2) years. The property is vacant and the mortgage is held by a company in South Carolina.
2. Resolution #14-102 to award eleven (11) contracts for individual unit prices for 230 recreational equipment items is a WOLF Shared Service bid which aggregated the needs of Wyckoff, Franklin Lakes and Oakland. A public service announcement has been issued. This is the sixth year the Township has served as the lead agency performing this procurement to obtain discounted prices. Eighty-one (81) of this year's unit prices or 35% were either the same or lower price in this year's bid compared to last year's bid (up from 73 lower or equal prices in 2013).
3. Information was provided with regard to user fees. Various department managers have reported that there are approximately eight (8) fees where the cost to provide a service exceeds the amount of the cost of the user fee. Therefore, the Administrator has received approval from the Public Policy Committee to draft ordinance amendments to increase these fees. The Township Committee agreed.

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4. Two (2) public information sessions to explain the revaluation process have been scheduled and announced to the press and posted on the Township's website. They continue to be e-blasted each Friday as well as the Special Issue Resident Newsletter about the revaluation process.
5. A communication was received from the New Jersey Department of Environmental Protection (NJDEP) indicating there was a grant opportunity to obtain new recycling containers for parks. The grant was provided by Dr. Pepper/Snapple. The grant application has been submitted.
6. The Administrator reported that the recycling rate for the municipality in December 2013 was 38.89%. The recycling rate for the entire year of 2013 was 32.71%. Mayor Christie commented this was positive feedback as the Township moves towards the 50% recycling rate.
7. Work continues on the Township's employment practices liability insurance coverage JIF compliance items. The Township has been able to obtain very competitive and preferred ratings for this line of insurance. However, the Township is required to manage its cost and a number of items are under review. They are: updating the Personnel Manual with new policies required by the Joint Insurance Fund, distributing notices for the workplace to be free of gender inequity or bias, the Township's civil rights policy has been published in the newspaper and posted on its website and the Administrator is designing an educational seminar for board and commission volunteer members which he will present.
8. A public service announcement has been distributed this evening to the press and posted on the website regarding the Township's participation in the New Jersey State League of Municipalities Scholarship Essay Contest entitled "What my Mayor and Governing Body does Best."
9. On Saturday, February 8, 2014 the Administrator came to the office to rewrite three (3) emergency management annexes. To summarize, every municipality is required to have a New Jersey State police approved emergency management plan. The plan includes a number of chapters or annexes such as: shelters, public information, resource management, social services, fire, etc. 2014 is a year that all plans must be updated and re-submitted to the State Police.
10. The New Jersey Department of Transportation (NJDOT) has contacted the Township as notification that work will be performed at some future date at the three (3) railroad crossings in Midland Park. A pre-planning project meeting has been scheduled through Midland Park. Committeeman Scanlan Suggested to remind the NJDOT that all three (3) railroad crossing should not be closed at the same time.
11. The Administrator attended a Bergen County Joint Insurance Fund Meeting on Thursday, January 28, 2014 where he had an opportunity to speak with the JIF Safety Director regarding a request for a traffic control training course for the Wyckoff CERTS.
12. On Thursday, December 12, 2013, a quarterly Municipal Alliance Meeting was conducted. The principal points are as follows:
 - a. The five (5) year plan will focus on educating parents regarding the awareness of prescription drug abuse.
 - b. A grant application was submitted for the period from January 14th thru June 14th.

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- c. In March or April of this year, a drug awareness program will be conducted at one of the Ramapo/Indian Hills Regional District high schools similar to the program presented at Indian Hills High School last November.
 - d. Jackie Denequolo was able to obtain additional funding for the work performed to update the web and the e-blasts regarding anti-drug and alcohol messaging.
- 13. The Township will again be participating in the USDEA Drug Takeback Program on Saturday, April 26, 2014 from 10:00 a.m. to 2:00 p.m. at police headquarters. On Saturday, April 5, 2014 the Township's "Team Up to Tidy Up Day", funded by the Clean Communities Grant, is scheduled to begin at 9:00 a.m. The Free Personal Document Shredding Event will be conducted on Saturday, April 5, 2014 as well. In past, shredding events, the Township was able to secure a paper shredding vehicle at no charge from the Bergen County Utilities Authority (BCUA). However, a municipality may only receive one free vehicle every eighteen months from the BCUA. Therefore, the Township will be renting a paper shredding vehicle for the April event.
 - 14. The Administrator advised that both Sustainable Jersey applications were mailed this week. The Township also completed the Community Forestry Accomplishment Report for 2013 and the Tree City USA Certification Report for 2013. Elaine Booth completed both reports with the assistance of the Shade Tree Commission.
 - 15. The Administrator reported to the governing body that between December 9, 2013 and today's date, the DPW Has responded to twelve (12) snow emergencies. The total snow fall for this winter season is currently 41 inches.
 - 16. The office staff is in the process of preparing the video from the January 15, 2014 revaluation public information session for the Township's website and the cable bulletin board.
 - 17. As way of a historical context, the Administrator reported that 2014 is the 25th Anniversary of the Wyckoff Police Department teaching the D.A.R.E. Program. 2014 is the 75th Anniversary of Wyckoff Volunteer Engine Fire Company #2, at 180 Wyckoff Avenue, has served Wyckoff residents.
 - 18. The Office of Emergency Management has been advised that the Planning Board has made a condition of approval that the Wyckoff Family YMCA facility with their new emergency generator be incorporated into the Emergency Management Plan shelter annex as a "warming center."
 - 19. Two (2) property owners recently received monetary fines for performing construction work without building permits at 542 Chestnut Street and 522 Eder Avenue.
 - 20. Last week, the Bergen Record reported that Wyckoff was listed in the Top 50 Safest Municipalities in the State of New Jersey. The Township of Wyckoff was listed as number thirteen (13) in the State.
 - 21. The budget process continues with the Finance Committee (Mr. Rooney, Mr. Scanlan, Ms. McLeod and Mr. Shannon) and department managers reviewing budget requests and exploring less expensive ways to deliver services. Resources are not unlimited and priorities must be determined to fund services from scarce resources.

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22. A Wyckoff Police Sergeant was assaulted and injured on May 12, 2013 in the course of making an arrest. The Township of Wyckoff paid \$47,843 in wages during the time that the officer was unable to work, and the Chief of Police has sent a letter to the Prosecutor's Office requesting restitution for this loss of taxpayer's money. This application for restitution will be brought before the Court during sentencing. If the Court denies restitution of the Township's claim for lost wages, we will ask the Township Committee to contact State Legislators to propose a law to allow restitution in such situations. This would enable municipalities to reclaim the loss that the taxpayer's incurred. Such legislation might further serve as a deterrent and protect police officers from assaults intended to inflict injury.

The Work Session Meeting adjourned at 8:40 p.m.

Douglas J. Christie
Mayor

Joyce C. Santimauro
Municipal Clerk